

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 12 JULY 2011  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr Mrs J Dunsmore (Town Mayor)	Cllr B Yoxall (Deputy Mayor)
Cllr J Cooper	Cllr E Poskitt
Cllr T Gardiner	Cllr A Glees
Cllr Mrs A Grant	Cllr Mrs E Jay
Cllr P Jay	Cllr Mrs L Glees
Cllr P Redpath	Cllr Mrs T Redpath
Cllr Mrs P Richardson	Cllr Mrs E Stokes

**ALSO IN ATTENDANCE:**

Cllr I Hudspeth, four representatives from the CLA Game Fair and 36 residents.

**WTC/73/11 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Mrs V Edwards, and C Carritt.

**WTC/74/11 DECLARATIONS OF INTEREST**

The Mayor declared a personal interest in item 17 (c) as she is the friend of one of the tenants who hires an office in the Community Centre.

**WTC/75/11 TO APPROVE THE MINUTES OF:**

The Minutes of the meeting of the Town Council held on Tuesday 14<sup>th</sup> June 2011 were approved and signed as a correct record subject to the following amendments: WTC/47/11 Public Participation. Midway down the paragraph the sentence that read 'Cllr Mrs T Redpath asked about the type of building that was envisaged' was amended to read 'Cllr Mrs T Redpath asked about the location of the building that was envisaged'. The last word of this paragraph was also changed. The word 'proposals' was deleted and replaced with the word 'ambitions'. The last word of the resolution was also changed to read 'ambitions'. Cllr A Glees asked that it be noted in the minutes that he had offered his support on this matter.

WTC/56/11 Meetings of Committees and Sub-Committees (g) Finance. At the top of page 31 the sentence at the end of the first sentence was removed and the following words inserted 'and it was as a consequence of the Council asking the RFO to investigate improved investment potential for Council reserves'

The Minutes of the extraordinary meeting of the Town Council held on 28<sup>th</sup> June 2011 were approved and signed as a correct record subject to the following amendments:

WTC/67/11 Public Participation. The word 'motioned' in the third sentence was replaced by the words 'moved a motion'.

WTC/68/11 Planning Applications: In the first sentence of the last paragraph on page 36 the words 'WODC planning officer' were inserted between 'a' and 'report'. The motion at the bottom of this page was amended to read 'Cllr P Jay proposed that WTC urgently seeks advice from Huw Mellor (WTC planning consultant) on the implications of this proposal by WODC and Cllr J Cooper offer clarification of this report'. The resolution was amended to read 'Cllr P Jay proposed that WTC urgently seeks advice from Huw Mellor (WTC planning consultant) on the implications of this proposal by WODC and Cllr J Cooper offer clarification of the report mentioned above with WODC and inform WTC of the outcome at the 12 July TC meeting.

WTC/69/11 Highways Matters (i) Traffic Advisory Committee, item 1) the following words were removed from the proposal, resolution and action: 'the level of compliance with the advisory alternative route'.

Cllr A Glees proposed that minute WTC/72/11 be amended on behalf of Cllr Mrs V Edwards who was unable to attend the meeting. Cllr T Gardner proposed an amendment to the motion so that the proposal would be carried forward to the next meeting, when hopefully Cllr Mrs V Edwards would be present. Cllr B Yoxall seconded this amendment.

**RESOLVED** (8 votes for, 3 votes against)

That the proposal by Cllr Mrs V Edwards to amend minute WTC/72/11 be carried forward to the next meeting.

**WTC/76/11**

***PUBLIC PARTICIPATION***

Nick Brooks-Ward, Head of operations at the CLA Game Fair and three members of the CLA traffic team addressed the meeting and explained the traffic management procedures in place to try to avoid the traffic chaos that had occurred last time the CLA Game Fair came to Blenheim Palace. During the subsequent discussions the questions included a request for information about who was covering the cost of the traffic management, the arrangements in place for buses from the Oxford Airport, whether satellite navigation systems might direct vehicles into Woodstock, the measures in place to try and prevent the local school traffic being disrupted, arrangements for postal deliveries to the Blenheim Estates Office. The CLA organisers answered all of the questions that were addressed to them.

Cllr P Jay thanked Cllr A Glees for his work with the CLA organisers and said that he was impressed by the arrangements that the CLA organisers had put in place to try and ensure that traffic flowed smoothly during the event. He believed that everything that could be done had been done and noted that the Thames Valley Police had also demonstrated strong support in trying to avoid the previous traffic chaos. Cllr A Glees agreed with Cllr P Jay's assessment and suggested that the only problem that could arise would be if there was an accident and such things cannot be foreseen.

Information about the CLA traffic arrangements will be displayed in the Town Hall, on notice boards and on the WTC web site. Mr Brook –Ward reported that a dedicated helpline will be available to answer questions during the event and he said that he would forward the details of this to the Town Clerk and Cllr P Jay. It was agreed that a Town Council liaison point was required on the Friday and this would be the Deputy Mayor.

**ACTION:** The Town Hall staff will arrange for this information to be displayed.

One of the Doctors from the Woodstock surgery considered the wording on a poster produced by WTC to be unfortunate as it advised patients not to make appointments on the Friday. The Mayor said that this point would be taken on board by the Council. The doctor also suggested that the 'Fair' should be discontinued as this also causes traffic disruption. The Mayor said that WTC would review this but thought that its hands were tied by the Charter under which it was permitted.

The Mayor thanked the residents and representatives from the CLA for attending the meeting and Cllrs P Jay, A Glees, B Yoxall and I Hudspeth for their work on this event.

**WTC/77/11**

***REPORTS FROM DISTRICT AND COUNTY COUNCILLORS***

A report from County and District Councillor Ian Hudspeth had previously been received and circulated. He reported that the first meeting of the library working group had taken place. Fliers will be issued in order to try and encourage people to respond to the current consultation. WTC will be invited to respond in September.

The Mayor reported that the schools had offered to print and distribute flyers to students at their own cost. She thanked them for doing so.

The Deputy Mayor congratulated OCC on the disabled access installed over the bridge at Charlbury Station. He was also impressed with the OCC staff who are manning the Visitors Information Centre but queried whether better signage could be installed to direct people to this.

Cllr I Hudspeth said that he had investigated anecdotal evidence that the Crown Inn had been open until 3am. The WODC licensing team have reminded the pub of the terms and conditions associated of its license.

District Cllr J Cooper updated the Council about the discounted market situation relating to property and confirmed that these houses could eventually be offered on the open market. He reported that WODC would use specialised equipment to sweep the cobbles before the 'Bloom' judging. Cllr P Richardson asked that her thanks be recorded. Cllr Mrs E Jay reported problems with the new WODC recycling contract – most of the plastics are now being rejected that were previously accepted and so it was confusing for residents. Cllr A Glee echoed the concerns of Cllr Mrs E Jay and asked that a clear statement be issued.

**ACTION:** Cllr J Cooper will clarify the position re the collection of plastic.

Cllr J Cooper was asked whether Park Lane could be swept and cleaned up.

**ACTION:** Cllr J Cooper will ask WODC to action this.

The Mayor noted that nets on recycling boxes had been trialled in Woodstock and asked Cllr J Cooper to obtain confirmation about progress, the results and the options for the future.

**ACTION:** Cllr J Cooper will seek further information about the use of netting over boxes.

Cllr I Hudspeth noted that the Chief Executive of OCC, Joanna Simons has been made a CBE.

**ACTION:** The Mayor will send a letter of congratulations to Ms Simons

**WTC/78/11**      **COMMUNICATIONS**

The Mayor thanked the Deputy Mayor for obtaining a £500 grant for the 'History of Woodstock' project. She also thanked Cllr E Stokes for her work on the WTC poster about the CLA (Cllr Stokes noted that it was eventually the work of Cllr P Jay) and the Deputy Mayor for ensuring delivery of the WTC newsletters. She reminded Cllrs about 'Mayor's Sunday'.

**WTC/79/11**      **QUESTIONS**

None

**WTC/80/11**      **MOTIONS PRESENTED TO COUNCIL**

The following motion had been proposed by Cllr J Cooper

*'We the undersigned believe Woodstock Town Council, in line with many other bodies, in the future conducts all regular communications with elected members exclusively by e-mail. This would provide quicker transmission of material with members and ease the process of earlier distribution of Council papers recently announced.'* Cllrs J Cooper and P Jay

This motion was seconded by Cllr P Jay. Discussion followed.  
A vote was then taken the result of which was: 2 votes for, 11 votes against and 1 abstention so the motion failed.

**WTC/81/11 PLANNING MATTERS**

(i) The following planning applications were received and considered

- (a) Ref: 11/0933/P/FP  
Brook Hill, Woodstock (on part of the Owen Mumford site)  
Erection of two bulk storage silos.

**RESOLVED**

That WTC has no comment to make about this planning application.

- (b) Ref: 11/00932/P/FP  
2 Meadow Walk, Woodstock  
Erection of two storey rear extension and single storey side extension.  
Relocation of fence.

Cllr Mrs P Richardson said that neighbours have complained to her and proposed that this is overdevelopment of the site. This motion was seconded by Cllr E Poskitt.

**RESOLVED**

That WTC object to this planning application on the grounds of WODC's planning policy BE2 overdevelopment.

- (c) Ref: 11/0950/P/FP  
The Holding, Shipton Road, Woodstock  
Erection of 14 apartments with associated parking, storage areas and improvements to existing access.

Cllr Mrs T Redpath noted that the applicants had reduced the height and improved the access but still suggested that the council should object because of the large number of proposed dwellings. It was noted that at least one resident in Randolph Avenue has objected to the current proposal. Cllr J Cooper noted that this proposal will be coming to the Uplands Planning Committee of WODC in September and understands that there will be a site meeting.

Cllr Mrs T Redpath proposed that WTC object to this planning application on the grounds of overdevelopment and access because even as it is now it is insufficient for 14 dwellings (28 cars) and recommends that they revert back to the original proposal for 5 dwellings preferably with access through Randolph Avenue. This motion was seconded by Cllr E Poskitt. Discussion followed. Cllr T Gardiner proposed an amendment that the number of houses be increased from 5 to 10. This was seconded by Cllr A Glees. The vote for the amended proposal was taken. The vote was 5 for but 7 against and therefore the amendment failed. The original motion was then put.

**RESOLVED** (8 votes for, 2 against and 2 Cllrs abstained)

WTC objects to this planning application on the grounds of overdevelopment and access because, even as it is now it is insufficient for 14 dwellings (and therefore potentially 28 cars). WTC recommends that the applicants revert back to the original proposal for 5 dwellings , preferably with access through Randolph Avenue.

(d) Ref: 11/0970/P/FP

The Glove House, 105 Manor Road, Woodstock  
Construction of new canopy to entrance, new railings to garden and associated landscaping.

**RESOLVED**

That WTC has no comment to make about this planning application.

**ACTION:** The Assistant Town Clerk will relay the planning comments to WODC.

(ii) Builders Request to Access a House in Glyme Close from the Water Meadows

A local builder will be working on a property in Glyme Close and requested access to the back of the property through the water meadows and will need to remove part of the fence in order to do so. Cllr P Redpath proposed that the builder be allowed access through the water meadows as long as they are aware of nesting birds, do not let the cows out, do not take vehicles through the meadows if wet and reinstate everything afterwards. This motion was seconded by Cllr J Cooper. Discussion followed.

**RESOLVED**

That WTC permit the local builder access to the property in Glyme Close across the water meadows subject to the following:

- 1) Gates must remain shut at all times
- 2) Where dismantling of the fence is required, a barrier must be created to keep the cows inside while the work is being done
- 3) Keep track of the locks; do not lose
- 4) Do not disturb the ground nesting birds
- 5) If inclement weather is expected, do not churn up the fields
- 6) This is an Environmentally Sensitive Area: please take every care possible to maintain conservation of this area. (The ESAs scheme aims to maintain and often to enhance the conservation, landscape and historical value of the key environmental features of an area, and, where possible, improve public access to these areas. Farmer-managed ESAs include some of our most important landscapes: upland; wetland; moor; coastal marsh; river valleys, which offer protection for some of our rarest plants and establish a suitable environment for the recovery of native species).

**WTC/82/11     *PROTOCOL FOR THE WTC WEB SITE***

A paper prepared by Cllr C Carritt was received and considered. Cllr B Yoxall proposed that this paper be discussed by the Communications Sub-Committee, the Clerk and Deputy Clerk and then brought back to Council. Cllr P Jay asked that sub-committee to consider keeping the electronic minutes of council meetings on the web site for 10 years.

**RESOLVED**

That the web site protocol will be discussed by the Communications Sub-Committee, the Clerk and Deputy Clerk and then brought back to Council.

**WTC/83/11 CHRISTMAS LIGHTS**

Received and considered the paper prepared by Cllr C Carritt. The Mayor recorded her thanks for the work that Cllr Carritt had put into this paper. The Mayor proposed that the council accepts the offer of Cllr C Carritt to enter into discussions with Southern and Scottish and that it defer further decisions until Cllr C Carritt is present.

**RESOLVED**

That the council asks Cllr C Carritt to enter into discussions with Southern and Scottish. The Council defer further decisions until Cllr C Carritt is present.

**WTC/84/11 THE QUEEN'S JUBILEE CELEBRATIONS**

The following Cllrs offered to join the Jubilee Celebrations Working Group: The Mayor, The Deputy Mayor, Cllr Mrs L Glees, Cllr Mrs P Richardson and Cllr E Poskitt. Other 'movers and shakers' from within the town will also be asked to join the group and the schools and Blenheim Estates. Discussion followed. Various suggestions were put forward including an ox roast or a pageant

**WTC/85/11 INCIDENT OUTSIDE THE KING'S HEAD PUB**

A report from the Woodstock police about the recent incident outside the Kings Head was received and noted. The council thanked the police for this report.

**WTC/86/11 WAR MEMORIAL INSCRIPTION**

The Deputy Mayor reported that the Royal British Legion would like to amend the inscription on the memorial stone a few feet in front of the existing war memorial as part of the 90<sup>th</sup> anniversary celebrations and so was seeking WTC approval to proceed. The Deputy Mayor proposed that WTC give approval for the Royal British Legion to proceed. This motion was seconded by Cllr T Gardiner.

**RESOLVED**

That WTC give approval to the Royal British Legion to amend the wording on the memorial stone to reflect the 90<sup>th</sup> anniversary of the Woodstock branch.

**WTC/87/11 FINANCIAL ISSUES**

- (i) To receive the List of Payments for June 2011

It was proposed and seconded that the list of payments made in the month of June 2011 amounting to £23,968.66 be received and approved.

**RESOLVED**

That the list of payments made in the month of June 2011 amounting to £23,968.66 is approved.

**ACTION:** The finance assistant will clarify the elements that make up the cheque number 707429 payment

- (ii) To receive the Bank Reconciliation Statements for June 2011  
The Council received and considered the Bank Reconciliation Statements for June 2011.
- (iii) To receive the Summary and Detailed Income and Expenditure Statements for June 2011  
The Summary and Detailed Income and Expenditure Statements for June 2011 were received and considered.
- (iv) Disposition of Woodstock Town Council Funds  
The council received and considered a paper from the finance assistant that provided details about the disposition of WTC funds as at 30<sup>th</sup> June 2011.
- (v) VAT  
The Clerk/RFO updated WTC about progress with the task of gathering information about VAT. The staff have spoken to the VAT expert at WODC and printed various information from the HMRC web site about exceptions. They have still to speak to various other Town Councils, WODC, and Peter Lacey (expert VAT/Finance trainer for NALC). Cllr J Cooper suggested that WTC write to the government and ask that the limits be lifted in light of the increase in VAT.  
**ACTION:**  
The staff will continue to gather information about VAT and present this at the next Finance Committee Meeting.

**WTC/88/11 FRENCH MARKET**

A French Market would like to set up some music on the area of WTC nearest the Town Hall during the 'France at Home' market that will be held on Saturday 8<sup>th</sup> October. This will be a one off event. Cllr P Jay proposed that WTC agrees to this request. This motion was seconded by Cllr A Glees. Discussion followed

**RESOLVED** (12 votes for, 2 votes against)

That WTC gives consent to a musician playing at the Town Hall end of the cobbles during the French market subject to WTC confirming with WODC that it has an appropriate license and La Galleria being advised that this is happening.

**ACTIONS:**

1. The Clerk will confirm with WODC whether the WTC entertainment licence permits music to be played on the cobbles.
2. The Clerk will advise La Galleria that WTC has given approval for this as a one – off and notify them of the date.

**WTC/89/11 MEETINGS OF COMMITTEES AND SUB COMMITTEES**

(a) Environmental Working Group

The minutes of the meeting of the Environment Working Group held on Friday 21<sup>st</sup> June were received and considered.

The cemetery extension was discussed. Cllr P Jay reported that Blenheim Estates has agreed to sell 0.88 acres of land to WTC for use as a town cemetery at a price

of £9.5k per acre and that the contract would be completed on 1<sup>st</sup> April 2012 and that each party would cover their own legal costs. Cllr Mrs T Redpath asked that it be recorded that the terms are accepted by the EWG and WTC. She proposed that WTC agrees to purchase the land subject to WTC getting the necessary surveys and planning consents. Discussion followed. Cllr P Jay said that the process was in two parts and that subject to contract and consents being in place Blenheim estate is willing to sell the land with each party bearing its own costs. He proposed an alternative proposal to Cllr Mrs T Redpaths motion and proposed that:

- 1) Cllrs take note and confirm agreement to the terms and conditions
- 2) Cllr P Jay and the clerk have WTC permission to write to Blenheim Estates and advise them that Henmans are acting for the council.

Cllr Mrs T Redpath agreed to withdraw her original motion.

**RESOLVED** (Unanimous)

that:

- 1) Cllrs take note and confirm agreement to the terms and conditions
- 2) Cllr P Jay and the clerk have WTC permission to write to Blenheim Estates and advise them that Henmans are acting for the council.

**ACTION:** Cllr P Jay/the Clerk will write to Blenheim Estates and advise them that Henmans are acting for the WTC.

The Mayor thanked Cllr Mrs T Redpath for her report and Cllr P Jay for his motion.

(b) Allotments Working Group

The Chairman of the Allotments Working Group gave an oral update and reported that:

- 1) The Duke of Marlborough had kindly agreed to lease land to WTC for an allotment site in Woodstock
- 2) The Allotment Association had been set up
- 3) The Allotments working group was submitting an application for £20k to 'Awards for All' later that week
- 4) A cheque for £240 had been sent to Thames Water to enable a survey to be undertaken about the provision of water to the allotment site – this will be offset against any work that subsequently takes place.
- 5) The allotment site had been advertised to residents and there are now 50 people on the waiting list.
- 6) The Chairman of the AWG considered that the plots should be allocated in order of application.

Cllr Mrs E Jay proposed that:

- (i) The Clerk be allowed to proceed and pay solicitors fees estimated at £500
- (ii) The Clerk be authorised to spend up to £80 in order to submit a planning application to WODC for change of use.

**RESOLVED**

That

- (i) The Clerk be allowed to proceed and pay solicitors fees estimated at £500
- (ii) The Clerk be authorised to spend up to £80 in order to submit a planning application to WODC for change of use.

***EXCLUSION OF THE PUBLIC AND PRESS***

It was proposed that in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are asked to withdraw.

**RESOLVED**

That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are asked to withdraw.

(c) Property Working Group

The Mayor declared a personal interest in item 17 (c) as she is the friend of one of the tenants who hires an office in the Community Centre.

(i) Minutes

The minutes of the property working group held on 28<sup>th</sup> June 2011 were received and noted.

(ii) Meeting with Carter Jonas

The minutes of the meeting with Carter Jonas held on 22<sup>nd</sup> June 2011 were received and noted. The overspend on 8 Park Street was discussed. Cllr P Jay proposed that WTC take advice as to whether or not there had been a breach of contract and that the bills should not be paid until this had been clarified. This motion was seconded by Cllr E Poskitt. Discussion followed during which it was agreed that the bill should be paid now. Cllr A Glees proposed an amendment that this matter should be considered first by Cllrs C Carritt and E Poskitt first and if they are content that this money has been spent correctly let the matter go, if not WTC take legal advice. Cllr P Jay accepted this amendment.

**RESOLVED** (11 votes for)

That the overspend should be considered by Cllrs C Carritt and E Poskitt and if they are content that this money has been spent correctly let the matter go. If not WTC will take legal advice.

The Mayor asked the Council to agree to a 15 minute extension to the meeting and this was agreed.

(iii) Property Update

The Council Member for Property (CMfP) reported that the roof of 6 Park Street continues to leak. This is an H&S matter and so needs sorting out.

Carter Jonas have drawn up a tender and invited 3 builders to submit bids. The cost is likely to be £5k plus fees.

The CMfP also reported that the ceiling in the former sorting office in 2 Park Street is bulging as is the wall. This is a structural matter so Carter Jonas has recommended that a structural survey is commissioned to look at this at an estimated cost of £400-£500. Cllr T Gardiner proposed that WTC obtain the view of our insurers. The Mayor seconded the motion but asked that it be amended so that WTC can proceed on the advice of the insurers. Cllr T Gardiner accepted this amendment.

**RESOLVED**

That WTC obtain the view of its insurers about the bulging wall and ceiling at 2 Park Street and proceed on the advice of the insurers.

***ACTION:***

The Clerk will contact the WTC insurers and act upon their recommendations.

(d) Mayor's Committee

The minutes of the meeting of the Mayor's Committee held on 5<sup>th</sup> July 2011 were received and considered. Cllr P Jay proposed that WTC approve all of the recommendations outlined in the paper for 6 months. This motion was seconded by Cllr T Gardiner. Discussion followed but the time extension agreed for the meeting expired before a vote was taken.

The meeting rose at 10.45pm.

Signed ..... Date .....