

**MINUTES OF THE EXTRAORDINARY MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 24 MAY 2011
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr Mrs J Dunsmore (Town Mayor)	Cllr Mr B Yoxall (Deputy Mayor)
Cllr C Carritt	Cllr T Gardiner
Cllr Mrs L Glees	Cllr Mrs A Grant
Cllr Mrs T Redpath	Cllr E Poskitt
Cllr Mrs P Richardson	Cllr P Redpath

ALSO IN ATTENDANCE:

Four members of the public.

WTC/29/11 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs V Edwards, P Jay, A Glees, J Cooper, Mrs E Jay, Mrs E Stokes and County Councillor I Hudspeth.

WTC/30/11 DECLARATIONS OF INTEREST

Cllr Mrs L Glees declared a personal interest in Agenda Item 4 Civic Announcements as she is a member of a group that rents a room in the Town Hall.

WTC/31/11 SEALING OF DOCUMENTS

The tenancy agreement for 8 Park Street was signed and sealed later in the meeting (see WTC/39/11). The new tenants will move in on 31st May 2011.

WTC/32/11 CIVIC ANNOUNCEMENTS

(i) British Legion

The Deputy Mayor reported that on 19th June there will be a Thanksgiving service at 3pm in the parish church to commemorate the 90th Anniversary of the Royal British Legion. It is also the 90th Anniversary of the Woodstock branch, being the oldest branch in the county. The council was sad to hear about the passing of Mr Len Rudman.

ACTION: The Mayor will send a message of condolence to the family.

(ii) Additional Dates for the Diary

The Mayor announced the following additional dates of the diary:

18 th June	Woodstock Carnival
13 th August	Mock Mayor
13 th November	Remembrance Sunday
26 th November	Night of 1,000 Candles
17 th December	Mayor's Carols

ACTION: The Clerk will arrange for these dates to be presented in the WTC web site.

(iii) Approach from a Woodstock Antiques Shops

The Mayor has been approached by the owner of a local antiques business who has enquired about the free use of the Mayor's Parlour for local antiques dealers to meet 2-3 meetings a year. Cllr Mrs L Glees declared a personal interest as she is a member of a group that rents a room in the Town Hall. Discussion followed. The CMfP advised that council that the property working group is currently trying to rationalise the ways bookings are managed for the Town Hall and Community Centre. She considered it inappropriate to offer the room free to a commercial organisation. Cllr

Mrs L Glees supported this view and suggested that only charities should be considered for free use.

RESOLVED

That the Mayor's Parlour cannot be used but the antiques dealers can hire the Assembly Room or Kitchen at the local rate.

ACTION: The Mayor will notify the antique shop owner of the council's decision.

(iv) Notice Boards

The Mayor informed the council that the Deputy Mayor has agreed to help maintain the notice boards in the town.

(vi) Additional Farmer's Market

The Mayor reported that there will be an additional Farmers Market on 17th September 2011 during the Woodstock Literary Festival.

WTC/33/11

STAFF APPRAISAL

Cllr J Cooper was not at the meeting to present his oral report.

RESOLVED

That this item will be brought forward to the June meeting and taken in confidential session.

The Mayor proposed that the appraisal of the Clerk be circulated to all Cllrs. This motion was seconded by Cllr P Redpath but rejected by the majority of other Cllrs. The motion therefore failed.

WTC/34/11

ADDITIONS AND AMENDMENTS TO COUNCILLOR APPOINTMENTS/RESPONSIBILITIES

The Mayor reported that since the Town Council meeting of 10th May Cllrs Mrs A Grant and E Poskitt had agreed to join the Communications Sub-Committee and asked WTC to confirm these appointments.

RESOLVED

That Cllrs Mrs A Grant and E Poskitt will join the Communications Sub-Committee.

The Mayor reported that Cllr A Glees had stood down as the WTC representative for the Country Land and Business Association (CLA) Game Fair 2011 and thanked him for his work on this event. She reported that Cllr P Jay had agreed to assume this role assisted by the Deputy Mayor and asked that WTC confirm these appointments.

RESOLVED

That Cllr P Jay take over as the WTC representative for the CLA Game Fair 2011 and that he be assisted by the Deputy Mayor.

The Deputy Mayor suggested that a newsletter be circulated to residents of the town in early July. He reported that Mike Brook-Ward from the CLA and members of the public will be invited to attend the July WTC meeting. Cllr T Gardiner queried the venue for this meeting but the Deputy Mayor suggested that the Town Hall should be able to cope with the predicted number of attendees. Cllr Mrs L Glees suggested that in addition to a general letter to residents, specific letters should be sent to the Doctors surgery, Woodstock groups, schools etc. Cllr Mrs A Grant considered that the letter to the Doctors surgery should be sent now.

ACTION: Cllr P Jay and the Deputy Mayor will send a letter to the Doctors surgery.

WTC/35/11 PLANNING MATTERS

(i) Planning Applications

The following planning applications were received and considered

- (a) Ref: 11/0638/P/FP
27 Cockpit Close, Woodstock
Conversion of storage building to utility room.

RESOLVED

That WTC has no comment to make about this application.

- (b) Ref: 11/0661/P/FP
The Holding, Shipton Road, Woodstock
Erection of 14 apartments with associated parking and storage areas. Closure of existing and formation of new vehicular access.

Cllr Mrs T Redpath proposed that WTC object to this planning application on the grounds of over development. She also raised concerns about the access from the Shipton Road. Cllr P Redpath seconded this motion. Discussion followed.

RESOLVED (8 votes for and 2 abstentions)

That although some development is acceptable WTC objects to this proposal because it is considered to be overdevelopment of the site and the current application proposes access onto the Shipton Road as opposed to Randolph Avenue.

(ii) Procedure for Dealing with Planning Applications

The council received and considered a paper by Cllr C Carritt and the Clerk. This outlined a proposal for dealing with simple planning applications avoiding the need for ETC meetings whilst giving residents the opportunity to attend and be represented. It was suggested that the strategy committee assume this activity, meet once a month for this purpose and has delegated powers. Cllr Mrs T Redpath was concerned that sometimes residents make representations that can throw a new light on applications. She therefore suggested a call-in system whereby such applications could be flagged up. Cllr T Gardiner considered that all Cllrs attending these planning meeting should be able to vote and would like a power of veto that would enable applications to be referred back to the full council if a significant minority objected. The Mayor considered that planning applications should come before full council. The 21 day deadline given to WTC by WODC is a matter of concern to Cllrs as it does not appear to correspond with the deadlines given to residents. The Mayor suggested that the Clerk write to Jon Westerman and ask that WTC be treated like residents and be given firm deadlines for planning applications rather than '21 days'. Cllr C Carritt proposed that subject to the WODC response this planning paper be brought back for further consideration by council in August or September. The Mayor supported this motion noting that this is when the new planning amendments are due to come through and these could be considered at the same time.

RESOLVED

That the Clerk will write to WODC and ask that WTC be given a deadline date by which to respond rather than the current 21 days, and subject to this response the planning paper be reconsidered in August or September.

ACTION: The Clerk will write to Jon Westerman and this matter will be considered for possible inclusion on the TC agenda for August or September.

WTC/36/11 CEMETERY

The Mayor explained an anomaly that had recently arisen and said that WTC needs a clear refund policy. Cllr Mrs T Redpath proposed that WTC policy for refunds for reserved grave spaces remains at 50% but the application received prior to this policy being set is at the £50 offered. This motion was seconded by Cllr Mrs P Richardson.

RESOLVED

That WTC policy for refunds for reserved grave spaces remains at 50% but the application received prior to this policy being set is at the £50 offered.

ACTIONS:

- (i) That the Assistant Clerk will arrange payment of the previously agreed amount.
- (ii) That the EWG will add this policy to the cemetery procedures when they are next updated and that it will be applied to any future applications of this kind.

WTC/37/11 ENDING OF THE BBC TV OXFORD NEWS PROGRAMME

A letter responding to the proposal to end the BBC TV Oxford News Programme, drafted by Cllr A Glees was received and considered. Cllr Mrs L Glees asked that it be reformatted and presented on one page. The Deputy Mayor suggested that two additional paragraphs be added but after discussion it was felt that these might be better suited for inclusion in any subsequent letter. Cllr P Redpath suggested that the letter be posted on the WTC web site along with details about how residents can register their views with the BBC. The Mayor proposed that the letter be addressed to the BBC Trust, copied to Ms Bell the Station Manager at Oxford, be presented on one page and that when the outcome is known WTC consider the Deputy Mayor's proposals.

RESOLVED

That a one page letter is sent to the BBC Trust (copied to Ms Bell) and that when the outcome is known WTC consider the Deputy Mayor's proposals.

ACTIONS:

- (i) The Clerk will reformat the letter, make the amendments and send the letter to the BBC Trust.
- (ii) The Assistant Clerk will post the letter and contact details of the BBC Trust on the WTC web site.

WTC/38/11 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 the public be temporarily excluded and be asked to withdraw during agenda items 11 and 12.

WTC/39/11 **PROPERTY MATTERS**

The CMfP presented a report about the following:

(i) 8 Park Street

A tenant secured for 8 Park Street by Carter Jonas is ready to move in on 31st May. The deed of guarantee and assured short-hold was discussed. The lease is for two years and a rent of £895pcm has been agreed. Property Working Group Members noted that they would have liked more time to read the paperwork in detail but this was impossible due to the date of receipt. The CMfP reported that the upgrading of 8 Park Street will eventually be £1500 over budget (ex VAT). Several Cllrs questioned the reasons for this and the CMfP reported that it was due to the purchase of a free standing cooker, new light fittings and door locks, the repositioning of the fuse box, the unbudgeted redecoration of some metal window frames and the purchase of a new stair and landing carpet, requested by the new tenant. Cllr C Carritt proposed that WTC go ahead with the lease of 8 Park Street and this proposal was seconded by Cllr T Gardiner who reminded WTC that this proposal is in accordance with the advice of Carter Jonas WTC's property managers.

RESOLVED (Unanimous)

That the contracts for the lease of 8 Park Street be signed and sealed.

(ii) The Community Centre

a) Registering the Community Centre for VAT

Cllr Mrs L Glees reported that the WREN application has been submitted on the basis that the Community Centre will not be registered for VAT in light of new information obtained from HMRC. This has confirmed that if the Community Centre is registered for VAT the Town Council will be committed to this arrangement for 20 years unless it withdraws within six months of sign up without utilising the registration. Discussion followed. Cllr C Carritt proposed that a further meeting of the CC working group be held in order that they can develop a formal proposal to bring to the next town council meeting. This motion was seconded by Cllr T Gardner.

RESOLVED

That the CC working group meet and develop a proposal about whether or not WTC should register the Community Centre for VAT and bring this back to the next town council meeting for consideration.

ACTION: Cllrs Mrs L Glees and Mrs V Edwards will call a meeting of the Community Centre Working Group and bring a VAT proposal to the next Town Council meeting.

Cllr P Redpath said that he would like more information about VAT in general. The Clerk suggested that in order to include the Finance Assistant in both meetings they be held on the same evening.

RESOLVED

That the Finance Committee Meeting will take place at 7pm on Tuesday 7th June and the Community Centre Working Group Meeting at 8pm on 7th June.

Cllr T Gardiner asked the Clerk to ensure that the Finance Assistant does not take any action towards registering the Community centre for VAT until after the Town Council has met in June 2011.

ACTION: The Clerk will advise the Finance Assistant that he should take no further action at present.

b) The Garden at the Community Centre

Cllr P Redpath advised that the Green Gym will be able to help tidy up the Community Centre courtyard garden.

WTC/40/11 *CARETAKING COVER*

The Mayor reported that the Town Hall Caretaker is doing a good job servicing the Community Centre in addition to the Town Hall. However a deputy or assistant is required to provide cover for sickness or leave or when 2 members of staff are required to cover the buildings during busy periods. She proposed that she be given permission to ask the Environmental Warden to assume this role in the interim and paid for the hours worked until the post of a part-time caretaker can be advertised. The CMfP said that the interim caretaker must be trained to ensure that he knows the requirements of the job.

RESOLVED

That the Environmental Warden be invited to assume the role of interim part time caretaker until the post can be advertised and filled and that he will be paid for the hours worked and trained to ensure that he knows the requirements of the job.

ACTIONS:

- (i) The Mayor will approach the environmental warden to secure interim cover.
- (ii) The Clerk will progress the recruitment of a permanent member of staff to assist the Town Hall caretaker.
- (iii) The Town Hall caretaker will be asked to train the environmental warden.

WTC/41/11 *CORRESPONDENCE*

Cllr Mrs P Richardson distributed Cllrs information about a consultation that proposes expanding the Woodstock Church of England Primary School. A school representative will attend the June town council meeting and address the council under public participation.

The meeting rose at 9.30pm.

Signed Date