

**MINUTES OF THE ANNUAL MEETING FOLLOWED BY THE  
MONTHLY MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 08 MAY 2012  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**I ANNUAL MEETING**

***PRESENT:***

Cllr Mrs J Dunsmore (Town Mayor)	Cllr B Yoxall (Deputy Mayor)
Cllr J Cooper	Cllr Mrs V Edwards
Cllr C Carritt	Cllr E Poskitt
Cllr G Fleetwood	Cllr R Gundthart
Cllr S Parnes	Cllr P Jay
Cllr Mrs P Richardson	Cllr Mrs E Stokes
Cllr D Yates	

***ALSO IN ATTENDANCE:***

Twelve members of the public.

Before the meeting began the Mayor presented to each of the two charities that she had supported during her term of office a cheque for £1,250.00. Mr J Cooper, Chairman of the Woodstock Youth Club accepted the cheque on behalf of the club. Ms Barbara Shaw accepted the cheque on behalf of the Citizens Advice Bureau.

***WTC/1/12 SIGNING OF THE DECLARATIONS OF INTEREST***

The Clerk witnessed the signing of the Declarations of Interest by members of the Council. Cllr Mrs V Edwards then left the meeting.

***WTC/2/12 ELECTION OF TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE***

The outgoing Mayor, Mrs J Dunsmore called for nominations for the post of Town Mayor. Cllr C Carritt proposed the current Deputy Mayor, B Yoxall. This proposal was seconded by Cllr Mrs E Stokes. No other nominations were received and therefore Cllr B Yoxall was duly appointed as Town Mayor and signed his acceptance of office. The new Mayor made an acceptance speech during which he congratulated County Cllr I Hudspeth on becoming leader of the County Council and Cllr E Poskitt on becoming a District Cllr. He wished the outgoing Mayor every happiness for the future.

***WTC/3/12 ELECTION OF THE DEPUTY TOWN MAYOR AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE***

The new Mayor called for nominations for the post of Deputy Mayor. Cllr C Carritt proposed Cllr Mrs E Stokes for the position of Deputy Mayor and this was seconded by Cllr B Yoxall. No other nominations were received and therefore Cllr Mrs E Stokes was duly appointed as Deputy Town Mayor and signed her acceptance of office.

**WTC/4/12**      ***APPOINTMENT OF MEMBERS TO SERVE ON COMMITTEES AND WORKING GROUPS***

A paper from Cllr C Carritt was received and considered by the Council that proposed changes to the current Committee and Working Group structure of WTC. The aim is to streamline the Council procedures, without overburdening the staff, and Cllr C Carritt proposed that a working group be set up to include members of the old and new councils to review the committee and working group structures of the Council, to take full account of staff resources, and to report back to Council as soon as possible. This motion was seconded by Cllr P Jay. Discussion followed. The proposer and seconder agreed to amend the last part of the motion to reflect Cllr Parnes suggestion that this matter should not be rushed.

**RESOLVED** (Unanimous)

- (i) That a working group be set up to include members of the old and new councils to review the committee and working group structures of the Council, to take full account of staff resources, and to report back to Council in due course.
- (ii) That the following Members will sit on this new working group: Cllrs C Carritt, P Jay, E Poskitt, S Parnes, D Yates, G Fleetwood and the new Town Mayor.
- (iii) That the Working Group will appoint its Chairman at the first meeting.
- (iv) That the structure and appointments as set out in the schedule attached as Appendix A to these minutes is adopted by the council until the working group reports back to full council with recommendations.

**WTC/5/12**      ***APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES***

The Town Council received and considered the current membership of Cllrs on Outside Bodies.

**RESOLVED** (Unanimous)

That Members be appointed to serve on Outside Bodies as set out in the Schedule attached as the Appendix B to these Minutes.

**WTC/6/12**      ***DECLARATIONS OF INTEREST***

No declarations of interest were received for the Annual Meeting of the Town Council.

**WTC/7/12**      ***APPOINTMENT OF PROFESSIONAL BODIES***

The Council received and considered the following appointments:

- |                       |                   |
|-----------------------|-------------------|
| (a) Solicitors:       | Henmans LLP       |
| (b) Property Agents:  | Carter Jonas      |
| (c) Bankers:          | Barclays Bank plc |
| (d) Insurers:         | Zurich Municipal  |
| (e) Internal Auditor: | Roger Symes       |

It was agreed that it was good practice to review all of the professional bodies used by WTC periodically. The Town Clerk suggested that to review all of the current providers simultaneously might be ambitious for the new Council and advised that

the review of the bankers and insurers be deferred until 2013. Cllr J Cooper proposed that WTC review (a) the current solicitors, (b) the current property agents and (e) the internal auditor by the end of 2012. This motion was seconded by Cllr E Poskitt.

**RESOLVED** (Unanimous)

That the professional appointments (a) to (e) are continued at present but that the services provided by the current solicitors, property agents and internal auditor are reviewed by the end of 2012.

**ACTIONS**

1. *The New Town Mayor and the Town Clerk will undertake the review of the solicitors.*
2. *Cllr E Poskitt and the Town Clerk will review the property agents.*
3. *Cllr P Jay, the Town Clerk/RFO and Finance Assistant will review the internal auditors.*

**WTC/8/12**

**STANDING ORDERS AND FINANCIAL REGULATIONS**

Cllr C Carritt proposed that WTC work to the current Standing Orders (2007), until the review of the standing orders has been completed, and the Financial Regulations (2012). This motion was seconded by Cllr P Jay.

**RESOLVED** (Unanimous)

That the current Standing Orders (2007) and Financial Regulations (2012) will be used by the Council.

**WTC/9/12**

**ASSET REGISTER AND RISK ASSESSMENT FOR 2012/13**

It was noted that the asset register will be expanded and enhanced with photographs and that the current risk assessment will be simplified.

***ACTION:** The Town Clerk will work with Cllr C Carritt to compile photographs to accompany the asset register and simplify the current risk assessment.*

**WTC/10/12**

**CALENDAR OF MEETINGS**

The draft calendar of meetings was considered. Cllr C Carritt proposed that WTC meet in August. This motion was seconded by the new Mayor.

**RESOLVED** (7 votes for, 4 votes against)

That WTC will meet in August.

**II MAY MONTHLY TOWN COUNCIL MEETING**

**WTC/11/12**

**APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr Mrs V Edwards.

**WTC/12/12**

**DECLARATIONS OF INTEREST**

Cllr J Cooper declared a Personal Interest in Agenda Item 16(i), Report of the RFO, List of April payments, as he is director of ORCC. Cllr J Cooper declared a prejudicial interest in Agenda Item 16 Report of the RFO, the WTC insurance

renewal. Cllr J Cooper declared a personal interest in Agenda Item 17, Planning Applications as he is a Member of the WODC Planning Committee. Cllr E Poskitt declared a personal interest in Agenda Item 17, Planning Applications as she is a Member of WODC. Cllr R Gunthardt declared a personal interest in Agenda Item 17 (b) Planning Application for 6 Cadogan park as he knows the applicants. Cllr J Cooper declared a personal interest in Agenda Item 19, the Olympic Torch, as he is a Member of WODC. Cllr B Yoxall declared personal interest in Agenda Item 20 (i) Highways and Transport Matters, Hanborough Station Car Park, as he is a member of the Cotswold Line Promotion Group.

**WTC/13/12 TO APPROVE THE MINUTES OF:**

Cllr E Poskitt drew attention to the fact that “slow” worms was the correct spelling of the creatures referred to in previous minutes about the OWL extension.

The Minutes of the Meeting of the Town Council held on Tuesday 10<sup>th</sup> April 2012 were approved and signed as a correct record subject to the following amendments:

WTC/352/11: The Legacy Fund. The last sentence before the resolution on page 210 was amended to read ‘It was noted that Mr C Baylis who is another legacy fund trustee, supported this motion.

WTC/360/11: To Consider Other Expenditure. The title of (iv) the word ‘Playground’ was inserted at the end of the title.

**WTC/14/12 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

- (i) Report from County Cllr I Hudspeth  
The council noted the May 2012 report from County Cllr I Hudspeth. Cllr I Hudspeth welcomed and congratulated Cllr B Yoxall upon his appointment as Mayor. He also congratulated Cllr E Poskitt upon her appointment as District Cllr on WODC and noted that it was his last day as a district Cllr. He reported that the County Council would be holding its Annual meeting the following week. He confirmed that the Woodstock library would not close. He said that he would follow up progress on the cobble repairs and installation of the two bell bollards with the OCC highways staff. WODC cannot replace the missing benches until the new bollards are in place.
- (ii) To receive a report from District Cllr J Cooper  
District Cllr J Cooper reported that WODC were trying to organise some sporting activities at the Woodstock swimming pool whilst the Olympics were taking place. A large firework display took place in Woodstock recently. It was noted that a licence was not required as it occurred before 11pm.

**WTC/15/12 COMMUNICATIONS**

The Mayor reported that the two charities that he would support in 2012/13 were the Woodstock Youth Club and the Special Effects Organisation. This charity based in Charlbury helps disabled people nationally. The Mayor intends to hold a social function for the new council so that Cllrs can get to know each other.

**WTC/16/12 FINANCIAL ISSUES**

Cllr J Cooper declared a Personal Interest in the list of April payments, as he is director of ORCC. Cllr J Cooper declared a prejudicial interest in the WTC insurance renewal.

The council authorised the payment of the Zurich insurance renewal for WTC.

- (i) To receive the list of Payments for April 2012  
The list of payments made in the month of April 2012 amounting to £35,063.18 was received and approved.
- (ii) To receive the Bank Reconciliation Statements for April 2012  
The Council received and considered the bank Reconciliation Statements for April 2012.
- (iii) To receive the Summary and Detailed Income & Expenditure Statements for April 2012  
The Summary and Detailed Income and Expenditure Statements for April 2012 will be circulated after the meeting.

**WTC/17/12 PLANNING MATTERS**

Cllr J Cooper declared a personal interest as he is a Member of the WODC Planning Committee. Cllr E Poskitt declared a personal interest as she is a Member of WODC.

The council received and considered the following planning applications:

- (a) Ref: 12/0553/P/FP  
15 Bear Close, Woodstock: Removal of existing single storey extension and erection of single and two storey rear extension and new porch.

**RESOLVED**

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

- (b) Ref: 12/0559/P/FP  
6 Cadogan Park, Woodstock: Erection of replacement dwelling.  
Cllr R Gunthardt declared a personal interest as he knows the applicant.

**RESOLVED**

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

**ACTION:** *The administrative assistant will relay the planning comments to WODC.*

**WTC/18/12 JUBILEE CELEBRATIONS**

- (i) Minutes of the Diamond Jubilee Working Group  
The minutes of the Diamond Jubilee Working Group meeting held on 23<sup>rd</sup> April 2012 were received and noted.
- (ii) Report from the Chairman of the Diamond Jubilee Working Group  
The Mayor hoped that Cllrs would participate in the parade from the Town Hall to the church on Sunday and the themed fancy dress event. Some additional funding is required for the Jubilee celebrations. The Mayor proposed that £500 be moved from the 'Winter Weather Maintenance

Budget' to the Jubilee celebrations budget. This motion was seconded by Cllr Mrs P Richardson.

**RESOLVED** (Unanimous)

That £500 is moved from the 'Winter Weather Maintenance Budget' to the Jubilee celebrations budget.

The content of the Jubilee Exhibition was discussed.

**RESOLVED**

1. That the Town Mace will not be included in the Jubilee Exhibition.
2. That the Town Clerk will obtain quotes for updating the valuation of the civic regalia.

**ACTIONS:**

1. *The Town Clerk/RFO will arrange for the budget reallocation.*
2. *The Town Clerk will obtain quotes for updating the valuations for the civic regalia.*

**WTC/19/12 OLYMPIC TORCH**

Cllr J Cooper declared a personal interest as he is a Member of WODC.

The Olympic torch will come through Woodstock at 3.30pm on Monday 9<sup>th</sup> July 2012. The WTC newsletter and Notice Boards will be used to promote this event. The flag will be flown from the Town Hall. Live music will be played on the Market Square on this day so a stage will have to be hired for the performers. The Mayor proposed that £300 is moved from the Winter Weather Maintenance budget to fund the stage hire. This motion was seconded by Cllr C Carritt.

**RESOLVED**

That £300 will be moved from the Winter Weather Maintenance budget to fund the stage hire.

**ACTIONS:**

1. *The Town Clerk/RFO will arrange for the budget reallocation.*
2. *The administration assistant will ask Mr Myatt if he is available to raise the TH flag - if he is unable to assist Cllr C Carritt will action this.*

**WTC/20/12 HIGHWAYS AND TRANSPORT MATTERS**

**(i) Hanborough Station Car Park**

Cllr B Yoxall declared personal interest as he is a member of the Cotswold Line Promotion Group.

It is hoped that a new car park at Hanborough Station may be built. The new landowner of a potential site for a car park is currently assessing the economics associated with this proposal. It was noted that the trains are more punctual than previously, resulting in more people using the train and an increased numbers of cars parking on the main road.

**(ii) Review of Subsidised Bus Services**

The Stage Coach S3 service that runs on Sundays and Bank Holidays and brings many visitors to Woodstock and Blenheim is currently under review.

**RESOLVED**

That WTC will write to OCC and ask that they continue to subsidise the S3 bus service.

*ACTION: The Clerk will write to OCC.*

**WTC/21/12 OWL EXTENSION**

A new working group was established to review the OWL Extension and decide how WTC should take this forward. The working group will comprise Cllrs P Jay, G Fleetwood, Mrs P Richardson, S Parnes, R Gunthardt and C Carritt. The Clerk informed the council that two former Cllrs had expressed a wish to be included on the OWL extension WG but the council decided against this. The Chairman of the WG will be appointed at the first meeting. The working group will take the opinions of residents into account and the obligations on the owners will be clarified.

**ACTIONS:**

1. *The Mayor asked Cllr P Jay to take the lead on compiling relevant documentation for consideration by the new OWL Extension working group.*
2. *Cllrs P Jay and R Gunthardt will review all of the available paperwork.*
3. *The Town Clerk will ask Karen Howes of OCC for a report that confirms whether there is any asbestos on the site that needs to be removed and, if so, who is responsible for clearing this.*

**WTC/22/12 MEETINGS OF COMMITTEES AND WORKING GROUPS**

Personnel Committee

The minutes of the meeting of the Personnel Committee that was held on Tuesday 17<sup>th</sup> April were received and noted. Cllr C Carritt explained the background and purpose of the current review of the Standing Orders and Financial Regulations. Cllr C Carritt explained the process for altering, deleting or adopting new Standing Orders. Cllr C Carritt proposed that the revised Standing Orders stand adjourned until the June meeting.

**RESOLVED** (Unanimous)

That the revised Standing Orders stand adjourned until the June TC meeting.

**WTC/23/12 TOWN COUNCIL NEWSLETTER**

It was agreed that the next WTC Newsletter will tell residents about the change of WTC Cllrs, the Olympic Torch arrangements and the official Community Centre opening. Cllr C Carritt asked that when the Communications Working Group next meets the WTC policy for the newsletter is brought to their attention.

*ACTION: The Clerk will provide the members of the Communications Working Group a copy of the WTC Newsletter policy before it next meets.*

**EXCLUSION OF THE PUBLIC AND PRESS**

Cllr C Carritt 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 instructed to withdraw for Agenda Items 24 to 29. This proposal was seconded by Cllr J Cooper.

**RESOLVED**

That the public should be excluded for the Agenda Items 24 to 29.

**WTC/24/12 LEGACY FUND AND STAIR LIFT PROPOSAL**

The Town Clerk reported that she and the Town Mayor would be meeting with the OCC Fire Officer and a member of the WODC Planning Department the following week and that nothing further could be done until this meeting had taken place.

**WTC/25/12 COMMUNITY CENTRE REFURBISHMENT**

The minutes of the meeting of the Community centre Working Group meeting that took place on 19<sup>th</sup> April were received and noted.

The Council received and considered the Progress report for the month of May 2012.

The Mayor proposed that new drapes and chairs be purchased now, subject to an anticipated donation, and that the work on the courtyard garden is deferred until the required budget is secured. It was noted that contractor A was the preferred contractor in respect of the quotations received for drapes and chairs, and the other contractor A for the courtyard.

**RESOLVED**

That WTC approves Option A detailed in the May progress report and postpones work on the Courtyard Garden until phase 2 of the project and purchases replacement chairs and drapes now subject to confirmation of an anticipated donation.

The Mayor presented costing information received from Carter Jonas in respect of additional work that could be undertaken on the CC project. This was split into four phases. The Mayor proposed that the following additional work detailed for phase 1 be approved by WTC and paid for from the project contingency fund: the installation of a sound deadening quilt within the new stud wall on the mezzanine over the bar, the replacement of the sloping un-insulated ceiling in the small meeting room with a horizontal plasterboard ceiling with quilted fibreglass above in line with the bulkhead high level plastered wall and then a sloping plasterboard ceiling to the south slope and the fitting of the pendant lights donated to the CC project. This motion was seconded by Cllr C Carritt.

**RESOLVED (Unanimous)**

That the additional phase I suggested by Carter Jonas is approved and will be paid for from the contingency budget.

**WTC/26/12 PROPERTY UPDATE**

**(i) Lease for the offices upstairs in the Community Centre**

The new lease for these offices was received and considered by the Council.

**RESOLVED**

That the Town Clerk is authorised to sign this lease.

***ACTION:** The Town Clerk will sign the lease and arrange for it to be returned to Henmans.*

**(ii) 24 Market Place**

The CMfP reported an offer that has been received from a prospective tenant. This offer is from a hairdresser and therefore the Town Clerk recommended that if it were to be accepted that a separate water meter be installed. Cllr C Carritt proposed that WTC accepts the Carter Jonas recommendations about leasing this property subject to a higher rent being negotiated and control over utility bills. This motion was seconded by Cllr E Poskitt.

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

That WTC accepts the Carter Jonas recommendations about leasing this property subject to a higher rent being negotiated and control over utility bills.

***ACTION:** The Town Clerk will inform Carter Jonas of the Councils decision.*



**WTC/27/12      *CAPABILITY BROWN PICTURE***

The Council received and considered a paper from the Town Clerk that contained valuations received from four auction houses for the ‘Capability Brown’ picture. Discussion followed and it was decided that no decision would be taken about the picture at this meeting.

**WTC/28/12      *STAFF MATTERS***

The Town Clerk reported that the probation periods for the administration assistant and deputy caretaker had now ended and recommended that their appointments be confirmed. Cllr J Cooper proposed that the appointments of these two members of staff be confirmed. This motion was seconded by the Mayor.

**RESOLVED**

That the appointments of the administrative assistant and deputy caretaker are confirmed.

The Town Clerk asked WTC to fund 50% of a 4 day CiLCA training programme that SLCC is running in association with Bucks Association of Local Councils. Deddington Parish Council has already agreed to fund 50% of the cost of this training. Cllr J Cooper proposed that WTC agree to fund 50% of the cost of the CiLCA training for the Town Clerk. This motion was seconded by the Mayor.

**RESOLVED**

That WTC will fund 50% of the fees for the Town Clerks CiLCA training course.

The Town Clerk reminded ETC that licensing training for her and the primary caretaker had previously been approved but was yet to be undertaken. She asked that the budget for this training to be re-affirmed.

**RESOLVED**

That the budget for the licensing training for the Town Clerk and Primary Caretaker is re-affirmed.

**WTC/29/12      *SEALING OF DOCUMENTS***

The Town Clerk signed the new lease for the offices upstairs in the Community Centre.

The meeting rose at 10.30pm.

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

## APPENDIX A

### Woodstock Town Council Committees and Working Groups and Others

1. **Council Member for Property:** Cllr E Poskitt assisted by Cllr P Jay

2. **Committees:**

Personnel: <b>The Mayor (Chairman)</b> and Cllrs C Carritt, S Parnes, E Poskitt, J Cooper and P Jay
Finance: Cllrs E Poskitt, Mrs V Edwards, J Cooper, C Carritt and P Jay

3. **Working Groups**

Christmas Lights: <b>The Mayor (Chairman)</b> , and Cllrs C Carritt and G Fleetwood
Communications (WTC Newsletters): <b>Cllrs B Yoxall (Chairman)</b> , S Parnes and R Gunthardt
Community Centre: Refurbishment Project: <b>Cllrs B Yoxall (Chairman)</b> , C Carritt, Mrs E Stokes, S Parnes, E Poskitt and Mrs P Richardson
Environment: (Cemeteries, OWL Nature Reserve, Water Meadows, Play Areas, Grass Cutting, Trees, Bins etc): Cllrs E Poskitt, Mrs P Richardson, G Fleetwood, R Gunthardt, D Yates and J Cooper.
Highways and Transport: <b>Cllrs C Carritt (Chairman)</b> G Fleetwood, D Yates and B Yoxall
Property: <b>Cllrs E Poskitt (Chairman)</b> , J Cooper, P Jay, S Parnes and B Yoxall
Review of Committee Structures: <b>The Mayor (Chairman)</b> and Cllrs C Carritt, S Parnes, E Poskitt, D Yates, G Fleetwood and P Jay
Strategy: <b>Cllrs J Cooper (Chairman)</b> , E Poskitt, B Yoxall, G Fleetwood and S Parnes
OWL Extension: Cllrs P Jay, G Fleetwood, Mrs P Richardson, S Parnes, R Gunthardt and C Carritt

4. **Other Groups**

Allotments: <b>Cllr Mrs P Richardson</b>
Winter Weather: <b>Cllrs B Yoxall</b> and J Cooper
Woodstock in Bloom: <b>Cllrs Mrs P Richardson (Chairman)</b> , B Yoxall, J Cooper and E Poskitt
Woodstock Town Plan Steering Group: <b>Cllrs C Carritt (Chairman)</b> , and B Yoxall

15<sup>th</sup> May 2012

## APPENDIX B

### Woodstock Town Council Membership on Outside Bodies

#### Outside Bodies

A44A: Cllrs P Jay and E Poskitt
Carnival Committee: The Town Mayor and Deputy Town Mayor
Neighbourhood Action Group: <b>Cllrs J Cooper</b> and D Yates
OALC: The Mayor
ORCC: Cllr E Poskitt
Oxford Airport Consultative Committee: Cllrs S Parnes and G Fleetwood (Deputy)
Public Transport: <b>Cllr B Yoxall</b>
Sir Robert Cocks Education Charity: <b>Cllr E Poskitt</b>
Traffic Advisory Committee: <b>Cllrs C Carritt (Chairman)</b> , D Yates and B Yoxall
Woodstock Wall Hangings Trust: Cllrs B Yoxall and Mrs P Richardson
Woodstock Relief In Need Charity: <b>Cllrs B Yoxall (Chairman)</b> , and Mrs E Stokes
WTC Appointments to the Woodstock Exhibition Foundation Charity: Cllr B Yoxall until 12.05.13 Honorary Townsman Dr Robert Edwards until 09.05.14 Mr Frank Collingwood until 09.05.14 Mrs Linda Glee until November 2015 Cllrs Mrs P Richardson and Mrs E Stokes were co-opted by the other charity trustees. Their current terms of office finish in May 2012 but they are both happy to be re-co-opted.
Woodstock Public Events Fund: <b>The Mayor</b> and Cllr P Jay
Woodstock Youth Club: <b>Cllr J Cooper (Chairman)</b> , R Gunthardt, Mrs E Stokes and Mrs P Richardson

Town Clerk

15<sup>th</sup> May 2012

