

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 09<sup>th</sup> OCTOBER 2012  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

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

**ALSO IN ATTENDANCE:** 14 members of the public.

**WTC/124/12 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr D Yates and County Cllr I Hudspeth.

**WTC/125/12 DECLARATIONS OF INTEREST**

Cllr Mrs V Edwards declared an interest in agenda item 5 (ii): Public Participation as a representative from the Woodstock Conservation Area Action Group (WCAAG) addressed the council about the Soldiers of Oxfordshire Museum project and she lives in Harrison's Lane. Cllr Poskitt declared an interest in Agenda Items 9: Planning Applications as she is a Cllr on West Oxfordshire District Council and sits on the Uplands Planning Sub-Committee and 11: Woodstock Conservation Action Group, as she is the Vice Chair of the Friends of Oxfordshire Museum. Cllr Cooper declared an interest in agenda items 9: Planning Applications and 10: Variation Application for Premises Licence as he is a Cllr on West Oxfordshire District Council.

**WTC/126/12 TO APPROVE THE MINUTES OF:**

The minutes of the meeting of the Town Council held on Tuesday 11<sup>th</sup> September 2012 were approved and signed as a correct record subject to the following amendments:

WTC/116/12 – Meetings of Committees and Working Groups (c) Environment Committee, (b) New Road Play Area. The references to 'Blue Tooth' were amended to be one word. The spelling of Leylandii was amended. The word 'identifies' in the bracket at point 2 of the resolution was amended to read 'identify'.

WTC/117/12 – Stairlift in the Town Hall: The words 'Legacy Fund' were deleted and replaced by 'stairlift project' in the last sentence of this item.

**WTC/127/12 TOWN COUNCIL VACANCY**

Three residents had applied to be co-opted to the council. One was unable to attend due to unavoidable work commitments. The other two applicants gave a brief oral overview of their backgrounds and interests and answered Cllrs' questions. A vote was then taken and Mrs Mary Robertson was co-opted to Woodstock Town Council. Cllr Robertson signed her acceptance of office form at the meeting in the presence of the town clerk. The mayor thanked the other two applicants for their interest and noted that it had been a difficult decision for Cllrs to make as all of the applicants could have made a strong contribution to the council. He hoped that the people who had been unsuccessful on this occasion would not be deterred from applying in the future should another vacancy arise.

**ACTION:** The town clerk will notify WODC about the co-option of Cllr Mary Robertson.

**WTC/128/12 PUBLIC PARTICIPATION SESSION**

(i) Honorary Townsman Dr R Edwards

Honorary Townsman Dr Edwards presented the council with a book called 'A History of Woodstock' on behalf of the widow of the Mr Alan Grey, a former mayor of Woodstock. This book had been a gift to Mr Grey from the residents of Woodstock, Connecticut, the oldest 'Woodstock' in the United States of America. The mayor thanked Mrs Grey for this kind gift on behalf of the council.

**ACTION:** The Mayor will write to Mrs Grey.

(ii) Woodstock Conservation Area Action Group (WCAAG)

Ms S McGlynn addressed the council about the group's concerns about the new museum building that is being constructed to house the Soldiers of Oxfordshire collection. Cllr Mrs V Edwards declared an interest as she lives in Harrison's Lane.

**WTC/129/12 COUNTY & DISTRICT COUNCILLOR UPDATES**

(i) County Cllr I Hudspeth

The council noted the October 2012 report from County Cllr Hudspeth.

(i) District Cllrs J Cooper and E Poskitt

The council noted the October 2012 report from District Cllrs Cooper and Poskitt.

**WTC/130/12 COMMUNICATIONS**

The mayor congratulated Cllr Mrs Richardson and the rest of the Bloom team on their being awarded a 'Silver Gilt' award in the national finals of Britain in Bloom. This was a great achievement for the town. Cllr Richardson noted that Woodstock had narrowly missed out on the gold award due to concerns about the WODC grass cutting, graffiti and the lack of street furniture on the Market Square. The mayor reminded Cllrs about the forthcoming civic church service on Sunday 14<sup>th</sup> October 2012 and noted some of the dignitaries who had confirmed attendance at this event. He reported that Cllr Parnes will contact Cllrs for contributions for the WTC newsletter that will be issued in November. The mayor informed Cllrs about a letter that he had received from a resident concerned about advertising boards in Woodstock town centre. This matter will be discussed at the Traffic Advisory Committee and reported back to the town council at the November meeting. The mayor noted that the distribution of the council papers for the October meeting had not run smoothly. This was largely due to staff illness and the late receipt of some council papers. Cllrs were reminded that they should submit any papers for photocopying and distribution to the town hall office by the Tuesday of the week before the meeting to help avoid future problems with paper distributions.

**WTC/131/12 HENSINGTON ROAD IMPROVEMENT SCHEME**

This item was deferred until later in the meeting whilst the council awaited the arrival of two representatives from Oxfordshire County Council.

**WTC/132/12 PLANNING APPLICATIONS**

Cllr Poskitt declared an interest as she is a Cllr on West Oxfordshire District Council and sits on the Uplands Planning Committee. Cllr Cooper declared an interest as he is a Cllr on West Oxfordshire District Council. The following planning application was considered.

a) **Ref: 12/1426/P/FP:** Peters Place, 7 Union Street, Woodstock.  
Erection of replacement rear extension. Insertion of rear dormer window. Cllr Cooper declared an interest as he is Cllr on West Oxfordshire District Council.

**RESOLVED**

Woodstock Town Council had no comment to make about this planning application.

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

**WTC/133/12 VARIATION APPLICATION FOR PREMISES LICENCE**

This was an application to vary the premises licence by the Co-operative store in Woodstock. The Co-op had applied to extend the hours for the sale of alcohol off the premises Monday to Sunday from 6am to 11pm. Cllr Cooper declared an interest as he is a Cllr on West Oxfordshire District Council. Cllr Cooper suggested that WTC should lodge a complaint on the grounds of public safety but other Cllrs supported the application as the Co-op provided an important service to the town and employed local people. Cllr Carritt proposed that Woodstock Town Council should support the application by the Co-op and Cllr Mrs Edwards seconded this motion.

**RESOLVED** (5 votes for, 4 votes against, 1 abstention and 1 non-vote)  
That WTC supports the Co-operative store's application to vary its licence.

**ACTION:** *The town clerk will inform WODC.*

**WTC/134/12 WOODSTOCK CONSERVATION AREA ACTION GROUP**

Cllr Poskitt declared an interest as she is the Vice Chair of the Friends of Oxfordshire Museum. The Mayor proposed a motion that Woodstock Town Council supports the views of the Woodstock Conservation Area Action Group on the Soldiers of Oxfordshire project, deplores the Oxfordshire County Council stance on the matter and strongly recommends that they take their Statement of Community Involvement more seriously in future.

**RESOLVED** (9 votes for and 2 non-voters)  
That the motion proposed by the mayor and recorded above was approved by WTC.

**ACTION:** *The town clerk will write to County Cllr Hudspeth and inform him of the WTC resolution.*

**WTC/135/12 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER**

(i) To receive the list of payments for September 2012

**RESOLVED**

The list of payments made in the month of September 2012 amounting to £16,221.84 was received and approved.

(ii) To receive the Bank Reconciliation Statements for September 2012  
The Bank Reconciliation Statements for September 2012 were considered and noted.

(iii) To receive the Summary and Detailed Income & Expenditure Statements for September 2012  
The Summary and Detailed Income and Expenditure Statements for September 2012 were received and noted.

(iv) External Auditor Report 2011/12

The council received and noted the 'Issues Arising Report' from the external auditor.

**RESOLVED**

That WTC council noted the completion of the external audit 2011/12 and the 'Issues Arising Report' from the external auditor.

(v) Banking Arrangements

a) Mandates

The clerk/RFO updated Cllrs on progress in establishing the new bank mandate and asked that the Cllrs who still needed to sign the mandate or provide information to the bank do so as soon as they are able.

b) Electronic Payments

Cllr Jay proposed that a report be requested from staff as soon as possible about the arrangements for electronic banking. Cllr Mrs V Edwards seconded this motion.

**RESOLVED** (10 votes for, 1 vote against)

That the staff will prepare a report as soon as possible to update the council about the arrangements for electronic banking.

**WTC/136/12 HENSINGTON ROAD IMPROVEMENT SCHEME**

This item had been deferred until two representatives from Oxfordshire County Council had arrived to respond to the council's concerns about the Hensington Road Improvement Scheme. The mayor thanked Mr Kemp for his report which had been circulated to Cllrs prior to the meeting. The mayor considered that the report covered the technical issues well but not the accountability for the project. This matter was then discussed at some length. Cllr P Jay proposed the following motion that was seconded by Cllr Parnes, and WTC

**RESOLVED** (8 votes for, 1 against and 2 Abstentions)

that Woodstock Town Council is not satisfied with the explanation given by the representatives of Oxfordshire County Council for the disaster that occurred in Hensington Road in August and September. Woodstock Town Council is therefore calling upon the county council to give further consideration to a formal apology and some sort of compensation for the people of Woodstock.

**ACTION:** *The town clerk will write to County Cllr Hudspeth and inform him of the WTC resolution.*

**WTC/137/12 STANDING ORDERS**

**RESOLVED**

The council ratified the amendments to S.O. 1 (d) 'Meetings – Permission for the Electorate and General Public to Speak at Council' that had been left to stand at the September meeting.

**ACTIONS:**

1. *Cllrs will amend their hard copies of the Standing Orders.*
2. *A sheet explaining the amendments will be inserted into the copies of the Standing Orders that have already been bound*
3. *The town clerk will amend the electronic version of the Standing Orders.*

## **WTC/138/12 MEETING OF THE MAYOR'S COMMITTEE**

### (i) Minutes

The minutes of the meeting of the Mayor's Committee that took place on Wednesday 26<sup>th</sup> September 2012 were noted.

### (ii) Budget 2013-14

The council received and considered the budget paper called 'budget 2013-14 (6).xls. Cllr Jay proposed and the mayor seconded a motion that WTC:

- a) adopts the budget set out in the table called 'budget 2013-14 (6).xls ;
- b) confirm the precept for 2013/14 at £87,000

**RESOLVED** (10 votes for and 1 abstention)

That the two part motion listed above was approved by WTC.

## **WTC/139/12 OWL EXTENSION WORKING PARTY**

The council received and considered a paper called OWL Extension: Future Policy from the OWL Extension Working Party. This contained two motions and the chairman of the working party explained that the council should decide which motion it preferred and resolve that this become the council's policy for the next phase, Discussion followed and then Cllrs voted for the option they preferred. Cllr G Fleetwood had previously notified council of a pecuniary interest and so did not take part in the vote. Motion 1 received 5 votes, Motion 2 received 2 votes. The council therefore resolved that

**RESOLVED** (5 votes for)

The council adopts as its policy for the OWL extension that it will undertake the minimal actions obligatory on the owners of the land:-

- (1) As listed in the report as "Basics" 1-7 as follows
  - 1) WTC inherits and re-commit to a Section 106 agreement with Oxfordshire County Council whereby we must, *inter alia*:-
    - a) Permit public access to the land for the next 20 years;
    - b) Maintain the land in accordance with a management plan dated 15 November, 2000
  - 2) WTC will attract health and safety obligations for the safety of the area;
  - 3) WTC may incur a general duty for the security of the property as advised by police and crime prevention experts;
  - 4) WTC notes that "Section 17 of the Crime and Disorder Act 1998 obliges a public authority to prevent crime and disorder as a consequence of carrying out its functions"
  - 5) WTC will address the asbestos dumped on the site and also address other, less toxic, dumping;
  - 6) WTC may need to act against certain apparent encroachment in what will be our land by neighbouring land-owners;
  - 7) There will be expenditure, some but not all of which may attract supporting grants.
- (2) Creating an access on our own land to the site at the Shipton Road end, but noting this may be unusable owing to the possible refusal of the landowner on the further side of that boundary to allow access from Shipton Road;

(3) Resolving with the Henmans and, if necessary, negotiating with neighbouring landowners at the Budd's Close end of the site appropriate rights of access, either general public access or controlled access for approved groups (e.g. Marlborough School classes and societies).

**WTC/140/12 STAIRLIFT IN THE TOWN HALL**

The mayor spoke to the report that had previously been circulated to Cllrs and outlined the two options. He proposed that a proposal from a local firm be accepted and this was seconded by the Deputy Mayor. Discussion followed. Cllr Mrs Robertson has expertise in this field and queried whether a platform lift had been considered. The council agreed that further discussion was required and agreed to defer this item until the next meeting.

**ACTION:** *The mayor will write to the Chair of the Legacy Fund and explain the reasons for the further delay.*

**WTC/141/12 THE WOODSTOCK TOWN PARTNERSHIP**

The council received and considered a report from the Woodstock Town Partnership. Cllr C Carritt proposed and the mayor seconded a motion that:

- 1) WTC endorse the report of the Woodstock Town Partnership.
- 2) At the earliest opportunity WTC establish a formal Town Council Partnership Working Group (WTC TP Wkg Gp) to take forward the issues and vision outlined in the Partnership Report.
- 3) The WTC TP Working Group comprise:-
  - a) The town mayor
  - b) Three other members of WTC
  - c) A representative from WUTW
  - d) A representative from Woodstock's larger (non-retail) employers
  - e) A representative from Blenheim Palace
  - f) A representative from Woodstock's two schools
  - g) A representative from Woodstock Youth Club
  - h) A representative from Woodstock's voluntary groups and/or churches
  - i) A WODC Councillor
  - j) Our OCC Councillor
- 4) The WTC TP Wkg Gp engages with WODC and OCC to develop a formal Town Plan document that seeks to achieve the aspirations of the Partnership report.
- 5) In parallel with the development of a Town Plan, that the WTC TP Wkg Gp works with other interested stakeholders to resolve as many of the issues within the partnership report as the Council mandate them so to do.
- 6) The WTC TP Wkg Gp does not have delegated authority other than that specifically granted to it on specific issues from time to time by the Council
- 7) A notional budget allocation of £500 be put into the Council's budget for 2013-2014 to provide such administrative expenses as the Council may from time to time feel disposed to agree.

**RESOLVED** (Unanimous)

That:

1. The 7 part motion listed above is approved
2. The three other members of WTC required at 3.b) above are Cllrs Carritt, Jay and Robertson

3. That someone from the local police team will also be invited to join the WTC TP Working Group

**WTC/142/12 OLD WOODSTOCK PLAY AREA**

The mayor reported that he had met with a representative from Caledonia Property Ltd at the end of September and they had suggested that WTC might like to register an interest in making an offer to purchase the land on which the play area is sited. The clerk suggested that the council's professional property management company be asked to provide an approximate land valuation.

**ACTIONS:**

1. WTC will register its interest with Caledonia Property Ltd.
2. Carter Jonas will be asked to indicate the value of the land.

**WTC/143/12 QUEEN ELIZABETH II – FIELDS IN TRUST**

Cllr Cooper reported that he had contacted the Woodstock Bowls and Tennis Club and that they will be discussing this matter at their end of season meeting. This item was therefore deferred until the December meeting.

**EXCLUSION OF THE PUBLIC AND PRESS**

The mayor 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. This proposal was seconded by Cllr Carritt.

**WTC/144/12 PROPERTY UPDATE**

The report from the CMfP was received and considered

**RESOLVED**

1. That the recommendations from Carter Jonas about rent arrears and recovery are approved.
2. That Cllr Carritt will draft a property letting protocol for discussion with Carter Jonas and consideration by full council in November.

**ACTIONS:**

1. The town clerk will notify Carter Jonas of the WTC decisions about rent arrears.
2. Cllr Carritt will draft a property letting protocol.

*Cllr Mrs V Edwards gave her apologies and left the meeting at this point.*

**WTC/145/12 STAFFING UPDATE**

**(i) Resignation of the Environmental Warden**

The resignation of the environmental warden was noted by the town council and it recorded its thanks for the service that he had supplied.

**ACTION:** *The Environment Committee and Clerk will liaise to suggest how the services previously undertaken by this staff member might be delivered in the future.*

**(ii) Performance Review of Staff**

The contracts for the town clerk and finance officer include an annual review of salary and performance. This was undertaken by the council. The mayor proposed that the good performance of both staff be reflected in the spine points that they are paid within their pay scales in line with their contracts of employment and that the pay of the primary caretaker be reviewed to

acknowledge her increased responsibilities since the Community Centre had re-opened. The Deputy Mayor seconded this motion.

**RESOLVED**

That:

1. The town clerk will progress 2 spine points up her pay scale from November 2012.
2. The finance officer will progress 1 spine point up his pay scale, backdated to May 2012, in November 2013 and 1 further spine point in May 2013
3. The primary caretaker will receive a 3% increase of salary backdated to 1<sup>st</sup> July 2012.

***The council then went back into open session***

**WTC/146/12 CEMETERY EXPENDITURE**

(i) Cemetery Hedge - Lawn Cemetery

**RESOLVED**

That the clerk was authorised to place a contract for one of the rabbit proof fences in the Green Lane cemetery to be removed, the hedge cut back to the original boundary and new rabbit proof fencing to be installed along the original fence line.

***ACTION:*** *The Clerk will place this contract.*

(ii) Hensington Road Cemetery Clearance Work

**RESOLVED**

That the town clerk will endeavour to obtain three quotations for tree and shrub maintenance work at the Hensington Road cemetery.

***ACTION:*** *The Clerk will seek 3 quotes for the clearance work.*

**WTC/147/12 WALL PLAQUES**

The minutes of the meeting of the Wall Plaques Working Group held on 18<sup>th</sup> September 2012 were received and considered. Cllr Poskitt proposed the following motion that was seconded by Cllr Cooper:

That:

- the Council approve the structure of the Trustees of the Wall Plaques as outlined in the minutes.
- WTC agree the Trustees should explore the possibility of commissioning further wall plaques including one on the Park Street Block to commemorate the gift by Queen Elizabeth I to the Borough and a glove factory site within central Woodstock.
- remaining funds after the installation of any new plaques should be used to update the leaflet associated with the plaques.

Discussion followed. The Mayor proposed that one of the new plaques should be a permanent commemoration of the Queen's Diamond Jubilee installed on the Town Hall. Cllr Poskitt reminded Cllrs that the plaques should signify significant historical events of the town of Woodstock. A vote was taken on the mayor's proposal. This was tied and so the mayor said that the council should follow the recommendations of the trustees.

**WTC/148/12 DEMISE OF 'SCHOOL'S OUT' HOLIDAY ACTIVITIES FOR CHILDREN**

The council received and considered a report from Cllr Parnes about the demise of the 'School's Out' holiday activities provided by the school.

**RESOLVED** (Unanimous)

That WTC will:

- a) Write to the Head of Marlborough School to: (a) ask she convey to former School's Out staff the Town's appreciation for the years of service in offering and operating the holiday activities for children; and (b) inviting Marlborough School to brief the Council and seek our support should any substitute or similar programmes be considered in future;
- b) Write to our MP and County Council to formally register the Town Council's concerns about the loss of the School's Out programme, and the resulting foreseeable knock-on effects indicated in the bullet-points above; and
- c) Formally request and encourage (and offer to assist) the Youth Club to engage with Marlborough School for querying prospects of collaboration, or assistance, in considering potential for the Youth Club to become involved in future offerings of activities during school holidays to (at least somewhat) make up for the loss of options to children resulting from the demise of School's Out.

**ACTION:** *The Clerk will arrange for these letters to be sent.*

**WTC/149/12 TOWN COUNCIL SOLICITORS**

This item was deferred until November 2012.

**WTC/150/12 OXFORD AIRPORT CONSULTATIVE COMMITTEE**

This item was deferred until November 2012.

**WTC/151/12 SEALING OF DOCUMENTS**

None.

The meeting rose at 10.30pm.

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