

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 10 JANUARY 2012
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

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

ALSO IN ATTENDANCE:

Three members of the public.

WTC/250/11 APOLOGIES FOR ABSENCE

Apologies were received from County and District Councillor I Hudspeth

WTC/251/11 DECLARATIONS OF INTEREST

Cllr E Poskitt declared a personal interest in Agenda Item 10: History of Woodstock Museum as she is the Vice Chairman of the Friends of the Museum. Cllr J Cooper declared a personal interest in Agenda Item 11: Review of Oxfordshire Community Council Transport Team, because he is a Board Member of ORCC.

WTC/252/11 WOODSTOCK TOWN COUNCIL VACANCIES

WTC received and considered a letter from WODC that informed the council that it could if it wished, co-opt two new Cllrs but was not required to do so as there is a Town Council election in May 2012. Cllr T Gardiner proposed that WTC did not co-opt two new members until the end of the current term of office. This motion was seconded by Cllr E Poskitt.

RESOLVED (12 votes for, 1 abstention and 1 non-voter)

That WTC will not co-opt two new members at this time.

WTC/253/11 TO APPROVE THE MINUTES OF:

The minutes of the meeting of the Town Council held on Tuesday 13th December 2011 were approved and signed as a correct record subject to the following amendments:

WTC/219/11: The resolution on page 129 was amended and the words 'from the Town Hall archives' inserted after the word 'museum' midway through the sentence.

The minutes of the meeting of the Town Council held on Tuesday 20th December 2011 were approved and signed as a correct record subject to the following amendments:

WTC/243/11: Page 141 half way down the page, in the second sentence of the paragraph after the named vote the apostrophe was deleted from the word 'Mayor's'. The following sentence was inserted after the second sentence in this paragraph 'Discussion arose about the interpretation of status quo.' The second named vote on this page was amended as follows: Cllr Mrs J Dunsmore was removed from the votes 'For'. The number voting 'For' was amended to 7. After the record of who voted 'For' and 'Against' the following new sentence was inserted: 'Casting Vote: The Mayor, Mrs J Dunsmore used her casting vote to vote 'For' the project.'

The Minutes of the meeting of the Town Council held on Tuesday 3rd January 2012 were approved and signed as a correct record subject to the following amendments:

WTC/249/11: The fourth sentence was amended as follows: 'Cllr P Jay explained the items that had been amended in the figures to reflect the comments of Carter Jonas on the provisional figures as circulated 'V6'. In the fifth sentence the phrase 'with an under spend of £335.97' was deleted. In the same sentence a comma was inserted after the word 'delivered' and the following words inserted 'spending £335.97 less than available committed and earmarked funds for the CC project.'

WTC/249/11 (v): The words 'though this was not included in the V6 figures as circulated,' were inserted between the words 'anonymous donor' and 'and that she was hopeful....'

On page 144, in the section 'Discussion followed on a variety of matters including:' the spelling of 'centre' was amended at item (ii). Item (vi) was amended to say 'the kitchen location not being included in the first phase of the project.' On page 146 Cllr P Redpath's name was added to the list of current members of the Community Centre Working Group.

The Mayor noted Cllr Mrs T Redpath's observation that Cllr Mrs T Redpath had previously been criticised for trying to make substantive changes to the minutes without prior circulation.

WTC/254/11 PUBLIC PARTICIPATION

Chief Inspector Colin Paine from Thames Valley Police updated WTC about policing in West Oxfordshire. Discussion arose about various matters including drugs, metal theft, distract burglaries, traffic congestion in Shipton Road and street crime. Some Cllrs noted that CPO P Workman had helped reduce the fears of residents and goes beyond the call of duty. The Mayor asked how geography affects policing in WODC. CI Paine noted that this made policing challenging but that the police hope to get to 85% of emergency calls within 15 minutes. He encouraged residents to call the police as soon as they see anything suspicious. CI Paine confirmed that Sergeant Yates will not be replaced as this had been an additional post.

WTC/255/11 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

(i) Report from County and District Cllr I Hudspeth

Cllrs had received and noted a report from County and District Cllr I Hudspeth. The Deputy Mayor reported that residents had reported a problem concerning the steps that run from Upper to Lower Brook Hill. The hand rail currently terminates before the bottom step. This matter was first raised in October 2010 but was accidentally filed as complete on the OCC computer system during the winter weather of late 2010 and early 2011. An OCC engineer has recently visited the site and recommended not to extend the hand rail but to install an additional step instead. A formal request for this action has been made to Cllr I Hudspeth as he holds the area budget for such OCC highways considerations.

(ii) Report from District Cllr J Cooper

Cllr J Cooper reported that at the recent Uplands Sub-Committee planning permission had been granted for the various Woodstock historic plaques. The WODC Cabinet would consider the Woodstock S106 money for the Shipton Road development the next day. He noted that Woodstock was the town council with the lowest tax base in WODC.

He reported that on the 21st March there will be a special meeting of WODC to discuss the Local Development Framework and receive recommendations from across the district and so the WTC professional planning advisor should be made aware. Cllr Mrs T Redpath queried whether the WTC planning consultant needed to

attend this meeting. Cllr J Cooper was not sure whether he would be able to participate or whether his role might be that of an observer. The Mayor proposed Cllr Mrs T Redpath seconded this motion.

RESOLVED (Unanimous)

That the WTC planning consultant be asked to represent WTC at the meeting on 21st March 2012.

Actions:

1. *The Clerk will ask the WTC planning consultant to attend the WODC LDF meeting on 21st March.*
2. *The Clerk will write to the Chairman of WODC and ask him to confirm whether he will allow public participation at the meeting on 21st March 2012.*

Cllr E Poskitt reported that because the public convenience in the car park by the library was out of order this caused problems for library staff as members of the public were asking about the libraries toilet facilities. Cllr Poskitt noted that there are currently an inadequate number of toilets in this car park. The Mayor said that the space for an additional toilet at this location was already there but was currently being used as a store. The Mayor asked Cllr J Cooper to advise WODC that WTC would like an additional toilet installed. Cllr E Poskitt also noted that the pay slot for the public toilets in Browns Lane needed better labelling and some people were currently struggling to access this facility. Cllr J Cooper said that he will take this matter up with Mr Askew at WODC.

Action: District Cllr J Cooper will investigate whether it is possible to have a second toilet in the car park by the library and improved signage for the Browns Lane toilet facilities.

WTC/256/11 COMMUNICATIONS

The Mayor noted that Cllr E Poskitt considered the minutes of 3rd January 2012 lacked background detail that explained the justification for the first paragraph of minute 249/11. Cllr E Poskitt noted that the reason for this does not appear until page 145.

The Mayor reported that two Cllrs wished to make statements during this meeting. One from Cllr Mrs L Glee would be made at Agenda Item 14: The Community Centre Project. The other was made by the Mayor about the recent double booking of the Mayor's Parlour. The Mayor said that some unfortunate statements had been made and regretted and that steps had now been taken to rectify the position for the future. Letters had been sent to the bride returning her deposit and offering WTC's sincere apologies for any upset that may have been caused.

WTC/257/11 QUESTIONS

None.

WTC/258/11 PLANNING MATTERS

Planning Applications

- a) Ref: 11/1903/P/FP
Erection of first floor side extension.
15A Cadogan Park, Woodstock

RESOLVED

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

- b) Ref: 11/19/P/FP

Remove existing single storey extension and erection of two storey rear extension and new front porch.
20 Banbury Road, Woodstock.

RESOLVED

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

ACTION: The planning comments will be relayed to WODC by the office staff.

WTC/259/11 HISTORY OF WOODSTOCK EXHIBITION

Cllr E Poskitt declared personal interest as she is the Vice Chairman of the Friends of the Museum. The Deputy Mayor reported that he had worked with Honorary Townsman John Banbury and raised £2750 towards a Woodstock exhibition to complement the Woodstock@900 celebration. However this had not come to fruition because there was no appropriate space available and so the money had been carried forward. This money will be spent on equipment needed for a film display featuring local footage that will be installed in the museum during February 2012, and promoted locally. The Mayor congratulated the Deputy Mayor and Honorary Townsman J Banbury on their efforts.

WTC/260/11 REVIEW OF OXFORDSHIRE RURAL TRANSPORT COMMUNITY COUNCIL TRANSPORT TEAM

Cllr J Cooper declared a personal interest as he is a Board Member of ORCC. The Deputy Mayor noted that Mr Newbould is retiring and noted that he had been a very useful contact who had helped with WTC's funding applications. There will only be one person left to do this work. The Deputy Mayor hoped that the remaining person will still have time to carry on Mr Newbould's work helping with funding applications.

WTC/261/11 FINANCIAL ISSUES

(i) To receive the List of Payments for December 2011

It was proposed and seconded that the list of payments made in the month of December 2011 amounting to £18,525.11 be received and approved.

RESOLVED

That the list of payments made in the month of December 2011 amounting to £18,525.11 is approved.

(ii) To receive the Bank Reconciliation Statements for December 2011

The Council received and considered the Bank Reconciliation Statements for December 2011.

(iii) To receive the Summary and Detailed Income and Expenditure Statements for December 2011

The Summary and Detailed Income and Expenditure Statements for December 2011 were received and considered.

(iv) To receive a report on the Disposition of Council Funds at 31st December 2011

The report on disposition of council funds at 31st December 2011 was noted.

ACTIONS: *The Clerk will distribute copies of the current risk assessment to relevant Cllrs.*

WTC/262/11 JUBILEE CELEBRATIONS

The Mayor reported that there was no progress to report and advised WTC that due to personal reasons she is no longer able to take the lead on this working group. The Deputy Mayor agreed to take over this role from the Mayor.

WTC/263/11 COMMUNITY CENTRE PROJECT

The interim Chairman of the Community Centre Working Party reported on a recent meeting of the working party and said that it was unlikely that the work would start before mid February 2012. He explained that a simplified Community Centre layout could be considered along with three options for the ceiling/roof issue. These were all based upon the kitchen and bar being retained in their present locations and double glazing being installed. The options were as follows:

1. The ceiling of the main hall would be removed completely.
2. The existing ceiling would be replaced by a new horizontal ceiling 1.45 metres above the existing ceiling.
3. The existing ceiling would be replaced by a new horizontal ceiling 2.9 metres above the existing ceiling.

The interim Chairman of the Community Centre said that the third option will cost £700 more than option 1 but considered it to be more cost effective overall as it would improve the sound insulation and heat retention and also improve the aesthetics. £2k has been included in the budget for scaffolding costs. It is thought possible that the Chubb quote could be reduced from £2,400 to £1,000 by adopting a simplified approach. The figure included for the grant from WODC was amended and increased by £500 to reflect the correct level of grant funding allocated to this project. The AV requirements will need to be considered at a later date. Cllr E Poskitt said that the blocking off the interconnecting door of the office at the front of the building on the ground floor should be re-instated. A show of hands indicated the following preferences in a straw poll:

1. That the kitchen should be retained in its current place (8 votes for, 6 against).
2. That the option for a horizontal ceiling 2.9m above the existing ceiling was the preferred option (13 votes for, 1 against).
3. That the gable end window should be exposed in phase 1 of the project (12 votes for, two against)

Discussion followed about whether there was a need to re-tender as the specification had been adapted since the TC meeting of 20th December 2011. The Mayor noted that all of the items were included within the original specification.

Action: *The Town Clerk will ask OALC whether WTC needs to re-tender for this project.*

Cllr P Jay said that it would be of help to the outside world if the CCWG could make a clear statement about the project 'product' and its community benefits and promote this widely to residents.

Discussion followed as to whether any income arising from the sale of the 'Capability Brown' picture could be used on the Community Centre Project. Cllrs were reminded that the original suggestion had been that any income arising from the sale of the 'Capability Brown' would be used to upgrade the Mayor's Parlour. The Mayor asked Cllr Mrs E Jay to provide a progress report on obtaining valuations for this picture to the February TC meeting. Cllr Mrs E Jay queried whether the AV equipment could be funded from the Legacy Fund money. Cllr T Gardiner said that this suggestion would have to be discussed by the trustees.

ACTION: *Cllr Mrs E Jay will produce a progress report about the 'Capability Brown' picture for the February TC meeting.*

Cllr Mrs L Glees asked that she be allowed to make her statement during the confidential session and the council agreed to this.

The Mayor asked the TC to agree to Agenda Items 19: The Woodstock Bowls and Tennis Club, and 20: The Sealing of Documents being brought forward. WTC agreed to do this.

WTC/264/11 WOODSTOCK BOWLS AND TENNIS CLUB

The new lease for the Woodstock Bowls and Tennis Club had been received and was therefore sealed and signed by the Town Clerk and Mayor in the presence of the Cllrs and members of the general public present at the meeting.

The Mayor thanked the members of this working group for their work on this matter.

WTC/265/11 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 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.

WTC/266/11 STATEMENT FROM CLLR MRS L GLEES

Cllr Mrs L Glees made a statement to the Council in response to requests from the Deputy Mayor that she declare the details of all donors associated with the Community Centre Refurbishment project. Cllr Mrs L Glees explained the sensitivities associated with some of these donations at present. Discussion followed. The Mayor said that the amounts donated were clear and hoped that the details of all donors could be confirmed and recorded at some point in the future. At the request of the Mayor, Cllr Mrs L Glees agreed to remain involved in fundraising until a response had been received from WREN about the revised project specification/phasing. Cllr Mrs L Glees said that if WREN approved these changes she would continue in this role, but would resign if approval was refused.

WTC/267/11 STAFFING UPDATE

The Clerk updated Cllrs about the interviews that had taken place for the post of Deputy Caretaker. The interview panel recommended that the position be offered to Mr Sebastio Cardosu, subject to references.

RESOLVED

That Mr Cardosu is offered the post of Deputy Caretaker.

WTC/268/11 PROPERTY UPDATE

(i) 8 Park Street

The Council received and noted an update about the current position relating to this property. The Mayor proposed that WTC proceed as planned. This motion was seconded by Cllr E Poskitt.

RESOLVED (8 votes for, 4 votes against)

That WTC will proceed with the actions recommended by its professional advisors.

Cllr J Cooper asked that this item be tabled for the extraordinary meeting on 17th January 2012 and the Council agreed to do so.

(ii) 24 Market Place

Carter Jonas has advised WTC that the prospective tenant may have withdrawn. They will confirm this as soon as they are able to do so.

WTC/269/11 CARTER JONAS REVIEW

The annual review of the Carter Jonas contract was discussed. The Mayor proposed that this review should be put on hold at present. Cllr P Redpath suggested that this be done in February 2012. Cllr T Gardiner suggested that it should wait until the new Council is elected in May. Cllr E Poskitt supported the Mayor’s proposal but proposed an amendment so that WTC supports the recommendation of 22nd November 2011 and reviews the Carter Jonas contract in November 2012 instead. This amendment was seconded by Cllr P Jay.

RESOLVED (11 votes for, 3 votes against)

That WTC supports the recommendation of 22nd November 2011 and reviews the Carter Jonas contract in November 2012

Cllr P Redpath asked that it be recorded that he was against this resolution.

The meeting rose at 10.00pm.

Signed Date