

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 10 JULY 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 P Jay
Cllr S Parnes	Cllr E Poskitt	Cllr D Yates
Cllrs Mrs V Edwards	Cllr R Gunthardt	

**ALSO IN ATTENDANCE:**

Five members of the public.

**WTC/56/12 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Mrs Richardson.

**WTC/57/12 DECLARATIONS OF INTEREST**

Cllr Fleetwood declared a pecuniary interest in Agenda Item 14 (b) The OWL Extension Working Group as his house skirts the old railway line embankment. Cllr Gunthardt declared a pecuniary interest in Agenda Item 14 (b) The OWL Extension Working Group as he owns a house that backs onto the proposed OWL extension.

**WTC/58/12 TO APPROVE THE MINUTES OF:**

The Minutes of the Meeting of the Town Council held on Tuesday 12<sup>th</sup> June 2012 were approved and signed as a correct record.

**WTC/59/12 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

(i) Report from County Cllr I Hudspeth

The council noted the July 2012 report from County Cllr Hudspeth. Cllr Hudspeth reported that the Secretary of State would not allow the compulsory purchase of land on Cogges Link Road therefore the Shores Green option is currently being investigated. This will cause a further delay to the LDF. No additional bids have come in for development in Woodstock. The proposed recycling centre at Kidlington will not now go ahead due to a ransom strip of land. The condition of some of the bollards in the town was discussed in light of Woodstock being a Bloom finalist. Cllr Hudspeth will look into this matter but noted that he has no budget available for upgrading these. He also agreed to investigate why the resurfacing of the Oxford Road had been cancelled and report back.

(ii) Report from District Cllrs J Cooper and E Poskitt

The council noted the July 2012 report from District Cllrs Cooper and Poskitt. The proposed parking extension at Owen Mumford was discussed. This has raised concerns amongst local residents but no planning application has been submitted to WODC yet. The commercial reasons for this car park were queried. It was noted that speeding is already a problem in this area and that lorries often straddle the road on Brook Hill. Cllr Mrs Edwards asked that any increase in traffic be monitored. District Cllr Cooper understood that residents in Green Lane have already been consulted. He will ask that residents in Brook Hill (Upper and Lower) and Union Street are also consulted if a planning application is received. The Clerk queried the implications of this proposal on the access route to the water treatment plant, the allotments, the electricity sub-station and also the Green Lane cemetery.

Cllr Jay queried the WODC decision process relating to 'The Holdings' development. WTC had objected strongly to the development as had residents, however their views had been totally ignored. The building is in a Woodstock Development Area but the requirement for affordable housing had also been ignored. District Cllr Cooper said that nothing more could be done.

**RESOLVED**

That the Clerk will write to Mr A Tucker expressing WTC's concern and ask for an explanation as to why this application had been approved and the views of local residents and WTC ignored.

**ACTION:** *The Mayor will write to Mr Tucker at WODC.*

**WTC/60/12 COMMUNICATIONS**

The Mayor reported that during the Jubilee celebrations the 'Faces of Woodstock' books by Mr Maurice Gunton had proved to be very popular. Following a request from the Mayor, Mrs Gunton has kindly agreed to donate these books to the Town Hall archive.

It was noted that the Regional judging of Britain in Bloom would take place the next day and that the national judging would take place on Wednesday 8<sup>th</sup> August. Members of the British Legion have asked that the War Memorial be power washed before then.

**ACTION:** *The Town Hall staff will obtain a quotation for doing this from the contractor that recently cleaned the Obelisk.*

The Marlborough School 'academy' consultation was not discussed at the last meeting due to time constraints. The Clerk had responded within the time frame and asked for a time extension for the WTC response. No response has been received from the school as yet. Cllr Carritt noted that the school is on leave next week and therefore it would be reasonable to submit WTC's comments in due course.

**WTC/61/12 STANDING ORDERS**

The Standing Orders had been distributed before the town council meeting. The Mayor proposed that WTC formally adopt the S.O's and Financial Regulations. Cllr Poskitt seconded this motion and asked that Cllr Carritt be thanked for his efforts in updating these documents.

**RESOLVED** (Unanimous)

That the new Standing Orders and Financial Regulations are formally adopted by WTC and Cllr Carritt was thanked for drafting these documents.

**ACTION:** *Cllr Carritt will post a copy of the new S.O's on the WTC web site.*

**WTC/62/12 MOTIONS**

The following motion was proposed by Cllr Carritt:

*"Woodstock Town Council supports the proposal from Old Woodstock Mock Mayor Committee that a blue plaque be installed on the site of the former "Rose and Crown" public house to commemorate the long history of the tradition of Mock Mayor-making in the town."*

This motion was seconded by the Mayor.

**RESOLVED**

That WTC supports the application by the Mock Mayor committee for a blue plaque and is happy for the committee to record this support on their application.

The following motion has been proposed by Cllr Jay:

*That WTC grant under Section 33(2)(c) and (e) of the Localism Act of 2012 a dispensation from section 31(4)(a) of that act for councillors whose properties abut the old railway line embankment between Budd's Close and Verenia Court and who have so requested under Section 33 (1).*

This motion was seconded by Cllr Cooper. Cllr Jay proposed an amendment to his motion to amend the date of the Localism Act to 2011 and to add the following text to the end of his motion 'until 30<sup>th</sup> April 2016'. This amendment was accepted by Cllr Cooper. It was noted that Cllrs Fleetwood and Gunthardt had applied to the Clerk and requested dispensations in respect of the OWL extension. The dispensation requests were to enable the Cllrs in question to take part in the discussions. The two Cllrs had not asked for a dispensation on voting and so would not take part in any votes. Discussion followed.

**RESOLVED** (9 votes for, nil against - Cllrs Fleetwood and Gunthardt did not take part in the vote)

That WTC grant under Section 33(2)(c) and (e) of the Localism Act of 2011 a dispensation from section 31(4)(a) of that act to Cllrs Fleetwood and Gunthardt whose properties abut the old railway line embankment between Budd's Close and Verenia Court and who have so requested under Section 33 (1) until 30<sup>th</sup> April 2016. The dispensation will enable the two Cllrs to participate in discussions about the OWL extension. Neither Cllr will participate in any votes.

**WTC/63/12 PLANNING APPLICATIONS**

The council received and considered the following planning applications:

a) Ref: 12/0869/P/FP  
Erection of two storey side extension  
25 Bear Close, Woodstock

**RESOLVED**  
No Comment

b) Ref: 12/0894/P/FP  
Alterations to include raising roof height to create first floor and erection of two storey extension.  
The Oxford School of Drama, Sansomes Farm Studios, Wootton

**RESOLVED**  
No Comment

c) Ref: 12/0910/P/LB  
Alterations including replacement patio doors & in filling rear external door.  
The Old Town House, 9 Park Street, Woodstock

**RESOLVED**  
No Comment

d) Ref: 12/0916/P/FP  
Alterations and erection of rear extensions.  
17 Market Street, Woodstock

**RESOLVED**  
No Comment

e) Ref: 12/0937/P/FP  
Alterations and extensions to form new study/garden room and utility room.  
2 Browns Lane, Woodstock

**RESOLVED**  
No Comment

f) Ref: 12/0943/P/FP  
Erection of two storey and single storey rear extensions.  
85 Oxford Street, Woodstock

**RESOLVED**  
No Comment

g) Ref: 12/0944/P/FP  
Remove existing dwelling, erection of two new dwellings and new access.  
9 Shipton Road, Woodstock

**RESOLVED**  
That Woodstock Town Council asks WODC to ask the planning applicants for a method statement of how they will make deliveries to the construction site as it is near to both schools. WTC had no other comment to make about this application.

h) Ref: 12/0903/P/FP  
Alterations to include construction of two balconies and external staircase.  
82 Oxford Street, Woodstock

**RESOLVED**  
No Comment

i) Ref: 12/0947/P/FP  
Erection of single storey front extension  
6 Park Side, Woodstock

**RESOLVED**  
No Comment

j) Ref: 12/0980/P/FP  
Erection of fence to front of property.  
23 Plane Tree Way, Woodstock

**RESOLVED**  
No Comment

k) Ref: 12/1035/P/FP  
Erection of single storey rear extension.  
3 Cadogan Park, Woodstock

**RESOLVED**  
No Comment

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

**WTC/64/12 FINANCIAL ISSUES**

(i) To receive the list of Payments for June 2012

The fee for the domain name registrations was queried by Cllr Parnes. Cllr Mrs Edwards suggested that this might be expensive and recommended that the council re-tender for its computer services. Cllr C Carritt will prepare a specification to do this.

Cllr Mrs Edwards asked if the council's solicitors were still charging by the hour and it was noted that the Mayor and Clerk were tasked to discuss fees and the fees structure with its solicitors.

The solicitors fees associated with the OWL extn were noted as being required in order to clarify and confirm the legal basis of the land that was being gifted.

**RESOLVED**

The list of payments made in the month of June 2012 amounting to £31,579.36 was received and approved.

(ii) To receive the Bank Reconciliation Statements for June 2012

The Bank Reconciliation Statements for June 2012 were considered and noted.

(iii) To receive the Summary and Detailed Income & Expenditure Statements for June 2012

The Summary and Detailed Income and Expenditure Statements for June 2012 were received and noted.

(iv) Disposition of Council Funds

A report from the Financial Officer was received and noted.

(v) Budgetary Approvals

**RESOLVED** (Unanimous)

That the Clerk is authorised to book three places on the OALC course 'Roles and Responsibilities – Working on Your Local Council' for Cllrs Fleetwood and Yates and the administrative assistant at a cost of £165 plus VAT.

The Mayor asked the council to agree to bring forward Agenda Item 14(b) and the council agreed to this request.

**WTC/65/12 Owl Extension Working Group**

Cllr Fleetwood declared a pecuniary interest as his house skirts the old railway line embankment. Cllr R Gunthardt declared a pecuniary interest as he owns a house that backs onto the proposed OWL extension.

The council received and considered a paper that contained the recommendations of the OWL Extension Working Group.

Cllr Jay proposed that WTC approve the recommendations made by the group. Cllr Cooper seconded this motion. Discussion followed. The six recommendations were then taken one at a time. Cllrs Fleetwood and Gunthardt did not participate in the voting.

1) **WTC RESOLVED** to note the background paper submitted by the WG and the starting point from which it had begun its work.

2) WTC **RESOLVED** to note and endorse the initial approach that the WG took to its work.

3) A named vote was taken to determine whether the project should be abandoned the results of which were as follows;

Cllrs voting to abandon the project: Cllrs Yoxall, Parnes and Mrs Edwards (3)

Cllrs voting against abandoning the project: Cllrs Mrs Stokes, Carritt, Cooper, Jay, Yates and Poskitt (6)

WTC **RESOLVED** that the project will proceed.

Cllr Hudspeth left the meeting at this point.

4) WTC **RESOLVED** to approve the programme of work whereby the WG plans to address the issues it has identified, including arrangements for consultation and communications as follows:

- a) To embrace the consultation strategy described , including announcing a consultation period until 1 October, 2012
- b) To draw up plans and costings for acting on the recommendations from the Crime Prevention Design Officer, Lesley Nesbitt, of TVP.
- c) To investigate the ecology agenda compiled by Cllr Richardson, the volunteer environment warden and a member of staff from The Woodland Trust and draw up plans and costings accordingly.

WTC discussed Item 4 (d) 'to proceed with the acquisition of the land and open negotiations with the owners of Verenia Court about access rights beyond 2021 and encroachment'. The following amendment to (d) was accepted by Cllrs Jay and Cooper and **RESOLVED** (7 votes for, 1 against) by council:

- d) To proceed with the acquisition of the land, subject to expenditure on the OWL extension project in this financial year not exceeding without further authorisation by the council the sums currently available from grants and Section 106 funding;

WTC also **RESOLVED** to approve the following under recommendation 4:

- e) To open negotiations with the owners of Verenia Court about access rights beyond 2021 and encroachment;
- f) To approve the deed of variation subject to:
  - (i) An extension of the 6 month period for changing the maintenance plan to 12 months: and
  - (ii) Adding the additional clause obliging OCC to enforce upon all parties Clause 3.8 [re public access] of the original agreement as extended by the 2001 variation.
- g) To examine the application to the Big Lottery Fund carefully and, if necessary, to write to them to provide any clarification that might be required.
- h) To assign to which ever committee of the council is given responsibility for OWL matters [see below WTC/70/12 (a)] the task of estimating a medium budget for maintenance of the OWL extension taking account of the council's decisions based upon this report.
- i) In particular to authorize the group to undertake further work to estimate the likely cost of fencing and to enter discussions with others with a view to sharing this responsibility; and

- j) To provide in its budget for future years a provisional sum of £1000 per annum for maintenance of this land
- 5) WTC **RESOLVED** to require monthly reports from the group (from September onwards) on the basis that it will continue in being until the council decides otherwise;
- 6) WTC **RESOLVED** that the clerk will inform those who need to know how matters are proceeding.

**WTC/66/12 OLYMPIC TORCH**

The Mayor read out the messages of thanks that he has sent to District Cllr Derek Cotterill and to John Hoy at Blenheim Estate for this splendid occasion. In the letter to WODC the Mayor particularly thanked Heather McCulloch for the important role that she had played in making the event such a great success. Cllr Jay congratulated the Mayor on the part that he had played in the proceedings.

Cllr Yates asked that the Mayor also write and thank TVP for the role that the police played on the day because sometimes praise does not filter down to the officers.

**RESOLVED**

That the Mayor will write to Chief Inspector Colin Paine and copy the letter to the Chief Constable.

**ACTION:** *The Mayor will write to TVP.*

**WTC/67/12 'HISTORIC WOODSTOCK' WALL PLAQUES**

The Mayor asked Cllr Poskitt if she would lead on the development of the next phase of this project and suggested that she might invite former councillor Mrs L Glees and possibly others to help her. Cllr Poskitt agreed to this request, subject to any relevant decisions arising from the new committee structure.

**WTC/68/12 QEII FIELDS IN TRUST**

Cllr Cooper reported that WODC had embraced the Queen Elizabeth II Fields in Trust project and asked WTC for permission to investigate whether the WTC land at New Road and Cadogan Park (the Bowls and Tennis Club) might be suitable for inclusion. Cllr Cooper agreed to discuss this matter with the Bowls and Tennis Club and report any adverse comments to council.

**RESOLVED**

That Cllr Cooper will investigate whether the WTC land at New Road and Cadogan Park is suitable for registering under the QEII Fields in Trust scheme and report back to the council in October.

**WTC/69/12 TEMPORARY ROAD TRAFFIC ORDER**

A temporary road closure that will apply to part of Hensington Road whilst carriage reconstruction works are carried out at the end of July was discussed. The council does not think that the road will be closed to pedestrians but Cllr Carritt will try to confirm this.

**WTC/70/12 MEETINGS OF COMMITTEES AND WORKING GROUPS**

a) Review of Committees/Working Groups Structure Working Group

The recommendations of the Working Group that reviewed the WTC Committees/Working Groups structure were received and considered. The council **RESOLVED** to approve the following recommendations.

- (a) To approve the statement of “first principles” beginning on page 1 of the report, and subsequent discussion, especially:-
- (i) To adopt a structure of council meeting monthly with rare extra meetings and two committees meeting bi-monthly;
  - (ii) To approve the structure of only two committees, Mayor’s and Environment;
  - (iii) To agree that co-option should be normally confined to working parties and groups;
  - (iv) To agree that the council should deliberate faster, spend much less time arguing about minutes and exclude from the minutes all matters other than decisions with only sufficient supporting material to make them clear to those whose job it is to implement them. In particular,
    - 1. minutes should normally be approved within 5 minutes; and
    - 2. council meetings should be completed normally within 2 hours and, at a maximum, within 2 ½ hours;
  - (v) To recognise the role of the mayor, advised by the clerk, in prioritising the council’s agenda so as to recognise the over-riding need to provide sufficient time for important items to be fully debated before the normal end of the meeting, while also endeavouring to ensure that public attendance at council meetings is not discouraged by the premature exclusion of public and press;
  - (vi) To leave it to the mayor to invite individual councillors informally to take the lead in specific areas of council activity, stopping short of executive action which will continue to be governed by standing orders;

WTC discussed recommendation (vii) to dissolve the following working parties and groups from this day:-

- 1. Christmas Lights
- 2. Communications
- 3. Community Centre (when refurbishment complete);
- 4. Environment;
- 5. Highways and transport
- 6. Property; and
- 7. Strategy;

This list was amended and the council **RESOLVED** (9 votes for, 2 against) that the working groups for Christmas Lights, Communications and Highways and Transport will be retained.

The Council also **RESOLVED**

- (b) To approve the proposed terms of reference and delegated powers for the two committees;
- (c) That any two councillors may by written notice to the clerk by 5pm on the Friday in advance of a committee meeting call in any matter on the agenda of such committee for decision by the full council;

(d) To review at the end of a six months trial period from 10 July, 2012, the operation of the structure, terms of reference and delegated powers recommended in this report;

**ACTION:** *The Clerk will bring this forward as an agenda item for January 2013*

(e) To ask the mayor's committee to review standing order 15(c) with a view to entitling the mayor and the deputy mayor to vote when they attend committees *ex officio*. Cllr Carritt suggested that 2 small amendments to the Standing Orders also be reviewed. The Mayor asked that old S.O. 70 (a) be revisited and Cllr Jay asked that old S.O. 72 also be restored.

Cllr Mrs Edwards left the meeting at this point having previously notified the clerk of her need to do so.

The Committee membership was confirmed as follows:

**Mayor's Committee:** The Mayor, Deputy Mayor and Cllrs Poskitt, Gunthardt, Jay, Cooper, Parnes and Mrs Edwards (to be confirmed).

**Environment Committee:** The Mayor, Deputy Mayor and Cllrs Yates, Fleetwood, Carritt and Mrs Richardson (to be confirmed).

The Mayor asked the following Cllrs to assume the following responsibilities: Cllr Parnes – property, Cllr Gunthardt – finance, Cllr Fleetwood – cemeteries, Cllr Yates – play grounds, Cllr Poskitt – allotments, Cllr Mrs Richardson – Bloom, Cllr Jay – OWL, Town Partnership – Cllr Carritt. He will also ask Cllr Mrs Edwards if she will take on responsibility for the Water Meadows.

Cllr Parnes proposed that Cllr Jay be thanked for his work on this paper and this motion was seconded by Cllr Yates.

### **RESOLVED**

That Cllr Jay was thanked for his work on this report.

b) Owl Extension Working Group

This agenda item was discussed earlier in the meeting.

c) Environment Working Group

The minutes of the meeting of the Environment Working Group held at 9pm on Tuesday 19<sup>th</sup> June 2012 were noted. The bank work required at the water meadows required by the Environment Agency under minute 356/11 of the town council meeting 10<sup>th</sup> April 2012 was discussed. It was noted that the written quotation from the only contractor approached was considerably more than budgeted. Cllr Cooper proposed that the Clerk obtain further quotations and that the council allocate a further £500 from the reserves to fund the work. This motion was seconded by Cllr Carritt.

### **RESOLVED**

That the clerk will strive to obtain two more quotations for this work and that all of the quotations be brought to council for consideration.

d) Jubilee Working Group

The notes of the WTC Jubilee Working Group Meeting held at 6pm on 21st June 2012 were received and considered. It was noted that the celebrations had been managed within the allocated budget. The Mayor reported that he had been able to

return £100 to the authors of the 'Woodstock @ 900' book and a further £100 had been raised for his two chosen charities.

e) Communications Working Group

The minutes of the meeting of the Communications Working Group held at 7.30pm on Thursday 14<sup>th</sup> June were noted. The Mayor thanked Cllrs Parnes and Fleetwood for their work on the recent WTC Newsletter. The new format has been well received by residents. The first issue was necessarily large but future issues will be smaller to enable them to be copied in-house.

**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 for Agenda Items 15 to 20. This proposal was seconded by Cllr J Cooper.

**RESOLVED**

That the public should be excluded for the Agenda Items 15 to 20.

**WTC/71/12 COMMUNITY CENTRE REFURBISHMENT**

The Mayor reported that the Community Centre Refurbishment project had been delivered within budget. An additional £1k donation had been received from the Pye Family Trust with a further £1k anticipated next year.

**WTC/72/12 PROPERTY UPDATE**

(a) Booking Fees

The principles relating to the booking fees applied to the hire of the Town Hall and Community Centre were discussed. The Mayor suggested that WTC accept the suggestion of the Finance Assistant and defer any increased charges until 1<sup>st</sup> April 2013. Cllr Poskitt said that even if the increases are deferred decisions have to be made and hirers notified of the new charges. Cllr Poskitt agreed to check that the current WTC rates listed on the web site are correct.

(b) 24 Market Place

The rent, lease term and break points in the contract had already been agreed. Additional recommendations of the council's professional property consultants were received and considered.

**RESOLVED**

That WTC is happy to proceed with the lease with the proposed tenant subject the following:

1. That Carter Jonas obtains two references and is satisfied that the references are in order.
2. That a 3 month rent deposit is paid.
3. That on vacation the tenant reinstates the premises to its original condition
4. That the tenant pays for utilities used. For water this will initially be charged at £50 per week, but all utility charges by WTC to the tenant will be regularly reviewed to confirm that the charges are covering the services used and revised as required.
5. The window frames cannot be painted any other colour than white as this is a listed building and so the windows should match.
6. WTC agrees to this being an internal repairing lease.
7. As there is a danger of damage to the existing wooden floor arising from the significant use of water in the shop WTC requires the tenant to lay some sort of lino or other suitable waterproof floor covering on top of the existing wooden floor in order to protect it from possible spills or leaks. The floor covering used must not damage the existing floor and must be easily removable at the end of the tenancy in order that the wooden floor can be revealed once again.

(c) 2 Market Street

The outstanding work on this property is being monitored. Carter Jonas will be asked to follow-up as required and remind the tenant of the conditions of the lease.

(d) Lease of the Upstairs Offices in the Community Centre

**RESOLVED**

That Carter Jonas be asked to prepare a report about this lease for consideration at the August TC meeting,

**ACTION:** *The Town Clerk will inform Carter Jonas of the relevant council decisions.*

**WTC/73/12 HONORARIUM**

The volunteer OWL warden currently produces some excellent information at his own expense. Cllr Cooper proposed that WTC reimburse the volunteer warden sum of up to £50 a year on production of receipts. The Mayor seconded this motion,

**RESOLVED**

That WTC will reimburse the volunteer warden sum of up to £50 a year on production of receipts.

**ACTION:** *The Clerk will relay this information to the volunteer warden.*

**WTC/74/12 STAFF APPRAISAL**

The annual assessment of the work of the Town Clerk was noted. It was also noted that in future the Mayor will make an oral report to the meeting to prevent other staff members reading this report. Cllr P Jay proposed that WTC thank Lorraine Watling the town clerk wholeheartedly for the abundance of high quality service that she provides to the council.

**RESOLVED**

That WTC thanked the clerk for the abundance of high quality service that she provides to the council.

**WTC/75/12 DIAMOND VOLUNTEERS**

As part of the Diamond Jubilee celebrations The Prince of Wales and Duchess of Cornwall have asked for nominations for Diamond Volunteers. The Mayor outlined the selection criteria and proposed that a named Woodstock resident be nominated for this honour.

**RESOLVED (Unanimous)**

That the Mayor approach the proposed nominee to confirm whether they would be willing to accept the nomination. If so their name will be put forward to the Lord Lieutenant of Oxfordshire.

**WTC/76/12 FOLLOW UP ACTION TO THE HOLDINGS DEVELOPMENT APPLICATION**

Cllr Parnes presented a paper to council that provided further analysis of matters of concern associated with WODC's recent approval for 3 additional dwellings at the 'The Holdings' in Shipton Road.

**ACTION:** *The clerk will write to Mr A Tucker at WODC about this matter and Cllr Parnes will help the clerk to compose the letter.*

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

**WTC/77/12 CEMETERY EXTENSION**

An oral report from the Town Clerk was received and considered. The Environment Agency has confirmed its requirements.

**RESOLVED**

That the Clerk will commission the required study from a suitably qualified contractor.

**ACTION:** *The Town Clerk will arrange for the work to be undertaken and then report back to council.*

**WTC/78/12 MINERALS AND WASTE CONSULTATION**

Information received from OCC about the availability of the proposed submission document about the Oxfordshire Minerals and Waste Plan was noted.

**WTC/78/12 BINS AND BOLLARDS**

A report about bins, bollards and benches by the administrative assistant was noted.

**RESOLVED** (7 votes for)

That a new 'dog bin' be installed at a suitable location in Old Woodstock near Barn Piece.

A report from Cllr Carritt about bollards and the fair was received and considered. Cllr Carritt explained that the proposed bell bollards were not suitable for use on the Town Square due to the requirements of the fair. He said that 'Blackpool Bollards' were the next best thing and proposed that WTC agreed to the use of these as they are purpose designed and will match the current style of bollard.

**RESOLVED**

That two Blackpool bollards will be installed at the far end of the Market Square.

The conduct of the fair was discussed. Cllr Carritt had already met with residents and would like to try to meet with WODC to try and develop a code of conduct for the fair with WODC and the fair operators that outlines their responsibilities.

**WTC/79/12 FISHING AT THE WATER MEADOWS**

The council has received a request from someone wishing to fish at the Water Meadows. A fishing policy is currently being developed to regulate the fishing but it is envisaged that this is a free resource. The clerk had obtained a copy of Wendover council's fishing procedures and Cllr Carritt will review these and report back in August.

**WTC/80/12 CIGARETTE BUTT CONTAINERS**

The problems associated with discarded cigarette butts was discussed and the Environment Committee was asked to investigate this problem further.

**WTC/81/12 SEALING OF DOCUMENTS**

None.

The meeting rose at 10.45pm.

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