

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 11th SEPTEMBER 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 D Yates | Cllr P Jay |
| Cllr Mrs P Richardson | | |

ALSO IN ATTENDANCE: 11 members of the public.

WTC/104/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Mrs V Edwards and County Cllr I Hudspeth.

WTC/105/12 DECLARATIONS OF INTEREST

Cllr Poskitt declared an interest in Agenda Item 8 (Planning Applications) as she is a Cllr on West Oxfordshire District Council and sits on the Uplands Planning Committee. Cllr Cooper declared an interest in agenda item 8 (a) (Planning Application 12/1333/P/FP) as he is Cllr on West Oxfordshire District Council, and agenda item 19 (Community Transport) as he is an ORCC Board Member.

WTC/106/12 TO APPROVE THE MINUTES OF:

The minutes of the meeting of the Town Council held on Tuesday 14th August 2012 were approved and signed as a correct record subject to the following amendments:

WTC/84/12 - Minutes: In the first sentence the words 'headed as' were inserted after the word 'Council'.

WTC/98/12 - Property Update, (iv) 'Capability Brown' Watercolour:

The following sentence was added to the end of the first paragraph: 'Cllr Poskitt made the point that there was a resolution passed previously by WTC that the money should be spent on upgrading the Mayor's Parlour'.

WTC/107/12 TOWN COUNCIL VACANCY

The town clerk confirmed that WODC did not receive a request for an election to take place to fill the vacancy. Therefore WTC will co-opt a new Cllr. Posters will be put on the web site and notice boards to inform residents about the vacancy and the deadline for the receipt of applications.

ACTION: *The town clerk will arrange for posters about the vacancy to be displayed on the notice boards and WTC web site.*

WTC/108/12 PUBLIC PARTICIPATION SESSION

(i) Mr D Allen

Mr Allen addressed the council about planning application Ref: 12/1333/P/FP and explained his proposals to build an environmentally friendly and sustainable building on this site.

(ii) Mr B McGurrin

Mr McGurrin was concerned that the Budd's Close play area was being discussed in confidential session and asked that this matter be discussed in open session. This

request was refused by the mayor. The town clerk explained that this item was being taken in confidential session because the council would be discussing the latest licencing terms being offered by Blenheim Estate for this play area. As a matter of courtesy Blenheim Estate would be informed of WTC's response to the offer before it was made public.

(iii) Mrs T Redpath

Mrs Redpath had previously circulated a paper to all Cllrs outlining her concerns about planning application R3.0137/12. She addressed the council to reiterate her concerns.

(iv) Mr P Redpath

Mr Redpath addressed the council about his concerns about the number of items that the town council was discussing in confidential session. The mayor said that the council tries to deal with as much business as possible in public to be transparent, However there are occasions when it is correct for the public to be excluded e.g. when staff issues or specific commercial/property matters are discussed.

ACTION: *It was agreed that in future the agenda would indicate why a matter was being taken in confidential session if this is not immediately apparent.*

WTC/109/12 COUNTY & DISTRICT COUNCILLOR UPDATES

(i) County Cllr I Hudspeth

The council noted the September 2012 report from County Cllr Hudspeth that had been circulated previously.

(ii) District Cllrs J Cooper and E Poskitt

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

WTC/110/12 COMMUNICATIONS

The mayor noted the temporary road traffic order received for the town centre end of Hensington Road to enable remedial work to take place 13-19 September 2012. The road would be closed all weekend. The mayor proposed that he express extreme concern about the way that the contract has been performed. This motion was seconded by Cllr Carritt.

RESOLVED (Unanimous)

That the mayor will express extreme concern to OCC about the way that the highways improvements in Hensington Road have been handled.

ACTION: *The mayor will contact OCC.*

The mayor reminded Cllrs about the Civic Church Service that will take place on Sunday 14th October 2012.

WTC/111/12 PLANNING APPLICATIONS

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

a) **Ref: 12/1333/P/FP:** 1 Upper Brook Hill, Woodstock.

Erection of replacement dwelling. Cllr Cooper declared an interest as he is Cllr on West Oxfordshire District Council.

RESOLVED

Woodstock Town Council is unanimous in its support for this planning application as it is a good example of environmental design in Woodstock.

- b) **Ref: 12/1278/P/LB:** 41c Oxford Street, Woodstock.
Change of use to Estate Agents.

RESOLVED

WTC wishes to make no comment about this planning application.

- c) **Ref: 12/1344/P/S73:** 85A Oxford Street, Woodstock.
Non-compliance with condition 19 of Planning Permission 05/1832/P/FP to allow the first floor accommodation in the garage building to be occupied separately as a separate dwelling (Retrospective).

RESOLVED

Woodstock Town Council would prefer that this would be a temporary consent specific to the current owner and asks that WODC considers whether it can make this a condition of any consent.

- d) **R3.0137/12:**

Planning application by OCC for planning permission for the erection of 4 single storey extensions to provide new classrooms, a studio, a new entrance and an improved administration area. This will allow the school to expand from 1FE to 1.5FE. Associated external works to include provision of a new hard play area, 7 new car parking spaces and erection of 1 metre high fencing within the existing boundary at Woodstock C of E Primary School, Shipton Road, Woodstock.

RESOLVED

Woodstock Town Council supports this planning application.

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

WTC/112/12 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

- (i) To receive the list of payments for August 2012

RESOLVED

The list of payments made in the month of August 2012 amounting to £15, 976.23 was received and approved.

- (ii) To receive the Bank Reconciliation Statements for August 2012

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

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

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

- (iv) Budget Review 2012/13

Cllr Jay proposed that the Budget Review presented in 'Budget Review 2012-13 (2).xlsx' be adopted as the council's revised budget for 2012-13. This motion was seconded by the mayor. Discussion followed during which Cllr Cooper noted that he understands that the basis of the council tax calculations for next year will change so he will try to clarify the position. It is possible that a referendum may be triggered if a council increases its precept by more than 3.5%. Cllr Cooper also suggested that WTC should pursue some of its debtors through the small claims court. Cllr Jay thanked Cllr Cooper for his comments and said that he will take the recommendations about the precept into account.

RESOLVED (Unanimous)

That the Budget Review presented in 'Budget Review 2012-13 (2).xlsx' be adopted as the council's revised budget for 2012-13.

The mayor thanked Cllr Jay and the finance assistant for their work on this budget review.

WTC/113/12 FREEDOM OF INFORMATION

A report from the town clerk about the council's Freedom of Information requirements was received and considered. The mayor proposed that:

1. WTC approves and adopts the model publications scheme
2. The clerk should return the completed form and payment of the Information Commissioners Office
3. That a poster notifying the public about the adopted scheme should be temporarily displayed on the town council notice boards and also laminated and permanently displayed on the notice board in the foyer of the Town Hall
4. Details of the adopted scheme should be published on the WTC web site.

The deputy mayor seconded this motion.

RESOLVED (9 votes for, 1 non-voter)

That the four part motion listed above is approved by the town council.

ACTION: *The town clerk will action points 2-4 above.*

WTC/114/12 STANDING ORDERS

(i) Re-affirmation of the use of email to summons Cllrs to meetings

RESOLVED (Unanimous)

That Cllrs are happy to be summoned to meetings by email and that a hard copy of the summons for council or committee meetings will be distributed with the rest of the papers for that meeting.

(ii) Standing Orders Matters brought forward from August 2012

The council received and considered some amendments to S.O. 1 (d) 'Meetings – Permission for the Electorate and General Public to Speak at Council' that reflected the advice received from the Oxfordshire Association of Local Councils (OALC). Cllr Carritt proposed that these amendments be approved by council and left to stand until the October town council meeting when they would be ratified. Cllr Poskitt seconded this motion but asked that the word 'only' be removed from the end of the additional sentence proposed for S.O. (d) (i). Cllr Carritt accepted this amendment. Discussion followed.

RESOLVED (Unanimous)

That the proposed amendments to S.O 1 (d) are approved by council and will be left to stand until the October town council meeting when they will be ratified.

ACTION: *The town clerk will bring forward this agenda item to the October council meeting.*

WTC/115/12 STAIRLIFT IN THE TOWN HALL

The mayor acknowledged the concerns about time delays contained in an email sent by the chairman of the Woodstock @900 Legacy Trustees. He reported that three quotations had been received for the installation and that these would be

discussed when the council went into confidential session. The mayor explained that one proposal was for a stairlift attached to the banister and this had been rejected because WODC would not support this type of installation. The other two proposals were for stairlifts that would not be attached to the banister. A design and access statement has been drafted by Carter Jonas. This will be submitted to WODC and English Heritage (EH) along with a site plan and details of the proposed scheme but no problems are envisaged. There will be a further meeting with WODC and the selected contractor on site when EH approval has been received.

ACTION: *The mayor agreed to notify the Chairman of the Woodstock @ 900 Legacy Trustees of the envisaged date for the installation as soon as it is known.*

WTC/116/12 MEETING OF COMMITTEES AND WORKING GROUP

a) OWL Extension Working Group

(i) September Progress Report from the OWL Extn WG

The September progress report from the OWL Extn WG was received and considered. Cllr P Jay proposed and Cllr Parnes seconded a motion that WTC:

1. Note and approve the actions taken by the WG
2. Approves for use as proposed the consultation document
3. Looks forward to a further report at its October meeting.

RESOLVED (9 votes for - Cllr Fleetwood did not vote)

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

ACTION: *The consultation document will be issued forthwith and advertised on the web site and notice boards.*

(ii) Minutes of the meeting of the OWL Extn WG on 29th August 2012

The minutes of the meeting of the OWL Extn WG that took place on 29th August 2012 were received and noted.

b) Wall Hangings Trust

The minutes of the meeting of the Woodstock Wall Hangings Trust that took place on 4th September were received and noted.

c) Meeting of the Environment Committee

(i) Minutes

The minutes of the Environment Committee (EC) that took place on 21st August 2012 were received and considered.

Terms of Reference & Delegated Powers (EC/4/12)

The terms of reference and delegated powers of the committee were included at Appendix A of its last minutes. The EC recommended that the section (b) Highways Terms of Reference be amended because OCC is the competent authority (not WTC), 'Public Transport' matters need to be included and that the delegated powers for Highways are amended to reflect the fact that WTC cannot control all matters relating to winter maintenance or public transport.

RESOLVED (9 votes for, 1 non-voter)

That the council approve the amended terms of reference and delegated powers at Appendix A of the EC minutes.

Budget Review (EC/5/12 (v))

The EC recommendations for the budget review were noted. Discussion arose about item (l) the Old Woodstock Football Club grant payment towards grass cutting. It was confirmed that this was for grass cutting at Willoughby Way and not to cut the field off Budds Close. Cllr Carritt proposed that the payment be left as it is for this year but discussed at a future meeting. This motion was seconded by the mayor.

RESOLVED (9 votes for, 1 abstention)

That the Old Woodstock Football Club grant will be left as it is for this year but discussed at a future meeting.

Water Meadows Sluice Repairs (EC/6/12 (i))

Cllr Carritt asked that agenda item 13 (c) (iii) be taken now and the council agreed to do so. Cllr Carritt explained the background to the sluice repairs that are now required. He said that the recent weather conditions had contributed to this becoming a larger job than was originally envisaged.

RESOLVED (Unanimous)

That:

1. The clerk will issue an invitation to tender for the project
2. The application to the Environment Agency will be revised
3. WTC will apply to OCC for a footpath closure and
4. WTC will investigate other possible sources of funding.

The Town Fair (EC/7/12 (i))

RESOLVED (Unanimous)

That WTC reaffirms its support for the fair in principle.

OWL (EC/9/12)

Cllr Jay reported that Cllr Cooper had helped identify the right person in WODC with whom to discuss the problem of dumping and the alleged asbestos. Mr Cole from WODC had subsequently visited the site, viewed the problem and confirmed the presence of asbestos. Mr Cole had initially hoped to identify the perpetrator who had dumped the rubbish but had been unable to do so. Cllr Jay proposed that:

1. WTC determine the cost of WODC removing the waste or for installing a skip in the right place and asking residents to fill it with the dumped items.
2. The town clerk to liaise with Mr Cole to obtain the names of suitably qualified firms from whom quotes can be obtained for asbestos removal that can be considered by Council.

RESOLVED (Unanimous – except for Cllr Fleetwood who did not vote)

That the two part motion above is approved.

(ii) Cemetery Regulations

The clerk reported that she had begun the revision of the cemetery rules and regulations. These will be sent to the ICCM for review and comment before they are brought to council. The town clerk recommended that all references to By-laws are removed and that when finalised the revised rules and regulations are posted on the WTC web site and this was agreed.

(iii) Play Area Update

(a) Old Woodstock Play Area

The mayor hopes to meet with Caledonia Property Ltd at the end of September.

(b) New Road Play Area

A report from the town clerk and Cllrs Mrs Richardson and Yates about the S106 Play Grounds Project was received and considered. Cllr Yates proposed and Cllr Mrs Richardson seconded a motion that the recommendations contained in the report are approved by the council. Discussion followed during which Cllr Cooper suggested that Cllr Mrs Edwards be asked to confirm whether 'Bluetooth' was still the most up to date technology for use in a Youth Shelter and help with the technical specification. Cllr Carritt asked that WTC consult with the relevant residents before confirming the removal of the leylandii hedge at New Road play area.

RESOLVED (9 votes for, 1 non-voter)

That WTC will undertake the following general actions:

1. Confirm the futures of the play areas at Old Woodstock and Budd's Close
2. Share the consultation results (after first removing data that identify individuals) with Woodstock residents by posting them on the web and making hard copies available.
3. Review the WODC consultation results and eliminate the least popular equipment from the potential schemes
4. Produce some visuals of possible schemes including a Bluetooth shelter, basket swings and MUGA of some sort
5. Produce a special edition of the WTC newsletter to update residents about the play area project and encourage further consultation. It should include a sketch plan so that residents can visualise what is planned.
6. Identify annual maintenance requirements at both sites – tree pruning, undergrowth and nettle clearance etc. and plan for these.
7. Liaise with the Oxford Playing Fields Trust to see if they can contribute any other useful ideas.

That WTC will undertake the following actions relating to New Road:

8. Engage in face to face discussions with residents who have expressed a wish to be involved
9. Decide what existing equipment should stay and what should definitely go
10. Improve sight lines around the central trees by lifting canopies and clearing undergrowth
11. Relocate the entrance at Cadogan Park end to be beside the 5 bar gate
12. Secure the 5 bar gate
13. Discuss the proposed removal of the leylandii hedge with relevant residents
14. Write to residents who have installed gates to remind them they have no right of access onto this land
15. Investigate the possible installation and use of CCTV

That WTC undertake the following actions relating to Budd's Close:

16. Determine what equipment might be suited to boggy terrain
17. Check the new licence for any stipulations about fences and if there are none
18. Decide whether the council wants this to be an area that is accessible to dogs/other animals or not
19. Consider installing a proper gate of some sort between the play area and school playing fields.

NB Items 18 and 19 are conditional upon item 17.

(c) Budd's Close

Cllr Carritt asked that the general update be taken in public and that the specifics about the licence then be taken in confidential session. The town clerk explained that WTC has used the Budds Close play area under a licence that OCC held for the playing field behind the Pye development in Shipton Road. The land belongs to Blenheim Estates. On 30th July 2012 the town clerk was contacted by

Blenheim Estates to confirm whether WTC wished to continue using the Budd's Close play area under licence. The town clerk asked Blenheim Estates to suggest lease terms and conditions and enquire whether it might be prepared sell WTC this land (with permitted access along the side to enable access on to the play area itself) and if so indicate the possible purchase price. An offer was received and this was sent this to the Councils legal advisors for comment to ascertain whether there were advantages in asking for a lease instead of a licence. Since then the town clerk has again asked Blenheim Estate about the possibility of purchasing the play area but been advised that this is not possible because Pye has already been granted an option on this piece of land.

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. The mayor noted that the agenda should have read for items 13c (iv) c to 15 inclusive.

(d) Budd's Close

During the past week Blenheim Estate has improved the terms offered to WTC for the Budds Close play area. These were discussed by the council. Cllr P Jay proposed and Cllr Carritt seconded the following motion that was approved by WTC.

RESOLVED (Unanimous)

That the town clerk will:

1. Notify Blenheim Estates that WTC would like to continue using the Budds Close play area at a rent of £150 in advance per year
2. Notify Blenheim Estates that WTC agrees to the inclusion of a 6 month rolling break clause
3. Ask Blenheim Estates to supply WTC with a copy of the current licence, as recommended by Henmans, before formally entering into a licensing agreement.
4. Subject to the terms of the licence being reasonable ask Henmans to progress WTC's entering into a 20 year agreement with Blenheim Estates.

RESOLVED (9 votes for, 1 non-vote)

That the clerk will advise Blenheim Estate that WTC will send a more detailed request for permissions about play equipment etc in due course.

Cllr Carritt proposed that the town council delegate the decision about whether WTC ask for a licence or a lease on the play area to the town clerk assisted by Cllr Parnes. The mayor seconded this motion.

RESOLVED (9 votes for, 1 non-vote)

That WTC delegates the decision about whether WTC ask for a licence or a lease on the play area to the town clerk assisted by Cllr Parnes.

ACTION: *The town clerk will relay the council's decisions to Blenheim Estates.*

WTC/117/12 STAIRLIFT IN THE TOWN HALL

The mayor explained the features of the two stairlift offers that would not be connected to the banister in the town hall. Discussion followed about the features of both proposals, the evacuation requirements of the fire officer and the need for an 'EVAC' chair to enable more people to be allowed to utilise the upstairs areas of the Town Hall at any one time. The costs already arising from this project were

presented to council and noted. The mayor proposed that WTC approve two other items of expenditure.

RESOLVED

That WTC approves the £685 plus VAT required for the survey of the ground and first floor plans and stairwell and hall elevations etc as recommended by Carter Jonas and also authorises Carter Jonas to produce a further set of plans and cross sections to show how the stair lift would be installed at a cost of £500 plus VAT.

Cllr Jay proposed that the mayor be allowed to take the project further and bring back detailed costs to council. This motion was seconded by Cllr Poskitt.

RESOLVED (Unanimous)

That the mayor will take the project further and bring back detailed costs to council.

Cllr Jay noted that all costs relating to this project should be charged to the stair lift project including that for an EVAC chair.

WTC/118/12 PROPERTY UPDATE

1) 2 Park Street

RESOLVED

That WTC approved the estimated expenditure of £2k advised by Carter Jonas for strapping and resin repair to the bulging wall.

ACTION: *The mayor will confirm that the down pipe has been repaired and Cllr Parnes will confirm that the redecoration of the ceiling in the post room is included in the cost.*

2) 8 Park Street

RESOLVED

That Carter Jonas arrange for the insertion of a vertical damp proof course to both door reveals in a particular area of the premises and make good at a cost of £410 + VAT.

3) 24 Market Place

The prospective tenancy of this shop was discussed. There are now two prospective tenants. The potential benefits and disadvantages of each prospective tenant were discussed. Cllr J Cooper then proposed that the shop should be leased to the hairdresser who was already in discussions with the council. The result of the subsequent vote was as follows: 4 votes for, 4 votes against and 2 abstentions. The mayor used his casting vote to vote against the motion.

Cllr Cooper then proposed that WTC ask Carter Jonas to proceed forthwith and let the shop to Viva Sacs (subject to them receiving satisfactory references). This motion was seconded by Cllr Parnes.

RESOLVED (7 votes for, 4 abstentions)

That Carter Jonas will be asked to proceed forthwith and let the shop to Viva Sacs (subject to them receiving satisfactory references).

ACTION: *The town clerk will notify Carter Jonas of the WTC decisions.*

4) Community Centre

It was noted that a Big Society Fund application for £2k had been submitted for use in connection with the refurbishment of the kitchen. Cllrs were reminded that all grant applications should be signed and submitted by the Town Clerk.

The council then went back into open session

WTC/119/12 CEMETERY EXTENSION

A report from the town clerk about progress on the Green Lane cemetery was received and noted. Cllr Cooper proposed a motion, seconded by Cllr Carritt that when the survey is completed the town clerk will confirm whether the Environment Agency is happy for WTC to use this land for a cemetery extension without the need for further surveys. If so, WTC will:

1. Serve notice on Blenheim Estates to formally notify them that WTC is submitting a change of use planning application to WODC
2. Submit the change of use planning application to WODC
3. Instruct Henmans to proceed with the purchase of this land.

If not, the clerk will obtain details of the cost of the additional surveys that are required by the Environment Agency and report back to council.

RESOLVED (Unanimous)

That WTC accepts WS Atkins estimate for the survey work required for the cemetery extension.

ACTION: *The Clerk will relay this information to WS Atkins.*

WTC/120/12 LONE WORKER POLICY

The WTC lone worker policy was received and considered. It was noted that an updated risk assessment is required.

WTC/121/12 CIGARETTE BUTT CONTAINERS

Cllr Poskitt reported that WODC has a few cigarette butt containers available for WTC if they would pay for the installation costs. Discussion followed about the options that might be suitable for Woodstock. Milk churns filled with sand were suggested as a possible option. The town clerk reminded Cllrs that it had been proposed that any money left over from the stair lift installation might be used to purchase receptacles for cigarette butts.

WTC/122/12 COMMUNITY TRANSPORT

The mayor reported upon a recent meeting that he had attended with OCC. The mayor considered this to be a useful meeting and said that there will be a transport needs survey undertaken in spring 2013.

WTC/123/12 SEALING OF DOCUMENTS

None.

The meeting rose at 10.30pm.

Signed Date