

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 12 JUNE 2012  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr B Yoxall (Mayor)  
Cllr C Carritt  
Cllr G Fleetwood  
Cllr S Parnes  
Cllr D Yates

Cllr Mrs E Stokes (Deputy Mayor)  
Cllr J Cooper  
Cllr P Jay  
Cllr E Poskitt

**ALSO IN ATTENDANCE:**

Seven members of the public.

**WTC/30/12 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Mrs V Edwards, R Gunthardt and Mrs P Richardson.

**WTC/31/12 DECLARATIONS OF INTEREST**

Cllr E Poskitt declared a personnel interest in Agenda Item 9 Planning as she is a member of the Uplands Planning Committee of WODC. Cllr C Carritt declared a personal interest in Agenda Item 9(i) (a) planning application Ref: R3.0070/12, the Marlborough School, as he is a Governor of the school. Cllr Mrs E Stokes declared a personal interest in Agenda Item 9(i) (a) planning application Ref: R3.0070/12, the Marlborough School, as she is employed at the school. Cllr S Parnes declared a personal interest in Agenda Item 9 (i) (e) planning application 12/0760/P/FP, The Holding, as he resides on an adjacent development. Cllr P Jay declared a personal interest in Agenda Item 16 (d), OWL Extension Working Group, as he lives in Banbury Road. Cllr Mrs E Stokes declared a personal interest in Agenda Item 25, the Marlborough School as she is employed at the school. Cllr C Carritt declared a personal interest in Agenda Item 25, the Marlborough School as he is a Governor of the school.

**WTC/32/12 TO APPROVE THE MINUTES OF:**

The Clerk drew attention to an error in minute WTC/361/11 Property Update. The minute should have read WC Roberts and Sons Ltd and not WT Harris Builders.

The Minutes of the Meeting of the Town Council held on Tuesday 8<sup>th</sup> May 2012 were approved and signed as a correct record subject to the following amendments:

WTC/12/12: Declarations of Interest. The following declaration of interest was added: Cllr R Gunthardt declared a personal interest in Agenda Item 17 (b) Planning application 12/0559/P/FP, 6 Cadogan Park as he knows the applicant.

WTC/15/12: The second paragraph was deleted.

WTC/17/12: Cllr R Gunthardt declared a personal interest in Planning Matters (b) application 12/0559/P/FP, 6 Cadogan Park as he knows the applicant.

Appendix A: A new working group was added called 'Review of the Committee and Working Group Structures'. The members of this working group are the Mayor and Cllrs C Carritt, S Parnes, E Poskitt, D Yates, G Fleetwood and P Jay. The Personnel Committee membership was amended to read the Mayor, Deputy Mayor and Cllrs C

Carritt, E Poskitt, P Jay and J Cooper. Cllr S Parnes was added to the membership of the Community Centre Working Group.

Appendix B was amended so that Cllr D Yates was added to the Neighbourhood Action Group.

The Mayor asked that Agenda Item 6 be brought forward and the council agreed to do so.

**WTC/33/12      CONFIRMATION OF THE CURRENT COMMITTEES AND WORKING GROUPS**

The council dealt with this business under the approval of the minutes - appendices A and B.

**WTC/34/12      PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

(i)      Mr P Williamson addressed the Council about a Planning Application  
Mr P Williamson is the applicant for planning application Ref: 12/0812/P/FP. He explained the key 'eco' features of this planning application.

(ii)      Mr J Shepherd addressed the Council about the S106 Playgrounds project.  
Mr J Shepherd addressed the council about his concerns about the possible installation of a MUGA play facility at the New Road play area. He considered this equipment to be wrong for that play area. He also considered that the current consultation to be insufficient. He asked the council to review the current proposal to install a MUGA in the New Road play area.

(iii)      Report from County Cllr I Hudspeth  
The council noted the June 2012 report from County Cllr I Hudspeth.

(iv)      Report from District Cllrs J Cooper and E Poskitt  
The council noted the June 2012 report from District Cllrs J Cooper and E Poskitt. This report will be posted on the WTC web site.

**WTC/35/12      COMMUNICATIONS**

The Mayor thanked everyone who attended the reception at the Town Hall on the Saturday evening of the Jubilee weekend. He thanked all of the people who had contributed to the Jubilee celebrations and also those who had attended the various festivities.

**WTC/36/12      CODE OF CONDUCT**

The council received and considered the letter from WODC that notified the council that it is required to adopt a new code of conduct before 1<sup>st</sup> July 2012. The Mayor proposed that WTC adopt the new Code of Conduct and this motion was seconded by Cllr P Jay.

**RESOLVED**

that WTC adopt the new Code of Conduct.

**ACTIONS:**

1. *The Clerk will confirm with WODC that Woodstock TC has adopted the new Code of Conduct.*
2. *The Clerk will arrange for the new code of conduct to be put on the WTC web site.*

Cllr P Jay proposed that the clerk places on the agenda for the next council meeting after 1<sup>st</sup> July a motion to grant under section 33(2)(c) and (e) of the Localism Act of 2012 a dispensation from section 31 (4)(a) [and (b)] 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 C Carritt after receiving clarification that any proposed dispensations after 1<sup>st</sup> July will be discussed and debated at the July TC meeting.

**RESOLVED** (Unanimous)

That a motion to grant under section 33(2)(c) and (e) of the Localism Act of 2012 a dispensation from section 31 (4)(a) [and (b)] 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) will be included on the agenda of the next council meeting after 1<sup>st</sup> July 2012.

***ACTION:** The Clerk will include the above motion about dispensations on the agenda for the July TC meeting.*

**WTC/37/12**

**APPOINTMENT OF PROFESSIONAL PLANNING ADVISORS**

Cllr J Cooper proposed that Kemp and Kemp be reaffirmed as the planning advisors to WTC during 2012/13. This motion was seconded by Cllr C Carritt.

**RESOLVED** (Unanimous)

That WTC reaffirms the appointment of Kemp & Kemp as its professional planning advisors for 2012/13.

**WTC/38/12**

**PLANNING MATTERS**

(i) Planning Applications

Cllr E Poskitt declared a personal interest in Agenda Item 9 Planning as she is a member of the Uplands Planning Committee of WODC. The council received and considered the following planning applications:

(a) Ref: R3.0070/12

Planning application by OCC for planning permission to replace the existing gas boilers with new biomass/gas boiler system. The work includes a new external biomass (wood pellet) fuel store at Marlborough School, Shipton Road, Woodstock.

Cllr C Carritt declared a personal interest as he is a Governor of the school. Cllr Mrs E Stokes declared a personal interest as she is employed at the school.

**RESOLVED** (Unanimous)

That WTC has no objection to this planning application.

(b) Ref: 12/0717/P/FPEXT

Conversion of existing public house to create a dwelling (to allow extension of time limit).

Woodstocks Own, 59 Oxford Street, Woodstock:

Cllr P Jay proposed that WTC opposes this planning application for the same reasons that it did for the original application 06/0061/P/FP. This motion was seconded by Cllr Carritt and discussion followed.

**RESOLVED** (6 votes for, 1 vote against and 2 abstentions)  
**That WTC objects to this planning application for the same reasons that it did the original application 06/0061/P/FP.**

(c) Ref: 12/0646/P/FP

Erection of two storey rear extension and new front porch.  
20, Banbury Road, Woodstock:

**RESOLVED**

That WTC has no objection to this planning application.

(d) Ref: 12/0812/P/FP

Erection of two storey and first floor side extensions and retrofit existing dwelling.  
1 Campbells Close, Woodstock:

**RESOLVED**

That WTC has no objection to this planning application.

(e) Ref: 12/0760/P/FP

Erection of eleven apartments with associated parking, storage areas and improvements to existing access (to allow amendments to 11/1454/P/FP to create three additional dwellings in roof space)

The Holding, Shipton Road, Woodstock:

Cllr S Parnes declared a personal interest as he resides on an adjacent development.

Cllr C Carritt proposed that WTC strongly objects to this planning application on the grounds of over development of the site, overlooking of properties including the community swimming pool, the lack of offer of affordable housing, the lack of parking and the additional traffic resulting on Shipton Road

The Deputy Mayor seconded this motion. Some photographs taken on the site were circulated and discussion followed. It was noted that residents had written to the council expressing their concerns about the proposed development.

**RESOLVED** (Unanimous)

**That WTC objects to this planning application on the grounds of:**

- 1) Over development of the site**
- 2) Overlooking of properties including the community swimming pool**
- 3) Lack of offer of affordable housing**
- 4) Lack of parking**
- 5) Additional traffic resulting on Shipton Road**

(f) Ref/12/0837/P/FP

Erection of pitched roof with gable over existing rear flat roof.  
14 Brook Hill, Woodstock

**RESOLVED**

That WTC has no objection to this planning application.

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

- (ii) West Oxfordshire Local Development Framework (LDF)  
The Mayor outlined the WODC LDF Core Strategy update received in May 2012. It is envisaged that there will be a consultation in August or September to enable people to comment on the LDF and the new government framework. Cllr P Jay proposed that the WTC response includes a strong reaffirmation of the WTC policy stand detailed in the paper dated 14/03/2010 and invites Mr Mellor of Kemp and Kemp to discuss with the council how this position might be best put forward. The Deputy Mayor seconded this motion. Discussion followed.

**RESOLVED** (Unanimous)

That that the WTC response will include a strong reaffirmation of the WTC policy stand detailed in the paper dated 14/03/2010 and that Mr Mellor will be invited to discuss with the council how this position might be best put forward.

**ACTION:** *The Clerk will send Mr Mellor a copy of the WTC paper dated 14/03/10 and invite him to attend the town council meeting on 10<sup>th</sup> July 2012.*

#### **WTC/39/12 FINANCIAL ISSUES**

- (i) To receive the list of Payments for May 2012  
**RESOLVED**  
The list of payments made in the month of May 2012 amounting to £36,957.86 was received and approved.
- (ii) To receive the Bank Reconciliation Statements for May 2012  
The Bank Reconciliation Statements for May 2012 were considered and noted.
- (iii) To receive the Summary and Detailed Income & Expenditure Statements for May 2012  
The Summary and Detailed Income and Expenditure Statements for May 2012 were considered and noted.
- (iv) Annual Statement of Accounts Report, Annual Statement of Accounts for 2011/ 2012, Copy of Annual Return, Internal Auditor Report and Slippage Report  
A report from the Financial Officer was received and considered.
- a) Approval of the Annual Statement of Accounts for the Year Ended 31 March 2012.  
The Mayor proposed that the annual statement of accounts for the year ended 31 March 2012 was approved by Woodstock Town Council. This motion was seconded by Cllr P Jay.

**RESOLVED** (Unanimous)

That WTC approves the annual statement of accounts for the year ended 31 March 2012.

b) Approval of the Annual Return for the Year Ended 31 March 2012

The Mayor proposed that the annual return for the year ended 31<sup>st</sup> March 2012 was approved. This motion was seconded by Cllr P Jay.

**RESOLVED** (Unanimous)

That WTC approves the annual return for the year ended 31 March 2012 and authorises the Town Clerk and Mayor to sign this on behalf of the council.

c) Internal Auditors Report

WTC received and noted the internal auditors report for the year ended 31<sup>st</sup> March 2012.

d) Slippage Report

WTC received and noted the slippage report for the year ended 31 March 2012.

(v) Budgetary Approvals

Cllr P Jay proposed that the council approve that six items in the 2011/12 budget be included in the 2012/13 budget. This motion was seconded by the Mayor.

**RESOLVED** (Unanimous)

That the following six items are approved for inclusion in the 2012/13 budget:

- 1) Community Centre Refurbishment - £32,337
- 2) Town Hall Additional Works (heating works) - £467
- 3) Britain in Bloom - £1,520
- 4) Lawn Cemetery, survey and fees - £4,500
- 5) Christmas Lights - £189
- 6) Water Meadows Bridge repairs - £635

The Clerk/RFO asked that the council authorise her to sign three invoices for payment.

**RESOLVED** (Unanimous)

That the Clerk is authorised to approve the Henmans bill for the lease of the 1<sup>st</sup> floor premises in the Community Centre (£1,140.00), the Henmans bill for work relating to the Old Woodstock Railway Line (1,202.40) and the RJS (IA) Ltd internal audit bill (£1343.00).

Cllr E Poskitt noted that the Mayors Charity Account should be kept in a separate account.

The Mayor asked the council to agree to bring forward Agenda Item 15 and the council agreed to this request.

**WTC/40/12**

***UPGRADE OF THE NEW ROAD AND BUDDS CLOSE PLAY AREAS (S106 FUNDED)***

A paper by the Town Clerk and WODC timetable that outlined progress on the upgrading of the New Road and Budds Close play areas was received and noted. Unfortunately the consultation document initially posted on the WTC web site

contained the wrong response deadline. This error was corrected as soon as it was brought to the attention of the council. However, it caused concern to some residents living in New Road. These residents asked that the consultation deadline be extended and that the proposal to install a MUGA in the New Road be reviewed. Discussion followed. The Mayor proposed that the consultation deadline be extended until the end of July and this motion was seconded by Cllr E Poskitt.

**RESOLVED** (Unanimous)

That the deadline for consultations is extended until the end of July 2012 and a report made to the town council in August.

***ACTION:** The Clerk will notify the new consultation deadline to the Administration Assistant and WODC and report to the town council in August.*

Cllr P Jay reported that the OWL Extension Working Group is developing a model and strategy for dealing with potentially controversial consultations and Cllr Jay suggested that this consultation model could be applied to the S106 funded play area project. Cllr C Carritt asked that the report to town council in August specifically include background information about the principle of the MUGA.

***ACTION:** The town clerk and Cllr D Yates will produce a report for council.*

**WTC/41/12**      **JUBILEE CELEBRATIONS**

The Mayor reported upon the Jubilee celebrations that were on-going and also the main events that had already taken place. He outlined the various activities that had taken place and noted that approximately 500 people had walked through the town to watch the lighting of the beacon in Blenheim Park. The Mayor reported that as a result of the Jubilee celebrations he had raised £100 for his nominated charities and this will be split equally between the two organisations.

**WTC/42/12**      **OLYMPIC TORCH**

The reports of the meetings of the Woodstock Torch Relay Group held on 26<sup>th</sup> April and 25<sup>th</sup> May 2012 were noted. The Olympic torch will arrive in Woodstock at 3.30pm on Monday 9<sup>th</sup> July and depart Blenheim Palace at 4.30pm. Two groups from the Marlborough School will provide entertainment in the Town Square. It is envisaged that approximately 2000 people will gather along the route and in the palace courtyard. Parking and road closures are currently being considered.

**WTC/43/12**      **BLOOM**

The minutes of the Annual Meeting of Woodstock in Bloom that was held on Saturday 26<sup>th</sup> May 2012 were noted.

**WTC/44/12**      **STANDING ORDERS**

The draft Standing Orders had been distributed before the last town council meeting and Cllrs had been invited to submit comments. Cllr P Jay submitted a series of amendments. Cllr C Carritt presented these to the council and the following resolutions were made:

**RESOLVED**

- 1) That amendments a), b), c), h) and j) were accepted as they are matters of grammar or clarifications of wording.
- 2) That the current WTC grievance procedure (amendment k) is referred to the Mayor's Committee for consideration.

***ACTION:** The Clerk will request copies of other council's grievance procedures for comparative analysis.*

- 3) That SO6n (amendment d) that a Cllr will be allowed to speak for 4 minutes on an agenda item (6 votes for).
- 4) That the all Cllrs should undertake training (amendment e).
- 5) That SO9a will be retained (amendment g).
- 6) That SO20b should read September.
- 7) That SO32a) is amended to read 'all Cllrs'.

Cllr C Carritt thanked Cllr P Jay for his suggestions.

Cllr C Carritt proposed that the SO's be gender neutral and this motion was seconded by Cllr E Poskitt.

**RESOLVED** (8 votes for, 1 against)  
That the SO's will be gender neutral.

Cllr C Carritt proposed that that the Standing Orders stand adjourned for another month and be on the agenda for ratification at the July TC meeting. This motion was seconded by the Mayor.

**RESOLVED**  
That that Standing Orders will stand adjourned for a further month

***ACTION:** The Clerk will include ratification of the SO's as an item on the July agenda.*

**WTC/45/12 MEETINGS OF COMMITTEES AND WORKING GROUPS**

- a) Traffic Advisory Committee  
The minutes of the Traffic Advisory Committee held on Wednesday 18<sup>th</sup> April 2012 were noted.
- b) Review of Committees/Working Groups Structure Working Group  
The Minutes of the meeting of the Committees/Working Groups Structure Working Group held on Wednesday 23<sup>rd</sup> May 2012 were received and considered. The working group will bring proposals to the July meeting of the town council.
- c) Oxford Airport Committee  
The Minutes of the Oxford Airport Consultative Committee held on Wednesday 23<sup>rd</sup> May 2012 were noted.
- d) OWL EXTENSION  
Cllr P Jay declared a personal interest as he lives in Banbury Road.

Cllr P Jay presented an oral progress report. The working group's report and recommendations will be presented to the July town council 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 for Agenda Items 17 to 20. This proposal was seconded by Cllr J Cooper.



## **RESOLVED**

That the public should be excluded for the Agenda Items 17 to 20.

### e) Property Working Group

#### (i) Minutes of the Property Working Group

The minutes of the meeting of the Property Working Group held on Monday 11<sup>th</sup> June 2012 were received and considered.

#### a) Pricing Structure

The pricing structure applied to the hire of the Town Hall and Community Centre was discussed. The charge for weddings was excluded from the discussion.

## **RESOLVED**

That the charges for the use of the Assembly Room at the Town Hall and the Community Centre Main Hall should be the same so as to reduce some of the variety in charges and that the charges for the kitchen at the Town Hall and the small meeting room at the Community Centre should also be aligned with one another.

***ACTION:** A further meeting of the PWG will be held to develop the new charging structure. This meeting will include input from the Town Clerk/RFO and the Finance Assistant.*

#### b) Bouncy Castles

WTC has been approached for permission to use a Bouncy Castle in the Community Centre. Discussion followed. The town clerk and Cllr C Carritt recommended that the use of Bouncy Castles should not be allowed in the Town Hall or Community Centre on the grounds of health and safety, insurance and licencing considerations, and because of potential damage to the internal decorations. A vote was then taken and the recommendation failed (1 vote for, 6 against and 1 abstention)

## **RESOLVED**

That WTC adopts a policy whereby the use of Bouncy Castle is not permitted in the Town Hall or Community Centre.

#### c) 'Capability Brown' Picture

The 'Capability Brown' picture was discussed. This item will be brought forward for the PWG (or its successor) to make a recommendation in the near future.

#### d) 8 Park Street

The tenant at 8 Park Street is experiencing problems with the television aerial.

## **RESOLVED**

That WTC takes the advice of its professional property consultants and takes responsibility for the examination and replacement of the aerial, if the latter is needed.

#### e) Disbanding of the Property Working Group

The future of the Property Working Group was discussed.

**RESOLVED**

That if the new committee structure is adopted the PWG will be disbanded but that WTC will continue to have a nominated Cllr with whom the town clerk and property consultants can liaise over property matters.

(ii) Other Property Matters

24 Market Place

The recommendations of the council's professional property consultants were received and considered.

**RESOLVED**

That the recommendations of the professional property consultants are accepted, the prospective new tenant is asked to install separate water meters and also asked for a deposit of 6 month's rent.

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

**WTC/46/12**

**COMMUNITY CENTRE REFURBISHMENT**

The minutes of the meeting of the Community Centre Working Group held on 7<sup>th</sup> June 2012 were received and considered.

The Mayor proposed that new blackout blinds be purchased for the three windows in the main hall. Four quotes had been obtained for this work. It was confirmed that all proposed expenditure on the project is covered by committed funds.

**RESOLVED** (Unanimous)

That WTC approves the quotation from firm A at a cost of £1,119.00 as this was the cheapest quote that fully met the specification.

The Council received and noted the 5<sup>th</sup> Project Team Report for the month of June 2012.

The Mayor informed the council about the arrangements for the official re-opening of the Community Centre and hoped that all Cllrs would be able to attend.

**WTC/47/12**

**CEMETERY EXTENSION**

A paper from the Town Clerk was received and considered. Discussion followed.

**RESOLVED**

That the planning application for change of use and the land purchase will be stopped until it is confirmed that the land in question is suitable for use as a cemetery extension.

***ACTION:** The Town Clerk will contact the Environment Agency to confirm whether tests are required on the proposed land and if so arrange for these to be undertaken and then re[port back to council.*

**WTC/48/12**

**HONORARIUMS**

**RESOLVED**

That this matter will be brought forward for discussion at the July town council meeting.

**WTC/49/12 PERSONNEL**  
That the town clerk can proceed with investigating arrangements for covering the work of the administrative assistant or for assisting her during periods of absence.

The council then went back into open session

**WTC/50/12 WOODSTOCK STREET FURNITURE**  
The council received and considered a letter from a resident about waste bins and another about bins for collecting cigarette butts. It was noted that cigarette bins were currently under consideration by WTC.

**RESOLVED**  
That the Highways Working Group will review the need for a waste bin on the Town Square and that the administrative assistant will be asked to prepare a report about bins for the July town council meeting.

**WTC/51/12 'HISTORIC WOODSTOCK' WALL PLAQUES**

**RESOLVED**  
That this matter will be brought forward for discussion at the July town council meeting.

**WTC/52/12 LEGACY FUND AND STAIR LIFT PROPOSAL**  
The Town Clerk reported that she and the Town Mayor had met with the OCC Fire Officer and a member of the WODC Planning Department and that the stair lift must be attached to the wall of the Town Hall. Revised quotations will therefore be required.

**WTC/53/12 LOCAL COUNCILS FORUM WEDNESDAY 4<sup>TH</sup> JULY 2012**  
The Town Clerk and Deputy Mayor will attend a Local Councils Forum at WODC on Wednesday 4<sup>th</sup> July 2012.

**WTC/54/12 MARLBOROUGH SCHOOL**  
Cllr Mrs E Stokes declared a personal interest as she is employed at the school. Cllr C Carritt declared a personal interest as he is a Governor of the school.

A letter from the Marlborough School informing the council of its intention to convert to academy status was received and noted.

**RESOLVED**  
That the town clerk will ask the school to agree to an extension of the consultation deadline until 12<sup>th</sup> July 2012 to enable WTC to discuss this matter at the July town council meeting.

**ACTION:** *The Town Clerk will contact the school and ask for its agreement to extend the deadline for a response from WTC until 12<sup>th</sup> July 2012.*

**WTC/55/12 SEALING OF DOCUMENTS**  
None.

The meeting rose at 10.45pm.

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