

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 13th NOVEMBER 2012
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

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

ALSO IN ATTENDANCE: County Cllr I Hudspeth.

WTC/152/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Mrs V Edwards.

WTC/153/12 DECLARATIONS OF INTEREST

Cllr Poskitt declared an interest in Agenda Items 7: Planning Applications as she is a Cllr on West Oxfordshire District Council (WODC) and sits on the Uplands Planning Sub-Committee, 8: Variation Application for Premises Licence as she is a Cllr on WODC and 12: Equity Loan Scheme as she is a Cllr on West Oxfordshire District Council (WODC) and sits on the Uplands Planning Sub-Committee. Cllr Cooper declared an interest in agenda items 7(d): Planning Application, 30 Crecy Walk as he lives near by, 8: Variation Application for Premises Licence as he is a Cllr on WODC, and 11(iv) Finance, Grants and Donations as he is the Chairman of the Youth Club. The Deputy Mayor declared an interest in Agenda Item 11(iv) Finance, Grants and Donations as she is a member of the Youth Club Committee. Cllr Carritt declared an interest in Agenda Item 11(iv) Finance, Grants and Donations as he is the Treasurer of the Youth Club.

WTC/154/12 TO APPROVE THE MINUTES OF:

The minutes of the meeting of the Town Council held on Tuesday 9th October 2012 were approved and signed as a correct record subject to the following amendment: WTC/141/12 – The Woodstock Town Partnership. The second part of the resolution was amended so that Cllr Carritt's surname started with a capital 'c'.

WTC/155/12 PUBLIC PARTICIPATION SESSION

No members of the public asked to utilise the public participation session.

WTC/156/12 COUNTY & DISTRICT COUNCILLOR UPDATES

(i) County Cllr I Hudspeth

The November 2012 report from County Cllr Hudspeth was noted. The Mayor noted that he was still awaiting a reply from OCC Highways Department about the slabs in need of repair in the vicinity of the Bear Hotel. Cllr Hudspeth reported that people will still be able to renew their tax discs at the Post Office rather than having to do it on-line. He noted that OCC is currently preparing its budget for 2013/14 and that it will be another difficult year. The 'School's Out' programme was discussed further to a question from Cllr Parnes about funding prospects. Cllr Hudspeth thought it unlikely that any additional funding would be available from OCC but will reply to the WTC letter in due course.

(ii) District Cllrs J Cooper and E Poskitt

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

WTC/157/12 COMMUNICATIONS

David Yates had recently resigned from the town council. The Mayor thanked him for his contribution, particularly his work on highways and playgrounds. The council will begin the co-option process after 4th December unless an election is called for. The Mayor thanked Cllr Mrs Robertson for joining the Environment Committee to help on playgrounds and replacing Cllr Parnes on the OWL working group.

The Mayor recently attended a meeting of the Pupil Partnership Parliament in response to his approach to the Head of Marlborough School asking for suggestions for a permanent commemoration of the Queens Jubilee. He will invite the 11 schools involved in the partnership to a meeting at the Town Hall to discuss their ideas. A recommendation will then be made to the council.

A letter has been received from David Cameron MP about the funding of the 'School's Out' programme advising that he has referred this matter to David Laws MP, the Minister of State for Schools.

The Christmas lights turn-on will take place on Saturday 24th November 2012. The Mayor has distributed letters to businesses seeking contributions. The Yarnton Scouts and 'Help for Heroes' will have stalls at the event. The Civic Reception will take place on 30th November and the Mayor said that raffle prizes would be appreciated. The Mayor and Cllr Parnes have put together the recent WTC newsletter which had been distributed throughout the town. It was noted that there is currently a vacancy on the Communications Working Group.

The Mayor said that more winter weather volunteers would be welcomed.

The Mayor congratulated Cllr Mrs Richardson for the long service award that she has recently been awarded by the Oxfordshire Association of Young People.

WTC/158/12 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 application was considered.

- a) **Ref: 12/1542/P/FP** 115A Manor Road, Woodstock. Insertion of one front and one rear dormer window.

RESOLVED

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

- b) **Ref: 12/1545/P/FP** 13 Shipton Road, Woodstock. Erection of two storey and first floor rear extension and enlargement of front porch.

RESOLVED

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

- c) **Ref: 12/1563/P/FP** 2 Park Side, Woodstock. Alterations and extensions to enlarge existing dwelling.

RESOLVED

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

d) **Ref: 12/1583/P/FP** 30 Crecy Walk, Woodstock. Erection of two storey side and single storey front extensions.

Cllr Cooper declared an interest in agenda item 7(d) as he lives nearby.

RESOLVED

Woodstock Town Council wishes to make no comment about this planning application other than to request that WODC applies a TPO to the Acer Tree and also includes a condition that requires measures to be put in place to protect this tree during the construction work.

e) **Ref: 12/1632/P/FP & 12/1633/P/LB** 10 Oxford Street, Woodstock. Internal and external alterations to property to achieve the same quantum of development previously approved (namely ground floor retail and two apartments) but omitting single storey rear extension and changes to internal layout.

RESOLVED

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

ACTION: *The Administrative Assistant will relay the planning comments to WODC.*

WTC/159/12 VARIATION APPLICATION FOR A PREMISES LICENCE

This was an application to vary the premises licence by the 'The Kings Arms' public house in Woodstock to extend the hours permitted for the sale of alcohol to midnight on Mondays to Thursdays inclusive, 1am on Fridays and Saturdays and 11pm on Sundays.

Cllrs Cooper and Poskitt declared interests as they are Cllrs on WODC. Discussion followed. It was proposed that WTC object to the application. A Cllr called for a recorded vote:

For: Cllrs Yoxall, Mrs Stokes, Mrs Richardson, Carritt, Cooper, Parnes, Fleetwood, Poskitt (8)

Against: Cllr Jay (1)

Abstention: Cllr Mrs Robertson (1).

RESOLVED

That WTC objects to the variation of the licence on the grounds of nuisance (noise) because it is in a residential area.

ACTION: *The Town Clerk will inform WODC.*

WTC/160/12 LOCAL DEVELOPMENT FRAMEWORK

Information from WODC about the Draft Local Plan (DLP) for West Oxfordshire was received and considered. Discussion followed.

Resolved:

1. That Kemp and Kemp will be asked to prepare a technical response for discussion at the December town council meeting.
2. The DLP will be discussed at the Town Partnership Working Group (TPWG) meeting on 21st November 2012.

3. Kemp and Kemp will be asked to attend the TPWG
4. Kemp and Kemp will be reminded of the existing WTP policy concerning the LDF (now the DLP).

ACTION: The Town Clerk will contact Kemp and Kemp and ask their representative to attend the TPWG and December TC meetings.

WTC/161/12 HENSINGTON ROAD WORKS

The following motion was proposed by the Mayor and seconded by the Deputy Mayor: 'Woodstock Town Council notes the County Council Leader's response to the motion passed at its October meeting in respect of the works at Hensington Road. However, the Town Council regrets that the County Council site officer followed the advice of a sub-contractor which resulted in lengthy remedial works causing much inconvenience to the Woodstock community. The County Council is accordingly requested to seek appropriate financial compensation from the developer, PYE, who was ultimately responsible for employing the sub-contractor concerned'. Discussion followed.

A Cllr called for a recorded vote the results of which were as follows:

For: Cllrs Yoxall, Mrs Stokes, Mrs Richardson, Cooper, Fleetwood (5)
Against: Cllrs Carritt, Jay, Parnes (3)
Non-Voters: Cllrs Mrs Robertson and Poskitt (2)

Cllr Cooper asked Cllr Hudspeth to note that it was not WODC's remit to supervise highways contracts. Cllr Hudspeth noted that in future the consultation process will need to be more robust. He said that he would ask OCC staff to review a paper prepared by Cllr Parnes. The Mayor will be invited to attend the 'sign-off'. It was noted that noise was still an issue for some people living near-by.

WTC/162/12 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

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

RESOLVED

The list of payments made in the month of October 2012 amounting to £34,316.76 was received and approved.

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

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

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

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

- (iv) Grants and Donations for 2013/14

Cllr Cooper declared an interest as he is the Chairman of the Youth Club. The Deputy Mayor declared an interest as she is a member of the Youth Club Committee. Cllr Carritt declared an interest as he is the Treasurer of the Youth Club.

The applications received for grants and donations 2013/14 were considered. The total budget available in 2013/14 is £3k. An application from Relate was retrospective and therefore not eligible.

RESOLVED (Unanimous)

That the following grants and donations will be made in 2013/14:

- Woodstock Youth Club - £1500 for revenue support costs.
- Woodstock Scout/Guide Hut - £500 for internal & external decorations.
- Woodstock Bowls and Tennis Club - £500 for cardio heart monitors/Disabled Taster Sessions
- Woodstock Charity Carnival - £500 for general costs

(v) Disposition of Council Funds

The disposition of council funds was received and noted.

(vi) Mandates

Cllr Mrs Robertson has now signed the bank mandate.

(vii) Internal Controls

It was noted that two internal controls had been undertaken since the October town council meeting: Budgetary Controls and Bank Reconciliation. No actions had arisen from these internal controls.

(viii) Approval of Invoices

a) Community Centre Lease (Upstairs Offices)

The payment of the solicitor's fees for the lease was approved

b) S137 Payment

The council approved the s137 payment for the British Legion Poppy Wreath for Remembrance Sunday.

c) 24 Market Place

A breakdown of the costs associated to this invoice has been requested so this invoice will be brought forward to the next meeting.

WTC/163/12 EQUITY LOAN SCHEME

Cllr Poskitt declared an interest as she is a Cllr on West Oxfordshire District Council (WODC) and sits on the Uplands Planning Sub-Committee.

A council received and considered a paper from Cllr Parnes.

RESOLVED

1. That WTC recognises that there has been some confusion of the publicising of the Equity Loan Scheme and will write to the Head of Housing, copying the Head of Planning and Chairman of the Uplands Planning Committee, requesting that information now be formally provided for publication by WTC.
2. That the active period be requested to commence afresh, in order that promotional activity can provide adequate opportunity for any/all local applications to enjoy fair and equal chance of access, and being included in take-up of, the assistance available.

WTC/164/12 STAIRLIFT IN THE TOWN HALL

A paper from the Mayor was received and considered. Discussion followed.

RESOLVED (Unanimous)

1. That WTC will install a chair lift that will travel up the right hand side of the staircase.
2. That WTC will appoint a local company to install the chair lift at a cost of £6,790 plus VAT.

3. That WTC approach Carter Jonas with a view to designing a cost-effective scheme for a disabled toilet and for a suitable budgetary provision to be made when the outcome of that investigation is known.

ACTION:

The Mayor, Cllr Robertson and the Town Clerk will meet with the WODC planning officer, Carter Jonas and a representative from the contractor who will supply the chair lift.

WTC/165/12 QUEEN ELIZABETH II – FIELDS IN TRUST

The council received and considered correspondence between Cllr Cooper and the Woodstock Bowls and Tennis Club. WTC noted the club's concerns about the rent increase from a £1 peppercorn rent to a commercial rate.

WTC/166/12 OWL EXTENSION WORKING PARTY

The council received and considered a paper by the Chairman of the OWL Extension Working Group. Discussion followed.

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

That WTC:

1. notes and approves the report by the chairman of the OWL Extension WG.
2. approves the continuing action to implement the council's policy described therein
3. appoints Cllr Robertson to be a member of the working group, and
4. looks forward to receiving further reports in due course.

WTC/167/12 PROPERTY MATTERS

(i) Meeting with Carter Jonas

The note for the record of the meeting held with Carter Jonas on 11th October 2012 was received and noted.

(ii) Protocol for Selecting Tenants for WTC Commercial Properties

A protocol for the selection for WTC's Commercial Tenants drafted by Cllr Carritt was received and considered. Cllr Carritt proposed that his protocol be adopted by WTC and Cllr Jay seconded this motion. Discussion followed. Cllr Carritt accepted an amendment proposed by Cllr Jay that the word 'provisionally' be deleted from the penultimate bullet point.

RESOLVED (8 votes for, 1 vote against and 1 abstention)

That the protocol for the selection for WTC's Commercial Tenants is approved and will be adopted by WTC.

ACTIONS:

1. *The Town Clerk will circulate an email received from NALC to all Cllrs.*
2. *The Town Clerk will send the approved protocol to Carter Jonas.*

WTC/168/12 MEETING OF THE ENVIRONMENT COMMITTEE

The minutes of the Environment Committee were received and considered. Discussion followed. The following resolutions were agreed by WTC:

1. Grass Cutting Contract

RESOLVED (Unanimous)

That the current grass cutting and maintenance contract is extended by 1 year at the current price but it will include an additional requirement to collect the grass

at the lawn cemetery and to cut the football pitch at Rosamond Drive at a revised frequency. This will result in additional cost.

ACTION: *The Town Clerk will notify the contractor and confirm the additional cost.*

2. Water Meadows Plan

RESOLVED (Unanimous)

That the offer of the Wychwood Project to update the Water Meadows Plan is accepted subject to a cap of £6k and, that as they progress the project, if it looks as if it may go over this, they come back to WTC for prior approval.

ACTION: *The Town Clerk will notify the Wychwood Project of the Council's decision.*

3. Protocol for Green Gym work at the Cemeteries

RESOLVED (Unanimous)

That the policy drafted by Cllr Fleetwood for WTC interactions with the Green Gym at the cemeteries is approved and will be passed to the Green Gym for adoption.

ACTION: *The Green Gym will be given a copy of the new cemeteries protocol...*

4. Town Fair

RESOLVED (Unanimous)

That WTC will include an item about the Town Fair in a spring edition of the WTC newsletter and attempt to consult and collect as much information as possible from all areas of the town about how it might be managed in the future.

ACTION: *WTC will consult with the town about the Town Fair in a Spring edition of the WTC newsletter.*

5. Traffic Advisory Committee

The main points arising from the Traffic Advisory Committee were discussed.

RESOLVED Unanimous)

That WTC will write to OCC and ask them to replace the bollards that have recently been installed on the Market Square with the stronger models that had been agreed and approved by the TAC.

ACTION: *The Town Clerk will notify OCC of the Council's resolution.*

6. Benches on the Town Square

The benches on the Market Square were discussed. It had been hoped that WODC would share the cost of replacing the two benches destroyed by vehicles but WODC has decided not to do so.

RESOLVED (Unanimous)

WTC will ask County Cllr Hudspeth whether he can contribute some money towards the replacement benches from his Stewardship fund.

ACTION: *The Town Clerk will contact Cllr Hudspeth and notify him of the Council's request.*

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.

7. Spillway Repairs at the Water Meadows

The quotations received for the Spillway Repairs at the Glyme Close end of the Water Meadows were received and considered. Three companies were invited to quote. Two quotations were received.

RESOLVED (Unanimous)

That the contract for the spillway repair at the Glyme Sluice at the Water Meadows is let to BA Hull at a cost of £7,548 plus VAT.

ACTION: *The Town Clerk will convey the Town Council's decision to the companies that had quoted.*

8. Clearance work at the Hensington Road Cemetery

The quotations received for the clearance work at the Hensington Road Cemetery were received and considered. Three companies were invited to quote. Two quotations were received.

RESOLVED (Unanimous)

That the contract for the Clearance work at the Hensington Road cemetery is let to JAG Timber at a cost of £1,625 plus VAT.

ACTION: *The Town Clerk will convey the Town Council's decision to the companies that had quoted.*

WTC/169/12 REPLACING THE FUNCTIONS OF THE ENVIRONMENT WARDEN

A paper from the Town Clerk was received and considered.

RESOLVED (Unanimous)

That the recommendations in the paper by the Town Clerk are approved, the environmental warden is not replaced, the duties formally undertaken by this post holder are split between WODC staff, the Deputy Caretaker, the Town Clerk (or in her absence the Administrative Assistant) and grass cutting and maintenance contractors

It was noted that that signage and safety levels at the Water Meadows must be regularly reviewed and appropriate warnings put up when the meadows are in flood.

The council asked the Town Clerk to thank the Deputy Caretaker for his help putting out signs on Remembrance Sunday.

It was noted that a member of staff had asked for a reduction in hours and this request would be considered by the Mayor's Committee in a fortnight.

WTC/170/12 PROPERTY MATTERS (Continued)

Report from the Council Member for Property

A report from the CMfP was received and considered. The council noted that the contractual relationship with Carter Jonas was working well.

RESOLVED

That WTC authorises Carter Jonas to charge WTC their normal regular rent collection fee on any arrears collected from an ex-tenant prior to commencement of County Council action (provided that they made reasonable efforts to collect respective rents at all earlier stages).

The possibility of installing a drinks vending machine in the foyer of the Community Centre is currently being investigated. Cllr Carritt asked that Fair Trade products be included as an option in the machine.

ACTIONS:

1. *The Town Clerk will notify Carter Jonas of the WTC resolution.*
2. *The potential vending machine supplier will be notified of the WTC request for the inclusion of Fair Trade products.*

The council then went back into open session

WTC/171/12 OXFORD AIRPORT CONSULTATIVE COMMITTEE

Cllr Parnes reported that when local residents complain about low flying aircraft it would be helpful if they could note the colour or other identifying features to help identification. It was noted that the training school had been bought by a Canadian company and the airport has a new CEO. It hopes to add three new destinations to its routes and so it may need to expand. It hopes that this will benefit the local economy.

WTC/172/12 SEALING OF DOCUMENTS

None.

The meeting rose at 10.26pm.

Signed Date