

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 12 NOVEMBER 2013  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr M Robertson (Deputy Mayor)	Cllr T Wray	Cllr C Carritt
Cllr B Yoxall	Cllr Mrs V Edwards	Cllr S Parnes
Cllr Mrs E Stokes	Cllr Mrs E Jay	Cllr P Jay
Cllr E Poskitt		

**ALSO IN ATTENDANCE:** 6 Members of the public.

**WTC/172/13 ANNOUNCEMENT BY THE DEPUTY MAYOR & A ONE MINUTE SILENCE**

The Deputy Mayor announced with sadness that during the previous week serving Town Councillor and former Mayor Mrs Pauline Richardson, and former District and Town Councillor and Town Clerk Mrs Ann Cooper had both died. Cllr C Carritt read out a tribute to each of these remarkable women in which their considerable achievements and contributions to Woodstock were noted. A one minute silence was then observed by all present at the meeting.

In the absence of the Mayor the Deputy Mayor chaired the meeting. She began by welcoming Cllr Mrs E Jay to her first meeting.

**WTC/173/13 APOLOGIES FOR ABSENCE:** Apologies for absence were received and accepted from the Mayor (bereavement) and County Councillor I Hudspeth (meeting).

**WTC/174/13 TO RECEIVE DECLARATIONS OF INTEREST:** No Cllr declared any pecuniary interests but the following Cllrs notified the meeting of the following general interests:

Cllr S Parnes: Agenda Item 9 Planning as he resides on a development adjacent to a field which is subject to a planning application and which is potentially vulnerable to increases in traffic on Shipton Road. Cllr E Poskitt: Agenda item 9 as a member of the WODC Uplands Planning Sub-Committee and Agenda Item 14 (vi) Grants and Donations 2014/15 as she is involved in the start up of the Woodstock Good Neighbours group. Cllr E Jay: Agenda Item 11(i) Property Report as she has used one of the builders mentioned in the tenders and recommended by Carter Jonas. Cllr P Jay: Agenda Item 11(i) Property Report as one of the business owners was personally known to him and had worked on a project for which he was the client. Cllr Mrs E Stokes: Agenda Item 14 (vi) Grants and Donations 2014/15 as she is a member of the Woodstock Youth Club Committee. Cllr T Wray: Agenda Item 14 (vi) Grants and Donations 2014/15 as she is a member of the Woodstock Youth Club Committee. Cllr C Carritt: Agenda Item 14 (vi) Grants and Donations 2014/15 as he is the Treasurer of the Woodstock Youth Club Committee.

**WTC/175/13 APPROVAL OF THE MINUTES:** The minutes of the Meeting of the Town Council held on Tuesday 1<sup>st</sup> October 2013 were approved and signed as a correct record subject to the Cllr S Parnes declaration of a general interest being added at the beginning of minute WTC/155/13.

**WTC/176/13 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA** None

**WTC/177/13 COUNTY AND DISTRICT COUNCILLOR UPDATES**

(i) The council received and noted the November report from County Cllr I Hudspeth.

(ii) The council received and noted the November report from District Cllrs J Cooper & E Poskitt.

**WTC/178/13 COMMUNICATIONS.** None

**WTC/179/13 QUESTIONS.** None

**WTC/180/13 MOTIONS PRESENTED TO COUNCIL:** Three motions had been submitted by Councillors in accordance with the WTC Standing Orders:

(i) Motion from Cllr C Carritt

Cllr C Carritt proposed that with effect from the date of the next ordinary meeting of the Council, the official minutes record only Council decisions and do not include any summary of discussions leading to those decisions. In exceptional circumstances the Chair of the meeting may allow a brief explanation to be included in the official record where it is felt that without it the decision itself is not readily understood. This motion was seconded by Cllr T Wray. Discussion followed.

Cllr Mrs V Edwards proposed an amendment to the motion so that this style of minutes is trialled for 6 months and that residents' views about the new style are sought in the next WTC newsletter. Cllrs Carritt and Wray agreed to this amendment.

A Cllr asked for a named vote the results of which were as follows:

For: Cllrs C Carritt, Mrs E Stokes, Mrs V Edwards, P Jay, E Poskitt, M Robertson and T Wray (7).

Against: Cllrs S Parnes and B Yoxall (2)

Abstention: Cllr Mrs E Jay (1)

**RESOLVED** that with effect from the date of the next ordinary meeting of the Council, the official minutes record only Council decisions and do not include any summary of discussions leading to those decisions. In exceptional circumstances the Chair of the meeting may allow a brief explanation to be included in the official record where it is felt that without it the decision itself is not readily understood. This style of minutes will be trialled for 6 months and that residents' views about the new style will be sought in the next WTC newsletter.

(ii) Motion from Cllr B Yoxall: This motion was deferred until the next Town Council meeting.

(iii) Motion from Cllr S Parnes: The motion submitted by Cllr S Parnes was not seconded and so fell.

**WTC/181/13 PLANNING**

(i) Planning Applications

Cllr S Parnes declared general interest as he resides on a development adjacent to a field which is subject to a planning application and which is potentially vulnerable to increases in traffic on Shipton Road. Cllr E Poskitt declared general interest as a member of the WODC Uplands Planning Sub-Committee.

The following planning applications were received and considered:

(a) Ref: 13/1457/P/FP, 3 St Andrews Square, Woodstock: Erection of single storey extension to form garden room.

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

(b) Ref: 13/1490/P/LB, 10 Market Street, Woodstock: Internal alterations to replace staircase.

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

(c) Ref: 13/1520/P/FP, 24 Hensington Road, Woodstock: Construction of 10 apartments with associated carports & parking and widening of existing vehicular access.

**RESOLVED** that Woodstock Town Council **objects** to this planning application as it is contrary to the following policies:

- a. Policy E6 a. - The proposal involves the loss of an existing Class A2 (Financial and Services) employment site.
- b. Policy E6 c. - It has not been demonstrated that substantial planning benefit would be achieved by allowing alternative forms of development.
- c. Policy H2 c. - The proposal eliminates existing useful community facilities i.e. a Chiropractic Clinic and off-street parking used on Sundays by the nearby Roman Catholic church.
- d. Policy H2 e. - The proposal would create unsafe conditions for the movement of people and vehicles at the junction of Hensington Road and Bear Close.
- e. Policy H2 f. - The proposal sets an undesirable precedent for other sites.
- f. Affordable Housing - This development provides no affordable homes. The stated policy for Woodstock is that up to 50% of accommodation on this type of development should be affordable homes.

***ACTION:*** *The planning responses will be notified to WODC*

(ii) New Flat Blocks, Further Traffic Congestion, and Concerns Relating to Planning Considerations

Cllr S Parnes presented an oral report about the proposed development at 9 Shipton Road. He also expressed concern that the many letters from residents objecting to the proposed development on the field between Marlborough School and Shipton Road may be discounted if the application were to be resubmitted and allocated a new planning application number. Cllrs noted that the letters that have already been submitted should be re-submitted if the application is submitted again or goes to appeal

The Deputy Mayor asked the council for its agreement to take the Agenda Item 23: Footpaths and Open Spaces Working Group next and Cllrs agreed to do so.

### **WTC/182/13 FOOTPATHS AND OPEN SPACES WORKING GROUP**

The council received and noted the minutes of the meeting of the Open Spaces and Footpaths Working Group that was held on Friday 13<sup>th</sup> September 2013. A recent article in the Oxford Mail had upset some residents. It was confirmed that no member of the working group had communicated with the press. The group plans to distribute questionnaires about various footpaths in order to better understand public

perception of these paths. The group will endeavour to be sensitive when researching and confirming the facts associated with any disputed areas.

**ACTIONS:**

1. *It was noted that the Hoggrove Steps and the path between Bear Close and Churchill Close needed to be added to the map.*
2. *It was noted that the footpath between Rosamund Drive and Wootton extends to the back of the Farm End properties.*
3. *Cllr E Poskitt will circulate the draft questionnaire to all Cllrs for comment.*
4. *Any Cllr comments should be sent to Cllr E Poskitt for collation.*

**WTC/183/13 EXCLUSION OF THE PUBLIC AND PRESS**

The Deputy Mayor apologised to the public and explained the reason why they were being excluded from the meeting. She then proposed that in view of the nature of the business to be transacted being commercially sensitive, the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

**RESOLVED** that members of the public leave the meeting temporarily whilst the Council considered confidential information.

**WTC/184/13 PROPERTY UPDATE**

(i) Property Report

a) 4 Park Street: The council received and considered the costings received from Carter Jonas for the refurbishment of 4 Park Street. Cllr E Jay declared a general interest as she has used one of the builders mentioned in the tenders and recommended by Carter Jonas. Cllr P Jay declared a general interest as one of the business owners in the tenders was personally known to him and had worked on a project for which he was the client.

The CMfP provided an oral update about progress on the asbestos report and noted that the aim should be to have the property re-let by 1<sup>st</sup> February 2014. Discussion followed during which Cllr P Jay reminded the council of the WTC Financial Regulations 11.1 (b) – (f). The CMfP confirmed that Carter Jonas was aware of the requirements of WTC's Standing Orders and that Financial Regulation 11.1 (b)-(f) would not apply due to the value of the proposed work.

Cllr B Yoxall proposed that Carter Jonas should go back to all three companies and ask them for re-quotes based on a wet heating system and new work tops and finishes in the kitchen. This motion was seconded by Cllr Mrs E Stokes. Cllr Mrs V Edwards asked that the motion be amended to ask the companies to provide costs for a wet heating system and new work tops but that other items in the previous costings are removed as required to reflect the revised specification. Cllrs Yoxall and Mrs E Stokes agreed to this amendment.

Discussion followed during which it was noted that as all quotes had been submitted against the same specification the council should proceed as soon as possible.

**RESOLVED** that Carter Jonas will be asked to go back to the three companies and ask them for re-quotes based on a wet heating system and new work tops in the kitchen and that other items in the previous costings are removed as required to reflect the revised specification.

**ACTIONS:**

1. *The CMfP will confirm that Carter Jonas are aware of the requirements of WTC's Standing Orders and are working to them.*

2. *The CMfP will notify Carter Jonas of the Council's revised requirements and the deadlines for the receipt of the revised costings.*
3. *The Town Clerk will arrange an ETC on 26<sup>th</sup> November in order that the council can discuss the revised quotes.*

**The council went back into open session at this point.**

b) Town Hall Works: The council received and considered a bill from Carter Jonas for the listed building consent application to WODC for a disabled toilet in the Town Hall and for their work in providing budgetary costs for this provision.

**RESOLVED** that the Carter Jonas bill for the work described at (b) is approved for payment and that Carter Jonas should do no further fee based work on this proposal at present.

**ACTION:** *The Town Clerk will notify Carter Jonas of the council resolution.*

c) Debt Recovery: The council received and considered an invoice from Henmans for their work on debt recovery between 21<sup>st</sup> August and 24<sup>th</sup> September 2013. Discussion followed. It was noted that the debt recovery process received from Carter Jonas required further modification, that Henmans should be removed from the initial stages of the process and that WTC should produce and use some standard templates when pursuing debts.

**RESOLVED** that the Henmans bill for the work described at (c) is approved.

**ACTIONS:**

1. *The Town Clerk will notify Carter Jonas that the debt recovery process requires further modification.*
2. *The Town Clerk will work with the Finance Assistant and CMfP to design some template letters for use at the initial stages of debt recovery.*
3. *The debt recovery process will be presented to council in December.*

d) Energy Performance Certificates (EPCs): Energy Performance Certificates were discussed. Cllr S Parnes distributed information about EPC's that he had researched. In this it was noted that the WTC listed buildings will probably be exempt from the proposals that in 2018 properties may be required to meet a minimum energy performance rating of "E". The CMfP said that in order to meet the budget timescales a provision has been included for some work to be done on the properties that would not be exempt. The current ratings for all of the Council's properties are being confirmed and after the energy performance ratings are known this matter can be re-visited.

e) Marketing of the Community Centre and Town Hall: The CMfP reported the newly refurbished Community Centre lacked an increase in bookings. The lack of marketing material about the Community Centre and Town Hall was noted. The CMfP will work with the Town Clerk to produce a paper for consideration by council in order that a working group can then be set up.

Cllr Mrs V Edwards left the meeting at this point.

(ii) Property Delegation: The council received and considered a paper by Cllr P Jay which suggested two possible amendments to the Financial Regulations. One was for an amendment that approved an increased level of delegated expenditure authorisation by the Town Clerk from £500 to £750 for urgent matters only. The other was for an expenditure authorisation limit of £750 for some non-urgent

matters. Cllr P Jay suggested that if it was the wish of the council the following wording could be inserted into WTC's Financial Regulations under section 3:

3.4 The Clerk may incur expenditure on behalf of the Council up to a maximum of £750 on any one project where:-

- 3.4.1 any repair, replacement or other work must be done at once, whether or not there is any budgetary provision for the expenditure; or
- 3.4.2 such work is recommended by the Mayor and the CMfP as clearly required, though even in that event the Clerk is not obliged to act;

3.5 The Clerk shall report such action to the Council as soon as practicable thereafter.

Cllr C Carritt proposed that the new wording suggested for section 3 of the WTC Financial Regulations be approved by the Council subject to the following amendment to 3.4.2 "such work is recommended by the Mayor and the CMfP as clearly required and where there is budget provision, though even in that event the Clerk is not obliged to act". Cllr Jay did not accept the amendment but it was seconded by Cllr Yoxall and voted upon.

**RESOLVED** (6 votes for and 3 votes against) that Cllr C Carritt's amendment to 3.4.2 is approved.

The amended motion was then voted upon.

**RESOLVED** (5 votes for, 2 votes against and 2 abstentions) that the following provision be adopted by WTC and reflected in the Financial Regulations

3.4 The Clerk may incur expenditure on behalf of the Council up to a maximum of £750 on any one project where:-

- 3.4.1 any repair, replacement or other work must be done at once, whether or not there is any budgetary provision for the expenditure; or
- 3.4.2 such work is recommended by the Mayor and the CMfP as clearly required and where there is budget provision, though even in that event the Clerk is not obliged to act;

3.5 The Clerk shall report such action to the Council as soon as practicable thereafter.

**ACTION:** *The Town Clerk will arrange for the resolved text to be inserted in the WTC Financial Regulations.*

#### **WTC/185/13 MAYOR'S COMMITTEE**

(i) Minutes: The minutes of the Mayor's Committee held on Tuesday 22<sup>nd</sup> October 2013 were received and noted. The Deputy Mayor reported that the date at the recommendation at MC/33/13 should read 2017–18.

**ACTION:** *When the Mayor's Committee considers the minutes of the meeting that was held on 22<sup>nd</sup> October 2013 the date of the recommendation at MC/33/13 should be amended to read 2017–18.*

(ii) Budget 2014-15: The council received and considered the recommendation of the Mayor's Committee. Cllr P Jay proposed and Cllr B Yoxall seconded a motion that the council:

- a. postpone the installation of disabled toilets at the Town Hall until 2017-18;
- b. adopt the budget set out in the table called <budget 2014-15 (4)pj.xls;
- c. note that should the sums provided for EPC works turn out not to be required, or not fully, the council will retain the option to bring forward again the installation of disabled toilets in the Town Hall and/or to increase provision for capital contingencies;
- d. confirm the precept for 2014/15 at £87,000.

Discussion followed. Cllr S Parnes called for a named vote the results of which were as follows:

For: Cllrs C Carritt, Mrs E Jay, P Jay, E Poskitt, M Robertson, Mrs E Stokes, Mrs T Wray and B Yoxall (8).

Against: Cllr S Parnes (1).

**RESOLVED** that WTC:

- a. postpone the installation of disabled toilets at the Town Hall until 2017-18;
- b. adopt the budget set out in the table called <budget 2014-15 (4)pj.xls;
- c. note that should the sums provided for EPC works turn out not to be required, or not fully, the council will retain the option to bring forward again the installation of disabled toilets in the Town Hall and/or to increase provision for capital contingencies;
- d. confirm the precept for 2014/15 at £87,000.

**WTC/186/13 GRASS CUTTING CONTRACT:** The council received and considered the documentation associated with the grass cutting contract 2014-17 that had been prepared by the Town Clerk.

**RESOLVED** that the grass cutting documentation is approved and can now be issued to companies that would like to apply for the work.

**ACTION:** *The Town Clerk will issue the grass cutting contract requirements paperwork to interested companies.*

**WTC/187/13 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER:** The council received and considered the report of the Responsible Financial Officer. Cllr P Jay proposed, the Mayor seconded and the council

**RESOLVED** that items (i) – (v) were approved

(i) List of Payments for October 2013

**RESOLVED** that the list of payments totalling £23,101.17 made in the month of October 2013 are approved.

(ii) Bank Reconciliation Statements for October 2013: The council received and noted the bank reconciliation statements for October 2013.

(iii) Summary and Detailed Income & Expenditure Statements for October 2013  
The council received and noted the summary and detailed income & expenditure statements for October 2013.

(iv) Audit Arisings Report for the Year Ended 31<sup>st</sup> March 2013: The council received and noted the Issues Arising Report from the external Auditor.

(v) Approval of a s137 payment

**RESOLVED** that the s137 payment of £60.00 for the WTC poppy wreaths required for Remembrance Day is approved.

(vi) Grants and Donations 2014/15: The council considered the applications for grants and donations received by WTC. Cllr E Poskitt declared general interest as she is involved in the start up of the Woodstock Good Neighbours group. Cllr Mrs E Stokes and Cllr T Wray both declared a general interest as members of the Woodstock Youth Club Committee. Cllr C Carritt declared a general interest as he is the Treasurer of the Woodstock Youth Club Committee.

The council received and considered the applications for grants and donations that had been submitted. Discussion followed during which Cllr P Jay noted that when the Woodstock Public Events Fund is closed the net result will be that £3k will be sent by the trustees to the Youth Club.

The Deputy Mayor proposed, Cllr P Jay seconded and the council unanimously

**RESOLVED** that the following grants and donations be made during 2014/15:

Woodstock Youth Club £1,000  
West Oxfordshire Citizens Advice Bureau £250  
Volunteer Link-Up (Woodstock Good Neighbour Scheme) £150  
Woodstock Scout and Guide Hut £900  
Woodstock Charity Carnival £500  
Woodstock Passion Play £200.  
Total £3,000

(vii) Electronic Banking: The council received and considered a paper from the Finance Assistant. Discussion followed during which it was noted that local councils should soon be able to move to electronic banking but that an interim measure is required.

The Deputy Mayor proposed, Cllr C Carritt seconded and it was

**RESOLVED** that WTC move to using standing orders to pay staff for standard working hours now as an interim measure with any adjustments made as required by cheque until electronic banking is in place.

**ACTION:** The finance assistant will be asked to:

1. Introduce salary payments by standing order for their standard contracted hours.
2. Propose some definitive proposals to the December town council meeting.

### **WTC/188/13 STANDING ORDERS**

(i) Updating the Standing Orders: The Deputy Mayor proposed, Cllr E Poskitt seconded and the council

**RESOLVED** that the Town Clerk and Cllr C Carritt will review the new NALC model standard orders and draft any amendments that are required to bring the current WTC Standing Orders up to date.



(ii) NALC Recommendations for Motions: The NALC guidance about motions that had been distributed by the Town Clerk was received and noted.

**WTC/189/13 MEMORIAL MASONS WORKING IN THE WTC CEMETERIES:** The council received and considered a recommendation from the Town Clerk and

**RESOLVED** that because masons who are BRAMM registered and/or are NAMM members work to BS8415 the relevant sections of the WTC Cemetery Rules for Using the Cemeteries are updated to enable NAMM members and BRAMM registered masons to work in the WTC cemeteries.

**WTC/190/13 REPORT ON THE PARKING REVIEW FOR WOODSTOCK TOWN CENTRE**  
The council received and considered a report from Cllr C Carritt

**RESOLVED** (8 votes for and 1 against) that, subject to an extensive public consultation exercise, Woodstock Town Council:-

1. Supports the principle of a rationalisation of the existing waiting limits in the town centre in line with the Option "B" plans proposed by Oxfordshire County Council
2. Seeks further discussion with WODC to determine how the Hensington Road car park might accommodate longer stay parking whilst discouraging park and riding into Oxford and elsewhere.
3. Recommends a marginally increased enforcement regime by WODC to facilitate a quicker turn around of parking spaces in the town centre area.
4. Confirms its support for WODC's policy of free on and off-street parking throughout the town.
5. Acknowledges that a residents' parking scheme is off the agenda for the foreseeable future
6. Supports the call for "No Waiting at Any Time" to be introduced in the vicinity of the junctions of Brook Hill/Union Street/Upper Brook Hill/Lower Brook Hill.
7. Seeks a review by OCC of the waiting regulations in Hensington Road with a view to the removal of some areas of restriction in order to provide additional parking near the town centre.
8. Seeks the removal of the taxi rank space in Oxford Street as already agreed in principle by WODC.
9. Supports the placing of a disabled bay to a point closer to the Co-op but retaining the existing space by the chemists.

Furthermore, Woodstock Town Council approves a consultation questionnaire as drafted at Appendix "A" to be sent to all households at a cost of approx. £300 and to be posted on the town's website and published in the Woodstock and Bladon News.

**WTC/191/13 SUSPENSION OF WTC STANDING ORDERS:** At 10.30 the Deputy Mayor asked for the Council's agreement to suspend Standing Orders and continue for a further 15 minutes and Cllrs agreed to this request.

Cllr P Jay left the meeting at this point.

**WTC/192/13 TRANSPORT AND TOURISM UPDATE :** The council received and considered a report by Cllr B Yoxall. Cllr B Yoxall proposed, Cllr C Carritt seconded and the council.

**RESOLVED** (4 votes for, 2 votes against and 2 abstentions) that

a) Woodstock Town Council supports the wish of residents to see an extension of the Woodstock/Witney bus service from and to Old Woodstock whilst accepting that this may only be practicable if the service is reduced to a 90 minute interval.

b) Woodstock Town Council wishes to see improvement in the frequency of the Woodstock-Kidlington service to cater for travel requirements of town residents and extension to the Water Eaton Park & Ride to create new links to the Oxford hospitals service and the new rail service to London (Marylebone) which will apply from 2015.

Cllr Mrs E Jay left the meeting at this point.

**WTC/193/13 RESPONSIBILITY FOR THE WATERMEADOWS MILLSTREAM:** This item was deferred until the Extraordinary Town Council meeting to be held on Tuesday 26<sup>th</sup> November.

**WTC/194/13 CHRISTMAS LIGHTS:** This item was deferred until the Extraordinary Town Council meeting to be held on Tuesday 26<sup>th</sup> November.

**WTC/195/13 COMMUNICATIONS WORKING GROUP:** This item was deferred until the Extraordinary Town Council meeting to be held on Tuesday 26<sup>th</sup> November.

**WTC/196/13 BOLLARDS ON THE MARKET SQUARE:** This item was deferred until the Extraordinary Town Council meeting to be held on Tuesday 26<sup>th</sup> November.

**WTC/197/13 CHRISTMAS CLOSURES:** This item was deferred until the Extraordinary Town Council meeting to be held on Tuesday 26<sup>th</sup> November.

The meeting closed at 10.46pm.

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