

**THE ANNUAL MEETING FOLLOWED BY  
THE MONTHLY MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 14<sup>th</sup> MAY 2013  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**I ANNUAL MEETING**

***PRESENT:***

|                       |                                  |                    |
|-----------------------|----------------------------------|--------------------|
| Cllr B Yoxall (Mayor) | Cllr Mrs E Stokes (Deputy Mayor) | Cllr Mrs V Edwards |
| Cllr J Cooper         | Cllr E Poskitt                   | Cllr P Jay         |
| Cllr T Wray           | Cllr Mrs P Richardson            | Cllr S Parnes      |
| Cllr M Robertson      | Cllr G Fleetwood                 |                    |

***ALSO IN ATTENDANCE:*** 26 Members of the Public.

***APOLOGIES FOR ABSENCE:*** Apologies for absence were received from Cllr C Carritt and County Cllr Ian Hudspeth.

**PRO-FORMA ISSUES**

***WTC/1/13 ELECTION OF TOWN MAYOR AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE***

Cllr Mrs Stokes nominated Cllr Yoxall and this nomination was seconded by Cllr Mrs Richardson. Cllr Mrs Edwards nominated Cllr Cooper and this nomination was seconded by Cllr Jay. Both nominators explained why they considered that their candidate should be elected as Mayor. Cllrs then voted for the two candidates. A Cllr called for a named vote:

Votes for Cllr Yoxall: Cllrs Yoxall, Mrs Stokes and Mrs Richardson (3)

Votes for Cllr Cooper: Cllrs Cooper, Mrs Edwards, Poskitt, Jay, Wray, Robertson and Fleetwood (7)

Abstentions: Cllr Parnes (1)

***RESOLVED***

That Cllr J Cooper is elected as Mayor of Woodstock for 2013/14.

Cllr Cooper signed the acceptance of office form in the presence of the Town Clerk and assumed the Chair.

Cllr Cooper and the rest Council thanked Cllr Yoxall for his work as Mayor during this special year that had included the Queens Diamond Jubilee celebrations and the Olympic torch coming through Woodstock. Cllr Yoxall thanked Cllrs and staff for their help and support whilst he had been Mayor.

***WTC/2/13 ELECTION OF DEPUTY TOWN MAYOR AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE***

The Mayor nominated Cllr Robertson and this nomination was seconded by Cllr Poskitt. There were no other nominations.

***RESOLVED***

That Cllr M Robertson is elected as Deputy Mayor of Woodstock for 2013/14.

Cllr Robertson signed the acceptance of office form in the presence of the Town Clerk.

**WTC/3/13**      **APPOINTMENT OF MEMBERS TO SERVE ON COMMITTEES AND WORKING GROUPS AND OUTSIDE BODIES**

The Clerk had previously circulated the current list of WTC Committees, Working Groups, Council members with particular responsibilities, and Cllr involvement on outside bodies and asked Cllrs to indicate their preferences prior to the meeting. The Town Clerk gave an oral report of the responses received and two Cllrs reported their preferences during the meeting. Discussion followed. Cllr Jay reported that he is a member of the Area Police Board which facilitates liaison between the police and local government. Following the election of the Police Commissioners this is to be subsumed into 'The Crime Safety Partnership'. When this happens TC will be invited to nominate a Member and Cllr Jay said that he would be happy to continue with this role if this is the wish of the Council or stand down.

**RESOLVED**

That

1. Cllr Jay will be the lead Cllr on finance.
2. Cllr Mrs Edwards will initially be the Council Member for Property assisted by Cllr Wray but the roles will be reversed later in the year.
3. The membership of the WTC Committees, Working Groups and Cllr involvement on outside bodies is as detailed in Appendix A of these minutes.
4. The possible addition of the Wall Hangings Trust to the list of outside bodies will be debated at the June TC meeting
5. The balance of the number of members between the two Committees will be discussed at a future meeting.

**ACTION:** *The Town Clerk will include the possible addition of the Wall Hangings Trust to the list of outside bodies as an item on the June TC agenda.*

**WTC/4/13**      **TO RECEIVE DECLARATIONS OF INTEREST**

No Cllr declared any pecuniary interests. The following Cllrs notified the meeting of general interests:

Cllr Jay – Agenda items 13 Public Participation and 16 Question 2 because he resides on Banbury Road, and 18(b) planning application 13/0507/P/FP because he lives at The Retreat in Banbury Road.

Cllr Parnes - Agenda items 13 Public Participation and 16 Question 2 because he resides on a development near to a proposed site for development.

Cllr Poskitt – Agenda Items 18 Planning as she is a West Oxfordshire District Council (WODC) Member and sits on the Uplands Planning Committee and 26 Meeting of the Mayor's Committee as she is a long standing member of the Campaign to Protect Rural England (CPRE).

The Mayor - Agenda Item 18 Planning as he is a WODC Member involved in planning matters and Agenda Item 20 (iii) WODC Invoice for Landscape Consultancy fees

Cllr Mrs E Stokes – Agenda Item 18(a) planning application 13/0505/P/FR because her daughter and son-in-law own this property.

**WTC/5/13**      **APPOINTMENT OF PROFESSIONAL BODIES**

- (i)      Solicitors  
**RESOLVED**

Henmans will be retained at the WTC solicitors.

**ACTION:** *As required under SO2 (j) the Town Mayor will meet with Henmans to review their charges and report back to the July 2013 TC meeting.*

- (ii) Property Agents  
**RESOLVED**  
Carter Jonas will be retained as WTC's property agents.
- (iii) Bankers  
**RESOLVED**  
Barclays Bank will be retained as WTC's bankers.
- (iv) Insurers  
WTC received and considered a paper and recommendation prepared by the Finance Assistant that compared the prices of three insurers on a like for like basis.  
  
**RESOLVED**  
That Zurich Municipal is employed as the WTC insurers on a fixed price 3 year agreement.
- (v) Internal Auditor  
  
**RESOLVED**  
That Roger Symes is retained as the internal auditor for 2013/14.

**WTC/6/13      *STANDING ORDERS AND FINANCIAL REGULATIONS***

**RESOLVED**  
That WTC will adopt the Standing Orders and Financial Regulations issued in July 2012 as amended in October 2012 but will review SO 21 in due course as it currently makes little sense as written.

**WTC/7/13      *ASSET REGISTER AND RISK ASSESSMENT FOR 2013/14***  
WTC noted that the asset register and risk assessment are up to date and will continue be reviewed and updated as required during 2013/14.

**WTC/8/13      *CALENDAR OF MEETINGS***  
  
**RESOLVED**  
That the Calendar of meetings prepared by the Town Clerk was approved as amended.

**MAY MONTHLY TOWN COUNCIL MEETING**

**WTC/9/13      *APOLOGIES FOR ABSENCE***  
Apologies for absence were received from Cllr C Carritt and County Cllr Ian Hudspeth.

**WTC/10/13      *DECLARATIONS OF INTEREST***  
These were the same as those reported at WTC/4/13

The Mayor asked for the Council's agreement for the agenda item about planning applications to be brought forward for consideration as this was of interest to many of the residents in attendance. The Council agreed to this request and also for the public participation agenda item to be brought forward as residents wanted to talk about the planning matters.

**WTC/11/13 PUBLIC PARTICIPATION**

Cllr Jay declared a general interest.

(i) Mr Mike Cox

Mr Cox addressed the Council about the Blenheim Estates planning application to build on the track thoroughfare adjacent to 18-19 Hill Rise, Old Woodstock. He said that he was a Chartered Landscape Architect and long term resident of Woodstock who was addressing the Council on behalf of the residents of Old Woodstock. Mr Cox explained that his family were planning to extend the family home to accommodate their needs. Pre- planning drawings were submitted to WODC and after receiving a favourable response the full planning documents were submitted on 9<sup>th</sup> April 2013 and the correct payment delivered by hand on the same day. WODC advised Mr Cox of a start date of 16<sup>th</sup> April. His architect then learnt that Blenheim Estates were also submitting a planning application for the track that runs the length of his property. Three days late Mr Cox received formal written notification from Blenheim Estates that they intended to build on the track. Mr Cox does not consider the timings of this counter application to be a coincidence and noted that Blenheim Estate had only purchased the fields to the rear of Hill Rise two months previously. Mr Cox passed the Town Clerk a petition containing more than 115 signatures for forwarding to WODC. He explained that many residents use the track for rear access to their properties. It is also used by dog walkers, ramblers, children and cyclists as it enables safe and easy access to the Woodstock-Wootton footpath, Oxfordshire Way and wider countryside. The children use it to access the play park as it avoids the need to walk by the main road. The track abuts the Old Woodstock Conservation Area and was never intended as a housing plot. Mr Cox said that the design of the proposed dwelling will not complement the existing houses and will affect the natural light levels for 18, 19 and 20 Hill Rise and Pine Cottage. Residents also had concerns about the services, sewers, refuse collections, the existing electricity pylon and parking.

**ACTION:** *The Town Clerk will ensure that the petition is delivered to WODC.*

(ii) Mr Philip Redpath

Mr Redpath referred to a recent article in the Oxford Mail about the proposed development on the field behind the Marlborough School and noted that the school governors had not yet met. He said that a high percentage of the new developments in Woodstock were already concentrated in this area of the town and this number would increase by a further 50% if the proposed development went ahead. Mr Redpath showed residents a map which illustrated where the WODC/CDC boundary is and explained that there is no planning firewall in place at present. The WODC Draft Local Plan has yet to be submitted and the developer is challenging the green belt land around the back of the Marlborough School. This area of Woodstock will have been subject to an additional 24 dwellings in one year if the recently proposed additional eight go ahead and the new proposed development could result in a new road which would be a disaster for the Hensington area. Mr Redpath said that residents also needed to challenge the proposed development at Hill Rise

(iii) Mr Andrew Partridge

Mr Andrew Partridge said that he represented the community of Marlborough Place who requested an extraordinary meeting of the Council in order that they could express their serious concerns about the proposed development of the playing fields behind Marlborough Place. He asked that WTC's retained Planning Consultant be asked to attend this meeting. He explained that the residents had the following concerns:

- The proposed development is not part of the Town Plan, there is no documented need for this development and it would service the profits of developers and landowners at the cost of the existing community.
- The road system within Marlborough Place is not built or designed for heavy traffic, be it development traffic or on-going residential traffic.
- The parking and traffic levels within the existing development are already at breaking point and further development would exacerbate the situation and endanger local children. It was noted that one person had already been knocked down at the entrance to Randolph Avenue.
- Increased housing will continue to put pressure on the Hensington Road that services two schools that are already both oversubscribed and there are concerns that further traffic will increase the likelihood of a serious accident.
- The integrity of Woodstock is under threat as it has no recognisable source of large scale employment and therefore there is no local need for further development.
- The proposed development would have a detrimental impact on the tranquil OWL Nature Reserve and the animals and plants that are currently found there.

(iv) Dr Bob McGurrin

Dr McGurrin is the Chairman of the Woodstock Action Group (WAG). He said that he had three main concerns:

- WAG fully supports the former Mayor and Town Councils firm policy and stance opposing categorically any further development in Woodstock and specifically the proposal by Pye-Blenheim Estates to build 64 houses behind Marlborough Place and the fields behind Hedge End.
- WAG fully supports the residents of Marlborough Place in their fight against proposals for 64 houses behind Marlborough Place.
- WAG fully supports the residents of Hill Rise in their fight to keep the well trodden path between 18-19 Hill Rise.

He said that WAG had already filed a formal objection to these plans with WODC. Dr McGurrin said that the Pye-Blenheim Consortium has pledged 50% of affordable homes but last year Pye filed a request to retract a number of affordable units at its Shipton Road development. Thankfully this request was turned down.

Cllr Parnes proposed that an ETC be held the following week. Cllr Jay asked for an amendment so that an ETC is called as soon as possible and the Mayor agreed to do so.

The Town Clerk was passed a request for a Town Meeting from residents.

**ACTIONS:**

1. *The Council will hold an ETC prior to the Environment Committee meeting on 28<sup>th</sup> May*
2. *The Town Clerk will call a Town Meeting which the retained planning consultant will be asked to attend.*

**WTC/12/13 PLANNING**

Cllr Poskitt declared a general interest as she is a West Oxfordshire District Council (WODC) Member and sits on the Uplands Planning Committee. The Mayor declared a general interest as he is a WODC Member involved in planning matters. The following planning applications were received and considered.

- (a) Ref:13/0505/P/FP – 19 Hill Rise, Woodstock. Erection of two storey side and single storey front extensions to include new porch and bay windows. Cllr Mrs E Stokes declared a general interest.

### **RESOLVED**

That WTC wishes to make no comment about this planning application

- (b) Ref:13/0507/P/FP – 9 Shipton Road, Woodstock. Removal of dwelling and erection of eight flats with associated parking and amenity space. Closure of existing access and formation of new access. Cllr Jay declared a general interest. Discussion followed.

### **RESOLVED**

That WTC **objects** to this planning application. The Town Council finds this proposed development unacceptable in line with the Traffic Policy H2 part E of the WODC Local Plan to create usage conditions for people and/or vehicles.

- (c) Ref:13/0514/P/FP – Land adj Lawn Cemetery Green Lane, Woodstock. Change of use from agriculture to cemetery.

### **RESOLVED**

That WTC wishes to make no comment about this planning application

- (d) Ref:13/0516/P/FP – Land Between 18 & 19 Hill Rise, Woodstock. Erection of dwelling with associated works. Discussion followed. The Town Council also heard from residents who had serious concerns about this development and received a petition from local residents which will be forwarded to WODC.

### **RESOLVED**

That WTC **objects** to this planning application. The Town Council finds this proposed development unacceptable because of the loss of the important visual gap on that edge of the Woodstock conservation area and because this is a safe access route for children to the Old Woodstock Play Area.

- (e) Ref:13/0543/P/LB – 24 Oxford Street, Woodstock  
Internal alterations to include changes to layout, new doorway to master bedroom, relocation of wc from ground floor to cellar and formation of light wells.

### **RESOLVED**

That WTC wishes to make no comment about this planning application

- (f) Ref:13/0557/P/FP – 10 High Street  
Alterations & extensions to rear elevation to enlarge existing dwelling.

### **RESOLVED**

WTC supports this planning application now that the retail part is reinstated.

- (g) Ref:13/0569/P/FP – Land of Tipping Meadow, Brook Hill, Woodstock  
Change of use of land to provide temporary additional car parking with associated works and formation of new vehicular access. Discussion followed. The Town Council also heard from residents who had serious concerns about this development.

### **RESOLVED**

That WTC **objects** to this planning application. The Town Council finds this proposed development unacceptable because:

- 1) It will result in increased traffic on the bridle way and Sustrans route.
- 2) It will encourage increased traffic on the local road network in this area of Woodstock.
- 3) It could affect access to the cemetery, Southern Electric's substation, the allotments and the Thames Water pumping station etc

- 4) It would result in the loss of a Greenfield site.
- 5) It could result in increased flooding of this area.

(h) Ref:130596/P/FP – 47 New Road, Woodstock. Erection of single storey rear extension.

### **RESOLVED**

That WTC wishes to make no comment about this planning application

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

### **WTC/13/13 TO APPROVE THE MINUTES OF:**

The minutes of the meeting of the Town Council held on Tuesday 9<sup>th</sup> April 2013 were approved and signed as a correct record subject to the following amendments:

WTC/291/12: The WTC Newsletter and the Local Plan. The last sentence was deleted.

WTC/293/12: Sunday Times Article: The last sentence was amended to read 'The Mayor proposed an amendment to the motion and this was seconded by Cllr Parnes but this proposal fell.'

### **WTC/14/13 COUNTY & DISTRICT COUNCILLOR UPDATES**

(i) County Cllr I Hudspeth

There was no report from County Cllr Hudspeth this month.

(ii) District Cllrs J Cooper and E Poskitt

The council received and noted the April 2013 report from District Cllrs Cooper and Poskitt. Cllr Parnes queried the timing of the adoption of the WODC Draft Local Plan and Cllr Cooper confirmed the Council of the current timescales listed in the WODC work programme.

### **WTC/15/13 COMMUNICATIONS**

The Mayor had no communications to report at this meeting.

### **WTC/16/13 QUESTIONS**

The Mayor received the following questions from Cllr Parnes under Standing Order No 8 which Cllr Yoxall agreed to answer as he had been Mayor when they had been posed:

#### Question 1

*Does the Mayor agree Woodstock Town Council should do more to encourage in-Town custom of visitors to Blenheim Palace who arrive there by car and private coach? Woodstock continues to lose a substantial quantity and range of retail shops and food providers to non-viability, yet Blenheim Palace attracts some 550,000 visitors annually. Whilst residents share vehicular traffic burdens generated by Palace guests arriving by car and private coach, many such guests - and their custom - are routinely diverted away from the Town - being guided into the Palace's main car park before reaching the Town's 'shopping area'. Subsequently, most visitors leave through the Palace's main exit route - in Bladon, leading visitors away and in the opposite direction. Does the Mayor consider Palace visitors could be better reminded of opportunities to leave and then re-enter the Park, for an interim visit to the Town, perhaps by encouraging consideration of such measures as: 'shops and restaurants ahead' signage on the road leading into Woodstock and before the main Palace gate; a scheme for discounts when showing Palace tickets in Town; a light transport service between the Palace and the gate in Town; etc? Does the Mayor agree more custom by Blenheim guests would likely lessen financial difficulties many Town business are enduring, and increase the sustainability and range of local retail services available to the Community?*

Cllr Yoxall said that he thought that the most appropriate strategy for the town of Woodstock to derive benefit from visitors to Blenheim is to concentrate effort in exploiting opportunities in the public transport field, which was the subject of discussion with Blenheim Estates and Stagecoach as long ago as 2009. He considered that is still the case but agreed that future dialogue could usefully include some of the considerations mentioned in Cllr Parnes question.

### Question 2

*Why has the Mayor refused to retract the response form, which he submitted in April on behalf of Woodstock Town Council, in response to a developer's invitation for feedback relating to an intended new residential development in the Town? Councillors did not have sight of the wording prior to submission; and, discussions at the April 23<sup>rd</sup> Mayor's Committee did not extend to "wish-list" –style examples provided unilaterally in response to the question of "what projects could benefit through developer contributions". Nor was consideration of a written response specified on the Mayor's Committee Agenda. As the published closing date for responses was just one day before today's Town Council Meeting, and was printed next to a phone number for "issues or questions", why did the Mayor not query the prospect of an extension (which has since been confirmed as available) for the benefit of enabling the consideration and insights of full Council bearing in mind the importance of this issue and the potential impact upon the Town?*

Cllr Jay declared a general interest.

Cllr Yoxall said that the feedback response to the Pye Homes Consultation was given in complete accordance with the decision taken at the Mayor's Committee Meeting of 23<sup>rd</sup> April and in keeping with the spirit of previous Town Council resolutions. In view of this he saw no merit in delaying a response, particularly as this was only a pre-application consultation and not a formal planning application.

### **WTC/17/13 MOTIONS PRESENTED TO COUNCIL**

None

### **WTC/18/13 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER**

The Council received and consider the report of the Responsible Financial Officer.

#### (i) The List of payments for April 2013

The Council received and considered the list of payments for April 2013

### **RESOLVED**

That the list of payments totalling £22,209.27 made in the month of April 2013 is approved.

#### (ii) Bank Reconciliation Statements for April 2013

The Council received and considered the bank reconciliation statements for April 2013.

#### (iii) Summary and Detailed Income & Expenditure Statements for April 2013

The Council received and considered the summary and detailed income & expenditure statements for April 2013

#### (iv) Budget Carry Forwards from 2012/13

The Council received and considered a paper from the Financial Assistant about budget carry forwards. The Deputy Mayor asked that the £3.5k already approved for the piece of equipment at the Old Woodstock Play Area be included in the budget carry forwards and this was agreed.

Cllr Jay updated Cllrs about progress towards the council making some electronic payments.

**WTC/19/13 WOODSTOCK PLAYGROUNDS PROJECT**

(i) Progress Report

A report from the Deputy Mayor was received and considered. Approximately 40 people had attended the event at the Community centre of 20<sup>th</sup> April including children. Several subsequent comments were received. The majority of the comments had been positive but residents had asked for some revisions to the plans and so work is currently being undertaken on the amendments.

**RESOLVED** (Unanimous)

That

1. WTC agrees that the revised designs go to tender as soon as possible
2. A regular bulletin is issued to consultees until the project is completed.

(ii) WREN Co-Financing

The Council received and considered a letter received from WREN and the Town Clerk explained the information that was required and the steps that were being taken to comply with the deadline.

(iii) Invoice

The Town Clerk will clarify how the recent invoice received from WODC relating to this project will be brought down from the S106 funds.

**WTC/20/13 OWL EXTENSION**

The Council received and considered an oral report from Cllrs Jay and Robertson.

**RESOLVED** (Unanimous)

That the council:-

1. Notes the oral report by Councillor Mary Robertson on current and planned works in the OWL extension;
2. Approves the proposed action on fencing, signage and clearance of dead wood and undergrowth obstructing the path at the Verenia Court end of the embankment and the associated budgetary provision;
3. Notes the advice of Henmans on the outstanding boundary issues with Verenia Court;
4. Notes the oral report by Councillor Peter Jay on the meeting of the OWL Extension Forum on 27 April, 2013;
5. Notes a letter received from Mr and Mrs Paul Jackson of Verenia Court;
6. Confirms the council's intention to create a pedestrian pathway mainly at ground level on the south-east side of the embankment between the access from Shipton Road and the Budds Close access, adjusting the exact route as necessary to accommodate the local topography; and
7. Agrees that a letter should be sent to Mr and Mrs Jackson, copies to be emailed to members of the Forum, explaining the council's decision on the path.

**ACTIONS:**

1. *The Town Clerk will write to Karen Howe at OCC and remind her that WTC is still awaiting a response to the proposed amendments to the management Agreement and this correspondence will be copied to Cllr Hudspeth.*
2. *The Town Clerk will obtain quotes for two signs for the OWL Nature Reserve.*

3. *The steps at the Verenia Court end of the OWL Extension will be cleared on 21<sup>st</sup>/22<sup>nd</sup> May 2013*
4. *The path will need to be varied so discussions will be held with local residents*
5. *The next OWL WG meeting will be held on 20<sup>th</sup> May*

**WTC/21/13      *REQUEST FROM THE WOODSTOCK EXHIBITION FOUNDATION***

The council received and considered a request from the Woodstock Exhibition Foundation charity to host a fund raising event on Saturday 13<sup>th</sup> July that utilises part of the River Glyme by the 'Black Prince' public house. Discussion followed.

**RESOLVED**

That WTC accepts this request from the Woodstock Exhibition Foundation charity subject to receiving a satisfactory risk assessment and a copy of its Public Liability Insurance.

**WTC/22/13      *FLYTIPPING***

Cllr Fleetwood gave an oral report about recent fly tipping and reported that the situation had improved recently.

**WTC/23/13      *WEB SITE***

(i)      Policy

The Council received and considered a website management and content policy that had been drafted by Cllr Carritt and presented by Cllr Jay. Discussion followed.

**RESOLVED**

That the website management and content policy drafted by Cllr Carritt in January 2011 and revised in April 2013 is approved subject to the following wording being added to the last bullet point listed under item 5: 'That Woodstock Town Council is not responsible for the content on any of the sites that it links with'.

(ii)      Search Engines

WTC received and considered an oral report from Cllr Jay about Cllr Carritt's proposal about installing the 'Google' search engine on the WTC web site as recommended by the WTC IT advisors at a cost of approximately £80. Discussion followed.

**RESOLVED**

That this item will be discussed further at a meeting when Cllr Carritt is present.

**ACTION:** *The Clerk will include this as an agenda item for a future meeting.*

**WTC/24/13      *PROPERTY REPORT***

WTC received and considered a report from Cllr Yoxall.

(i)      Town Hall

a)      Overdue Rent

The Mayor reported concerns about overdue payments for a regular monthly event. Cllr Yoxall will talk to the event organiser and then provide a further update.

b)      Stairlift

Cllr Yoxall reported that favourable feedback about the Stairlift was still being received.

**RESOLVED**

That WTC authorises the Carter Jonas expenditure of £1150 plus VAT for Stairlift planning work.

c) Charging Policy for Baby Naming Ceremonies

**RESOLVED**

That the charge for baby naming ceremonies will be 50% of that charged for weddings as only one registrar is required but the usual damage deposit of £150 is required.

(ii) Community Centre

Cllr Yoxall reported that the quotes for Phase 2 of the Community Centre refurbishment should be available at the end May. The hot water boiler in the kitchen continues to give problems and is under further investigation.

(iii) Park Street

a) 4 Park Street

Carter Jonas will inspect this property after it receives official notice from the tenant that they intend to vacate.

b) 8 park Street

Carter Jonas is still in discussion with WODC about the listed building requirements for the proposed solution to cure the damp problem at this property.

**ACTION:** *The Town Clerk will notify Carter Jonas of the Council's decision.*

**WTC/25/13 MEETING OF THE MAYOR'S COMMITTEE**

Cllr Poskitt declared a general interest.

(i) Minutes

WTC received and considered the minutes of the meeting of the Mayor's Committee that was held on Weds 23<sup>rd</sup> April.

The recent correspondence from CPRE relating to the current weakening of planning controls was discussed.

**RESOLVED**

That WTC will write a letter and support CPRE letter about the accumulated effect on communities relating to the current intentions to reduce and weaken planning controls.

**EXCLUSION OF THE PUBLIC AND PRESS**

That being of the opinion that it was likely, in view of the nature of the business to be transacted, that if members of the public were present during the following items of business there would be a disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, the public be excluded from the meeting.

(ii) Staffing Matters

That WTC received and noted the resolutions relating to staffing matters included in the Mayor's Committee meeting.

WTC received and considered the recommendations of the Mayor's Committee relating to a complaint from a member of the public. A Cllr called for a named vote:

For: The Mayor, Deputy Mayor and Cllrs Mrs Edwards, Mrs Richardson, Mrs Stokes, Poskitt, Jay, Wray, Fleetwood and Yoxall  
Abstained: Cllr Parnes (1)

**RESOLVED**

That WTC passed a vote of full confidence in the Town Clerk

The need to update the Councils HR documentation was discussed.

**RESOLVED**

That the Town Clerk will obtain three quotes for HR services and bring these back to the Council.

**WTC/26/13 REQUEST FROM A MEMBER OF THE PUBLIC**

A request from a member of the public was discussed.

**RESOLVED**

That the Mayor will write to the member of the public to obtain further clarification about the request.

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

**WTC/27/13 WAKE UP TO WOODSTOCK**

The council received a note that had been prepared by Cllr Jay that clarified the current relationship between WTC and Wake Up to Woodstock. The Mayor asked for the Councils agreement to bring this matter forward for discussion at the June TC meeting and Cllrs agreed to do so.

**ACTION:** *The Town Clerk will put this item on the Town Council meeting in June and redistribute the paper prepared by Cllr Jay.*

**WTC/28/13 ANNUAL TOWN MEETING**

The draft minutes of the Annual Town Council meeting that was held on 19<sup>th</sup> March 2013 were received and noted.

**WTC/29/13 SEALING OF DOCUMENTS**

None

The meeting rose at 10.37pm.

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