

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ENVIRONMENT COMMITTEE HELD AT 7:30 PM  
ON MONDAY 23<sup>rd</sup> FEBRUARY 2016  
IN THE MAYOR'S PARLOUR,  
WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr P Jay (Chairman)  
Cllr Mrs E Jay  
Cllr C Carritt (Deputy Mayor)

Cllr L Maybury  
Cllr Mrs E Stokes  
Cllr E Poskitt (Mayor)

**Also in Attendance:** Cllr B Yoxall and five residents.

**EC/42/15 APOLOGIES FOR ABSENCE:** Cllr Mrs S Rasch.

**EC/43/15 DECLARATIONS OF INTEREST:** None.

**EC/44/15 APPROVAL OF THE MINUTES:**

**RESOLVED:** That the minutes of the meeting of the Environment Committee held on 24<sup>th</sup> December 2015 were approved as a true record and were signed by the Chairman of the Environment Committee.

**EC/45/15 PUBLIC PARTICIPATION:**

(i) Mr Colin Taylor addressed the Environment Committee about his traffic concerns relating to the junction of Union Street and Upper Brook Hill. Cars parking under the Chestnut Tree block the view of drivers existing Union Street and also reduces the width of road available for vehicles to pass each other. The dropped kerb is also being blocked. Mr Taylor was pleased to note the generous gesture from Mark Owen of Owen Mumford that was recorded on the agenda for this meeting and considered this to be an ideal opportunity to take measures to alleviate future incidents

(ii) Mr John Hodges addressed the Environment Committee about the drainage ditch adjacent to 48 Glyme Close. The Mayor will meet a representative of WODC to agree a suitable standard of clearance/tidy up around this ditch. Mr Hodges asked that he be allowed to attend this meeting and this request was agreed by the Environment Committee.

***ACTION:*** *The Mayor to arrange to meet WODC to discuss the ditch and that Mr Hodges be invited to this meeting.*

**EC/46/15 MOTION.** The following motion was proposed by the Deputy Mayor and seconded by the Mayor:

That in recognition of widespread local concerns over traffic safety due to inappropriate parking on the junction of Union Street and Brook Hill, a generous offer has been received from Owen Mumford's at the Glyme Valley Industrial Park to fund the cost of a Traffic Regulation Order to prohibit

parking on the junction. The cost estimate for this work, prepared by Oxfordshire County Council, is a minimum of £2500 for legal administrative and advertising costs with additional costs not exceeding £1000. Mark Owen of Owen Mumford has asked that a cap on his commitment be set at £3500.

Discussion followed during which it was agreed that that WTC would underwrite any shortfall up to a maximum of £500. The Environment Committee

**RECOMMENDS (unanimous) that Woodstock Town Council resolves**

- 1) To thank Mark Owen and the company for agreeing to fund this work
- 2) To support the project and work with OCC towards completion at the earliest date
- 3) To underwrite any overspend that might accrue over and above the Owen Mumford's £3500 cap up to a limit of £500.

**EC/47/15 PLANNING:** The Environment Committee received and considered the following planning application.

Ref: 16/00490/FUL: St Hugh of Lincoln Church, Hensington Road, Woodstock – Alterations and erection of single storey extension. The Mayor proposed, Cllr Mrs E Stokes seconded the motion and it was

**RESOLVED** (unanimous) that Woodstock Town Council supports this planning application.

**ACTION:** *The response will be sent back to WODC.*

**EC/48/15 WATER MEADOWS.** The Environment Committee received and approved the specification for the Management of the Water Meadows subject to the first page being amended to show that the land was given to the town by King Henry VI. The Deputy Mayor and Cllr Mrs E Jay were thanked for their work compiling this document and the Environment Committee

**RESOLVED** that the specification and invitation to quote shall be sent to five suitably qualified contractors and also made available on the WTC web site

It was noted that a new gate is being ordered to replace the stile by the bridge at Meadow 5 and that the Director of the Wychwood Project will be addressing the Annual Town Meeting on 15<sup>th</sup> March 2016 about the water meadows

**EC/49/15 WAR MEMORIAL:** Cllrs received and considered a report from the Town Clerk about the 'tilt' of the War Memorial. A pre-application form has been submitted to the War Memorials Trust to determine whether WTC might be eligible for a grant for this work. Two quotes have already been received for a survey of the War Memorial.



## The Environment Committee

**RESOLVED** that the EC will wait until it has heard back from the War Memorials Trust (in case they will not fund invoices that have already been paid) and then

1. Ask Company A to survey the War Memorial at a cost of £280 plus VAT irrespective of whether or not we can get a grant for the work.
2. The EC will then review the findings and any recommendations contained within the report.

**EC/50/15**

### **CEMETERIES**

(i) Cemetery Fees: The EC received and considered a report and recommendation from the Town Clerk about the Woodstock cemetery fees.

It was noted that:

1. WTC has not increased its cemetery fees since 01 January 2014.
2. The cemetery extension now needs to be prepared and the costs included when budgeting.
3. It is difficult to estimate income from the cemeteries but for 2015/16 with six weeks to go there is a potential shortfall of £811.00 on the budgeted income.
4. The expected deficit between income and expenditure will be about £2,200.

The fees of other local burial authorities were reviewed (Appendix A of these minutes). The yellow column in the table shows the current WTC fees and the green column shows the fees it is recommended should be applied from 01/04/2016 to ensure that the cemeteries income covers their cost.

The Chairman of the Environment Committee proposed, the Deputy Mayor seconded the motion and the Environment Committee

**RECOMMENDS (unanimous) that Woodstock Town Council approve the fees listed in the green column of the table entitled “Comparison of Cemetery Charges and Recommendation: February 2016” and that the new fees are applied from 1<sup>st</sup> April 2016.**

(ii) Installation of a Salt Bin at the Turning Circle at Green Lane Cemetery: The EC received and considered a report and recommendation from the Town Clerk.

The Green Lane Cemetery is used throughout the year and so is sometimes icy. OCC had therefore been asked whether they would add a grit bin to the list of bins that they currently fill annually if WTC bought one and installed it near to the litter bin at the Green Lane cemetery turning circle.

Unfortunately, OCC declined to meet this request blaming current financial constraints. However, WTC can buy and install an additional grit bin and fill it

from the existing WTC stock of grit and the Town Clerk has identified a suitable lockable product.

The Chairman of the Environment Committee proposed, the Deputy Mayor seconded the motion and the Environment Committee.

**RESOLVED** (unanimous) that

1. WTC buy one green 400 litre lockable grit bin inclusive of one brass combination padlock at a cost of £141.25 (ex VAT) for installation at the turning circle in Green Lane and give the combination number to Jerrams in order that they can arrange for their contractors to salt paths if required.
2. The Community payback team be asked to fill the new bin with salt from Woodstock House or, if this is not possible, Thomas Fox's team be asked to fill it using some of the stock of salt bags purchased by WTC which are currently at the OCC depot near Deddington (which would need collecting) until these stocks run out.
3. If the Council decides in future not to purchase additional salt for this bin it shall either be offered for use by Jerrams or their contractors for the storage of the green artificial grass mats that are used in the cemetery, or the council shall use it for storing the grave markers etc.

**ACTION:** WODC will be asked to confirm the cost for using their staff routinely to spread grit in this area for WTC during icy weather.

**EC/51/15      CRUMBLING WALLS REPORTED TO OCC**

The OCC's response to WTC's query about the safety of two walls was received and noted.

**EC/52/15      FOOTPATHS**

The Environment Committee received and noted a letter and several other representations from residents living in Old Woodstock about Blenheim Estate's proposals to install a fence behind some of the houses to create a permissive pedestrian path. Two Old Woodstock residents were at the meeting.

The Deputy Mayor proposed, the Chairman of the Environment Committee seconded the motion and the Environment Committee

**RESOLVED** (unanimous) that the Council

1. take note of the letter of 12<sup>th</sup> February 2016 from Blenheim Estate about the land behind Hill Rise and Vanbrugh Close, but also note that it did not enter into any agreements about this matter.
2. note the letter dated 23<sup>rd</sup> February 2016 from Mr Stan Scott on the same subject.

**ACTION:** WTC will write to Blenheim Estate and point out that an agreement was not reached with WTC as the Council did not support this when it was discussed at the Town Council meeting that was held in September 2015



**EC/53/15**     **DOG WASTE BIN ON FOOTBALL FIELD:** The Environment Committee received and considered a report from the Mayor about a problem with the siting of a dog waste bin.

A short *cul de sac* leads to the Football Club and Recreation Ground parallel to Recreation Road but the other side of the Football Club Clubhouse. A locked gate and fence have now been installed across the entrance to the Recreation Ground which now prevent access to the WODC dog bin on the edge of the Recreation Ground, so WODC cannot empty it. The Football Club has asked WTC to organise the repositioning of this bin.

Discussion followed during which it was noted that as there are two other dog waste bins nearby meaning that this one may not be required.

The Deputy Mayor proposed, Cllr Mrs E Jay seconded the motion and the Environment Committee

**RESOLVED** (unanimous) that WODC will be asked to move this bin at WTC's cost and re-locate it at the Black Prince end of the water meadows.

**ACTIONS:**

1. *The Mayor will advise the Football Club that the bin is being relocated.*
2. *The Administrative Assistant will arrange for the bin to be moved to the water meadows.*

**EC/54/15**     **UNTIDY FRONTAGES:** Cllrs received and considered an email from a resident complaining about untidy frontages in Woodstock and a brief report from the Town Clerk about issues raised by this matter. Discussion followed during which it was noted that:

1.     Highways are managed by OCC and waste collections by WODC.
2.     A Byelaw is an unrealistic solution because it is unenforceable.

The Deputy Mayor proposed, the Mayor seconded the motion and the Environment Committee

**RECOMMENDS to Council that WTC:**

1.     **Use the WTC newsletter to remind people that the first sight that many visitors have of Woodstock is as they enter the Town along the main roads and so it would be very helpful if people would try to keep their frontages tidy. If they have trouble doing so owing to age or disability, they should contact the Bloom committee.**
2.     **Ask WODC/OCC to monitor the situation and if the problem is sufficiently serious contact the households pointing out that:**
  - (i)     **The bins are blocking a public footpath (OCC).**
  - (ii)    **Bins are meant to be put out on the evening before collection and taken in the next evening (WODC)**

3. Ask the Bloom litter-pickers to make a point of picking litter around these areas.
4. Advise the concerned residents of the 'phone numbers for WODC Environmental Health if they wish to report an environmental issue and for OCC Highways if they wish to report a blocked pavement.
5. Writes to WODC to ask that enforcement action be taken against The Kings Arms, as its commercial bins are permanently left outside taking up valuable parking spaces, and The Crown who frequently leave commercial bins and other items such as beer kegs on the public highway, with a view to stopping this nuisance.

**ACTION:** *The Town Clerk will write to the resident who contacted the Council to give her notice of the recommendation and also to WODC to request that enforcement is actioned against the commercial premises who leave bins, kegs etc. on the public highway.*

**EC/55/15     REPORT ON THE PLAY AREAS**

It was noted that the insurance claim for the damage at New Road has been submitted to WTC's insurers.

The meeting finished at 8.55 pm.

Signed.....

Date:.....

# Appendix 1

## Comparison of Cemetery Charges & Recommendation: February 2016

	WTC current charge	Banbury	Bicester	Bladon	Chipping Norton	Didcot	Henley (3 sections, see separate sheet)	Kidlington (own grave diggers)	Wallingford & Kidmore End	Yarnton	Tower Hill/Windrush Witney (own grave diggers)	Recommended WTC charges to cover costs	Proposed increase
<b>Purchase of Exclusive Right</b>													
Purchase of Exclusive Right of Burial (ERB) in earthen graves	£210	Lawned Section £300 General £310	Standard fee per plot £250		£300	£228		£180		£200	Over 16 £275	£300	£90
ERB - Period of lease	75 yrs	75 yrs	99 yrs	75 yrs		40 yrs		100 yrs		99 yrs	*	75 yrs	
Purchase of ERB for child 12 & under		£165				£80		£90		£85	Under 16 £172.50		
Purchase of ERB for interment of cremated remains	£74	£180			£120	£80			2 per plot £99	£100	£126.50	£120.00	£46
Purchase of ERB for family ashes plot (Tower Hill only)											£126.50		
Cancellation/amendment fee for reserved plots			£90			£58						£50	£50
<b>Interment</b>													
Interment of the body of still-born child, or of a child whose age at the time of death did not exceed one month.		£35	Nil		£25			Nil		Nil			
Child over 1 month - 4 years		£55											



	WTC current charge	Banbury	Bicester	Bladon	Chipping Norton	Didcot	sections, see separate sheet)	Kidlington (own grave diggers)	Wallingford & Kidmore End	Varnton	Witney (own grave diggers)	WTC charges to cover costs	Proposed increase
Child aged 5 years - 11 years		£75											
Interment of the body of a person whose age at the time of death did not exceed 12 years.	Nil		£50		£50	All ages £80		£40	Under 18 Nil	£75	Under 16 Nil	Nil	
Interment of the body of a person whose age at the time of death exceeded 12 years.	£197	Single £310 Double £310 Treble £400		Over 16 £265 inc ERB	£245	All ages £80		£175		£175	£374**	£245	£48
Person over 16 double depth													
Interment of child ashes		£35									£598		
Interment of ashes	£107	£105		Over 16 £112 inc ERB	£115	£80		90**		£85	£115	£115	£8
Reopen			£70										
<b>Memorial Stones</b>													
Erection of memorial headstone	£100	£125	£90	£102	£130 + VAT	£80		£56.40	£85	£70	£126.50	£130.00	£30
A headstone (max 3ft high) for child up to age 12								£40.80					
Temporary monument									£63				
Fee for each additional inscription	£33	£50	£90	No fee	£60 + VAT	£30		£28.80	£33	£45	£57.50	£60.00	£27



	WTC current charge	Banbury	Bicester	Bladon	Chipping Norton	Didcot (3 sections, see separate sheet)	Kidlington (own grave diggers) Wallingford & Kidmore End	Yarnton druish Whitney (own grave diggers)	Recomm ended WTC charges	
<b>Searches</b>										
For up to one year	£16	Charged per name £10	£90		Per surname £25		£24 + 50p per extra year		£20	£4
Certified copy of burial record		£40					£24			
<b>Fees to non residents for Interments &amp; ERBs</b>										
	Double	Triple		Double	Double	Double	Double	Double	Double	