

**MINUTES OF THE CONFIDENTIAL SESSION OF  
THE WOODSTOCK TOWN COUNCIL  
ON TUESDAY 1<sup>st</sup> SEPTEMBER 2020  
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

**PRESENT:**

Cllr M Parkinson (Mayor)  
Cllr L Burnham  
Cllr P Jay  
Cllr U Parkinson  
Cllr S Rasch  
Cllr T Redpath

Cllr A Grant (Deputy Mayor)  
Cllr J Cooper  
Cllr S Parnes  
Cllr E Poskitt  
Cllr P Redpath  
Cllr E White

**ALSO IN ATTENDANCE:** The Clerk, Mrs Janine Saxton

The Mayor asked each Councillor to confirm that they were alone in the room from which they were accessing the confidential session.

All Councillors replied they were alone in the room they were using for this confidential virtual meeting.

Cllr S Parnes asked for clarity of the context in which Council were presently meeting and whether advice had been taken on whether it was deemed lawful for the non-confidential session to be held.

The Clerk confirmed that advice had been received from the OALC Officer advising that if there were agenda items with pressing time scales then the non-confidential part of the agenda could proceed.

The Mayor felt that the concerns raised about legality related to the (non-confidential) part of the agenda. He has therefore decided that the non-confidential part of the agenda should be moved to the following week but the confidential part of the agenda should go ahead.

**WTC116/20 APOLOGIES FOR ABSENCE:**

None received.

**WTC117/20 DISCLOSURES OF INTEREST:**

There were no disclosures of interest.

**WTC118/20 PROPERTY:**

2 Park Street

The following motion carried over from the July Town Council meeting was proposed by Cllr J Cooper and seconded by Cllr M Parkinson:-

*WTC agrees to offer a 5 year lease, accepting the £500 offered increase for the first 2 years taking the rent to £21,000 per annum with a rent review in October 2021.*

**VOTE:** For: 12 Against: 0 Abstaining: 0

**RESOLVED:** The motion was carried.

The Property Agent asked Cllr A Grant to remind Council that they have a Property Agent to ensure that a healthy distance is kept between the Council and their tenants and that any contact from tenants should be guided back to the Property Agent.

#### 6 Park Street

Council were asked to note that quotes were being obtained for the general repair work which had been caused as a result of recent heavy rainfall:-

#### 2 Market Street (Flat)

Cllr A Grant reported that the Property Agent had found potential tenants (a couple) for the flat who would like to rent the flat for 12 months at the asking price. References were currently being sought with a view to them moving in as soon as possible upon receiving agreement from Council.

**RESOLVED:** The Council voted unanimously in favour of the flat being rented to the tenants on receipt of satisfactory references.

#### 2 Market Street (Retail Unit)

Council were advised that there had been a lot of interest in the retail unit and the Property Agent had been conducting viewings and hoped to be in a position to recommend a prospective tenant soon.

#### 4 Market Street

Cllr A Grant informed Council that the tenant of 4 Market Street had requested to move out of the flat but to continue to rent the retail unit.

In light of the request Cllr A Grant proposed the following motion which was seconded by Cllr T Redpath:-

*WTC agrees to the property known as 4 Market Street to be changed*

- a) into a separate self-contained flat and a separate lock up shop*
- b) at no cost to the council with all costs to be paid by the present tenant*
- c) to allow the present tenant to continue renting the lock up shop with rent review agreed*
- d) The Property Agent be instructed to move forward with letting the flat as soon as possible.*

**VOTE:** For: 12 Against: 0 Abstaining: 0

**RESOLVED:** The motion was carried.

#### Community Centre

Council noted the feedback received from a tenant regarding the standard of cleaning carried out during lockdown. Cllr A Grant confirmed that the Caretaker only cleaned the toilets in the building during lockdown to avoid contact with the tenants.

#### Woodstock Bowls and Tennis Club

Council noted the slight rent increase.

#### 2 Market Street

Cllr A Grant proposed that Council approve the invoice from Karl Moore Construction Ltd for the work carried out on 2 Market Street of £34,317.02 (inc VAT). This was seconded by Cllr M Parkinson:-

The invoice included:  
 £18,553.52 (ex VAT) Initial cost quoted for the work required  
 £7,500 (ex VAT) for the initial roof work.  
 £1042 (ex VAT) for the repair of the cheeks of the dormer windows  
 (agreed by Council at the June Meeting)  
 £924 (ex VAT) for sound proofing between the bedrooms of 2 & 4 Market  
 Street (agreed by Council at the June meeting)  
 £578 (ex VAT) additional to original quote for unseen problems that were  
 uncovered whilst the work was being completed.

A vote was taken.

**VOTE:** For: 11 Against: 1 Abstaining: 0

**RESOLVED:** The motion was carried.

Cllr J Cooper requested that his vote against the motion was formally recorded.

**WTC119/20 LAWN CEMETERY EXTENSION GROUND WORK QUOTE:**

As instructed in WTC91/20 the Clerk advised that she contacted the three companies that had supplied the lowest initial quotes back in April 2020 to request each company to submit an updated quote for consideration.

All companies were sent the specification previously supplied by Mark Cooper, MCA Landscape and instructed that the extension would be the same design as the original cemetery.

Council were asked to consider the quotes shown below and decide which quote to accept:-

Company A	-	£52,358 plus VAT
Company B	-	£47,812 plus VAT
Company C	-	£50,083 plus VAT

The Clerk reported that she had followed the recommendations from the decision made by Council at their July meeting as stated in the July meeting minute WTC91/20.

Cllr S Parnes said he would keep an open mind but was minded to vote against it and requested a named vote.

Cllr P Jay clarified that there would be no increase in the tax precept for the purpose of the loan repayments.

The Mayor called for Councillors to vote on the motion proposed by Cllr J Cooper which was seconded by Cllr E Poskitt.

*that a vote be taken on the quotes.*

**VOTE:** For: Cllrs A Grant, J Cooper, E Poskitt, P Jay, T Redpath,  
 P Redpath, L Burnham, U Parkinson & S Rasch  
 Against: Cllr S Parnes

Abstaining: Cllrs M Parkinson & E White

**RESOLVED:** The motion was carried.

Cllr A Grant proposed the following motion which was seconded by Cllr J Cooper:-

that WTC accept the quote from Company B for the sum of £47,812 ex VAT

Cllr L Burnham requested that it was accepted subject to receipt of satisfactory references.

**VOTE:** For: Cllrs J Cooper, E Poskitt, P Jay, T Redpath, P Redpath,  
L Burnham, U Parkinson, S Rasch, A Grant and M Parkinson

Against:

Abstaining: Cllrs S Parnes & E White

**RESOLVED:** The motion was carried.

#### **WTC120/20 FREETH INVOICE:**

Cllr J Cooper proposed the following motion which was seconded by Cllr E Poskitt:-

*That WTC to approve the final invoice of £923.24 for the period up to 31 July 2020 for the completion of the lease for 6 Park Street.*

**VOTE:** For: 12 Against: 0 Abstaining: 0

**RESOLVED:** The motion was carried.

#### **WTC121/20 ENVIRONMENT:**

Cllr Parnes asked why this item was being taken in confidential session.

The Clerk responded that it was because it involved finance.

Cllr M Parkinson gave a brief summary of the problem of litter being left on the watermeadows due to a lack of bins in the vicinity for people to dispose of their litter. He proposed the following motion which was seconded by Cllr J Cooper:-

*The council resolves that 4 bins will be installed, one at each entrance to the Water Meadows with the refuse collection organised by WODC at the cost of £417.25 per bin (supply and installation) and a charge of £7.25 per empty.*

Cllr P Redpath proposed cutting the number to two bins one at the Glyme Close entrance and one near the A44/Black Prince entrance. Their use could be monitored to see whether there is a need for more bins.

Cllr M Parkinson agreed to the amendment to his motion proposed by Cllr P Redpath:-

*The council resolves that 2 bins will be installed, one at the Glyme Close entrance and one near the A44/Black Prince entrance with the refuse collection organised by WODC at the cost of £417.25 per bin (supply and installation) and a charge of £7.25 per empty.*

**VOTE:** For: 12 Against: 0 Abstaining: 0

**RESOLVED:** The motion was carried.

**ACTION:** The Clerk to check out the status of the litter bin that was located at the entrance to Willoughby Way (outside the Youth Club) and request that it is reinstated if required.

The Clerk advised Council that she had requested a quote for making good the area where the cattle bridge had been removed to ensure the area was safe for anyone accessing that area.

The Council was provided with comment from Wychwood to let the ground settle and if needed undertake work at a later date to make good the area either side of where the cattle bridge was removed. Cllr P Redpath felt that Council should take the advice from Wychwood.

Cllr L Burnham agreed with Cllr P Redpath and also confirmed that the gates either side of stream had been closed and secured with cable-ties.

Cllr J Cooper proposed the following motion which was seconded by Cllr E Poskitt:-

*that the Council take a vote on accepting the Town Clerk's recommendation and go ahead with the quote.*

**VOTE:** For: 2 Against: 7 Abstaining: 3

**RESOLVED:** The motion fell.

Cllr P Redpath proposed the following motion which was seconded by Cllr A Grant:-

*that the Town Clerk contact Neil Clennell and Toby Swift at the Wychwood Project with a view to meeting with them to obtain a full assessment of the area and report back to Council.*

**VOTE:** For: 12 Against: 0 Abstaining: 0

**RESOLVED:** The motion was carried.

#### **WTC122/20 WATERMEADOWS:**

Cllr P Redpath provided a brief update on the progress of this matter since the July Town Council meeting

Cllr P Redpath confirmed that the surveyor report following a site visit on 30th July had been completed and had been sent to the NALC solicitor Gary Barker and his response had been circulated to Councillors.

Cllr P Redpath proposed the following motion which was seconded by Cllr L Burnham:-

Point one (2.5m width of stream as shown on OS map). No action unless new proven information is provided.

Points 2 & 3 (how to proceed with encroachment). WTC accepts and proceeds as per solicitor (NALC) advice, and

With reference to the resolution in Minute 99/20 (iv) above – in accord with NALC solicitor advice dated 1st July 2020 - restores the fence on the water meadows side of the stream.

Cllr S Parnes asked why other instances of encroachment on Council land (OWL reserve extension/ Verenia Court) are not being acted on?

Cllr P Redpath stated that the encroachment on the OWL had taken place a number of years prior to the Council being gifted the land.

Cllr L Burnham confirmed that any letters sent to the residents would be approved by a legal professional before being sent out from the Town Clerk on behalf of the Council. He agreed with Cllr P Redpath that Council had done the right thing the whole way through the process.

**VOTE:** For: 10 Against: 1 Abstaining: 1

**RESOLVED:** The motion was carried.

The meeting closed at 8.15pm