

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 01 OCTOBER 2013
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

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

ALSO IN ATTENDANCE: 6 Members of the public.

WTC/145/13 APOLOGIES FOR ABSENCE: Apologies for absence were received and accepted from Cllr Dr E Poskitt (holiday) and County Councillor I Hudspeth.

WTC/146/13 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 11 Planning as he resides on a development near a field that is subject to a planning application and that may be affected by Shipton Road traffic.

Cllr P Jay: Agenda Item 11 Planning as he is a resident of Banbury Road.

The Mayor: Agenda Items 11 Planning as he is a WODC Member involved in planning matters, and Agenda Item 21 Public Events Fund as he is the Chairman of the Youth Club.

Cllr C Carritt: Agenda Item 21 Public Events Fund as he is the Treasurer of the Youth Club.

WTC/147/13 APPROVAL OF THE MINUTES

The minutes of the Meeting of the Town Council held on Tuesday 10th September 2013 were approved and signed as a correct record subject to the following amendments:

WTC/124/13 (iv) Budget Review: The first sentence was amended to read that Cllr Jay "moved" that the budget review be formally adopted. The last sentence before the resolution was amended so that a full stop was inserted after the word "refurbishments". The following new sentence was added immediately after the full stop "However funds are not allocated for a possibility of solar panels at the community centre". The second sentence of the resolution was amended to read "Cllr Jay reported that there is a surplus over target reserves of £21k if required for emergencies."

WTC/126/13. The Future of Woodstock Police Station. The third line at the top of page 59 was amended so that the words "large scale development" were deleted and replaced by "housing development on top of Woodstock's large recent contribution." The second paragraph on page 59 was amended to record that it was Cllr Mrs E Stokes who seconded Cllr Edwards motion. The word "independently" was deleted from the resolution.

WTC/148/13 WTC ELECTION

The Mayor reported that Mrs E Jay had won the WTC election held on Thursday 26th September 2013 and was therefore duly elected as a Councillor for Woodstock.

The council received and considered a letter from Mrs E Jay in which she explained that she would be out of the country from Sept 25-Oct 20 due to a long-standing commitment. In her letter Mrs Jay noted that she had taken advice and was

therefore requesting that, if she was elected, the council, at its meeting in October following the election, vote to authorise that the declaration of acceptance of office is signed before or at its next following meeting, in November.

The Mayor proposed that WTC approve Mrs Jay's request and authorise that the statutory declaration of acceptance of office is signed by Mrs Jay before or at the next WTC meeting on 12th November 2013. This motion was seconded by Cllr Yoxall. Discussion followed.

RESOLVED (9 votes for and 1 abstention) that WTC approves Mrs Jay's request and authorises that the statutory declaration of acceptance of office is signed by Mrs Jay before or at the next WTC meeting on 12th November 2013.

WTC/149/13 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

A representative from the Army Cadet Force addressed WTC. She stressed that the Force was the Woodstock Army Cadet Force. The Force would like to undertake supervised manoeuvres on the Woodstock Water Meadows and would follow the countryside code when doing so.

WTC/150/13 COUNTY AND DISTRICT COUNCILLOR UPDATES

(i) The council received and noted the October Report from County Cllr I Hudspeth.

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

WTC/151/13 COMMUNICATIONS

The Mayor informed the Council that he had replied to a query from Dr McGurrin to confirm that in July 1998 WTC had authorised the Woodstock Football Club to use the Woodstock Town Council coat of arms.

WTC/152/13 QUESTIONS

The Mayor received the following questions from Cllr Parnes under Standing Order No 8:

Q1. Please would the Mayor kindly disclose and specify what concerns, raised by residents, led to cancellation of Community Service work by sentenced offenders through the Probation Service on the Old Woodstock Line (OWL) reserve.

A Town Hall letter to residents dated 18th September announced work would commence 21st September, but cancellation was confirmed 20th September.

- Why were residents not provided with more notice, to better enable them to seek any clarifications or take whatever measures they felt appropriate in relation to their respective properties whilst the work would be taking place?

- Why has the local and Green Gym not been invited to do that, or similar, work on the OWL area bearing in mind Green Gym is comprised largely of familiar local residents from amongst Woodstock's community?

The Mayor said that the decision to ask the Community Payback Scheme to help with rubbish clearance on the OWL extension was agreed by members of the OWL working group as a cost saving measure. On enquiry the team had a cancellation and were available at short notice. Their services were accepted on 19th September. A letter was sent to residents and copied to councillors to inform them that the work would take place on 21st September.

On September 20th responses from residents expressed serious concerns about offenders working along a path behind their houses and being shown that rear

access is possible. Some volunteered to help with the clearance themselves in place of the probation service scheme. After due consideration their views were accepted and the work was cancelled on September 20th. The volunteer residents will be helping with the clearance later this month.

Q2. (a) Please can the Mayor provide assurance that in future best endeavours will be made to ensure any changes in order of the Agenda items will be considered and confirmed early in the meeting to enable awareness of members of the public present?

On last month's (September 10th) Town Council Agenda the receipt and consideration of (unapproved) Mayor's Committee minutes was placed near the end of the Agenda and also in confidential session. Ultimately the decision to move this item to public session was taken when Council reached that item on the WTC Agenda towards the end of the evening, and after the public had already left. That Mayor's Committee Minutes also contained recommendations to Council which did not appear specifically indicated on the WTC Agenda, and there was some confusion as to whether a vote and discussion were appropriate. (b) In relation to Committee recommendations to Council generally, will the Mayor confirm Committee recommendations should be determined at Council by vote following discussion?

The Mayor said that he would always use his best endeavours to chair the meetings in an orderly fashion although the September meeting was an example of assisting WTC's County Cllr to address the meeting. The Mayor said that he was aware from personal experience that this is what other councils do and he believed that the community benefits from the Council assisting the County Councillor in his duties.

WTC/153/13 MOTIONS PRESENTED TO COUNCIL

A motion submitted by Councillor S Parnes in accordance with the WTC Standing Orders was not seconded and so fell.

WTC/154/13 ARMY CADET FORCE

The Army Cadet Force has asked for permission to use the Water Meadows for manoeuvres but details have not yet been given. Cllrs generally supported the Army Cadet Force but had concerns about the Water Meadows being used.

It was suggested that a field that Cllr Mrs V Edwards used to rent off Blenheim Estate might be a more suitable location for manoeuvres. This field comprised 7 acres of land including two lakes. Cllr Mrs V Edwards said that she would be very happy to introduce representatives from the Army Cadet Force to the Blenheim Estates Manager as the field is currently empty.

The Chair of the Environment Committee said that he would be reluctant to allow the Army Cadets to use the Water Meadows without further information being provided. It was suggested that the additional information should include clarification about insurance cover and health and safety consideration.

ACTION: *Cllr Mrs V Edwards will introduce the representative of the Army Cadet Force to the Blenheim Estate Manager.*

WTC/155/13 PLANNING

Cllr S Parnes declared a general interest as he resides on a development near a field that is subject to a planning application and that may be affected by Shipton Road traffic. Cllr P Jay declared a general interest as he is a resident of Banbury Road. The Mayor declared a general interest as he is a WODC member involved in planning matters.

The council received and considered the following planning applications:

(a) Ref: 13/1250/P/FP, 4 Hensington Close, Woodstock
Erection of two storey side extension to create self-contained ancillary annexe.

RESOLVED that WTC had no comment to make about this planning application.

(b) Ref: 13/1282/P/FP, 36 Plane Tree Way, Woodstock
Erection of greenhouse (retrospective).

RESOLVED that WTC had no comment to make about this planning application.

(c) Ref: 13/1287/P/FP, 2 Glyme Close, Woodstock
Erection of single and two storey side extensions.

RESOLVED that WTC had no comment to make about this planning application.

(d) Ref: 13/1330/P/LB, 13 High Street, Woodstock
Internal alterations (retrospective).

RESOLVED that WTC had no comment to make about this planning application.

(e) Ref: 13/1323/P/FP, 1 & 2 Knibbs Barn, 90 Manor Road, Woodstock
Change of use from office to chiropractic clinic.

RESOLVED that WTC had no comment to make about this planning application.

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

WTC/156/13 POLICE STATION CONSULTATION GROUP

The council considered the need to appoint members to the police station consultation group and confirm its terms of reference. Cllr B Yoxall proposed that, in light of developments since advice from Thames Valley Police on July 22 of their intention to dispose of their site in Woodstock, the Town Council should without further ado formulate a Plan of Action embracing the following considerations:

1. A Town Council Working Group be set up forthwith (as decided at the council's meeting on 10th September 2013, WTC/126/13) to consider all the implications arising from the above, building on the valuable preliminary work undertaken by the Town Partnership Working Group which should now cede responsibility for taking things forward to the Town Council. Membership of the new Group to be drawn not only from the Town Council but also other interested parties including the Town Partnership Working Group itself.
2. The police station site to be considered as part of a comprehensive overall plan for that and neighbouring sites e.g. the Memorial Garden, the Library, the Fire Station, the WODC toilets, the car parking areas, the recycling area, the Girl Guides' Hut and that side of Union Street to the north thereof.
3. The aspirations of all interested parties including the Health Centre to be clarified as soon as possible together with the financial and other implications.
4. The views of residents to be sought at a Town Meeting as soon as a draft plan can be drawn up.
5. All critical issues to be resolved in time to meet the wish of Thames Valley Police to dispose of their site by the end of the year.

This motion was seconded by Cllr P Jay. Discussion followed during which it was confirmed that the Mayor would Chair the new working group. Cllr Carritt proposed the following amendments to the motion:

Part 1

- (i) That the words "which should now cede responsibility for taking things forward to the Town Council" are deleted.
- (ii) That the final sentence be amended to say "Membership of the new group to be drawn from the Town Council and to work in partnership with all other interested parties including the Town Partnership"

Part 2

That the reference to the Memorial Garden is deleted.

This motion was seconded by the Deputy Mayor. Cllrs Yoxall and Jay did not accept this amendment so a vote was taken.

RESOLVED (4 votes for, 3 votes against, 3 abstentions) that the amendments proposed by Cllr Carritt and seconded by the Deputy Mayor are approved.

The amended motion was then put to a vote.

RESOLVED (8 votes for, 1 vote against and 1 non-vote) that Woodstock the Town Council should without further ado formulate a Plan of Action embracing the following considerations:

1. A Town Council Working Group be set up forthwith (as decided at the council's meeting on 10th September 2013, WTC/126/13) to consider all the implications arising from the above, building on the valuable preliminary work undertaken by the Town Partnership Working Group. Membership of the new group to be drawn from the Town Council and to work in partnership with all other interested parties including the Town Partnership.
2. The police station site to be considered as part of a comprehensive overall plan for that and neighbouring sites e.g. the Library, the Fire Station, the WODC toilets, the car parking areas, the recycling area, the Girl Guides' Hut and that side of Union Street to the north thereof.
3. The aspirations of all interested parties including the Health Centre to be clarified as soon as possible together with the financial and other implications.
4. The views of residents to be sought at a Town Meeting as soon as a draft plan can be drawn up.
5. All critical issues to be resolved in time to meet the wish of Thames Valley Police to dispose of their site by the end of the year.

Cllr P Jay proposed that the members of the Police Station Working Group should be the Mayor and Cllrs Carritt and Yoxall. This motion was seconded by Cllr Carritt who asked Cllr Jay to agree to an amendment so that the Deputy Mayor was also a member of the group. Cllr Jay accepted this amendment. Discussion followed.

RESOLVED (8 votes for, 1 vote against and 1 non-vote) that the members of the Police Station Working Group will be the Mayor, Deputy Mayor and Cllrs Carritt and Yoxall.

WTC/157/13 WOODSTOCK LIBRARY

The council received and considered a paper from Cllrs P Jay and B Yoxall. Cllr B Yoxall proposed that WTC

1. Approve plans as in this paper to establish a Friends of Woodstock Library Group;
2. Nominate the following from Woodstock Town Council to serve on the Group together with others nominated from neighbouring parishes and otherwise volunteering [Names to be inserted at council];
3. Invite nominations to serve on the Group from other representative bodies in the town.

This motion was seconded by Cllr P Jay. Discussion followed.

RESOLVED (8 votes for, 1 against and 1 non-vote) that WTC:

1. Approves plans as in this paper to establish a Friends of Woodstock Library Group;
2. Nominate the following from Woodstock Town Council to serve on the Group together with others nominated from neighbouring parishes and otherwise volunteering: The Mayor and Cllrs Jay and Yoxall;
3. Invite nominations to serve on the Group from other representative bodies in the town.

WTC/158/13 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

The council received and considered the report of the Responsible Financial Officer.

1. List of payments for September 2013

RESOLVED that the list of payments totalling £19,851.48 made in the month of September 2013 was approved by the Council.

- (ii) Bank Reconciliation Statements for September 2013

The bank reconciliation statements for September 2013 were received and approved.

- (iii) The Summary and Detailed Income & Expenditure Statements for September 2013

The summary and detailed income & expenditure statements for September 2013 were received and approved.

- (iv) Disposition of Council Funds Report

The council received and noted a report about the disposition of council funds.

- (v) Audit Arisings Report for the Year Ended 31st March 2013

The council received the audit Issues Arising Report from the external auditor.

RESOLVED that the auditors report be deferred until the November meeting.

ACTION: *The Town Council will include the audit arisings report from the external auditor on the November TC agenda.*

WTC/159/13 WEST OXFORDSHIRE COMMUNITY SAFETY PARTNERSHIP

The council received and considered an invitation from WODC for WTC to appoint a representative to become a member of the West Oxfordshire Community Safety Partnership. Cllr Jay explained the background to this request. The Mayor proposed that Cllr Jay be the WTC representative on the partnership and this motion was seconded by Cllr Yoxall

RESOLVED That Cllr P Jay will be the WTC representative on the West Oxfordshire Community Safety Partnership.

ACTION: *The Town Clerk will notify WODC of the appointment.*

WTC/160/13 DEBRIEF BLENHEIM HORSE TRIALS 2013

The council considered whether it wished to make any comments to WODC licensing about the Blenheim Horse Trials. The Deputy Mayor proposed that WTC make no comment. This motion was seconded by Cllr Mrs V Edwards.

RESOLVED (9 votes for and 1 against) that WTC will make no comment.

ACTION: *The Town Clerk will notify WODC of the decision.*

WTC/161/13 TOURISM INITIATIVES

The council received and noted an oral report by Cllr B Yoxall. Cllrs discussed possible ways of encouraging businesses to Woodstock.

RESOLVED that the Mayor will ask WODC to add an agenda item to the business rate meeting that will be held between WODC and landlords to enable formal consultation to be undertaken about ways of encouraging businesses to Woodstock.

ACTION: *The Mayor will ask WODC to add ways of encouraging businesses to the agenda for the business rate meeting.*

WTC/162/13 REVIEW OF SUBSIDISED BUS SERVICES – WITNEY, WOODSTOCK AND CHIPPING NORTON AREAS

The council received and considered an oral report from the Mayor and a letter received from OCC. The Mayor noted that several residents from Old Woodstock had requested a bus service to service the needs of that part of the town.

RESOLVED that Cllr B Yoxall will attend the OCC meeting about the review of subsidised bus services in the Witney, Woodstock and Chipping Norton area, that is being held on 8th October 2013 and will represent residents from Old Woodstock and ask for a bus service to meet the needs of that part of the town.

WTC/163/13 ENVIRONMENT MINUTES

The minutes of the meeting of the Environment Committee held on Tuesday 24th September 2013 were received and discussed.

The Clerk was thanked for her work on the grass cutting tender documents and Mr Leaning from the Good Value Plant Nursery was thanked for his donation of 1,000 fritillary bulbs for planting at the Water Meadows.

It was noted that the Christmas Lights would be switched on at the Night of a Thousand Candles on 30th November 2013.

The results of the recent parking survey will be presented immediately before the next Traffic Advisory Meeting. All Cllrs are welcome to attend.

Gas repairs are required to part of Market Street and it has been suggested that this might be done in February 2014. It may take up to six weeks to complete. The council is consulting with residents and businesses in Market Street that may be affected by this work to confirm whether they prefer the work to be undertaken at some other time.

WTC/164/13 GRAVE SPACE RESERVATIONS

A request from a member of the public for two reservations in the Green Lane Cemetery was considered.

RESOLVED (five votes for, 3 votes against and 2 abstentions) that WTC

1. Denies the request in the e-mail dated 26th August 2013 because of the precedent that it would create,
2. Furthermore regards the matter closed and instructs staff to act accordingly,
3. Additionally resolves that it will not consider any further representations regarding this matter, and
4. Reaffirms its full confidence in the Town Clerk

WTC/165/13 PUBLIC EVENTS FUND

The Mayor declared a general interest as he is the Chairman of the Youth Club. Cllr C Carritt declared a general interest as he is the Treasurer of the Youth Club.

(i) Minutes

The council received and considered the minutes of the meeting of the Public Events Fund that was held on 16th September 2013.

(ii) Report to Council

The council received and considered a paper from the Town Clerk. Cllr Jay thanked the Town Clerk for her paper and presented the conclusions of the trustees. Cllr Jay proposed the following recommendations to the council by the trustees of the Woodstock Public Events Fund:-

(a) That council amend the Fund's constitution as follows:-

(i) At "9" insert "the Trustees shall have power to close the scheme, subject to the council's approval, and in that event to transmit any remaining funds to a suitable local cause approved by the council";

(b) That council approves the trustees' recommendation to close the fund; and

(c) That council approves the transfer of the money remaining in the Public Events Fund to the Woodstock Youth Club.

Cllr Mrs E Stokes seconded this motion.

RESOLVED (9 votes for and 1 abstention) that WTC approves the recommendations of the Woodstock Public Events Fund at (a) – (c) above.

ACTION: *The Town Clerk will call a meeting of the Public Events Fund Trustees.*

WTC/166/13 COMMUNICATIONS WORKING GROUP

The council received and considered the minutes of the meeting of the Communications Working Group that was held on Tuesday 17th September 2013.

The Deputy Mayor asked Members to note that the working group proposed to insert an item about Village Greens and Open Spaces & a questionnaire in the next newsletter. Cllr Jay noted that it was council policy that final editorial decisions about the WTC newsletter should be made by the Town Clerk.

WTC/167/13 POSTING OF MINUTES ON THE NOTICE BOARDS

The Council received and considered an oral report from Cllr B Yoxall about displaying minutes on the Notice Board. Cllr Yoxall agreed to help the Deputy Caretaker post the minutes to try and facilitate a full set being on display to residents. At present when the pages are long residents are referred to the library, Town Hall or web site for a full copy.

Cllr Carritt proposed that in future only decisions be recorded in the minutes. Cllr Wray seconded this motion.

RESOLVED that a move to resolution minutes be an agenda item for the November town council meeting.

ACTION: *The Town Clerk will include a move to resolution minutes as an agenda item for the November Town Council meeting.*

WTC/168/13 OXFORDSHIRE RURAL COMMUNITY COUNCIL AGM

The council received and noted a paper from Cllr E Poskitt about the ORCC AGM that was held on 11th September 2013.

WTC/169/13 SOLAR PANELS ON THE COMMUNITY CENTRE

The council received and considered a verbal report and motion from Cllr S Parnes that if upon further investigation Sustainable Woodstock's calculations as published in the September edition of the Woodstock & Bladon News, which contended solar panels on the Town Council's Community Centre roof would yield an "Expected rate of return 13.6%" and "Payback in 8 years", transpire to be credible then notwithstanding also the substantial Town Council budget surplus carried over from last year, and subject to further investigation of possibly lower investment cost, Woodstock Town Council - and not another company - should consider investing in solar panels in order that the returns are paid to the Town Council for more direct benefit to the local taxpayer.

The Mayor suggested that it might be premature to discuss this motion and asked that this motion be brought to the Mayor's Committee for consideration as part of the budget making process.

RESOLVED that this matter will be deferred and discussed by the Mayor's Committee as part of the budget making process.

ACTION: *The Town Clerk will include solar panels on the Community Centre as an agenda item for the next Mayor's Committee meeting.*

WTC/170/13 PROPERTY UPDATE

The CMfP presented an update about the council property.

(i) Electrical Wiring for the Chandelier in the Mayor's Parlour

Approval has already been given for the purchase of a new chandelier for the Mayor's Parlour. Carter Jonas sought three quotes for the associated electrical work. Two quotations were received. Cllr Mrs V Edwards proposed that the cheaper of the two quotes be accepted and the Mayor seconded this motion.

RESOLVED that WTC approves expenditure of £1,059.87 for the electrical wiring required for the installation of a new chandelier in the Mayor's Parlour.

ACTION: *The Town Clerk will notify Carter Jonas and arrange for the new chandelier to be installed.*

(ii) Community Centre Fire Safety Requirements

A routine fire alarm test at the Community Centre recently failed. Carter Jonas has obtained a quote from WTC's contractor for the required work. Cllr Mrs V Edwards proposed that this H&S work be undertaken as soon as possible and this motion was seconded by the Mayor.

RESOLVED The expenditure of £1611.24 required for 8 new smoke detectors, new batteries within the control panel and a diode at the Community Centre is approved.

ACTION: *The Town Clerk will notify Carter Jonas so that the work can be undertaken.*

(iii) Property Delegation

The Mayor proposed that the Town Clerk be given delegated authority to approve expenditure of up to £750 per item on maintenance, repair and renewal property matters. Cllr Mrs V Edwards seconded this motion. Discussion followed.

It was noted that this expenditure would need to be reported to the CMfP on a regular basis. It would also require a change to the Council's Financial Regulations in order to follow due process and to be properly enacted.

RESOLVED that:

1. *The Town Clerk will draft an amendment to the Standing Orders with Cllr P Jay*
2. *A separate line for this expenditure on maintenance, repair or renewal under operating costs will be considered in the budget.*
3. *A report and proposition will be presented to the council's budget meeting in November 2013.*

EXCLUSION OF THE PUBLIC AND PRESS

The Mayor proposed that in view of the nature of the business to be transacted 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.

(iv) Property Report

The CMfP provided an oral update about the actions that are being undertaken to recover rent arrears from an ex-tenant, a current tenant and an outstanding account from a former user of the Town Hall.

The council went back into open session

WTC/171/13 SEALING OF DOCUMENTS

There being no matters under this item, the meeting closed at 22.10 hours.

Signed Date