

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 8<sup>th</sup> JANUARY 2013  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr B Yoxall (Mayor)	Cllr Mrs E Stokes (Deputy Mayor)	Cllr C Carritt
Cllr J Cooper	Cllr S Parnes	Cllr E Poskitt
Cllr P Jay	Cllr Mrs P Richardson	Cllr Mrs M Robertson
Cllr G Fleetwood		

**ALSO IN ATTENDANCE:** County Councillor Ian Hudspeth and 5 Members of the Public.

**WTC/204/12 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Mrs V Edwards.

**WTC/205/12 DECLARATIONS OF INTEREST**

The Mayor declared a general interest in Agenda Item 9: 'Capability Brown' Picture.

**WTC/206/12 TO APPROVE THE MINUTES OF:**

The minutes of the meeting of the Town Council held on Tuesday 11<sup>th</sup> December 2012 were approved and signed as a correct record subject to the following amendments:

WTC/181/12: Draft Local Plan (DLP). The first question from Cllr Parnes at the top of page 78 was amended so that the word 'mute' was deleted and the word 'moot' was inserted in its place. The answer given by Mr Mellor to question three from Cllr Parnes was amended so that the following sentence was inserted at the end of his response 'He acknowledged that there are pending legislative positions and already viability positions on exemptions for affordable housing'.

WTC/187/12: Permanent Commemoration of the Queen's Diamond Jubilee. The first part of the resolution was amended so that the word 'will' was deleted and the word 'could' inserted in its place.

WTC/190/12: Highways Matters 3) Hensington Road Hazards. The fourth sentence was amended as follows. The word 'concrete' was deleted and replaced by the word 'plastic. In the same sentence the word 'bollards' was deleted and replaced by the word 'barrier'.

The minutes of the Extraordinary Meeting of the Town Council held on Tuesday 18<sup>th</sup> December 2012 were approved and signed as a correct record

**WTC/207/12 CO-OPTION OF A COUNCILLOR**

Three residents had applied to be co-opted to the council. Two attended the council meeting and gave a brief oral overview of their backgrounds and interests. A vote was then taken and Mrs Tracy Wray was co-opted to Woodstock Town Council. Cllr Wray signed her acceptance of office form at the meeting in the presence of the Town Clerk. The Mayor thanked the other two applicants for their interest and noted that all of the applicants could have made a strong contribution to the council. He hoped that the people who had been unsuccessful on this occasion would not be deterred from applying in the future should another vacancy arise.

**ACTION:** The Town Clerk will notify WODC about the co-option of Cllr Tracy Wray.

**WTC/208/12 PUBLIC PARTICIPATION SESSION**

Mr Alan Hearne spoke about the Town Fair. He asked WTC to consider stopping the fair at 9pm and to introduce rules to keep the rides away from residencies. Mr Hearne suggested that this would help relieve nuisance and distress. He asked WODC to provide legal advice as to the status of the fair. Mr Hearne said that the noise levels suggested by WODC had been exceeded during the 2012 fair. WTC noted Mr Hearne's comments and suggestions.

**WTC/209/12 COUNTY & DISTRICT COUNCILLOR UPDATES**

(i) County Cllr I Hudspeth

The January 2013 report from County Cllr Hudspeth was noted. Cllr Parnes noted that the leader of Bucks CC had reported on local television that the council would not be increasing its council tax. He asked Cllr Hudspeth why OCC had made no such commitment. Cllr Hudspeth explained that due to budgetary pressures the County Council was proposing to raise the Band D tax by 1.99%. He noted that this equated to 0.44p a week or £23 per year. Cllr Hudspeth explained that this increase was being applied in order to maintain the current services.

Cllr Parnes noted that OCC had recently been awarded the recent National Music Council award for the most sustainable overall commitment to music between April 2011 and March 2012. He asked whether the funding for this music service will now be completely stopped.

Cllr Poskitt asked about the possibility of a parking review in Woodstock and noted that she expected it to be a joint OCC/WODC initiative. County Cllr Hudspeth said that he was very keen to do this but it was a capacity issue and at present no funds are available to do so. He noted that WODC are responsible for enforcing parking regulations in Woodstock.

(ii) District Cllrs J Cooper and E Poskitt

The council received and noted the January 2013 report from District Cllrs Cooper and Poskitt.

**WTC/210/12 COMMUNICATIONS**

The Mayor thanked Mrs Julie Fenn, the Headteacher of the Marlborough School, for coming to the Town Hall at 7pm that evening and presenting an update about the achievements of the school before the Town Council meeting. The Town Council conveyed its thanks and congratulations to Mrs Fenn on the achievements of the school.

The 60 year anniversary of the Queen's coronation will be Sunday 2<sup>nd</sup> June 2013 and the Mayor had discussed this date with Canon Adrian Daffern as a possible date for the Civic Church Service in 2013. They suggested that this would be an appropriate date for the Mayor's Civic Church Service. The Mayor noted that the identity of the Cllr who would be the Mayor on that date would not be known until May 2013 but the invitations needed to go out before then. The Mayor therefore asked the council to agree that the date for the Civic Church Service will be 2<sup>nd</sup> June and that the present Mayor can issue the invitations to this event. The council agreed to this.

The Mayor noted that a resident had sent the council a letter suggesting that the council needs to find better ways of consulting with residents. The Mayor said that this letter would be considered by the Communications Working Group. The Mayor

asked that Cllrs send contributions to the next WTC Newsletter within the next fortnight.

A Cllr had raised a question in accordance with the WTC Standing Orders but it was about a matter that was not on the agenda and an item for questions had not been included on the council agenda. It was agreed that this question will be brought forward to the February meeting and that in future a standard item about questions will be included on all town council agendas.

The Mayor asked the council to agree to bring forward the agenda item about the Town Fair and the council agreed to do so.

**WTC/211/12 THE TOWN FAIR**

The council received and considered some draft text about the fair for inclusion in the next WTC newsletter. The aim of this is to try and encourage feedback about the annual fair from a cross section of residents living within Woodstock. It was agreed that a response date would be included in the newsletter and also a facility whereby residents could easily indicate whether or not they supported the fair coming annually to Woodstock. The results of the consultation will be included on the web site. This consultation will help WTC to develop a policy about the annual fair.

Discussion followed about the noise levels associated with the fair and the arguments for and against were considered. Cllrs recognised the need to strike a balance between the requirement of the fair operator to use loud music in order to attract clients and the effects on local residents.

**WTC/212/12 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER**

(i) To receive the list of payments for December 2012

**RESOLVED**

The list of payments made in the month of December 2012 amounting to £18,933.43 was received and approved.

(ii) To receive the Bank Reconciliation Statements for December 2012

The Bank Reconciliation Statements for December 2012 were considered and noted.

(iii) To receive the Summary and Detailed Income & Expenditure Statements for December 2012

The Summary and Detailed Income and Expenditure Statements for December 2012 were received and noted.

(iv) WODC Council Tax Support Grant Allocation

A WODC consultation about the change to the council tax base calculation was received and considered. Cllr J Cooper outlined the two options that were presented by WODC and recommended that the Council support Option 1.

**RESOLVED (Unanimous)**

That WTC supports Option 1 whereby WODC will “allocate the grant in line with benefit and accept that there are winners and losers.”

**ACTION:** *The Town Clerk will inform WODC of the council's decision.*

**WTC/213/12 ‘CAPABILITY BROWN’ PICTURE**

The Mayor declared a general interest in this agenda item. The Mayor read out a note for the record that he had produced about the “Capability Brown” picture. The

internal auditor had been contacted and asked for his opinion about the proposed method of disposing of this WTC asset. The internal auditor said that he felt unable to comment about this matter and recommended that the Town Clerk refer this matter to NALC. The Clerk has sent NALC all of the background information it requested and WTC is now awaiting a response.

**WTC/214/12 REVIEW OF THE COMMITTEE/WORKING GROUP STRUCTURE**

The Clerk circulated copies of the current membership to WTC committees, working groups and Cllr membership on outside bodies prior to the meeting along with the terms of reference of the Environment and Mayors Committees. The Mayor proposed that the existing arrangements be allowed to run for another 6 months before review except in the case of the Town Partnership Working Group which Cllr Carritt has proposed should function as an independent body outside the town council while continuing to work with the Town Council where appropriate. This motion was seconded by the Deputy Mayor.

Discussion followed during which several Cllrs noted that it was good that the council now held fewer meetings and did more at the local level.

**RESOLVED** (Unanimous)

That the existing committee and working group arrangements be allowed to run for another 6 months.

**ACTION:** *The Clerk will agenda this item for the town council meeting that will take place in July 2013.*

**WTC/215/12 WOODSTOCK TOWN COUNCIL COMPLAINTS PROCEDURE**

The council received and considered a draft complaints procedure that had been produced by the Town Clerk. Discussion followed and it was suggested that there needed to be an appendix that provided information about how the procedure for meetings would be implemented with the complainant. Cllr M Robertson offered to work with the Town Clerk to produce this.

**RESOLVED**

That WTC approves the complaints procedure subject to:

1. Cllr M Robertson working with the Town Clerk to draft an appendix detailing the procedure for holding meetings with a complainant.
2. The words 'or legal implications' are added to the end of section 5.7.

**ACTIONS:**

1. *The Clerk will work with Cllr M Robertson to finalise the complaints procedure.*
2. *When the complaints procedure has been finalised it will be posted on the WTC web site.*

**WTC/216/12 DISABLED TOILET FACILITIES IN THE TOWN HALL**

The Mayor updated the council about progress in the installation of the Stairlift in the Town Hall. WTC is currently awaiting planning approval from WODC and English Heritage. When this is received WTC can proceed with the installation. A quote has been obtained for the minor electrical works associated with the control panels. The Mayor said that Carter Jonas has been asked to look at the possibility of installing a disabled toilet facility in the existing Gentlemen's toilet. Cllr Carritt proposed that WTC allocate £1,200 (plus VAT and expenses) for Carter Jonas to investigate a proposal to install a disabled toilet facility in the Gentleman's toilet in

the Town Hall (brought forward from the meeting of December 2012). This motion was seconded by Cllr M Robertson. Discussion followed.

**RESOLVED** (10 votes for, 1 against)

That Carter Jonas is allocated a budget of £1200 to investigate the possibility of a disabled toilet in the Gentleman's toilet in the Town Hall.

**ACTION:** *The Town Clerk will inform Carter Jonas of the council's decision.*

**WTC/217/12 PROPERTY MATTERS**

(i) Commercial Property Protocol Query to NALC

The Town Clerk confirmed that the commercial property protocol query had been sent to NALC. No response has been received yet.

(ii) Double Booking

A paper from the Administrative Assistant was received and considered. This provided the background to and the details of a double booking for the Woodstock Literature Society and the Woodstock Music Society. The CMfP explained that a solution has been found whereby the Literature Society will use the museum instead and the Administrative Assistant will be at the Town Hall on the evening to redirect attendees if required.

**RESOLVED**

That WTC will contribute the £45 difference between the cost of the two venues to the Woodstock Literature Society and they be given a 50% discount on its next booking.

(iii) Town Hall Booking Forms and Pricing Policy

Cllr Parnes had distributed some draft forms for the council to consider prior to the meeting. Discussion followed during which Cllr Carritt asked that the units in table 2 be specified. The Mayor proposed that this item be deferred until February in order that he can hold a meeting with the CMfP, the former CMfP and staff together and discuss this matter further with a view to achieving a consensus to present to the February meeting.

**RESOLVED**

That the Mayor will meet with the CMfP, the former CMfP and staff and then bring the draft forms back to council for consideration at the February meeting.

(iv) 8 Park Street

Cllr Parnes proposed that WTC accept the recommendation of Carter Jonas and install cavity wall insulation and secondary glazing to address a problem with damp in part of 8 Park Street. The Mayor seconded this motion.

**RESOLVED** (10 votes for and 1 non-vote)

That WTC accept the recommendation of Carter Jonas and install cavity wall insulation at a cost of £455 incl VAT and secondary glazing at a cost of £744 plus VAT in part of 8 Park Street.

(v) Installation of PV at the Community Centre

This item was brought forward from the December meeting. Cllr Carritt proposed that WTC spend £350 (plus VAT) to determine whether the Community Centre can bear the load of PV panels on its roof. This proposal was seconded by the Mayor. Discussion followed.

**RESOLVED** (10 votes for and 1 non-vote)

That WTC authorises Carter Jonas to instruct a structural engineer at a cost of £350 plus VAT to assess the loads for PV panels on the Community Centre.

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

**WTC/218/12 BENCHES AND BOLLARDS ON THE TOWN SQUARE**

**(i) Replacement benches on the Market Square**

This item was referred to the Environment Committee for consideration.

**(ii) Bollards on the Market Square**

The bollards on the Market Square Town were discussed until the Mayor proposed that the council move on to the next business and the council agreed to do so.

**WTC/219/12 PARKING IN WOODSTOCK**

The council received and considered a draft response to a resident about parking in Woodstock that had been prepared by the Mayor. Cllr Jay proposed that an addendum be added to the draft response but the Mayor did not accept this request. Discussion followed. Cllr Cooper recommended that the ripple effect resulting from the charging at the Water Eaton 'park and ride' be monitored as this could affect parking in Woodstock. Cllr Jay's addendum fell when put to a vote (2 votes for and 7 against).

**RESOLVED**

That the letter prepared by the Mayor is approved by WTC but it will be amended to note that not all Cllrs support the views expressed in the response.

**ACTION:** *The Town Clerk will send the council's response to the resident.*

**WTC/220/12 CEMETERY EXTENSION**

The Town Clerk explained the results of tier 1 survey at the proposed cemetery extension at Green Lane undertaken by Atkins and sent to the Environment Agency (EA). The EA is happy for single depth burials to occur in the cemetery extension and some double depth burials in designated parts of the extension, subject to the results of some exploratory boreholes. Discussion followed.

**RESOLVED (Unanimous)**

That WTC proceeds with the purchase of the cemetery extension.

**ACTIONS:**

1. The Town Clerk will instruct Henmans to proceed with the purchase of the cemetery extension on the heads of terms already agreed with Blenheim Estate.
2. The Environment Committee will discuss the reserving of double depth graves.

**WTC/221/19 OWL EXTENSION WORKING GROUP**

The council received and considered a report from the OWL Extension Working Group which considered that good progress was being made. Invitations to join the OWL Extension forum will be distributed soon. Cllr M Robertson is updating the action plan on a monthly basis. The aim is to complete the project by the beginning of July as the deadline for the grant being used is 9<sup>th</sup> August 2013 (a time extension has been agreed). An official opening ceremony will be arranged. Discussion followed during which the Chairman of the working group thanked the other Cllrs on the working group for their efforts on this project.

**WTC/222/12 WATER MEADOWS AND SLUICE REPAIRS**

Cllr Carritt reported that the contractors (BA Hull) had completed all of the work on the sluice and bridge within one week and that OCC had arranged for an emergency

footpath closure for one week whilst the work was being done. Unfortunately we then experienced heavy rain fall that washed the top soil away and so this will need to be replaced. The invoice for this work was considered by the council.

**RESOLVED**

That the invoice for the sluice repairs is approved and that the Town Clerk will write to BA Hull to thank them for undertaking this work.

**ACTIONS:**

1. *The invoice from BA Hull will be paid.*
2. *Town Clerk will thank BA Hull for the work that they recently undertook.*

**WTC/223/12 WALL PLAQUES**

WTC noted the report of the meeting of the Wall Plaques Group that had taken place on 27<sup>th</sup> November 2012. Cllr Poskitt said that the group is seeking to commemorate a 'glover's' residence in the town.

**WTC/224/12 PLAY AREAS**

Cllr Mr P Richardson provided an oral update to the council about the S106 playgrounds project. Cllrs M Robertson and Mrs Richardson and the Town Clerk had recently met with the project manager at WODC and viewed some proposals for the schemes. If WTC wishes to purchase a piece of equipment for the Old Woodstock play area and also maximise the S106 project further funding will be required. It was noted that Cllrs Robertson and Mrs Richardson are meeting with the Town Clerk on 15<sup>th</sup> January to identify other possible sources of grant funding that WTC could apply for and will then report to the Environment Committee when it next meets.

The draft lease between Blenheim Estates and WTC for the Budd's Close play area was considered by the council.

**RESOLVED**

That the Town Clerk will instruct Henmans to proceed with the lease of the Budds Close Play Area by WTC from Blenheim Estates.

**ACTION:** *The Town Clerk will instruct Henmans.*

**WTC/225/12 MEMORIAL GARDEN**

The council received and considered a paper from Cllr Poskitt about the Woodstock Memorial Garden. It was noted that the garden is in need of attention and that funding and more volunteers will be required in order to maximise its potential. A meeting will be held on Wednesday 16<sup>th</sup> January to discuss this project. Cllr Poskitt encouraged Cllrs and other interested parties to attend this meeting.

The Mayor asked the council to agree to bring forward agenda item 24 and the council agreed to do so.

**WTC/227/12 RESPONSE TO A LETTER THAT HAS BEEN SUBMITTED FOR PUBLICATION IN THE FEBRUARY EDITION OF THE WOODSTOCK AND BLADON NEWS**

Cllrs considered the draft response to a letter from a member of the public that had been prepared by the Town Mayor and circulated prior to the meeting. The Mayor proposed that WTC approve his suggested response and Cllr Jay seconded this motion. Discussion followed.

**RESOLVED** (Unanimous)

That the Mayor's suggested response is approved by the Council and will be sent to the Woodstock and Bladon News.

**EXCLUSION OF THE PUBLIC AND PRESS**

The council agreed that in view of the special or confidential nature of the business about to be transacted, it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

**WTC/226/12 PROPERTY MATTERS CONTINUED**

(vi) Outstanding Rent from a Previous Tenant of 24 Market Place.

The council received and considered a recommendation from Carter Jonas about the next steps that should be taken to recover the outstanding rent from a previous tenant of 24 Market Place. The CMfP proposed that WTC approve the actions recommended by Carter Jonas and also the £100 fee associated with this.

**RESOLVED**

That Carter Jonas is authorised to spend £100 pursuing the rent that is still owed by a previous tenant of 24 Market Place undertaking the actions recommended by them to progress this matter.

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

**WTC/227/12 BOOKS IN THE MAYOR'S PARLOUR**

WTC has been offered £100 for the books in the display cabinet in the Mayor's Parlour. These books date back to when the council was a borough. It has been confirmed with the county records office that OCC do not want these books for the county archive as they are not specific to Woodstock or rare. Cllr Cooper suggested that a previous clerk had confirmed that the books belonged to WODC and were awaiting collection by them and so WTC cannot sell them.

**RESOLVED**

WODC will be asked to confirm what they would like WTC to do with the books and then the Town Clerk will report back to council.

***ACTION:** WODC will be asked to confirm what they would like WTC to do with the books in the Mayor's Parlour that date back to when the council was a borough.*

**WTC/228/12 OXFORDSHIRE HEALTH AND WELL BEING BOARD CONSULTATION**

Cllr Poskitt had reviewed the Oxfordshire Health and Well Being Consultation and recommended that WTC should not respond as a council. The Town Clerk has asked the Administrative Assistant to obtain information about the consultation for display in the Town Hall foyer thus enabling residents to respond if they so wish.

**WTC/229/12 MINUTES OF THE TOWN MEETING**

The draft minutes of the Town Meeting held on Wednesday 12<sup>th</sup> December 2012 were received and noted.

**WTC/230/12 SEALING OF DOCUMENTS**

None.

The meeting rose at 9.40pm.

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