

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL HELD AT 7.30 PM ON TUESDAY 10th DECEMBER 2013
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr J Cooper (Mayor)
Cllr C Carritt
Cllr T Wray
Cllr Mrs E Stokes
Cllr P Jay

Cllr M Robertson (Deputy Mayor)
Cllr B Yoxall
Cllr S Parnes
Cllr Mrs E Jay
Cllr E Poskitt

ALSO IN ATTENDANCE: One member of the public

WTC/209/13 APOLOGIES FOR ABSENCE: Apologies for absence were received and accepted from Cllr Mrs V Edwards and County Cllr I Hudspeth (meeting).

WTC/210/13 TO RECEIVE DECLARATIONS OF INTEREST: No pecuniary interests were declared. The following general interests were recorded:
The Mayor and Cllr E Poskitt, Agenda Item 11 Planning, as District Cllrs involved in planning.
Cllr Poskitt, Agenda Item 18 Update on Transport and Tourism, as Vice Chair of the Friends of the Oxfordshire Museum.
Cllr S Parnes, Agenda Item 11 Planning (ii) Development Proposals Affecting Shipton and Hensington Roads, and broader planning policy concerns related to multi-dwelling proposals as he resides on a development near to a field that is the subject of a planning application and which is potentially vulnerable to increased traffic resulting from further development; and Agenda Item 20, Oxford Airport Consultative Committee.

WTC/211/13 MINUTES: The minutes of the Town Council meeting that took place on Tuesday 12th November 2013 were approved and signed as a correct record subject to the following amendments:

WTC/184/13, Property Update (ii) Property Delegation: The second and third sentences were amended to read "One was for an amendment that approved an increased level of delegated expenditure authorisation by the Town Clerk from £500 to £750 for urgent matters only. The other was for an expenditure authorisation limit of £750 for some non-urgent matters."

WTC/190/13, Report on the Parking Review for Woodstock Town Council: Point 9 of the resolution was amended to read "Supports the placing of a disabled bay to a point closer to the Co-op but retaining the existing space by the chemists."

The minutes of the Extraordinary Town Council meeting that took place on Tuesday 26th November 2013 were approved and signed as a correct record subject to the following amendments:

WTC/201/13, Questions. The beginning of the first sentence was amended to read "A Cllr".

WTC/203/13, Property Update. The last sentence of the first paragraph was amended to read "Cllr P Jay noted that he would not be declaring a general interest at this meeting because he considered that a personal acquaintance with a business did not require him to make a declaration."

WTC/207/13, Bollards on the Market Square. The word "to" was deleted from point 2 of the resolution.

WTC/212/13 THAMES VALLEY POLICE UPDATE

Superintendent Colin Paine, Local Police Area Commander for Cherwell and West Oxfordshire updated Cllrs about policing matters in the area. The key points of his presentation are reported in Appendix A to these minutes.

WTC/213/13 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA: None

WTC/214/13 COUNTY AND DISTRICT COUNCILLOR UPDATES

(i) The council noted the November Report from County Cllr I Hudspeth. Cllr B Yoxall proposed, Cllr Mrs E Stokes seconded and WTC

RESOLVED (7 votes for, 1 vote against and 2 abstentions) that WTC writes to Cllr I Hudspeth, Leader of OCC, expressing support for the serious concerns expressed by Julie Fenn, the Head Teacher of the Marlborough School in her correspondence with the Rt. Hon. David Cameron M.P and himself on the subject of Home to School Transport. WTC considers that she has raised relevant concerns which should be addressed before any final decision is taken.

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

WTC/215/13 COMMUNICATIONS

The Town Mayor reminded Cllrs that Mayor's Carols will be at 5pm on Saturday and that their help would be appreciated. He thanked Cllrs and residents for the recent messages of condolence received by his family following their bereavement. Whilst in London earlier that day the Mayor signed the book of condolence for the former South African President Nelson Mandela at South Africa House on behalf of WTC. The Mayor will try to attend the retirement party for PC Gordon Richardson and will thank him for his work for the town.

WTC/216/13 TOWN COUNCIL VACANCY

(i) Election. The Town Clerk reported that residents had called for an election and that the proposed date for the election is 6th February 2014.

(ii) Poll Cards. Cllr S Parnes proposed, the Mayor seconded and WTC

RESOLVED (9 votes for with 1 non-voter) that if the February election is contested, Woodstock Town Council will opt in favour of issuance of polling cards to electors.

WTC/217/13 QUESTIONS: None.

WTC/218/13 MOTIONS PRESENTED TO COUNCIL

Cllr B Yoxall proposed the following motion that was seconded by Cllr P Jay: that cognisant of the provision of Standing Order 10 for the Mayor to take corrective action in the event of any attempt by a councillor to " obstruct the transaction of business at a meeting or behave offensively or improperly" Woodstock Town Council encourages the Mayor to use that authority whenever appropriate in the knowledge that obstruction of business can mean not only unruly conduct but also unreasonable attempts to dominate Council proceedings at the expense of other members whether by manipulation of the agenda, excessive intervention at meetings, or any other way. Discussion followed.

Cllr S Parnes asked for a named vote the result of which was:

For: Cllrs B Yoxall and P Jay (2)

Against: Cllrs S Parnes, J Cooper, M Robertson, E Poskitt, T Wray, Mrs E Jay, Mrs E Stokes, C Carritt (8) The motion fell.

WTC/219/13 PLANNING

The Mayor and Cllr E Poskitt declared general interests.

(i) Planning Applications

To receive and consider the following planning applications:

(ix) Ref: 13/1641/P/FP, 9 New Road, Woodstock - Erection of two storey and single storey extensions. Erection of garden shed and alterations to existing vehicular access.

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

(x) Ref: 13/1647/P/FP, Sansoms Cottage, Wootton - Alterations and erection of two storey extensions.

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

(xi) Ref: 13/1650/P/FP, 19 Oxford Road, Woodstock - Erection of two storey side and rear extensions and detached carport.

RESOLVED that WTC **objects** to this planning application because the garage does not conform to policy BE2.

(ii) Development Proposals Affecting Shipton and Hensington Roads, and Broader Planning Policy Concerns Related to Multi-dwelling Proposals.

Cllr S Parnes declared a general interest. The council noted an oral report from Cllr S Parnes.

ACTION: *The Mayor asked the Town Clerk to include an item relating to this matter on the agenda for the WTC meeting in January 2014.*

WTC/220/13 COUNCIL REPLACEMENTS ON OUTSIDE BODIES

RESOLVED that Cllr T Wray will represent WTC on the Youth Club committee and the Mayor become a member of the Wall Hangings Trust to fill the vacancies arising from the death of Cllr Mrs P Richardson.

WTC/221/13 CHRISTMAS LIGHTS WORKING GROUP

RESOLVED that the Mayor and Cllrs T Wray, C Carritt and B Yoxall will be members of the Christmas Lights Working Group that will oversee the provision of Christmas lights for the town.

WTC/222/13 FOOTPATHS AND OPEN SPACES WORKING GROUP

The minutes of the meeting of the Open Spaces and Footpaths Working Group that was held on Monday 18th November 2013 were noted. Cllr E Poskitt proposed, Cllr Mrs E Stokes seconded and WTC

RESOLVED (unanimous) that the questionnaire prepared by the working group was approved.

WTC/223/13 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – DECEMBER 2013

The report of the Responsible Financial Officer was received and noted.

(i) List of payments

RESOLVED: that the list of payments totalling £24,008.17 made in the month of November 2013 is approved.

(ii) Bank Reconciliation Statements. The bank reconciliation statements for November 2013 were noted.

(iii) Summary and Detailed Income & Expenditure Statements. The summary and detailed income & expenditure statements for November 2013 were noted.

(iv) Appointment of an Internal Auditor. A report and recommendation from the Town Clerk and Finance Assistant was received and considered.

The Mayor proposed that WTC appoint company (1) as the WTC internal auditor for this current year 2013/14 subject to references being satisfactory. This is because in opinion of the Town Clerk/RFO and Finance Assistant they offer the best value for money, they are already familiar with this type of work in Oxfordshire and the original contact came from OALC. If they prove to be satisfactory for this current year to extend the initial appointment to a 3 year contract. They will also be asked to quote for an interim health check at the mid-point of the financial year to be no more than one day's duration.

Cllr Jay seconded the motion but asked for it to be amended and the following wording inserted after "OALC" and before "If" – "subject to companies (1) and (2) meeting shortly with Cllrs P Jay and C Carritt and an affirmative report from that panel". The Mayor accepted this amendment.

RESOLVED (unanimous) that WTC appoint company (1) as the WTC internal auditor for this current year 2013/14 subject to references being satisfactory. This is because in opinion of the Town Clerk/RFO and Finance Assistant they offer the best value for money, they are already familiar with this type of work in Oxfordshire and the original contact came from OALC. This is subject to companies (1) and (2) meeting shortly with Cllrs P Jay and C Carritt and an affirmative report being received from that panel. If they prove to be satisfactory for this current year to extend the initial appointment to a 3 year contract. They will also be asked to quote for an interim health check at the mid-point of the financial year to be no more than one days duration.

ACTION: The Town Clerk will arrange meetings with two potential internal auditors.

(v) Electronic Banking. An update from the Finance Assistant was noted.

(vi) Internal Controls. It was noted that the recent internal control undertaken by Cllrs of the Bank Reconciliations had been certified satisfactory.

WTC/224/13 RISK ASSESSMENT: Cllrs received and noted a report from the Town Council about the timings for the review of the Town Council's risk assessment.

WTC/225/13 ENVIRONMENT COMMITTEE:

Cllrs received and considered the minutes of the meeting of the Environment Committee held on Tuesday 26th November 2013.

Cllr C Carritt thanked Cllr Mrs E Jay for taking over the water meadows.

1. Woodstock in BLOOM

RESOLVED that WTC ask "BLOOM" to submit proposals and costings for replacement planters for the Market Place for which WTC would then make a significant contribution and ask WODC to contribute as well.

ACTIONS:

1. *Cllr E Poskitt will liaise with the Bloom Committee to suggest the type of replacement planter and the costs involved.*

2. *The Mayor will ask WODC if it would be prepared to make a contribution towards new planters in lieu of the outstanding planter repair.*

2. Cemetery Fees:

RESOLVED that from 01st January 2014 all interment fees are increased by £2 to allow for the costs arising from contractors occasionally being employed to top-up and re-seed graves that have sunk.

ACTION: *The Town Clerk will arrange for the increase to be actioned and the cemetery paperwork updated accordingly.*

WTC/226/13 UPDATE ON TRANSPORT AND TOURISM

(i) SOFO Museum

Cllr Poskitt declared a general interest as Vice Chair of the Friends of the Oxfordshire Museum. The council received and considered a report by Cllr B Yoxall. Cllr B Yoxall proposed, Cllr P Jay seconded and WTC

RESOLVED (6 votes for, 3 abstentions and 1 non-voter) that WTC welcomes the recent decision of our constituency MP the Rt. Hon David Cameron MP to support the request of residents for a thorough internal review of the SOFO museum project by the County Council and asks the Leader of the Council to ensure that all the concerns previously expressed by residents and the Town Council are addressed with scrupulous regard for absolute transparency. WTC further wishes to express its disappointment at the County Council's response to the Freedom of Information request by a resident for a sight of the SOFO Museum business plan. Given that the case for the new museum was 'sold' to the council as an economic benefit to the town we would wish to see the supporting evidence, preferably by sight of the business plan itself, or failing that, by sight of any record taken at the recent meeting when SOFO presented their latest business plan to the county council.

(ii) Oxfordshire Local Enterprise Partnership

Cllr B Yoxall proposed, Cllr Mrs E Stokes seconded and WTC

RESOLVED (3 votes for, 1 against and 6 abstentions) that in view of the fact that the declared objectives of the Draft Strategy proposed include measures to aid business and promote a low carbon economy, WTC recommends that consideration be given to allocate funding for a study into possible scope for the provision of a light railway system between Witney and Oxford to ease congestion on the A40.

WTC/227/13 HIGHWAYS ISSUES

The council noted an oral report from Cllr B Yoxall about a recent meeting that he had with an officer from OCC.

WTC/228/13 OXFORD AIRPORT CONSULTATIVE COMMITTEE

Cllr S Parnes declared a general interest. An oral report from Cllr S Parnes was noted.

The meeting closed at 9.30pm.

Signed Date