

**MINUTES OF THE EXTRAORDINARY MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 26th NOVEMBER 2013
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr J Cooper (Mayor)
Cllr C Carritt
Cllr Mrs V Edwards
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

WTC/198/13 APOLOGIES FOR ABSENCE: Apologies for absence were received and accepted from Cllr T Wray (holiday).

WTC/199/13 TO RECEIVE DECLARATIONS OF INTEREST: No pecuniary interests were declared but Cllr Mrs E Stokes declared a general interest in Agenda Item 6, Property Update as one of the contractors was known to her.

WTC/200/13 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA: None

WTC/201/13 QUESTIONS: A Cllr had placed a question to the Mayor on the agenda for this meeting. The Mayor said that he was unable to answer the question as it referred to actions at a meeting at which he had not been present.

WTC/202/13 EXCLUSION OF THE PUBLIC AND PRESS

The Mayor proposed that in view of the nature of the business to be transacted being commercially sensitive, 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.

WTC/203/13 PROPERTY UPDATE

The council considered the revised costings received from Carter Jonas for the refurbishment of 4 Park Street. Cllr Mrs E Stokes declared a general interest as one of the contractors was known to her. 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.

The CMfP reported upon the revised costings that had been submitted and confirmed that the WTC Financial Regulation 11.1 (b) did not need to be applied. The CMfP noted that the asbestos report had revealed very little asbestos in the property but it was possible that some might be revealed when the refurbishment work commenced.

Cllr Mrs V Edwards proposed that WTC accept the quote from WC Roberts and the recommendation from Carter Jonas. The Mayor seconded this motion. Discussion followed. Cllr Parnes proposed an amendment to the motion deferring it until the next WTC meeting but this was not seconded. The Mayor noted that WTC was currently losing rent on this property and that a clear recommendation had been received from WTC's property advisors.

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

For: Cllrs E Poskitt, Mrs V Edwards, Mrs E Jay, P Jay, B Yoxall, Mrs E Stokes, C Carritt, M Robertson and J Cooper (9).
Against: Cllr S Parnes (1)

RESOLVED that WTC accepts the quote from WC Roberts and the recommendation from Carter Jonas and will appoint WC Roberts to refurbish 4 Park Street at a maximum cost of £37,694.28.

ACTION: *The Town Clerk will instruct Carter Jonas to appoint WC Roberts to refurbish 4 Park Street at a maximum cost of £37,694.28.*

WTC/204/13 RESPONSIBILITY FOR THE WATERMEADOWS MILLSTREAM: This item was deferred from the Town Council meeting that was held on Tuesday 12th November. Cllr C Carritt spoke to the papers that had been previously distributed. Cllr C Carritt proposed a motion that was seconded by Cllr Yoxall but withdrawn during the subsequent discussions.

Cllr P Jay proposed, Cllr C Carritt seconded and the council **RESOLVED** that the Council seek legal advice on the validity of a claim that the maintenance of the Mill Stream is the responsibility of Blenheim Estate as the Mill owner, reporting back to council when it is known what the costs are likely to be.

ACTION: *The Town Clerk will ask Henmans Freeth to recommend specialist legal advisors to be approached.*

The council went back into open session at this point.

WTC/205/13 CHRISTMAS LIGHTS: This item was deferred from the Town Council meeting that was held on Tuesday 12th November. Cllr C Carritt spoke about the cost of the Christmas Lights in Woodstock and outlined the options for recording the costs in the budget and funding these in future years. He noted that the installation contract is up for renewal next year. Discussion followed during which Cllr C Carritt thanked Cllr B Yoxall for his work collecting donations towards the Christmas Lights last year.

Cllr C Carritt proposed, Cllr E Poskitt seconded and the council unanimously **RESOLVED** that WTC commit to re-establish the Christmas Lights Working Group whose remit will be to manage the project throughout the year including the design, specification and sponsorship consistent with WTC Standing Orders and Financial Regulations and furthermore that the Council recognises with appreciation the work of the current contractor who has been doing the installation for the past seven years.

WTC/206/13 COMMUNICATIONS WORKING GROUP: This item was deferred from the Town Council meeting that was held on Tuesday 12th November. The minutes of the meeting of the Communications Working Group that was held on 22nd October 2013 were received and noted.

WTC/207/13 BOLLARDS ON THE MARKET SQUARE: This item was deferred from the Town Council meeting that was held on Tuesday 12th November. Cllr C Carritt reminded the Council that it had been about to install the new benches on the Market Place when one of the new bollards had been hit. It was not possible to repair and re-install this bollard. This demonstrated that the current type of bollard was not suitable for this location. WTC will not be installing the new or reinstating the remaining two original benches until mid-January.

Cllr Carritt explained the features of bell bollards and why they would be the most suitable type of bollard to protect the Market Place. It was noted that measurements had been taken and the fair would still be able to fit the large ride on the Market Place if fixed bell bollards were installed or they could re-arrange the rides. Cllr Carritt has discussed the bollards with Cllr I Hudspeth who suggested that the remaining removable bollard on the Market Place be relocated to replace the current fixed bollard near the cenotaph and that OCC would pay for this to be done.

Cllr C Carritt proposed, Cllr B Yoxall seconded that WTC

RESOLVED (7 votes for, 2 votes against and 1 abstention) that:

1. WTC will buy two bell bollards at a total cost of £1500 plus installation, therefore at a total cost of £2k, and
2. the existing removable bollard is relocated outside the cenotaph at OCC's expense.

ACTION: *The Town Clerk will pursue an insurance claim for the bollard that was destroyed.*

WTC/208/13 CHRISTMAS CLOSURES: This item was deferred from the Town Council meeting that was held on Tuesday 12th November. Cllrs noted that Town Hall will be closed to the public on 25th, 26th and 27th December 2013 and 1st January 2014.

The meeting closed at 8.30pm.

Signed Date