

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 8 SEPTEMBER 2009
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

| | |
|-------------------------|--------------------------------|
| Cllr P Jay (Town Mayor) | Cllr T Gardiner (Deputy Mayor) |
| Cllr C Carritt | Cllr J Cooper |
| Cllr Mrs V Edwards | Cllr A Glee |
| Cllr Mrs A Grant | Cllr Mrs E Jay |
| Cllr G Myatt | Cllr E Poskitt |
| Cllr P Redpath | Cllr Mrs T Redpath |
| Cllr Mrs E Stokes | Cllr I Thomas |
| Cllr B Yoxall | |

ALSO IN ATTENDANCE:

Mr L Lee RFO, County Cllr I Hudspeth, Mr T Maple of Henmans Solicitors and three members of the public.

WTC/96/09 APOLOGIES FOR ABSENCE

Apologies for absence were accepted from Cllr Mrs P Richardson & District Cllr Mrs J Dunsmore

WTC/97/09 DECLARATIONS OF INTEREST

Cllr J Cooper declared a Personal Interest in Agenda Item 17 - Minute SC14/09 - electrification of the Oxford/London railway line - as the owner of the grain silo was known to him.

Cllr Mrs A Grant declared a Personal Interest in Agenda Item 11 as her sister was a social member of the Bowls & Tennis Club and a Personal Interest in Agenda Item 20 (iii) as she was a neighbour.

Cllr G Myatt declared a Personal Interest in Agenda Item 20(v) as he was a friend and neighbour of the owner of 13 Hedge End.

Cllr E Poskitt declared a Personal Interest in Agenda Item 20(v) as she lived next door to the property.

Cllr I Thomas declared a Personal Interest in Agenda Item 20 (iii) as he lived next door to the property.

Cllr B Yoxall declared a Personal Interest in Agenda Item 12 as his wife was a friend of a potential tenant and a Personal Interest in Item 26 as he was a member of the British Legion.

WTC/98/09 MINUTES

The Minutes of the meeting of the Town Council held on 14 July 2009 and the Extraordinary meeting of the Council held on 4 August 2009 were approved and signed as correct records subject to the following amendments:

Minute WTC/75/09 Number of signatures amended from 300 to 397.

Minute WTC/90/09 ~~Directors~~ amended to ~~Shareholders~~

WTC/99/09 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

A resident advised that over the last 12 months Tennis Club membership had fallen from 350 to 230 - both adult & junior membership has decreased. He thought it would take 4-5 years to recover and did not believe that membership had fallen because of the cost of subscriptions. In view of the smaller membership he did not foresee a need for floodlighting in the near future and was unable to advise if a planning application for floodlighting was likely to be submitted. He advised that local residents were generally against all forms of artificial lighting and that the Lawn Tennis Association (LTA) imposed no cap on the number of members in a club, although a member of the public advised that the LTA recommended 40-50 members per court and that Woodstock had 4 courts.

The meeting was advised that Bowls membership remained steady with 55-60 members.

County Cllr I Hudspeth apologized for his infrequent attendance at Town Council meetings. He would look into why the Tourist Information Facilities in Woodstock had been reduced, despite the injection of £100k into the building, and into the status of the footpath between Verenia Court & Budds Close.

WTC/100/09 OUTSTANDING BUSINESS

None.

WTC/101/09 COMMUNICATIONS

Cllr C Carritt reported on a new Neighbourhood Watch Scheme being set up for the Hensington Gate Estate and advised they had requested free use of The Mayor's Parlour for a launch meeting. It was for the Mayor to approve such a request. The Mayor asked the opinion of Councillors, who thought that the concession should be offered on this occasion. The Mayor confirmed that he approved that decision.

WTC/102/09 QUESTIONS

None.

WTC/103/09 FORMER RAILWAY STATION SITE

The Council received and considered an updating report from Cllr Mrs T Redpath. She reported that Mr Sensicle had advised that the Town Council was too late to take the more expensive option, but that the consultant would be able to give a statement at the inquiry and suggested that the Town Council use Hugh Mellor - at a cost of £1000 per day for the 3 day hearing - rather than Mr Sensicle - who would assist. She re-emphasised the priorities to keep Mrs Young's house, the open aspect of the station and the need for affordable housing, but acknowledged that the retention of Mrs Young's house was the weakest link.

Cllr C Carritt reported that traffic speed monitoring had taken place on Tuesday, Wednesday and Thursday 1, 2 & 3 September and results were awaited.

It was **MOVED** by the Mayor & seconded by Cllr A Glees
öthat the Council requests the Clerk & RFO to provide as soon as may be a detailed written statement of how the up to £10,000 approved by the Council was likely to be spent on representation at the public inquiry of the railway site and that the Mayor should call an extraordinary meeting of WTC to discuss it further if he judged it necessary in the light of Councillors' reactions to the staff paper.ö

The proposal was adopted by eight votes to three.

RESOLVED

that the Clerk & RFO provide as soon as may be a detailed written statement of how the up to £10,000 approved by the Council is likely to be spent on representation at the public inquiry of the railway site and that the Mayor should call an extraordinary meeting of the Town Council to discuss it further if he judged it necessary in the light of Councillors' reactions to the staff paper

WTC/104/09 FUTURE OF POST OFFICE SORTING OFFICE

Cllr Yoxall reported on the meeting with representatives of the Royal Mail held on 22 July 2009. It was hoped that a further meeting, which has been delayed by the current round of postal strikes, would take place towards the end of September. The Royal Mail was trying to make cost savings in

Kidlington rather than Woodstock. Consideration would be given to the public being able to collect surcharge items & Sign For items in Woodstock.

WTC/105/09 WOODSTOCK@900

The Council considered an update from the Mayor. Initial fundraising had not been as successful as hoped, so it was likely that the celebrations would be more homespun with a volunteer director rather than a paid one. The Mayor confirmed that the substantial donation received by the Legacy Fund for filming in Woodstock would be used only for a purpose to be set by the Town Council.

WTC/106/09 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED

That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

WTC/107/09 RENEWAL OF LEASE WITH BOWLS AND TENNIS CLUB

The Council had been circulated with the Minutes of a meeting of deputed members held on 3 August 2009.

The Chairman of the Working Group tabled a Motion as agreed with a representative of the club that he felt would be acceptable to the club.

Cllr P Redpath left the meeting at this point.

The Council agreed the following changes to the lease for further discussion by the club:

øThe Lease shall be as the current lease i.e. rent, membership conditions etc. save for the following changes:

- a) Rent/Lease Review ó Rent at peppercorn one pound p.a. for a period of 21 years with non rent, non legal review at 11 years.
- b) Boundary change as agreed
- c) Repairs and Insurance for the account of the club
- d) Legal costs ó Landlord and Tenant legal costs associated with the new lease are for the account of the Club
- e) Trustees ó Assuming Woodstock member volunteers can be found 3 out of the 4 Trustees to be Woodstock residents and trustees to serve a maximum of 2 consecutive 4 year terms before being obliged to stand down. In the event that 3 member trustees who are residents of Woodstock cannot be found the club shall endeavour to appoint trustees who are residents of Woodstock but not club members.
- f) The Club will grant an annual sum of £1500 on the 1st January each year to a Woodstock worthy cause to be nominated by the Council. Such causes may for example be related to sporting and/or youth activities. (The Club has a preference for a youth and/or sporting connection). The grant may be sub-divided to more than one worthy cause at the discretion of the Council
- g) Woodstock Junior school free use of the courts at a time and frequency to be agreed between the School and the Club.

Further conditions:

- 1) Where it is proposed to incorporate changes in the club constitution and rules, unless there is a legal reason for not doing so, these changes should also be included in the lease.
- 2) The "deed of covenant dated 16th March 1939" original legal documents that declare and explain the background and rationale for the transfer of the land on which the Club now stands should be appended to the new lease to ensure visibility for any interested parties.

WTC/108/09 2 AND 4 MARKET STREET

The Council received and considered the relevant Minutes of the meeting of the Property Working Group held on 2 September 2009 regarding 2 and 4 Market Street (Minute WTC/126/09 refers).

RESOLVED

(a) That as the prospective tenant is unwilling to commit to a 100% use of 2 Market Street for a hardware shop, the Council carry out further negotiations with a new party, with regard to the provision of a grocery shop, subject to evidence of financial capacity;

(b) That the Town Clerk in consultation with the Council Member for Property request Henmans to ask Mr Whetter to contact the former tenant's Solicitors for No 2 Market Street to effect a financial settlement.

WTC/109/09 ALLEGED DEFAMATION – RECEIPT OF LEGAL ADVICE

The Council received and considered legal advice regarding a case of alleged defamation and agreed on further action.

WTC/110/09 STAFFING REPORT

The Council received and considered a report of the Town Clerk. The Mayor promised to ensure that the Council was given an opportunity to discuss the Clerk's hours and general staffing by the time any appointment was made.

RESOLVED

That the recommendations of the Town Clerk be adopted subject to the wording of the advert being amended to "About 25 hours per week"

Clause (d) be amended by substituting "Chairman of Finance" for "Chairman of Property Working Party"

New Clause (f) added "To ensure all necessary arrangements for Remembrance Sunday are in place before the departure of the present post holder"

Council returned to Open Session.

WTC/111/09 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – AUGUST AND SEPTEMBER 2009

The Council received and considered a report by the Responsible Financial Officer.

RESOLVED

(a) Lists of payments for July and August 2009

RESOLVED

(i) That the list of payments made in the month of July 2009 amounting to £14,458.30 be received and approved;

(ii) That the list of payments made in the month of August 2009 amounting to £13,552.35 be received and approved.

(b) Bank Reconciliation Statements (2) for August 2009

RESOLVED

That the Bank Reconciliation Statements for August 2009 be received and noted.

(c) Summary and Detailed Income & Expenditure Statements for August 2009

RESOLVED

That the Summary and Detailed Income & Expenditure Statements for August 2009 be received and noted.

RESOLVED

That bearing in mind the substantial reduction in the Council's reserves, careful consideration be given before requesting anything other than essential expenditure for the 2010/2011 Budget.

WTC/112/09 SEALING OF DOCUMENTS

None.

WTC/113/09 STRATEGY COMMITTEE

The Council received and considered the Minutes of the meeting of the Strategy Committee held on 1 September 2009.

RESOLVED

- (a) That follow-up meetings be arranged to progress the action points outlined in a Memorandum prepared by the Chairman of the Strategy Committee with regard to the Leisure and Tourism Strategy;
- (b) that Woodstock Town Council welcomes the Government's proposals in respect of electrification to Oxford but requests Oxfordshire County Council to obtain passenger projections from the rail industry as soon as possible so that the implications in terms of housing development pressures can be more closely evaluated;
- (c) that the Town Council write to Oxfordshire County Council, The Department of Transport and Chiltern Railways reaffirming its support in principle for the Water Eaton Parkway project as an important element of the Oxford- London (Marylebone) service proposal and advise County Councillor Ian Hudspeth accordingly.

WTC/114/09 COMMUNICATIONS WORKING PARTY

The Council received the Minutes of the meeting of the Communications Working Party held on 31 August 2009.

WTC/115/09 TRAFFIC ADVISORY COMMITTEE

The Council received the Minutes of the meeting of the Traffic Advisory Committee held on 22 April 2009.

WTC/116/09 PLANNING MATTERS

(a) Planning Applications

(i) Ref: 09/1006/P/AC

Erection of replacement externally illuminated hanging sign and two fascia signs. Erection of three non-illuminated amenity signs.

Star Inn 22 Market Place

Decision: No comment

(ii) Ref: 09/1007/P/LB

External Alterations to include various signage

Star Inn, 22 Market Place

Decision: No comment

(iii) Ref: 09/1065/P/FP

Erection of single storey extension, new dormer window and veranda to front elevation.
26A Brook Hill.

Decision: No comment

(iv) Ref: 09/1090/P/FP

Alterations and extension to garage

2 The Covert

Decision: No comment

(v) Ref: 09/1095/P/FP

Erection of single storey front extension

13 Hedge End.

Decision: No comment

(b) Decisions by Uplands Planning Sub-Committee

The Council received a schedule of decisions of the Uplands Planning Sub-Committee of West Oxfordshire District Council relating to Woodstock from 5 June 2009.

WTC/117/09 FIRE RISK ASSESSMENT, COMMUNITY CENTRE

The Council received and considered a report of the Town Clerk.

RESOLVED

That the recommendations of M C Fire Protection be adopted.

WTC/118/09 FREEDOM OF INFORMATION – NEW MODEL PUBLICATION SCHEME

RESOLVED

That the new model publication scheme is adopted with immediate effect and that it be made available to the public and published on the web site.

WTC/119/09 BLOOM PROPOSAL

The Council received and considered a report from Cllr Yoxall.

It was MOVED by Cllr Yoxall, seconded by Cllr Mrs Stokes
that WODC be thanked for their contribution to the Woodstock in Bloom effort this year but that they be requested to improve their street cleaning performance by providing a more comprehensive coverage of the town on a consistent basis throughout the year.

The Motion was defeated by 6 votes to 2

WTC/120/09 PROPOSAL FOR A SPECIAL MEETING WITH OCC HIGHWAY ENGINEER AND COUNTY COUNCILLOR

The Council received and considered a report from Cllr B Yoxall.
Cllr Carritt requested that all reference to him be removed from the report.

It was MOVED by Cllr Yoxall, seconded by Cllr Mrs Stokes
that the Council convene a special meeting with County Councillor Ian Hudspeth & the Area Highway Engineer, Ralph Grant, to discuss the contents of the Paper

The proposal was adopted by 5 votes to 1

RESOLVED

That the Council convene a special meeting with County Councillor Ian Hudspeth & the Area Highway Engineer, Ralph Grant, to discuss the contents of the Paper.

WTC/121/09 SPEED SIGNS

A request had been received from a local resident that the Town Council asks the County Council to place SpeedWatch signs on the northbound side of Manor Road.

It was MOVED by Cllr Carritt, seconded by Cllr Yoxall and

RESOLVED (By 12 votes to 2)

That Speed Watch signs be put up.

WTC/122/09 POPPY APPEAL COFFEE MORNING

It was reported that the Poppy Appeal coffee morning would be held in the Mayor's Parlour on Saturday 7 November. In the past the British Legion had paid the hire charge and a request had been received for the Town Council to waive the charge, It was for the Mayor to approve such a request. The Mayor asked the opinion of councillors, who thought that the concession should be offered on this occasion. The Mayor confirmed that he approved that decision.

WTC/123/09 CHRISTMAS LIGHTS 2009

The Council received and considered a report from Cllr Yoxall.

RESOLVED

That the Council accepts the lowest tender from Firm A (£5177 plus VAT) for installation & removal of the Christmas Lights & that the Council agrees the fundraising proposals outlined in the report including the budget provision of £3250. The Council thanked Cllr Yoxall for his efforts to this end.

WTC/124/09 CIVIC ANNOUNCEMENTS

None.

WTC/125/09 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED

That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

WTC/126/09 PROPERTY WORKING GROUP

The Council received and considered the Minutes of the meeting of the Property Working Group held on Wednesday 2 September 2009. The Minutes relating to 2/4 Market Street had been considered earlier in the meeting (Minute No. WTC/108/09 refers).

RESOLVED

(a) (By 13 votes to 2)

That pursuant to decision WTC/364/08 of 14 April 2009, Carter Jonas be appointed to manage the Council's property portfolio, subject to annual review with effect from January 2010;

(b) That the recommendation for the Park Street roof be adopted subject to the removal of -and Ridgeø

(c) That the tenants of 6 Park Street (Well Spotted) be requested to commit to certain new arrangements;

(d) That Ms Kotze at 24 Market Street be offered the chance to surrender the lease on specified terms;

(e) That the Council agrees to pay the excess above £300 for Ms Holdernessø legal fees for the lease of Office No. 2 at the Community Centre.

WTC/127/09 PROPERTY MATTERS

There were no further matters to discuss.

The meeting rose at 10.45pm.

Signed í í í í í í í í í í í í í í .. Date í í í í í í í í í í í í í í .