

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 08 DECEMBER 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 Glees
Cllr Mrs A Grant	Cllr Mrs E Jay
Cllr G Myatt	Cllr Mrs E Stokes
Cllr P Redpath	Cllr Mrs T Redpath
Cllr Mrs P Richardson	Cllr I Thomas
Cllr B Yoxall	

**ALSO IN ATTENDANCE:**

District Cllr Mrs J Dunsmore and Honorary Townsman John Banbury.

**WTC/216/09 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr E Poskitt and County Cllr I Hudspeth.

**WTC/217/09 DECLARATIONS OF INTEREST**

Cllr Mrs Jay declared a Personal Interest in Agenda Item No. 8: 4 Market Street as she knows the prospective tenants. Cllr P Jay declared a Personal Interest in Agenda Item No. 8: 4 Market Street as he is personally acquainted with the prospective tenant. Cllr B Yoxall declared a Personal Interest in Agenda Item No. 8: 4 Market Street as he is personally acquainted with the prospective tenant. Cllr Mrs V Edwards declared a Personal Interest in Agenda Item 20 Property Matters as she knows the people who made the winning bid for the Rectory Lane Garage.

**WTC/218/09 MINUTES**

The Minutes of the meeting of the Town Council held on Tuesday 10<sup>th</sup> November 2009 were approved and signed as a correct record, subject to the following amendments:

Minute WTC/184/09. Minutes. Minute WTC/155/09. Renewal of Lease with Bowls and Tennis Club. Add an additional sentence at the end to read -The NALC response to be distributed electronically.ø

Minute WTC/188/09. Woodstock @900.

This was discussed at some length. Cllr Gardiner had asked that a specific sentence be minuted and this was included in the draft minutes. Cllr P Redpath suggested as a point of order that Cllr Gardiner's comments should not be included. The Mayor ruled that this was not a point of order. The Mayor said that under WTC Standing Order 28(k) Cllrs Glees and Gardiner could make personal explanations which the clerk would minute in the usual way. Cllrs T Gardiner and A Glees made personal explanations to the Council.

Cllr P Redpath proposed that a specific issue that Cllr T Gardiner had asked to be minuted be deleted from the TC approved minutes. Cllr Mrs V Edwards seconded this proposal. A Member called for a Named Vote, the result of which was as follows:

FOR: Cllrs G Myatt, A Glees, I Thomas, Mrs A Grant, Mrs T Redpath, P Redpath, Mrs E Jay and Mrs V Edwards (8)

AGAINST: Cllr J Cooper, Mrs P Richardson, B Yoxall, T Gardiner, P Jay (5).

ABSTAINED: Cllrs C Carritt and Mrs E Stokes (2)

**RESOLVED**

That a sentence in the draft minutes be deleted so that this part of the minute now reads

~~The way that the fund had been organised was then discussed. After much discussion it was proposed by Cllr C Carritt that the Council move to the next item on the agenda.~~ ø

Minute WTC/194/09. Renewal of Lease with Bowls and Tennis Club. Amend the resolution to read ~~RESOLVED~~ that this item be referred back to the Bowls and Tennis Working Group and that when the papers are received from NALC they would be circulated to all Cllrs electronically.ø

The Minutes of the Extraordinary Meeting of the Council held on 24 November 2009 were approved and signed as a correct record, subject to the following amendments.

WTC/212/09 Budget. Level of Council Reserve. The minute was amended to read ~~The Mayor proposed that the target reserve figure be set at £50,000. This proposal was seconded by Cllr B Yoxall.~~ø

WTC/212/09 Budget. Community Centre Capital Expenditure. The resolution was amended to read ~~RESOLVED~~. Cllr T Gardiner asked that it be recorded in the minutes that £65,000 remains in the budget for capital expenditure overall for the Community Centre.ø

WTC/212/09 Budget. Page 55 half way down the page - the sentence ~~Cllr A Glees thanked the Deputy Mayor for taking the council through the figures on the spreadsheets and also Mr L Lee for his involvement.~~ø was amended to replace the reference to Cllr A Glees with Cllr B Yoxall.

WTC/215/09 Property (i) Rectory Lane Garage. The resolution was amended to read ~~RESOLVED~~. That the agent be asked to proceed with the sale to the highest bidderø

***WTC/219/09 RE-ORDERING OF THE AGENDA***

The Mayor asked that the Council agree to bring Agenda Item No. 20 forward as it now involved issues that were of interest to members of the public.

**RESOLVED**

That Agenda Item 20 be brought forward and taken after Agenda Item No. 7 ó the Former Railway Station Site

***WTC/220/09 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA***

Catherine Buckingham made 2 comments:

- (i) She said that she had submitted a bid for the Rectory Lane Garage and would eventually like to know the value of the highest bid submitted under the sealed bid process and also the name of the successful bidder.
- (ii) She did not think that a parking warden would solve the parking problems in Woodstock.

District Cllr Mrs J Dunsmore notified the Council that Berkley Homes are imminently about to put in a new planning application for 4 Oxford Street (former railway station site).

**WTC/221/09 COMMUNICATIONS**

The Mayor thanked Cllr Mrs A Grant for her help in preparation for the Mayor's Carols event. He asked all Cllrs to try and support this event.

**WTC/222/09 QUESTIONS**

None.

**WTC/223/09 THE FORMER RAILWAY STATION SITE**

The Council received and considered a paper by Cllr Mrs T Redpath about the planning appeal decision for 4 Oxford Street. Cllr Mrs T Redpath presented a proposal that consisted of 4 points. This was seconded by Cllr Mrs P Richardson and then discussed by Council. Cllr G Myatt proposed an amendment that the third point be removed but a seconder could not be found and so this amendment was not considered. Cllr T Gardiner proposed that an amendment that expenditure on fighting the proposed development be limited to £12,500 in total. Beyond that further WTC approval would be required. Cllr J Cooper seconded this proposal. Cllr Mrs T Redpath accepted this amendment to her proposal.

**RESOLVED**

That notwithstanding the recent decision of the Planning Inspector in regard to the planning appeal for 4 Oxford Street, Woodstock that

- Woodstock Town Council records its disappointment with a development that fails to recognise the previously recorded objections of the community.
- Woodstock Town Council engages in discussions with WODC and the developer to achieve an improved plan for the site.
- Such discussions to include support for the suggestion by the planning consultant, Huw Mellor to be retained to represent WTC in regard to the previous planning application of an option to develop the station building into workshops and leased to satisfy the need to provide local employment.
- The Council agrees to appoint Huw Mellor to assist with discussions on this and any other matters relating to a future planning application for this site.
- Such expenditure to be capped at £12,500 for the whole scheme.

District Cllr Mrs J Dunsmore said that she would be happy for this resolution to be forwarded to West Oxfordshire District Council.

The Mayor asked the Council to agree to bring Agenda Item No. 17 forward as these were Planning Applications of possible interest to the District Councillor.

**RESOLVED**

That the Planning Applications (Agenda Item 17) be brought forward and considered next.

**WTC/224/09 PLANNING MATTERS - APPLICATIONS**

(i) Ref: 09/1465/P/FP

Erection of rear ground and first floor extensions. Erection of replacement front porch.  
28 Hill Rise, Woodstock.

**RESOLVED**

That no objection be made to this planning application.

(ii) Ref: 09/1517/P/RFP

Conversion of house into two self contained flats and erection of pair of semi-detached dwellings with garages.

18 Hensington Close.

This planning application was discussed at some length. Cllr J Cooper reported that some protected species were present on the site and suggested that this be brought to the attention of West Oxfordshire District Council because under their policy NE15 they should thoroughly investigate the site. Cllr Mrs T Redpath thought that the site entrance was tight and the access route could be over-burdened by such a development on the site. Cllr J Cooper proposed that WTC object to this planning application. Cllr Mrs T Redpath seconded this proposal.

**RESOLVED** (7 Cllrs voted for this proposal, 5 against)

That WTC object to this planning application on the following grounds:

1. There are slow worms and other protected species present on the site.
2. The possible over-burdening of the site access.

Cllr Mrs J Dunsmore told the Council that the planning application for Garage Court, Harrisons Lane is being called to Committee.

***WTC/225/09 EXCLUSION OF THE PUBLIC AND PRESS***

Cllr A Gardiner proposed 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. This proposal was seconded by Cllr J Cooper.

**RESOLVED**

That the public be asked to temporarily withdraw from the meeting.

***WTC/226/09 PROPERTY WORKING GROUP***

The Council received and considered an oral report from Cllr Mrs V Edwards about the Rectory Lane garage. Cllr Edwards reported that the Council had been contacted by a resident who had participated in the sealed bid process. This resident asked that WTC reconsider accepting the highest bid offered in favour of a revised, higher bid from himself and his partner. Cllr Edwards proposed that this matter be considered closed and that the Council proceed with the sale as agreed in minute WTC/215/09 (i) at the Extraordinary Town Council Meeting on Tuesday 24<sup>th</sup> November 2009. This proposal was seconded by Cllr Mrs A Grant. This matter was discussed at some length and

**RESOLVED** (12 Cllrs voted for the proposal, the rest abstained)

That the Town Council proceed with the sale as previously agreed.

***WTC/227/09 2 AND 4 MARKET STREET***

a) 2 Market Street

A hardware company has already expressed an interest in possibly leasing this property. The owners of a laundrette have also made enquiries and so the Councils agent asked whether WTC would consider leasing the property as a laundrette. Cllr Mrs V Edwards outlined the work that is still required to be done in order for this property to be ready for the occupancy of a new tenant. This needs to be undertaken as a matter of some urgency. Several quotes have already been obtained. Cllr Mrs V Edwards proposed that approval be given for the health and safety and legal requirements to be met, for the required re-wiring and damp proofing to go ahead and for the Clerk to investigate whether the laundrette would include a dry cleaners and whether it would have any special requirements such as 3-phase electricity. Cllr B Yoxall seconded this proposal.

## **RESOLVED**

That approval be given for:

- (i) The Clerk to find out more about the option for a laundrette from the agent.
- (ii) Energy Audits and asbestos surveys to be undertaken for 2 and 4 Market Street and 24 Market Place.
- (iii) A damp proofer (recommended by the agent) to be asked to carry out the required work at No 2 as detailed in their quotation.
- (iv) An electrician to be appointed to undertake the rewiring requirements at No. 2.
- (v) The back gate to be replaced.

### **b) 4 Market Street**

Cllrs B Yoxall, P Jay and Mrs E Jay declared Personal Interests in Agenda Item No. 8: 4 Market Street, as they are each acquainted with the tenants.

The tenancy of No 4 Market Street should be completed forthwith. A representative from the gas board visited the property with the Town Clerk, the builder and the prospective tenant and the site for the new gas meter was agreed. British Gas is now arranging for the meter to be installed. Mr Greatbatch has undertaken some health and safety work for the Council relating to the cellar. Mr Greatbatch has submitted an invoice for a percentage of the work on the heating installation that has been completed to date and the Clerk recommended that this be paid. Cllr Mrs V Edwards proposed that this be agreed and Cllr B Yoxall seconded this proposal.

## **RESOLVED**

That Mr Greatbatch be paid something for the work undertaken to date as the delay in the completion of the central heating installation is beyond his control.

### ***WTC/228/09    PARK STREET ROOF***

The Council received an oral update from Cllr Mrs V Edwards. Work is progressing on the tendering exercise. The Clerk has sent the Council's Financial regulations to Carter Jonas. Cllr Mrs E Jay asked that the Clerk be formally thanked for the work undertaken to date.

### ***WTC/229/09    REPORT OF THE RESPONSIBLE FINANCIAL OFFICER 2009***

#### **(i) Final Budget Papers 2010/11**

Papers showing the final version of the Council's budget for the year 2010/11 as approved by the Council on 24 November 2009 were received and considered.

## **RESOLVED**

That the budget for the year 2010/11 be received and approved as in the final papers.

#### **(ii) Bank Mandates**

The existing signatories on the bank mandates were confirmed. The Clerk recommended that two of the former Mayors be added as signatories as they are both usually available during the day

## **RESOLVED**

That Cllrs C Carritt and Cllr Mrs P Richardson be added as signatories to the Bank Account.

#### **(iii) Bank Reconciliation and Detailed Income & Expenditure Statements for November 2009**

The Council received and considered the bank reconciliation and an up-to-date receipts and payments report.

## **RESOLVED**

That the bank reconciliation and up to date receipts and payments report be received and approved.

**WTC/230/09 SEALING OF DOCUMENTS**

None.

**WTC/231/09 MEETINGS OF COMMITTEE AND SUB-COMMITTEE**

(a) Environment Working Group.

The Minutes of the meeting of the Environment Working Group held on Tuesday 17 November 2009 were received and considered.

(b) Woodstock@900 Committee.

(i) Minutes

The Minutes of the meeting of the Committee held on 24 November 2009 were received and considered. The Mayor reported that there were now three signatories for the Woodstock@900 legacy fund bank account, Cllr B Yoxall having been added. The Mayor explained that this action had not required a Council resolution because the fund is not a council entity.

(ii) Proposal by Cllr B Yoxall

Cllr B Yoxall proposed that Woodstock Town Council fully supports the actions of the Mayor in setting up a Legacy Fund for the purpose of funding a benevolent project, of which the financial contribution of £10,000 from Point Productions Ltd is part, but wishes to defer allocating such finance to any specific project (s) until such a time as the full extent of the fund is clear. This proposal was seconded by Cllr G Myatt.

This proposal was discussed at some length. The Clerk will approach OALC in order to ensure that the file contains copies of any correspondence with that body relating to the fund. Some Cllrs suggested that voting on this proposal be postponed until a later date but the Mayor said that he considered Cllr B Yoxall's proposal a vote of confidence and that he could not carry on without the support and trust of the council. He said that he would resign at once if the motion were not supported. Cllr C Carritt proposed that Cllr Yoxall's motion be now put to a vote. This proposal was seconded by Cllr T Gardiner and approved. Cllr Yoxall's motion was then put. A Member called for a Named Vote, the result of which was as follows:

FOR: Cllrs B Yoxall, Mrs E Jay, G Myatt, J Cooper, Mrs P Richardson, Mrs E Stokes, C Carritt, T Gardiner, P Jay (9).

AGAINST: Cllrs A Glee, I Thomas, Mrs T Redpath, P Redpath, Mrs V Edwards (5)

ABSTAINED: Cllrs Mrs A Grant (1)

**RESOLVED**

That the Council fully support the actions of the Mayor in setting up the Legacy Fund for the purpose of funding a benevolent project, of which the financial contribution of £10,000 from Point Productions Ltd is part but wishes to defer allocating finances to any specific project (s) until such a time as the full extent of the fund is clear.

**WTC/232/09 COMMUNITY WOODLAND PROPOSAL**

The Council received and considered a report from Cllr C Carritt about a proposal for a Community Woodland as part of the Woodstock@900 celebrations in 2010. Cllr C Carritt proposed that the Woodlands Group be asked to work up a proposal for planting with the Blenheim Estate Office and bring this back to Council for consideration. This proposal was seconded by Cllr Mrs P Richardson.

**RESOLVED** (10 Cllrs voted for, 1 against)

That the Woodlands Group will develop a proposal for a Community Woodland with the Blenheim Estate office for consideration by the Town Council.

**WTC/233/09 OLD WOODSTOCK TOWN FOOTBALL CLUB**

The Council received and considered an oral report from the Mayor. Discussions have continued and there have been no new public attacks on the council. Assurance has been received that past comments on the Deputy Mayor and Councillor Mrs A Grant had not been intended to impugn their integrity. The Town Council has received a letter from the local Rosemary Conley diet and fitness club representative in which she outlined how parking problems in New Road are affecting her members. It is hoped that the Town Council will be in a position to respond to the concerns raised in this letter soon.

**WTC/234/09 COMMUNITY CENTRE**

The Council received and considered a letter from The Marlborough School. The Clerk will thank the school for the recent letter and make them aware that the Council has noted the content and looks forward to a continued close relationship during 2010.

**WTC/235/09 YOUTH CLUB**

The Council received and considered an oral report from the Mayor. A meeting has been sought with the Youth Club by the Town Council to explore whether a way of developing the Club and the Community Centre could be identified to their mutual satisfaction.

**WTC/236/09 CIVIC ANNOUNCEMENTS**

a) Christmas opening hours

The Clerk presented to the Council a list of the Town Hall office opening hours during the Festive Season. These will be displayed on the front door of the Town Hall.

b) The Public Catalogue Foundation ó Oil Paintings in Public Ownership

The Town Council has been given two copies of this beautiful publication. The Mayor proposed that one copy be put on display in the Mayor's Parlour and that the other copy be donated to the library. This proposal was seconded by Cllr G Myatt.

**RESOLVED**

That the Clerk write and thank the donor for the publication, arrange for one copy to be passed to the Woodstock Library and for the other to be put on display in the Mayor's Parlour

**WTC/237/09 PROPERTY MATTERS**

The Council received and considered an oral report from the Town Clerk on other property matters.

a) Locksmith to undertake work at the Town Hall

The Town Clerk recommended that a quote be accepted for work in the Town Hall (subject to fire regulations). Cllr C Carritt asked that a lock also be fitted to the door that accesses the roof space.

**RESOLVED**

That the Locksmith be asked to come and carry out work at the Town Hall.

b) Letter from The Orders of St John Care Trust

The Council received and considered a letter from The Orders of St John Care Trust asking for a letter approving the use of the Community Centre in the case of an emergency to be updated.

**RESOLVED**

That the Clerk writes to the Manager of the Spencer Court Residential Home to confirm that they can use the Community Centre in the event of an emergency at Spencer Court requiring an evacuation of residents.

**WTC/238/09 STAFFING AT THE COMMUNITY CENTRE**

The Council received and considered a report from the Town Clerk about the staffing at the Community Centre. To comply with The Employment Equality (Age) Regulations 2006 Mr Oliver was asked whether he wished to continue working for the Town Council. Mr Oliver has confirmed that he wishes to do so but that his employment is reviewed annually. The Clerk recommended that Mr Oliver be retained for the coming year.

**RESOLVED**

That the Clerk notifies Mr Oliver that his employment by the Town Council has been confirmed for 2010.

The meeting rose at 10.20pm.

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