

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 10 FEBRUARY 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 Mrs A Grant
Cllr A Glees	Cllr G Myatt
Cllr E Poskitt	Cllr P Redpath
Cllr Mrs T Redpath	Cllr Mrs P Richardson
Cllr B Yoxall	

ALSO IN ATTENDANCE:

County Cllr I Hudspeth, District Cllr Mrs J Dunsmore, Mr G Walters (Woodstock and Bladon News) and one members of the public.

WTC/288/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs E Jay, Mrs E Stokes and I Thomas.

WTC/289/08 DECLARATIONS OF INTEREST

Cllrs Mrs V Edwards, Mrs E Jay and P Jay declared Prejudicial Interests in Agenda Item No. 9(a), Banbury Road Exception Site, as they were Garden Tenants of the Blenheim Estate.

Cllr P Redpath declared a Personal Interest in Agenda item no. 11, Environmental Matters – Green Gym Programme and Funding, as he was a member of the Green Gym.

WTC/290/08 MINUTES

The Minutes of the meeting of the Town Council held on Tuesday 13 January 2009 were received and signed as a correct record, subject to the addition of the words “of 12 November 2008” after the word “letter” in Minute WTC/272/08 (b) Planning – Banbury Road Exception Site.

WTC/291/08 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

County Cllr I Hudspeth arrived late for the meeting, but in anticipation of this he had submitted a written report in advance of the meeting.

District Cllr Mrs J Dunsmore reported on recent steps that had been taken by the Police to combat vandalism in the town, the trial of nets on black boxes, and the decision taken by the Uplands Planning Committee with regard to the Youngs Garage site application. She confirmed that incidents of vandalism in Park Lane were being monitored and agreed to find out why District Council manual staff no longer assisted with snow clearance.

WTC/292/08 COMMUNICATIONS

The Mayor, Cllr P Jay reported that he was nominating Mr Chris Oliver for a High Sheriff's Award 2009, in recognition of his work for the Youth Club.

WTC/293/08 QUESTIONS

Cllr Mrs A Grant to the Town Mayor

Questions asked by Cllr Mrs A Grant, the comments from the Town Clerk, and the replies given by the Mayor are set out as an Appendix to these Minutes.

WTC/294/08 **TRAFFIC CHAOS ASSOCIATED WITH GAME FAIR**

The Council received and considered copies of the report which has been published following the review of the 2008 Game Fair by the West Oxfordshire Safety Advisory Group. Cllr A Glees reported orally on the outcome of the meeting.

It was noted that the Game Fair would probably come back to Blenheim in 2012. It was suggested that it was a failure to have all of the car parks on the south side of the venue and that more thought should be given to rail/bus links. Any decision to licence the 2012 event should be taken by the District Council's Licensing Committee rather than the Safety Advisory Group.

Members agreed that the Council still needed to see the report issued by Bournemouth University which set out the economic benefits of the Game Fair. It was noted that the investigation by SAG had focussed on the impact on the Blenheim venue and the immediate access to it, whereas the main problem had been County wide.

Cllr Glees Proposed, seconded by Cllr T Gardiner

“That WTC takes note of the ‘Review of CLA Game Fair 2008’ published on 27 January 2009;

That WTC considers that this 25 page review makes a number of interesting and useful observations in the event of the Game Fair returning to Blenheim or any other national event being held there; it applauds all efforts taken by the organizers to work most closely with WTC in the future for the general good as well as the good of the organizers;

That WTC is glad that any future event of this kind will attract the full involvement of Thames Valley Police;

That WTC learns with interest of the claim that the Game Fair boosted the area's economy by £54.9m, with £13.2m being brought in locally (but regrets that the evidence on which this assertion is based is not provided within the Review and that it is not clear whether this figure includes a deduction made for the cost of disruption);

That WTC most readily accepts the apology offered within the Review but regrets that the SAG itself is only implicitly involved in it, rather than explicitly, since WTC is of the view that the primary responsibility to manage the traffic, particularly on 25 July 2008, was the SAG's (the Review states that 'the CLA, Blenheim Palace and 'the responsible public authorities apologise for the disruption caused' and whilst suggesting that 'various factors beyond anyone's control contributed to the disruption, clearly there are lessons to be learned from the experience in 2008, particularly relating to traffic management'). Obviously, the SAG is a 'responsible public authority' and therefore by implication the SAG has issued an apology;

That WTC regrets that the Review does not reflect on a number of issues:

- i. WTC's belief that SAG should not have been able to conduct a review into its own licensing activity;
- ii. WTC's belief that the SAG was not the right body to oversee the licensing arrangements of an event such as the Game Fair because of its format as an administrative rather than a politically responsible body;
- iii. That lessons could have been learned from the traffic chaos of a similar kind that had been caused when the Game Fair was held at Blenheim in 2004.

iv. That the Review fails to identify a clear, precise and detailed strategy for avoiding similar traffic chaos in the future.

v. That WTC continues to strongly endorse the line taken by the Mayor in his letter to the Leader of WODC Cllr Barry Norman of 14 January 2009”

The Proposal was put to the meeting and was adopted by ten votes to nil. A Member called for a Named Vote, the outcome of which was as follows:

FOR	AGAINST	ABSTAINED
Cllr P Jay		Cllr B Yoxall
Cllr T Gardiner		Cllr Mrs P Richardson
Cllr J Cooper		Cllr C Carritt
Cllr Mrs V Edwards		
Cllr A Glees		
Cllr Mrs A Grant		
Cllr G Myatt		
Cllr E Poskitt		
Cllr P Redpath		
Cllr Mrs T Redpath		
TOTALS		
10	0	3

The Council received a letter dated 2 February 2009 from Cllr Barry Norton, Leader of West Oxfordshire District Council, together with an interim reply from the Mayor, Cllr Peter Jay.

RESOLVED

That the Proposal, as set out above, be adopted.

WTC/295/08 VANDALISM

(a) Neighbourhood Action Group

Further to consideration of this matter at the last meeting of the Council it was

RESOLVED

that Cllr C Carritt be appointed to attend the meeting of NAG on 25 February 2009, and that he be appointed as the Town Council's representative on that body..

(b) Action on Return Visit from Thames Valley Police

The Council received a report from Cllr C Carritt regarding a meeting which he and Cllr Glees were arranging with the Police on those issues regarding vandalism which were not being covered by NAG.

Cllr Carritt Proposed, seconded by Cllr Mrs P Richardson

That the Town Council formally supports a review of the licensing hours in the town and opposes any future applications for late night drinking beyond 11.30pm.

County Cllr I Hudspeth pointed out that under the terms of the Licensing Act it was not possible to take a decision that there would be no extended licensing hours in a town. The Council agreed that this should be regarded as the Town Council's policy on the matter and that each application should be opposed in line with that. The Proposal was put to the meeting and was adopted nem con.

It was further Proposed by Cllr Carritt, seconded by Cllr Glees

That the Town Council authorises up to £1000 to be spent on legal advice and representation at any licensing hearing into the extension or review of licensing hours in Woodstock.

In the light of the expenditure implications of this proposal, it stood adjourned until the next meeting of Council.

The Council also received and considered a paper prepared by Mr Stan Scott.

RESOLVED

- (a) That the Town Council formally supports a review of the licensing hours in the town and opposes any future applications for late night drinking beyond 11.30pm;
- (b) That, in accordance with Standing Order 39, the proposal regarding expenditure on legal advice etc stand adjourned until the next meeting of the Council.

WTC/296/08 YOUNG'S GARAGE SITE – PROPOSED DEVELOPMENT

It was confirmed that, in accordance with the delegated authority granted at the last meeting of the Council, Mr Steven Sensecall has been appointed as planning consultant to represent this Council in respect of the Young's garage site application(s) at a maximum cost of £1,500.

The Council thanked Cllr Mrs T Redpath for the submission of a report which summarised the current situation.

RESOLVED

That enquiries be made as to the expenses that have already been incurred in employing Mr Sensecall.

WTC/297/08 EXCLUSION OF THE PUBLIC AND PRESS

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/298/08 STAFF CHANGES

The Mayor reported that a member of staff had submitted their resignation and arrangements were agreed for seeking a replacement.

WTC/299/08 PROPERTY WORKING PARTY

- (a) Minutes of the meeting of the Working Party held on Tuesday 27 January 2009

The Council received and considered the Minutes of the meeting of the Property Working Party held on 27 January 2009 and other documents and agreed further action.

- (b) Report from the Responsible Financial Officer

The Town Council had considered part of the report of the RFO on Tenders re Park Street roof under (a) above. The Council now considered the VAT aspect of this matter and it was

RESOLVED (By seven votes to two)

That this matter be considered by the Finance Committee at its meeting on 24 February 2009, with professional advice having been obtained by the RFO as proposed in his report.

WTC/300/08 PROPERTY MATTERS

The Council received and noted a report from the Responsible Financial Officer.

The meeting then went back in to Open Session.

WTC/301/08 PROPERTY QUINQUENIAL REVIEW

The Council received and noted a report from the CMfP.

WTC/302/08 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – FEBRUARY 2009

The Council received and considered the report of the Responsible Financial Officer.

(a) List of Payments for January 2009

RESOLVED

that the list of payments made in the month of January 2009 and amounting to £14,527.95 be received and approved;

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

RESOLVED

That the Bank Reconciliation Statements (2) for January 2009 be received and noted.

(c) Summary and Detailed Income and Expenditure Statements for January 2009

RESOLVED

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

WTC/303/08 SEALING OF DOCUMENTS

None.

WTC/304/08 PLANNING APPLICATION

Ref: 08/1355/P/FP (Amended Plans)

Construction of 68 dwellings, access road, parking facilities, landscaping & associated ancillary development.

Land at The Holding and East of Marlborough School, Shipton Road

JA Pye (Oxford) Ltd.

Decision: (By nine votes to three)

That the Town Council re-affirms its support for this application and asks that particular attention be paid to the junction of the A4095 and the Shipton Road.

The Council also noted the need for a gateway through from the Marlborough School.

WTC/305/08 COUNCILLOR COMMUNICATIONS WITH THE TOWN HALL

Further to one of the questions asked by Cllr Mrs Grant (Minute No. WTC/293/08 refers), Members considered the situation with regard to visits to the Town Hall by Members of the Council. Cllr P Redpath, the CMfE, made a personal statement to the effect that, contrary to the comment made by the Town Clerk, he always made an appointment before visiting the offices.

RESOLVED

- (a) that Members shall respect the 2006 decision regarding making appointments to meet with the Town Clerk;
- (b) that normally visits to the Town Clerk, other than for duly summoned meetings, shall be kept to a maximum of one a week duly appointed;
- (c) that Members shall normally communicate between meetings by email;
- (d) that Members shall phone the Town Clerk at home only in exceptional circumstances and, at weekends, only after first checking with the Mayor.

WTC/306/08 ANNUAL TOWN MEETING

RESOLVED

That the Annual Town Meeting 2009 shall concentrate on the activities of the Town Council, with reports being presented by the Mayor, Committee Chairmen, Members with Special Responsibilities, and Members who have been given lead roles on specific issues.

WTC/307/08 COMMUNICATIONS SUB-COMMITTEE

The Council received and noted the Minutes of the meeting of the Communications Sub-Committee held on Tuesday 27 January 2009.

WTC/308/08 NEWSLETTER

The Council was advised of the progress being made towards the completion of the latest Newsletter. Members were invited to participate in the distribution of newsletters around the town.

WTC/309/08 OXFORD AIRPORT CONSULTATIVE COMMITTEE

The Council received a report from Cllr T Gardiner on the proceedings of a meeting of the Oxford Airport Consultative Committee held on 21 January 2009.

WTC/310/08 BOWLS AND TENNIS CLUB LEASE

It was reported that the lease between the Town Council and the Bowls and Tennis Club expired on 31 December 2009. The Trustees and the Club wished to renew the lease for a further term. They believed that a number of Heads of Terms contained in the current lease required consideration and discussion.

RESOLVED

that Cllrs Gardiner, Poskitt, P Redpath and Mrs P Richardson be appointed to meet with the Trustees and Club Management representatives to hear what the Club proposed and to report back to the Council.

WTC/311/08 RIVER GLYME AND UNESCO – FISA CLEAN WATER PROGRAMME

The Council received and accepted a report from Cllr P Redpath on the situation with regard to the clearance of the grills on the River Glyme adjacent to the Black Prince Public House. It was noted that

a meeting was being arranged with the Environment Agency, the County Council and Blenheim Estate regarding this matter and Cllr C Carritt indicated his wish to attend the meeting.

WTC/312/08 **SUSPENSION OF STANDING ORDER 1(b)**

RESOLVED

That Standing Order 1(b) be suspended in order that the meeting can continue for a further fifteen minutes.

WTC/313/08 **SAFETY TESTING OF HEADSTONES, HENSINGTON ROAD AND GREEN LANE CEMETERIES**

This matter was withdrawn from the Agenda.

WTC/314/08 **APPLICATIONS FOR INSTALLATION OF BENCH SEATS AT GREEN LANE CEMETERY**

The Council received and considered a report from the Town Clerk regarding two applications which had been received for the installation of bench seats at Green Lane cemetery.

RESOLVED

- (a) that the previous decision to permit the installation of a bench seat by Mrs Morton be re-affirmed;
- (b) that the application by Mr D Cooper be regretfully declined.

WTC/315/08 **RISK ASSESSMENTS**

It was reported that the Town Clerk had undertaken risk assessments with the Chairmen of Mayors, Finance and Strategy Committees, the CMfP and the CMfE. A report setting out the result of the risk assessments was received and considered.

RESOLVED

That the outcome of the risk assessments for the 2008/09 year be noted.

WTC/316/08 **PURCHASE OF RBS SOFTWARE**

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

RESOLVED (By ten votes to one)

That the purchase of a halls booking package from RBS at a cost of £1,000 plus £375 for a day's training, plus mileage at 0.30p per mile and a support contract for a second year costing £100 be approved.

WTC/317/08 **ROAD NAMES FOR NEW DEVELOPMENTS**

Fred Corrieri, the District Council's Street Naming and Numbering Officer, has asked whether the Town Council could let him have a list of new road names to facilitate the efficient processing and establishing of potential new development addresses in the Town. A few (two or three) would do to start with. This information would enable him to agree and establish a name with the developer immediately instead of waiting for a monthly Town Council meeting to confirm an address. This was also a double check to ensure that there would be no duplications or similarities in naming a road in the area.

RESOLVED

That Honorary Townsman Robert Edwards be invited to suggest street names for Woodstock for consideration at the next meeting of the Town Council.

WTC/318/08 WOODSTOCK FAIR TRADE

The Town Council has previously resolved to support the principles of Fair Trade. A Fair Trade group was set up and three Town Councillors and one of the District Councillors are members of the group. They have promoted the ideas of Fair Trade and encouraged businesses in the town to source products with Fair Trade principles in mind. They have raised the profile of the campaign with two coffee mornings in the Mayor's Parlour in the town hall (both timed to coincide with Farmers Market days).

It was reported that "Fair Trade Fortnight" was to take place at the end of February, beginning of March. The Woodstock Fair Trade Group wished to have a coffee morning in the Mayor's Parlour on 7th March (Farmer's Market day). The Town Mayor had given his consent to the use of the Mayor's Parlour for this function. Since the Council supported Fair Trade through its resolution in Council, the Group had requested to have the room free of charge. The Fair Trade Group had no funds or bank account to draw on and the proceeds of the coffee morning would go to an international development charity.

RESOLVED

- (a) that no charge be made for the use of the Mayor's Parlour for the Fair Trade event;
- (b) that a draft policy regarding free use of the Mayor's Parlour be presented to Council for consideration.

WTC/319/08 CIVIC ANNOUNCEMENTS

None

WTC/320/08 REPOINTING AND OTHER STONEMASONRY, HENSINGTON ROAD CEMETERY

Quotations had been received from the following companies for repointing and other stonemasonry to be carried out to the front and west walls of the Hensington Road Cemetery. OG Stonemasonry had not responded to the invitation to quote.

Firms (In alphabetical order)
Greatbatch and Sons; Michael James Design; Joslins.

Quotations (In Ascending Order)
Front Boundary Wall: £1,305 or £1,405; £2,490; £8,177
West Side Boundary Wall: £735; £1,750; £3,500.

The Council agreed that the lowest tender for the works to the front boundary wall should not be accepted as it was not clear whether all of the intended work was included.

RESOLVED

That the tenders submitted by Greatbatch and Sons in the sums of £2,490 and £735 respectively be accepted.

The meeting rose at 10.45pm.

Signed Date