

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 08 MARCH 2011  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr J Cooper (Town Mayor)	Cllr Mrs V Edwards (Deputy Mayor)
Cllr C Carritt	Cllr E Poskitt
Cllr Mrs J Dunsmore	Cllr T Gardiner
Cllr A Glees	Cllr Mrs L Glees
Cllr Mrs A Grant	Cllr Mrs E Jay
Cllr P Jay	Cllr P Redpath
Cllr Mrs T Redpath	Cllr Mrs P Richardson
Cllr Mrs E Stokes	

**ALSO IN ATTENDANCE:**

Four members of the public and County Cllr I Hudspeth.

**WTC/264/10 APOLOGIES FOR ABSENCE**

None.

**WTC/265/10 MINUTES SILENCE**

The Mayor notified Cllrs of the recent death of Mrs Julie Millar, first Mayor of Woodstock Town Council (in 1974). A minutes silence was held as a mark of respect.

**WTC/266/10 DECLARATIONS OF INTEREST**

Cllr Mrs V Edwards declared a prejudicial interest in Agenda Item 11 'Oxfordshire Fast Broadband Provision'. OCC has announced that it will be promoting the use of WiFi and she is a Director of a company involved in the provision of WiFi.

**WTC/267/10 VACANCY FOR A TOWN COUNCILLOR**

The Mayor reported that he had received the resignation of Cllr I Thomas. He thanked Mr Thomas for his work on WTC and wished him all the best for the future.

**WTC/268/10 TO APPROVE THE MINUTES OF:**

The Minutes of the Meeting of the Town Council held on Tuesday 8<sup>th</sup> February 2011 were approved and signed as a correct record subject to the following amendments:

WTC/242/10 Motions Presented to Council: Fourth paragraph, first sentence. The reference to Cllr A Glees was amended to read Cllr P Redpath and the words 'seconded by Cllr C Carritt' were inserted between 'proposed' and 'that'.

WTC/245/10 (a) Former Railway Station Building. The references to 'Berkley Homes' were amended to read 'Berkeley Homes'.

WTC/251/10 Woodstock Speed Limits. The references to 'Curwood Close' were amended to read 'Kerwood Close'.

WTC/252/10 Exclusion of the Public and Press. '(6)' was inserted at the end of the line that recorded which Cllrs voted against the motion.

The Minutes of the Extraordinary Meeting of the Town Council held on Tuesday 22<sup>nd</sup> February 2011 were approved and signed as a correct record subject to the following amendments:

WTC/260/10 Motions Presented to Council. Motion (b).In the named vote the reference to ‘P Carritt’ in the line that recorded Cllrs who voted for the motion, was amended to read ‘P Redpath’.

WTC/262/10 Property Matters (i) 8 Park Street. The following wording was inserted so that the minute now reads ‘Discussion followed regarding the costs involved and Cllr Poskitt suggested using the £8.8k budget with the remaining sum taken from the emergency fund. Some Cllrs protested that there were insufficient council funds to meet this tender and were unhappy with the comments contained in the tabled paper produced by Carter Jonas’. The resolution was amended as follows: ‘That WTC employ WT Harris as recommended by Carter Jonas to undertake the refurbishment work at 8 Park Street to the sum of up to £17,074 plus agents fees and VAT.’

The Council thanked the Deputy Clerk for producing the minutes for this meeting.

**WTC/269/10 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

(i) ‘Woodstock Town Council Communication and Representation’  
Mr S Parnes utilised the public participation session to address the council on the subject of ‘Woodstock Town Council Communication and Representation’.

(ii) March Report from County Councillor Ian Hudspeth  
Cllr I Hudspeth reported that, because new information has been received about the Country Landowners Association’s (CLA) Game Fair in July, an additional meeting of the WODC Licensing Committee has been proposed. He would like this meeting to include members of the Safety Advisory Group (SAG). The CLA organisers are going to undertake a ‘table top’ exercise relating to the event and will be inviting members of the Licensing Committee to the run-through. Cllr P Jay told Cllrs that the plans for the Game Fair will also be brought before the Local Area Police Board and said that he looked forward to WTC’s concerns being represented at these meetings. Cllr A Glee advised the Council that he will attend a meeting, scheduled to take place on 29<sup>th</sup> March (date to be confirmed), about the Game Fair. He is unable to attend the ‘table top’ exercise at 9am on Thursday 7<sup>th</sup> April but suggested that another Cllr might like to do so instead.

Cllr I Hudspeth reported that he had attended a seminar about the Cotswold Railway Line. The problem of parking at Hanborough Railway Station was discussed and positive messages came out of the meeting and also several suggestions. A company that may be able to offer land for car parking at this station has yet to be consulted by OCC. Cllr Mrs E Jay said that she had also been at this meeting and reported that the line will be no good for freight trains due to height restrictions at certain points along the route.

Cllr Hudspeth notified WTC that the Household Recycling Plant Consultation is currently available on the OCC web site.

**WTC/270/10 COMMUNICATIONS**  
None

**WTC/271/10 QUESTIONS**  
None

**WTC/272/10 MOTIONS PRESENTED TO COUNCIL**

None.

**WTC/273/10 FINANCIAL ISSUES**

- (i) To receive the list of Payments for February 2011  
The Mayor proposed that the list of payments made in the month of February 2011 amounting to £9,165.28 be received and approved. The Deputy Mayor seconded this proposal.

**RESOLVED**

That the list of payments made in the month of February 2011 amounting to £9,165.28 is approved

- (ii) To receive the Bank Reconciliation Statements for February 2011  
The Council received and considered the bank Reconciliation Statements for February 2011.

- (iii) To receive the Summary and Detailed Income & Expenditure Statements for February 2011  
The Summary and Detailed Income and Expenditure Statements for February 2011 were received and considered. Cllr Mrs J Dunsmore asked for a summary statement about the 2010 Christmas Lights that outlines the financial position and explains where the surplus money for Christmas Lights in 2011 appears in the 2011/12 budget. The Clerk said that she would arrange for this to be produced.

**RESOLVED**

That a report providing information about the Christmas Lights finances will be prepared for Cllrs.

- (iv) Internal Controls  
(a) Bank Reconciliations  
Members have completed the check on 'Bank Reconciliation'. They recommended that a disposition of funds statement be prepared quarterly that lists the balances in all accounts connected with WTC and that the first statement be available at the April meeting.

**RESOLVED**

That quarterly statements detailing the disposition of funds connected with WTC be produced and that the first one will be available at the April WTC meeting.

- (b) Year-end Procedures  
It was noted that members have completed the 'Year-end Procedures' and that the current arrangements are satisfactory

**WTC/274/10 PLANNING MATTERS**

- (i) Planning Applications  
(a) Ref: 11/0275/P/FP  
First floor rear extension.  
89 Oxford Street, Woodstock

The Council discussed several issues associated with the current application.

**RESOLVED**

That WTC objects to this planning application on the basis that it is an overdevelopment of the site that is a listed building in a conservation area and falls foul of policy Building and Environment B9 and the proposed materials are not in sympathy with the next door World Heritage Site.

(ii) Local Planning Development Framework (LDF) – Draft Core Strategy Consultation

A report by WTC's planning consultant Kemp and Kemp was received and considered. Discussion followed. Cllr P Jay proposed that WTC respond to the WODC LDF consultation noting that the housing numbers and distribution strategy for the central Oxfordshire sub-region contained in the previous government's Regional Spatial Strategies remains in force at present and saying that WTC considers that:

a) Development in the south-east should be ruled out both because of the powerful objections of the inspector following the recent enquiry and because of the strong and widespread local opposition to such a development;

b) Development on what Woodstock knows as the recreation ground, currently used by the football club, should also be ruled out, whether or not an alternative site can be found for the football club, because it is an essential unspoilt green area in the heart of Woodstock, whose development would be deeply offensive to local feeling;

c) The Young's Garage Site, especially now that, as strongly recommended by this council, planning permission has been given for 34 new units, is the complete and sufficient solution to the challenge of Woodstock's contribution to the district's housing strategy, even supposing that the RSS numbers continue to be imposed on the district by law.

This motion was seconded by Cllr Mrs T Redpath.

**RESOLVED (Unanimous)**

That WTC will send the motion proposed by Cllr P Jay (as detailed above) and seconded by Cllr Mrs T Redpath in response to the current WODC LDF consultation.

(iii) The Former Railway Station

WODC has approved the revised planning application received from Berkeley Homes relating to the Former Railway Station. WTC had supported this scheme. WTC and residents were congratulated by the planning committee for achieving a scheme that suited the Town. The planners will include a clause to ensure that an enduring condition is included about the provision of workshops. It was noted that WTC need take no further action about the 'Stopping Up order' at present. The Mayor proposed that WTC thank Cllr Mrs T Redpath for her work on this matter and also Mr Huw Mellor from Kemp and Kemp. This motion was seconded by Cllr T Gardiner

**RESOLVED** (Unanimous – Cllr Mrs T Redpath did not vote)  
That WTC thanks Cllr Mrs T Redpath for her work on this matter and that the Clerk will prepare a thank you letter to Mr Huw Mellor, from Kemp and Kemp, which will be signed by the Mayor.

- (iv) Oxfordshire's Household Waste Recycling Centres  
The current consultation was noted. Cllr P Redpath asked whether the consultation was about the sites or their use and was advised By Cllr I Hudspeth that it included both. Discussion followed. The Langford Lane Waste Recycling Centre proposals were of particular interest to Cllrs.

**RESOLVED**  
That the consultation be noted and that WTC make no comment.

***WTC/275/10 OXFORDSHIRE FAST BROADBAND PROVISION***

Cllr Mrs V Edwards declared a prejudicial interest because the OCC broadband project has recently been extended to include WiFi and she is a director of a company that works in this field. Because she now has a prejudicial interest in this matter she has withdrawn her offer of help to Cllr C Carritt on this project. Cllr C Carritt reported that a county wide conference about the provision of fast broadband had taken place and that the county council is very hopeful that a much faster speed can be achieved.

***WTC/276/10 LEGACY FUND***

The council received and noted a paper prepared by Cllr P Jay and the Clerk/RFO that summarised the background and status of the Legacy Fund in response to a request from Cllr Mrs J Dunsmore. Cllr Mrs J Dunsmore thanked them for this paper and discussion followed. It was noted that the Town Council will decide what the money should be used for but by the Legacy Fund constitution it must be “for a project which is manifestly designed to provide a lasting benefit to the people of Woodstock”. There will be a meeting of the Legacy Fund Trustees on 22<sup>nd</sup> March 2011. Nat West will be asked to issue a statement that shows all activity on the Legacy Account since it was opened in 2009. The Deputy Mayor is currently researching grant funding opportunities that might be available for the Community Centre re-modelling. She agreed to investigate possible grants that might be applied for and combined with the money already in the Legacy Fund for a project that would provide a lasting benefit to the people of the Town.

***WTC/277/10 BOWSER DISPOSAL***

Cllr Mrs P Richardson gave an oral report about the water bowser that is currently stored in the Community Centre garage. This was purchased some years ago, has not been used in recent years and at some point the pump was broken and is now missing. Cllr Mrs P Richardson had hoped to receive offers for this item of equipment from several local contractors but none had been received. The Community Wood Team was recently approached to see if it would be of use to them but it is not. The Council has received one offer of £150 (the buyer will need buy a new pump - £180). Cllr Mrs P Richardson proposed that this offer be accepted and Cllr Mrs J Dunsmore seconded this motion.

**RESOLVED** (11 votes for, 1 against and 3 abstentions)  
That WTC will sell the water bowser for £150.

**WTC/278/10** ***MEETINGS OF COMMITTEES & SUB-COMMITTEES***

***Finance Committee***

The council received and considered the minutes of the Finance Committee that took place on Tuesday 22<sup>nd</sup> February 2011. At this meeting the committee reviewed a paper from the Finance Assistant that proposed an investment strategy. The finance committee recommends that WTC agrees that the RFO and Finance Assistant investigate the best rates of interest currently available for an investment of £50k.

**RESOLVED**

That the RFO and Finance Assistant will investigate the best rates of interest currently available for an investment of £50k.

It was noted that the finance committee has asked the Chairman of the finance committee, RFO and Finance Assistant in the light of the council's decisions on 22<sup>nd</sup> February 2011 on the management and maintenance of Council property to review the council's Standing Orders and Financial Regulations and present recommendations for any amendments to Finance Committee at its next meeting.

The finance committee presented a simplified version of the BIGPIC spreadsheet and recommended that this was used from now on. Some Cllrs asked for time to review this document. It was proposed that this item be carried forward to the April Town Council meeting and included under 'Financial Matters'.

**RESOLVED**

That the simplified version of the BIGPIC spreadsheet presented to the Council will be considered at the April Town Council meeting.

The proposed finance timetable for 2011 was received and noted. An item to review the Christmas Lights for 2011 was added to the list of matters that need to be addressed at the July 2011 finance meeting.

**WTC/279/10** ***EXCLUSION OF THE PUBLIC AND PRESS***

The Mayor 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 the Deputy Mayor.

**RESOLVED**

That the public should be excluded for agenda item 15: Property Update.

**WTC/280/10** ***PROPERTY UPDATE***

The Council Member for Property gave a brief report about recent activities relating to the Council's property. It was noted that work on the refurbishment of 8 Park Street will begin on March 14<sup>th</sup> and is expected to take approximately five weeks.

The need for some of the cobbles in the alleyway beside the Town Hall was discussed. Cllr Carritt said that this is job that requires to be done in a particular way and not something that a general builder could undertake. He agreed to liaise with OCC to see whether their contractor could reset these cobbles when the relay the cobbled area outside of the church and The Bear.

**RESOLVED**

That in future the Heads of Terms and a summary of the key points for the property under discussion is circulated to all Cllrs beforehand.

The need for a Property Working Group meeting in the near future was agreed and it was suggested that the rest of the property meetings should also be diarised for 2011.

Honorary Townsmen John Banbury and Dr Robert Edwards have been helping the Town Council to record the contents of the muniment room. It was suggested that there are a few specific papers that may no longer be of value and so might be disposed of. The CMfP directed the council to the papers in question. Some Cllrs wish to review the papers before any decision is taken.

**RESOLVED**

That this matter will be brought forward to the next Town Council meeting.

**WTC/281/10 SEALING OF DOCUMENTS**  
None.

**WTC/282/10 CIVIC ANNOUNCEMENTS**  
The Mayor told the council that he will be unable to stand as Mayor for a second year due to current commitments. Celebrations for the forthcoming Royal Wedding were discussed. Cllr Mrs L Glees was thanked for her work on the recent WTC Newsletter.

The meeting rose at 10.15pm.

Signed ..... Date .....