

Woodstock Town Council

Town Clerk: Janine Saxton



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2nd January 2018

SUMMONS TO COUNCILLORS TO ATTEND

MEETING: TOWN COUNCIL MEETING

PLACE: MAYOR'S PARLOUR, TOWN HALL, WOODSTOCK

DATE: TUESDAY 9th JANUARY 2018

TIME: 7.30pm

AGENDA

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DISCLOSURE OF INTEREST**
To receive disclosures of interest from councillors on items on the agenda
- 3 **NATIONWIDE BUILDING SOCIETY**
The meeting will be addressed by Dan Sollis, Branch Manager, Banbury to discuss if/how Nationwide can support residents with their banking requirements
- 4 **PUBLIC PARTICIPATION SESSION**
Mr Colin Carritt to address the Council on the proposal for a weight limit in Burford.
- 5 **TO APPROVE THE MINUTES OF:**
The Meeting of the Town Council held on Tuesday 12th December 2017(enclosed)
- 6 **REPORT FROM TOWN CLERK**
To receive a written report on progress of agenda items not resolved and issues arising since last meeting (to follow)
- 7 **COUNTY AND DISTRICT COUNCILLORS UPDATE**
 - (i) The monthly Parish report from CClr Ian Hudspeth (enclosed)
 - (ii) To receive the monthly report from District Cllrs J Cooper & E Poskitt (to follow)

8 COMMUNICATIONS

9 QUESTIONS

To receive the following questions from Cllr Parnes:

1. Whereas the Town Council's published Complaints Procedure acknowledges "Complaints are valuable because they provide a chance to put things right if there has been an error, and to make sure that the same mistake is not repeated", does the Town Mayor agree the Council's Complaints Procedure is discouraging, unsatisfactory and due for urgent review in that, among other things, it (a) refers to a Mayor's Committee role in the process although no such Mayor's Committee operates or has Members, and in any event the Mayor's Committee was renamed prior to its being disbanded long ago; (b) the Policy's "Contacts" provides wrong details of an officer no longer employed by the Council; and (c) in an era of widespread electronic communications the lengthy timescales are unreasonable or unnecessary? Will the Town Mayor publicly and openly apologise on behalf of Councillors for their unfortunate late attention to the overdue review of the Council's Complaints Procedure?

2. Is the Town Mayor aware of any County, District, Town or Parish Council throughout the District where the Constitution or Standing Orders require a 'seconder' to be notified in advance of, and as a prerequisite to, a Motion being submitted for inclusion in the Agenda (in the way the Mayor and a former Mayor are seeking to vary Woodstock Town Council's Standing Orders); and, if so, will the Mayor name any such Council and provide reference to its relevant Constitution or Standing Order provision? Otherwise, will the Town Mayor explain what makes Woodstock Town Council so special that it should be the first, bearing in mind WTC Standing Orders already contain provisions for 'seconders' to be confirmed after a Motion is moved in public at the table?

10 MOTIONS PRESENTED TO COUNCIL

- (i) To receive the following Motion proposed by Cllr S Parnes, deferred from the December 2017 meeting.

Woodstock Town Council RESOLVES:

- 1. NOTING that subsequent to the Town Council's Notice of Vacancy dated Monday 27 November, 2017, constituents have requested an election to fill the casual vacancy in the office of Councillor for the Town; AND AWARE new residential development and other growth of the Town's population has increased the body of electors voting for the first time in Woodstock since the last time polling cards were issued;*

- 2. CONSIDERS POLLING CARDS TO BE WORTH THE COST, including more generally in encouraging participation and interest in local democracy; AND*

- 3. THEREFORE in the event the coming by-election will be contested, Woodstock Town Council will opt in favour of issuance of polling cards to electors. As a matter of expediency, resources for this should be drawn from reserves in the event of any shortfall in available budgeted allocation of funds for elections, and West Oxfordshire District Council (WODC) shall be notified as soon as possible that poll cards should be issued if the by-election is contested.*

- (ii) To receive the following Motion proposed by Cllr T Redpath and seconded by Cllr E Poskitt

Amendments To Standing Orders 4 (b) and 6 (d)

to standing order 4 (b):

*“No motion may be moved at a meeting unless the subject to which it relates is on the **agenda and/or the mover and seconder have given** written notice of its wording to the Council’s Proper Officer at least seven clear days before the meeting”*

and

to standing order 6 (d):

*“A motion **whether one of which notice has been given in writing or otherwise** (including an amendment) shall not be progressed unless it has been moved and seconded.”*

11 PLANNING

To receive and consider the following planning applications

- a) Ref: APPLICATION NO: 17/04041/HHD 6 Farm End, Woodstock
Erection of single storey side and rear extensions.
- b) Ref: APPLICATION NO: 17/03705/FUL 36 Shipton Road, Woodstock
Erection of three dwellings and associated works.
- c) Ref: APPLICATION NO: 17/04000/HHD 13 Hensington Close, Woodstock
Rear first floor extension and the erection of porch to front of dwelling.

12 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – DECEMBER 2017

To receive and consider the report of the Responsible Financial Officer.

- (i) To receive the list of payments for December (enclosed)
Recommendation
That the Council resolve that the list of payments totalling £20,921.05 made in the month of December 2017 be received and approved.
- (ii) Bank Reconciliation Statements (enclosed)
To receive and consider the bank reconciliation statements for December 2017
- (iii) Summary and Detailed Income & Expenditure Statements (enclosed)
To receive and consider the summary and detailed income & expenditure statements for December 2017
- (iv) Council Disposition of Funds at 31st December 2017 (enclosed)
To receive the disposition of funds statement

13 BUDGET 2018-9: THE FURTHER OUTLOOK

To receive and consider the report from Cllr P Jay deferred from the December meeting. (previously circulated)

14 **PROPERTY MATTERS**

- (i) To receive the monthly report from Carter Jonas (to follow)
- (ii) To receive the monthly report from Cllr Grant (to follow)
- (iii) To consider recommendations for Property Management (to follow)

15 **LAND EAST OF WOODSTOCK**

To receive a report from the Mayor giving a planning proposal update and to consider options including information from CrowdJustice (enclosed)

16 **BURFORD PROPOSED WEIGHT LIMIT**

To receive a paper from Mrs Emma Jay (enclosed)

17 **ST MARY MAGDELENE CHURCH CLOCK**

To consider an email from Reverend Canon Daffern (enclosed)

18 **VACANCY ON WORKING GROUPS AND OUTSIDE BODIES**

To fill the vacancies on the groups listed (previously circulated)

19 **ANNUAL TOWN MEETING – 20th MARCH 2018**

To receive report from the Mayor (enclosed)

EXCLUSION OF THE PUBLIC AND PRESS

That in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).



Janine Saxton
Town Clerk