



3rd October 2017

SUMMONS TO COUNCILLORS TO ATTEND

MEETING: TOWN COUNCIL MEETING
PLACE: MAYOR'S PARLOUR, TOWN HALL, WOODSTOCK
DATE: TUESDAY 10th OCTOBER 2017
TIME: 7.30pm

AGENDA

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATIONS OF INTEREST**
To receive declarations of interest from councillors on items on the agenda
- 3 **PUBLIC PARTICIPATION SESSION**
- 4 **TO APPROVE THE MINUTES OF:**
The Meeting of the Town Council held on Tuesday 12th September 2017(enclosed)
- 5 **REPORT FROM TOWN CLERK**
To receive a written report on progress of agenda items not resolved and issues arising since last meeting. (to follow)
- 6 **COUNTY AND DISTRICT COUNCILLORS UPDATE**
 - (i) To receive the October report from Cllr I Hudspeth (to follow)
 - (iii) To receive the October report from District Cllrs J Cooper & E Poskitt (to follow)
- 7 **COMMUNICATIONS**

8 QUESTIONS

To receive any questions received under WTC Standing Order No. 8

To receive the following Question from Cllr Parnes:

“Will the Mayor write to all Town Centre trading establishments to apologise for any offence or misunderstanding arising from the content and delivery of the “NOTICE TO ALL TOWN CENTRE TRADERS” dated 19th September 2017 which referred to employees “taking up valuable [parking] space for extended periods”; and, will the Mayor clarify in such follow-up that: (a) any Town Hall staff involved were only acting upon elected Members’ Resolution; (b) printed draft content was not circulated to elected Members prior to voting; and (c) in hindsight it is appreciated that the document could have been drafted as a letter and not labelled a “Notice”, and should have been provided in an envelope addressed to respective managers/proprietors at first instance to avoid it being handed to employees directly?”

9 MOTIONS PRESENTED TO COUNCIL

To receive the following Motion Proposed by Cllr S Parnes:

Charges on Public Parking

“Woodstock Town Council reaffirms its policy of opposition to car parking charges on public spaces in the Town, as previously determined in November 2016 (within Minute WTC/202/16) when the Town Council determined by a ratio of nearly 2:1 that the Council does not support the notion of WODC “charge for parking in heavily parked areas”.

10 PLANNING

To receive and consider the following planning applications

- a) Ref: APPLICATION NO: 17/02540/FUL Woodstock House, Rectory Lane, Woodstock
Change of use from care home to dwelling with associated staff accommodation, conversion of stables to storage erection of new garage block and enclosed swimming pool.

Ref: APPLICATION NO: 17/02541/LBC Woodstock House, Rectory Lane, Woodstock
Internal and external alterations to convert care home to dwelling, conversion of stables to storage internal alterations to staff accommodation.
- b) Ref: APPLICATION NO: 17/02984/HHD 7 New Road, Woodstock
Erection of rear single and two storey extensions, insertion of dormer window and remodel existing dormer window to front elevation.
- c) Ref: APPLICATION NO: 17/02667/FUL Land North Of Woodstock Lodge, Blenheim Park, Woodstock
Extension to proposed veranda, provision of additional parking area and a covered cycle shelter (Part Retrospective).
- d) Ref: APPLICATION NO: 17/02775/HHD 9 Oxford Road Woodstock
Removal of an existing timber clad shed and erection of an English Heritage oak framed double car port with cedar shingle roof

PLANNING APPLICATION APPEAL

To receive and consider the following planning application appeal:

Ref: APPLICATION NO: 17/00675/FUL 16B Market Place, Woodstock

Two new additional dormer windows to consented residential scheme

11 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – SEPTEMBER 2017

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

- (i) To receive the list of payments for September (enclosed)
Recommendation
That the Council resolve that the list of payments totalling £24,483.35 made in the month of September 2017 be received and approved.
- (ii) Bank Reconciliation Statements (enclosed)
To receive and consider the bank reconciliation statements for September 2017
- (iii) Summary and Detailed Income & Expenditure Statements (enclosed)
To receive and consider the summary and detailed income & expenditure statements for September 2017
- vi) Appointment of new Internal Auditor
To receive a summary of the meeting held on Tuesday 19th September regarding the appointment of a new Internal Auditor
- (vii) External Auditor
 - External Auditors Approval Of Annual Return – March 2017
 - To receive 'Issues Arising Report From External Auditors
 - To receive a response from Cllr Collingwood to the request Cllr Redpath made at the meeting of Tuesday 12th September to include a paper from the Town Clerk (to follow)

12 REVIEW OF SERVICE PROVISION

Update from Town Clerk

To receive a report from Cllr A Grant

13 PROPERTY MATTERS

- (i) To receive a report from the CMfP, Cllr A Grant (enclosed)
- (ii) To receive the monthly report from Carter Jonas (enclosed)

14 REVIEW THE SUSPENSION OF COMMITTEES

Council agreed to suspend committees during the settling in period of the new Clerk and to revisit in October. The Mayor **recommends** continuing the suspension which as it has relieved pressure on the office and also has worked well and enabled all Council Members to participate.

15 **ROLES AND RESPONSIBILITIES OF THE TOWN COUNCIL**

- (a) Notes on training day (enclosed)
- (b) Decision-making outside of properly convened council meetings:
 - (i) To receive a report from Cllr S Parnes - deferred from September meeting (enclosed)
 - (ii) To receive a report from Cllr T Redpath (enclosed)

16 **REVISED STAGECOACH BUS SERVICE TO/FROM OXFORD AND WITNEY/BURFORD**

To receive a report from Cllr B Yoxall - deferred from September meeting (enclosed)

17 **OXFORD AIRPORT CONSULTATIVE COMMITTEE**

To receive an update Report from Cllr Parnes (to follow)

18 **WOODSTOCK TOWN CENTRE CAR PARKING ISSUES**

To receive a report and motion from Cllr B Yoxall (enclosed)

19 **EXTRAORDINARY TOWN COUNCIL MEETING STRUCTURE**

Attached email advice from WODC and OALC following queries from Councillors relating to agenda item inclusion for Extraordinary meetings. The Clerk **recommends** this highlights a need for more detailed review of the current Standing Orders

20 **DEVELOPING A COMMUNITY PLAN**

To receive a report from Cllr B Yoxall

21 **NAMING OF NEW DEVELOPMENT**

To address a new development of three new houses on the site of the former Long Close, Oxford Road in Woodstock as 1 – 3 Long Close, Oxford Road, Woodstock, OX20 (TBC by Royal Mail).

22 **REPORT ON WITNEY VISION EXPERIENCE**

To receive a report on aspects of the Witney Vision meetings attended by Cllr Parnes and consider integrating some of them into the Council's planning related liaisons and activities (to follow)

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