



5th June, 2018

SUMMONS TO COUNCILLORS TO ATTEND

MEETING: TOWN COUNCIL MEETING

PLACE: MAYOR'S PARLOUR, TOWN HALL, WOODSTOCK

DATE: TUESDAY 12th JUNE 2018

TIME: 7.30pm

AGENDA

- 1 APOLOGIES FOR ABSENCE**
- 2 DISCLOSURES OF INTEREST**
To receive disclosures of interest from councillors for on items on the agenda
- 3 PUBLIC PARTICIPATION SESSION**
- 4 TO APPROVE THE MINUTES OF:**
 - (i) The Annual Meeting of the Town Council, held on Tuesday 8th May 2018 (enclosed).
 - (ii) The May Meeting of the Town Council, held on Tuesday 8th May 2018 (enclosed).
- 5 REPORT FROM TOWN CLERK**
To receive a written report on progress of agenda items not resolved and issues arising since last meeting (enclosed)
- 6 COUNTY AND DISTRICT COUNCILLORS UPDATE**
 - (i) To receive the monthly Parish report from Cllr Ian Hudspeth (enclosed).
 - (ii) To receive the monthly report from District Cllrs J Cooper & E Poskitt (enclosed).
- 7 COMMUNICATIONS**
- 8 QUESTIONS**
- 9 MOTIONS PRESENTED TO COUNCIL**
To receive the following motion proposed by Cllr E Poskitt and seconded by Cllr M Parkinson (paper for information enclosed):-

WTC resolves:

To encourage and support action towards making Woodstock a single-use plastic free town by

- a) *Promoting the work of Sustainable Woodstock and others aimed at reducing the presence of single-use plastic in the town*
- b) *Leading by example through removing single-use plastic within WTC premises when practical*
- c) *Naming a WTC member to represent the Council on the single-use plastic free town steering group currently being developed.*

To receive the following motions proposed by Cllr M Parkinson and seconded by Cllr S Parnes:-

- (i) *In relation to Parking and Traffic Matters, Woodstock Town Council Resolves to formally ask the District Council to introduce temporary, experimental parking permits (1 per household) for residents within the centre of Woodstock until the parking review.*

To receive the following motion proposed by Cllr M Parkinson and seconded by Cllr S Parnes:-

- (ii) *To ask the Traffic Advisory Committee to increase the Traffic Advisory Committee meetings by one per year so as to be more effective.*

To receive the following motion proposed by Cllr A Grant and seconded by Cllr T Redpath:-

WTC agrees that the Assembly Room must remain available for a Mayor's Reception following the annual Remembrance Sunday service and parade.

To enable this, WTC resolves that in 2019 and following years, availability of the Assembly Room be removed for any other daytime bookings.

To receive the following motion proposed by The Mayor and seconded by Cllr E Poskitt (copy of emails exchanged enclosed):-

The council notes these exchanges and approves engagement with WODC to progress consideration of parking restrictions in Woodstock in accordance with council policies and in collaboration with our district councillors.

10 PLANNING

To receive and consider the following planning applications

- a) Ref: APPLICATION NO: 18/01164/FUL 36 Shipton Road
Erection of new dwelling with associated works and car parking. Repositioning of existing vehicular access from Shipton Road.
- b) Ref: APPLICATION NO: 18/01301/HHD Coach House, Woodstock House, Rectory Lane
Alterations to include new carved inscriptions onto stone centre voussoir over three floor windows and central door to Coach house and retention of window on North elevation.

- c) Ref: APPLICATION NO: 18/01302/LBC Coach House, Woodstock House, Rectory Lane
Alterations to include new carved inscriptions onto stone centre voussoir over three floor windows and central door to Coach house and retention of window on North elevation.
- d) Ref: APPLICATION NO: 18/01165/ADV 16 Oxford Street Woodstock Oxfordshire
Erection of one non-illuminated hanging sign.
- e) Ref: APPLICATION NO: 18/01320/HHD 20 Cadogan Park Woodstock
Demolition of existing garage, porch and single storey rear extension. Construction of single and two storey extensions to both front and rear of elevations to include Juliette balcony to rear bedroom. Widening of existing access.
- f) Ref: APPLICATION NO: 18/01557/LBC 43 Oxford Street Woodstock
Internal alterations
- g) Oxfordshire County Council Planning Ref MW.0046 Shipton Limited, Shipton-on-Cherwell Quarry, Bunkers Hill, Shipton-on-Cherwell, OX5 3BA (enclosed).
Proposed extraction of mineral and restoration by infilling with imported inert materials to agriculture on land to the south east of Shipton on Cherwell Quarry at Shipton-on-Cherwell Quarry.

11 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – June 2018

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

- (i) To receive the list of payments for May (enclosed).
Recommendation
That the Council resolve that the list of payments totalling £22,680.44 made in the month of May 2018 be received and approved.
- (ii) Bank Reconciliation Statements (enclosed).
To receive and consider the bank reconciliation statements for May 2018
- (iii) Summary and Detailed Income & Expenditure Statements (enclosed).
To receive and consider the summary and detailed income & expenditure statements for May 2018
- (iv) Annual Statement of Accounts Report, Annual Statement of Accounts for 2017/18, Copy of Annual Return, Internal Auditor Report ,Slippage Report and Significant Variances report (enclosed).
Recommended that council:

Receive and note the internal auditor's report for the year ended 31 March 2018 and approve the invoice for payment

Approve the Annual Governance Statement for the year ended 31 March 2018

Approve the Accounting statements for the year ended 31 March 2018

Receive and note the Annual statement of Accounts for year ended 31March 2018

Approve the Consolidated Bank statement for year ended 31 March 2018

Receive and note the slippage report for the year ended 31 March 2018 – Actual v Budget

Receive and note the Significant variances report for year ended 31 March 2018 - Actual v last year

Receive and note that the Period of Exercise of Public Rights will commence on 2nd July 2018 for 30 days.

- (v) Community Centre Finances
To receive a report from Councillor F Collingwood (enclosed),

12 COUNCILLORS' AREAS OF INTEREST

To receive a report from Cllr F Collingwood (enclosed).

13 110 LEGACY PROJECT

To consider the recommendations Cllr J Cooper presented at the May Council meeting (enclosed).

14 TOWN COUNCIL EMAIL ADDRESSES FOR COUNCILLORS

To consider a report from Cllr S Parnes (to follow).

15 APPOINTMENT OF PROFESSIONAL BODIES

To consider a report from the Deputy Mayor (enclosed).

16 DEVELOPMENT

- (i) To receive report from Cllr T Redpath (enclosed).
- (ii) To receive a report from the Mayor on the land East of Woodstock (enclosed).
- (iii) To receive a report and motion from Cllr S Parnes on the need for clarification of the professional advice on Judicial Review in respect of WODC Decision Notice on consent for the 300 dwellings on Land East of Woodstock (to follow).

17 JOINT COMMITTEE FOR TOWN/PALACE DIALOGUE MEETING

To receive the draft minutes from the meeting held on Monday 21st May 2018 (enclosed).

18 UPDATE OF PAPER - 'IDEAS FOR EXPLORATION WITH BLENHEIM'

To receive a paper from Mr B Yoxall as invited by The Mayor (enclosed).

19 PARKING

- (i) To receive a report from Cllrs S Parnes on the Rectory Lane parking suspensions (to follow).
- (ii) To receive an update report from Cllr T Redpath (enclosed).

20 CONTINGENCY PLANNING

To receive a report from Cllr F Collingwood (enclosed).

21 CIVIC RECEPTION

To receive a report from The Mayor (enclosed).

22 WOODSTOCK POETRY FESTIVAL BOOKING

- (i) To receive a written report from Cllr A Grant (enclosed).
- (ii) To receive a written report from The Mayor (enclosed).

23 COMMUNICATIONS WORKING GROUP

To receive and note the minutes of the Communications Working Group meeting held on Wednesday 30th May 2018 (enclosed).

24 GUIDED WALKS OF WOODSTOCK : CHURCHILL PARTNERS - CANCER RESEARCH UK

To consider a request supported by the Mayor for the use of the Assembly Room without charge for the above event (information enclosed).

25 OXFORD AIRPORT CONSULTATIVE COMMITTEE MEETING MAY 16TH

To receive a report from Cllr S Parnes (to follow).

26 OALC SOCIAL MEDIA TRAINING.

To receive a brief report from Cllr S Parnes (to follow).

27 FLAG FLYING FOR ARMED FORCED DAY

To receive a report from Cllr S Parnes (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).

28 PROPERTY MATTERS

To receive the monthly report from Cllr Grant (enclosed).

29 MINUTES OF STAFFING PANEL MEETING HELD ON MONDAY 11th JUNE

To receive the minutes of the meeting (to follow).



Janine Saxton
Town Clerk