



5<sup>th</sup> February, 2019

SUMMONS TO COUNCILLORS TO ATTEND

**MEETING:** TOWN COUNCIL MEETING  
**PLACE:** MAYOR'S PARLOUR, TOWN HALL, WOODSTOCK  
**DATE:** TUESDAY 12<sup>th</sup> FEBRUARY, 2019  
**TIME:** 7.30pm

**AGENDA**

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DISCLOSURES OF INTEREST**  
To receive disclosures of interest from councillors for any items on the agenda
- 3 **PUBLIC PARTICIPATION SESSION**
- 4 **TO APPROVE THE MINUTES OF:**  
The January Meeting of the Town Council, held on Tuesday 15<sup>th</sup> January 2019 (enclosed)
- 5 **REPORT FROM TOWN CLERK**  
To receive a report on outstanding action points 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**  
To receive such communications as The Mayor may wish to lay before the council.
- 8 **QUESTIONS**  
To receive the following questions from Cllr Parnes
  - (i) The Woodstock & Bladon News reported that at the January meeting "there had been agreement 'to recommend the appointment'", subject to specified clarifications, of a particular facilitator for consultations on infrastructure projects; but the same edition contained a report from the Mayor which seemed to indicate that a limited group of Councillors already "appointed" the facilitator in their "session the previous day with Blenheim". Please would the Chair explain the apparent discrepancy?

- (ii) The Woodstock & Bladon News reported that a “stern test of the Chair’s assertiveness” at the January meeting was posed by a Member who “inveighed strongly against the motion that in order ‘to save money WTC agrees that there is no need for polling cards to be sent out for the forthcoming election on Thursday 21 February 2010’”. Will the Chair confirm for accuracy that: (a) in fact the wording of circulated motion proposed by the Mayor in absentia began with a proposed but disputed contention that “Statistics show that Polling Cards do not necessarily make a significant difference to the turn-out of voters and therefore ...” (b) that contrary to what may be [mis]understood from the published WOBL News report, in fact there was no objection to saving money in of itself itself but rather the debate highlighted concern about assumptions drawn from reference to a narrow selection of two by-elections held prior to the current term of office despite there having been actually been 6 by-elections (three pre- and three post- May 2016) called; (c) that expressed concerns included that poll cards are not just for increasing turnout but for maximizing awareness, from official direct notification, of the opportunity to exercise their democratic right to vote in a contested election; that (d) it was noted in discussion that the same meeting was to consider “tens of thousands of pounds” in underspend from taxes funds collected; and (e) that it was argued that not issuing polling cards would signal a perception the Council is not encouraging of participation, and is insular, not supportive, and closed and fearful to new people joining? Does the Chair consider the debate to have been a stern and democratic challenge of the rationale behind the motion against polling cards, or a test of the Chair's assertiveness?

**9 MOTIONS PRESENTED TO COUNCIL**

To receive any motions presented to Council.

**10 BLenheim TALKS PROGRESS REPORT**

To receive an oral update from the meeting of the Steering Group being held on Monday 11<sup>th</sup> February 2019.

**11 FRIENDS OF OLD WOODSTOCK - INFORMATION SHEET AND MEETING –**

To receive a request from ‘The Friends Of Old Woodstock’ Group (enclosed)

**12 PLANNING**

To receive and consider the following planning applications:-

a) Ref: APPLICATION NO: 19/00095/HHD 38 Green Lane, Woodstock  
Alterations to include conversion of loft and erection of two storey rear extension.

b) Ref: APPLICATION NO: 19/00094/HHD Merry Piece Oxford Road, Woodstock  
Construction of detached pool outbuilding with storage and plant area beneath.

c) Ref: APPLICATION NO: 19/00101/HHD 24 Oxford Street, Woodstock  
Single storey rear extension

Ref: APPLICATION NO: 19/00102/LBC 24 Oxford Street, Woodstock  
Internal and external alterations to include single storey rear extension and re-opening of previously blocked doorway

d) Ref: APPLICATION NO: 19/00106/HHD 29 Hill Rise, Woodstock  
Erection of front extension

**PLANNING APPEAL NOTIFICATION LETTER (enclosed)**

Ref: APPLICATION NO: 17/00829/FUL 1 Hill Rise, Woodstock  
Erection of two dwellings with associated access and landscaping

**13 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JANUARY 2019**

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

- i) To receive the list of payments for January 2019 (enclosed)  
Recommendation  
That the Council resolve that the list of payments totalling £18,701.79 made in the month of January 2019 be received and approved.
- ii) Bank Reconciliation Statement (enclosed)  
To receive and consider the bank reconciliation statement for January 2019
- iii) Summary and Detailed Income & Expenditure Statements (enclosed).  
To receive and consider the summary and detailed income & expenditure statements for January 2019
- iv) Internal Control Review (enclosed)  
To receive the Effectiveness of the Internal Control paper
- v) Internal Controls – the following internal controls have been undertaken since the last town council meeting: Petty cash procedures. They were considered satisfactory.
- vi) New NALC Salary scales for 2019/20 (enclosed)  
To note the new staff salary scales for 2019/20
- vii) New signatory on Unity Trust bank  
To approve Cllr U Parkinson as a signatory on Unity Trust bank

**14 RISK ASSESSMENT**

To receive and approve the Risk Assessment 2018/19 circulated previously in an email from the Clerk.

**15 ADOPTION OF THE INTERNATIONALLY RECOGNISED IHRA DEFINITION OF ANTISEMITISM**

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

**16 UPDATES ARISING FROM DISCUSSIONS AT OXFORD AIRPORT CONSULTATIVE COMMITTEE**

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

**17 WEST OXFORDSHIRE TAKEOVER PROGRAMME – COMMUNITY HALLS**

To consider a request from the above to interview users of local community hall facilities (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).

**18 WTC PROPERTY PORTFOLIO**

To receive a report from Cllr Grant concerning the WTCs Property Portfolio to agree any action needed on any repairs, leases tenants and other therein. (enclosed)

**19 ENVIRONMENT**

To consider the quotes received for the tree work in the water meadows (to follow) and painting of the railings in Hensington Road Cemetery (enclosed)



Janine Saxton  
Town Clerk