



7th December 2016

SUMMONS TO ATTEND

To All Councillors (for attendance)

MEETING: TOWN COUNCIL

PLACE: MAYOR'S PARLOUR, TOWN HALL, WOODSTOCK

DATE: **TUESDAY 13th DECEMBER 2016**

TIME: 7.30pm

AGENDA

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATIONS OF INTEREST**
- 3 **TO APPROVE THE MINUTES OF:**
 - (i) The meeting of the Town Council held on Tuesday 8th November 2016 (*to follow*)
 - (ii) The meeting of the Town Council held on Tuesday 22nd November 2016 (*to follow*)
- 4 **PUBLIC PARTICIPATION SESSION**
- 6 **COUNTY AND DISTRICT COUNCILLOR UPDATES**
 - (i) To receive the October Report from County Cllr I Hudspeth.
 - (ii) To receive the October Report from District Cllrs J Cooper & E Poskitt (*to follow*).
- 7 **COMMUNICATIONS**

To receive such communication as the Town Mayor may wish to lay before the Council.
- 8 **QUESTIONS**

To receive the following questions submitted by Cllr S Parnes under Standing Order No 8:

Does the Mayor agree published guidance from NALC and the SLCC (specifically, indicating that no one councillor can act as the line manager of either the clerk or other employees, and that the clerk is answerable only to the council as a whole) is sound and applicable to Woodstock Town Council and its clerk?

9. **MOTIONS PRESENTED TO COUNCIL**

10. **DEVELOPMENT MATTERS**

(a). Presentation by Jon Waite, planning consultant Kemp and Kemp, on possible WTC response to West Oxfordshire Draft Local Plan and Cherwell Local Plan revision consultations.

(b). Discussion of CPRE email (*enclosed*)

(c) Review of responses to Questionnaire on Vision for Woodstock (*paper from Cllr B Yoxall*)

11. **PARK AND RIDE SITE AT EYNSHAM** (papers enclosed)

To receive and consider the following motion proposed by Cllr B Yoxall seconded by Cllr P Jay

Since the idea of a Park & Ride site at Eynsham was first mooted it has become apparent that major expansion of the surrounding area is envisaged. In the opinion of Woodstock Town Council this will only severely exacerbate the problems foreseen originally:

1. The P&R concept at Eynsham is likely to encourage more motorists to park in the village with the inconvenience and environmental consequences for residents.

2. Dualling Witney-Eynsham will create a bottleneck at the latter (with only single carriageway Eynsham-Wolvercote) - a similar situation as the A44 at Yarnton- despite the proposal for bus lanes between Eynsham and Duke's Cut.

3. Dualling Witney-Eynsham will encourage more cars onto the road - more noise and air pollution- and not as environmentally friendly as a bus lane throughout

4. OCC should be looking seriously at a more radical solution to the problems of the A40 in the form of a light railway i.e.tram/trains linking Witney with Oxford Parkway thence to the City centre and the Cowley branch line.

12. **MAJOR DEVELOPMENT PROPOSALS RELATING TO 'LAND EAST OF WOODSTOCK'**

To receive and consider any updates

13. **PLANNING**

To receive and consider the following planning applications:

a) Ref: 16/03719/FUL 16B Market Place Woodstock

Three new dormer windows to consented residential scheme 15/04221/FUL and internal reconfiguration at First Floor

b) Ref: 16/03896/HHD 6 Market Place Woodstock.

Erection of first floor extension

(c) Ref: 16/03882/FUL 41C Oxford Street Woodstock

Changes of use of ground floor accommodation from estate agency (class A2 use) to a mixed use comprising a health clinic (class D1 use) and retail (class A1 use)

14. **FINANCIAL MATTERS**

(a) Report of the Acting Responsible Financial Officer – December 2016

(i) To receive the list of payments for November 2016 (*enclosed*)

Recommendation

That the Council resolve that the list of payments totalling £14,522.00 made in the month of November 2016 be received and approved.

(ii) To receive Bank Reconciliation Statements for November 2016 (*enclosed*)

(iii) To receive Summary and Detailed Income & Expenditure Statements for November 2016 (*enclosed*)

(b) Grants and Donations 2017/18

To receive and consider the applications for grants and donations received by WTC deferred from the Budget meeting of WTC on November 22nd 2016 (*papers previously circulated*)

(c) Repairs to the Fencing at the New Road Playground

Deferred from Environment Committee with reference to different options

15. **MINUTES OF RESOURCES AND GENERAL PURPOSES COMMITTEE OF NOVEMBER 22ND 2016** (*enclosed*)

16. **FUTURE OF THE MUGA**

To consider an update report further to explanatory discussions with WODC, attended by Cllr S Parnes and Cllr P Redpath (*to follow*)

17. **HOISTING THE FLAG ON THE TOWN HALL**

The present volunteer wishes to step down from this duty. WTC needs to consider appointment of a replacement flag raiser (*paper enclosed*)

18. **JOINT COMMITTEE TOWN AND PALACE DIALOGUE** (*report enclosed*)

19. **WOODSTOCK POLICE STATION SITE** (*report enclosed*)

20. **SUPPORT FOR FUTURE WOODSTOCK CHRISTMAS MARKET EVENTS**

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

21. **PARK AND RIDE OPERATION NEAR AIRPORT AND UPPER CAMPSFIELD ROAD**

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

22. **OFFICE CLOSURE FOR CHRISTMAS BREAK**

To receive and consider the following proposed by Cllr J Cooper

MOTION

Woodstock Town Council resolves that:

the office is closed to the public from Friday 23rd December 2016 to Wednesday 4th Jan 2017 with provisions for emergency cover.

EXCLUSION OF THE PUBLIC AND PRESS

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

23. **Property Matters**

To receive a Property Report from CMfP Cllr Cooper (*to follow*)

24. Staff Matters

- (a) To receive and consider the following proposed by Cllr Collingwood:

MOTION:

Woodstock Town Council resolves that:

1. *A Staff Committee is formed comprising The Mayor, The Deputy Mayor and the Member Responsible for Finance and if this does not comprise three individuals in addition the Member Responsible for Property*
2. *Until the appointment of a permanent Town Clerk, the line manager of all staff is the Mayor for the time being.*
3. *After the appointment of a Town Clerk, the line manager of all other staff will be the Town Clerk.*
4. *The Line manager of the Town Clerk will be the Staff Committee.*
5. *No Councillor may criticize, make or insinuate a complaint verbally, in writing or by email to a member of staff or any third party other than to that employee's line manager. It will be at the absolute discretion of the line manager whether disciplinary action should follow.*

- (b) To receive and consider the following proposed by Cllr Mrs T Redpath

MOTION:

Woodstock Town Council will be recruiting a new clerk in forthcoming months. It is very important that we get this right. It is proposed that the Council employs an independent HR consultant to assist in the recruitment process and recommends that Woodstock Town Council appoint the HR consultant retained by OALC.

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- (c) Letter from resident (*previously circulated*)

The Council will go back into open session

Acting Town Clerk
Cllr Ann Grant