



11th May 2016

SUMMONS TO COUNCILLORS TO ATTEND

MEETING: TOWN COUNCIL MEETING
PLACE: MAYOR'S PARLOUR, TOWN HALL, WOODSTOCK
DATE: **TUESDAY 17th MAY 2016**
TIME: 7.30pm

AGENDA

I ANNUAL MEETING **PRO-FORMA ISSUES**

- 1 SIGNING OF CLLR DECLARATIONS OF ACCEPTANCE OF OFFICE**
- 2 ELECTION OF TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE.**
- 3 ELECTION OF DEPUTY TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**
- 4 APPOINTMENT OF MEMBERS TO SERVE ON COMMITTEES AND WORKING GROUPS**
To appoint Members to serve on Committees and Working Groups (current list and information about the Terms of Reference of each Committee previously circulated)
- 5 APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES**
To appoint Members to serve on Outside Bodies (information on current representatives (previously circulated).
- 6 TO RECEIVE DECLARATIONS OF INTEREST**
- 7 APPOINTMENT OF PROFESSIONAL BODIES**
To receive and confirm the following appointments:
 - (a) Solicitors – Freeth
 - (b) Property Agents – Carter Jonas
 - (c) Bankers – Unity Bank
 - (d) Insurers – Zurich
 - (e) Internal Auditor – Mrs Trish Ingham
 - (f) Employment and H&S advisors – Ellis Whittam
 - (g) Planning Advisor – Mr H Mellor, Kemp and Kemp
- 8 STANDING ORDERS AND FINANCIAL REGULATIONS**
To confirm the use of the revised WTC Standing Orders and Financial Regulations that were tabled and left to stand for one month in April 2016 (previously circulated).

9 **ASSET REGISTER AND RISK ASSESSMENT FOR 2015/16**
To note that the asset register and risk assessment have been reviewed and updated.

10 **CALENDAR OF MEETINGS**
To confirm the calendar of meetings 2016/17 (previously circulated).

II **MAY MONTHLY TOWN COUNCIL MEETING**

11 **APOLOGIES FOR ABSENCE**

12 **DECLARATIONS OF INTEREST**

13 **TO APPROVE THE MINUTES OF:**

- (i) The Meeting of the Town Council held on Tuesday 12th April 2016 (enclosed)
- (ii) The Extraordinary meeting of the Town Council held on Tuesday 26th April 2016 (enclosed).

14 **PUBLIC PARTICIPATION SESSION**

Mrs Ulli Parkinson will address the Council about the New Road Play Area.

15 **COUNTY AND DISTRICT COUNCILLOR UPDATES**

- (i) To receive the May Report from County Cllr I Hudspeth (previously circulated).
- (ii) To receive the May report from District Cllrs J Cooper and E Poskitt (to follow).

16 **COMMUNICATIONS**

To receive such communication as the Town Mayor may wish to lay before the Council.

17 **QUESTIONS**

To receive any questions received under Standing Order No 8

18 **MOTIONS PRESENTED TO COUNCIL**

To consider the following motion from Cllr E Poskitt that:

This Council resolves

1. To express their great disappointment to the Midlands Co-operative Society that the development at the Co-op store in Woodstock includes the introduction of sale of national daily newspapers and magazines. The Co-op is situated next door to the local newsagents shop which has provided excellent service in terms of provision and delivery of newspapers and magazines to the town for many years. This particular addition to Co-op sales seems an unnecessary venture and is bound to affect the newsagents' sales adversely. At a time when the continuation of retail outlets in Woodstock is threatened in many ways, Woodstock Town Council requests the Co-op to reconsider what seems an unnecessary addition to sales and one which will have a very damaging effect on another much respected and much used small business. We should prefer the space given to sales of magazines and newspapers to be used for the sale of food.

2. To facilitate a petition to the Midlands Cooperative Society allowing residents to express their own views on this matter

19 **PLANNING**

(i) **Planning Applications:** To receive and consider the following planning applications:

- a) **Ref: 16/01271/HHD – 26 Hill Rise, Woodstock:** Erection of two storey Side Extension.

- b) Ref: 16/01314/HHD – 17 Bear Close, Woodstock: Erection of two storey side and rear extensions.
- c) Ref: 16/01364/OUT – Land East of Woodstock, Oxford Road, Woodstock: Outline planning application (all matters reserved except for means of access in respect of new junction arrangements) comprising up to a maximum of 300 residential dwellings, up to 1100sqm of A1/A2/B1/D1 floorspace; associated infrastructure, engineering and ancillary works; provision of public open space; formation of vehicular accesses; and Full Planning Application for the development of phase 1 comprising 46 residential dwellings (46 of the 300 described above) with associated infrastructure and engineering works.
 - (ii) WTC Property Advisor's Role in Application for Major Development on Land East of Woodstock and in Appeal of Proposal for Long Harborough: To consider a report and motion from Cllr Parnes (to follow)
 - (iii) Section 106 Money – 16/01364/OUT: To receive and consider email correspondence from WODC about S106 the allocation of monies for Community Facilities (enclosed).
 - (iv) Brownfield Land Register: To receive and consider the request from WODC for nominations for the 'brownfield site' register **by 27th May 2016** (previously circulated by email).

20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – MAY 2016

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

- (i) To receive the list of payments for April (enclosed)

Recommendation

That the Council resolve that the list of payments totalling £23,847.77 made in the month of April 2016 be received and approved.

- (ii) Bank Reconciliation Statements (enclosed)
To receive and consider the bank reconciliation statements for April 2016.
- (iii) Summary and Detailed Income & Expenditure Statements (enclosed).
To receive and consider the summary and detailed income & expenditure statements for April 2015.
- (iv) Annual Statement of Accounts Report, Annual Statement of Accounts for 2015/16, Copy of Annual Return, Internal Auditor Report and Slippage Report (enclosed)

Recommended that council:

a. Approve the Annual Governance Statement for the year ended 31 March 2016

b. Approve the statement of accounts for the year ended 31 March, 2016;

c. Approve the annual return for the year ended 31 March, 2016;

d. Receive and note the internal auditor's report for the year ended 31 March 2016;

e. Receive and note the slippage report for the year ended 31 March 2016;

f. Receive and note the internal auditor's letter confirming her willingness to continue working for WTC.

- 21 ENVIRONMENT COMMITTEE**
(i) To receive and consider the minutes from the Environment Committee that took place on 26th April 2016 (to follow).
(ii) Quotes for additional hedging at New Road play area (to follow and be taken in confidential session).
- 22 OWEN MUMFORD TRAFFIC ISSUES WG (OMTIWG) MINUTES**
To receive and consider the minutes from the meeting of the OMTIWG that was held on 25th April in Woodstock Town Hall (enclosed).
- 23 TRAFFIC ADVISORY COMMITTEE**
To receive and note the draft minutes from the Traffic Advisory Committee that was held on 6th April 2016 (enclosed).
- 24 RESPONSE TO NEED NOT GREED OXLEP STRATEGIC ECONOMIC PLAN CONSULTATION**
To receive and consider a draft response to the Oxfordshire Local Enterprise Partnership (OxLEP) Economic Plan consultation prepared by Cllr B Yoxall (enclosed)
Deadline for responses 27th May 2016.
- 25 RESPONSE TO DEVOLUTION PROPOSALS – OXFORDSHIRE TOGETHER UPDATE**
To receive and consider a paper and email correspondence between Cllr B Yoxall and the Town Clerk (enclosed)
- 26 PUBLIC RESPONSE TO THE VISION STATEMENT**
To receive and consider a report from Cllr B Yoxall and the public responses to the vision statement (enclosed).
- 27 SAFE PLACES PROJECT**
To receive and consider the email report by Cllr B Yoxall (previously circulated)
- 28 POLICE STATION REPORT**
To receive an update from Cllr E Poskitt about any correspondence received since the April Town Council meeting.
- 29 NALC SURVEY ON PARISH COUNCILS IN 2025**
To receive and consider a WTC response to the NALC survey on Parish Councils in 2025 deadline **27th May 2016**(previously circulated by email) .
- 30 OUTCOME OF APRIL 14TH TOWN POLL**
To receive and consider a report and motion from Cllr S Parnes (to follow)
- 31 CHANGE OF NAME OF ‘MAYOR’S COMMITTEE’**
To receive and consider a report and motion from Cllr S Parnes (to follow)
- 32 CONTROVERSIAL CHANGE OF USE OF SHOP IN TOWN HALL**
To receive and consider a report and motion from Cllr S Parnes (to follow)
- 33 HARDCOPY DISTRIBUTION AND DELIVERY OF COUNCIL PAPERS**
To receive and consider a report and motion from Cllr S Parnes (to follow)
- 36 STANDING ORDERS RE MOTIONS REQUIRING WRITTEN NOTICE.**
To receive and consider a report and motion from Cllr S Parnes (to follow)

37 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).

38 ENVIRONMENT COMMITTEE (continued)

(ii) To receive and consider quotes for additional hedging at New Road Play Area (to follow).

39 NEW ROAD PLAY AREA

(i) To confirm the purchase of the hoop topped fencing (see EC minutes of 26th April 2016) – this was unbudgeted spend so left to stand for one month.

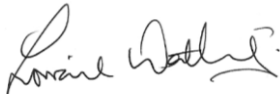
(ii) To receive and consider an oral update from Cllr E Poskitt.

(iii) To receive and consider an invoice from Henmans Freeth for the period 30 November 2015 to 30th April 2016 (enclosed)

40 PROPERTY REPORT

To receive and note the property report from Cllr M Robertson (to follow).

The meeting will then go back into public session



Town Clerk