



8th June 2017

SUMMONS TO COUNCILLORS TO ATTEND

MEETING: TOWN COUNCIL MEETING
PLACE: MAYOR'S PARLOUR, TOWN HALL, WOODSTOCK
DATE: TUESDAY 13th JUNE 2017
TIME: 7.30pm

Please Note: *A speaker will be coming to address the Council on Carers in Oxfordshire at 6.30pm*

AGENDA

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATIONS OF INTEREST**
To receive declarations of interest from councillors on items on the agenda
- 3 **TO APPROVE THE MINUTES OF:**
 - (i) The Annual Town Council Meeting held on Tuesday 9th May (enclosed)
 - (ii) The Meeting of the Town Council held on Tuesday 9th May (enclosed)
- 4 **PUBLIC PARTICIPATION SESSION**
- 5 **COUNTY AND DISTRICT COUNCILLORS UPDATE**
 - (i) To receive the May report from Cllr I Hudspeth (enclosed)
 - (ii) To receive the May report from District Cllrs J Cooper & E Poskitt (to follow)
- 6 **COMMUNICATIONS**
To receive such communications as The Mayor may wish to lay before the council
- 7 **QUESTIONS**
To receive any questions received under WTC Standing Orders 8
- 8 **MOTIONS PRESENTED TO COUNCIL**
To receive the following motion received:

1) Proposed by Cllr Collingwood and seconded by Cllr Rasch:-
Woodstock Town Council distributes copies of the September, October, November and December editions of Woodstock and Bladon News to the residents in the new Estate behind the Swimming Pool.

2) Proposed by Cllr S Parnes:

Woodstock Town Council (WTC) congratulates the Woodstock Under Five Association (WUFA) on its achievements of significant enhancements and "vast improvements" as confirmed in the April Ofsted inspection results published in May. These include the 'Good' rating for "the quality and standards of the early years provision", and specified the 'Outstanding' rating for "Effectiveness of the leadership and management". Woodstock Town Council also recognizes the significance of WUFA's operation at its present location, which directly contributes to the importance, value and success of its services to the community.

3) Proposed by Cllr S Parnes:

Woodstock Town Council resolves to establish an official presence on Facebook to enable more accessible communication of its official information.

9 PLANNING

To receive and consider the following planning applications

a) Ref: APPLICATION NO: 17/01461/HHD 6 Market Place Woodstock
Erection of first floor extension.

b) Ref: APPLICATION NO: 16/03896/HHD 6 Market Place Woodstock
Erection of first floor extension.

c) Ref: APPLICATION NO: 17/01183/FUL 6 Shipton Road Woodstock
Conversion of shop to create two ground floor flats together with associated works

d) Ref: APPLICATION NO: 17/01192/HHD 18 New Road Woodstock
Erection of two storey rear extension.

e) Ref: APPLICATION NO: 17/01431/FUL3 Oxford Street Woodstock
Change of use and incorporation of existing offices in to an established Residential unit, together with external alterations

f) Ref: APPLICATION NO: 17/01453/HHD 126 Oxford Street Woodstock
Alterations and erection of single storey rear extension.

g) Ref: APPLICATION NO: 17/01667/HHD Milverton 81 New Road Woodstock
Erection of detached summerhouse.

h) Ref: APPLICATION NO: 17/01551/FUL 2 High Street Woodstock
Conversion of part of shop to residential to serve existing dwelling, erection of rear extension and alterations to garage.

10 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

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 £30,980.47 made in the month of May 2017 be received and approved.
 - (ii) Bank Reconciliation Statements (enclosed)
To receive and consider the bank reconciliation statements for May 2017
 - (iii) Summary and Detailed Income & Expenditure Statements (enclosed).
To receive and consider the summary and detailed income & expenditure statements for May 2017
 - iv) Internal controls completed in May and found to be satisfactory were:
Bank reconciliation and Payroll controls
- Annual Statement of Accounts Report, Annual Statement of Accounts for 2016/17, Copy of Annual Return, Internal Auditor Report (previously circulated)

Recommended that Council:

- a. Approve the Annual Governance Statement for the year ended 31 March 2017**
- b. Approve the statement of accounts for the year ended 31 March 2017**
- c. Approve the annual return for the year ended 31 March 2017**
- d. Receive and note the internal auditor's report for the year ended 31 March 2017**
- e. Receive and note the slippage report for the year ended 31 March 2017**
- f. Receive and note the internal auditor's letter stating that she will be unavailable to perform the internal audit in future years.**

11 SIGNATURES FOR UNITY TRUST BANK

To consider the addition of additional signatories for the Unity Trust Bank Account

12 OALC POLICY PROCEDURE DOCUMENTS

To receive and consider a proposal to adopt the following documents (previously circulated – May meeting)

- (a) Dispute Resolution - A Guide for Oxfordshire Councils (full copy to follow)
- (b) Member: Officer Protocol
- (c) Terms of reference for the Staffing Committee and appointment of membership
- (d) Grievance and Procedure Policy
- (e) Dignity at Work Policy

MOTION

To receive a motion from Cllr P Jay:

WTC does not have, nor has ever had, political groups or other causes of any kind, and has derived substantial benefit from the resulting openness and freshness of discussion and from the absence of party politics. Without seeking to bind future councils, the present council hope that this will continue and therefore considers that Section 4 of the paper shall until further notice be treated as moot.

- 13** **S106 MONEY FROM 2nd PHASE OF MARLBOROUGH PLACE**
a) To receive a report and consider the allocation of s106 money available from the 2nd phase of Marlborough Place.
b) To receive a letter from the Youth Club Committee (enclosed) together with letters from the young members of the club (to follow).
- 14** **TOWN COUNCIL OBJECTIVES**
To receive and consider a paper from Cllr B Yoxall.
- 15** **JOINT COMMITTEE FOR TOWN/PALACE DIALOGUE**
To receive and consider the minutes of the JCTPD committee
- 16** **ENVIRONMENT MATTERS**
(i) To consider a Council Member for Environment
(ii) To receive a letter from a resident concerning the lawn Cemetery (enclosed)
(iii) To receive the Tree Survey from Wychwood Project and consider recommendations (previously circulated)
(iv) To receive a report from Wychwood Project (March, April & May)
(v) To receive a report from Sustainable Woodstock possible extension to Community Woodland (enclosed) Cllr E Poskitt
- 17** **PROPERTY MATTERS**
(i) To receive a report from Council Mrs A Grant (enclosed)
(ii) To receive and consider a quote for Plumbing works at the Town Hall & Community Centre
(iii) To receive correspondence from a local retailer
- 18** **PLANNING CONSULTANT**
To discuss the options for forthcoming planning issues
- 19** **COUNCILLORS' EMAIL ADDRESSES**
To receive a quote to host 12 new emails boxes for councillors that will be independent from their personal email address
- 20** **CONTRACTORS DISRUPTIVE USE OF RANDOLPH AVENUE INSTEAD OF HAUL ROAD FOR CONSTRUCTION ACCESS**
To consider a report and a Motion from Cllr S Parnes (to follow)
- 21** **COUNTRYFILE LIVE TRAFFIC MANAGEMENT PREPARATIONS AND COMPLIMENTARY TICKETS**
To consider a report and a Motion from Cllr S Parnes (to follow)
- 22** **UNABATED DOG FOULING**
To consider a report and a Motion from Cllr S Parnes (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).

23 **APPOINTMENT OF PROFESSIONAL BODIES**

Review of the following appointments as agreed at the May Meeting

To receive a report from Cllr F Collingwood

- (a) Solicitor - for discussion
- (b) Property Agent – Carter Jonas
- (c) Insurers – Zurich
- (d) Employment and H&R Advisors – Ellis Whittham

24 **STAFF MATTERS**

To receive a report (to follow)



Acting Town Clerk