

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL MAYOR'S COMMITTEE
HELD AT 7.30 PM ON TUESDAY 25th MARCH 2014
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr J Cooper (Town Mayor)
Cllr S Parnes
Cllr E Poskitt

Cllr Mrs V Edwards
Cllr P Jay
Cllr T Wray

MC/49/13 **APOLOGIES FOR ABSENCE:** Cllrs M Robertson (Deputy Mayor) and B Yoxall.

MC/50 /13 **DECLARATIONS OF INTEREST:** No pecuniary or general interests were declared. General interests in Agenda Item 5, Planning were declared by:

Cllr J Cooper (the Mayor) as a West Oxfordshire District Cllr involved in planning, and Cllr E Poskitt as a West Oxfordshire District Cllr involved in the Uplands Planning sub-committee.

MC/51/13 **MINUTES:** The minutes of the Mayor's Committee held on 28th January 2014 were received and considered. The Mayor proposed, Cllr E Poskitt seconded and the committee

RESOLVED (unanimous) that the minutes of the meeting of the Mayor's Committee held on 28th January 2014 were approved as a true record.

The Mayor signed the minutes.

MC/52/13 **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**
None.

MC/53/13 **PLANNING:**
The Mayor and Cllr E Poskitt both declared a general interest. The following planning applications were received and considered:

(a) Ref: 14/0209/P/AC & 14/0210/P/LB, Woodstock Arms in Woodstock: Amended plans.

RESOLVED that Woodstock Town Council wishes to make no comment about this planning application.

(b) Ref: 14/0279/P/LB, 18 & 20 Oxford Street, Woodstock. Internal alterations.

RESOLVED that Woodstock Town Council wishes to make no comment about this planning application.

(c) Ref: 14/0282/P/FP, Flat 16, Oxford Street, Woodstock. Insertion of replacement roof light.

RESOLVED that Woodstock Town Council wishes to make no comment about this planning application.

(d) Ref: 14/0289/P/FP, 24 Hensington Road, Woodstock: Construction of 10 apartments with associated car ports and parking and widening of existing vehicular

access (Amendments to Planning Permission 13/1520/P/FP to allow the space above the car port to be used as a two bedroom apartment).

RESOLVED (unanimous) that Woodstock Town Council **OBJECTS** to this planning proposal principally under planning policy B10 - over development of the site, but also for the following reasons:

1. This appears a contrived application. All except one of the nine windows/lights are either obscurely glazed or rooflights so high residents cannot see out of them.
2. The Council objects to raising the roof of the car port.
3. Parking spaces are only just within the limits of WODC recommendations for ten apartments on a road which has double yellow lines down the whole of its length.
4. The car port structure supporting the proposed dwelling restricts what is a very small area for safe movement of cars and this will be made worse by a tenth household on the site.
5. The Town Council would expect a greater contribution towards the WODC Affordable Housing objective.

(e) Ref: 14/0292/P/S73, 9 Shipton Road, Woodstock: Removal of dwelling and erection of 8 flats with associated parking and access (to allow alteration to fenestration).

RESOLVED that Woodstock Town Council wishes to make no comment about this planning application.

(f) Ref: 14/0302/P/FP, Hope House 14 Oxford Street, Woodstock: Change of Use from Hotel to dwelling.

RESOLVED that Woodstock Town Council wishes to make no comment about this planning application.

ACTION: *The planning responses will be sent back to West Oxfordshire District Council*

MC/54/13 TOWN CLERK – PROFESSIONAL QUALIFICATION: The Mayor's Committee congratulated the Town Clerk upon her being awarded the Certificate in Local Council Administration.

MC/55/13 TEMPORARY ARRANGEMENT FOR ADMINISTRATIVE COVER UNTIL A PERMANENT ADMINISTRATIVE ASSISTANT IS RECRUITED: The current post holder has kindly offered to work 15 hours a week until her replacement has been recruited. The Mayor proposed, Cllr E Poskitt seconded and the Mayor's Committee

RESOLVED (unanimous) the current administration assistant will be invited to extend her notice of resignation and work 15 hours a week until 30th May 2014.

MC/56/13 EXCLUSION OF THE PUBLIC AND PRESS
The Mayor proposed 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). Cllr E Poskitt seconded this motion.

RESOLVED that members of the public are asked to leave the meeting temporarily whilst the Council considered confidential information.

STAFFING MATTERS

(i) The Recruitment Process

Cllrs received and considered a paper from the Town Clerk that included:

- a) Job advert and job description for the Administrative Assistant Post
- b) Person specification for the Administrative Assistant
- c) Proposals for the invoicing procedure.

RESOLVED:

- 1. That the post of Administrative Assistant will be reduced to 22 hours a week.
- 2. That the person specification will be amended to say that the post holder must be prepared to work unsupervised as and when required.
- 3. That the post of Finance Assistant is increased by two hours a week from 1st May 2014 and amended to include all invoicing and the chasing of unpaid invoices.

RECOMMENDATION: That the Town Council delegates to a panel consisting of the Mayor, Deputy Mayor, Cllr T Wray and the Town Clerk the authority to interview and appoint the new Administrative Assistant.

(ii) Annual Review of Pay

The Council received and considered a paper from the Town Clerk about the annual review of pay. Cllr P Jay proposed, Cllr Mrs V Edwards seconded and the Committee

RESOLVED (unanimous) that:

- 1. The Mayor’s Committee confirms that the salary of the Town Clerk should be increased by one spine point and back dated to November 2013 as recommended previously by the Mayor’s Committee.
- 2. The Town Clerk is awarded an additional spine point in accordance with the national pay and conditions of the ‘Green Book’ on the award of her CiLCA qualification on 14th March 2014 in recognition of her becoming a qualified Clerk.

ACTIONS:

- 1. *The second item included in the paper by the Town Clerk is deferred to the next Mayor’s Committee meeting.*
- 2. *Cllr E Poskitt will prepare a report about the “living wage” for presentation at the next Mayor’s Committee meeting.*

The meeting finished at 8.15pm

Signed.....

Date:.....