



2nd June, 2020

Follow the passing of the Coronavirus Act 2020 (c. 7), Councils are unable to meet in person during the COVID emergency.

Councillors are hereby summons to attend the JuneTown Council meeting to be held online via the Zoom video conferencing system on **Tuesday 9th June, 2020 at 7.30pm.**

INFORMATION FOR THE PUBLIC

Members of the public are encouraged and welcome to attend the meeting either virtually or by telephone.

Please contact the Clerk to request the login details and instructions on how to access the meeting.

Members of the public have no right to participate in the general proceedings of the Council meeting, with the exception of the Public Participation Session. Requests to address Council should be submitted to the Clerk at least 48 hours prior to the meeting with a written copy of what they wish to say.

AGENDA

1 APOLOGIES FOR ABSENCE

To receive and accept any apologies received prior to the meeting.

2 DISCLOSURES OF INTEREST

To receive disclosures of interest from councillors for any items on the agenda.

3 PUBLIC PARTICIPATION SESSION

Members of the public may make only one address to the council of no more than five minutes' duration.

4 TO APPROVE THE MINUTES OF

- (i) the Annual meeting of the Town Council held on Tuesday 5th May 2020 (enclosed).
- (ii) the May meeting of the Town Council held on Tuesday 12th May 2020 (enclosed).
- (iii) the Extraordinary May meeting of the Town Council held on Tuesday 19th May 2020 (enclosed).

5 VACANCIES: SPECIFIC ROLES AND OUTSIDE BODIES

To consider a report from Cllr A Grant (enclosed).

6 REPORT FROM THE TOWN CLERK

To consider the Town Clerk's report and **approve** any requests within it as required (enclosed).

7 COUNTY AND DISTRICT COUNCILLORS UPDATE

- (i) To receive the monthly Parish report from Cllr I Hudspeth (enclosed).
- (ii) To receive the monthly report from District Cllrs J Cooper & E Poskitt. (enclosed).

8 **COMMUNICATIONS**

To receive such communications as The Mayor may wish to lay before the council.

9 **QUESTIONS**

To receive any questions on Council business submitted to the Clerk within the specified timescale.

10 **MOTIONS PRESENTED TO COUNCIL**

No motions received.

11 **PLANNING**

To **agree** comments to be submitted to West Oxfordshire District Council in respect of the following planning applications:-

- a) Ref: APPLICATION NO: 20/01179/HHD Pine Cottage, 46 Hill Rise, Woodstock
Erection of single storey extension and detached carport and outbuilding.
- b) Ref: APPLICATION NO: 20/01161/HHD Damson House, 18B Hensington Close, Woodstock
Alterations and erection of first floor front extension and insert rooflights over rear kitchen single storey roof.
- c) Ref: APPLICATION NO: 20/01246/FUL 24 Park Street, Woodstock
Erection of a new dwelling

12 **REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JUNE 2020**

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 £14,364.83 made in the month of May 2020 be received and **approved**.
- (ii) Bank Reconciliation Statements (enclosed)
To receive and **approve** the bank reconciliation statements for May 2020
- (iii) Summary and Detailed Income & Expenditure Statements (enclosed).
To receive and **approve** the summary and detailed income & expenditure statements for May 2020
- (iv) Internal Auditor Report 2019/20 (enclosed)
To consider and **approve** the Internal Audit report for financial year 2019/20 and note the year end observations
- (v) Accounts for financial year 2019/20 (enclosed)
To consider and **approve** the accounts for the financial year 2019/20
- (vi) Annual Governance and Accountability Return 2019/20 (enclosed)
To consider and **approve** section 1 (Annual Governance statement 2019/20)
To consider and **approve** section 2 (Accounting statements 2019/20)
- (vii) Consolidated Bank statement 31st March 2020(enclosed)
To receive and **approve** the consolidated bank statement 31st March 2020

(viii) Period of Public rights (enclosed)
Receive and note that the period of Public rights will commence on 1st July 2020 for 30 working days

(viii) Project Monitoring Spreadsheet (enclosed)
To receive and note the monthly update of the spreadsheet for information.

13 WOODSTOCK WATER MEADOWS - FENCING AND ENCROACHMENT INTO MEADOW 6

To consider a report from Cllr P Redpath (enclosed).

14 BLENHEIM CONSULTATION

(i) To consider the Consultation Leaflet circulated to residents by Blenheim Estate (enclosed).

(ii) **Questions RE Developer Consultation on major development in Woodstock**
To consider the report and proposal from Cllr S Parnes (enclosed).

15 UPDATE FROM STEERING GROUP & CFO REPORT – NEXT STAGE

To consider the reports from Cllr P Jay (enclosed).

16 UPDATE ON CHERWELL DISTRICT COUNCIL LOCAL PLAN AFFECTING WOODSTOCK.

To consider a report from Cllr S Parnes (enclosed).

17 INTRODUCTION OF A POLICY & PROCEDURE DOCUMENT FOR FORMALISATION & CONSISTENCY OF COUNCIL CO-OPTIONS

(i) To consider a report from Cllr S Parnes (enclosed).

(ii) To consider a report from Cllr M Parkinson (enclosed).

18 PARISH AND TOWN COUNCIL £200 DEFIBRILLATOR GRANT

To consider the offer from London Heart Organisation to take advantage of a £200 Parish Council grant towards the cost of a defibrillator (enclosed).

19 WTC PROPERTY PORTFOLIO

To receive the Property Portfolio report from Cllr A Grant (enclosed).

20 FREETH INVOICE

To approve the invoice which includes a breakdown of charges (enclosed).

21 CLIMATE CHANGE

To receive an update from Cllr E Poskitt or Cllr M Parkinson (enclosed).



Janine Saxton
Town Clerk

In accordance with The Local Authorities And Police And Crime Panels (Coronavirus) (Flexibility Of Local Authority And Police And Crime Panel Meetings) (England And Wales) Regulations 2020 all reports and papers relating to the meeting will be published on the Council website <http://www.woodstock-tc.gov.uk/>