



7th July, 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 June Town Council meeting to be held online via the Zoom video conferencing system on **Tuesday 14th July, 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 May meeting of the Town Council held on Tuesday 12th May 2020 (enclosed).
- (ii) the June meeting of the Town Council held on Tuesday 9th June 2020 (enclosed).
- (iii) the Extraordinary July meeting of the Town Council held on Tuesday 7th July 2020 (to follow).

5 REPORT FROM THE TOWN CLERK

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

6 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).

7 COMMUNICATIONS

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

8 **QUESTIONS**

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

9 **MOTIONS PRESENTED TO COUNCIL**

No motions received.

10 **PLANNING**

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

- a) Ref: APPLICATION NO: 20/01318/LBC Tatham House, 8 Oxford Street, Woodstock
Replacement of front doors to main entrance with new doors to match existing.
- b) Ref: APPLICATION NO: 20/01337/HHD 21 Green Lane, Woodstock
Alterations and erection of single storey front extension, single storey side extension and first floor box dormer to rear.

11 **REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JULY 2020**

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

- (i) To receive the list of payments for July (enclosed)
Recommendation:
That the Council resolve that the list of payments totalling £26,300.44 made in the month of June 2020 be received and **approved**.
- (ii) Bank Reconciliation Statements (enclosed)
To receive and **approve** the bank reconciliation statements for June 2020.
- (iii) Summary and Detailed Income & Expenditure Statements (enclosed)
To receive and **approve** the summary and detailed income & expenditure statements for June 2020.
- (iv) Project Monitoring Spreadsheet (enclosed)
To receive and note the monthly update of the spreadsheet for information.

12 **STEERING GROUP - WALKWAYS FROM OLD WOODSTOCK**

To consider a report from the Steering Group (enclosed)

13 **UPDATE ON PLANNING POLICY ISSUES**

To receive a report from Cllr T Redpath (to follow).

14 **BLACK LIVES MATTER**

To consider the open letter addressed to the council that was sent to the Woodstock and Bladon News.

15 **NALC NEW MODEL MEMBER CODE OF CONDUCT CONSULTATION**

Request received from NALC strongly encouraging local councils **to consider** the proposed new model member code of conduct and respond to the LGA consultation before the deadline of 17 August 2020 (enclosed).

16 **REVIEW OF CEMETERY FEES**

To consider the attached report and recommendations (enclosed).

- 17** **WOODSTOCK LAWN CEMETERY EXTENSION - PUBLIC WORK LOAN BOARD APPLICATION**
To consider the report from Cllr P Jay and the Responsible Financial Officer (enclosed).
- 18** **REVIEW OF TOWN HALL & COMMUNITY CENTRE BOOKING FEES**
To consider the attached report and recommendations (enclosed).
- 19** **REOPENING THE TOWN HALL AND COMMUNITY CENTRE FOR BOOKINGS**
To consider the guidance from the government and approve when to reopen the venues (to follow).
- 20** **HOLDING COUNCIL MEETINGS BY VIRTUAL MEANS**
To consider a report from Cllr A Grant (enclosed).
- 21** **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).
- 22** **OXFORDSHIRE COUNTY COUNCIL BIKE RACK FUND**
To receive information from WODC with regard to the allocation of funds from OCC for additional cycle racks in Woodstock.
- 23** **WTC WEBSITE PROPOSAL**
To consider a report from Cllr L Burnham (enclosed).
- 24** **APPLICATION TO ADDRESS PHASE 2 - WOODSTOCK EAST.**
(i) To consider the application received by WODC.
(ii) To receive a report from Cllr S Parnes (to follow).
- 25** **ENVIRONMENT**
(i) Water meadows encroachment
 To consider a report from Cllr P Redpath (enclosed).
(ii) Water meadows Annual Inspection
 To consider the quote from ROSPA of £890 plus mileage and accommodation costs if necessary (enclosed).
(iii) Litter Bins At Water meadows Entrances
 To consider a report from Cllr M Parkinson (to follow).
(iv) Additional Green Waste Bin For Community Centre
 To consider a request from Woodstock in Bloom to purchase a licence £80.40 for the second bin at Woodstock Community Centre.
- 26** **FOLLOW-UP FROM EXTRAORDINARY JULY TOWN COUNCIL MEETING**
To receive a report from Cllr S Parnes (to follow).
- 27** **OALC AUTUMN TRAINING**
To consider any training requirements and book places on appropriate training courses offered by OALC (enclosed).
- 28** **CLIMATE CHANGE - SOLAR PANELS ON COMMUNITY CENTRE ROOF**
To consider a report from Cllr E Poskitt (to follow).

29 **WTC PROPERTY PORTFOLIO**

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

30 **FREETH INVOICE**

To approve the two invoices for £648 for period up to 31 May 2020 and £504 for period up to 30 June 2020 which includes a breakdown of charges (enclosed).

31 **DAMAGED SIGN IN HARRISONS LANE**

To consider the quote £265.00 + VAT and £20.00 carriage received from WODC to replace the damaged sign as it cannot be repaired. (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/>