



14<sup>th</sup> April, 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 April Town Council meeting to be held online via the Zoom video conferencing system on **Tuesday 21st April, 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.

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## **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 four minutes' duration and only concerning topics on the agenda.
- 4 TO APPROVE THE MINUTES OF**  
the March meeting of the Town Council held on Tuesday 10<sup>th</sup> March 2020.
- 5 REPORT FROM THE TOWN CLERK**  
To consider the Town Clerk's report and **approve** any requests within it as required.
- 6 COUNTY AND DISTRICT COUNCILLORS UPDATE**
  - (i) To receive the monthly Parish report from CClr I Hudspeth.
  - (ii) To receive the monthly report from District Cllrs J Cooper & E Poskitt.
- 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: 20/00416/HHD 27 Plane Tree Way, Woodstock  
Alterations to front elevation to render.
- b) Ref: APPLICATION NO: 20/00530/HHD Lynholm, 7 Recreation Road, Woodstock  
Single storey infill extension and extension of garage roof to create canopy to front entrance
- c) Ref: APPLICATION NO: 20/00781/HHD 8 Browns Lane Woodstock  
Alterations to construct a pitched roof to existing front dormer to replace existing flat roof.

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

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

- (i) To receive the list of payments for March 2020  
Recommendation  
That the Council resolve that the list of payments totalling ££20,454.78 made in the month of March 2020 be received and **approved**.
- (ii) Bank Reconciliation Statement  
To receive and **approve** the bank reconciliation statements for March 2020
- (iii) Summary and Detailed Income & Expenditure Statements  
To receive and consider the summary and detailed income & expenditure statements for March 2020  
  
**Please note these do not contain all the year end adjustments so are not the year end figures**
- (iv) Fixed Asset Register 2019/20  
Additions to be noted and **approved**
- (v) Risk Assessment – Financial Management and Investment  
To receive and **approve** the amendments to Risk assessment 2019/20 which were deferred from the March meeting.
- (vi) Project Monitoring Spreadsheet (attached).  
To receive and note the monthly update of the spreadsheet for information.

**12** **CLIMATE CHANGE**

To receive an update from Cllr E Poskitt or Cllr M Parkinson

**13** **SSE COMMUNITY RESILIENCE FUND**

To consider whether any applications are to be submitted for the two local community support groups.

**14** **SOUTH OXFORDSHIRE LOCAL PLAN**

To consider the papers relating to the response received from Joseph Duggan Planning Directorate, MHCLG on behalf the Rt Hon Robert Jenrick, and a motion proposed by Cllr P Jay.

- 15**     **CASUAL VACANCY IN OFFICE OF TOWN COUNCILLOR**  
To consider a report from Cllr Parnes.
- 16**     **ALTERNATIVES FOR CONSIDERATIONS IN APPOINTMENTS OF TOWN MAYORS**  
To consider a report from Cllr Parnes.
- 17**     **MESSAGE OF BEST WISHES TO THE PRIME MINISTER OF THE UNITED KINGDOM**  
To consider a report from Cllr Parnes.
- 18**     **THE RURAL MOBILITY FUND**  
To consider and **agree** a response to the Expression of Interest request from Oxfordshire County Council.
- 19**     **WTC PROPERTY PORTFOLIO**  
To receive the Property Portfolio report from Cllr A Grant.
- 20**     **ALLOWANCE FOR TOWN HALL STAFF WORKING FROM HOME**  
To consider a report from Cllr S Parnes.
- 21**     **DATE OF THE NEXT MEETING**  
Council to **agree** the date of the next meeting.



Janine Saxton  
Town Clerk