



6<sup>th</sup> October, 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 Confidential Session to be held online via the Zoom video conferencing system on **Tuesday 13<sup>th</sup> October, 2020 at 7.00pm.**

Login details to use to access the meeting either virtually or by telephone are shown below:-

**Join Zoom Meeting**

<https://us02web.zoom.us/j/87276724922?pwd=Y1k3YXRkZHVkQ3c0Q3AwVGpXSy81dz09>

**Meeting ID: 872 7672 4922**

**Passcode: 362064**

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+442039017895,,87276724922#,,,,,0#,,362064# United Kingdom

Dial by your location

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+44 131 460 1196 United Kingdom

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**Meeting ID: 872 7672 4922**

**Passcode: 362064**

Find your local number: <https://us02web.zoom.us/j/kuSc2scuZ>

## CONFIDENTIAL SESSION

### 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).

#### **1** PROPERTY

To receive the October property report and recommend the tenant for the lease of 2 Market Street commercial unit.

# OCTOBER TOWN COUNCIL MEETING AGENDA

## INFORMATION FOR THE PUBLIC

Members of the public are encouraged and welcome to attend the main part of the meeting which will commence at **7.30pm**.

Login details to use to access the meeting either virtually or by telephone are shown below:-

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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 five minutes' duration.

### **4 TO APPROVE THE MINUTES OF**

i) The September Town Council meeting held on Tuesday 8<sup>th</sup> September 2020

ii) The Extraordinary meeting of the Town Council held on Tuesday 29<sup>th</sup> September 2020.

### **5 REPORT FROM THE TOWN CLERK**

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

### **6 COUNTY AND DISTRICT COUNCILLORS UPDATE**

(i) To receive the monthly Parish report from Cllr 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: 20/02342/HHD 15 Oxford Road, Woodstock  
Alterations and erection of two storey side and rear extensions, first floor rear extension.
- b) Ref: APPLICATION NO: 0/02377/HHD 29 Marlborough Crescent Woodstock  
Erection of single storey rear extension.

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

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

- (i)     To receive the list of payments for August and September 2020  
Recommendation:  
That the Council resolve that the list of payments totalling £13,836.26 made in the month of August 2020 be received and **approved**.  
That the Council resolve that the list of payments totalling £57,502.99 made in the month of September 2020 be received and **approved**.
- (ii)    Bank Reconciliation Statements  
To receive and **approve** the bank reconciliation statements for August and September 2020.
- (iii)   Summary and Detailed Income & Expenditure Statements  
To receive and **approve** the summary and detailed income & expenditure statements for September 2020.
- iv)     6 month Investment Interest Review (enclosed)  
To receive and note the interest received from the council investment with the Public Sector Deposit Fund
- v)      Deposition of Council Funds ( enclosed)  
To receive and note the Deposition of Council funds at 30th September 2020
- vi)     Appointment of Internal Auditor (enclosed)  
To receive a report and approve the recommendation of appointment of the Internal Auditor on a three year contract
- vii)    Project Monitoring Spreadsheet  
To receive and note the monthly update of the spreadsheet for information.

**12**    **PLANNING**

To receive the following reports from Cllr T Redpath:-

- i)      Cherwell Plan
- ii)     Planning White Paper

- 13**     **WEST OXFORDSHIRE DISTRICT PAYPHONE CONSULTATION**  
To respond to the request from BT to remove the payphone on Oxford Street.
- 14**     **A44**  
To receive an update on the issue of the guard rail in front the Black Prince.
- 15**     **SALT CROSS GARDEN VILLAGE DRAFT AREA ACTION PLAN (AAP)**  
To receive and consider the report from Cllr E Poskitt.
- 16**     **PAYMENT OF INVOICES**  
To receive and consider a report from Cllr A Grant.
- 17**     **UPDATE ON CEMETERY EXTENSION**  
To receive and consider a report from Cllr T Redpath.
- 18**     **WOODSTOCK WATERMEADOWS**  
i)        To receive a report from Cllr L Burnham.  
ii)       To receive the quarterly report from the Wychwood Project and approve the invoice for the sum of £1938.75.
- 19**     **DAMAGED ROAD SIGN**  
Council to approve for the damaged road sign at the junction of Shipton Road and Flemings Road to be replaced.
- 20**     **REVIEW OF STANDING ORDERS**  
To receive and consider the report from Cllr A Grant.
- 21**     **WTC Re-Opening of Council Owned Venues – COVID-19**  
To receive a report from Cllr M Parkinson  
To receive a report from the Clerk responding to the reasons for closing TC venues to hirers.
- 22**     **AGENDA & REPORTS DEADLINE**  
To receive and consider a report from Cllr M Parkinson.
- 23**     **DISTRICT & COUNTY COUNCILLOR REPORTS**  
To receive and consider a report from Cllr M Parkinson.
- 24**     **REMEMBRANCE EVENT**  
To receive and consider a report from Cllr E Poskitt



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/>