

**MINUTES OF THE CONFIDENTIAL SESSION OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 13th OCTOBER 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)
Cllr L Burnham
Cllr U Parkinson
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr E Poskitt
Cllr P Redpath

ALSO IN ATTENDANCE: The Clerk, Mrs Janine Saxton

The Mayor asked the Clerk and each Councillor to confirm that they were alone in the room from which they were accessing the confidential session.

The Clerk and all Councillors present confirmed they were alone in the room from which they were accessing the confidential session.

WTC154/20 LEGACY LEFT TO WOODSTOCK COMMUNITY CENTRE:

The Clerk informed the Council that Woodstock Community Centre had been named as a beneficiary in the will of Mrs Fay Booker and would receive a percentage of her estate and that she would return the completed forms to Mrs Bookers Solicitors.

WTC155/20 PROPERTY:

2 Market Street

The following quotes had been received for electrical works to split the power supply between the shop and flat.

Company		
A	Electrical Work to split the supply between Shop & Flat	£1410.70
B	Electrical Work to split the supply between Shop & Flat	£1219.50

The following motion was proposed by Cllr A Grant and seconded by Cllr M Parkinson:-

WTC agrees to Company B at the cost of £1219.50 for the electrical work to be carried out to split the supply between the shop and the flat.

RESOLVED: The Council voted unanimously in favour of accepting the quote from Company B and the motion was carried.

2 Market Street (self-contained flat)

Cllr A Grant recommended that:

WTC agree to the fitting of a letter box in the front door of the flat and supply a washing machine at a cost of up to £200.

Cllr A Grant informed the Council that she had not included a price for a letter box as she had no idea of the cost to supply and fit one, but she thought that a decent washing machine could be purchased for up to £200.

Cllr E Poskitt pointed out that the tenant had also requested a doorbell and proposed that one be included within the motion. Cllr A Grant agreed for her recommendation to be amended as shown below:-

WTC agree to the fitting of a doorbell and a letter box in the front door of the flat and to supply a washing machine at a cost of up to £200.

RESOLVED: The Council voted unanimously in favour of the flat being supplied with a doorbell, letterbox and washing machine.

2 Market Street (Retail Unit)

The Property Agent have had great interest in the shop and have had four firm offers at the asking price of £12,000 per annum plus VAT.

Council were asked to instruct the Property Agenda as to which business they would like to see in the town.

Offer A	-	Grocer/Deli – high quality fruit, vegetables, fish, wine, cheese from local producers and suppliers.
Offer B	-	Gallery – art, ceramics and sculptures
Offer C	-	Vegan health food Company – ready to go plant based whole foods, vibrant smoothies, sweet treats and selective retail and deli items.
Offer D	-	Barber

After some discussion relating to the types of businesses that had submitted offers for the retail unit and which ones would add to the diversity of businesses offered in the town, Cllr M Parkinson proposed the following motion which was seconded by Cllr L Burnham:-

That WTC recommend that the Council's Property Agent accept Offer A for a Grocer/Deli business.

A vote was taken.

VOTE: For: 5 Against: 1 Abstaining: 2

RESOLVED: The Council voted in favour of the Property Agent agreeing Offer 'A' for a Grocer/Deli to lease the retail unit.

It was confirmed that the work is being undertaken to divide 4 Market Street into a separate residential flat and retail unit at no cost to the Council and the current tenant is planning to move out of the flat in October.

Suite 2 Community Centre

Council were advised that repairs were required to a hole in the wall and also a fireplace within the room was to be blocked up prior to the tenant taking up the new lease.

The meeting closed at 7.20pm

Signed

Date:

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 13th OCTOBER 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)	Cllr A Grant (Deputy Mayor)
Cllr L Burnham	Cllr J Cooper
Cllr P Jay - joined the meeting at 7.42pm	Cllr S Parnes
Cllr U Parkinson	Cllr E Poskitt
Cllr S Rasch	Cllr P Redpath
Cllr T Redpath	Cllr E White

ALSO IN ATTENDANCE: The Clerk, Cllr Ian Hudspeth and 3 members of the public.

The Mayor asked members of the Council to join him in a minute's silence as a mark of respect for former Woodstock Councillor Dave Davies who had recently passed away.

WTC156/20 APOLOGIES FOR ABSENCE:

There were no apologies for absence received.

WTC157/20 DISCLOSURES OF INTEREST:

Cllr J Cooper **Item 10 Planning:** Personal interest as he is a member of WODC Planning Sub-Committee.

Cllr E Poskitt **Item 10 Planning:** Personal interest as she is a member of WODC.

WTC158/20 PUBLIC PARTICIPATION SESSION:

None.

The Council agreed for Agenda Item 12 i) Cherwell Plan to be brought forward and discussed after the public participation session as ~~the~~ Cllr T Redpath's report relateds to the CDWA request for donations toward the costs of their legal challenge against the Cherwell Local Plan Partial Review.

WTC159/20 PLANNING:

Alan Lodwick addressed Council on behalf of the Cherwell Development Watch Alliance, an organisation made up of five local groups including Woodstock Action Group who were opposing the 4,400 houses proposed within the Cherwell Local Plan. Alan provided relevant background information on how the group were established and the work they have undertaken to oppose the Cherwell Local Plan and also the Oxford City Unmet Housing Need. He explained that CDWA are now taking the last option available to them and submitting a legal challenge which is costly.

A number of Councillors' expressed their views and asked questions to which Alan Lodwick responded ~~ed~~ too.

Cherwell Local Plan

A vote was taken on the following motion proposed by Cllr T Redpath and seconded by Cllr P Jay:-

that Woodstock Town Council donates £2,000 towards the legal challenge against the Cherwell Local Plan Partial Review

Cllr S Parnes requested a named vote.

VOTE:	For:	10	Cllrs T Redpath, P Redpath, L Burnham, A Grant, E Poskitt, U Parkinson, P Jay, M Parkinson, S Rasch & E White
	Against:	2	Cllrs J Cooper & S Parnes

RESOLVED: The motion was carried.

Planning White Paper Consultation

After a lengthy discussion during which ~~several a number of~~ Councillors, ~~stated how wrong the paper is expressed very strong disagreement~~ with many of the presumptions and policies in the White Paper and their grave concerns for the role of democratic participation in advising on future development were these policies to be implemented, Cllr E Poskitt offered to prepare a brief response opposing and objecting to the paper on behalf of WTC for submission to the local MP Robert Courts.

Cllr P Jay offered the following motion which was seconded by Cllr T Redpath:-

that WTC considers the Governments White Paper on planning to be a shameful and shameless assault on the fundamental principles of Town and Country Planning by local and democratic authorities which is essential to the protection of the beauty and amenity of the spaces in which we all live and wish to live.

He was opposed to the suggestion of submitting any response from WTC to the local MP.

Cllr E Poskitt proposed to circulate the motion and some background points to all Oxfordshire MPs.

Cllr P Jay confirmed he was happy for the motion and background points Cllr E Poskitt has offered to collate being sent to all Oxfordshire MP's including the local MP and request a response from all parties.

Cllr P Redpath proposed that OALC should be included within circulation with a covering letter requesting that they write to all parish and town councils requesting that they also support this.

A vote was taken on the full motion shown below

that WTC considers the Governments White Paper on planning to be a shameful and shameless assault on the fundamental principles of Town and Country Planning by local and democratic authorities which is essential to the protection of the beauty and amenity of the spaces in which we all live and wish to live. The motion and some background points will be circulated to all Oxfordshire MPs and a response requested from all parties. OALC will also be included within the circulation with a covering letter requesting that they write to all Parish and Town Councils requesting that they also support this.

Cllr S Parnes requested a named vote.

VOTE: For: 11 Cllrs A Grant, T Redpath, P Redpath, L Burnham, J Cooper, E Poskitt, U Parkinson, M Parkinson, S Rasch, E White and P Jay

Against: 1 Cllr S Parnes

RESOLVED: The motion was carried.

Alan Lodwick left the meeting at this point 8.24pm.

WTC160/20 MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 8th SEPTEMBER 2020 AND THE MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON TUESDAY 29th SEPTEMBER 2020:

The Council **resolved** that the minutes of the Town Council meeting held on Tuesday 8th September 2020 were a true record of the meeting with the following amendments:-

- Page 66 **WTC133/20** paragraph 5, line 4 - *Town Hall office refurb* replace £6,000 with £10,000. Line7 - *Total:* replace £20,000 with £24,000.
- Delete paragraph 7 - That the council approve the removal of the following amounts of expenditure from the budget: *Town Hall office refurb - £4,000 - Total: £4,000.*
- Page 68 **WTC133/20** paragraph 2, line 1 - remove the letter 'e' from the word Cottesway as correct spelling is Cottsway. Delete the word 'the' and add the words 'considering a request from the Council for'. Paragraph 2, line 2 - delete the word 'obtained'.
- Page 70 Final paragraph correct the spelling of the word 'Woodstock'.

The Council **resolved** that the minutes of the Extraordinary Town Council meeting held on Tuesday ~~29~~²⁹⁸ September 2020 were a true record of the meeting with the following amendments:-

- Page 71 The word 'Extraordinary' to be added into the heading after the word 'the' and before the word '~~Town~~^{er}'.
- Page 71 Paragraph 3, line 4 - remove the words 'that according to Standing Orders' and replace with the words 'for consistency'.

Cllr S Parnes proposed the following amendment:-

- Page 72 **WTC146/20** paragraph 5, line 2 - remove the words 'and advise Councillors accordingly' and replace with the words 'before returning it to Council'.

Cllr T Redpath disagreed with the amendment proposed by Cllr S Parnes and proposed the following motion

that as the Clerk had listened to the recording and had checked the accuracy of the named vote as requested. As the vote was correctly recorded that should be the end of the matter and the minutes cannot be brought back and amended further.

As there was no seconder for Cllr S Parnes proposed amendment it was not progressed.

Cllr P Redpath seconded Cllr T Repath's proposal that the accuracy of the named vote had been checked and was recorded correctly which and therefore the minutes bea not brought back to Council for further amendment.

A vote was taken.

Cllr S Parnes requested a named vote.

VOTE:	For:	10	Cllrs A Grant, T Redpath, P Redpath, L Burnham, J Cooper, E Poskitt, U Parkinson, M Parkinson, S Rasch and P Jay
	Against:	1	Cllr S Parnes
	Abstaining:	1	Cllr E White

RESOLVED: The motion was carried.

Page 73 **WTC150/20** point 2 of the motion, line 2 - removed the word 'of' and replace with the word 'that' and add the words 'go ahead as planned.' to the end of the sentence.

Page 73 **WTC150/20** a third point to be added to the motion to read - '3. This is to be reviewed at every meeting'.

Page 73 **WTC152/20** paragraph 1, line 1 - add the words 'for the Council' after the word wished' and 'to'.

WTC161/20 REPORT FROM THE TOWN CLERK:

The Council approved the purchase of a webcam at the cost of £104.00 (ex VAT) which will enable the Administrative Assistant to use Zoom and join meetings via video conference.

The Annual Watermeadows Inspection report was noted.

The Council approved unanimously for the damaged fuse to be taken out and replaced above the former "Barclays Bank" at a cost of £300.97 which will enable the connection to be safely used for the Christmas Lights.

WTC162/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

Although the Mayor was aware there was a question from Cllr S Parnes he had not had sight of it on paper and felt he had not had time to prepare an answer.

Cllr S Parnes asked CCllr I Hudspeth about the status of the TTRO that was proposed for the layby outside Hampers and also enquired why Oxford was not placed in a higher Tier of lockdown?

CCllr I Hudspeth responded that he would follow up the TTRO but he was sure that it had not been implemented and have been put on hold. He stated that Oxfordshire was being looked at as a whole not just the central area of the city and that the County Council were working with the government but as yet it is not considered that Oxfordshire should be in Tier 2.

Cllr M Parkinson asked if the whole county would move up a tier if the numbers within the city centre increased.

Cllr I Hudspeth advised that each area was being looked at individually when decisions were being made and the impact on the surrounding villages/town also had to be considered.

Cllr I Hudspeth left the meeting at this point.

The District Councillors' report was received by Council. Cllr S Parnes attempted to ask a question but due to interference he was experiencing with his computer his question could not be deciphered and he was asked to submit it via email and copy in all Councillors.

WTC163/20 COMMUNICATIONS:

The Mayor did not have any items to communicate.

WTC164/20 QUESTIONS:

The following question submitted by Cllr S Parnes was presented to Council:-

"On September 1st, 2020, the Town Council conducted a meeting entirely in confidential session during which it decided to award a contract which was broadly valued at double the threshold at which legal requirements including the Public Contracts Regulations 2015 require advertisement of the contract on the Contract Finder website, as well as other procedures defined for public procurement of goods and services. The measures required for contracts above 25,000 pounds value are also referenced in the Council's Standing Orders, and guidance issued by the National Association of Local Councils (NALC). The Contracts Finder website lists hundreds of cemetery works contracts, including those by parish councils. Why did Woodstock Town Council not abide by these legal requirements?"

Although the Town Mayor was copied in when the Question was duly submitted in the week before the meeting, and it also appeared among meeting documents published on the Town Council website prior to the meeting, at the meeting itself the Town Mayor contended he had not seen the Question and therefore had not prepared a response. More than two weeks lapsed before he provide any response, and then it was only by direct email and only to the Member who formally asked the Question publicly. After more than a month, will the Town Mayor now finally respond in a manner that properly puts on public record the Town Mayor's response to the Question.

The Mayor responded that his view is that under the emergency COVID regulations we have done our best and he does not believe that we have put the public money in significant jeopardy at any stage. There is an urgent need for more cemetery space and as we now have a handful of plots left and winter is fast approaching bringing flu, potential higher rates of COVID and many other life threatening ailments. The Town Council has "very little powers" in general but one significant responsibility is to ensure we have enough cemetery space for our citizens. Neither the Town Clerk nor the Responsible Financial Officer as proper officers have questioned the process at any stage and I can therefore, conclude that we have done everything practicable to fulfil the requirements for this sort of project.

WTC165/20 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC166/20 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO: 20/02342/HHD 15 Oxford Road, Woodstock

Alterations and erection of two storey side and rear extensions, first floor rear extension.

RESOLVED: that WTC has no objection to this application.

Ref: APPLICATION NO: 0/02377/HHD 29 Marlborough Crescent Woodstock

Erection of single storey rear extension.

RESOLVED: that WTC has no objection to this application.

WTC167/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – OCTOBER 2020:

- i) To approve the List of Payments for August 2020 totalling £13,836.26 – The Council **resolved** to approve the payments made in August 2020.
- ii) To approve the List of Payments for September 2020 totalling £57,502.99 – The Council **resolved** to approve the payments made in September 2020.
- iii) To approve the Bank Reconciliation for August and September 2020 – The Council **resolved** to approve the Bank Reconciliation for August and September 2020.
- iv) To receive and consider the Income and Expenditure statements for September 2020 – The Council **noted** the Income and Expenditure statements without query or comment.
- iv) To receive and note the interest received from the council investment with the Public Sector Deposit Fund. The 6 month investment interest was **noted** by Council.
- v) To receive and note the Deposition of Council funds at 30th September 2020. The Deposition of Council funds as at 30th September 2020 was **noted** by Council.
- vi) To receive a report and approve the recommendation of appointment of the Internal Auditor on a three year contract. The Council **resolved** to take out a three year contract for Internal Audit services with IAC Audit & Consultancy Ltd at an annual cost of £589.00 plus VAT.
- vii) To receive and note the monthly update of the spreadsheet for information. The monthly project monitoring spreadsheet was **noted** by Council.

Cllr L Burnham was concerned that the spreadsheet figures did not reflect the money available within the budget in relation to the Watermeadows.

Cllrs L Burnham and P Redpath will have a look at fund available and prioritise the watermeadow work that is required.

WTC168/20 WEST OXFORDSHIRE DISTRICT PAYPHONE CONSULTATION:

Cllr P Jay proposed the following motion which was seconded by Cllr M Parkinson:-

That WTC agree to the request from BT to remove the payphone box on Oxford Street.

A short discussion followed before a vote was taken.

VOTE: For: 7 Against: 3 Abstaining: 2

RESOLVED: The motion was carried.

WTC169/20 A44:

Cllr L Burnham provided Council with a brief ~~oral~~ update on the recent meeting he had attended with Mr Colin Carritt, James Wright from OCC, his contractors Skanska and Anthony Wright, a representative of Varioguard who manufacture purpose designed barriers for situations such as at The Black Prince.

The purpose of the meeting was to seek advice from the manufacturers in regard to the practicalities of construction and if appropriate to supply OCC with a full design, specification and cost estimate for supply and installation. The meeting was successful in confirming that there were no apparent obstacles that would prevent a suitable vehicle restraint system being installed and Varioguard agreed to provide the detail and costs to OCC for consideration in due course.

Cllr L Burnham advised Council that it would cost between £16,000 - £18,000 to put a 20mph speed restriction in place. Other towns including Burford, Charlbury and Chipping Norton had self-funded the cost of implementing speed restrictions within their towns.

Cllr L Burnham suggested asking Blenheim and OCC for a contribution towards cost of this as the situation will only get worse on this part of the A44.

Cllr P Jay reiterated that his personal opinion is that a proper solution should be found to the Black Prince Canyon threat to life by having walkways which allow people to get from Old Woodstock other parts of the town without having to run the gauntlet on that section of the A44.

Cllr E Poskitt stated it may be worth revisiting the option of having a 20 mile an hour speed limit as the issue of cost had affected a request for one to be put in place 7 years ago.

WTC170/20 SALT CROSS GARDEN VILLAGE DRAFT AREA ACTION PLAN (AAP):

The Council **resolved** to inform West Oxfordshire District Council that both Woodstock and Bladon will also be affected by the Salt Cross Garden Village development as the village will have an exit onto the A40 and also Lower Road which leads on to the A4095. This will have an impact on the traffic in both Woodstock and Bladon and the A44 especially during construction of the village which may coincide with structural change on the A40.

WTC171/20 PAYMENT OF INVOICES

The following motion was proposed by Cllr A Grant and seconded by Cllr M Parkinson:-

WTC agrees to the payment of Invoices which correspond with the original quote agreed by council should be paid without having to be presented to the Council for agreement of payment providing the Town Clerk/Proper Officer is satisfied with the work carried out.

There was a lengthy discussion regarding WTC's financial regulations and Cllr P Jay raised a number of concerns, stating that it undermined financial controls and he would oppose the proposal.

Cllr Burnham suggested having the Clerk and one nominated Councillor to sign off payments where the invoice corresponds with the original quote.

Cllr P Jay proposed the following amendment to the motion which was seconded by Cllr E White:-

that only full Council should approve payments of large amounts of expenditure.

Cllr A Grant did not accept the amendment.

A vote was then taken.

VOTE: For: 3 Against: 9 Abstaining: 0

RESOLVED: The amendment to the motion fell.

A vote was then taken on the original motion.

WTC agrees to the payment of Invoices which correspond with the original quote agreed by council should be paid without having to be presented to the Council for agreement of payment providing the Town Clerk/Proper Officer is satisfied with the work carried out..

VOTE: For: 9 Against: 3 Abstaining: 0

RESOLVED: The motion was carried.

The council were made aware that the Administrative Assistant was unable to use zoom on her computer and that Triumph had been contacted and asked to help resolve this issue.

WTC172/20 UPDATE ON CEMETERY EXTENSION:

Cllr T Redpath confirmed that the Public Work Loan Board had approved for WTC to borrow £45,000 for the cemetery work and both satisfactory references and public liability insurance had been received from the Contractor. With the work due to commence in the coming 4-6 week she stated that she was very mindful of the fact there had been a previous comment about the fact that the Council had not necessarily agreed why the work was going to be undertaken. Both Cllr T Redpath and Cllr A Grant completed some research, looking at both WTC's financial regulations Para 11.1 (c) and the Government Procurement Policy Note - Responding to COVID-19 which referred back to the Public Contract Regulations 2015.

Cllr T Redpath advised Council that both herself and Cllr A Grant felt that Para 32(2)(c) within Public Contract Regulations 2015 covered the issue. For clarity and to make sure WTC have done things correctly, she proposed the following motion which was seconded by Cllr A Grant:-

that WTC identifies that minute WTC/199/20 approved the quote from contractor B (subject to suitable references and insurance) and add that the works are of an urgent nature due to the current Covid – 19 pandemic and the possible urgent need for additional burial space; and that the decision without prior publication conforms with Para 32(2)(c) of the Public Contracts Regulations 2015 and is in line with the Government Information Note PPN 01/20 (March 2020) in response to exceptional circumstances for the procurement of works with extreme urgency.

Following a challenge by Cllr S Parnes on the legitimacy of the proposed motion Cllr P Jay proposed and Cllr J Cooper seconded that Council vote to After a brief debate followed before a vote was taken on whether Council should move forward and vote on the motion proceed with the original proposed motion..

Cllr S Parnes requested a named vote:

VOTE:

For:	7	Cllrs A Grant, T Redpath, P Redpath, J Cooper, E Poskitt, P Jay & S Rasch
Against:	1	Cllr S Parnes
Abstained:	4	Cllrs M Parkinson, L Burnham, E White & U Parkinson

RESOLVED: The motion was carried.

A vote was then taken on the following motion proposed by Cllr T Redpath which she had previously read out and had been seconded by Cllr A Grant:-

that WTC identifies that minute WTC/199/20 approved the quote from contractor B (subject to suitable references and insurance) and add that the works are of an urgent nature due to the current Covid – 19 pandemic and the possible urgent need for additional burial space; and that the decision without prior publication conforms with Para 32(2)(c) of the Public Contracts Regulations 2015 and is in line with the Government Information Note PPN 01/20 (March 2020) in response to exceptional circumstances for the procurement of works with extreme urgency.

VOTE:

For:	11	Cllrs A Grant, T Redpath, P Redpath, P Jay J Cooper, E Poskitt, S Rasch, M Parkinson, L Burnham, E White & U Parkinson
Against:	1	Cllr S Parnes
Abstained:	0	

RESOLVED: The motion was carried.

WTC173/20 WOODSTOCK WATERMEADOWS:

Cllr L Burnham provided a brief background on the reasons and benefits of the Watermeadows being formally recognised as a Local Nature Reserve before proposing the following motion which was seconded by Cllr P Redpath:-

It is proposed that the Town Council formally recognises the watermeadows as a Local Nature Reserve and to better facilitate its ongoing management, adhere to the following broad principles:

- *The conservation and enhancement of all wildlife in the watermeadows*
- *Help more people to experience, understand and value the watermeadows as a natural resource and the opportunity it affords to re-connect with nature*
- *Preserve the watermeadows as an easily accessible area of quiet tranquillity*

A vote was taken.

VOTE:

For:	11	Against:	0	Abstained:	0
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It was noted that Cllr P Jay was not present at the time the vote was taken.

RESOLVED: The motion was carried.

Cllr L Burnham advised Council ~~that Woodstock~~ that a local Woodstock resident and very eminent ecologist, Dr Adrian Delnevo, had offered his support by way of expert opinion and advice to help better inform the TC on ecological issues that may potentially impact strategic decision making. before proposing the following motion which was seconded by Cllr P Redpath:-

To help better inform the updated management plan for the watermeadows and to help with wider educational considerations, it is proposed that the Town Council sponsors the project proposed by Dr Delnevo.

The issue of insuring the equipment was raised.

Cllr M Parkinson proposed the following amendment to the motion:-

To help better inform the updated management plan for the watermeadows and to help with wider educational considerations, it is proposed that the Town Council sponsors the project proposed by Dr Delnevo to the sum of £887 (inc VAT) subject to the legalities of appropriate signage notifying members of the public utilising the Watermeadows that infra-red motion activated cameras are monitoring and recording mammalian wildlife activity within the area are fully investigated.

The amendment was accepted by Cllrs L Burnham and P Redpath.

A vote was taken on the amended motion.

VOTE: For: 11 Against: 0 Abstained: 0

RESOLVED: The motion was carried.

It was noted that Cllr P Jay was not present at the time the vote was taken.

Cllr P Redpath informed the Council that the Bicester Green Gym had donated £1,000 which is supplementary to the funds that WTC had agreed in the above motion. The donation was made in lieu of the Wood~~chipchip~~ Green Gym having donated all their assets to the Bicester Green Gym when the group disbanded.

The Council agreed that the Clerk would formally write and thank the Bicester Green Gym for their generous donation.

Council approved the payment of the April - June 2020 quarterly invoice from Wychwood for the sum of £1,938.75.

WTC174/20 DAMAGED ROAD SIGN:

The Council approved the request for the damaged road sign at the junction of Shipton and Flemings Road to be replaced. A request from Cllr A Grant to replace the damaged road sign at the entrance of Glyme Close which was seconded by Cllr M Parkinson was also approved by the Council.

WTC175/20 REVIEW OF STANDING ORDERS:

Cllr A Grant provided Council with the reasons for proposing the following motion which was seconded by Cllr M Parkinson:-

- (i) *WTC adopts the NALC Model of Standing Orders and Financial Regulations with immediate effect.*
- (ii) *Adapting them in areas that are needed for the unique specification of Woodstock Town Council.*

Cllr T Redpath expressed her support for the NALC Model of Standing Orders and Financial Regulations being adopted with as little variation as possible and also recommended that once written they are passed through NALC for them to approve the wording.

Cllr E Poskitt suggested having a group that meets to agree the wording and update the document accordingly using the NALC model.

Cllr M Parkinson proposed the following amendment to the motion:-

- (i) *WTC adopts the NALC Model of Standing Orders and Financial Regulations with immediate effect.*
- (ii) *Adapting them in areas that are needed for the unique specification of Woodstock Town Council and they will be run by NALC for checking.*

Cllr A Grant accepted the amendment.

A vote was taken.

VOTE: For: 11 Against: 0 Abstained: 0

RESOLVED: The motion was carried.

Council agreed for Cllrs E Poskitt, A Grant and M Parkinson to form a working group to update the documents.

Cllr M Parkinson suggested that Agenda Items 22, 23 & 24 were moved forward~~ed~~ as these could be discussed quickly. Council agreed to this request.

WTC176/20 AGENDA & REPORTS DEADLINE:

Cllr M Parkinson proposed the following motion which was seconded by Cllr A Grant

WTC Resolves that the deadline for requesting an item be put on the agenda is 12~~noon~~⁵ working days prior to the meeting date. The deadline for submission of an agenda item paper is 11am 4 working days prior to the meeting date. (as our meetings are usually held on a Tuesday this would result in the Wednesday before).

This paper must include a recommendation or a proposal and included a seconder unless it is just to be noted.

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If a paper has not been submitted for an agenda item by this deadline then the item is to be removed from the agenda before it is circulated and posted in the public arena.

Any additional information relating to an agenda item must be circulated by the (Councillor/Clerk) providing the additional information (this may be done by email) by 5pm on the day before the meeting allowing over 24 hours to be considered. This must be additional information only and not a full paper

Cllr L Burnham proposed to remove the fourth paragraph from the motion which was seconded by Cllr E Poskitt.

Cllrs M Parkinson and A Grant accepted the amendment.

Cllr S Parnes suggested the following amendment:-

When exceptional late papers are received they must be put onto the website as soon as possible.

Cllr S Parnes also raised concerns about the logic of a motion having to be seconded prior to the meeting as a Councillor that seconds a motion may not turn up to the meeting the motion is being discussed at.

He also drew attention to Standing Order 31 b) that any motion agreed at this meeting to amend a Standing Order should stand adjourned without discussion and be voted on at the next ordinary meeting.

Cllr M Parkinson proposed to remove the second part of the sentence *(shown in italics)* from paragraph 2 :

This paper must include a recommendation or a proposal. and included a seconder unless it is just to be noted.

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To remove paragraph 4 *(shown below in italics)*:

Any additional information relating to an agenda item must be circulated by the (Councillor/Clerk) providing the additional information(this may be done by email) by 5pm on the day before the meeting allowing over 24 hours to be considered. This must be additional information only and not a full paper.

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A further discussion followed during which numerous views were expressed.

The Council agreed to extend the meeting for a further 15 minutes.

It was finally agreed to bring the item back to the next ordinary meeting.

WTC177/20 DISTRICT & COUNTY COUNCILLOR REPORTS:

After some discussion on the usefulness and format of the reports a vote was on the following motion proposed by Cllr M Parkinson and seconded by Cllr A Grant:-

WTC Resolves that District and County Councillor reports are no longer required on the agenda and they are to be replaced by 'Oral report and /or Questions to WTC's District and County Council Representatives'.

VOTE: For: 2 Against: ~~4~~ Abstained: 3

RESOLVED: The motion fell.

WTC178/20:REMEMBRANCE EVENT:

Cllr E Poskitt had requested that this agenda item be combined with agenda item 21.

WTC179/20 WTC RE-OPENING OF COUNCIL OWNED VENUES – COVID-19:

Cllr M Parkinson proposed the following motion which was seconded by Cllr A Grant:-

WTC resolves that a Working Group is formed to work with the Clerk to formulate a Covid-19 Safety Policy with the intention of monitoring the situation regarding COVID-19 in relation to venue hire and updates/edits the Council's COVID-19 Hiring Policy where and when applicable with the eventual goal of safely re-opening the council controlled venues.

Cllr E Poskitt supported the motion and asked that arrangements for Remembrance Sunday are incorporated into any working group.

The Clerk was thanked for providing a very detailed report and responses to concerns and issues raised by Councillors'.

A vote was taken on the motion proposed by Cllr M Parkinson which was seconded by Cllr A Grant.

VOTE: For: 11 Against: 0 Abstained: 0

RESOLVED: The motion was carried.

A lengthy discussion followed during which the closure of the venues whilst the COVID-19 Safety Policy was being drawn up was discussed and also how promptly this could be completed to protect the livelihoods of the businesses hiring Council venues.

Cllr S Parnes proposed the following motion:-

That based on the further information provided by the Town Clerk including updated risk assessments and information from users and customers of the Town Council building that the motion to close the venues is rescinded pending a report from the working group at the meeting next month.

Cllr M Parkinson reiterated that as the Council have not agreed a policy the buildings are not insured for use by hirers.

A further discussion followed and a number of views were expressed.

The Mayor asked if there was a seconder for Cllr S Parnes' motion, no Councillor seconded the motion and it was not progressed.

The Mayor called for volunteers to join the working group but there were no volunteers and the meeting closed without the working party membership being agreed.

The meeting closed at 11.00pm