

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 10th NOVEMBER 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 7.52pm	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, CCllr Ian Hudspeth and 5 members of the public.

WTC191/20 APOLOGIES FOR ABSENCE:

There were no apologies for absence received.

WTC192/20 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.
----------------	--

WTC193/20 PUBLIC PARTICIPATION SESSION:

None.

WTC194/20 MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 13th OCTOBER 2020:

The Clerk confirmed that all suggested amendments to the minutes submitted via email prior to the meeting had been actioned and an updated copy of the draft minutes which included all amendments circulated to Councillors.

The Clerk informed Council that the page numbers of the minutes of the meetings held on Tuesday 1st, Tuesday 8th and Tuesday 29th September were incorrect but had now been corrected and correlate with the page numbers of the draft minutes of the meeting held on Tuesday 13th October.

The Council **resolved** that the minutes of the Town Council meeting held on Tuesday 13th October 2020 were a true record of the meeting with the following amendments:-

Page 88	WTC176/20	paragraph 13, line 2 - remove the strike-through of the following text 'and included a seconder unless it is just to be noted' and put the text in italics.
---------	------------------	---

		paragraph 15 lines 1 to 4 , - remove the strike-through of the text and put the text in italics.
--	--	--

WTC195/20 REPORT FROM THE TOWN CLERK:

The Council approved the office closure for the Christmas period from Thursday 24th December through to Monday 4th January 2021. No funerals will be conducted whilst the office closed.

The Council asked the Clerk to seek clarification over from which budget the cost of the replacement laptop for the Responsible Financial Officer should come. This matter to be brought back to the November Budget meeting for consideration.

WTC196/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received by Council without question or comment

The District Councillors' report was received by Council. Two questions were raised regarding the Woodstock Parking Review Report which is due to be discussed at the December Cabinet meeting. Cllr J Cooper responded to both questions.

WTC197/20 COMMUNICATIONS:

The Mayor proposed the following motion which was seconded by Cllr A Grant:-

that the December Town Council meeting is moved back a week to Tuesday 15th December as the new Clerk will have only just arrived in post on Tuesday 1st December and this would allow her time to settle into her position before having to prepare the meeting agenda.

A vote was taken.

VOTE: For: 9 Against: 0 Abstaining: 2

RESOLVED: The motion was carried.

The Clerk asked the Council who would be responsible for updating the Council website whilst the Administrative Assistant was signed off sick.

Cllr L Burnham offered to undertake the task until the Administrative Assistant returned to work.

The Council unanimously accepted his offer.

The issue of covering the Administrative Assistant's work whilst she was signed off work was raised. As the office and venues were not open it was felt that that the Clerk could cover her work until Council had a better indication of how long the Administrative Assistant would be off sick.

The Clerk requested that the Council formally communicate with her with regard to her leaving date and outstanding holidays owed as she had been advised in a telephone conversation that her leaving date had been brought forward to Tuesday 1st December but had not received any written communication from the Council since her resignation was accepted on Monday 14th September.

WTC198/20 QUESTIONS:

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

"In the week before this meeting, public amenities owned by the Town Council have been attacked in incidents of criminal damage; for example the form of racist wording and white supremacist hate symbols at the New Road Play Area, and destructive vandalism rendering unusable an over-water bridge at the Watermeadows nature reserve. In the preceding week, the Woodstock Town Football Club facility was the target of break-in and vandalism in the most recent episode of a string of destructive events targeting that site. Rather than continue to stay "shtum" as such incidents continue, will the Town Mayor now speak out and issue a strongly worded notice clearly recording the Council's disgust, to be placed in a prominent place, to make it clear that the perpetrators are unwelcome in the Town and should turn themselves in to the Police and seek qualified and/or pastoral help for whatever drives them to commit such cowardly, dangerous and destructive actions?"

The Mayor responded that he had considered putting a statement on the 'We Love Woodstock' facebook page but had decided to circulate some words to the Councillors for approval before formally making a statement on behalf of the Council. He said that he would be happy to write a statement but would equally welcome suggestions of the wording for a statement from Councillors.

WTC199/20 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

Cllr P Jay joined the meeting at this point.

WTC200/20 PLANNING:

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

Ref: APPLICATION NO: 20/02837/HHD 34 Blackberry Way, Woodstock
Erection of front porch.

RESOLVED: that WTC has no objection to this application.

- a) Ref: APPLICATION NO: 20/02614/ADV 30A High Street, Woodstock
New fascia signage to be installed to replace existing, as well as a new projecting sign to be installed to replace the existing like for like. Existing timber fascia to be redecorated, with new pin-mounted letters to be fixed directly back onto fascia.

Ref: APPLICATION NO: 20/02613/FUL 30A High Street, Woodstock
Existing retail unit to be refurbished internally to convert into new gelato store. New signage to be installed to the shopfront, including minor decoration to the shopfront fascia and framework, and a new projecting sign to replace the existing signage.

Ref: APPLICATION NO: 20/02615/LBC 30A High Street, Woodstock
Existing retail unit to be refurbished internally to convert into new gelato store. New signage to be installed to the shopfront, including minor decoration to the shopfront fascia and framework, and a new projecting sign to replace the existing signage. New fixtures, finishes and lighting to be installed internally.

RESOLVED: that WTC has no objection to this application providing there is no objection from the Conservation Officer.

Due to Cllr P Jay experiencing technical difficulties the Council agreed to move Agenda Item 11 back slightly to allow him time to resolve those difficulties and rejoin the meeting.

WTC201/20 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 12midday 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.

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 E Poskitt suggested removing paragraph 4.

Cllr T Redpath suggested the following amendment to the paragraph 4 of the motion:-

Any additional information relating to an agenda item must be circulated by the originator of the information be it a Councillor or the 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

The amendment was accepted by Cllrs M Parkinson and A Grant.

Cllr S Parnes requested a named vote and expressed his concerns relating to the content of the motion and the consistency of practice within the Council including a motion having to be seconded for a motion prior to the meeting.

A discussion followed during which a number of Councillors expressed their opinions before a named vote was taken.

VOTE:	For:	10	Cllrs T Redpath, P Redpath, A Grant, E Poskitt, J Cooper, S Rasch, M Parkinson, L Burnham, P Jay & U Parkinson
	Against:	2	Cllr S Parnes & E White
	Abstaining:	0	

RESOLVED: The motion was carried.

WTC202/20 WTC PROPERTY PORTFOLIO:

Cllr A Grant drew to Council's attention that the Community Centre Car Park area urgently needed to be resurfaced and confirmed that she had requested £12,000 to be allocated for the work within the budget for 2021/22.

The property report was noted without question or comment.

WTC203/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – NOVEMBER 2020:

- i) To approve the List of Payments for October 2020 totalling £14,318.46 – The Council **resolved** to approve the payments made in October 2020.
- ii) To approve the Bank Reconciliation for October 2020 – The Council **resolved** to approve the Bank Reconciliation for October 2020.
- iii) To receive and consider the Income and Expenditure statements for October 2020 – The Council **noted** the Income and Expenditure statements without query or comment.
- iv) To receive and note the monthly update of the spreadsheet for information. The monthly project monitoring spreadsheet was **noted** by Council.

WTC204/20 ENVIRONMENT - RECENT TREE INSPECTION REPORT – ONGOING MANAGEMENT:

Cllr L Burnham provided a brief overview of his report before proposing the following motion which was seconded by Cllr P Redpath:-

In order to better facilitate the undertaking of this work across all survey areas, it is proposed that the Council allocates a single budget in 21/22 for all tree works and following a tendering process, a contract is awarded to one company to undertake all of the identified high and medium priority work items (excluding those able to be undertaken by the Wychwood Project under the existing Watermeadows maintenance agreement).

The successful contractor should undertake the necessary work as soon as possible, subject to authorisation by the Town Clerk and available budgets. There will be no need to gather quotes and come back to the town council for approval of individual work items – making for much more efficient ongoing management of the tree works and hopefully ensuring the timely completion of the works.

A brief discussion followed before a vote was taken.

VOTE: For: 12 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

The meeting closed at 8.32pm