



3<sup>rd</sup> November, 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 November Town Council meeting to be held online via the Zoom video conferencing system on **Tuesday 10<sup>th</sup> November, 2020 at 7.30pm.**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82561463503?pwd=VkdEenFrMkQzVXVaNHJtano0Zm5Xdz09>

Meeting ID: 825 6146 3503

Passcode: 534060

One tap mobile

+442034815237,,82561463503#,,,,,0#,,534060# United Kingdom

+442034815240,,82561463503#,,,,,0#,,534060# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 825 6146 3503

Passcode: 534060

Find your local number: <https://us02web.zoom.us/j/82561463503?pwd=VkdEenFrMkQzVXVaNHJtano0Zm5Xdz09>

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**

The October Town Council meeting held on Tuesday 13<sup>th</sup> October 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: 20/02837/HHD 34 Blackberry Way, Woodstock  
Erection of front porch..
- b) 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.

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

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

- (i) To receive the list of payments for October 2020  
Recommendation:  
That the Council resolve that the list of payments totalling £14,318.46 made in the month of October 2020 be received and **approved**.
- (ii) Bank Reconciliation Statements  
To receive and **approve** the bank reconciliation statements for October 2020.
- (iii) Summary and Detailed Income & Expenditure Statements  
To receive and **approve** the summary and detailed income & expenditure statements for October 2020.
- (iv) Project Monitoring Spreadsheet  
To receive and note the monthly update of the spreadsheet for information.

**12** **AGENDA & REPORTS DEADLINE**

- (i) To receive and consider the report from Cllr M Parkinson.
- (ii) To receive and consider a report from Cllr S Parnes

**13** **WTC PROPERTY PORTFOLIO**

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

**14** **ENVIRONMENT - RECENT TREE INSPECTION REPORT – ONGOING MANAGEMENT**

To receive and consider a report from Cllr L Burnham



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/>