

Woodstock Town Council

Town Clerk: Cherie Carruthers



The Town Clerk's Office
The Town Hall
Woodstock
Oxford, OX20 1SL
Telephone: 01993 811216
E-mail: clerk@woodstock-tc.gov.uk

9th December, 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 15th December, 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/83832433653?pwd=SHpkdEZPZWlPL2o1SXhWUHdsdnZgQT09>

Meeting ID: 838 3243 3653

Passcode: 466135

Or dial in via phone Find your local number: <https://us02web.zoom.us/j/kcZudWxXBM>.

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.

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:** The Budget Setting Meeting meeting held on Tuesday 24th November 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:-

- i. APPLICATION NO: 20/02600/FUL – Bladon Chase Caravan Park, Bladon, Woodstock
Re-organisation and upgrade of the existing Caravan Club Site to include the removal of 92 touring caravan pitches and demolition of existing site buildings, construction of replacement facilities and maintenance/housekeeping buildings with provision of static accommodation in the form of 36 Holiday Lodges.
- ii. APPLICATION NO: 20/0307/HD – 28 Blackberry Way, Woodstock
Formation of habitable room in roof space with front and rear Velux roof lights.
- iii. APPLICATION NO: 20/03231/HD – 41 Flemings Road, Woodstock
Alterations and erection of single story rear extension.

11 NEIGHBOURHOOD PLAN – GREEN spaces – To **accept** and **approve** the draft report on Green Spaces prepared by Troy Planning

12 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – DECEMBER 2020

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

- i. To receive the list of payments for November 2020 - Recommendation
That the Council resolve that the list of payments totalling £41,338.73 made in the month of November 2020 be received and **approved**.
- ii. Bank Reconciliation Statements
To receive and consider the bank reconciliation statement for November 2020
- iii. Summary and Detailed Income & Expenditure Statements
To receive and consider the summary and detailed income & expenditure statements for November 2020
- iv. Budget 2021-22 and Setting of the Precept - To receive and consider the following:-
 - (i) Additional Budget Paper for 2021-22
 - (ii) Quotation for new IT hardware and provision for IT budget line
 - (iii) Grant Applications 2021-22

13 REVIEW HALL HIRE AND ROOM CHARGES: Consider the report proposing a price increase.

14 WTC PROPERTY PORTFOLIO: To receive a Property Portfolio report from Cllr A Grant

15 POLICIES for ADOPTION: to review and adopt the following:

- i. Annual Leave Policy
- ii. Flexitime Policy for the Clerk's position

Cherie Carruthers
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/>