

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 15th DECEMBER 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)
Cllr L Burnham
Cllr P Jay
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

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

ALSO IN ATTENDANCE: C Carruthers (Clerk), CClr Ian Hudspeth and 4 members of the public.

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

“that the council suspend Standing Order SO3B1”

Standing Orders had been breached because not all members had received the agenda papers supporting papers leaving the required three clear working days. C Carruthers advised that this was due to a hand over technicality and unclear instructions within the office, she advised that the hard copy packs had been held up with the Christmas post and she was unaware that the electronic papers needed to be circulated by her. This was rectified on the Friday, she also noted that the Agenda has been issued within the statutory timeframe. Cllr S Parnes recommended that due to the noncompliance of this Standing Order the meeting should not take place and be rescheduled, he concluded by requesting a named vote.

VOTE: For:	7	Cllrs T Redpath, P Redpath, M Parkinson, L Burnham, U Parkinson, A Grant, S Rasch.
Against:	2	Cllrs P Jay, J Cooper.
Abstaining:	2	Cllrs S Parnes, E Poskitt

RESOLVED: Motion was carried and SO3B1 was suspended.

WTC204/20 APOLOGIES FOR ABSENCE: Cllr E White.

WTC205/20 DISCLOSURES OF INTEREST:

Cllr J Cooper

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

Item 12iv (iii) Grant Applications: Personal interest as he is a member of the Youth Club Committee.

Cllr E Poskitt

Item 10 Planning: Personal interest as she is a member of WODC.

Cllr A Grant

Item 12iv (iii) Grant Applications: Personal interest as she is a member of the Youth Club Committee.

Cllr S Parnes

Item 12iv (iii) Grant Applications: Personal interest as a family member is a member of the Youth Club Committee.

WTC206/20 PUBLIC PARTICIPATION SESSION:

Hilary Brown of Sustainable Woodstock addressed the Council in response to the Grants Applications discussion at a previous meeting.

A hard copy of the update is available (on request via the Clerk) for anyone who would like a copy.

WTC207/20 MINUTES OF THE BUDGET SETTING MEETING HELD ON TUESDAY 24th NOVEMBER 2020:

The Council **resolved** that the minutes of the Budget Setting meeting held on Tuesday 24th November 2020 were a true record of the meeting with the following amendments:-

- | | | |
|----------|------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Page 101 | WTC206/20 | line 1 - 10, be replaced with 8
line 3 - 10, be replaced with 8
Add in Cllr E White, item 8C, she owns the property in question. |
| Page 101 | WTC208/20 | line 3 - add m, in the November |
| Page 101 | WTC209/20 | line 1 - strikethrough verbal, and replace with oral |

WTC208/20 REPORT FROM THE TOWN CLERK:

There was nothing to report to Council.

WTC209/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received by Council without question or comment. Cllr Ian Hudspeth had circulate his thoughts regarding the Parking Review and noted that Cllrs J Cooper and E Poskitt were attending on behalf of WTC.

Cllr P Jay expressed thanks to Cllr I Hudspeth for his comprehensive report on the matter.

The District Councillors' report was received by Council. Cllr J Cooper also reported that the planning application 20/01246/FUL at 24 Park Street, Woodstock was going to appeal and that it will go before the Planning Inspectorate in 2021. Cllr E Poskitt proposed that WTC write to a representation to reaffirm WTC objection.

RESOLVED: This motion was carried.

WTC210/20 COMMUNICATIONS:

Cllr S Parnes asked why the supporting papers for the meeting were not published online along with the Agenda and whose decision was this.

C Carruthers responded that she had taken the decision and that it was not a statutory obligation, that they available to the public. She noted that WTC are compliant under regulations inline with the Transparency Code, the Agenda and the approved Minutes.

WTC211/20 QUESTIONS:

There were no questions presented to Council.

WTC212/20 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC213/20 PLANNING:

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

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.

VOTE: For: 7 Cllrs T Redpath, P Redpath, U Parkinson, A Grant, S Rasch, S Parnes, J Cooper
Against: 1 Cllrs M Parkinson.
Abstaining: 3 Cllrs L Burnham, E Poskitt, P Jay

RESOLVED: that WTC object to the above planning application regarding planning policies EH2 and EH9; in addition we would like to draw attention and refer to Pre-Application Advice Letter - containing some very important observations and OCC submissions (with extensive objections)

Ref: APPLICATION NO: 20/0307/HD – 28 Blackberry Way, Woodstock

Formation of habitable room in roof space with front and rear Velux roof lights.

RESOLVED: that WTC have no objection to this application.

Ref: APPLICATION NO: 20/03231/HD – 41 Flemings Road, Woodstock

Alterations and erection of single story rear extension.

RESOLVED: that WTC have no objection to this application.

WTC214/20 NEIGHBOURHOOD PLAN – GREEN spaces:

Cllr T Redpath provided the council with the draft report on Green Spaces prepared by Troy Planning.

RESOLVED: The council accepted and approved the report with all voting in favour.

Cllr P Jay expressed personal thanks to Cllr T Redpath for her time and efforts with this

WTC215/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – DECEMBER 2020:

- i. To approve the list of payments totalling £41,338.73 made in the month of November 2020 – The Council **RESOLVED** to approve the payments in December 2020.
- ii. To approve the Bank Reconciliation for November 2020 – The Council **RESOLVED** to approve the Bank Reconciliation for November 2020
- iii. To receive and consider the summary and detailed income & expenditure statements for November 2020 – The Council **NOTED** the Income and Expenditure statements without query or comment.

iv. Budget 2021-22 and Setting of the Precept:

- (i) To approve Additional Budget Paper for 2021-22 with the amendments from the November Budget Setting meeting. C Carruthers proposed that additional finances be made available to update the Councils IT infrastructure. The effect of this was explained to the Members and Cllr P Jay proposed the amended motion, seconded by Cllr M Parkinson.

“to approve a revised budget to include the additional £22,800 to bring the Precept demand to £122,800. This equates to £78.56 per house per annum charge an increase of £15.20 per house per annum”

VOTE: For: 9 Against: 1 Abstaining: 1

RESOLVED: the motion was carried

- (ii) To review and approve the quotations received for two new laptops, from Triumph Technologies £ 2,211.12 plus VAT and Horizon Telecom + Data Ltd @ £1,834.80. Cllr M Parkinson proposed to approve Horizon Telecom, seconded by Cllr A Grant.

RESOLVED: To proceed with the Horizon Telecom + Data Ltd @ £1,834.80.

- (iii) The following Grant Applications for 2021-22 were received and discussed with Cllr A Grant proposing the following table, seconded by Cllr P Jay.

Name	Amount Donated (£) 2020/21	Amount Requested (£) 2021/22	AGREED Amount (£) 2020/22
1. Woodstock Scouts and Guides	500.00	960.00	600.00
2. Volunteer Link	100.00	200.00	200.00
3. Woodstock Youth Club	800.00	2000.00	800.00
4. CAB West Oxfordshire	200.00	300.00	200.00
5. Sustainable Woodstock	300.00	660.00	200.00
6. Woodstock Social Club	None	1500.00	None
7. Mock Mayor	500.00	1000.00	500.00
8. Woodstock Ladies Circle	150.00	850.00	200.00
9. Woodstock Town under 15's FC	None	300.00	300.00
	2550.00	7770.00	3000.00

It was felt that Woodstock Social Club were categorised as a business and do not qualify for community grant.

VOTE: For: 7 Cllrs A Grant, P Jay, U Parkinson, M Parkinson, L Burnham, E Poskitt, J Cooper

Against: 2 Cllrs S Parnes, S Rasch.

Abstaining: 2 Cllrs T Redpath, P Redpath.

RESOLVED: The motion was carried and the amounts in the fourth column be awarded.

WTC216/20 REVIEW OF HALL HIRE AND ROOM CHARGES:

The members had been circulated with the current price list for hiring the facilities. C Carruthers noted that she thought the prices were fairly low in comparison to neighbouring Parishes’.

It was **AGREED** that a full exercise would be carried out to compare rates against other local facilities and to ensure we are charging the correct commercial rates when applicable, in addition to this a full assessment of whether or not a price increase is economically viable.

WTC217/20 PROPERTY PORTFOLIO:

Cllr A Grant proposed the following motion, seconded by Cllr M Parkinson:

“WTC agrees that Breckon and Breckon be instructed to seek quotes for the necessary remedial works on the Community Centre Car Park with a view to the work being carried out during Spring 2021”

RESOLVED: The motion was carried

WTC218/20 POLICIES for ADOPTION:

Proposer Cllr M Parkinson, seconded by Cllr A Grant.

- (i) *“ Annual Leave Policy be approved and adopted”*
- (ii) *“ Flexitime Policy for the Clerks position be approved and adopted”*

RESOLVED: The motions were carried.

The meeting closed at 9:41pm

Chair:

Date: