



## **Woodstock Town Council**

The Town Hall, Woodstock, Oxford, OX20 1SL

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Town Clerk: Marzia Sellitti

**Minutes of Town Council meeting held on Tuesday 14<sup>th</sup> September 2021 at 7:30pm in The Town Hall, Woodstock.**

**Due to technical issues the hybrid meeting via Zoom was not available to join by members of the public.**

**Cllrs. present:** Mathew Parkinson (Chair)

Kate Bailey  
John Bleakley  
Rachel Faulkner  
Ann Grant  
Meg Manson  
Sharone Parnes  
Ulli Parkinson  
Elizabeth Poskitt

**In Attendance:** C/Cllr. Graham

D/Cllr. Cooper  
Marzia Sellitti Town Clerk  
1 member of the press  
2 members of the public

**1/14/21 Apologies for absence:**

Cllr. Lamb, Cllr. Spencer-Churchill and Cllr. Manby- Brown

**2/14/21 Disclosure of interest and request for dispensation**

Cllr. Poskitt declared an interest as WODC Cllr on item 13.

**3/14/21 Public Participation Session**

A member of the public spoke regarding the Queen's tree canopy project, a tree planting legacy to celebrate the HMQ's Platinum Jubilee. Details of the initiative were presented to Woodstock Town Council inviting members to consider whether to get involved, Woodstock having an exemplary record of community woodland and orchard.

**At this point the Chairman PROPOSED to bring item 10 forward before discussing any motion in this agenda to facilitate discussion between members, following a presentation on the tree planting initiative. This was SECONDED and RESOLVED.**

**4/14/21 Minutes of last Meeting**

It was NOTED that the minutes of the 22<sup>nd</sup> June on page 6, under item WTC019/21 votes and outcome were not recorded. It was NOTED the decision to bring this item for discussion to the October Council meeting.

It was NOTED that the minutes of the 22<sup>nd</sup> June on page 6, under item WTC019/21 (iv.) should include the recording of 1 vote by Cllr. Grant against the motion.

It was NOTED that the minutes of the 22<sup>nd</sup> June on page 7, under item WTC020/21 (iv.) should include the recording of 1 vote by Cllr. Grant against the motion and 1 vote abstain.

It was NOTED that the minutes of the 22<sup>nd</sup> June on page 9 under item WTC023/21 (Xii) and (Xiii) should read "illumination".

It was NOTED that the minutes of the 13<sup>th</sup> July under first item WTC026/21 should read WTC027/21

It was NOTED that the minutes of the 13<sup>th</sup> July should include numbers on each page.

It was NOTED that the minutes of the 13<sup>th</sup> July under item WTC032/21 should read "charity collection tubs will be circulated" around the Town for donation.

It was NOTED that the minutes of 13<sup>th</sup> July under item WTC031/21 should read a proposer and a seconder to request the clerk to write to OCC and WODC regarding parking and permits.

It was NOTED that the minutes of the 13<sup>th</sup> July under WTC037/21 should read "guidance" has been sought.

It was NOTED that Item WTC034/21 in the minutes of the 13<sup>th</sup> July should be re-presented to Council

to consider to reaffirm Flying the Flag all year round at the Town Hall

It was NOTED that the minutes of the 28<sup>th</sup> July, item WTC048/21 should be considered for discussion to the next meeting in October.

It was NOTED that the minutes of the 28<sup>th</sup> July, under Item WTC051/21 the last motion should be recorded as RESOLVED and CARRIED.

It was NOTED that the minutes of the 24<sup>th</sup> August should not read the meeting was held via Zoom conferencing.

Following the amendments above, it was PROPOSED that the minutes of the meeting held on:

- I. 22<sup>nd</sup> June 2021 & 13<sup>th</sup> July 2021 Council meeting
- II. 28<sup>th</sup> July 2021 Extraordinary Town Council meeting
- III. 24<sup>th</sup> August Urgent Planning Committee meeting
- IV. 31<sup>st</sup> August 2021 Extraordinary Town Council meeting.

be SIGNED as a true and correct record. This was SECONDED and RESOLVED

#### **5/14/21 Report from the Town Clerk**

Members NOTED the Town Clerk 's report and discussed options for delivery of the agenda.

It was discussed that the Council would commemorate Remembrance Day, keeping the ceremony outside, but not provide refreshments in the Assembly Room due to Covid-19 reasons.

Members were reminded to be mindful of the amount of requests of Royal Mail deliveries of agenda papers and to consider where possible to collect papers from the Town Hall to reduce additional expenses.

#### **6/14/21 County and District Councillors update**

- (i) Members NOTED the monthly report from C/ Cllr Graham.
- (ii) Members NOTED the monthly report from D/ Cllrs Poskitt & Cooper.

#### **7/14/21 Communications**

None.

## 8/14/21 Questions

None.

## 10/14/21 Queen's Platinum Jubilee

It was PROPOSED to create a Jubilee Platinum working group to discuss ideas and consider a budget for local celebrations and arrangements for the Green Canopy. Cllr Bleakley, Poskitt, Manson and the Clerk were appointed to this working group. This was SECONDED and RESOLVED. It was further NOTED that this working group should seek guidance from the WODC tree and environmental officers where possible. The Working groups will also welcome input of external members.

## 9/14/21 Motions presented to council:

- (i) This item was withdrawn from discussion and will be brought back to the next meeting.
- (ii) It was PROPOSED to create an environment working party and to appoint Cllrs M. Parkinson, Faulkner, Manson, Bailey and the Town Clerk for administrative support. This was SECONDED and RESOLVED.
- (iii) Cllr. M. Parkinson suggested to amend Part 1 of the original motion and PROPOSED to review the current staffing panel and to create a staffing committee with the same appointed members:

This was SECONDED by Cllr. Faulkner and RESOLVED.

Votes in favour: Cllrs M. Parkinson, Manson, Parnes, Bailey, Bleakley

Votes Against: Cllr. Grant

Abstaining: Cllrs U. Parkinson and Poskitt

Cllr. M Parkinson PROPOSED to establish an interview Panel

- In the event of receiving a resignation from the Clerk an Interview Panel will be:
  - The Chair, Deputy Chair plus 3 more Councillors
- In the event of any other staff resignation the Interview Panel will be:
  - The Chair, Deputy Chair, the Clerk and 2 other Councillors.

This was SECONDED by Cllr. Faulkner and RESOLVED.

Votes in favour: Cllr. Grant and U. Parkinson

Votes against: Cllrs M. Parkinson, Faulkner, Poskitt, Manson, Parnes, Bailey, Bleakley

Abstaining:0

- (iv) Members NOTED that an action counters terrorism (act) e-learning course is open for enrolment. Councillors were encouraged to enrol on this course.
- (v) Members NOTED a report from Cllr. Parnes on supporting Afghan refugees. It was PROPOSED that where possible the council would share any scheme/initiative led by the district and community organizations in support of Afghan refugees arriving in the County.
- (vi) Members NOTED a report from Cllr. Parnes on WODC grants to alleviate Woodstock parking expenditures
- (vii) Members NOTED a report on the New/Renewal Pavement Licences for Woodstock businesses - It was PROPOSED that the clerk write to WODC to

ensure Woodstock Town Council is always consulted in the process for both new and renewed pavement licence applications.

**11/14/21 Twinning update:**

This item was deferred to the next meeting.

**12/14/21 Councillors and the clerk roles and responsibilities**

This item was deferred to the next meeting.

**13/14/21 Planning & Licencing**

Members NOTED the following WODC application awaiting comment from the Town Council:

a) [21/02844/HHD](#) - 7 The Covert, Woodstock

Demolition of existing garage/rear ground floor bay/rear first floor bay. Erection of two storey side extension and single storey rear extension. Replacement windows and doors throughout and fascia and guttering throughout. Replacement cladding to front and cladding detail to existing front gable.

**No objection.** The Council would like to be reassured that the new wall will not impact on the neighbour's privacy.

**14/14/21 Christmas Lights**

It was PROPOSED to award Sparkx the Christmas Lights contract for a total cost of £9,000 p.a. for years 2021-2024. This was SECONDED and RESOLVED.

**15/14/21 Report of the responsible financial officer – September 2021**

Members NOTED the list of payments for July and August from the RFO.

- It was PROPOSED that:  
The list of payments totalling £42,397.96 made in the month of July 2021 be APPROVED.  
The list of payments totalling £44,796.31 made in the month of August 2021 be APPROVED  
The list of payments made to Breckon & Breckon, made on the Charge card and in Petty cash during July and August 2021 be APPROVED.  
This was SECONDED and RESOLVED.
- Members NOTED a Bank Reconciliation Statements for August 2021
- Members NOTED the summary and detailed income & expenditure statements for August 2021
- Members NOTED the Budget review for 2021 report
- Members NOTED the Budget Monitoring Spreadsheet

**16/14/21 WTC property portfolio**

Members NOTED an update Property Portfolio report from Cllr. Grant.

It was PROPOSED to agree a 3 years contract lease to be drafted for suite 3 in the Community Centre at a rental figure of £4250 per year. This was SECONDED and RESOLVED.

**17/14/21 Woodstock Community Development Project**

This item was deferred to the next council meeting.

**The following item was discussed in CONFIDENTIAL SESSION. Members of the public and press were excluded from the meeting to allow private discussion about staff matters.**

**18/14/21 Staffing Panel Report**

- I. Members NOTED the appointment of the Town Clerk. For recording purpose, it was RESOLVED that the Town Clerk had been appointed in September with salary on SCP 26 of the National award scale with increment to SCP 27 once CILCA is obtained.
  
- II. Members NOTED a recommendation from the Staffing Panel. It was PROPOSED to appoint temporarily a Responsible Financial Officer at Woodstock Town Council on a fixed term contract from Monday 20<sup>th</sup> September to Friday 31 December for 12 hrs a week with salary on SPC 23 of the National award scale as the previous RFO. This was SECONDED and RESOLVED.

Meeting ended at 22:30