



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Town Clerk: Marzia Sellitti

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 12th October, 2021 at 19.30 pm.

Cllrs. present:

Mathew Parkinson (Chair)
Kate Bailey
Rachel Faulkner
Ann Grant
Jo Lamb
Meg Manson
Ulli Parkinson
Sharone Parnes
Elizabeth Poskitt
James Spencer-Churchill

In Attendance:

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

Prior to the commencement of the meeting, the Mayor requested that Members indicated when wishing to speak, were polite and treated others with kindness.

1/16/21 Apologies for Absence

Cllr. Bleakley and Cllr. Manby-Brown

2/16/21 Minutes of last meetings

Typos and minor amendments were **NOTED**.

RESOLVED that the minutes of the meetings of:

14th September 2021 and Wednesday 22nd September (Extraordinary) be **APPROVED** and **SIGNED** as true and correct record.

3/16/21 Declarations of Interest

Cllr. Poskitt declared an interest on agenda item 10 as a WODC councillor.

4/16/21 Public Speaking and Question Time

A member of the public addressed the Council on his wish to express his objection on item 10.a.

Council **NOTED** correspondence from residents addressing the Town and District Councils, including a letter enquiring WODC in regard to future plans on "On Street EV Charging".

5/16/21 Reports from Outside Bodies & Organizations

- a) C/Cllr Graham gave an oral update on the highlights from the TAC meeting held on the 30th September
- b) Members **NOTED** an update from Cllr. Parkinson regarding the twinning of towns with Maintenon, ongoing conversation to facilitate interchange between schools.

6/16/21 County Councillor's Report

Council **NOTED** the monthly Parish report from C/Cllr Graham. It was **NOTED** that a parking scheme with all relevant specifications will be submitted to the town council for final approval before going to public consultation.

Members observed that an agreement in principle from the town council will be needed for WTC to be considered by the County Council for the 20 mph funding scheme.

It was **PROPOSED** that WTC reaffirm the proposal made early in the year that the residential area of Woodstock becomes a 20 mph zone. This was **SECONDED** and **RESOLVED**.

7/16/21 District Councillor's Report

Council **NOTED** the monthly report from D/ Cllrs Poskitt & Cooper. D/Cllr. Cooper addressed the enquiry under item 4. Informing members of a template for car sharing scheme.

8/16/21 Standing Orders

This item was postponed to next meeting to enable the clerk to review recent amendments done on standing orders adopted in May 2021.

9/16/21 Councillors and the Clerk roles and responsibilities

Members discussed the recommendation from the clerk to attend in house training sessions with the clerk and outside bodies. It was **NOTED** that some councillors wished to attend training only if provided by professional trainers. It was further **NOTED** that Cllrs Manson, Faulkner, Bailey, Lamb, M. Parkinson and Parnes welcomed and agreed any training available, both in house and with OALC and would correspond with the clerk to arrange suitable dates. The Clerk was requested to set up a Doodlepoll for members to establish the best date for informal training.

10/16/21 Planning & Licencing

- a) Members considered the following WODC applications awaiting comment from the Town Council, it was **RESOLVED** that the comments be:

21/02952/FUL

Location: Beech Tree House 86 Manor Road Woodstock Oxon OX20 1XL

Change of use of land to enlarge domestic garden.

OBJECTION

The land in the application has been an open area since the Barn Piece Estate was built. It is one of very few remaining open spaces – all small – on the estate. It provides a westerly outlet to allow in sunshine on an area of Westland Way which would otherwise be totally shaded as there are houses all round the area. A beech tree stands on this green area. It is not currently protected by a Tree Preservation Order.

The area is immediately adjacent to the footpath leading from the bus stop into the estate. This is one of the two ways into the estate from the town, the other being along Vermont Drive. For those walking towards Woodstock from the estate, being able to use this footpath enables them to avoid at least a portion of the A44 on their way into town. The footpath is extensively used by those getting off the bus, by those walking to and from the town centre and by children and their families walking to school. The

present open-ness of the path with the green space next to it, provides a security which would be lost. It would be concerning, particularly perhaps to the elderly and at night, if there were a wall/fence as planned around the area leaving a narrower opening in and out of the estate with house/garden wall to the south and a fence to the north, constraining the sides.

The small greens at the ends of rows of houses were very much part of the design of this estate. Several have now have had very small dwellings placed on them leading to a more intensively residential feel to many of the roads. Clearly local residents are fearful that this will happen to this area too – leading to an even more threatening way through from the bus stop.

The area is mowed from time to time by WODC and some residents have sown wild flower seed there. It is a small area but when searching for areas to enhance biodiversity in Woodstock, this could certainly provide some opportunity.

As is apparent from the numbers of objections from those living near to the application site, this planning proposal is NOT popular – to say the least - but residents' arguments against the proposal are well considered and argued.

WTC's objections relate to

WODC Local Plan

EH2: *Landscape character*: third paragraph in particular.

EH4: *Public realm and green infrastructure*: first paragraph in particular

NPPF

Under 8 *Promoting healthy and safe communities*

Paragraph 92 (a,b,c)

Paragraph 93 (especially a,b,c)

Paragraph 99 in full

21/03005/HHD

Location: 120 Oxford Street Woodstock Oxfordshire

Internal alterations to form ensuite and cloak rooms to lower ground floor kitchen and ground and second floor bedrooms. Modifications to Kitchen and ground floor redundant chimneys. Formation of Draught Lobby to lower courtyard and external steps from lower courtyard to upper front garden at ground floor level.

NO OBJECTION, as it was NOTED that the application was withdrawn.

21/03006/LBC

Location: 120 Oxford Street

Internal alterations to form ensuite and cloak rooms to lower ground floor kitchen (previously approved 17/03329/HHD and 17/03330/LBC) and ground and second floor bedrooms. Modifications to Kitchen and ground floor redundant chimneys. Formation of Draught Lobby to lower courtyard and external steps from lower courtyard to upper front garden at ground

NO OBJECTION

21/02921/LBC

Location: The Bear Hotel, Park St, Woodstock

External redecoration of the hotel. External render repainted, existing woodwork: windows and doors repainted and repaired where necessary. All finishing colours as existing

NO OBJECTION

- b) Members **NOTED** a report regarding the recent pavement licence applications and perceived flaws in the licensing process.
- c) It was **PROPOSED** that due to the short timescales available for responses in the public consultation stage of pavement licenses, the Town Council respectfully communicate to the Licensing Authority and WODC Cabinet its request that greater attention is allocated to Licensing Applications prior to validation, towards ensuring obviously fundamentally defective applications will not be validated
This was **SECONDED** and **RESOLVED**.
- d) It was **RESOLVED** that the Town Council formally requests from WODC and OCC: an update on the status of the TRO for the removal of parking bays on the A44 Oxford Road in Woodstock; and an explanation of the requirements, procedures and timescales on removal of the barriers and restoration of the parking bays for parking.

11/16/21 WODC allocation towards alleviating parking issues

It was **NOTED** that WTC received a request to enable payment for funds from WODC towards alleviating parking issues. Cllr. Parnes informed members that some ideas came forward by members of the public following a small survey, these suggestions will be summarised and made known to the Town Council in due course.

12/16/21 Reports from Committees and Working Parties

Council **NOTED** a report from the Environment Working Group

13/16/21 The Welcome Back Fund

Council received a report regarding the Welcome Back Fund available to councils from the European Regional Development Fund (ERDF) to support the safe return to high streets and help build back better from the pandemic. It was **NOTED** that several members of the community are already in conversation with the clerk to input their suggestions in a wish list before final procurement by the WODC. It was **PROPOSED** to delegate to the clerk authority to apply to the welcome back fund. This was **SECONDED** and **RESOLVED**.

14/16/21 Meetings calendar

- i It was **RESOLVED** to change of date for Full Council meeting from the 11th to 18th January 2022
- ii Members considered a suggestion of dates for future meetings of the Staffing Committee. The clerk will correspond to suggest alternatives dates.

15/16/21 Neighbourhood Plan- Green Spaces revision

- i. Council **NOTED** an oral update from Cllr. Poskitt on the revision of Green Spaces.
- ii. Council **NOTED** a request from the Environment Working Group to collaborate with former members of the Neighbourhood Plan Group.
- iii. Council **NOTED** correspondence with NP Green Spaces Group representatives.

16/16/21 RFO's Report -Schedule of Payments

It was **RESOLVED** that:

- i. Council **APPROVED** the list of payments processed by previous RFO up to 17th September 2021.
- ii. It be **NOTED** that the list of payments for 20th September to 30th September 2021 was not available as bank accounts were not accessible due to the delay in change of administration
- iii. It be **NOTED** the Financial Statements and report up to 30th September 2021 were not available as bank accounts were not accessible due to the delay in change of administration

- iv. It be NOTED that bank reconciliations up to 30th September 2021 were not available as bank accounts were not accessible due to the delay in change of administration

17/16/21 Property Report

Council **NOTED** an update property report.

A request from a tenant that the stairway of their flat be changed to a more neutral colour was considered. The Council was advised that the décor was in good order and the Council was not obliged to redecorate.

As there was no budgetary provision for this work the Council **RESOLVED** that the tenant may if they so wish, at their own cost change the colour themselves with Property Agency ensuring a professional job.

18/16/21 Correspondence for information only

Council **NOTED** correspondence received up to and including the 12th of October.

19/16/21 Union Flag

It was **RESOLVED** that

- i. Subsequent to the Secretary of State’s direction that the Union Flag should be flown all year round from Government buildings, the Union Flag will not be flown above the Town Hall continually at this time.
- ii. Options and recommendations for automated illumination of the flag at night, preferably through solar power or other environmentally-friendly mechanism be investigated.

20/16/21 Terms of reference – Staffing Committee

It was **RESOLVED**

- i to approve the amendment to the terms of reference to include delegation to the clerk to be responsible for drafting employment contracts in conjunction with the HR consultant Peninsula.
- ii Under General b i insert the word “additional” after office and before requirement
- iii to approve the terms of reference of the staffing committee.

21/16/21 Fee waiver for the Literature Society

Council **NOTED** that a letter of complaint from Woodstock Literature Society regarding the hiring of the venue was withdrawn.

It was **RESOLVED** that in order to avoid further issues or misunderstandings any booking arrangement should be administered solely by the Clerk and the Town Clerk’s Assistant.

22/16/21 Cherwell Local Plan Review Community Involvement Paper 2: Developing our Options consultation

- i. Council **NOTED** a report from Cllr S Parnes
- ii. It was **RESOLVED** to approve that the motion presented by Cllr. Parnes be worked on with Councillor Poskitt to formulate a detailed justification for the WTC objection to the inclusion of the “Woodstock” site in the Review Options prior to submission to Cherwell District Council.

Town Mayor Date



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Cllrs. present:

Mathew Parkinson (Chair)
Kate Bailey
John Bleakley
Rachel Faulkner
Ann Grant
Jo Lamb
Meg Manson
Ulli Parkinson
Sharone Parnes
Elizabeth Poskitt

In Attendance:

Oxfordshire County Cllr. Graham
West Oxfordshire District Cllr. Cooper
Samantha Shippen Locum Town Clerk
5 members of the public

1/17/21 **Apologies for Absence**

- i) Were received from Councillors Manby-Brown and Spencer-Churchill;
- ii) It was **RESOLVED** that approval be given for a three month extended absence for Councillor Manby-Brown in accordance with the Local Government Act 1972 s85(1) due to ill health. The Locum Town Clerk was requested to communicate the decision to Councillor Manby-Brown.

2/17/21 **Minutes of last meeting**

The Locum Town Clerk communicated a number of amendments to the minutes of the Council meeting held on Tuesday 12th October 2021 which had been requested by councillors ahead of the meeting. As additional amendments were requested at the meeting, it was **RESOLVED** that amendments be made and the minutes brought back for consideration at the next meeting.

Councillors were reminded to communicate any requested amendments to the Town Clerk ahead of a meeting to enable consideration of those amendments.

3/17/21 **Declarations of Interest**

Cllr. Poskitt declared an interest on agenda item 8 as a WODC councillor.

4/17/21 Public Speaking and Question Time

- i. **Campaign to Protect Old Woodstock** – a resident spoke on behalf of CPOW recommending that councillors view the short film circulated by email. Comments were made by councillors regarding the objection to development at Hill Rise.
- ii. **Parking issues in the town centre** – Three residents, one of whom is also a business owner, addressed the Council regarding parking issues in the town centre. It was requested that the hour long spaces be kept as free with the suggestion that payment for short term parking would be disastrous for businesses; a strong plea was put for residents’ permits; and support for the OCC/WODC scheme was urged.

Residents were thanked for their attendance.

5/17/21 Reports from Outside Bodies & Organizations

- a) TAC-Minutes of the Traffic Advisory meeting held on the 30th September – it was **RESOLVED** that the minutes be **NOTED**.
- b) London Oxford Airport Consultative Committee – Minutes of meeting held Tuesday 12th October 2021 and associated meeting slides - it was **RESOLVED** that the minutes and associated information be **NOTED**.

6/17/21 County Councillor’s Report

Council received the monthly Parish report from Oxfordshire County Councillor Graham and verbal update on the benefit to the town of the Oxfordshire Museum; plans to examine speed reduction methods for Bladon; a meeting with the OCCG regarding the upgrade of the health centre.

A briefing with Members on parking proposals for the town centre had been held prior to the Council meeting which were designed to address residents’ permits, parking churn to benefit business and enforcement which needs to be fair and effective. OCC Cllr Graham urged the Council to support the proposals in principle to allow a public consultation to be undertaken.

It was proposed and seconded that WTC support Oxfordshire County Council’s parking proposals in principal and going to public consultation on the basis that a full report comes back to Council.

An amendment to consider consultation on a) enforcement; b) residents’ permits and c) pay to park was proposed and seconded; the motion was put to the vote with a recorded vote requested. The vote was as follows:

Cllr Bailey	Against
Cllr Bleakley	Against
Cllr Faulkner	Abstain
Cllr Grant	For
Cllr Lamb	Against
Cllr Manson	Against
Cllr M Parkinson	Against
Cllr U Parkinson	For
Cllr Parnes	For
Cllr Poskitt	Against

It was therefore **RESOLVED** that the proposed amendment falls.

An amendment to support a wide consultation only was proposed and seconded and was put to the vote.

It was **RESOLVED** that the proposed amendment falls.

The original motion was put to the vote with a recorded vote requested. The vote was as follows:

Cllr Bailey	For
Cllr Bleakley	For
Cllr Faulkner	Against
Cllr Grant	Against
Cllr Lamb	For
Cllr Manson	For
Cllr M Parkinson	For
Cllr U Parkinson	For
Cllr Parnes	Against
Cllr Poskitt	For

It was therefore **RESOLVED** that WTC support Oxfordshire County Council's parking proposals in principle and going to public consultation on the basis that a full report comes back to Council.

7/17/21 **District Councillor's Report**

Council received the monthly report from West Oxfordshire District Councillors Poskitt & Cooper. WODC Cllr Poskitt commented on the refused application to enclose the green space on the Barn Piece estate that it was a shame the land was not in public ownership.

She also commented on the health surgery proposal mentioned by OCC Cllr Graham which will go to WODC Cabinet.

It was **RESOLVED** that the report be **NOTED**.

8/17/21 **Planning & Licencing**

Council considered the following WODC applications and made the comments below:

21/034352/HHD

Location: Hensingon Farmhouse, 7 Banbury Road, Woodstock

New link extension and barn alterations - **No Objection provided that a condition is set to require that the property remains inhabited as one unit and is not subsequently split into more than one dwelling.**

21/03436/LBC

Location: Hensingon Farmhouse, 7 Banbury Road, Woodstock

New link extension and barn alterations - **No Objection provided that a condition is set to require that the property remains inhabited as one unit and is not subsequently split into more than one dwelling.**

21/035336/S73

Location: 46 Green Lane, Woodstock

Retrospective discharge of conditions 10 (water drainage) and 11 (finished floor levels, eaves and ridge height details) of planning permission 13/0974/P/FP – **No comment.**

9/17/21 **Standing Orders**

The model Standing Orders adopted by Council on 11 May 2021, a revised version 4 submitted by Cllr Poskitt and a comparison of the two documents had been circulated to councillors.

It was **RESOLVED** to defer the consideration to the next ordinary meeting of the Council and requested the Locum Town Clerk provides a narrative for suggested amendments to the model with sufficient time for councillors to consider the amendments.

10/17/21 Financial Regulations

Council considered a proposal from Cllr. Grant that in the interests of transparency and accountability WTC must as a matter of urgency:

- 1) Agree, adopt and publish one clear set of financial regulations (possibly re-instate the 2016 Financial Regulation);
- 2) Ensure that if “emergency powers” are to be given to anyone in any role within these regulations WTC must clearly define what we mean by “emergency”
- 3) Ensure that all Councillors and employees understand their obligations under the adopted financial regulations, that costs to be incurred (or potentially incurred) are passed through full council for approval, as the collectively responsible budget holders and that financial decisions outside their remit are not made by individuals, or committees. with ideas put forward by members of the public

It was **RESOLVED** that Financial Regulations based upon the NALC Model be brought back to the next ordinary meeting of the Council and requested the Locum Town Clerk provides a narrative for suggested amendments to the model with sufficient time for councillors to consider the amendments.

11/17/21 Reports from Committees and Working Parties

- **Staffing Committee** – Cllr Faulkner advised that the minutes of the meeting held on 4th November would be brought to Council on 23rd November 2021.

Recommendations from the meeting of 4th November 2021

Locum Town Clerk – It was **RESOLVED** to **ENDORSE** the actions taken by the Mayor, Deputy Mayor and Chairman of Staffing Committee in securing the services of S Shippen as Locum Town Clerk commencing on 2nd November 2021 for two weeks, working 15 hours per week. Further that the services of the Locum Town Clerk be retained for up to 20 hours per week, subject to availability, during the absence of the Town Clerk. It was confirmed that Council wished to be invoiced for such services.

Town Clerk Contract – A draft standard contract for future use had been circulated following review by the Staffing Committee. It was proposed and seconded that the contract be approved. A recorded vote was requested. The vote was as follows:

Cllr Bailey	For
Cllr Bleakley	For
Cllr Faulkner	For
Cllr Grant	Against
Cllr Lamb	For
Cllr Manson	For
Cllr M Parkinson	For
Cllr U Parkinson	For
Cllr Parnes	Abstain
Cllr Poskitt	For

It was therefore **RESOLVED** that the standard contract be **APPROVED** for future use.

12/17/21 RFO's Reports

- i. **Payments** – It was **RESOLVED** that the lists of payments processed for September and October 2021 be **APPROVED**.
- ii. **Financial Statements** – It was **RESOLVED** that Budget report for month 7, detailed income & expenditure to 31/10/21 and cashbook receipts and payments for month 6 be **APPROVED**.
- iii. **Bank balances & reconciliations** – It was **RESOLVED** to **APPROVE** the bank balances and reconciliations for Unity bank up to 30th September 2021 and 31st October 2021 to be signed by the Mayor.

13/17/21 Oxfordshire County Council Parking Enforcement
Council considered the correspondence received from the OCC Corporate Director for Environment and Place. It was **RESOLVED** that the correspondence be **NOTED**.

14/17/21 Oxfordshire County Council Consultation – Shipton Road (Woodstock) Proposed 30mph Speed Limit
It was **RESOLVED** to **SUPPORT** the proposal in the consultation and request that the speed limit for the whole area be 20mph rather than 30mph.

15/17/21 Oxfordshire Fire and Rescue Service Strategic Plans - your feedback
It was **RESOLVED** to invite a representative to attend and make a presentation immediately prior to the next ordinary meeting of Council.

16/17/21 Additional Meeting of Council
It was **RESOLVED** to **AGREE** an additional ordinary meeting of Council be held on Tuesday 7th December 2021 at 7.30pm.

17/17/21 Property Report
It was **RESOLVED**

- i) to **NOTE** the property report and regarding the Town Hall toilets await the basin replacement by the contractor;
- ii) to **APPROVE** that Breckons engage a damp specialist/surveyor to investigate damp in the wall of the gents toilet;
- iii) that the press and public be excluded for the remainder of the report in line with the Press and Public (Admissions to meetings) Act 1960 as the matters to be discussed are commercially sensitive;
- iv) that the RFO be requested to provide information regarding receipts received from the tenant of the Cobbled Area and such action be taken with property agent to recover any outstanding amounts or serve notice if required.
- v) to **APPROVE** the rent review of 4b Market Square at £10,000 inclusive from December 2021.
- vi) to **NOTE** the update from Councillor Grant that gutters are cleaned in January each year.

The meeting concluded at 9.50pm

Mayor

Date

Planning and Strategic Housing

Elmfield
New Yatt Road,
WITNEY,
Oxfordshire, OX28 1PB
Tel: 01993 861000
www.westoxon.gov.uk



Ms Marzia Sellilli
Town Hall
Woodstock
OX20 1SL

Date: 4th November 2021
Our Ref: 21/03577/HHD
Please ask for: Sarah Hegerty
Telephone: 01993 861713
Email: sarah.hegerty@westoxon.gov.uk

Dear Ms Marzia Sellilli

CONSULTATION

Deadline: Please send me your comments by: 25th November 2021.

APPLICATION NO: 21/03577/HHD
PROPOSAL: Single storey rear extension and front porch

Town and Country Planning Act

LOCATION: 16 New Road Woodstock Oxfordshire
APPLICANT: Mr and Mrs Simon Epstein
REGISTERED: 2nd November 2021

I have received this application for permission to develop under the above act. If your council would like to comment on this application, please do so as soon as possible before the end of the consultation deadline above. You can view details of this application on the [Consultee Access](#) where you can make comments online and keep up to date with the progress of the application. Alternatively you can email your comments to planning@westoxon.gov.uk or write to Planning at the above address.

Please note that your comments are not confidential and will be made public on our website. For further guidance on commenting on planning applications, see our website www.westoxon.gov.uk/planning.

Yours faithfully

Sarah Hegerty

Planner

Planning and Strategic Housing

Elmfield
New Yatt Road,
WITNEY,
Oxfordshire, OX28 1PB
Tel: 01993 861000
www.westoxon.gov.uk



Ms Marzia Sellilli
Town Hall
Woodstock
OX20 1SL

Date: 4th November 2021
Our Ref: 21/03597/HHD
Please ask for: Darcey Whitlock
Telephone: 01993 861697
Email: darcey.whitlock@publicagroup.uk

Dear Ms Marzia Sellilli

CONSULTATION

Deadline: Please send me your comments by: 25th November 2021.

APPLICATION NO: 21/03597/HHD
PROPOSAL: Erection of a single storey extensions

Town and Country Planning Act

LOCATION: 44 Westland Way Woodstock Oxfordshire
APPLICANT: Oliver and Sophie Lanestead
REGISTERED: 3rd November 2021

I have received this application for permission to develop under the above act. If your council would like to comment on this application, please do so as soon as possible before the end of the consultation deadline above. You can view details of this application on the [Consultee Access](#) where you can make comments online and keep up to date with the progress of the application. Alternatively you can email your comments to planning@westoxon.gov.uk or write to Planning at the above address.

Please note that your comments are not confidential and will be made public on our website. For further guidance on commenting on planning applications, see our website www.westoxon.gov.uk/planning.

Yours faithfully

Darcey Whitlock

Trainee Planner

Minutes of the meeting of the Staffing Panel Meeting – held at 4pm on Monday 14 June 2021

Attendance: Rachel Faulkner (Chair) Jo Lamb, James Spencer-Churchill, Ulli Parkinson
Ann Grant attended to offer background information for new Staffing Panel

Apologies: Kate Bailey

WTC/P/001 The panel discussed the current hours and salary and suggested keeping them as currently: 25 hours per week on salary scale LC2/SCP 24-28 – full time equivalent: £28,672. The Panel felt that these hours would be better spread across the week ideally 5 hours per day Monday to Friday – although there would be room for negotiation for the right candidate. The panel felt it was vital that the Clerk is based in Woodstock Town Hall for the majority of their working time.

WTC/P/002 The panel discussed advertising the post and recommend that we advertise electronically via: Indeed, Linked In, Facebook, Nextdoor and using the professional bodies of OALC (Oxfordshire Association of Local Councils) and SLCC (Society of Local Council Clerks). The panel recommended not to use funds to advertise in newspapers unless the response from other channels required it.

WTC/P/003 The panel reviewed the Job Description and the Chair agreed to ensure it was up to date and complies with current legislation (attached).

WTC/p/004 If members approve the Job Description and Terms we would propose advertising immediately (advert attached) with a view to a start date of 1 September 2021. The current Clerk is serving 3 months' notice and is due to finish in mid-September.



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Town Clerk: Marzia Sellitti

Minutes of the meeting of the Staffing Committee held in The Town Hall, Woodstock on Thursday 4th November 2021 at 4.30 pm.

Present:

Councillors Faulkner (Chairman), Bailey, Grant, Lamb, U Parkinson.

In attendance:

S Shippen – Locum Town Clerk

SC/411/1 Apologies for Absence

Apologies for absence were received from Councillor Spencer-Churchill who was substituted by Councillor Grant.

SC/411/2 Declarations of Interest

A personal declaration of interest in item 4iii on the agenda was declared by Councillor Grant as she knows and also sits on the Youth Club Committee with the complainant.

SC/411//3 Public Speaking and Question Time

No members of the public were present.

SC/411/4.1 Staffing Budget 2022/23

The Committee reviewed lines in the draft budget relevant to staffing.

It was **RECOMMENDED** that

- i) The following budget lines be adjusted
101 – 4008 Training to be increased from £1,500 to £2,000
101 – 4030 or 4031 Staff Recruitment or staff advertising (one or the other) to be set at £500
- ii) The RFO provide more detail of the breakdown of costs currently in the draft budget for consideration.
- iii) That an additional meeting be held on Thursday 11th November 2021 to discuss the budget and other matters.

SC/411/4.2 Matters to be considered without the Public and Press present

It was **RESOLVED** that the press and public be excluded from the meeting in accordance with the Press & Public (Admissions to Meetings) Act 1960 as the matters to be discussed relate to staff matters.

SC/411/4.3 Town Clerk's Contract

The Locum Town Clerk circulated a draft contract which had been discussed with the Council's HR Support Company, Peninsula. She took the Committee through the provisions and discussed various provisions.

It was **RECOMMENDED** that the amendments be made, the final version circulated to members of the Committee on Friday 5th November for agreement, the final agreed contract be presented to Council on 9th November for approval.

SC/411/4.4 Letter of complaint from a former member of staff

The Committee was made aware of a letter of complaint which has been passed to the Council's HR Support Company, Peninsula.

It was **RECOMMENDED** that the information be **NOTED** and any further update be conveyed to the Committee in due course.

The meeting concluded the formal business at 5.35pm. The Chairman requested that Committee members remain to gather opinion on a number of matters for referral to Council on 9th November 2021.

Chairman Date



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Present:

Councillors Faulkner (Chairman), Bailey, Lamb, U Parkinson.

In attendance:

S Shippen – Locum Town Clerk

SC/1111/1 Apologies for Absence

Apologies for absence were received from Councillor Spencer-Churchill.

SC/1111/2 Declarations of Interest

No declarations were made.

SC/1111/3 Public Speaking and Question Time

No members of the public were present.

SC/1111/4 Minutes of previous meeting

RESOLVED that the minutes of the Staffing Panel held 14 June 2021 and the minutes of the Staffing Committee held 4th November 2021 be **APPROVED** as a correct record and signed by the Chairman.

SC/1111/5.1 Budget 2022/23

The Committee reviewed the draft budget relevant to staffing provided by the RFO. There was a general discussion on budget items following which it was **RESOLVED** that the item be adjourned until closed session had been approved.

SC/1111/6 Matters to be considered without the Public and Press present

It was **RESOLVED** that the press and public be excluded from the meeting in accordance with the Press & Public (Admissions to Meetings) Act 1960 as the matters to be discussed relate to staff matters.

SC/1111/5.2 Budget 2022/23

The adjourned item 5 was recommenced. A discussion took place regarding the sufficiency of budget allocation for staff costs in General & Administration.

It was **RESOLVED** that the Locum Town Clerk raise the query with the RFO prior to the draft budget submission to Council.

SC/1111/7 Caretaker

The Committee discussed possible alternative positions to replace the vacant post of Caretaker.

It was **RECOMMENDED** that in the absence of the Town Clerk it was not appropriate to make a decision on any permanent roles and rather that a temporary arrangement for cover be put in place and reviewed in January 2022. That the Chairman of the Staffing Committee and Locum Town Clerk

discuss cover requirements with the Deputy Caretaker and make the necessary arrangements for cover.

SC/1111/8 RFO

RECOMMENDED that the temporary contract with the RFO be extended for a further six months to 30 June 2022.

SC/1111/9 Staffing Update

i) Officer/Member relationships

RECOMMENDED that a facilitated training/development session be organised for councillors with the Locum Town Clerk and WODC Monitoring Officer.

ii) Town Clerk Contract

Committee considered the confidential report circulated by the Locum Town Clerk and advice from HR Agency.

RESOLVED that the specific contract details be negotiated by the Locum Town Clerk and the conclusion reported to a future meeting.

iii) Former staff member

The advice of the HR Agency was circulated in hard copy to the Committee.

RECOMMENDED that the advice of the HR Agency be followed as a negotiation.

The meeting concluded at 6.25pm.

Chairman Date