



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Locum Town Clerk: Karen Crowhurst

To: Members of the Council

Cllrs: Bailey, Bleakley, Grant, Lamb, Manby-Brown, Manson, M. Parkinson, U. Parkinson, Parnes, Poskitt, Spencer-Churchill.

You are hereby summoned to attend a meeting of the Woodstock Town Council to be held in The Town Hall, Woodstock on Tuesday 26th July, 2022 at 6.30 pm.

1. Apologies for Absence

To receive and consider for acceptance apologies for absence.

2. Minutes of last meeting

To consider for approval, the minutes of the Town Council meeting held on Tuesday 22nd July 2022 (previously circulated)

3. Declarations of Interests

To receive any declarations of interests on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct

4. Public Speaking and Question Time

This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 mins per speaker with a maximum of 15 minutes in total being allocated. Although no prior notification is required, notification to the Town Clerk is welcomed

5. Reports from Outside Bodies & Organisations – No written reports received

6. County Councillor's Report

To receive the monthly Parish report from Oxfordshire County Cllr Graham (attached)

7. District Councillor's Report

To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (attached)

8. To note the resignation of Rachel Faulkner from the Town Council

9. Notice of Poll

- a) To note the notice of poll and date of the poll being held and agree whether to request poll cards to be issued.

10. Policies for adoption

- a) Woodstock Town Council Communications and Social Media Policy
b) Woodstock Town Council Complaints Policy/ Procedure, If approved to appoint the Complaints Panel and appoint the Mayor/Chairman and Chairman, Deputy Chairman and 3 Members of the Council to Panel.
c) To grant delegated authority to the Complaints Panel ensuring Full Council is consulted and informed about complaints being determined by the Panel
d) Woodstock Town Council Vexatious Complaints

11. To consider the creation of a Woodstock Parish Council Facebook Page

To consider a motion from Cllr Kate Bailey, seconded by Cllr Meg Manson. that Woodstock Town Council has a Face Book page, the sole purpose of this page would be to promote and upsell the Town Council within the local Community. It would merely be an online notice board/calendar of events and information portal ie it will not allow responses from the Public.

This page would be overseen by the Clerk and one other, Kate Bailey is happy to set it up in consultation with the current Clerk and would suggest another Cllr as an additional moderator.

By having an online presence the Town Council would then ensure we engage with as much of the Community as possible ie by using all means possible to be sure vital information is disseminated around the entire Town.

During the Queens Platinum Jubilee and the Town poll, both equally important we had no option but to use other Social Media avenues to promote these events. This was done using our own means and Facebook pages. This is neither effective or good practice and can evoke unnecessary comments.

- a) To confirm the type of the Facebook page to allow comments or not
- b) To appoint a Council Member or Members alongside the Clerk to manage the page

12. To appoint a Town Council representative to SOFO Woodstock Museum

13. Environment Working Group Meeting Notes

- a) To note the meeting notes and agree the recommendations for Council consideration raised by the Environment Working Group.
 - 1) Residents to be written to regarding the boundary of the Water Meadow on an annual basis.
 - 2) To add additional work to the grass cutting contract to enable more regular work be carried out at the Water Meadow.
 - 3) To consider the quotation for the handrail at the cemetery if there is any additional cost further to the quotation previously approved by Town Council.
 - 4) To receive a report regarding the site visit in respect of the bridge at the Black Prince for Council to take into consideration when commenting on the proposal at item 15 on the agenda
 - 5) To consider the proposal of appointing a specialist or company to oversee the implantation of the Management Plan at the Water Meadows.
 - 6) To consider high risks and associated costs to minimise risks identified, arising from the ROSPA report for the Water Meadows – (Documents previously circulated)
 - 7) To consider the high risks and associated costs arising from the annual play area inspection and request that the Town Council instruct Wicksteed to repair equipment considered to be Moderate Risk. The cost would be £1,595 for New Road, from a budget of £3,500 and £1,414.80 for Budd Close, from a budget of £3,000. The Environment Working Group will get quotes to make good other areas deemed to be Moderate Risk.
 - 8) Burials Officer clarification
 - 9) Cemetery fees – to consider any new charges presented.
 - 10) Appointment of Mr Maurice Parkinson to the Environment Working Group.
 - 11) To consider undertaking a new tree survey and any associated costs

14. **Signage at New Road Play Area**
- a) To accept free signage from the Community Support Officer if available with the aim of reducing anti-social behavior. (This signage has been installed in other play areas.
 - b) If the signage is not available to consider Town Council provision of signage relating to the above.

15. **RFO Reports**

- a) To note the Cost Centre report of budget against actual income and expenditure at 31st May 2022
- b) To approve the schedule of payments from 1st May – 30th June 2022
- c) To approve the bank reconciliations presented
- d) Internal Auditors report – To accept the Internal Auditors Report and agree any actions arising.

16. **Motions** – To consider written motions raised by Council Members

Motion proposed by Cllr Jo Lamb

“ Given:

- 1. the attractiveness and unobtrusive nature (as to size, location and colouring), of the 2 sun canopies erected at Brothertons Brasserie, 1 High Street, Woodstock, and
- 2. the location of at least 7 other additional sun canopies by businesses also located in the Conservation centre of the town and
- 3. the increasing health requirement to provide customers with sun protection due to changes in the climate and
- 4. the need to encourage the hospitality sector of our local businesses,

Woodstock Town Council exhorts West Oxfordshire District Council to reconsider this Planning matter and to take all necessary steps to ensure the withdrawal of Enforcement Notice No.2022/18 issued in respect of 1 High Street Woodstock and further, to support the Brasserie owners in any Appeal by them to the Planning Inspectorate which may be necessitated by the issuing of this Enforcement Notice. “

17. **Update on Memorial plaque for Colonel Nigel Clifford**

18. **Remembrance Day** – To agree Town Council arrangements

19. **Mayors Carols** – To agree Town Council arrangements

20. **To agree whether to undertake a free tree survey offered by Oxford Tre escapes**

21. **Reports from Committees and Working Parties**

22. **Properties Report** – To receive a report from Cllr Ann Grant

23. **Exclusion of Press and Public**

To **resolve** the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matters to be discussed relate to staff.

24. Staffing Matters

- a) To consider the appointment of the Rachel Peters as the Responsible Finance Officer to Woodstock Town Council for 8 hours per week at Spinal Column 21 start point £26,511 calculated on a pro-rata basis for a standard working week of 37 hours.
- b) To consider Locum arrangements for an RFO if Rachel Peters is not appointed. (Documents previously circulated)
- c) Appointment of Town Clerk for 30 hours per week at Spinal Column 26 £30,451 per annum which equates to £24,694.80 being the current salary point 26 within the 26-28 range in scale LC2 (24-28) as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.
- d) To set a timeframe for the application process
 - Advertising
 - Deadline for applications
 - Shortlisting
 - Interviews
- e) To appoint the interview panel from the Staffing Committee or other suggested Members.

25. Close the meeting

Signed: *K.A. Crowhurst*

Date: 22nd July 2022

Meeting called by Karen Crowhurst - Locum Town Clerk