



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

You are hereby summoned to attend a meeting of the Woodstock Town Council to be held in The Town Hall, Woodstock on 13th September, 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 meetings held on Tuesday 14th June, Friday 22nd July, 9th August 2022 and the Extraordinary Meeting Minutes 16th August 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. County Councillor's Report

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

6. District Councillor's Report

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

7. Amendment to Standing Orders relating Non Members attending confidential sessions in Committee Meetings.

Recommendation: *'A Councillor is entitled to attend all meetings and committee meetings of the Council, regardless of that Councillor's membership of a particular Committee. A Councillor is not however, entitled to remain in a meeting where a Motion has been passed to exclude the Public and Press for the purposes of discussing confidential or prejudicial information, unless that Councillor can demonstrate that remaining in the meeting is essential to the performance of their duties.'*

8. **Civility and respect pledge** - To pass a resolution to sign up to the civility and respect pledge

To agree to sign up to the Civility and Respect pledge, national campaign. The National Association of Local Councils is supporting the national project to put civility and respect at the top of the agenda and start a culture change for the local council sector. Signing up to the pledge demonstrates the council is committed to standing up to poor behaviour across the sector and driving through positive changes that support civil and respectful conduct. This is the result of growing concerns about the impact of bullying, harassment and intimidation on local councils, councillors, clerks and council staff and the effectiveness of local councils.- Documents previously circulated.

Pledge

Our Council -

1. Has agreed it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
2. Has committed to training councillors and staff.
3. Has signed up to the Code of Conduct for councillors.
4. Has good governance arrangements in place including, staff contracts, and a dignity at work policy*.
5. Will commit to seeking professional help in the early stages should civility and respect issues arise.
6. Will commit to calling out bullying and harassment if and when it happens.
7. Will continue to learn from best practice in the sector and aspire to being a role model / champion council eg via the Local Council Award Scheme.
8. Will support the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate

9. **Policies for adoption**

- I. Woodstock Town Council – Equalities Policy
- II. Woodstock Town Council Members and Officers Protocol Policy

10. **Appointment of Membership to the Finance and Assets Committee – 5 Members**

To appoint an internal control panel

The Internal Control Panel will meet with the RFO and Clerk quarterly to do some internal control tests. The panel will comprise of 3 non-bank signatory Members.

The tests will include:

- a) Checking a few payments in that quarter against the invoice to see if it has been signed, entered correctly and shows on the bank statement
- b) Check the amount held in petty cash
- c) Other things may come to mind during the process

11. **Audit Matters**

- a) To decide whether to continue with a sector led External Auditor or opt out
NB: **All authorities require an appointed external auditor**

To note that the existing Internal Auditor is no longer providing an audit service and to request the Clerk to source 3 quotations for a new auditor

12. **RFO Reports**

- a) To note the Cost Centre report of budget against actual income and expenditure at 31st August 2022
- b) To approve the schedule of payments from 30th June – 31st August 2022
- c) To approve the bank reconciliations presented
- d) To add the RFO to Unity Trust Bank account in order for payments to be raised

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

13.1 Woodstock Town Council -Meeting of 13th September 2022

Bladon Parish Council Response to Planning App 22-01715-OUT Land East of Park View

Motion - Proposed by Cllr Sharone Parnes:

The Council Resolves that:

1. Woodstock Town Council notes and fervently endorses the contents of Bladon Parish Council's response (dated 08/08/2022) to Planning Application 22/01715/OUT Land South of Perdiswell Farm / Land East of Park View;

2. The Town Council appreciates, agrees with, and fully supports the content associated with Bladon Parish Council's 22 mentions of Woodstock, in their submission; and

3. The Town Council will cite the entirety of this Resolution in/as a supplementary submission (late representation) to the Cherwell District Council Planning Authority, attaching the Bladon Parish Council document, and explicitly requests Planning Officers take note of Woodstock Town Council's support and endorsement of it.

Background

The Bladon Parish Council document is attached as an Appendix to this Report.

13.2 Motion proposed by Cllr Grant Seconded by Cllr Spencer

Due to the error according to Standing Orders 7 changing within 6 months of the original agreement minute 14/06/2022 of agreeing to forming a Finance Committee, the Council agrees to rectify this error under Standing Order 4xii The Council may dissolve a Committee and Sub Committee at anytime and the agreed committee shall be dissolved from immediate effect and reconsidered as per the original decision **item deferred until a permanent Clerk appointed.** – Paper to Council previously circulated.

13.3 Motion proposed by Cllr Manson Seconded by Cllr Manby-Brown

To authorise a spend (within budget) of approximately £2000 to cut the grass of Meadows 5 and 6. Only one quote has been submitted due to reluctance of other companies to take on the project.

13.4 Motion Proposed by Cllr Grant Seconded by Councillor Parnes

WTC agrees

that:

a) *The clerk undertakes to consult utility providers and tenants to understand where cost controls can be implemented, including but not limited to the exploration of technology, such as smart meter and controls.*

b) *To report back findings and recommendations with any financial costs to the council at the meeting of Tuesday 11th October 2022 for implementation prior to winter 2022.*

13.5 Motion - Proposed by Cllr Sharone Parnes:

The Council Resolves to note and record its position that:

Woodstock Town Council is concerned by the failure of Oxfordshire's Liberal-led district councils to continue working on the Oxfordshire Plan 2050. Councils like Cherwell District Council (CDC) have to restart working on their Local Plans, opening them up to planning by appeal. This now heightens the prospect of the Blenheim application for major development on land south of Perdiswell Farm

being passed on appeal with loss of infrastructure funding on top of the £30 million of Government infrastructure funding already lost by OCC this year.

14. Planning & Licensing

a) To consider response to the following applications: -

22/02014/FUL Land Adjacent to 34 Bear Close Woodstock.

Construction of two detached buildings comprising of an artist studio and ancillary storage space. (Retrospective).

22/02076/HHD 50 Banbury Road Woodstock Oxfordshire

Proposed single-storey extension, porch, enlargement of the roof (hip-to-gable), rear dormer extension, insertion of 2 veluxes and replacement front door.

22/02311/HHD 11 Rosamund Drive Woodstock Oxfordshire

Single storey rear extension and alterations.

22/02168/HHD 10 Glovers Close Woodstock Oxfordshire

Single and two storey flat roof extensions to front and single and two storey bay windows to rear.

22/02307/OUT Land South of 2 & 3 Cadogan Park, Woodstock

Outline application with some matters reserved for residential development of 2 detached houses and associated ancillary works including provision of access.

b) Other planning matters

Appeal ref: APP/D33125/C22/33041

LPA Appeal ref: 22/00018/APPE

Brothertons of Woodstock Limited

Unauthorised siting of two awnings on the front elevation of 1 High Street Woodstock

16. To note the meeting notes of the Environment Committee held on 29th June and agree recommendations arising from the notes.

The recommendations arising from the meeting for Town Council approval are:

- 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.
- 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 £300. 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

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 matter to be discussed is deemed as contractual privilege.

17. **To consider the quotations for decorating the exterior and interior of the town hall.**
18. **To consider the quotation(s) for the cemetery handrail.**
- 19 **Close the meeting**

Signed: *K.A. Crowhurst*

Date: 6th September 2022

Meeting called by Karen Crowhurst - Locum Town Clerk