



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Town Clerk: Vacant; Proper Officer: Mathew Parkinson

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 13th December 2022 at 6.30pm

Note:- Approved changes are in *italics*

Councillors present

M Parkinson (*intro chair*), L Addis, A Grant, N Manby Brown, M Mathews, U Parkinson, J Bleakley, **M Manson**

In Attendance

Oxfordshire County Cllr. A Graham

Rachel Peters RFO

4 Members of the public attended:

01/12/22 **Apologies for Absence - To receive and consider for acceptance apologies for absence.**

Apologies were received from **Cllrs** Julian Cooper, Elizabeth Poskitt, Jo Lamb, Kate Bailey, J Spencer Churchill, S Parnes, **U-Parkinson**

Cllr Grant proposes Cllr M Parkinson to stand in as mayor for this meeting. Cllr Manby-Brown seconded **carried unanimously**

02/12/22 **Communications – to receive any communications from the Mayor**

Green spaces will be dealt with in the new year

Mayors Carols will be cancelled.

03/12/22 **Approval of Minutes - To consider for approval, the minutes of the Town Council Meetings held on 8th November 2022.**

Cllr Graham in attendance but says he will not be there. Define County Cllr or District Cllr.

It was **decided** to accept the minutes.

04/12/22 **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**

No Declarations of Interest.

05/12/22 **Public Speaking and Questions**

a) Graham Brown (Sustainable Woodstock) Spoke about Botley West Solar Farm Would like to ask the council support sustainable energy, would like decisions based on facts and data. Urges the council to consider the proposal carefully.

No questions asked

b) C Carritt - 20 mile per hours speed limit working group, Comprehensive details must be given, would like all residential and town centre roads to be included. Buffer zone should be included starting 30 at Bladon roundabout to Park View.

Q Do you support 40 miles per hour buffer

Q Do you have figures for those that have signed the petition to support the 20 mile per hour

A. No official count but about 100

06/12/22 County & District Councillor's Update - To receive communications from the County Cllr Graham & District Councillors,
County Cllr A Graham, see attached report.
District Councillor J Cooper gave apologies.

07/12/22 Town Clerk's Report - to receive communications from the Town Clerk.
No report

08/12/22 Responsible Financial Officers Report

a) To note the Cost Centre report of budget against actual income and expenditure at 30th November 2022.

b) To approve the schedule of payments from 1st July – 30th November 2022

c) To approve the bank reconciliations presented

Items a, b, c were **deferred** to the next meeting.

d) To consider the draft Budget for 2023/24 – Motion – Proposed by Cllr Manby-Brown– WTC resolves to maintain the current precept for the coming financial year at £149,073. Seconded by J Bleakley

Vote 6 for with 1 abstention.

It was **resolved** to accept motion to maintain the precept at the current level.

e) VAT- to consider the report from Cllr Grant,
This item **deferred** to next meeting.

f) Motion – Proposed by Cllr Manby-Brown, WTC resolves to carry out a second interim audit in February 2023 to help the council and Responsible Financial Officer achieve a positive Final Audit in June 2023

This item was **deferred** to next meeting.

g) Motion - Proposed by Cllr Manby-Brown - WTC resolves to include as part of its review of the Financial Regulations to allow the Town Clerk to authorise purchases for general spend items up to the value of £250.

It was **decided** that the Financial Regulations and Standing Orders will be updated and will be brought back to the next meeting.

Cllr M Manson left the room at 19.35

09/12/22 Planning & Licensing

To consider the following applications:

22/03245/HHD 40 Blackberry Way Woodstock

No Objections

10/12/22 Botley West Solar Farm Project - to agree the council's response to the initial consultation on the project.

Proposed Cllr Manby Brown

It was **resolved** to accept the response by unanimous decision.

11/12/22 20mph Speed Limit in Woodstock - to consider a report from Cllr Poskitt

This item was **deferred** to the next meeting.

12/12/22 Update on resolved but seemingly non-actioned consultee submissions

To consider the report from Cllr Parnes, to be presented at the next meeting.

Proposed to **defer** by Cllr Manby Brown, seconded by Cllr Grant, unanimous decision

Cllr M Manson returned to the room 19.37

13/12/22 CCTV System

Motion – Proposed by Cllr Bleakley - WTC resolves that Cllrs Manby-Brown & Bleakley make preliminary investigations into the legality, feasibility and approximate costs of replacing the CCTV system in the public areas of the Town Hall ie front lobby and town clerk office. Seconded by M Manson

It was **resolved** to accept the motion by a unanimous decision.

14/12/22 Exclusion of Public & Press – to resolve the exclusion of public & press in accordance with the press & public (Admission to Meetings) Act 1960 as the matters to be discussed relate to staff.

Proposed by A Grant, Seconded by M Manson

15/12/22 Appointment of the Proper Officer & Staffing Update – to consider the report from Cllr Manby- Brown & Cllr Bailey. Seconded by L Addis

It was **resolved** to accept the motion by a unanimous decision.

16/12/22 Town Clerk Application Pack & Job Description

Motion – Proposed Cllr M Parkinson – WTC resolves to use the Clerks job description & application pack as presented and will advertise as fast as is practically possible using free and paid for advertisements. Seconded by L Addis

It was **resolved** to accept the motion by a unanimous decision.

17/12/22 Close the meeting

There being no further business, the meeting closed at 19:47

Addition to minute 16.12.22

Cllr Grant requested an amendment to bullet point 3 of the Job Description.

The word 'process to be added after 'the' and before 'staff' in the first line so as to read: -

To be responsible for the process of staff recruitment.

This amendment was agreed by the proposer Cllr M Parkinson and seconded by Cllr Addis

The vote was unanimous.