



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Interim Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 14th February 2023 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor), Linda Addis, John Bleakley, Ann Grant, Jo Lamb, Nick Manby-Brown, Meg Manson, Mathew Parkinson, Ulli Parkinson, and Sharone Parnes

Chair for the Meeting: Cllr Poskitt

In Attendance: Karen Howe – Clerk
Cllr J Cooper – West Oxfordshire District Councillor
Cllr A Graham – Oxfordshire County Councillor

Members of the public attended: 2

WTC 01/02/23	Apologies for Absence Apologies were received from Cllrs K Bailey and J Spencer-Churchill
WTC 02/02/23	Minutes of last meeting To consider for approval, the minutes of the Town Council Meeting held on 17th January 2023 It was Resolved that the minutes of the Council meeting held on Tuesday 17th January 2023 be Approved as a true and correct record of the meeting and signed by the Mayor.
WTC 03/02/23	Declarations of Interests Declarations of interests were received from: - Cllr Poskitt in relation to items under agenda item 13 due to being a District Councillor and Chair of West Oxfordshire District's Development Control Committee and Uplands Planning Sub-Committee.
WTC 04/02/23	Public Speaking and Question Time No members of the public asked to speak.
WTC 05/02/23	County Councillor's Report To receive the monthly Parish report from Oxfordshire County Cllr Graham (Report circulated) Cllr Graham provided an update to his report: - <ul style="list-style-type: none">• School Transport The school transport policy has been updated to prevent children losing their place when they change school location. This can happen when the school is located over a split site. They will be providing help to parents when appealing against school transport place refusal. They will be helping over 16's with independent travel. This is to help them to get into a position where they can safely and confidently travel themselves. This will save the council money in the long term. The council is committed to the spare seat scheme and it is not ending, but pressure on contracts and cost has meant costs to parents have almost doubled.

	<ul style="list-style-type: none"> • Budget Services are strained but not being cut. 20mph scheme budget is staying. Which means that town and parish councils don't have to pay. And there will be more money for gully cleaning and pot holes <p>Cllr Parnes spoke.</p> <p>He thanked Cllr Graham for stepping in on Shipton Road and although it was a quick patch up there is still a big pot hole that needs review. The issue on a need for a wheel wash was brought up.</p> <p>Cllr Cooper and Cllr Graham said they would take up the issue with WODC and OCC. Cllr Graham also advise to register issues on Fix My Street.</p> <p>Cllr Graham then provided an update on the doctors surgery: -</p> <ul style="list-style-type: none"> • Stakes holder have got together. • It is feasible that it could happen on the site and that parking may not be lost but there may be more spaces. • The doctors have concerns that there is no room for future expansion on the site. • Library cabinet member has spoken about the possibility for the library to be at Hensington Road even if the health centre doesn't happen.
<p>WTC 06/02/23</p>	<p>District Councillor's Report</p> <p>To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (Report circulated)</p> <p>Cllr Cooper offered to take questions.</p> <p>Cllr Bleakley asked if WODC is backing the swimming pool and Cllr Cooper responded that WODC is wanting the pool open for the summer holidays</p> <p>Cllr Parnes asked if there was a danger the pool will not continue anymore and Cllr Cooper responded not that he was aware off.</p> <p>Cllr Parnes asked why the cabinet is now known as the Executive and Cllr Graham said it has executive functions so changed to be in line with its functions.</p> <p>Cllr Parnes commented on the Solar Farm impact on the sky at night and asked if he was for or against. Cllr Cooper said he was against, its in the green belt and too big.</p> <p>Cllr Manby-Brown commented that builders are creating havoc everyday once approved and then need for enforcement.</p> <p>Cllr Poskitt referred to 37 Rye Grass application and explained the conditions requested and the parking concerns.</p>
<p>WTC 07/02/23</p>	<p>Responsible Financial Officers Reports & Other Finance Related Items</p> <p>a.) To note the Cost Centre report of budget against actual income and expenditure for: -</p> <ol style="list-style-type: none"> 1.) Month 9 (as at 31st December 2022) (Report Circulated) 2.) Month 10 (as at 31st January 2023) (Report Circulated) <p>Both reports were noted</p> <p>b.) To approve the bank reconciliations presented for: -</p> <ol style="list-style-type: none"> 1.) December 2022 (Report Circulated) <p>It was Resolved to Approve the bank reconciliation dated December 2022</p> <ol style="list-style-type: none"> 2.) January 2023 (Report Circulated) <p>It was Resolved to Approve the bank reconciliation dated January 2023</p> <p>c.) To agree to membership of Community First Oxfordshire at a cost of £85. Leaflet circulated</p>

The membership for 2023/24 was discussed. It was proposed by Cllr M Parkinson and seconded by Cllr Grant not to join Community First Oxfordshire. The proposal was put to a vote and all were in favour.

It was therefore **Resolved** to **Approve** not joining Community First Oxfordshire for 2023/24

At this point Cllr Grant asked for the opportunity to ask question about the payments provided with the bank reconciliations as this was offered be the clerk in an earlier email.

Cllr Grant asked about the following: -

- Payment to J Lamb £6.85 – It was explained that it was postage to the Land Registry
- What is KBDR Services – It was explained that there was urgent and complicated payroll issue and this is the new local payroll provider and Cllr Grant pointed out that this change had not come to the council.
- What budget did staff Christmas presents come from – It was confirmed that they were paid from the Mayor's Civic budget.

d.) **Motion** - VMShare Software - Proposed by Cllr Manby-Brown Seconded by Cllr Poskitt

Background

VSMSHare will allow the council to have a shared file facility accessible to all Councillors. And one of the first advantages of the software is that the Clerk won't have to send large Emails to all Councillors with Agenda packs. The clerk will be able to upload the documents to the server and then just send an Email letting Councillors know that the latest pack is available.

The other major advantage is that Councillors won't have to necessarily download documents to their own laptops which will help GDBR issues.

It will also give a place to share other important documents as well.

The VSMSHare software provided by Microshade only costs £25 set-up and £2 per user per year. The total cost for the year will be £53. This is based on there being 14 users, 12 councillors, the clerk and the RFO.

Motion to be Considered

To approve the purchase of VMShare for a year.

Cllr Manby-Brown explained about the VSMSHare software.

It was pointed out that the 14 users does not include the vacant assistant position and Cllr Manby-Brown was asked if extra users can be added. Cllr Manby-Brown advised they can at a cost of £2 each a year.

The motion was put to a vote.

For: 9

Against: 0

Abstaining: 1

It was therefore **Resolved** to **Approve** the purchase VMShare for a year for 14 users at a cost of £53

e.) **Motion** – Upgrading of the Town Hall's CCTV System - Proposed by Cllr Manby-Brown Seconded by Cllr J Bleakley

Background

At the meeting on 13th Dec 2022, Cllr Bleakley and I were given approval to investigate the CCTV system at the Town Hall. We made contact with a good local supplier who has give us a quote (provided).

We found:

1. The current system is extremely old - perhaps going back to the 80s even. The image is blurred and B&W, and there is no ability to record.
2. Upgrading this old system will be relatively easy as there are existing cables paths to follow.

3. Installing CCTV to monitor other internal areas, and externally, would be a major undertaking due to the age of the building and having to find new conduits for cables.

Motion to be Considered

That Council approve the quote for the upgrading of the CCTV system at the Town Hall

The item was discussed and during the discussion: -

Cllr M Parkinson asked if there were other options for CCTV monitoring and maybe these should be explored.

Cllr Bleakley explained that other councils pay more

Cllr Parnes asked how the CCTV in the building worked as he was not aware there was any.

It was explained where the monitoring currently covered.

Cllr Lamb commented that it would improve security for the staff and improve it quickly

Cllr Grant asked to review the contact specifically how the data will be protected and was told this was possible.

Cllr Parnes asked for assurances about data protection and access.

The motion was put to a vote.

For: 6

Against: 4

Abstaining: 0

It was therefore **Resolved** to **Approve** the upgrading the CCTV as a cost of £1,315.28 + VAT

Action – The clerk to produce documentation on the use of the CCTV to ensure GDPR and other regulations are followed

f.) **Motion** – Council Bank Card and Mobile Phone - Proposed by Cllr Manby-Brown

Background

Many items nowadays are ordered online and require a bank card. (eg Indeed, where a Councillor has used a personal card to pay for job adverts. Furthermore, a mobile number was required to activate the Indeed account. It is obviously not ideal for Councillors and Staff to use their personal cards and phones. Enquiries have been made and the ideal card to use is our own bank Unity's recommendation - brochure previously circulated.

Motion to be Considered

That Council gives approval for the Clerk to request a card from Unity, and to purchase a suitable mobile phone to be used for Council business.

Cllr Manby-Brown introduced the item and the item was discussed.

Cllr M Parkinson left the room between 7.30-7.35

It was decided to defer the motion.

Action – The Clerk is to enquire if the spending cap is monthly and to provide details of a preferred mobile phone

g.) **Motion** – Terms of Reference Finance and Asset Committee – Proposed Cllr Manby-Brown
Seconded by Cllr Bleakley

Background

Terms of Reference for the Finance and Asset Committee (Terms of Reference circulated)

Motion to be Considered

The Council to approve the Terms of Reference for the Finance and Asset Committee

The item was discussed.

	<p>Cllr Grant commented that it was not in line with the standing orders and Cllr M Parkinson said they are not adequate and can't be an initial terms of reference. Cllr M Parkinson suggested that the clerk be responsible for producing the terms of reference.</p> <p>Cllr Manby-Brown withdraw the motion</p> <p>At 7.40 Cllr Lamb left the meeting</p> <p>It was proposed to bring the item to the ETC meeting that is planned for Monday 20th February 2023</p> <p>Action – The clerk to produce the terms of reference for the Finance and Assets Committee</p> <p>Cllr Grant provide a paper which was circulated at the start of the meeting which concerns a long outstanding health & safety issue at the cemetery that the needs urgently rectifying.</p> <p>To be able to council to consider the item Cllr Grant put forward the following motion which was seconded by Cllr M Parkinson</p> <p><u>Motion to be Considered</u></p> <p><i>To suspend Standing Order 10 Motions at a meeting that do not need written notice.</i></p> <p>The motion was put to a vote and all were in favour.</p> <p>It was therefore Resolved to Suspend Standing Order 10 Motions at a meeting that do not need written notice for this item.</p> <p>Cllr Grant put forward the following motion which was seconded by Cllr M Parkinson</p> <p><u>Background</u></p> <p>A quote for £6,600 + VAT has been received for the repair of the sloping pathway and to erect a handrail. If approved the contactor can schedule the work in next week. Further information is provided on the paper circulated.</p> <p><u>Motion to be Considered</u></p> <p><i>WTC having experienced the quality of work of JFK Witney and the need to urgently deal with a public health and safety issue agree to the work to level up, resurface and fit handrail as specified at a cost of £6,600 + VAT</i></p> <p>The motion was put to a vote and all were in favour.</p> <p>It was therefore Resolved to Approve the instructing of JFK Witney to carry out the work to level up, resurface and fit handrail as specified at a cost of £6,600 + VAT</p>
<p>WTC 08/02/23</p>	<p>Cemetery</p> <p>To approve the request to enclose two adjoining plots with a boundary of pavers. These pavers will be set into the ground so that the can be mowed over if needed.</p> <p>The item was discussed and was commented that this would not be appropriate for a lawn cemetery and there were concerns that slabs would not lay flat and would be an issue when the grass is cut.</p> <p>A suggestion was put forward to not approve the request. Cllr Poskitt proposed that the request not be approved and this was seconded by Cllr Addis</p> <p>This was put to a vote</p> <p>For: 8</p> <p>Against: 0</p> <p>Abstaining: 1</p> <p>It was therefore Resolved to Not Approve the request to enclose the two adjoining plots with a boundary of pavers.</p> <p>Action – Clerk to send reply</p>
<p>WTC 09/02/23</p>	<p>To receive an oral update of the meeting of the Environment Working Group that was held on 7th February and to consider the following recommendations from the Environment Working Group</p>

	<p>Cllr M Parkinson spoke on the items.</p> <p>a.) To approve the Terms of Reference of the Environment Working Group Proposed by Cllr M Parkinson Seconded by Cllr A Grant The approval was put to a vote. For: 7 Against: 1 Abstaining: 1 It was therefore Resolved to Approve the Terms of Reference of the Environment Working Group</p> <p>b.) To approve the purchase of a Stihl electric strimmer, 2 batteries, battery charger and safety equipment. Due to fluctuating stock levels and prices and to enable the Clerk to secure the best value for the council the request is to approve a top limit for the purchase of £1,500 Inc. VAT. This figure is based on the prices on the Stihl website. Cllr M Parkinson proposed and it was seconded by Cllr M Manson. A question was asked about training and risk assessment on use. It was confirmed that user of the equipment has been on a training course The approval was put to a vote and all were in favour It was therefore Resolved to Approve the purchase of a Stihl electric strimmer, 2 batteries, battery charger and safety equipment to a total maximum cost of £1,500 inc. VAT Action – The Clerk to arrange purchasing the items</p> <p>c.) The EWG would also like to recommend that a professional company be engaged to carry out a full risk assessment of the council outdoor spaces During the discussion it was suggested that the risk assessment is carried out fully for all areas the council are responsible for and that the risk assessments should be reviewed annually for 2 years and fully re-assessed in the 3rd year. Cllr M Parkinson proposed and Cllr Addis seconded the above suggestion. The proposal was put to a vote and all were in favour. It was therefore Resolved to Approve that the Council would engage a professional company to carry out a full risk assessment of all areas the council are responsible for and for the risk assessments to be reviewed annually and fully re-assessed every 3 years. Action – The Clerk is to identify possible companies for the work</p> <p>d.) To discuss the possibility of changing the wood chip surfaces in the playgrounds to rubber matting. Cllr M Parkinson explain the benefits of changing the surface such as it is sustainable and easier to maintain as it only needs grass cutting/trimming. Cllr M Parkinson proposed and Cllr Addis seconded the proposal. The proposal was put to a vote and all were in favour. It was therefore Resolved to Approve the change of surface in the playgrounds from wood chip to a rubber matting/grassing matting surface. Action – The clerk to source quotes for the work</p>
<p>WTC 10/02/23</p>	<p>20mph Scheme</p> <p>a.) To receive an update on the actions agreed under minute 07/01/23 of the meeting held on the 17th January – regarding the proposed consultation</p>

	<p>The clerk explained that they had not been able to progress the survey due to work loads.</p> <p>b.) Motion - 20mph Consultation – Proposed by Cllr Parnes Seconded by Cllr M Parkinson</p> <p><u>Background</u></p> <p>Details to be presented at the meeting</p> <p><u>Motion to be Considered</u></p> <p><i>The Council RESOLVES that: Woodstock Town Council, having formally Resolved to engage the constituency in consultation on the 20mph proposal document submitted for endorsement by the relevant Working Group, confirms that the Consultation shall be comprised with publication of the Working Group's full document alongside an open invitation to convey feedback on any of its contents. The consultation will remain open for two weeks and all redacted comments will be published in a summary report document to appear on the Town Council website prior to formal consideration by the Town Council as soon as possible thereafter.</i></p> <p>Cllr Parnes explained the motion and said that it does not change the previous motion regarding the survey.</p> <p>It was suggested to change the wording of the motion slightly. The suggestions were to insert after the words “full document” the words “and questions on about the zones” and to remove the words “all redacted comments” and replace them with “comments with personal details redacted”</p> <p>Cllr M Parkinson supports the inclusion of the document in the survey and also the breaking down of the areas for comment.</p> <p>Cllr Parnes was happy for these words to be included.</p> <p>The changed motion was then put to a vote.</p> <p>For: 8 Against: 0 Abstaining: 1</p> <p>It was therefore Resolved that the 20mph consultation shall be comprised with publication of the Working Group's full document and questions about the zones alongside an open invitation to convey feedback on any of its contents. The consultation will remain open for two weeks and comments, with personal details redacted, will be published in a summary report document to appear on the Town Council website prior to formal consideration by the Town Council as soon as possible thereafter.</p> <p>c.) To approve posting of an update regarding the scheme on the website, Facebook and notice boards. Suggested wording to be circulated</p> <p>After a brief discussion is was decided this was good idea.</p> <p>Action – Clerk to post 20mph update on website including document</p>
<p>WTC 11/02/23</p>	<p>Update on the Request for a Memorial for Nigel Clifford</p> <p>To receive an update from the Mayor</p> <p>Cllr Poskitt provide an update in that she had responded to an email from Robin Clifford suggesting possibly that a large photo hung in the (redecorated) office with a significant biography beneath or immediately available was a possibility. So far there had been no reply.</p>
<p>WTC 12/02/23</p>	<p>Coronation Weekend</p> <p>To discuss the Town Council involvement in the occasion.</p> <p>Cllr Poskitt spoke on the item.</p>

	<p>She explained that there are several national suggestions such as Tea on Sunday and Volunteering Monday. She also said that the Church might broadcast the service and there maybe a civil service on the Sunday.</p> <p>The councillors were asked for suggestions one of the suggestions was gifts for the primary school aged children in the town. This was considered a good idea.</p> <p>It was also discussion about holding a Town Party. The council agreed not to hold a party but to recommend to residents that they hold their own parties as they wish.</p> <p>Action – The Clerk to find suppliers of possible coronation gifts and costs.</p>
<p>WTC 13/02/23</p>	<p>Planning & Licensing</p> <p>a.) Planning Applications To consider response to the following applications: -</p> <p>1.) 22/03515/HHD 42 Banbury Road Woodstock Erection of two storey and single storey rear extensions The clerk advised that West Oxfordshire District Council has all ready approved the application. So the item no longer needs to be consider.</p> <p>2.) 22/03522/HHD 15 Oxford Road Woodstock Demolition of rear flat roof extension. Erection of a two storey and first floor rear extension and construction of a detached carport After a brief discussion the councillors agreed unanimously that they had no objection to application 22/03522/HHD</p> <p>b.) Land South of Perdiswell Farm To consider and approve the response to the re-consultation for application 22/01715/OUT (previously circulated) It was decided to defer the item to the ETC meeting planned for Monday 20th February.</p> <p>c.) Botley West Solar Farm</p> <p>1.) To receive an update on the recent meeting held by the Stop Botley West Action Group Cllr Poskitt provided an update.</p> <p>2.) Motion – Nomination of Councillors to Liaise with “Stop Botley West” Group - Proposed by Cllr Parnes Seconded by Cllr Bleakley</p> <p><u>Background</u> Details to be presented at the meeting</p> <p><u>Motion to be Considered</u> The Town Council RESOLVES that: Woodstock Town Council nominates [2 or 3 specified Council Members to be agreed immediately] liaisons to the "Stop Botley West" group of representatives from multiple villages in the area. It is noted that the Town Council's joining the loose 'federation' of groups neither entails any commitment of funds nor implies any current or future policy position the Council may take on the solar farms power plant proposals; rather, Council's involvement at this stage is intended for supporting information exchange, exploring common interests or concerns with neighbouring localities, and potentially utilising or contributing to shared publicity and other activities where economies of scale make doing so more expedient</p> <p>Cllr Parnes spoke on the item.</p> <p>The councillors discussed the item and Cllrs Bleakley, Parnes and Poskitt offered to be liaisons between the council and the group.</p> <p>The motion was then put to a vote</p>

	<p>For: 8 Against: 0 Abstaining: 1</p> <p>It was therefore Resolved that Cllrs Bleakley, Parnes and Poskitt will be the liaisons between Woodstock Town Council and the “Stop Botley West” group.</p>
<p>WTC 13b/02/23</p>	<p>Green Spaces Neighbour Plan Results</p> <p>To note the results of the Green Spaces Referendum (previously circulated)</p> <p>At the start of this item it was noted that the agenda numbering is incorrect and as such this item is renumbered 13b</p> <p>The results of the referendum were noted.</p>
<p>WTC 14/02/23</p>	<p>Motions</p> <p>To consider motions raised by council members.</p> <p>a.) Issues Connected to Shipton Road – Proposed by Cllr Parnes Seconded Cllr Grant</p> <p><u>Background</u></p> <p>Details to be presented at the meeting</p> <p><u>Motion to be Considered</u></p> <p><i>The Town Council RESOLVES that: Woodstock Town Council notes the speedy response, by the relevant developer, to excessive muck out spread out of the development along Shipton Road and appreciates the undertakings provided toward future prevention, installation of signage providing developer contact details, and reminders to contractors and suppliers that they should not turn left towards the school when leaving the site; HOWEVER, the Town Council requests consideration for installation of pre-exit vehicular 'wheel wash' facility, and calls upon the County Council to immediately assess rectification of excessive deterioration including all – and not just some -potholes on Shipton Road and review of the new junction. The Council further requests the County Council provide clarification as to when the junction plan was consulted upon.</i></p> <p>Cllr Poskitt asked Cllr Parnes to explain the main point of the motion.</p> <p>Cllr Parnes explained that the developer is declining to bring in wheel wash facilities.</p> <p>Cllr Bleakley left the room for a few minutes.</p> <p>The clerk advised the final junction plans would not have been consulted upon but the original plans would have been part of the planning application consultation.</p> <p>The motion was then put to a vote and a named vote was requested by Cllr Parnes.</p> <p>For: 5 – Cllrs Parnes, Addis, Bleakley, Manson & Grant</p> <p>Against: 0</p> <p>Abstaining: 4 – Cllrs Poskitt, M Parkinson, Manby-Brown & U Parkinson</p> <p>It was therefore Resolved the Town Council requests consideration for installation of pre-exit vehicular 'wheel wash' facility, and calls upon the County Council to immediately assess rectification of excessive deterioration including all – and not just some -potholes on Shipton Road and review of the new junction. The Council further requests the County Council provide clarification as to when the junction plan was consulted upon</p> <p>b.) Changing Meeting Start Time – Proposed Cllr Grant Seconded Cllr M Parkinson</p> <p><u>Background</u></p> <p>It came to my attention that the early start of 6.30pm for our meetings is proving somewhat difficult for our Interim Clerk, who has kindly agreed to help us out and I believe is doing a excellent job.</p>

	<p>Having talked this over with the Mayor (Cllr Poskitt) we agreed this should be brought to the attention of the council in the interest of accommodating our Interim Clerk.</p> <p><u>Motion to be Considered</u></p> <p><i>WTC agrees to change the starting time of council meetings to 7.30 pm</i></p> <p>During the discussion that Clerk pointed out that they did not realise the issue that some councillors had in attending later meetings and that as the Clerk was only temporary councillors views should come first.</p> <p>Cllr M Parkinson proposed an amendment to the time contained in the motion from 7.30pm to 7pm.</p> <p>Cllr Grant accepted the proposed change.</p> <p>The revised motion was then proposed by Cllr M Parkinson and seconded by Cllr Addis</p> <p>The revised motion was then put to a vote.</p> <p>For: 6</p> <p>Against: 1</p> <p>Abstaining: 2</p> <p>It was therefore Resolved to change the starting time of council meetings to 7pm</p>
<p>WTC 15/02/23</p>	<p>Term of Reference for Working Groups</p> <p>Item Proposed by Cllr Grant</p> <p>To bridge the gap in the SO which do not include Working Groups the council are asked to agree the following suggested Terms of Reference for Working Groups.</p> <p>Working Groups.</p> <ul style="list-style-type: none"> a) Working groups may be set up at any time by the agreement of Full Council and b) Governed by the full Terms of Reference agreed by Full Council and reviewed at the Council Annual Meeting or 6 months whichever is the earlier c) Working Groups may be disbanded at anytime <p>It was agreed to defer the item and for it to be included with the item due to cover Standing Orders</p>
<p>WTC 16/02/23</p>	<p>Delegation of Work</p> <p>To discuss and agree to providing the clerk with delegated powers on the allocation of some items of admin related work to councillors. These items would be those where no decision making is required. Including but not limited to the sourcing of quotes and information and the update dating of the website with information provided by the clerk.</p> <p>The clerk explained the reason for the request to delegate work and after a brief discussion the councillors agreed to the clerk delegating non-decision-making admin work councillors.</p>
<p>WTC 17/02/23</p>	<p>Staffing</p> <ul style="list-style-type: none"> a.) To receive an update on the recent tribunal - Copy of judgement available on request <p>The Clerk informed the councillors that the judgement was in favour of Woodstock Town Council and that they could not provide any specific information as they were not involved in the case.</p> <ul style="list-style-type: none"> b.) To receive an update on the work load of the RFO. <p>The Clerk explained that they just wanted to make the councillors aware that the RFO has taken on extra work since the loss of the council's admin assistant and is currently working extra hours to manage the workload.</p> <ul style="list-style-type: none"> c.) To receive an update on the recruitment process

	<p>The Clerk advised that the adverts were placed on Indeed and also on SLCC and OALC websites and mailing lists. Currently there have not been any applications, although there have been quite a few CV's sent via Indeed they have no meet the criteria.</p> <p>It was suggested that an advert should be place on the notice boards and local shops such as the newsagents.</p>
WTC 18/02/23	<p>Due to time constraints on council meetings Cllr M Parkinson proposed to close the meeting and that any remaining items be moved to the ETC meeting planned for Monday 20th February 2023</p> <p>Councillors Agreed unanimously to close the meeting.</p>
WTC 19/02/23	<p>Close Meeting</p> <p>Meeting closed at 9pm</p>