



## Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: [www.woodstock-tc.gov.uk](http://www.woodstock-tc.gov.uk)

Interim Town Clerk: Karen Howe

### 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 25<sup>th</sup> April 2023 at 7pm.

1.	<b>Apologies for Absence</b> To receive and consider for acceptance apologies for absence.
2.	<b>Minutes of last meeting</b> a.) To consider for approval of the Minutes of the Town Council Meeting held on 14 <sup>th</sup> March 2023 b.) To sign the minutes of the 8 <sup>th</sup> November 2022 that were approved at the Town Council Meeting of 13 <sup>th</sup> December 2023
3.	<b>Declarations of Interests</b> To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct
4.	<b>Public Speaking and Question Time</b> <i>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</i>
5.	<b>County Councillor's Report</b> To receive the monthly Parish report from Oxfordshire County Cllr Graham (Report circulated)
6.	<b>District Councillor's Report</b> To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (Report circulated)
7.	<b>Clerks Report</b> To receive a report from the clerk and consider the approval of any recommendations within the report (report circulated)
8.	<b>Responsible Financial Officers Reports &amp; Other Finance Related Items</b> Items a) to e) should be read in conjunction with the RFO report (report circulated) a) To note the Receipts and Payments for March 2023 – Month 12 (report circulated) b) To note the Cost Centre report of budget against actual income and expenditure for March 2023 – Month 12 (report circulated) c) To approve the Bank Reconciliation presented for March 2023 – Month 12 (report circulated) d) To approval the cancellation of the current Red Squid contract e) To note items 4 & 5 of the RFO report f) To approve expenditure for the annual tree survey (quote to be provided at meeting) g) To approve the purchase of 1 Individuals licence for Adobe Acrobat Pro at a cost of £238.75 inc. Vat for 1 year.

9.	<p><b>Request for Hire Charge Reduction</b></p> <p>To consider the request from the charity Help Hub to hire facilities at the Town Hall at a reduced rate. (email circulated)</p>
10.	<p><b>Website Email</b></p> <p>To consider the following motion from Cllr Manby-Brown</p> <p><u>Background</u></p> <p>The EMAIL facility from the Council website is not working, due to spam issues. The advice received is that we should use a bespoke application such as MailChimp to manage Council EMAILs to members of the public who have subscribed to our mailing list (NB: this is not for Councillor EMAILs).</p> <p><u>Motion to be Considered</u></p> <p>That the Council approves the expenditure of £10.58 per month to MailChimp.</p>
11.	<p><b>Grants Process Review Working Group</b></p> <p>To consider the following motion from Cllr Manson</p> <p><u>Motion to be Considered</u></p> <p>That the Council approves the creation of a Grants Process Review Working Group with the confirmation of membership to be agreed as part of the allocation of roles and responsibilities at Council's Annual Meeting and if required the Terms of Reference to submitted for approval at the same meeting.</p>
12.	<p><b>S106 Working Group</b></p> <p>To consider the following motion from Cllr Manson</p> <p><u>Motion to be Considered</u></p> <p>That the Council approves the creation of a S106 Working Group with the confirmation of membership to be agreed as part of the allocation of roles and responsibilities at Council's Annual Meeting and if required the Terms of Reference to submitted for approval at the same meeting.</p>
13.	<p><b>Review of the Standing Orders</b></p> <p>To review the revised Standing Orders and then to set aside the revised Standing Orders for consideration at the next ordinary meeting of the council.</p>
14.	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1.) To note the responses submitted since the last meeting (Report Circulated)</li> <li>2.) To consider response to the following applications: - <ol style="list-style-type: none"> <li>a.) 23/00919/LBC – Wychwood Cottage 23 Manor Road Internal alterations to carry out damp proofing works to kitchen and study/music room below floor ground level.</li> <li>b.) 23/00839/S73 – St Andrews 48 Manor Road Variation of Condition 2 of 19/01835/HHD to allow for a finished roof height higher than that previously approved.</li> <li>c.) 23/00847/HHD – 25 Boundary Close Construction of first floor balcony above existing porch (South elevation) and metal framed veranda to rear (North) elevation. Conversion of existing garage into a garden room and loft conversion with dormer to create additional bedroom and ensuite together with associated works and landscaping.</li> </ol> </li> <li>3.) Land South of Perdiswell Farm To agree which councillor will represent WTC at the appropriate CDC planning committee meeting, which is currently expected to be in May.</li> </ol>
15.	<p><b>Water Meadow Survey</b> – Requested by Cllr Manson</p> <p>To approve the request to allow RiverFly Monitoring including the testing of the water to be conducted monthly within the Water Meadows (email requested circulated)</p>
16.	<p><b>Coronation Update</b> – Requested by Cllr Poskitt</p> <p>To receive an update on the coronation celebration arrangements and approve any actions required</p>

17.	<b>Stagecoach Bus Service S7</b> – Requested by Cllr Manson To discuss the impact of the new route of the Stagecoach S7 bus and agree any actions that WTC would like to take.
18.	<b>Update on Letter to OCC - Issues Connected to Shipton Road</b> – Requested by Cllr Parnes Update on any responses to letter to OCC regarding highways issues within the Shipton Road area, and consideration of any related matters arising since last month's ETC where the item was discussed under agenda item 8
19.	<b>Prioritise Road Surface Repairs</b> To consider a report and the following motion from Cllr S Parnes <u>Motion to be Considered</u> Woodstock Town Council RESOLVES to issue request to OCC to prioritise road surface repairs on Hensington Road, Shipton Road, Princes Ride and anywhere else in the town where substantial deterioration is presenting clear danger to vehicles, motorists, cyclists and pedestrians.
20.	<b>May Meeting</b> To consider the following motion from Cllr Grant <u>Background</u> At the ETC meeting held on Tuesday 4th April due to the time needed for the Clerk to explore the use of s106 money as per the motion agreed at Item 7 Bus Shelters it was suggested that Annual Town Meeting of the Council be divide into 2 meetings <u>Motion to be Considered</u> WTC agrees to the May meeting being held in 2 sessions Meeting 1 Tuesday 9th May 2023 for the statutory requirement of the Council Meeting 2 Tuesday 23rd May 2023 to complete council business to date.
21.	<b>Meeting Schedule</b> To consider and approve the proposed meeting schedule for 2023/24 (copy circulated)
22.	<b>Recording of Meetings</b> To consider the following motion from Cllr Manby-Brown Seconded by Cllr Manson <u>Motion to be Considered</u> That the Council agrees that whoever is taking Minutes uses the existing Digital Voice Recorder to record the meeting. Additionally, that the Council asks Cllrs Manby-Brown and Manson to research a more formal sound and perhaps vision system to bring back to Council for discussion.
23.	<b>Code of Conduct</b> - Requested by Cllr Poskitt To consider the adoption of WODC suggested Code of Conduct (copy circulated)
24.	<b>Attendance at Confidential Session</b> - Requested by Cllr Parnes Position and clarifications on exclusion of Council Members from confidential session
25.	<b>Issuing Arising from Employment Tribunal</b> - Requested by Cllr Parnes (paper circulated) To clarify and consider matters arising from Council's conduct in the legal proceedings, and from Judge's remarks.
26.	<b>Exclusion of Press and Public</b> 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. .
27.	<b>To confirm the next meeting of Woodstock Town Council</b> Date and time of next meeting is 7pm on Tuesday 9 <sup>th</sup> May 2023 at Woodstock Town Hall
28.	<b>Close Meeting</b>

Signed:

Dated: 20<sup>th</sup> April 2023

Meeting called by Karen Howe – Interim Town Council