

Full Council Committee Meeting of Witney Town Council



Monday, 12th April, 2021 at 7.00 pm

To members of the Full Council Committee - J Aitman, L Duncan, L Ashbourne, T Ashby, R Bolger, D Butterfield, O Collins, H Eaglestone, D Enright, V Gwatkin, A D Harvey, M Jones, J King, A McMahon, A Prosser, R Smith and D Temple (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Virtual Meeting Room via Zoom** for the transaction of the business stated in the agenda below.

Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Admission to this meeting will be online by virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.

Zoom login details of this meeting will be published on the Council's website prior to the meeting.

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

Agenda

1. Apologies for Absence

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Deputy Town Clerk (adam.clapton@witney-tc.gov.uk) prior to the meeting, stating the reason for absence.

2. Declarations of Interest

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. Minutes (Pages 5 - 10)

To approve and adopt the minutes of the Council Meeting held on 15 February in accordance with Standing Order 18 including questions on the minutes as to the progress of any item.

4. Public Participation

The meeting will adjourn for this item.

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on

the agenda.

5. **An Update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors**

To receive a short verbal update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors.

6. **Report Back from the Councillors on the Work with External Bodies where they serve as the Town Council's Nominated Representative**

To receive a short verbal update from councillors who sit on external bodies where they serve as the Town Council's nominated representative.

7. **Minutes of Committees and Sub Committees**

To receive and NOTE the RESOLUTIONS in the minutes of the meetings held between 16 February and 30 March 2021, and agree the RECOMMENDATIONS contained therein:

- a) Climate, Biodiversity & Planning Committee meetings held on 16 February, 9 March & 30 March 2021 (Pages 11 - 30)
- b) Sport & Play Committee meeting held on 1 March 2021 (Pages 31 - 34)
- c) Halls, Cemeteries & Allotments Committee meeting held on 8 March 2021 (Pages 35 - 40)
- d) Stronger Communities Committee meeting held on 15 March 2021 (Pages 41 - 46)
- e) Policy, Governance & Finance Committee meeting held on 22 March 2021 (Pages 47 - 56)

8. **Civic Announcements** (Pages 57 - 58)

To receive the report of the Mayor.

9. **To Agree A Mayor Elect**

To agree the Mayor-Elect for the Municipal Year 2021/22.

10. **Future Council & Committee Meetings and Lawful Decision Making**

a) **Annual Council Meeting** (Pages 59 - 62)

To agree to change the advertised date of the Annual Council Meeting from 12 May 2021 to a date before 6 May 2021 for the meeting to be held virtually under The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panels Meetings) (England & Wales) Regulations 2020.

b) **Contingency Plan & Delegations** (Pages 63 - 74)

To receive and consider the report of the Town Clerk taking into account correspondence and information provided at agenda items 12a and 12c.

c) **Local Authority Remote Meetings - Call for Evidence/Consultation** (Pages 75 - 86)

Central Government are seeking views on the advantages/disadvantages of virtual meetings for parish councils.

All too often MHCLG ignores or fails to appreciate the impact of its decisions on our level of local government choosing to concentrate on principal councils.

The link to the call is here <https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence/local-authority-remote-meetings-call-for-evidence>

11. **Members Code of Conduct** (Pages 87 - 94)

To receive and consider the report of the Town Clerk to reaffirm the adoption of the Oxfordshire Code of Conduct Members signed up to following elections in May 2019 and the by-election in August 2019.

12. **Standing Orders & Financial Regulations - Review** (Pages 95 - 116)

To note that the Town Clerk is in the process of reviewing the Council's Standing Orders.

To consider and adopt the Council's revised Financial Regulations incorporating changes in legislation, regulations and personnel.

13. **CPRE Survey on Sewage, Flooding & Water issues in Witney** (Pages 117 - 124)

To consider the attached correspondence from the CPRE and either complete or delegate the completion of the survey in Witney Town Council's name as appropriate.

14. **Witney Community Activation** (Pages 125 - 130)

Josh Lenthall of Active Oxfordshire is coordinating the roll out of Community Activation measures in Witney as part of the DfT Emergency Active Travel Funding.

"This is an exciting opportunity to support members of the community to walk and cycle more and to change travel habits in Witney."

Background Information attached - Cllrs Liz Duncan & Ruth Smith will give a verbal update at the meeting and seek approval or delegation to Council Officers to progress this project further.

15. **Town Council Rebranding** (Pages 131 - 144)

To form a task a finish group of 3 Councillors for the Communications & Community Engagement Officer to consult with whilst the rebranding is rolled out across the Council.

16. **Great British Spring Clean** (Pages 145 - 148)

To consider the correspondence and decide if and how the Council should promote this initiative.

This could coincide with the Council's entry into the Thames & Chiltern In Bloom competition.

The Council may wish to incorporate this initiative into its emerging Open Spaces Strategy.

17. **Project Update** (Pages 149 - 152)

To receive and consider the report of the Project Officer updating Members on the various projects currently in progress.

18. **Property Matters - Town Hall, Town House/51 Market Square** (Pages 153 - 154)

For information only – update on the situation relating to the structural issues in the Town Hall/Town House.

19. **Health, Safety & Vandalism Report** (Pages 155 - 156)

To receive and consider the update report on Health, Safety & Vandalism from the Maintenance & Environmental Services Officer.

20. **Communication from the Leader**

To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with.

21. **Correspondence**

a) **Letter from Robert Courts MP** (Pages 157 - 158)

To receive a response from Robert Courts MP concerning minute number of 7th December concerning County Lines

b) **RAF Brize Norton - Proposed Radar Tower** (Pages 159 - 162)

22. **Questions to the Leader of the Council**

Questions to the Leader of the Council concerning the business of the Council in accordance w Standing Order 15.

23. **Sealing of Documents**

To authorise the sealing of documents arising from Council resolutions.



Town Clerk