

Full Council Committee Meeting of Witney Town Council



Monday, 11th October, 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 **Main Hall, The Corn Exchange, Witney** 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.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Democratic and Legal Services Officer (democracy@witney-tc.gov.uk) in advance to reserve a seat.

We will continue to observe social distancing and hand sanitiser will be available.

For further information or clarification regarding the meeting contact the Democratic and Legal Services Officer at democracy@witneytown-tc.gov.uk Tel: 01993 226071

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 & Legal 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 Democratic & Legal Services Officer (democracy@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

Standing Order 30(a)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.

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 - 14)

To approve and adopt the minutes of the Council Meetings held on 2 August and 6 September 2021 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. **Witney Community Policing Issues**

To receive an update from the Witney Police Team (if appropriate).

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

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

7. **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.

8. **Minutes of Committees and Sub Committees**

To receive and Note the resolutions in the minutes of the meetings held between 10 August and 27 September 2021, and agree the recommendations contained therein.

- a) **Climate, Biodiversity & Planning Committee - 10 August, 31 August (attached) and 21 September 2021** (Pages 15 - 42)
- b) **Parks & Recreation Committee - 6 September 2021** (Pages 43 - 46)
- c) **Hall, Cemeteries & Allotments Committee - 13 September 2021** (Pages 47 - 50)
- d) **Stronger Communities Committee - 20 September 2021** (Pages 51 - 56)
- e) **Policy, Governance & Finance Committee - 27 September 2021** (Pages 57 - 64)

9. **Conclusion of Audit for Year Ending 31 March 2021** (Pages 65 - 68)

To note that the Council's External Auditor, Moore Stephens, have completed the review of Sections 1 and 2 of the Annual Governance and Accountability Return for year ended 31 March 2021, and in their opinion the information is in accordance with Proper Practices (External Audit Report and Certificate 2020/21 enclosed).

10. **Climate Emergency Update** (Pages 69 - 72)

To receive and consider the report of the Maintenance & Environmental Services Officer.

11. **Windrush Valley Traffic Action Group**

To receive an update on the Burford Bridge 7.5t Experimental Traffic Regulation Order and request from Windrush Valley Traffic Action Group (WiVTAG) in re-affirming support for its campaign.

12. **Code of Conduct Complaint - Letter of Apology** (Pages 73 - 76)

To receive and consider the confidential report of the Town Clerk.

13. **Civic Announcements** (Pages 77 - 78)

To receive the report of the Mayor.

14. **Health and Safety**

To receive a verbal update from the Deputy Town Clerk on any Health & Safety Matters.

15. **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.

16. **Correspondence** (Pages 79 - 80)

To receive correspondence from the Town Clerk for information (if applicable).

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

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

18. **Sealing of Documents**

To authorise the sealing of documents arising from Council resolutions and to note the sealing of:

No. 85 License to Assign [The Cemetery Lodge, Tower Hill to Kenmore Estates Ltd & Mid Counties Co-operative Funeral Ltd.].

19. **Exclusion of Press & Public**

To consider and if appropriate, to pass the following resolution:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

20. **Corn Exchange - Retractable Seating Contract**

To receive a verbal update from the Corn Exchange Working Party on the recommendation of the Retractable Seating Contract.



Town Clerk