

Full Council Committee Meeting of Witney Town Council



Monday, 6th December, 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. hand sanitiser will be available and face masks must be worn at all times other than when speaking during the meeting.

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.

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 - 12)

To approve and adopt the minutes of the Council Meeting held on 11 October 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. **Witney Town Charity Trustees** (Pages 13 - 16)

To consider the report of the Town Clerk.

9. **Minutes of Committees and Sub Committees**

To receive and Note the resolutions in the minutes of the meetings held between 12 October and 2 December 2021, and agree the recommendations contained therein.

a) **Climate, Biodiversity & Planning Committee - 12 October, 2 November (Attached) & 23 November 2021** (Pages 17 - 36)

b) **Parks & Recreation Committee - 1 November 2021** (Pages 37 - 40)

c) **Halls, Cemeteries & Allotments Committee - 8 November 2021** (Pages 41 - 44)

d) **Stronger Communities Committee - 15 November 2021** (Pages 45 - 50)

e) **Policy, Governance & Finance Committee - 22 November 2021** (Pages 51 - 58)

f) **Corn Exchange Working Party - 2 December 2021**

10. **Appointments to Task & Finish Groups**

To appoint members to serve on the In Bloom and Covid 19 Commemoration Task & Finish Groups.

11. **Civic Announcements** (Pages 59 - 60)

To receive the report of the Mayor.

12. **Vandalism Report** (Pages 61 - 62)

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

13. **Health and Safety**

To receive a verbal update (If applicable)

14. **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.

15. **Correspondence** (Pages 63 - 68)

To receive correspondence from the Town Clerk for information

16. **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.

17. **Compliments & Complaints** (Pages 69 - 78)

To consider the report of the Deputy Town Clerk.

18. **Consultation – High Street & Market Square (Witney) - Proposed Prohibition of Motor Vehicles & Parking Restrictions** (Pages 79 - 96)

To consider consultation documents from Oxfordshire County Council.

19. **Emergency Plan** (Pages 97 - 100)

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

20. **Project Update Report** (Pages 101 - 104)

To consider the report of the Projects Officer.

21. **Council Contracts & Sealing of Documents**

Corn Exchange – Contract for Specialist Theatre Systems– Sound & lighting with Henley Theatre Services Ltd. signed by The Mayor, Cllr J Aitman & the Town Clerk.

22. **Future Meetings of the Council**

To consider delegating a decision on whether the Council's cyclical Committee meetings should be held virtually from January 2022 to Officers, in conjunction with the Mayor and Leader/Deputy Leader of the Council.

This would mean committees revert to being advisory and would re-affirm delegations in place to the Town Clerk on any other urgent matters.

23. **Exclusion of Press and 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

24. **Property & Legal Matters** (Pages 105 - 110)

To receive the confidential report of the Town Clerk/CEO.

S. Groth

Town Clerk

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Mrs Sharon Groth
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Cllr Joy Aitman
Mayor of Witney

