

Full Council Meeting of Witney Town Council



Monday, 1st August, 2022 at 7.00 pm

To members of the Full Council Committee - J Aitman, L Duncan, L Ashbourne, T Ashby, D Butterfield, O Collins, H Eaglestone, D Enright, V Gwatkin, A D Harvey, M Jones, A McMahon, A Prosser, R Smith, D Temple and P Hiles (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 Deputy Town Clerk (adam.clapton@witney-tc.gov.uk) in advance to reserve a seat.

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 Deputy Town Clerk (adam.clapton@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.

a) Request for Dispensation (Pages 5 - 6)

To receive and consider a dispensation request from Cllr A D Harvey.

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 7 - 12)

To approve and adopt the minutes of the Council Meeting held on 20 June 2022 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 21 June 2022 and 18 July 2022, and agree the RECOMMENDATIONS contained therein.

- a) Climate, Biodiversity & Planning Committee - 21 June & 12 July 2022 (Pages 13 - 26)
- b) Parks & Recreation Committee - 27 June 2022 (Pages 27 - 30)
- c) Halls, Cemeteries & Allotments Committee - 4 July 2022 (Pages 31 - 34)
- d) Stronger Communities Committee - 11 July 2022 (Pages 35 - 42)
- e) Policy, Governance & Finance Committee - 18 July 2022 (Pages 43 - 48)

9. **East Witney Ward - Potential By-election**

At its meeting held on 16 March 2022, the Council agreed to purchase poll cards for a by-election in the West Ward (minute no. 122).

To be consistent, and due to time constraints, the Town Clerk has agreed that poll cards should be issued if a by-election is contested. Members are asked to note this decision.

10. **Standing Orders & Code of Conduct** (Pages 49 - 64)

Standing Order Review

Due to time constraints, this item has been deferred until the Council meeting on 10 October 2022.

Code of Conduct Review

An updated Code of Conduct for Councillors has been adopted by the District and County Councils

(attached).

Members are asked to review the document and consider attending training, which is due to be held on Friday 30th September, before adoption at the Council Meeting scheduled for 10 October 2022.

11. **Appointment to Outside Bodies - Witney Town Charity** (Pages 65 - 68)

To receive correspondence from Witney Town Charity concerning the Town Council's nominated trustees.

12. **Witney Town Council Rebranding** (Pages 69 - 72)

To consider the recommendation of the Stronger Communities Committee held on 11 July 2022, minute number SC361. **That, the Town Council adopts the new logo for administrative and livery purposes.**

13. **Witney High Street**

Oxfordshire County Council has been awarded £1.9m from a central government fund called Active Travel Tranche 3 for a public realm scheme to improve High Street and Market Square now that the traffic restriction has been confirmed as permanent, to embed active travel principles and increase footfall.

The Town Council should consider how it can assist the County Council in achieving these objectives and in engaging with the public.

14. **Civic Announcements** (Pages 73 - 74)

To receive the report of the Mayor & Mayor's Secretary.

15. **Health, Safety & Vandalism** (Pages 75 - 76)

To receive an update on health and safety items (if applicable) and a spreadsheet showing the latest vandalism to Council property.

16. **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.

17. **Correspondence**

To receive any correspondence received (if applicable).

a) **20mph Witney Proposals** (Pages 77 - 80)

To receive correspondence from Oxfordshire County Council concerning reduced speed restrictions in Witney.

b) **Witney Chamber of Commerce** (Pages 81 - 82)

To receive correspondence from Witney Chamber of Commerce concerning Witney High Street.

18. **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.

19. **Sealing of Documents**

To receive details of documents sealed by the Council (If applicable).



Town Clerk