

Full Council

Meeting of Witney Town Council



Monday, 10th October, 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, P Hiles and D Thomas (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 Committee Clerk derek.mackenzie@witney-tc.gov.uk in advance.

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. One Minute Silence for HM Queen

The Chair will lead a minutes' silence in remembrance of the passing of HM Queen Elizabeth II

2. Apologies for Absence

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Committee Clerk derek.mackenzie@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.

3. 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.

4. Minutes (Pages 5 - 12)

To approve and adopt the minutes of the Council Meeting held on 1 August 2022 in accordance with Standing Order 18 including questions on the minutes as to the progress of any item.

5. **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.

6. **Witney Community Policing Issues**

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

7. **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.

8. **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.

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

To receive and NOTE the RESOLUTIONS in the minutes of the meetings held between 2 August and 3 October, and agree the RECOMMENDATIONS contained therein.

- a) **Parks & Recreation Committee - 5 September 2022** (Pages 13 - 18)
- b) **Halls, Cemeteries & Allotments Committee- 26 September 2022** (Pages 19 - 22)
- c) **Stronger Communities Committee - 26 September 2022** (Pages 23 - 28)
- d) **Policy, Governance & Finance Committee- 3 October 2022** (Pages 29 - 36)
- e) **Climate, Biodiversity & Planning Committee - 2 & 23 August, 27 September** (Pages 37 - 58)

10. **Conclusion of Audit for Year Ending 31 March 2022** (Pages 59 - 62)

To note that the Council's External Auditor, Moore, have completed the review of Sections 1 and 2 of the Annual Governance and Accountability Return for year ended 31 March 2022, and in their opinion the information is in accordance with Proper Practices (External Audit Report and Certificate 2021/22 enclosed).

11. **Councillor Code of Conduct 2022** (Pages 63 - 86)

To receive the report of the Deputy Town Clerk.

- a) **Civility & Respect Pledge** (Pages 87 - 88)
To receive the report of the Deputy Town Clerk.

12. **Project Update** (Pages 89 - 92)

To receive a report of the Project Officer, enclosed, and a report to follow from the Town Clerk and Chief Executive in relation to major projects.

13. **Civic Announcements** (Pages 93 - 94)

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

14. **Vandalism and Health & Safety** (Pages 95 - 96)

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

15. **Grounds Maintenance**

To receive an update from the Town Clerk and Chief Executive in respect of progress on bringing the grounds maintenance service in house with effect from 1 October 2022.

16. **A40 County Council Planning Application Consultation R3.0151/21** (Pages 97 - 100)

To receive a County Council planning application in relation to the A40 and consider a response, if appropriate. The plans can be found by accessing the electronic link in the document attached to the agenda item.

An initial response from the Climate, Biodiversity & Planning Committee on an earlier consultation this year is attached for information.

17. **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.

18. **Correspondence**

To receive any correspondence received (if applicable).

a) **Notice of Definitive Map Notice of landowner deposit** (Pages 101 - 106)

To receive correspondence from Oxfordshire County Council.

19. **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.

20. **Sealing of Documents**

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



Town Clerk