

Full Council

Meeting of Witney Town Council

Monday, 5th December, 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 **Gallery Room, 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. 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.

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 10 October 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 t

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 4 October 2022 and 24 November 2022, and agree the RECOMMENDATIONS contained therein.

a) **Climate, Biodiversity & Planning Committee - 4 October, 25 October & 15 November 2022** (Pages 13 - 34)

b) **Parks & Recreation Committee - 31 October 2022** (Pages 35 - 38)

c) **Halls, Cemeteries & Allotments Committee - 7 November 2022** (Pages 39 - 44)

d) **Stronger Communities Committee - 14 November 2022** (Pages 45 - 50)

e) **Policy, Governance & Finance Committee - 21 November 2022** (Pages 51 - 58)

f) **Corn Exchange Working Party - 24 November 2022** (Pages 59 - 62)

9. **Standing Orders – 2022 Review** (Pages 63 - 92)

To receive the report of the Deputy Town Clerk.

10. **Future Meetings of the Council** (Pages 93 - 94)

To receive the report of the Deputy Town Clerk.

11. **Appointment to Outside Bodies - Witney Town Charity** (Pages 95 - 96)

To receive the report of the Deputy Town Clerk.

12. **Motion - Witney High Street**

To consider the following motion proposed by Cllr Darren Thomas and seconded by Cllr Dean Temple in accordance with Standing Order 13.

'Earlier in 2022, it was announced that Oxfordshire County Council was awarded £1.9 million for the transformation of Witney High Street. The High Street is only closed off due to a few planters and some road signs. The lack of enforcement means that the road is dangerous to pedestrians, which goes against the idea of the High Street being closed.

At the Full Council Meeting on 1st August 2022, Witney Town Council agreed that the Corn Exchange be offered to Oxfordshire County Council to host open meetings with Witney Residents so that everyone has a voice about the future of our High Street. As of yet, these meetings have not come to fruition.

Therefore, with £1.9 million for Witney stagnating in the bank and with only 1 in 3 respondents to Oxfordshire County Council's Consultation supporting the closure, this Council calls on the Leader to write to Oxfordshire County Council to set out dates for fully accessible, open public meetings about the plans for the High Street that will enable Highway Planners to set out fully costed plans to transform our High Street for the better.'

13. **Civic Announcements** (Pages 97 - 98)

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

14. **Compliments & Complaints** (Pages 99 - 104)

To receive the report of the Deputy Town Clerk.

15. **Resident Satisfaction Survey 2022 Update** (Pages 105 - 114)

To receive the report of the Deputy Town Clerk.

16. **Oxfordshire County Council Flood Warden Scheme** (Pages 115 - 120)

To receive the report of the Deputy Town Clerk.

17. **Vandalism & Health and Safety**

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

18. **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.

19. **Correspondence**

To receive any correspondence received (if applicable).

a) **Town Crier - Commonwealth Day Proclamation** (Pages 121 - 122)

To receive correspondence from the Town Cryer.

b) **Le Touquet - Passing of HM Queen Elizabeth II** (Pages 123 - 124)

To receive correspondence from the Mayor of Le Touquet-Paris-Plage.

c) **A40 Update** (Pages 125 - 126)

To receive correspondence from Oxfordshire County Council.

20. **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.

21. **Sealing of Documents**

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



Town Clerk

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**MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 10 October 2022

At 7.00 pm in the Main Hall, The Corn Exchange, Witney

Present:

Councillor L Duncan (Chair)

Councillors:	J Aitman	M Jones
	L Ashbourne	A McMahon
	T Ashby	A Prosser
	D Butterfield	R Smith
	O Collins	D Temple
	H Eaglestone	P Hiles
	D Enright	D Thomas
	A D Harvey	
Officers:	Sharon Groth	Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	None.	

514 ONE MINUTE SILENCE FOR HM QUEEN

Before the meeting Mayor Councillor L Duncan paid tribute to Her Majesty Queen Elizabeth II and led a one-minute silence.

515 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor V Gwatkin.

516 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

517 MINUTES

The minutes of the meeting held 1 August 2022 were approved and adopted. Councillor D Harvey thanked the Council for the granting of his dispensation.

518 PUBLIC PARTICIPATION

There was no public participation.

519 **WITNEY COMMUNITY POLICING ISSUES**

Members received a verbal update from Inspector C Ball of Thames Valley Police (TVP).

The update advised that crime was at a low level, Anti-Social behaviour had resulted in 11 ASBO's being issued over the summer period. Work continued with the issue of low-level drug dealing on Madley Park. TVP were currently focusing on rural fuel theft.

In response to questions from members, Inspector Ball confirmed that TVP had a dedicated burglary team and that figures in West Oxfordshire were very low. He also advised that TVP do ask shops to be vigilant around the sale of flour and eggs to teens around the weeks leading to Halloween.

Members thanked TVP for the work they do and in particular the PCSO's who attended and supported the recent Car Free Day.

Resolved:

That, the verbal update be noted.

520 **AN UPDATE FROM WITNEY OXFORDSHIRE COUNTY COUNCILLORS AND WEST OXFORDSHIRE DISTRICT COUNCILLORS**

Oxfordshire County Council (OCC)

Councillor Enright advised that OCC were seeing Inflation effect Capital Financed Projects such as the Shores Green/A40 improvements. He also spoke about the Witney High Street plans advising that these "would not be rushed" in order to allow for consultation of which Witney Town Council would be an important consultee.

Regarding the Oxfordshire Plan 2050, Councillor Enright advised that this had recently collapsed over disagreements about housing numbers. Districts were now preparing new plans and he hoped to have an update in the New Year.

West Oxfordshire District Council (WODC)

Councillor Aitman advised that she, along with Councillor Prosser, were heading up a programme to assist residents of the district with the rising costs of living. This consisted of offering additional financial assistance to established community groups, financing lunch clubs and assisting Foodbanks to purchase wholesale

Also, WODC were aware of an increase of shoplifting, this was acknowledged by Inspector Ball, so more evidence that people were struggling with rising costs.

Lastly, Councillor Aitman asked that all members make their wards aware of the information available from WODC. WODC intended to distribute leaflets and posters to all local parishes and towns to promote the support being provided.

Councillor Prosser advised that WODC were looking to also offer a drop-in session with advice on energy.

Resolved:

That, the verbal updates be noted.

521 **REPORT BACK FROM THE COUNCILLORS ON THE WORK WITH EXTERNAL BODIES WHERE THEY SERVE AS THE TOWN COUNCIL'S NOMINATED REPRESENTATIVE**

Councillor Smith advised that the Lower Windrush Valley Project were working with WODC and The Wychwood Project on a grant application to improve the area between Farm Mill Lane and the Langel Area. This was to improve the overall area including the waterway banks and beds.

Councillor Aitman confirmed that Witney Educational Foundation was receiving a number of requests due to cost-of-living increase for basic items such as uniforms, and assistance with school trips.

Resolved:

That, the verbal updates be noted

522 **PARKS & RECREATION COMMITTEE - 5 SEPTEMBER 2022**

The Vice Chair of the committee presented the above minutes to council and moved their acceptance.

Councillor O Collins advised he was substitute for Councillor L Ashbourne and asked that the minutes be amended to reflect this.

Resolved:

1. That, the minutes be amended to reflect Councillor Collins substituted for Councillor Ashbourne and,
2. That, the minutes of the Parks & Recreation Committee meeting held on 5 September 2022 be received, and any recommendations therein approved.

523 **HALLS, CEMETERIES & ALLOTMENTS COMMITTEE- 26 SEPTEMBER 2022**

The Chair of the committee presented the above minutes to council and moved their acceptance.

Resolved:

That, the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 26 September 2022 be received, and any recommendations therein approved.

524 **STRONGER COMMUNITIES COMMITTEE - 26 SEPTEMBER 2022**

The Chair of the committee presented the above minutes to council and moved their acceptance.

468 – Councillor D Temple questioned the use of the word “Partnership” and what this would mean. Members who were present at the meeting of 26 September 2022 advised that the official memorandum of understanding which would be drafted to provide this information.

Resolved:

That, the minutes of the Stronger Communities Committee meeting held on 26 September 2022 be received, and any recommendations therein approved.

525 **POLICY, GOVERNANCE & FINANCE COMMITTEE- 3 OCTOBER 2022**

The Chair of the committee presented the above minutes to council and moved their acceptance.

Resolved:

That, the minutes of the Policy, Governance & Finance Committee meeting held on 3 October 2022 be received, and any recommendations therein approved.

526 **CLIMATE, BIODIVERSITY & PLANNING COMMITTEE - 2 & 23 AUGUST, 27 SEPTEMBER**

The Chair of the committee presented the above minutes to council and moved their acceptance.

Resolved:

That, the minutes of the Climate, Biodiversity & Planning Committee meeting held on 2 August, 23 August and 27 September 2022 be received, and any recommendations therein approved.

527 **CONCLUSION OF AUDIT FOR YEAR ENDING 31 MARCH 2022**

The Council reviewed the correspondence received from the Council's External Auditor, Moore, and thanked the officers for their work in achieving the certification in a difficult year.

The Town Clerk confirmed that the certificates had been published for public view.

Resolved:

That, the outcome of the review of Sections 1 and 2 of the Annual Governance and Accountability Return for year ended 31 March 2022 be noted.

528 **COUNCILLOR CODE OF CONDUCT 2022**

The Council received the report of the Deputy Town Clerk and a verbal update from the Town Clerk who advised members of the importance of Section 7 which covered the registering and declaring (of) interests. She also highlighted that sections referring to Cabinet Members did not apply to the Town Council, and she would be amending the end document to reflect what was relevant.

Members that attended the online session on 30 September 2022 run by WODC Monitoring Officer expressed how useful and informative it was. The Town Clerk confirmed that the recording of the session will be forwarded to all members when received from WODC.

Members can contact the Town Clerk or the Monitoring Officer at WODC should they have any questions. She advised that Members needed to now complete new declarations of interests and she would be handing these out at the end of the meeting.

Members voted unanimously to adopt the Code of Conduct.

Resolved:

1. That, the report and verbal update be noted and,
2. That, the new Code of Conduct, as amended, be adopted by Witney Town Council and,
3. That, the Code is published on Witney Town Council website and,
4. That, Members complete new Register of Interest declaration forms and return to the Town Clerk by 28 October 2022

529 **CIVILITY & RESPECT PLEDGE**

The Council received and considered the report of the Deputy Town Clerk. The Town commented that this further supported the intentions of Councillor Code of Conduct and dealt with expected behaviours.

Members voted unanimously to adopt the Civility & Respect Pledge

Resolved:

1. That, the report be noted and,
2. That, the Council signs up to the Civility & Respect Pledge.

530 **PROJECT UPDATE**

The Council received and considered the report of the Project Officer.

Members discussed the potential audience for NT Live performances in the Corn Exchange, it was confirmed that these had been popular events when hosted in Cineworld in Witney.

Members thanked officers for the arrangement and hosting of a reception for the unveiling of the Alice Batt Blue Plaque and for all the work on bringing the Corn Exchange seating closer to being installed and complete.

Members were pleased to hear that the repairs to the cycle stand at The Leys would be carried out for free.

Resolved:

That, the report be noted.

531 **CIVIC ANNOUNCEMENTS**

The Council received the report of the Town Mayor.

Councillor Duncan also thanked Councillors and officers who helped, at very short notice, with events around Queen Elizabeth II passing and the accession of King Charles III.

Resolved:

That, the report and verbal update be noted

532 **VANDALISM AND HEALTH & SAFETY**

The Council received a verbal update in respect of Health & Safety from the Town Clerk.

Members also received details of Vandalism reported and of incidents of anti social behaviour subjected on council employees.

Resolved:

That, the verbal update be noted.

533 **GROUNDS MAINTENANCE**

The Town Clerk gave a verbal update on bringing the grounds maintenance contract in house. She commented that the three members of staff had smoothly integrated with the existing team. Whilst early days, she was pleased with how the transition had gone so far. The Operations Manager had worked hard to procure the necessary equipment and materials.

Resolved:

That, the verbal update be noted.

534 **A40 COUNTY COUNCIL PLANNING APPLICATION CONSULTATION R3.0151/21**

The Council considered the correspondence from Oxfordshire County Council (OCC) in respect of the request for further submissions for the planning application R3.0151/21 – A40 HIF2 Smart Corridor (“HIF2 Project”)

Councillor Enright confirmed that he would not be taking part in the debate due to his position at OCC as Cabinet Member for Travel & Development Strategy.

Members discussed and considered the original submission and agreed voted in favour of a suggestion of a link from the A40 to the A34 be built for use of private vehicles as well as buses.

Vote Result:

For 14

Against 0

Abstention 2

Resolved:

That, the Town Clerk replies to OCC with a further submission.

535 **COMMUNICATION FROM THE LEADER**

There were no communications to be reported.

536 **NOTICE OF DEFINITIVE MAP NOTICE OF LANDOWNER DEPOSIT**

The Council received and considered the correspondence from Oxfordshire County Council (OCC) in respect of the Notice of landowner deposits under section 31(6) of the Highways Act 1980 and section 15A(1) of the Commons Act 2006.

The Town Clerk also brought Members attention to some correspondence she had received earlier that day from another Parish Council on a notice in its parish.

Members discussed the notification and considered if Witney Town Council was the correct organisation to submit an application to register the land as a town green noting that it had 12 months to respond. West Oxfordshire District Council had recently completed an arrangement on a neighbouring piece of land so they may be better placed.

Members agreed to refer to the Climate, Biodiversity and Planning committee to discuss further.

Resolved:

1. That, the correspondence is noted and,
2. That, referred to Climate, Biodiversity & Planning committee.

537 **QUESTIONS TO THE LEADER OF THE COUNCIL**

In Councillor Gwatkin's absence there were no questions for the Deputy Leader.

538 **SEALING OF DOCUMENTS**

There were no documents sealed.

The meeting closed at: 8.15 pm

Chair

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**CLIMATE, BIODIVERSITY & PLANNING COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Tuesday, 4 October 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser J Aitman L Duncan	V Gwatkin P Hiles
Officers:	Adam Clapton Claire Green Derek Mackenzie	Deputy Town Clerk Administration Support - Planning & Stronger Communities Senior Administrative Officer & Committee Clerk
Others:	None	

P506 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor T Ashby.

P507 DECLARATIONS OF INTEREST

Councillor L Duncan declared an interest in planning application 22/02454/HHD by virtue of knowing the applicants.

P508 PUBLIC PARTICIPATION

There was no public participation.

P509 PLANNING APPLICATIONS

The Committee received and considered a schedule of planning applications received from West Oxfordshire District Council.

Resolved:

That the comments, as per the attached schedule, be forwarded to West Oxfordshire District Council.

P510 CONSULTATION - TRAFFIC CALMING AT THE LEYS, WITNEY

The Committee received and considered the correspondence from Oxfordshire County Council (OCC) in respect of the Proposed Traffic Calming scheme for The Leys.

Members discussed the details of the scheme and were concerned to see that there was no provision for traffic calming around the crossing area from the St Mary's church footpath across to the central footpath through The Leys, particularly as the OCC Notice mentioned the reason for the calming was to improve pedestrian safety.

Members were also advised that Windrush Bike Project had raised concerns about the provision of sufficient space either side of the calming 'cushions' suitable for the width of a tricycle.

Resolved:

1. That, the OCC consultation be noted and,
2. That, a response is submitted suggesting the inclusion of a cushion to be positioned by the pedestrian crossing area and,
3. That, Witney Town Councils supports the Windrush Bike Project's comments regarding sufficient space for bikes and trikes to navigate to the side of the calming cushions.

P511 CONSULTATION ON PROPOSED MAIN MODIFICATIONS TO THE SALT CROSS GARDEN VILLAGE AREA ACTION PLAN

The committee received and considered the correspondence from West Oxfordshire District Council (WODC) regarding the proposed main modifications to the Salt Cross Garden Village Plan.

Members were disappointed to see that the plans had been diluted and would now not deliver the same Carbon Neutral aims as the original plan. Members agreed to explore the proposal in greater detail and discuss further at the meeting of Climate Biodiversity and Planning Committee on 25 October 2022.

Members of this Committee who held a District Council seat were reminded they could respond in each capacity as an elected representative on each Authority.

Resolved:

That, Members will continue discussions further at the next meeting of this Committee on 25 October 2022

P512 ADDRESS MANAGEMENT - WINDRUSH PLACE, WITNEY

The Committee received and considered the correspondence from West Oxfordshire District Council's Address Management Officer. The request was for ideas for the naming of a road on the Windrush Place housing estate.

Members discussed various names associated with the De Havilland plane company. One member raised that historically Lapwings were known to frequent the area whilst the aerodrome was in operation and in which now the new road is located.

The committee ask that the nomination be for “Lapwing Fields” due to the historical relationship of the bird with the aerodrome

Resolved:

That, “Lapwing Fields” is suggested to the West Oxfordshire District Council’s Address Management Officer for forwarding to the developers.

P513 **RENEWAL OF PAVEMENT LICENCE - W/22/01144/PAVLIC - PART & PARCEL**

With the express permission of the Chair an additional item was added to the meeting regarding Pavement Licences which had very short consultation periods.

The committee considered the application by Part & Parcel, 2-4 Market Square for a renewal of their pavement licence. The members had no objections and therefore no reply is required to be sent to West Oxfordshire District Council.

They also noted there were no objection decisions taken virtually (as previously agreed by resolution) for Greggs, Welch Way, Coffee#1, Market Square and The Cross Keys, Market Square on the renewal of their licences.

Resolved:

That, no further action or formal representation is required.

The meeting closed at: 6.52 pm

Chair

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506

506- 4	WTC/138/22	Plot Ref :-22/02454/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	26/09/2022
	Location :- 6 THE OLD COACHYARD THE OLD COACHYARD		Date Returned :-	05/10/2022
	Proposal :	Replacement windows in first floor flat.		
	Observations :	Witney Town Council has no objections regarding this application.		

506- 6	WTC/140/22	Plot Ref :-22/02587/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	26/09/2022
	Location :- 13 CHURCH VIEW CHURCH VIEW		Date Returned :-	05/10/2022
	Proposal : Erection of single and two storey rear extensions.			
	Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.			

506- 8	WTC/142/22	Plot Ref :-22/02594/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	26/09/2022
	Location :- 43 BURFORD ROAD BURFORD ROAD		Date Returned :-	05/10/2022
	Proposal : Erection of a two storey side extension.			
	Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.			

On behalf of :- Witney Town Council

**CLIMATE, BIODIVERSITY & PLANNING COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Tuesday, 25 October 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser	L Duncan
	T Ashby	P Hiles
Officers:	Adam Clapton	Deputy Town Clerk
	Claire Green	Administration Support - Planning & Stronger Communities
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	None.	

P539 APOLOGIES FOR ABSENCE

Apologies were received from Councillors J Aitman and V Gwatkin.

P540 DECLARATIONS OF INTEREST

There were no declarations by members or officers.

P541 PUBLIC PARTICIPATION

There was no public participation.

P542 PLANNING APPLICATIONS

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council.

Resolved:

That the comments, as per the attached schedule, be forwarded to West Oxfordshire District Council

P543 PRE-APPLICATION ENQUIRY - UPGRADE OF EXISTING MONOPOLE INSTALLATION

The Committee received and considered correspondence from Cornerstone Telecommunications, Infrastructure Ltd. regarding a proposed upgrade to the existing monopole installation at Oxford Hill, Witney.

Members agreed that any definitive response should only be provided through the planning process once an application had been submitted, however, they recognised the willingness of the correspondent to engage with the community and Council on the matter.

The need for upgrading mobile infrastructure was clearly understood but the Council raised comments regarding the aesthetics of the monopole at a gateway to the town and whether an alternative location might be considered whether it could be disguised as a tree as had been achieved in other locations, and the potential loss of and future maintenance of trees in this vicinity should it move to planning stage.

Resolved:

1. That, the correspondence be noted and,
2. That, the comments above be forwarded to the correspondent.

P544 CONSULTATION ON PROPOSED MAIN MODIFICATIONS TO THE SALT CROSS GARDEN VILLAGE AREA ACTION PLAN

The Committee, having decided at the meeting of Climate, Planning & Biodiversity on 4 October 2022 to defer the discussion to allow members longer to consider the changes continued their discussions in respect to the proposed modifications to the plan.

Members thanked officers for summarising their previous comments and expressed their disappointment at the stark differences between the revised action plan document compared to the original. Previously, key objectives had been identified for the delivery of the scheme which now appeared to have been diluted or rescinded.

The Committee objected to the changes to A40 underpass wording which would appear to offer developers a way out of meeting the obligation of providing this important item of infrastructure.

The loss of cycle provision was also a concern to members, and they discussed that provision of safe cycleways should not be reduced, indeed provision should also be considered for safe cycling in all direction of the garden village.

The members concerns continued with the loss of green and carbon neutral housing specifications and they were particularly disappointed with the dilution of the key goal of net zero carbon. The loss of a Salt Cross Garden Village Trust may also result in higher management charges being applied to residents and see delays in the delivery of infrastructure and amenity provision.

Resolved:

1. That, the correspondence from WODC be noted, and
2. That, a response encompassing the above points be submitted in response.

P545 DEVELOPER CONTRIBUTIONS (SUPPLEMENTARY PLANNING DOCUMENT) CONSULTATION

The Committee received and considered the revised consultation from West Oxfordshire District Council (WODC) regarding developer contributions along with notification of a new web resource inviting residents to submit community infrastructure requests.

Members were pleased to see that their comments from the Supplementary Planning Document consultation in 2020 had been considered and received a response from WODC. This had resulted in an easier to understand documents. One exception was Witney Town Council's comment regarding the Community Infrastructure Levy (CIL) which had not been addressed and members asked that this could be looked at again.

Members concerns surrounded the inclusion of cycleways and footpaths in developers plans and that sports and community facilities are made a priority and delivered in the early stages of any new development.

Also discussed was the need for utilities providers to undertake investment in upgrades and if this financial commitment cannot be agreed that developers are approached to meet any financial shortfalls to ensure that strategic upgrades are completed.

With regard to the new web-based resource, Commonplace, they agreed that this should be forwarded to all councillors, so they had the opportunity to advise the residents in their wards. Members felt it was still imperative that they were able to pass on resident requests via the committee process and asked that the Council's strategic infrastructure plans be forwarded to WODC.

Resolved

1. That, the consultation and correspondence be noted and,
2. That, Witney Town Council forward a written submission regarding the Supplementary Planning Document to WODC covering the points above and,
3. That, copies of both the Witney Active Travel Infrastructure Plan and Witney Town Council Open Spaces Strategy are forwarded with regards to community infrastructure requests.,

P546 ADDRESS MANAGEMENT - WINDRUSH PLACE, WITNEY

The committee received and considered the correspondence from WODC regarding a request to reconsider the 'Lapwings Fields' suggestion and for additional street names at Windrush Place, following earlier committee discussions.

Members discussed alternative names which had been circulated ahead of the meeting by a member and agreed to put forward in order of preference; Ballards Bank, named after pilot Ruth Ballard. Followed by Flamingo Way and Chilton Close, both names associated with De Havilland.

Resolved:

1. That, Ballard Bank, Flamingo Way and Chilton Close are forwarded to West Oxfordshire Address Management for consideration.

The meeting closed at: 7.35 pm

Chair

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542

542- 3	WTC/145/22	Plot Ref :-22/02573/FUL	Type :-	FULL
	Applicant Name :-		Date Received :-	10/10/2022
	Location :-	NEWLAND INDUSTRIAL ESTATE NEWLAND	Date Returned :-	26/10/2022
	Proposal :	Removal of existing paint spraying unit, compressor building and two storey		

Observations : Witney Town Council have no objections to the proposed development on this site. The landscaping, associated drainage improvements, and increased biodiversity through planting are particularly welcome.

Observations : Witney Town Council has no objections regarding this application.

Observations : Witney Town Council has no objections regarding this application.

Observations : Witney Town Council welcome the improved design and have no objection to the proposed development.

Observations : Witney Town Council note the comments from the Business Development Officer and ERS. This application cannot be supported until the criteria is met and the requested information submitted for review of the relevant technical consultees. Witney Town Council welcome a revised application for consideration.

The Meeting closed at : 7:30pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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**CLIMATE, BIODIVERSITY & PLANNING COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Tuesday, 15 November 2022

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser	L Duncan
	T Ashby	V Gwatkin
	J Aitman	P Hiles
Officers:	Adam Clapton	Deputy Town Clerk
	Claire Green	Administration Support - Planning & Stronger Communities
	Sharon Groth	Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Carl Whitehead	Park Ranger
Others:	None	

P579 APOLOGIES FOR ABSENCE

There were no apologies for absence.

P580 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

P581 PUBLIC PARTICIPATION

There was no public participation.

P582 UPDATE FROM PARK RANGER

With the express permission of the Chair, agenda items 7,9 and 10 were brought up the agenda.

The Committee received the report and verbal update of the Park Ranger.

Members thanked the Park Ranger for the work he has carried out in the past few months since joining the council.

Members heard about the various projects outlined in the report and the Ranger was able to provide proposed costings for each.

Members were all in agreement with the projects to add wildflowers to the two roundabouts either end of Curbridge Road, the engagement of Oxford Brookes University students to carry out Invertebrate studies, the plan to apply for Local Nature Reserve recognition, improvements to the river and lake banks as well as the potential introduction of events at the country park such as QR codes with visitor and nature information and establishing Geocache locations. Approximate costings were provided, and it was agreed the items should be undertaken in a phased approach throughout the year.

The Committee discussed the establishment of a Forest School however they were concerned about possible vandalism, but the Ranger confirmed that most of the equipment such as cooking equipment and ropes are brought in for each session, so little would be left on site. The site would be accessible to all origins and would re-purpose the area that was previously used by the Wild Witney Group. All Members agreed for this to be established.

Resolved:

1. That, the report and verbal update be noted and,
2. That, the projects suggested by the Park Ranger should proceed and,.
3. That, un-funded items should be included in the 2023/24 budget.

P583 FINANCE REPORT: REVISED REVENUE BUDGET 2022/23 AND DRAFT BASE REVENUE BUDGET FOR 2023/24

The Committee received and considered the report of the Town Clerk/CEO updating on budget spending to date for 2022/23 and items for the 2023/24 draft budget.

Members discussed budget item 4918/800 - Building Energy Efficiency, and agreed technical consultees should be engaged, and reports produced so that the council could create building energy actions plans and be in the best position to make any grant applications that arise. It was advised that grant applications usually have short deadlines to be met and having the reports in hand will assist with the process. The Committee also requested that the £20,000 set aside is rolled over to 2023/24.

The Committee also agreed to rollover the remaining earmarked reserves of £30,000 for Burwell Heating System (372) and £29,200 for Electric Vehicles (370). Members requested that an additional £15,000 is budgeted for Electrical Vehicle and £30,000 for Climate Emergency.

Resolved:

1. That, the report be noted and,
2. That, energy audit reports are commissioned for the councils' buildings and,
3. That, the earmarked reserves are rolled over as stated and,
4. That, additional funds are budgeted for Electrical Vehicles and Climate Emergency

P584 REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS AND CAPITAL PROJECTS

The Committee received the report of the Town Clerk/CEO.

Members, having considered the various projects that the Park Ranger had proposed, and the costs associated with their implementation were pleased that many only had a small capital cost, the substantive one being that of the time of the Ranger and the maintenance team.

The Committee discussed the cost of surveys that the Park Ranger required to allow him to apply for both the Local Nature Reserve (LNR) accreditation and future potential grant applications. These four or five surveys were estimated to cost approx. £5,000 in total and would need to be carried out around May 2023 as this is when wildlife and plant life is active. Members requested this is added to the draft budget as a priority.

Resolved:

1. That, the report be noted and,
2. That, the projects suggested by the Park Ranger proceed and,
3. That, £5,000 is budgeted for the commissioning of reports to assist in the LNR accreditation and future grant applications.

The Town Clerk left the meeting at 19:11pm

P585 PLANNING APPLICATIONS

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council.

Resolved:

That the comments, as per the attached schedule, be forwarded to West Oxfordshire District Council.

Councillor T Ashby left the meeting at 19:20pm

P586 MINUTES

The minutes of the meeting of the Climate Biodiversity & Planning Committee meetings held on 27 September, 4 October, and 25 October 2022 were received.

Resolved:

That, the minutes of the Climate Biodiversity & Planning Committee meetings held on 27 September, 4 October and 25 October 2022 be approved as a correct record and be signed by the Chair.

P587 PLANNING DECISIONS

The Committee received and considered a schedule of planning decisions received from West Oxfordshire District Council (WODC)

The Committee noted that the application for 21 Stanton Harcourt Road was refused by planning officers on conservation issues and its dominant appearance in the existing street scene grounds. Also, the application for 2 Jacobs Close was refused by planning officers on the grounds of its visual appearance within the existing street scene.

Resolved:

That, the list circulated advising of District Council planning decisions be noted.

P588 **WITNEY TRAFFIC ADVISORY COMMITTEE MINUTES - 27 SEPTEMBER 2022**

The Committee received the minutes of the Witney Traffic Advisory Committee held on 27 September 2022.

The Deputy Town Clerk gave an update on minute item T46 to say that due to the number of objections to the scheme it is likely not to proceed. This would release around £5,000 of funds pledged by the town council.

Resolved:

1. That, the minutes of the Witney Traffic Advisory Committee held on 27 September be noted and,
2. That, the verbal update of the Deputy Town Clerk be noted.

The meeting closed at: 7.40 pm

Chair

Planning Minutes - 15th November 2022

P585- 1	WTC/150/22	Plot Ref :-22/02792/HHD	Type :-	HOUSEHOLDE
Applicant Name :-		Date Received :- 21/10/2022		
Location :- 9 HAZEL CLOSE HAZEL CLOSE		Date Returned :- 16/11/2022		
Proposal : Conversion of existing garage to create home office.				
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of a large area of permeable drainage to accommodate the two new parking spaces. Members ask that mitigating measures are considered, including the use of permeable surface treatment, to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.				
Further, given the 'Home Office' use, as labelled on the Ground Floor Proposed Plans, Members ask that a planning condition be considered that ensures the development is limited to use ancillary to the dwelling, and not be used for business purposes. Given the residential setting, the Council ask that the development complies with policy OS2, and that the proposal be compatible with adjoining uses and not have a harmful impact on the amenity of existing occupants.				

P585- 2	WTC/151/22	Plot Ref :-22/02846/FUL	Type :-	FULL
	Applicant Name :-		Date Received :-	21/10/2022
	Location :-	ELIM PENTECOSTAL CHURCH WEST END	Date Returned :-	16/11/2022
	Proposal :	Conversion of former chapel to form 1 residential dwelling together with associated works.		
	Observations :	Witney Town Council has no objections regarding this application.		

P585- 3	WTC/152/22	Plot Ref :-22/02855/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-		Date Received :-	21/10/2022
	Location :-	17 CURBRIDGE ROAD CURBRIDGE ROAD	Date Returned :-	16/11/2022
	Proposal :	Alterations to roof to allow for loft conversion together with Installation of solar panels and erection of single storey infill extension with external insulation and render.		
	Observations :	While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.		

P585- 4 WTC/153/22 Plot Ref :-22/02853/FUL Type :- FULL

Applicant Name :- . Date Received :- 25/10/2022

Location :- 46A MARKET SQUARE Date Returned :- 16/11/2022
MARKET SQUARE

Proposal : Renovation and refurbishment of existing outbuilding and extension to create a one and half storey three bedroom house with associated amenity area and two car parking spaces.

Observations : Witney Town Council note the comments from the technical consultees for this application, and are happy to support the proposal if the recommendations from those consultees are met. Particular attention should be paid to the SUDS strategy and suggested planning conditions from the Drainage Officer, and members request that all these recommendations are included should the application be approved.

P585- 5 WTC/154/22 Plot Ref :-22/02854/LBC Type :- LISTED BUI

Applicant Name :- . Date Received :- 25/10/2022

Location :- 46A MARKET SQUARE Date Returned :- 16/11/2022
MARKET SQUARE

Proposal : Internal and external alterations to renovate and refurbish existing outbuilding and extension to create a one and half storey three bedroom house with associated amenity area and two car parking spaces.

Observations : Witney Town Council note the comments from the technical consultees for this application, and are happy to support the proposal if the recommendations from those consultees are met. Particular attention should be paid to the SUDS strategy and suggested planning conditions from the Drainage Officer, and members request that all these recommendations are included should the application be approved.

P585- 6 WTC/155/22 Plot Ref :-22/02493/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 03/11/2022

Location :- 16 EARLY ROAD Date Returned :- 16/11/2022
EARLY ROAD

Proposal : Alterations to include construction of an entrance porch, erection of a single storey rear extension and a side and front extension, in place of an existing garage. Associated external works to create additional off-street parking and widening of dropped kerb. (Amendment to existing approval ref: 22/01601/HHD).

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

P585- 7 WTC/156/22 Plot Ref :-22/02752/FUL Type :- FULL

Applicant Name :- . Date Received :- 03/11/2022

Location :- NEWLAND INDUSTRIAL ESTATE Date Returned :- 16/11/2022
154 NEWLAND

Proposal : Replacement of existing garage units with storage containers.

Observations : While Witney Town Council does not object to this application, Members discussed the impact for nearby residents during any building works. Members questioned whether an Asbestos Management Strategy may be required, and ask that the Officer check whether it can be included as a planning condition,

and that a Construction Management Plan be agreed for the duration of the works.

Witney Town Council note that there is currently no Biodiversity gain on site included within this application, members strongly encourage the applicant to include Biodiversity Net Gain and that this be required by condition.

P585- 8	WTC/157/22	Plot Ref :-22/02955/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	03/11/2022
	Location :- 174 MANOR ROAD MANOR ROAD		Date Returned :-	16/11/2022
	Proposal :	Erection of single storey front and rear extensions, two storey side extension and new external chimney.		
	Observations :	While Witney Town Council does not object to this application in terms of extending the dwelling, Councillors expressed concerns about a potential loss of the footpath. The submitted drawings do not clearly show whether the proposed development compromises the current footpath arrangement. Given the proximity of the footpath to the application site, Witney Town Council request that adequate consultation be sought from the relevant Highways Authority.		
		Further, Witney Town Council notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.		

P585- 9	WTC/158/22	Plot Ref :-22/02816/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	08/11/2022
	Location :- 93 WATERFORD ROAD WATERFORD ROAD		Date Returned :-	16/11/2022
	Proposal :	Erection of a single storey rear extension.		
	Observations :	While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.		

The Meeting closed at : 7.40pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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**PARKS & RECREATION COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 31 October 2022

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor D Butterfield (Chair)

Councillors:	J Aitman	D Enright
	T Ashby	O Collins (In place of L Ashbourne)
	L Duncan	P Hiles (In place of A McMahon)
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Derek Mackenzie	Senior Administrative Officer &
		Committee Clerk
Others:	None.	

PR547 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors V Gwatkin and L Ashbourne.

PR548 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

PR549 MINUTES

The minutes of the meeting of the committee held on 5 September 2022 were received.

Resolved:

That, the minutes of the Parks & Recreation Committee held on 5 September 2022 be approved as a correct record of the meeting and be signed by the Chair.

PR550 PARTICIPATION OF THE PUBLIC

There was no public participation.

PR551 FINANCE REPORT: REVISED REVENUE BUDGET 2022/23 AND DRAFT BASE REVENUE BUDGET FOR 2023/24

The Committee received and considered the report and verbal update of the Town Clerk & Chief Executive Officer.

It was advised these were draft estimates based on current knowledge and final figures would be provided to the Full Council at the end of the budget-setting period.

Members discussed the request received from West Witney Sports & Social Club (WWSCC) for permission to install kitchen facilities in the adjoining glass house next to the clubhouse. The Town clerk confirmed that WWSCC have issues with ventilation in the current kitchen and therefore it is not suitable for use, hence this request

Members were unanimously in favour of granting permission to WWSCC, however it must be stressed that it was their responsibility to ensure all environmental permissions and certifications were obtained. Due to this request, the Committee agreed not to pursue any further requests for a mobile food trading unit on the site.

The Town Clerk confirmed that the next year's budget provision for Raleigh Crescent Play Area was on the assumption that the transfer of ownership from the District Council would take place.

Resolved:

1. That, the report be noted and,
2. That, the current financial position be noted and,
3. That, permission be given to WWSCC to install kitchen facilities.

PR552 SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24

The Committee received and considered the report and verbal update of the Town Clerk/CEO concerning the Council's charges from April 2023.

Although, the Policy, Governance & Finance Committee had provided parameters at its previous meeting endorsing an inflationary increase, Members were reluctant to agree an increase of 10% across the board with the figures presented to them. However, being acutely aware of the increase of costs nationally, accepted that if an increase was not applied then it would create an impact on other areas of the overall council budget.

It was advised that sports facilities are and will continue to be subsidised by the council even with the proposed 10% increase. and if fees were not increased then this would only mean that higher running costs would be passed on to residents through the Council Tax precept.

Resolved

1. That, the report be noted and,
2. That, the Town Clerk reviews fees as part of the whole council budget discussions later in the committee cycle.

PR553 **REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS AND CAPITAL PROJECTS**

The Committee received and considered the report and verbal update of the Town Clerk/CEO.

Members queried the continued delay in the delivery of Madley, Unterhaching and Ralegh Crescent play areas into Witney Town Councils control and asked if the council could agree with West Oxfordshire District Council (WODC) for a transfer and payment to cover the essential repairs. This would be instead of a continued wait for WODC to carry out the works and then transfer, particularly as additional repairs were now required at Unterhaching due to the deterioration of the Cotswold walling. WODC Members at the meeting informed they would enquire as to progress with the transfer process.

The Committee heard from the Town Clerk in respect of the redevelopment of West Witney Sports and Social Club (WWSCC) following a meeting with the new Chairman to review the project. There was agreement further discussions were required regarding the scale and cost of the proposed plans.

Members were pleased to hear that the redevelopment of The Leys skatepark was to continue as a stand-alone project and that £102,000 was held in reserve towards the project. The Project Officer had advised that the tenderers would be required to assist in sourcing funds via grant applications.

Resolved

That, the report be noted

The meeting closed at: 6.32 pm

Chair

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**HALLS, CEMETERIES & ALLOTMENTS COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 7 November 2022

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor M Jones (Chair)

Councillors:	D Enright	L Duncan
	T Ashby	P Hiles
	O Collins	R Smith (In place of V Gwatkin)
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	1 members of the public.	

H554 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Butterfield and V Gwatkin.

H555 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

H556 MINUTES

The minutes of the meeting of the committee held on 26 September 2022 were received.

Councillor R Smith confirmed that she was in attendance at the meeting.

Resolved:

1. That, the minutes be updated to show attendance of Councillor Smith and,
2. That, the minutes of the Halls, Cemeteries & Allotments committee held 26 September 2022 be approved as a correct record of the meeting and be signed by the Chair

H557 PUBLIC PARTICIPATION

The Committee adjourned for this item.

The committee heard from a representative of the Phoenix Project concerning Agenda Item 7.

The Committee reconvened

H558 PUBLIC HALLS REPORT

The committee received and considered the report of the Venue & Events Officer.

Members were encouraged to hear plans for an events programme and Eventbrite ticketing which would enhance the venue. They also discussed the Gallery Room flooring and were unanimously in favour of replacing the carpet. The specific carpet, along with potential redecoration of the room was referred to the Corn Exchange Working Party.

The Committee also received the public halls usage report and queries the letting hours and inclusion of the meeting room at Burwell Hall.

Resolved:

1. That, the report be noted and,
2. That, choice of replacement carpet and potential redecoration be delegated to the Corn Exchange Working Party (CEWP) and,
3. That, officers review the usage figures for both halls.

H559 PUBLIC HALLS - REVIEW OF BOOKING TERMS & CONDITIONS

The committee received a verbal report from the Deputy Town Clerk.

The revised booking form contained the updated conditions and information to improve the clarity of the Public Halls booking procedure and included changes on details on parking and payment terms. Also, a Hall Hire Feedback form was added so that the council could improve the public hall services.

Members discussed the amendments and requested that the form was easy to find on the Council's website and asked if it could be completed online as well as being able to be printed and completed by hand.

The Deputy Town Clerk confirmed that once the new seating is installed and the fire survey carried out, the maximum attendance figures would be updated in the document.

Resolved:

1. That, the verbal report be noted and,
2. That, the maximum attendance figures are updated as soon as available and,
3. That, the council proceed with the introduction of the new booking form.

H560 CORN EXCHANGE - ARTS SUBSIDISED HIRE REQUEST

The Committee received correspondence from the West Oxfordshire District Council Safer Communities Officer regarding an exhibition by the Phoenix Project.

Members considered the request for a subsidised hire of the Corn Exchange to host an exhibition to support the "16 days of Activism" between 25 November and 10 December. The

committee voted, and the decision was unanimous to allow the free use of the Corn Exchange to highlight this important issue and also the community window of the Administration office.

Resolved:

1. That, the correspondence be noted and,
2. That, the subsidised hire request to facilitate the Phoenix Project be recommended and;
3. That, the Venue & Events Officer contact the exhibition organiser to confirm arrangements.

H561 CORN EXCHANGE - VIGIL REQUEST 20TH NOVEMBER

The committee received a verbal report from the Deputy Town Clerk regarding a request for a vigil to be held in the curtilage outside the Corn Exchange on 20 November to highlight the transgender day of remembrance.

Members were happy to agree to the proposal providing further information was provided to officers if it was to go ahead.

Resolved:

1. That, the verbal report be noted and,
2. That, agreement be given for a vigil to mark Transgender Day of Remembrance on 20 November 2022 outside the Corn Exchange and,
3. That, it be delegated to the officers to make necessary arrangements for the vigil.

H562 CHILDREN'S MEMORIAL GARDEN

The committee received and considered the report of the Project Officer and a verbal update from the Deputy Town Clerk.

Members thanked the Project Officer for the clear explanation of the proposal and concept drawing. They had concerns regarding the procurement of inscribed pebbles and thought it best that the council arrange purchase of these for customers and then recharge them to ensure consistency and fairness.

Members also requested an update to the Cemetery Terms and Conditions to ensure the integrity of the garden is maintained in relation to the above garden.

Resolved:

1. That, the report be noted and,
2. That, an amendment is made to the Cemetery regulations and,
3. That, the project proceeds as proposed and,
4. That, a plaque is installed to explain the reason for the garden area

H563 FINANCE REPORT: REVISED REVENUE BUDGET 2022/23 AND DRAFT BASE REVENUE BUDGET FOR 2023/24

The committee received the report of the Town Clerk/CEO.

It was advised these were draft estimates based on current knowledge and final figures would be provided to the Full Council at the end of the budget-setting period.

Resolved:

That, the report be noted.

H564 SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24

The Committee received a verbal update from the Town Clerk/C.E.O.

Members discussed the proposed increase of 10% in line with inflation. They felt it was unfortunate that an increase of this magnitude was required however understood that a significant increase would need to be applied. However, there were too many variables to decide until the entire budget had been drafted

The Committee also discussed a potential new Public Hall Group 4 charge to cover "Local Theatre Productions" which would be charged on the days on which dress rehearsals or performance occur. Members requested further information to be prepared by the Venue & Events Officer for a decision to be made by the CEWP.

Resolved:

1. That the report be noted and,
2. That, the increase to fees & charges is reconsidered once the draft budget is complete and,
3. That, introduction of a new Group 4 charge be delegated to the Corn Exchange Working Party.

H565 REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS AND CAPITAL PROJECTS

The Committee received and considered the report and verbal update from the Town Clerk/CEO.

Members discussed the projects as proposed in the report and felt that refurbishment works at Burwell Hall toilets provision was potentially a priority but without knowing the urgency of the works it was difficult to judge with certainty. Given the estimated cost the Town Clerk advised that if works weren't urgent, it would be necessary to defer the project to 2024/25 to allow for additional budgeting.

Members reviewed the costs of a new projector and equipment for the Corn Exchange and asked that additional information is gathered by the Project Officer to allow a decision to be made. They were keen to proceed with the purchase of the suitable projector as soon as possible using the existing £20,000 budget. Also, members would like investigations into the use of National Theatre Encore as it was thought this may be a more cost-effective way of showing these types of performances in the future.

The committee discussed possible further projects for 2023/24 which included a new notice board at Windrush Cemetery, repainting of the Gallery Room and ceiling and replacement lights to facilitate more options for requests to light up the Corn Exchange.

Members also discussed the potential of marking the 160th Anniversary of the Corn Exchange with event(s), members delegated to the Corn Exchange Working Party to arrive at a budget for this.

Resolved:

1. That, the report be noted and,
2. That, subject to urgency, refurbishment of Burwell Hall toilets be deferred until 2024/25
3. That, a new notice board for Windrush Cemetery be funded and,
4. That, a new lighting set up is funded for the lighting up of the Corn Exchange and,
5. That, quotes be obtained for the repainting of the Gallery Room walls and ceiling and,
6. That, 160th Anniversary Celebrations be delegated to the CEWP.

The meeting closed at: 7.18 pm

Chair

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**STRONGER COMMUNITIES COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 14 November 2022

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor O Collins (Chair)

Councillors:	J Aitman	V Gwatkin
	L Ashbourne	A Prosser
	L Duncan	R Smith
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Derek Mackenzie	Senior Administrative Officer &
		Committee Clerk
Others:	None.	

Prior to the meeting, the Chair expressed his thanks to Council officers, the Royal British Legion, community organisations, and youth groups for their hard work in ensuring the Annual Service of Remembrance and Community Parade was such a successful event to mark the town's fallen on Sunday 13th November.

SC566 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor H Eaglestone.

SC567 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

SC568 MINUTES

The minutes of the meeting of the Stronger Communities Committee meeting held on 26 September 2022 were received.

Resolved:

That, the minutes of the Stronger Communities Committee meeting held on 26 September 2022 be approved as a correct record and be signed by the Chair

SC569 PUBLIC PARTICIPATION

There was no public participation.

SC570 **COMMUNICATIONS REPORT**

The Committee received the report of the Communications & Community Engagement Officer.

Members received updates on improvements to the council website, a draft rebranded newsletter, and recent council press coverage activity and discussed how the coverage spreadsheet could be improved.

The Chair expressed his dissatisfaction with other Town and District Councillors in respect of recent negative press coverage in the run up to the recent Remembrance Day. The Chair's concerns concentrated on how this adverse publicity detracts from the good work of the council's officers and other individuals working within the community to mark such a poignant event.

Members suggested some additional organisations could be included in the "Our Partners" page of the website and were very pleased to see the rebranded newsletter which provided a professional look.

Resolved:

1. That, the report be noted and,
2. That, consideration of adding both the Town Hall Charity and Town Charity to the "Our Partners" website page be given and,
3. That, the newsletter be published with the new rebranded template

SC571 **COMMUNITY ENGAGEMENT REPORT**

The Committee received and considered the report of the Communications & Community Engagement Officer (CCEO) regarding the proposal to hold winter get together events and also to commence planning for the King's Coronation in May 2023.

The members discussed the two proposed "Jo Cox Winter Get Together" events to be held in January and February and were pleased to hear of this initiative and were unanimously happy to support them. They asked officers to involve individuals who could play some background music at the events, that promotional literature be provided to West Oxfordshire Community Travel (WOCT) so that they can display on the buses which are predominantly used by older members of the community.

The Committee also liked the idea of arranging one of the events in February school half term as this will allow the younger members of the community to benefit along with their families.

Members discussed ideas for the King's coronation such as a civic service, crocheting of bunting, street entertainers, Morris dancing and local choirs in the Market Square. The programme of events for the Late Queen's 1953 coronation in Witney was presented at the meeting and the committee were keen to recreate modern versions of those events if possible.

A Large TV projector display would be favourable if the budget allowed and an indoor venue for this would be best in case of poor weather on the day. The suggestion for bunting could be extended to fabric 'red, white, and blue' triangles and the community groups and schools could be invited to contribute.

Members agreed that the CCEO should proceed with the planning with a £3,000 budget plus any budget remaining from the Queen's Platinum Jubilee celebrations. Members requested an update at the next committee meeting in January but suggested a review at the end of December with the Mayor and Chair of this Committee

Resolved:

1. That, the report be noted and,
2. That, the CCEO updates the programme of events from 1953 with the additional suggestions from the committee and,
3. That, the King's coronation planning is delegated to CCEO, Mayor and Deputy Mayor with a report of progress at the next Stronger Communities meeting on 23 January 2023.

SC572 WITNEY FORUM

The committee received the minutes of the Witney Forum meeting held 13 September 2022.

Resolved:

That, the minutes be noted

SC573 IN BLOOM COMPETITIONS 2023

The Committee received and considered the report of the Communications & Community Engagement Officer.

Members considered and agreed with the suggestion received from Witney Rotary Club to carry out Schools in Bloom judging and awarding of prizes to school at the Witney Carnival in July.

The Committee discussed the use of the leftover Britain In Bloom budget to be used for the installation of planters at the entrances to Witney under the Welcome to Witney signs. Members believe these planters would be attractive to residents and visitors to the town. They also asked that officers investigate options to refresh the signage at the same time.

Resolved:

1. That, the report be noted and,
2. That, the judging of future school in bloom wheelbarrow entries be carried out by the Rotary Club of Witney at Witney Carnival and,
3. That, officers investigate options to refresh the "Welcome to Witney" signs and introduce planters to these areas.

SC574 YOUTH SERVICES AWARDS 2022

The Committee received a letter of thanks from Home Start Oxford in relation to the recent Youth Service Grant that the council awarded to them.

The Deputy Town Clerk also provided a verbal update to confirm that the council had also received more letters and emails of thanks from recipients of the Youth Services Grants that were awarded.

Resolved:

That, the correspondence and verbal update be noted.

SC575 CHAT BENCH

The Committee received and considered the report of the Project Officer.

Members were surprised by the requirement for planning should the council wish to paint words 'Happy to Chat' on the bench. In consideration of this members agreed that the white plastic sign with a speech bubble in the reports pack should be the basis of a sign incorporating the Council's logo colours.

Resolved:

1. That the report be noted and,
2. That, the Happy to Chat Bench is progressed with a plaque or sign instead of painted lettering

SC576 COVID -19 MEMORIAL

The Committee received and considered the report of the Project Officer

Members agreed that the proposed concept of a Covid-19 memorial and garden was beautiful, 'Together, but Apart' incorporating rocks situated two metres apart. One rock would symbolise those lost while the other recognised those who went above and beyond to help the community throughout the pandemic.

There was discussion over the inclusion of metal Cor-ten plaque to title the memorial, however it was deemed too expensive as exceeded the budget. Members agreed that the rocks should be the Heather slate boulders cut in two and the distance of two metres apart signified social distancing. An Eastgate bench should be placed in the centre, set back looking towards the church along with a low sign between the rocks facing the bench explaining the purpose of the memorial and that the rocks are 'together... but apart'.

It was agreed that planting could be confirmed after installation of the other component parts. The Town Clerk confirmed that the additional funding for the memorial could be sourced from the community infrastructure earmarked reserve.

Members agreed that this memorial was of great importance given the numbers of lives lost, particularly as this comes at the poignant time of November when we remember those lost in conflict around the world.

Resolved:

1. That the report be noted and,
2. That, the Covid-19 Memorial is progressed with heather slate stones placed two metres apart, with a bench and sign at the proposed site on The Leys Recreation Ground

SC577 FINANCE REPORT: REVISED REVENUE BUDGET 2022/23 AND DRAFT BASE REVENUE BUDGET FOR 2023/24

The Committee received and considered the report and verbal update of the Town Clerk/CEO.

Members were concerned to hear the CCTV system in Witney had needed to have urgent repairs and that there still appeared to be vague plans over its future improvement and replacement.

Members however did agree to budget for £10,000 to be added to the other funds held in reserve to support the scheme.

The Committee agreed that water safety remained as a priority and that consideration is needed to ensure the Council has sufficient and informative signage.

Resolved:

1. That, the report, and verbal update be noted and,
2. That, the Town Council seeks reassurances on the future of the CCTV scheme from its providers.

SC578 REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS AND CAPITAL PROJECTS

The Committee received and considered the report and verbal update of the Town Clerk/CEO.

Members discussed items that they would like to see in the 2023/24 budget which included commemorating the 75th Anniversary of the NHS possibly with planting around the town. Councillor Ashbourne offered a NHS "Thank You" flag which could be flown from the Town Hall.

Members agreed the Union Flag at the Town should be replaced as the current one is looking rather worn.

The Chair raised the prospect of treating of all community events at the Leys fairly and offering subsidised hire to all, subject to a completed grant form. This would not include commercial hirers.

A Member raised that the council may wish to consider a memorial to the "Windrush Generation" as the ship HMT Empire Windrush which is remembered for bringing one of the first large groups of post-war West Indian immigrants to the United Kingdom, was named after the river running through Witney. A memorial with a plaque by the river would record the link and information could also be added to the council website to explain its significance.

Resolved:

1. That, the report and verbal update be noted and
2. That, the town council commemorates the 75th anniversary of the NHS and,
3. That, a new Union flag be purchased and
4. That, Witney Pride be offered subsidised 'free' use of The Leys to host their annual event and,
5. That, a memorial or recognition of the town's link to HMT Empire Windrush be considered.

The meeting closed at: 7.40 pm

Chair

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**POLICY, GOVERNANCE & FINANCE COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 21 November 2022

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor J Aitman (Chair)

Councillors:	O Collins H Eaglestone	V Gwatkin R Smith
Officers:	Adam Clapton Sharon Groth Derek Mackenzie	Deputy Town Clerk Town Clerk Senior Administrative Officer & Committee Clerk
Others:	1 members of the public.	

F589 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Jones and D Harvey.

F590 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

F591 MINUTES

The minutes of the meeting of the Policy, Governance & Finance Committee meeting held on 3 October 2022 were received.

Resolved:

That, the minutes of the Policy, Governance & Finance Committee meeting held on 3 October 2022 be approved as a correct record of the meeting and be signed by the Chair.

F592 PUBLIC PARTICIPATION

The Committee heard from a resident of Riverside Gardens in respect of agenda item 9.

F593 DISCRETIONARY GRANT REQUEST - RIVERSIDE GARDENS SANDBAG STORE

With the permission of the Chair, this item was moved up the agenda so the member of public could hear the discussion and outcome.

The committee received and discussed the written report of the Operations Manager.

Members agreed with the purchase of a sandbag store provided a grant application was submitted to the council by the residents, they asked that assistance is provided to Councillor Andrew Cole in the purchase of the additional store to ensure that these were ordered at the most beneficial cost and installed together at the earliest opportunity.

Resolved:

1. That, the report be noted and,
2. That, the purchase of a sandbag store is agreed to the value of £2,200 before VAT subject to receipt of a completed grant application form and,
3. That, this be awarded under the General Power of Competence and that the recipients be asked to acknowledge the Council's financial contribution in the future and,
4. That, officers assist District County Councillor Coles in the procurement of the other sandbag store

F594 STANDING ORDERS – 2022 REVIEW

The Committee received the written and verbal report of the Deputy Town Clerk explaining the proposed changes to Standing Orders in line with legislation and best practice, for consideration by members.

Members discussed the retention of meeting recordings, Standing Order 11g, it was agreed that these recording should be kept for the purposes of minute writing but need not be retained after the minutes of that meeting were duly agreed and signed by the Chair. The Deputy Town Clerk reminded members of the importance of raising discrepancies in the minutes when they were presented for approval.

In respect of Standing Order 16a, members asked that this is reworded to say that members were welcome to stand. The Deputy Town Clerk confirmed that this is due to respecting other members and would affect other standing orders such as those that require silence if the Chair rises.

The Deputy Town Council confirmed that a decision does not need to be taken on adopting the revised Standing Orders until the February cycle of meetings, therefore members have time to consider the proposed changes further once presented to Full Council on 6 December.

Resolved:

That, the report and verbal update be noted.

F595 PAYMENT OF ACCOUNTS

The Committee received and considered the financial report showing figures for items under its remit for the last quarter, provided by the Deputy Town Clerk.

The Deputy Town Clerk answered questions from members relating to the payment for the Corn Exchange pavement licence as it was believed this would be free this year and the description of items listed. On the latter it was advised the accounts system would only allow a certain number of characters.

Members were also advised that quarterly stocktakes were carried out in the Corn Exchange to mitigate risk in relation to supplier costs at the 1863 Café bar..

The Town Clerk advised members that the multiple transfers of £1.5m showing on the statement related to a transfer between internal accounts. Barclays Bank were having internal processing issues and were hoping to resolve imminently.

Resolved:

1. That, the current financial position be noted.
2. That, the cheque payments to WODC for the Corn Exchange pavement licence would not be presented for payment.

F596 ANNUAL INVESTMENT STRATEGY 22-23

The Town Clerk advised this item would be deferred to the next Policy, Governance & Finance meeting on 30 January 2023 due to the time spent on budget commitments.

F597 FINANCIAL REPORT & ASSOCIATED MATTERS

The Committee received the joint report of the Deputy Town Clerk and Town Clerk/CEO.

The Deputy Town Clerk gave a verbal update to explain that a Fire Safety Strategy was needed for the Corn Exchange once the retractable seating was installed, further quotes were awaited in addition to the one received but the amount of £2,750 would be the likely cost.

Members discussed the awarding of an additional grant amount of £100s to Witney Rotary Club in respect of the Christmas Light switch on event and also the annual £2,000 grant award to Citizens Advice (Witney). Members agreed that these awards should be made due to the community benefit.

Members discussed the Burwell Hall toilet refurbishment; it was agreed that the proposal put forward by the Operations Manager was a good solution within the budget constraints that exist.

Resolved:

1. That, the report, and verbal updates be noted and,
2. That, the recommendations of the spending committees as detailed in the report be approved and,
3. That, the Council employs a company to complete a fire strategy and,
4. That, Witney Rotary Club be awarded an additional £100 towards the cost of the Christmas Light switch on event and,
5. That, this be awarded under the General Power of Competence and that the recipients be asked to acknowledge the Council's financial contribution in the future and,
6. That, the annual grant of £2,000 be approved to Citizens Advice (Witney) and,
7. That, this grant be awarded under Section 142(2a) of the Local Government Act 1972 from budget line (4101/407)
8. That, repairs to Burwell Hall Toilets to be carried out by the council works team within the £12,000 allocated budget.

F598 SCHEDULE OF PROPOSED FEES & CHARGES 23-24

The Committee discussed the proposed increase to fees for Halls, Sports and Cemeteries.

Members agreed that the 10% increase was in line with similar increases nationally and were needed to protect the council as costs continue to increase. also, It was right that the increase be the same across all of the council services so as not to favour one over another.

The Deputy Town Clerk advised that the Corn Exchange Working Party would discuss an additional level of charge specifically for the hire of the Corn Exchange for local group performance groups at its meeting on 24 November 2022. This fee, if approved would be added to the Schedule of Public Hall charges.

Even with the 10% increase, members noted that sports hire charges would still be subsidised as the Council's costs to maintain the sports facilities was much greater than the charges made.

Resolved:

That, the 10% increase to the council Schedule of fees and charges is applied.

F599 REVENUE BUDGET - REVISED 22-23, ESTIMATES 23-24

The Committee received the report and verbal update of the Town Clerk.

In response to a question from a member the Town Clerk confirmed that the Corn Exchange café staff were not usually engaged in other work within the Hall other than the occasional locking up duty. The activity in the Corn Exchange was picking up with the increases of events in the schedule after the Covid Pandemic and that it was important to remember the community benefit the Corn Exchange provided, the council had received some great feedback regarding the return of events.

Members were pleased to hear that the Town Clerk had managed to limit any draft precept increase within the agreed budget parameters

.

Resolved:

That, the report and verbal update be noted

F600 REVENUE GROWTH, SPECIAL REVENUE AND CAPITAL PROJECTS

The Committee received a verbal update from the Town Clerk to confirm that she was still working on this, and it would be provided in the special Council budget meeting on 12 December 2022.

F601 VEHICLE REPLACEMENT

The Committee received the report of the Operation Manager.

Members understood the pressing need for a vehicle. They ideally wished to procure a further electric vehicle to enhance the fleet, however they recognised the limitations in terms of loads and carrying so deferred the decision to the Chair of the Climate, Biodiversity & planning

Committee for her to discuss and understand the options open to the Council with the Operations Manager.

Resolved:

1. That, the report be noted and,
2. That, discussion on what vehicle should be purchased be delegated to the Operations Manager in consultation with the Chair of the Climate, Biodiversity & planning Committee.

F602 EXCLUSION OF PRESS AND PUBLIC

Resolved:

That in accordance with section (1(2) of the Public Bodies (admission 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.

F603 MEMORANDUM OF UNDERSTANDING PARTNERSHIP AGREEMENT

The Committee received and considered the report of the Deputy Town Clerk.

Members were pleased to see the draft of the agreement and how it was a positive step towards building a better relationship with the Witney Music Festival (WMF) organisers.

Members asked that the agreement was amended to ensure clear understanding that the free hire of They Leys was for the main WMF weekend only and that any additional use would be chargeable.

Also, members would like to see further year-round promotion by both parties and acknowledgement of the Council's contribution in the week of the main festival.

Resolved:

1. That, the report be noted and,
2. That, the agreement is updated reflecting the above comments and sent for review by WMF and,
3. That, decision to be made on final agreement at a meeting of the Full Council in January 2023.

F604 TOWN HALL EXTERNAL DECORATION

The committee received the report of the Operation Manager

Members agreed the work to the external sections of the Corn Exchange was required under the Council's obligations to Witney Town Charity as Landlords of the building. Members agreed to delegate the selection of a new contractor to the Operations Manager.

Resolved:

1. That, the report be noted and,
2. That, the selection of the contractor be delegated to the Operations Manager within the allocated budget.

F605 MAJOR STRATEGIC PROJECTS

The Committee received the confidential written report and verbal update from the Town Clerk.

Members discussed the Leys Masterplan and were happy with an agreement in principle to pledge £250,000 as matched funding to enable Courtside Hubs CIC to apply for a substantial grant. Members stipulated the £250,000 would only be paid if the grant application was successful. Subject to further discussion, members also agreed to waive historic utility charges to assist the fundraising for the project.

Regarding Burwell Hall members discussed and agreed to proceed with a replacement gas boiler. There was little support to indicate a Fuel Cell CHP boiler would be the best option given the sporadic use of the Hall and limited case studies

The Town Clerk updated members on discussions with the Chair of West Witney Sports & Social Club.

Members discussed the ownership of the pitches and pavilion being provided at Windrush Place. The Committee requested that it is made clear to WODC that the council was happy for the sports pitch and pavilion to be transferred to the council.

Resolved:

1. That, the report and verbal update be noted and,
2. That, £250,000 be agreed in principle subject to a successful grant application by Courtside Hubs and,
3. That, historic utility charges for Courtside Hubs be waived to assist with fundraising, subject to further discussion and,
4. That, A new efficient gas boiler be installed at Burwell Hall and,
5. That, Town Clerk to follow up with WWSCC with a request for progress and,
6. That, Town Clerk corresponds with WODC that the town council wishes to take responsibility for Windrush Place sports pitches.

F606 PROPERTY & LEGAL MATTERS

The Town Clerk had nothing to report.

F607 STAFFING MATTERS

The Committee received the confidential minutes of the Personnel Sub Committee meeting held on 26 October 2022, which had been circulated ahead of the meeting.

Resolved:

That, the minutes of the Personnel Sub-Committee meeting held on 26 October 2022 be noted and the recommendations contained therein be approved.

The meeting closed at: 7.48 pm

Chair

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**CORN EXCHANGE WORKING PARTY COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Thursday, 24 November 2022

At 4.15 pm in the Virtual Meeting Room via Zoom

Present:

Councillor O Collins (Chair)

Councillors:	J Aitman	L Duncan
Officers:	Adam Clapton Derek Mackenzie Angus Whitburn Tomas Smith Nicky Cayley	Deputy Town Clerk Senior Administrative Officer & Committee Clerk Operations Manager Venue & Events Officer Project Officer
Others:	None.	

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Ashbourne and D Harvey.

2 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

3 MINUTES

The minutes of the meeting of the Corn Exchange Working Party meeting held on 16 May 2022 were received.

Resolved:

That, the minutes of the Corn Exchange Working Party meeting held on 16 May 2022 be approved as a correct record of the meeting and be signed by the Chair.

4 REFURBISHMENT OPENING/160TH ANNIVERSARY EVENT

The Working Party received and considered the report of the Venue & Events Officer regarding opening and 160th anniversary events, referred by the Halls, Cemeteries & Allotments Committee.

A joint opening and 160th anniversary event had been suggested, and members were keen to hold this as soon as possible after the seating had been installed. The summer seemed to be too

far in the future, so officers were asked to explore suitable dates in February and March. Officers advised that a budget of £1,000 for the event would be adequate.

In addition to this event, members agreed that the Corn Exchange logo should be enhanced from January to include 160 which would denote the anniversary.

Recommended:

1. That, the report be noted and,
2. That, a joint opening, and anniversary event be held during February or March 2023 and,
3. That, a budget of £1,000 is set of this event and,
4. That, 160 is incorporated into the Corn Exchange logo from January 2023, for the year.

5 GALLERY ROOM CARPET & REDECORATION

The Working Party received and considered the report of the Venue & Events Officer concerning carpeting and redecoration.

The issue had been referred from the Halls, Cemeteries & Allotments Committee and Members were supportive of the enhancements which would help market the Gallery Room as a wedding venue; they were however, conscious of the years' remaining budgets. They agreed the flooring was the most pressing issue and should be the priority along with scheduled building maintenance tasks.

Redecoration, although desirable was not urgent and could be deferred to the next fiscal year if budgets would allow as a provisional quote was currently unaffordable. They asked that the colour of the flooring be as neutral as possible to compliment any new paint colour scheme.

Recommended:

1. That, the report be noted and,
2. That, the new carpet is installed in the Corn Exchange Gallery Room, Landing and Stairs for the sum of £2,824.56 (less VAT) and,
3. That, the colour of the carpet is delegated to the Venue & Events Officer and,
4. That, if the sum of the maintenance work should be more than required, additional funds are sought from the Public Halls earmarked reserve 328 and,
5. That, redecoration of the Gallery Room is deferred until 2023/24.

6 FEES AND CHARGES

The Working Party received and considered the report of the Venue & Events Officer regarding charges for 2023/24.

This item had been referred from the Halls, Cemeteries & Allotments Committee and concerned a potential new Group 4 charge in the Council's fees and charges.

Members heard that, in order to be fair and transparent, a set charge should be created for performances. With the Corn Exchange refurbishment complete, it was envisaged that more local groups would be coming forward to hire the hall for technical run throughs and performance days. The Venue & Events Officer explained that the charges outlined in the report would not work out more expensive than what is currently charged but would provide clarity and consistency.

The Working Party agreed that a new Group 4 should be created and implemented for local West Oxfordshire performing groups, in line with the Council's vision for the Hall.

Recommended:

1. That, the report be noted and,
2. That, a new Group 4 charge be incorporated into the Council's public halls fees and charges for local West Oxfordshire performing groups.

7 **RETRACTABLE SEATING SPONSORSHIP**

The Working Party considered the suggestion that new seating in the Main Hall of the Corn Exchange could be sponsored.

Funds from this could assist with further refurbishment or a renewal earmarked reserve and many theatrical venues offered something similar. Members asked officers to explore finer details and provide a report to a future meeting.

Recommended:

That, a report on seating sponsorship is presented to the next meeting of the Halls, Cemeteries & Allotments Committee.

8 **CORN EXCHANGE EQUIPMENT ENHANCEMENTS**

The Working Party received and considered the report of the Venue & Events Officer regarding lights to mark occasions and a cinema projector.

The issues had been referred from the Halls, Cemeteries & Allotments Committee and members heard that the lights currently in use for lighting up the building, although excellent performance lights, didn't offer flexibility for their need. It was agreed that smart bulbs be tested in Café 1863 and the original lights left in the Gallery Room for later review.

Members were presented with details of a cinema projector and screen which would be capable of facilitating film nights at the Corn Exchange. It was confirmed it would not be compatible with National Theatre Live due to the specifications. Although the Working Party would like to offer the NT performances, the costs were much higher, and the local cinema screened these already.

There was agreement to go ahead with the projector identified in the report from the existing theatrical equipment supplier, but it was over budget and both Officers and Members would prefer a larger size. It was preferable to have all equipment for the same supplier so officers would explore the scale of the costs with the company. Either way, it was agreed that any additional funds needed above the £20,000 budget – approximately £4-7,000 could be covered from the Public Halls earmarked reserve.

Recommended:

1. That, the report be noted and,
2. That, smart bulbs/hub be purchased to 'light up' Café 1863 for requested occasions and,
3. That, a cinema projector and screen be purchased for between £24-£27,000. The additional funds being covered from the Public Halls earmarked reserve 328.

The meeting closed at: 5.18 pm

Chair

FULL COUNCIL

Date: Monday, 5 December 2022

Title: Standing Orders – 2022 Review

Contact Officer: Deputy Town Clerk - Adam Clapton

Background

Standing Orders are the written rules of the Council and are used to confirm its internal, organisational, administrative procedures and procedural matters for meetings.

The Standing orders do not contain financial regulations, which contain separate procedures to regulate the councils' financial affairs and accounting procedures.

Officers have undertaken a scheduled review of the Town Council's Standing Orders to ensure they are in line with current legislation, practice and are based upon the National Association of Local Councils (NALC) Model Standing Orders 2018 for England (revised 2020).

Current Situation

The proposed, revised Standing Orders are attached as **Appendix A**. Those in **bold** contain statutory requirements while others are included to help the Council operate effectively to the Council's needs.

The revised document was agreed by members at the Policy, Governance & Finance Committee on 21 November. As best practice, the revised Standing Orders (as presented) will stand adjourned until the Council meeting scheduled for 13 February 2023 and it is at that meeting they will be discussed.

The period between the Full Council meetings is intended to give members plenty of time to read through and consider the proposed revised standing orders which are an important document and state how the council operate and are the written rules of the council.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Financial implications

There are no financial implications pertaining to this report.

Recommendations

1. Members are invited to note the report and attached Revised Standing Orders as agreed by resolution of the Policy, Governance & Finance Committee on 21 November 2022;
 - a) If agreeable, the Standing Orders will stand adjourned until the Full Council meeting on Monday 13 February 2023 where they can be discussed in further detail.



WITNEY
TOWN COUNCIL

STANDING ORDERS

Reviewed October 2022

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WITNEY TOWN COUNCIL STANDING ORDERS

1. TIME OF MEETINGS

Meetings of the Full Council shall be held at the Corn Exchange at 7pm on a Monday unless the Council decides otherwise.

Committee meetings shall generally be held at the Corn Exchange at 6pm on a Monday unless the Council decides otherwise. The exception being the Climate, Biodiversity & Planning meeting which shall generally be held at 6pm on a Tuesday unless the Council decides otherwise.

2. ANNUAL MEETING OF THE COUNCIL

- (a) **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- (b) **In a year which is not an election year, the annual meeting of a council shall be held on such a day in May as the council may direct.**
- (c) **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

3. ORDINARY MEETINGS

In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.

Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.

4. OFFICE HOLDERS OF THE COUNCIL

- (a) **The Chair, known as the Town Mayor, who shall chair meetings of the Council and be an ex-officio voting member of every committee and carry out civic duties as required.**
- (b) **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office, and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- (c) **The Vice-Chair, known as the Deputy Town Mayor, who shall deputise for the Mayor in all duties in the Mayor's absence.**

(d) The Vice-Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

(e) The Leader of the Council, who shall be an ex-officio voting member of every committee.

(f) The Deputy-Leader, who shall deputise for the Leader in all duties in the Leader's absence.

5. ELECTION OF MAYOR DESIGNATE

At the council meeting prior to the annual meeting of the council, the Mayor designate shall be appointed for the forthcoming year.

6. COUNCIL MEETING – CHAIR

(a) **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

(b) **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council.**

7. EXTRAORDINARY COUNCIL MEETINGS

(a) **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

(b) **If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the council. The public notice giving the time, place, and agenda for such a meeting shall be signed by the two Councillors.**

8. PROPER OFFICER

(a) The Proper Officer shall be either the Town Clerk/Chief Executive Officer or other staff member appointed by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

(b) The Proper Officer shall:

(c) **At least three clear days before a meeting of the Council, a committee, or a sub committee,**

- i. **Serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a summons confirming the time, date, place, and the agenda (provided the Councillor has consented to service by email), and**
- ii. **Provide, in a conspicuous place, a public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by Councillors is signed by them).**

Clarification on notice periods is as follows:

Full Council Meetings

The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

Committee Meetings

The minimum three clear days' notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.

- iii. include on the agenda all motions in the order received unless a Councillor has given written notice before the meeting confirming withdrawal of it.
- iv. **convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- v. **facilitate inspection of the minute book by local government electors;**
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from Councillors;
- viii. retain a copy of every Councillor's register of interests;
- ix. respond to requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority.
- xv. refer a planning application received by the Council to the Chair, Vice-Chair and/or the Climate, Biodiversity & Planning committee to facilitate a response if the nature or deadline of the consultation requires consideration before its next ordinary meeting. In such case, the details shall be raised as an agenda item at the next ordinary meeting to formalize the response.
- xvi. manage access to information about the council via the publication scheme;
- xvii. retain custody of the seal of the council which shall not be used without a resolution to that effect.

9. QUORUM

- (a) **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the Quorum of a meeting be less than three.**
- (b) **Six members shall constitute a quorum of the council**, but a motion to suspend or amend this standing order shall not be moved without written notice signed by twice as many Members as constitute the quorum.
- (c) If, after 10 minutes a Quorum is not present, or **if a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

10. VOTING

- (a) **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present at voting.**

See standing order 4 and 11 for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- (b) **A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- (c) **Unless standing orders provide otherwise, voting on a question shall be by a show of hands at council, committee, and sub-committee meetings;**

- (d) **At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that item.** Such record shall also show members present but abstaining from voting.
- (e) Any member may request immediately after a vote has been taken that the minutes record the way they cast their vote.
- (f) Subject to (f) and (g) below the Chair may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not they gave an original vote.
- (g) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office, they may not give an original vote in an election for the Mayor.
- (h) The person presiding must give a casting vote whenever there is an equality of votes in an election for the Mayor.

11. ORDER OF BUSINESS AT ANNUAL MEETING OF THE COUNCIL

- (a) **The first business shall be to elect a Chair** (Town Mayor, see standing order 4) **the Vice-Chair** (Deputy Town Mayor) and the Leader and Deputy Leader of the Council.
- (b) **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- (c) **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- (d) Following the elections and appointments at paragraph 11(a) above, the business at the annual meeting shall include:
 - i. **in an election year, delivery by the Town Mayor of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of the Council of their acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. to receive apologies for absence;

- iii. to receive any declarations of interests;
- iv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- v. confirmation of the accuracy of the minutes of the last meeting of the council;
- vi. Receipt of the minutes of the committee cycle and consideration of its recommendations (if appropriate);
- vii. appointment of members to committees, working parties, advisory committees, and outside organisations;
- viii. review of any delegation arrangements to committees, sub-committees, staff, and other local authorities;
- ix. review of the terms of reference for committees;
- x. appointment of any new committees in accordance with standing order 30;
- xi. to review and adopt appropriate standing orders, financial regulations and other Council policies;
- xii. review of representation on or work with external bodies and arrangements for reporting back;
- xiii. in an election year, to review the Council's eligibility to exercise the general power of competence.

12. ORDER OF BUSINESS AT ORDINARY MEETINGS

- (a) **The Chair of the Council, if present, shall preside at the meeting. If the Chair is absent from the meeting, the Vice Chair of the Council if present, shall preside. If both the Chair and the Vice Chair are absent from a meeting, a Councillor as chosen by the councillors present at the meeting shall preside at the meeting (as the first item of business).**
- (b) After the first business has been completed at meetings other than the annual meeting, the order of business, unless the Council decides otherwise on the ground of urgency, shall be as follows:
 - i. to receive apologies;
 - ii. to receive any declarations of interests;
 - iii. **to approve and adopt the minutes as a correct record in accordance with standing order 18;**

- iv. **to deal with business expressly required by the statute to be done before any other business;**
- v. to consider any requests for public participation in accordance with standing order 42;
- vi. to receive and agree the Committee minutes including considering recommendations;
- vii. to receive the Mayor's report;
- viii. to dispose of business, if any, remaining from the last meeting;
- ix. to agree the schedules of financial payments recommended by the Policy, Governance & Finance Committee;
- x. 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;
- xi. to consider motions in the order in which they have been notified;
- xii. to consider any other matters specified in the summons, including reports from officers;
- xiii. to receive correspondence for information;
- xiv. questions to the Leader of the Council in accordance with standing order 15;
- xv. to authorise the sealing of documents;
- xvi. to consider confidential and exempt matters.

13. NOTICES OF MOTION

- (a) A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- (b) No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- (c) The Proper Officer may, before including a motion on the agenda received in accordance with standing order 13(a), correct obvious grammatical or typographical errors in the wording of the motion.
- (d) If the Proper Officer considers the wording of a motion received in accordance with standing order 13(a) is not clear in meaning, the motion shall be rejected until the

mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.

- (e) If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- (f) The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- (g) Motions received shall be recorded and numbered in the order in which they are received and entered in a book which shall be open for inspection by any member of the Council.
- (h) Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- (i) The Clerk/Chief Executive Officer shall insert in the summons for every meeting all notices of motion properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.
- (j) If a motion specified in the summons is not moved at the meeting, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- (k) If the subject matter of a motion comes within the responsibility of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chair, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

14. MOTIONS MOVED WITHOUT NOTICE

- (a) Resolutions dealing with the following matters may be moved without written notice to the proper officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to approve the minutes;
 - iii. to move to a vote;
 - iv. to defer consideration of a motion;
 - v. to refer a motion or matter to a particular committee or sub-committee;
 - vi. to appoint a person to preside at a meeting;

- vii. to amend a motion, or to withdraw a motion or amendment;
- viii. to change the order of business on the agenda;
- ix. to proceed to the next business on the agenda;
- x. to require a written report;
- xi. to appoint a committee or sub-committee and their members;
- xii. to extend the time limits for speaking;
- xiii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xiv. to not hear further from a councillor or a member of the public;
- xv. to exclude a councillor or member of the public for disorderly conduct in accordance with standing order 22;
- xvi. to temporarily suspend the meeting;
- xvii. to suspend a particular standing order (unless it reflects mandatory statutory requirements) to allow a free and open debate;
- xviii. to adjourn the meeting;
- xix. to close a meeting.

15. QUESTIONS

- (a) A Member of the Council may ask the Leader of the Council any question concerning the business of the Council. Any such questions shall be put when the item "Questions to the Leader of the Council" is reached.
- (b) A Member of the Council, with or without notice, may ask the Chair of a Committee any question upon the proceedings of the Committee then before the Council if the question is put before the Council's consideration of those proceedings is finished.
- (c) Every question shall be put and answered without debate.
- (d) A person to whom a question has been put may decline to answer.
- (e) Where the desired information to a question is contained in any of the Council's publications, it shall be deemed a sufficient reply if the publication containing the reply is indicated.
- (f) Where the reply to any question cannot be conveniently given orally it shall be deemed a sufficient reply if the answer is circulated to the members of the Council with the minutes of the Meeting at which the question has been asked.

16. RESPECT FOR THE CHAIR

- (a) A member must raise their hand to speak and remain silent until directed by the Chair and may stand when speaking if they choose to do so;
- (b) Whenever the Chair rises during a debate all other members shall be seated and silent

17. POINT OF ORDER AND PERSONAL EXPLANATION

- (a) A member may rise on a point of order or in personal explanation and shall be entitled to be heard forthwith.
- (b) A point of order shall relate only to the alleged breach of a standing order or statutory provision and the member shall identify the standing order or statutory provision and the way in which they consider it has been broken.
- (c) A personal explanation shall be confined to some material part of a former speech by the member, which may appear to have been misunderstood in the present debate.
- (d) The ruling of the Chair on a point of order and on the admissibility of a personal explanation shall not be open to discussion.

18. MINUTES OF THE COUNCIL

- (a) The minutes of the meeting shall include an accurate record of the following:
 - I. The time and place of the meeting
 - II. The names of the councillors who are present and the names of the councillors who are absent with apologies received
 - III. Interests that have been declared by councillors with voting rights
 - IV. The grant of dispensations (if any) to councillors with voting rights
 - V. Whether a councillor with voting rights left the meeting when matters that they held interests in were being considered
 - VI. If there was a public participation session
 - VII. The resolutions made
- (b) The Chair shall propose that the minutes of the Council be approved as a correct record and seek a seconder.
- (c) The Chair shall go through the minutes to allow members to raise any points of accuracy.
- (d) No motion or discussion shall take place upon the minutes except upon their accuracy.

- (e) The Chair shall sign the minutes.
- (f) The Chair shall then page through the minutes for questions to the Leader of the Council as to the progress of any item.
- (g) Subject to the publication of draft minutes and resolution which confirms their accuracy, the draft minutes, or recordings of the meetings for which approved minutes exist shall be destroyed at the earliest opportunity.

19. PRESENTATION OF COMMITTEE MINUTES

- (a) At each ordinary meeting of the council every standing committee shall present reports and recommendations in the form of draft minutes of any meeting held since the previous ordinary meeting of the council.
- (b) The Committee Chair, or the member presenting the minutes, shall page through the minutes, and members may ask questions for answering.
- (c) The Committee Chair, or member presenting the minutes, shall then propose that the minutes be adopted, and once seconded shall be discussed and dealt with by the council.
- (d) Where an amendment is proposed prior to the adoption of the minutes by the council, the subject of any such amendment shall be discussed and disposed of before the adoption of the minutes are considered by the council.
- (e) In moving the adoption of the minutes, the mover is deemed to have moved the minutes in their entirety and all paragraphs and recommendations contained therein shall be deemed to have been adopted unless any amendment thereto has been moved.
- (f) Paragraphs which do not contain recommendations, or which relate to matters specifically and fully delegated to standing committees, may be discussed but no motion shall be considered other than a motion as to the future work of a committee in such matters.

20. RULES OF DEBATE

Motions and Amendments

- (a) A motion or amendment shall be proposed and seconded before it is debated and if the Chair so requires it shall be put into writing.

Seconders' Speech

- (b) A member when seconding a motion or amendment may, if they then declare their intention to do so, reserve his or her speech until a later period of debate.

Only one member to stand at a time

- (c) A member, when speaking shall stand and address the Chair. If two or more members rise, the Chair shall call on one to speak; the other or others shall then sit. While the member is speaking the other member shall remain seated, unless rising to a point of order or in a personal explanation.

Content and length of speeches

- (d) A member shall direct their speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes except by consent of the Council.

When a Member may speak again

- (e) A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:
- i. to speak once on an amendment proposed by another member;
 - ii. if the motion has been amended since they last spoke, to propose a further amendment;
 - iii. subject to paragraph (k) below, a member may not speak further in respect of any one motion except to speak once on an amendment proposed by another member or to make a point of order or to give a personal explanation;
 - iv. in exercise of a right of reply given by paragraph (k) or (l) below;
 - v. on a point of order;
 - vi. by way of personal explanation.

Amendments to motions

- (f) An amendment shall be relevant to the motion and shall be:
- i. to refer a subject of debate to a committee for consideration or reconsideration;
 - ii. to omit words;
 - iii. to omit words and insert or add others;
 - iv. to insert or add words;

But such omission, insertion or addition of words shall not have the effect of introducing a substantially new proposal, or of negating the motion before the council.

- (g) Only one amendment may be proposed and discussed at a time and no further amendment shall be proposed until the amendment under discussion has been disposed of, providing that the Chair may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the council's business.
- (h) If an amendment is lost, other amendments may be proposed on the original motion. If an amendment be carried, the motion, as amended, shall take the place of the original motion and shall become the motion upon which any further amendment may be proposed.
- (i) A member may, with the consent of his seconder, move amendments to their own motion.

Alteration of Motion

- (j) The proposer of a motion may, with the consent of their seconder, and of the council signified without discussion:
 - i. alter a motion of which they have given notice;
 - or
 - ii. alter a motion, which they have proposed;if (in either case) the alteration is one which could be made as an amendment thereto.

Withdrawal of motion

- (k) A motion or amendment may be withdrawn by the proposer with the consent of the council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

Right to reply

- (l) The proposer of a motion shall have a right to reply immediately before the motion is put to the vote. If an amendment is proposed, the proposer of the original motion shall also have a right to reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The proposer of the amendment shall not have a right of reply to the debate on their amendment. A member exercising a right of reply shall not introduce new matter.

Motions which may be proposed during debate

- (m) When a motion is under debate no other motion shall be proposed except:

- i. to amend the motion;
- ii. to adjourn the meeting;
- iii. to adjourn the debate;
- iv. to proceed to the next business;
- v. to put the motion to a vote;
- vi. to ask a person to be no longer heard or to leave the meeting;
- vii. by a member understanding order 22, disorderly conduct;
- viii. a motion under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 or standing order 41, to exclude the public and press;
- ix. To refer a motion to a committee or sub-committee for consideration.
- x. To suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

21. CLOSURE MOTIONS

- (a) A member may propose without comment at the conclusion of a speech of another member “that the council proceed to the next business”, “that the question be now put”, “that the debate be now adjourned”, or “that the council do now adjourn”, on the seconding of which the Chair shall proceed as follows:
- i. on a motion to proceed to the next business; unless in the Chair’s opinion the matter before the meeting has been insufficiently discussed, they shall first give the proposer of the original motion the right to reply, and then put to the vote the motion to proceed to the next business;
 - ii. on a motion that the question be now put; unless in the Chair’s opinion the matter before the meeting has been insufficiently discussed, they shall first put to the vote the motion that the question be now put, and if it is passed then give the proposer of the original motion their right of reply under paragraph (i) of standing order 20 before putting their motion to the vote;
 - iii. on a motion to adjourn the debate or the meeting; if in the Chair’s opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion, they shall put the adjournment motion to the vote without giving the proposer of the original motion their right of reply on that occasion.

22. DISORDERLY CONDUCT

- (a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- (b) If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- (c) If a resolution made under paragraph (b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

23. RESCISSION OF PREVIOUS RESOLUTION

- (a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four members of the council to be given to the Proper Officer in accordance with standing order 13 above, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- (b) When a motion moved pursuant to standing order 23(a) above has been disposed of, no similar motion may be moved within a further six months.

24. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for any position to be filled by the council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

25. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the council, it shall not be considered until the council or committee (as the case may be) has decided whether or not the public and press shall be excluded.

26. DELEGATION OF URGENT AND ROUTINE MATTERS

- (a) There shall be delegated to the Town Clerk/Chief Executive Officer the authority to act in respect of any function of the council on a matter, which in their opinion does not admit of delay. This delegated authority shall only be exercised in consultation with the Leader or Deputy Leader.

- (b) There shall be delegated to the Town Clerk/Chief Executive Officer the authority to act in respect of any function of a committee or sub-committee, which in their opinion either does not admit of delay or is routine. This delegated authority shall only be exercised in consultation with the Chair or Vice-Chair of the committee or sub-committee within whose terms of reference the particular function lies.
- (c) Each exercise of delegated authority under this standing order shall be reported for information to the next meeting of the committee or sub-committee within whose terms of reference the particular function lies and to Council.
- (d) The Town Clerk/Chief Executive Officer shall notify all members of any action taken under this standing order.
- (e) The delegations in this standing order are in addition to and without prejudice to the powers of the council or its committees to arrange for the discharge of any of its functions by a sub-committee or an officer.

27. MOTIONS ON EXPENDITURE

If any motion proposed, would, in the opinion of the Chair, if carried substantially increase the expenditure upon any service which is under the management of, or reduce the revenue at the disposal of any committee, or would involve capital expenditure, it shall, when proposed and seconded stand adjourned without discussion until such time as any committee affected by it and the Policy, Governance & Finance Committee has reported on the matter.

28. ACCOUNTS, FINANCIAL PROCEDURES & EXPENDITURE

Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.

29. SEALING OF DOCUMENTS

- (a) A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- (b) **Subject to standing order 29(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of the Chair of the Council who shall sign the deed as witness.**

30. COMMITTEES AND SUB-COMMITTEES

- (a) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by that committee**
- (b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council**

- (c) **Unless the Council determines otherwise, all the members of an advisory committee and sub-committee of the advisory committee may be non-councillors.**
- (d) The council may, at its annual meeting, appoint members to standing committees and may at any other time appoint such other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. may permit committees to determine the dates of their meetings;
 - iii. shall appoint and determine the term of office of councillor or non- councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
 - iv. shall appoint the Chair of a committee;
 - v. may appoint 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;
 - vi. an ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
 - vii. may dissolve a committee at any time.

31. EX-OFFICIO MEMBERS OF COMMITTEES

The Mayor and Leader of the Council shall be an ex-officio member with voting rights on all committees.

32. STANDING COMMITTEES

- (a) The following provisions shall apply to standing committees:
- i. standing order 42, public participation; the agenda for committee meetings shall be sent to all Council members, such members of the press who request notification of meetings, and advertised on public notice boards or otherwise in such a way as to draw it to the attention of the public, although failure to comply with this standing order shall not invalidate the proceedings of the committee;
 - ii. may appoint sub-committees for purposes to be specified by the committee but such sub-committee shall submit all recommendations to the committee unless power to act has been granted by the council for a specified purpose;

- iii. the Chair of the committee shall be a member of every sub- committee appointed by it unless wishing not to serve and such is recorded in the minutes of the committee appointing the sub- committee;
 - iv. except where ordered by the council in the case of a committee or by the council or by the appropriate committee in the case of a sub- committee, the quorum of a committee or sub-committee shall be 4 and 3 members respectively;
 - v. every committee shall at its first meeting elect a Vice-Chair, who shall hold office until the next annual meeting of the council;
 - vi. the standing orders on rules of debate (except those parts relating to standing and to speaking more than once), voting and the standing order on interests of members and the code of conduct shall apply to committee and sub-committee meetings in so far as they are appropriate.
- (b) In the event that an in-person meeting cannot be held, or if the business of the meeting is subject to a time limit set by statute and delegation is given to a committee under its terms of reference, it may be held virtually as an Advisory Committee with the same rules of debate as other committees. Any recommendations being affirmed at the full meeting of that committee, Full Council or under delegations to the Town Clerk/CEO.

33. SPECIAL COMMITTEE MEETINGS

- (a) The Chair of a committee or a sub-committee may convene a special meeting of the committee or the sub-committee at any time.
- (b) If the Chair of a committee or a sub-committee does not or refuses to call a special meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee and the sub-committee may convene a special meeting of that committee and a sub-committee.

34. WORKING PARTIES & WORKING GROUPS

- (a) The Council may from time to time appoint working parties or groups to deal with a specific function or project.
- (b) Membership and terms of reference of such working parties or groups, including possible external membership, the number required for a quorum and voting rights, shall be determined at their formation.
- (c) The provisions relating to committees and sub-committees in standing orders will apply, with the exception of standing order 4(a) and 4(e) which provides for the Mayor and Leader being ex-officio voting members of every committee.

35. PRESENCE OF NON-MEMBERS OF COMMITTEES AND SUB-COMMITTEES AT MEETINGS

- (a) A Member who has proposed a motion which has been referred to any committee of which he/she is not a member, may explain their motion to the committee but shall not vote.
- (b) Any Member shall, unless the council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which they are not a Member and may speak if so invited but shall not vote.

36. REPRESENTATION ON OUTSIDE BODIES – TERMINATION OF MEMBERSHIP

The appointment of Members of the Council to outside bodies in their capacity as a Member of the Town Council shall, subject to the rules of that body, terminate if the Member appointed ceases to be a Member of the Council.

37. INSPECTION OF DOCUMENTS

A Member may for the purposes of their duty as such (but not otherwise), inspect any document relevant to such purpose in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

38. UNAUTHORISED ACTIVITIES

- (a) No Member of the Council or of any committee or sub-committee shall in the name of, or on behalf of, the Council;
 - i. inspect any land or premises which the Council has a right or duty to inspect;
or
 - ii. issue orders, instructions or directions.

unless authorised to do so by the council or the relevant committee or sub- committee.

39. CANVASSING OF RECOMMENDATIONS BY, AND RELATIONSHIP TO MEMBERS

- (a) Canvassing of Members or of any committee, directly or indirectly, for any appointment under the council shall disqualify the candidate for such appointment. The Proper Officer shall make known this sub-paragraph to every candidate.
- (b) A Member of the Council shall not solicit for any person any appointment under the council or recommend any person for such appointment or for promotion, but, nevertheless, a Member may give a written testimonial of a candidate's ability, experience or character for submission to the council with an application for appointment.
- (c) If a candidate for any appointment under the council is to their knowledge related to any Member of, or the holder of any office under, the council, they and the person to

whom they are related shall disclose the relationship in writing to the Proper Officer. Any breach of this standing order is to be reported to the council.

- (d) This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

40. CONFIDENTIAL BUSINESS

- (a) **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- (b) **Councillors, staff, the Council's contractors and agents shall not disclose confidential Information or personal data without legal justification.**

41. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

Meetings shall be open to the public and press unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by the following resolution and the reason given for the public's exclusion:

"that in view of the confidential nature of the business about to be transacted it is advisable that, in accordance with the public bodies (admission to meetings) act 1960, the public and press be temporarily excluded, and they are instructed to withdraw."

42. PUBLIC PARTICIPATION

- (a) For all meetings of the Council and its standing committees, an item entitled "public participation" shall be included on the agenda for that meeting immediately after "minutes"
- (b) Members of the public may speak for a maximum of five minutes each during the period of public participation. Matters raised shall relate to items on the agenda for that particular meeting.
- (c) Following submission by a member of the public, any Member of the Council may, through the Chair, ask questions of the person(s) concerned for clarification purposes or on points of information.
- (d) Any question from the member of the public shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- (e) A person who speaks at a meeting shall direct their comments to the Chair of the meeting.

- (f) Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking. If more than one person wants to speak on the same or a similar issue, they shall elect one person to speak on their behalf.
- (g) The Chair may move the order of business be altered to take the matter on which the public has made representations immediately after the minutes of the meeting have been approved, or in such other place as seems appropriate.
- (h) Total public participation lasts no longer for 25 minutes. Questions not answered within that period will receive a written reply.
- (i) **Subject to standing order (42g), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- (j) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

43. PRESS FACILITIES

The press shall be provided with reasonable facilities for taking their report of all or part of a meeting at which they are entitled to be present.

44. GENERAL POWER OF COMPETENCE

- (a) **Before exercising the general power of competence, a meeting of the full council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**
- (b) **The Council's period of eligibility begins on the date that the resolution under standing order 44(a) above was made and expires on the day of the annual meeting of the council that takes place in a year of ordinary elections.**
- (c) **After the expiry of its preceding period of eligibility, the council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the general power of competence which was not completed before the expiry of the council's preceding period of eligibility referred to in standing order 44(b) above.**

45. CODE OF CONDUCT, MEMBERS INTERESTS AND DISPENSATIONS

- (a) **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being**

considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

- (b) All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- (c) All Councillors will observe the NALC Civility & Respect Pledge taken by the town council.
- (d) Unless a dispensation has been granted, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they have the interest.
- (e) Unless a dispensation has been granted, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- (f) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- (g) A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- (h) A dispensation request shall confirm;
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought;
 - iv. an explanation as to why the dispensation is sought.
- (i) Subject to paragraphs (e) and (g) above, dispensations requests shall be considered at the start of the meeting for which the dispensation is required.
- (j) **A dispensation may be granted in accordance with paragraph (f) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business, or**

- ii. **granting the dispensation is in the interests of persons living in the council's area, or**
- iii. **it is otherwise appropriate to grant a dispensation.**

46. CODE OF CONDUCT COMPLAINTS

- (a) Upon notification by West Oxfordshire District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 40 above, report this to the council.
- (b) Where the notification in standing order 46(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 46(d) below.
- (c) The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- (d) **Upon notification by West Oxfordshire District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

47. STANDING ORDERS

- (a) All or part of a standing order, except one that incorporates mandatory statutory requirements and are in bold type, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- (b) A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 13 above.
- (c) A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Council, and if so directed, upon a report of the Policy, Governance & Finance Committee.
- (d) The scheduled review of Standing Orders shall be initiated by the Proper Officer and once proposed and seconded, will stand adjourned without discussion to the next ordinary

meeting of the Council and, if so directed, upon a report to the Policy, Governance & Finance Committee (as the only exception to standing order 47b)

- (e) The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- (f) The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

48. DURATION OF MEETINGS

- (a) No council or committee meeting shall extend beyond 2 hours unless it has been specifically agreed by that meeting.
- (b) Where it has been agreed that a meeting is to extend beyond 2 hours, there shall be an adjournment of 15 minutes after 1 hour or as soon as possible after 1 hour when it is likely that the meeting will extend beyond 2 hours.

49. MANAGEMENT OF INFORMATION

- a) **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b) **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

50. RESPONSIBILITIES TO PROVIDE INFORMATION

- (a) **In accordance with the freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council**
- (b) **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

51. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

- (a) The Council may appoint a Data Protection Officer
- (b) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- (c) **The Council shall have a written policy in place for responding to and managing a personal data breach.**

- (d) **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- (e) **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- (f) **The Council shall maintain a written record of its processing activities.**

52. RELATIONS WITH THE PRESS & MEDIA

Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

53. SIGNATURE OF DOCUMENTS

Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Town Clerk, unless any enactment otherwise requires or authorises, or the Council shall have given the necessary authority to some other person for the purpose of such attestation.

FULL COUNCIL

Date: Monday, 5 December 2022

Title: Future Meetings of the Council

Contact Officer: Deputy Town Clerk - Adam Clapton

Background

It has been six months since the Council resolved to hold in-person meetings following the Covid-19 Pandemic. Two exceptions were the first two cyclical meetings of the Climate, Biodiversity & Planning (CB&P) Committee meetings and Working Parties. The resolution at the Annual Council Meeting on 11 May 2022 (minute no. 207) was,

Resolved:

- 1. That scheduled committees be held in person with the exception of the Climate, Biodiversity & Planning Committee where the environmental meeting and full planning be combined and held in person with other meetings being online; and*
- 2. That Working Party and Task & Finish Group meetings continue to be held online.*

Current Situation

Six months seems an opportune time to review the above resolution to ensure members are satisfied with the current arrangements.

The only business conducted at the Zoom planning meetings is consideration of statutory planning, licencing, and consultation applications. Delegation is provided to this Committee under its terms of reference,

‘To consider, and submit appropriate representations on behalf of the Council, in respect of consultations relevant to the sphere of Planning and Development’

Representations/minutes are signed off at every third CB&P meeting which is held in person.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

There is no legislation which allows Council meetings to be held online. As representations from the virtual meetings are signed off at an in-person meeting at the end of each cycle this mitigates the issue. There is no legislation relating to the administration of Working Parties.

Financial implications

There are no financial implications.

Recommendations

Members are invited to note the report and consider the following:

1. Continuing meetings of the Climate, Biodiversity & Planning Committee in the current form.
2. Continuing Working Party meetings in the current form and,
 - a) If continuation is agreeable, there will be no further review. Changes will only be considered on request, due to circumstances or if a change in legislation occurs.

FULL COUNCIL

Date:	Monday, 5 December 2022
Title:	Appointment to Outside Bodies - Witney Town Charity
Contact Officer:	Deputy Town Clerk - Adam Clapton

Background

At the meeting of the Stronger Communities Committee on 26 September 2022, a deferred decision was made to fill two Town Council nominated trustee vacancies on the Witney Town Charity (minute number SC473 refers).

Current Situation

There is still a further position to be filled following the Late Mr J King's end of tenure with the Charity on 26th October 2022.

Members are asked to consider further potential nominees and may like to consider deferring the decision on this to the Stronger Communities Committee on 23 January 2023 so they can be sought.

To remind Members, Witney Town Charity is being pro-active in the way the Charity operates and is attempting to widen its scope of being able to provide assistance to the poor, disadvantaged and needy population of Witney and its environs, and particularly in respect of providing Assisted Living facilities (through the Alms Houses) and more assistance to young adults. To this end the Charity is looking to build a team focusing on the projects it has underway or is planning.

In particular the Charity is focusing on:

1. Social Housing and Homelessness
2. Issues affecting young people particularly aged 11 to 25
3. Poverty

In order to guide the Trustees on future activities in these areas the Charity is looking to enlist nominees who have appropriate experience

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Financial implications

There are no financial implications.

Recommendations

Members are invited to note the report and consider the following:

1. One Council nominated Trustee for Witney Town Charity and,
 - a) Whether the decision on who to nominate is deferred to the Stronger Communities Committee for consideration.

FULL COUNCIL

Date: 5 December 2022

Title: Civic Announcements

Contact Officer: Secretary to the Mayor – Loraine Harwood

OCT 22-DEC 22

The role of Mayor involves chairing the Town Council, sitting as an ex officio voting member on council committees, representing and promoting Witney, organising key events in the town in partnership with others, raising funds for local charities, and supporting community activities which contribute to the life of the town and the objectives of the Witney Town Council. The Mayor is supported by the Deputy Mayor, whose attendance in place of or alongside the Mayor is noted in the report below.

This is a regular report to each full council meeting, detailing the activities of the mayor since the last meeting.

SUPPORTING THE COMMUNITY

Schools in Bloom Rotary prize presentation – Our Lady of Lourdes School
Holy Trinity church roof appeal Top Ten Hymns event
Volunteer Link Up AGM – Methodist Centre Witney
Meeting Army Cadets and Major Mark Hames – presenting awards to cadets and platinum jubilee medals
Attending Forces and Cadets Assoc awards ceremony – Pembroke College Oxford
Visiting RAF Cadets, Edgington Sq Witney
Attending Chatterbox to thank volunteers and meet residents
Age UK Oxon AGM – Ashmolean Museum Oxford
Visit to Witney & West Oxon Foodbank
Witney Museum volunteers thank you event
West Oxfordshire Youth Awards – Langdale Hall Witney
Trans Day of Remembrance vigil – outside Corn Exchange
Schools In Bloom prize award presentation – The Kings School
Schools in Bloom prize award presentation – St Mary's School
Visit to Churchill Beavers – Witney
Rotary Club Christmas Dinner – Witney Lakes Resort

REPRESENTING and PROMOTING WITNEY

High Sheriff's Law Lecture – Examination Schools Oxford
Christmas Light presentation to winning entry – High Street Witney
Twinning Association dinner
Remembrance Sunday in Unterhaching – attended by Dep Mayor
Mayors and Chairs evening at Dorchester Abbey
Christmas Lights Switch on event

KEY EVENTS AND COUNCIL ACTIVITY

St Frideswides Afternoon Tea – Common Hall County Hall Oxford – attended by Dep Mayor
St Frideswides Civic Service – Christchurch Cathedral Oxford – attended by Dep Mayor
Mayoral Tree Planting at Park Road Witney
Choosing Christmas Card schools entries at Town Hall
Meeting Rev Toby Wright to discuss plans for Mayor’s Carol Service
Attending Armistice Day – Memorial Church Green
Flag raising for Remembrance Day & Wreath Laying and attendance at Civic Service
Advent Fayre event -Corn Exchange

RAISING FUNDS

Mayor’s Charity Quiz night – Corn Exchange – Raised £1,150

Mayor’s Charities 2022-23:

- Volunteer Link Up
- Windrush Bike Project

Prepared by:

Cllr Liz Duncan and Loraine Harwood

FULL COUNCIL

Date:	Monday, 5 December 2022
Title:	Compliments & Complaints
Contact Officer:	Deputy Town Clerk - Adam Clapton

Background

Witney Town Council welcomes all comments, compliments, and complaints as they help identify how it is performing and how services it provides can be improved.

Current Situation

A list of compliments and complaints, compiled by the PA to the Town Clerk & Mayor, between July and 21 November 2022 is attached for information. The list encompasses comments either made explicitly as or interpreted as a complaint in line with the Council's Complaints Procedure.

There have been 50 compliments and 20 complaints and of these, all but the most recent have been resolved. Most interactions continue to be by verbal and written (email) although a number of comments have been taken from the social media pages.

Complaints received on services provided by other Authorities are included for information.

The compliments received point at good administrative customer service on events held with the church, assisting a new football club and in the booking of (and execution of) burials. Visible operational services provided by the Council have also received compliments including for the works team, maintenance of the cemetery, cleanliness of public halls toilets and work at the Lake & Country Park.

The complaints mainly focus on trees in green spaces, lack of sporting facilities, staffing at public halls parties and the upkeep of Windrush Cemetery.

In addition, these results contain the comments, positive and negative, received regarding the Remembrance Sunday Service. It should be noted that two of the complaints are about misunderstandings outside of the town council's control.

It is good practice for the Council to review these complaints, and compliments bi-annually to demonstrate its ongoing commitment to provide excellent customer service and governance.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Financial implications

There are no financial implications pertaining to this report.

Recommendations

1. Member are invited to note the report and accompanying compliments/complaints list.

**Compliments and Complaints:
7 June to 21 Nov 2022**

	Written/Verbal Compliments Received	No	Written/Verbal Complaints Received	No
Witney Town Council	<u>Parks & Recreation</u>		<u>Parks & Recreation</u>	
	Compliments for works team for flowers around town and clearing up mess under Buttercross	1	Complaint re overgrown trees Oxlease – we agreed to cut branches	1
	Compliments to works team for prompt attention to branches to be pollarded	1	Complaint re trees at Burwell Meadow	1
	Compliment re the lake and the large fish now apparent from fishermen	1	Complaint re lack of facilities for girls only football	1
	Compliment from fishermen re lake – clearer and cleaner	1	Complaint re trees at Manor Road	1
	Compliment from dogwalkers re improvements recently at Lake & Country park	1		
	<u>Halls, Cemeteries & Allotments</u>	1	<u>Halls, Cemeteries & Allotments</u>	1
	Compliment to team for being polite, discrete and professional at family internment		Complaint re items removed from grave	
	Compliments to Corn Ex staff for assistance at Ukulele gig, helpful setting room up and ensuring all went smoothly	1	Complaint re slipping at grave	1
	Compliments from In Bloom judge that our cemetery is one of the better maintained ones he has seen	1	Complaint re bar staff at Burwell Hall finishing early and not checking drinks required first	1
	Compliment from customer for cleanliness of Corn Ex toilets	2	Complaint re Windrush cemetery grass cutting	1
	Compliment from family at funeral for efficiency of team	1	Complaint re late opening Burwell Hall – refund and free booking next year agreed	1
	Compliment from customer re grave spaces for lengths gone to in support of customer with terminal illness	1		
	Compliment for service in tracing historic grave	1		
	Compliments to Admin for being amazing throughout process of arranging mothers resting place – above and beyond making an unbearable time a lot more bearable	1		
	<u>Stronger Communities</u>		<u>Stronger Communities</u>	
	Thanks from Witney Music Festival for support for event	1	Complaint re lack of benches Newland – we agreed to add refurbished one	1
	Thanks to Admin in setting up arrangements for new football team and making them welcome	1	Complaint re delay in lighting Corn Ex for Artificial Nutrition Awareness	1
	Thanks given by Church Administrator re support and help given by PA	1	Disappointed with length of wreath laying and last hymn not announced and sound system not good. Not enough handing out leaflets	1
	Compliments re impeccable organisation of Remembrance Service by OCC Cllr	1	Disappointed as didn't attend due to leaflet through door saying event cancelled	1
	Compliments to TS and AW re organization of Remembrance Day by RAF	1	Resident understood reason for printing less leaflets at	
	Compliments by resident re fantastic Remembrance Day and			

	<p>for supply of seats</p> <p>Thank you card for Remembrance Sunday. Impressed by all who took part in such respectful manner & appreciated all hard work VEO and team obviously put into event</p> <p>Thanks for perfect 'non parade' in tribute to lives lost & those that serve our country.</p> <p>Thanks to VEO & team for support with Poppy Appeal</p> <p>People in crowd said service was lovely and very dignified</p> <p>Resident said amazing Remembrance thanks for providing lovely service; no one realises effort & time behind scenes.</p> <p>Well done WTC you did really well</p> <p><u>Policy, Governance & Finance</u></p> <p><u>Climate, Biodiversity & Planning</u></p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>Remembrance, but struggled juggling reading on screen and taking photos</p> <p><u>Policy, Governance & Finance</u></p> <p><u>Climate, Biodiversity & Planning</u></p>	<p>1</p>
West Oxfordshire District Council			<p>WODC – complaint re outside seating on Church Green restricting cars access</p> <p>WODC- complaint re removal of waste bin</p> <p>WODC – overgrown path Lowell Place & Ashcombe Close</p> <p>WODC- refusal to print bin collection calendars – WTC had requests to print</p> <p>WODC – complaint re payment service for bulky waste</p> <p>WODC – complaint re verges hedges, but not WTC owned</p>	<p>1</p> <p>4</p> <p>1</p> <p>20+</p> <p>1</p> <p>1</p>
Oxfordshire County Council			<p>OCC – complaint re yellow lines in road leading to lake</p> <p>OCC – complaint re 20 mph</p>	<p>2</p> <p>40+</p>
OTHER			<p>OTHERS – complaint re change of parking availability at Royal Mail premises – carried out Land Registry search and advised correct company to complain to – not WTC</p> <p>OTHERS – complaint to pass to Allotment Users re lighting fire in hot weather</p>	<p>1</p> <p>1</p>
	Compliments via social media	No	Complaints via social media	No
WTC Twitter	<p><u>Parks & Recreation</u></p> <p>Compliment re Witney In Bloom wheelbarrows</p>	<p>1</p>	<p><u>Parks & Recreation</u></p>	

	<p><u>Halls, Cemeteries & Allotments</u></p> <p><u>Stronger Communities</u> Compliment at lighting up of Corn Exchange</p> <p><u>Policy, Governance & Finance</u></p> <p><u>Climate, Biodiversity & Planning</u></p>	1	<p><u>Halls, Cemeteries & Allotments</u></p> <p><u>Stronger Communities</u></p> <p><u>Policy, Governance & Finance</u></p> <p><u>Climate, Biodiversity & Planning</u></p>	
WTC Facebook	<p><u>Parks & Recreation</u> Compliment re Witney in Bloom wheelbarrows on the Leys and how lovely to be sited near us Compliments re wildflower planting Oxlease & Burwell Compliment re Tiny Forest – Inbloom Compliment re Ranger Day at Witney Lake</p> <p><u>Halls, Cemeteries & Allotments</u> Compliment re Tower Hill cemetery InBloom</p> <p><u>Stronger Communities</u> Compliment re sharing important info re Royal Life Saving Society during Drowning Prevention week Compliments re lighting up Corn Exchange Compliment & thank you re Merchant Navy Day Compliments re Car Free Day Blue Plaque for Alice Maud Batt – compliment received Compliment re Remembrance Day</p> <p><u>Policy, Governance & Finance</u></p> <p><u>Climate, Biodiversity & Planning</u></p>	<p>1 3 1 1 1 1 3 2 2 1 6</p>	<p><u>Parks & Recreation</u> Posting re Volunteer litter pickers from Audley Travel – complaint that volunteers doing what WTC should be doing Comment that Splash Pad closed for mechanical reason Complaint about football on the Leys Complaint re lack of sustainability and digging up perennials at Burwell Hall</p> <p><u>Halls, Cemeteries & Allotments</u></p> <p><u>Stronger Communities</u> Complaint re lack of parade at Remembrance Day</p> <p><u>Policy, Governance & Finance</u></p> <p><u>Climate, Biodiversity & Planning</u></p>	<p>1 1 2 1 1</p>

Totals				

FULL COUNCIL

Date: Monday, 5 December 2022

Title: Resident Satisfaction Survey 2022 Update

Contact Officer: Deputy Town Clerk - Adam Clapton

Background

Members will recall the Town Council conducts a resident's satisfaction survey annually to gauge opinion on the services it offers. It is available online via a Survey Monkey link and as a paper copy delivered to all households in March in the Council's precept newsletter.

The results of the survey were presented to the Stronger Communities Committee at its meeting on 20 May 2022 with the following resolutions (minute no. SC256 refers):

1. That, comments from the survey concerning town council services are addressed directly or by being incorporated into existing strategies and,
2. That, 'You Said, We Did' video shorts with members are published in response to the comments and
3. That, comments concerning County & District Councils are filtered and forwarded to the Leader of those Council's and Members with Cabinet responsibility for those issues.

Current Situation

The Council received over three hundred responses and, as in previous years, given the opportunity to comment, residents feedback concerned several services outside the remit of the Town Council.

Therefore, letters were sent to the Leaders/Cabinet members at West Oxfordshire District and Oxfordshire County Councils during the summer on issues concerning bins, litter, leisure provision, Highway maintenance, and the High Street measures, amongst others.

Comments relating to Town Council services were evaluated and it has started to address them through the committee processes and officer work plans.

A list of the most frequent feedback issues is attached as **Appendix A** with comments regarding mitigation for information. 'You Said, We Did' reports will now commence as previously agreed.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

There is no environmental impact relating to this report although there will be from the work items listed on the attached appendix which are covered in separate Committee reports.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Consultations and surveys such as these are vital to encourage feedback on Council services which can be addressed wherever possible, within budget. To not do so would risk the reputation of the Council.

Financial implications

The financial implications are specific to each individual piece of work on the attached list.

Recommendations

1. Members are invited to note the report.

Service & Comments/Suggestions	What has been done 2022/23	What is planned 2023/24
Communications		
Only receive communication once a year		Looking to increase the budget to be able to issue bi-annual newsletters to each household Officers are looking to develop a mailing list so newsletters can be issued via MailChimp
Visuals needed rather than all online	The Council has 4 active social media channels, accessible website and several noticeboards. The Council also issues press releases ahead of events	Updated our communications strategy to include proposed use of noticeboards and digital signage in the Town Hall window Consideration to bring back Councillor surgeries, coffee mornings
Street Furniture		
Not enough benches in the town	The Project Officer has conducted an Infrastructure Survey, which listed every piece of infrastructure in the town. This enables Officers to identify areas where there is a lack of provision and when there is a request for an additional bench, the location can be checked quickly	Development of infrastructure improvement and replacement plan
Bus shelters are tatty and filthy	This was identified as an issue by the Project Officer during the infrastructure survey	The bus shelters are on a scheduled cleaning regime by the Council's Works team.
Empty dog bins more frequently	Dog bins are frequently assessed and if reported to be overflowing the scheduling of emptying or the number of bins will be increased.	
Street furniture should be cleaned regularly	The Infrastructure survey identified that much of the street furniture needed a rub down and revarnish	A cleaning regime will be developed with the Council's new Works/GM Team

Entry points into Witney are disgusting

The Council has agreed to enhance these with planting/planters and new Witney crest vinyls

Community Events

Need more community events	The Town Council tries to ensure that community events are inclusive and run various events through the year In the most recent newsletter the Council asked groups to approach the Council if they would like to hold any community events	There 2 Jo Cox Winter events planned for Jan & Feb, and for the Coronation
More fun days in public spaces	There was a Childrens Play Day in June along with other events for the Platinum Jubilee	In addition to the Play Day, further events are planned for the Coronation
Mental health	The Council has provided grant funding to local youth groups to help with mental health	Officers hope to highlight Mental Health week 9-15 may and World Mental Health Day on 10 October by way of events. Jo Cox days will help combat loneliness
More for the elderly	West Oxfordshire Community Transport Grant Subsidised use of the Corn Exchange for Line Dancing and Tea Dance	West Oxfordshire Community Transport Grant Two 'Jo Cox Winter Events' One in January and one in February. Coronation bunting making project Further consideration will be given
Events to improve community cohesion and spirit		Working in Partnership with Witney Music Festival and other organisers of events at the Leys Coronation bunting project

Disabled not mentioned	<p>The Town Council considers disability in all projects undertaken.</p> <p>A new access at Tower Hill Cemetery has been opened</p> <p>The path at Witney Lake has been re-gravelled and levelled to improve accessibility</p>	<p>Further DDI suggestions at Tower Hill Cemetery</p> <p>The Council has a new Play Area Strategy which will ensure an inclusive piece of play equipment is installed in all future play area upgrades</p>
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Civic Events

Remembrance wasn't multi-faith	<p>Remembrance is for all faiths and if any in particular group would like to discuss how to become more involved the Venue and Events Officer is always happy to find out more and discuss what could be done to become more inclusive.</p>	<p>Will invite known representatives from other Witney denominations in consultation with the Mayor's Chaplain</p>
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Play Areas

Inadequate Play Equipment	<p>The Project Officer has conducted a review of all the play areas in the Town and a timeline</p>	<p>appropriate budgets have been set from 2023 to renew and refurbish all of the areas in the town, starting with Eton Close</p> <p>Report to Parks & Recreation on this in January 2023</p>
Leys Splash Park should be rubber not concrete. Its A mudbath in the winter	<p>The surfacing for the whole of the leys play area is an issue and something we are trying to rectify. Our work is restricted by the seasons and the long operation time of the splash pad. The surfacing of the actual splash pad is not an issue it's the grass and earth surrounding it that we are trying to find a better solution for.</p>	
No play equipment for disabled	<p>The Council has resolved to put at least one piece of accessible equipment in each of the play areas in the town. These may include non-visual disabilities such as autism, ADHD, sensory processing disorders etc.</p>	

Not enough equipment for under 5's	In refurbishing the play areas, the Council will be able to ensure that equipment for all ages is included. Park Road Play area which reopened in 2021 was deliberately designed with pre-schoolers/under 7's in mind, whilst still being engaging for older children who may visit with younger siblings. Thought was put into providing a quality play experience and included equipment to stimulate imaginative play, seated spinners to help children learn about cause and effect of positioning their body and a trim trail to promote balance and co-ordination. Careful thought will be put into the other parks in a similar way. By refurbishing /renewing a whole play area at once, it will be possible to create a complete play experience.
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Witney Lake & Country Park

Path at the lake is impassible and not maintained	There has been a on-going program of path maintainece over the last 12 months and we have re-profiled a number of areas that have not been upto standard. We have also cut back overhanging vegetation to provide better and safer access for all and allow clearer sight-lines for all users	More of the same work and an ongoing plan to create more light along the paths to allow a wider diversity of flora
Plant more trees, wildflowers and wet lands	Trees: these will be planted in appropriate areas and only locally sourced pollinators will be used Wildflowers: the two meadows in the country park are now being maintained and this will lead to an increase in wildflowers some supplementary seeding may be needed in specific areas. Wetlands we have increased the "edge area" of the lake to increase biodiversity, cut and collided the shapes to promote regrowth	We are looking to create 200m of wildlife friendly hedgerow as well as supplement the existing copses as needed

Lake & Country Park overgrown	As well as the lake main pathway, we have also begun a program of meadow maintaince to increase their overall biodiversity	This is a 3-5 year plan and an ongoing cost to provide the best habitat for the flora and fauna We also plan to replace old gates and re-furbish "tired" ones
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Public Halls (Corn Exchange & Burwell Hall)

Please get the theatre back in the Corn Exchange	The Town Council is actively working on this and on completion of the retractable seating installation later in the year.	The Venue Officer will be working hard to put on a series of theatrical events throughout the following 12 months.
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Actively promote the corn exchange for entertainment		The Venue and Events Officer is working on a series of different events for the next 12 months to maximise the potential of the refurbished Corn Exchange, please keep an eye on the Website and all social media channels to keep updated on all upcoming shows, music and other entertainment
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Community Cafes to combat loneliness	Café 1863, in the Corn Exchange, is now open 6 days a week and offers a warm welcome, book exchange and daily papers. It's the ideal destination in the centre of town to head to and keep in touch with other people.	Further themed coffee mornings are being planned for the new year
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Grounds Maintenance

Grass cutting could be improved	The Town Council has taken its grounds maintenance service in-house. The 3 lengths of cut the council aim to achieve are 35MM (reserved for the summer season and prestige areas) 50mm and 75mm. Due to the warm autumn season, it has been hard to keep up with growth but the council continue to invest in machines to increase mowing frequency and process ground quicker.	Continued improvement
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Cemeteries

Dependent on application

Need a better crossing into Windrush Cemetery

The Town Council is working with the developer of the Strategic Witney East Development area to ensure a new, safer entrance to the Cemetery is achieved
The cemetery has been mapped, including burial plots and potential roads for the future

More benches needed for elderly at Tower Hill

Tower hill cemetery has a problem with anti-social behaviour, which has been reported to the police. More benches would increase the amount of groups congregating and time spent in the cemetery. Instead, the benches are focused on the areas of the cemetery still open for burials that are more exposed.

Youth Services

More needed for teens

The Town Council distributed £40,000 to Witney groups and organisations to continue or enhance services for children aged 0-18

A budget has been established for youth awards

Climate Emergency

Solar Panels on your roofs

The Town Council is exploring energy initiative improvements at all its buildings

Energy Audits are planned for the new year

Active Lifestyles

More youth football pitches, skate parks & play areas	<p>The Council has an agreed budget in order to start the work to refurbish the Leys Skate Park</p> <p>The Town Council has been working with others to facilitate more sports pitches and bring the standard of the current ones to an acceptable level</p>	<p>The Town Council continues to work with other authorities to help deliver more football pitches</p> <p>The Skate Park at The Leys will go out to tender</p> <p>There is a replacement plan in place for Play Areas</p>
Better walking and cycling routes	<p>Working with Oxfordshire County Council on the Local Cycling and Walking Infrastructure Plan for Witney</p> <p>Engaging developers on the inclusion of small and large developments through the planning consultation process.</p>	<p>Continued work with Stakeholders on plans.</p>

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FULL COUNCIL

Date:	Monday, 5 December 2022
Title:	Oxfordshire County Council Flood Warden Scheme
Contact Officer:	Deputy Town Clerk - Adam Clapton

Background

Following a multi-authority flooding meeting held at the District Council offices during the summer, Oxfordshire County Council has developed a Volunteer Flood Warden Scheme. Volunteers will be the eyes and the ears on the ground and report potential flooding risks to the relevant authorities.

The Scheme has been established by the County Council's Flood Risk team and Witney has been earmarked as a pilot test area, given the continued flooding risk in areas of the town.

Current Situation

The Town Council has been sent details of the Flood Warden Scheme which are attached for information and has been asked to publicise and help gather volunteers.

In a meeting with County Council Officers, it has been advised they are looking for 4-8 volunteers to carry this role out within Witney and for the town council to insure them while conducting this work. The County Council will provide Full training and PPE.

If the Council is agreeable, applications will be gathered and assessed before sending a small number to the County Council to manage the scheme. Ahead of publication, Members are encouraged to consider any residents or groups in their electoral wards as a 'ward approach' would ensure coverage for the whole town, and not just in particular areas which may already be monitored by others.

Separately, West Oxfordshire District Council has advised that additional water gauge boards are being installed along the river Windrush and will be asking for help to monitor readings during potential flooding events.

The Town Council already directs residents to the OCC flooding pages on its Community resilience website page. Further information on who to contact for each potential flood risk will be added for information.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

The scheme will help mitigate issues relating to flooding in the town.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

As volunteers in Witney, the County Council has asked if they can be insured under the auspices of the Town Council. This would make the Town Council liable for any injury etc. while volunteers are undertaking the role.

Financial implications

- Potential increase in insurance premium (marginal, if at all)

Recommendations

Members are invited to note the report and consider the following:

1. Agreement to insure volunteers under the Town Council's insurance and,
2. Suggestion of any potential Flood Wardens in wards and,
3. Publication of the scheme on Town Council media outlets.

Community Flood Warden Volunteers – brief details

Flood Wardens are members of the local community - they can be individuals, representatives of the Parish Council or existing volunteers, for example, Community Resilience Volunteers already part of Community Emergency Plans, Highway Wardens or Police volunteers. Oxfordshire County Council Emergency Planning Team, Highways Team and Volunteer Coordination Team, in partnership with the Environment Agency, can support Flood Wardens in their role and provide the necessary training.

Flood Wardens should always try to work in pairs. It is useful to have a deputy Flood Warden in case someone is away when a flood incident occurs.

Flood Wardens can help local communities to understand their flood risk and that they all have a responsibility to look after themselves, their family and property before, during and after a flood.

Identifying Problems

Flood Wardens can monitor blocked drains and culverts, ditches in need of repair, tree branches or obstructions in rivers/watercourses, and anything else that may cause a flood risk and report them to the appropriate land, property owners or local authority.

Training/Agreement

Prior to any training, we will send a Volunteer Agreement form, which they need to sign and return. This agreement has general H&S and Policy details in it. We will then organise a training session which will provide information on how to log and record problems.

The Flood Wardens will need to be relatively confident in PC skills using their own device - phone/tablet/laptop or PC, although we will provide a crib sheet and example of the process in the training session. Also, the volunteer Flood Wardens needs to consider available time and ability to carry out regular check and reporting of defects.

Further Information

For further information on Community Flood Warden Volunteers please refer to the Flood Warden Handbook V1.02 document. Any general queries in the first instance contact the Lead Local Flood Authority Team on floodmanagement@oxfordshire.gov.uk

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Dealing with Incidents

During a flooding incident you should focus on the safety of yourself and others and stay out of floodwater as it is often not clean and can lead to infections and illness.

- **Blocked gully** – a gully on the highway should be logged through [FixMyStreet](#). Non-highway gullies should be logged via Oxfordshire County Council flood incident email address -
- **Obstruction or flooding from ditch or watercourse** – determine landowner or riparian owner & refer the problem to the landowner. This can be escalated if no action is taken via Oxfordshire County Council flood incident email address - FloodingIncidents@Oxfordshire.gov.uk. If flooding is occurring, log the event via report a flood on the [Oxfordshire Flood Toolkit](#).
- **Blocked drainage channel or culvert** – If it's affecting the Highway, log via [FixMyStreet](#). If it is on private land, contact the landowner or property owner. This can be escalated if no action is taken via Oxfordshire County Council flood incident email address - FloodingIncidents@Oxfordshire.gov.uk.
- **Flooding on the highway** – Non-emergency flooding should be reported via [FixMyStreet](#). Emergency flooding on the highway can be logged via the Highways number - 0345 3101111 (road impassable, risk of property flooding).
- **Obstruction in or flooding from main river** – contact The Environment Agency on the flood line (0345 988 1188) or the 24-hour incident hotline (0800 80 70 60).
- **Property flooding** – emergency property flooding or risk to life call Oxfordshire Fire and Rescue on 999. Non-emergency property flooding report via report a flood on the [Oxfordshire Flood Toolkit](#).
- **Sewer flooding** – report to Thames Water or Anglian Water depending on your water utility provider.
- **Flooding emergency or risk to life** – phone Oxfordshire Fire and Rescue on 999.

Who to Contact

- If there is a danger to life contact 999.
- Volunteer Coordination Team - PPE, training:
volunteercoordinationteam@oxfordshire.gov.uk
- LLFA Team - general flood risk related queries:
floodmanagement@oxfordshire.gov.uk

- Emergency flooding affecting the highway – Highways: 0345 3101111
- Emergency Planning Team - 01865 323765
 - Emergency contact for out of hours flooding incidents that do not affect the highway.

From: Jean Dixon

Sent: 29 October 2022

Subject: Fwd: COMMONWEALTH NATIONS' FLAG OF PEACE CELEBRATIONS / COMMONWEALTH DAY
March 13th 2023

Dear All

Please read below an invitation to read the Proclamation for the 2023 Commonwealth Day.

It is an honour indeed to be invited.

My Guild has assured me there is no member representing Oxford and if that is confirmed I have accepted the invitation- I hope this will also be agreed by the council.

It will be a very memorable 2023.

Kind Regards

Jean Postlethwaite-Dixon

Witney Town Crier

Begin forwarded message:

Date: 28 October 2022

To: Jean Dixon

Subject: COMMONWEALTH NATIONS' FLAG OF PEACE CELEBRATIONS / COMMONWEALTH DAY
March 13th 2023

Attached should be a formal invitation to take part in the Commonwealth Day Celebration on March 13th 2023. Also the official "Guide to Taking Part".

Below is a synopsis of my accompanying words -

"The King's Pageantmaster has asked me to secure a Crier to make a proclamation in each city of the United Kingdom on Commonwealth Day 2023. This will be in commemoration of the tenth anniversary of our late Queen signing the Commonwealth Charter. The Queen was passionate about pursuing the goals of the Charter and King Charles III has committed himself to the same ideals. Both he and Baroness Scotland, the Secretary-General of the Commonwealth, have determined that the Celebration planned earlier this year should proceed as the Queen intended."

As the city of Oxford has no Crier in position I had pencilled you in to fulfil that role and read the proclamation initiating proceedings.

Best regards

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Daniel Fasquelle
Maire du Touquet-Paris-Plage

RÉPUBLIQUE FRANÇAISE
Liberté - Égalité - Fraternité

Dear Mayor of Witney,

It is with deep sadness that we heard of the death of Queen Elizabeth II.

In the spirit of friendship that links our two towns, we would like to extend our sincere condolences to the English people and particularly to the people of Witney.

In order to pay tribute to the Queen and in memory of her childhood visit to Le Touquet-Paris-Plage with her uncle, we wish to name our airport after her late Majesty who served her country with such commitment during her 70 years of reign.

Our thoughts are with you all during this period of national mourning.

Yours Sincerely



Hôtel de Ville - Boulevard Daloz - BP51 - 62520 Le Touquet-Paris-Plage
T +33 (0)3 21 06 72 72 - fasquelle.daniel@ville-letouquet.fr

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From: Oxfordshire County Council
On Behalf Of A40 Corridor

Sent: 18 November 2022 11:56
Subject: A40 CPO email
Importance: High

Dear Stakeholder

We are writing to you to update you on the HIF2 A40 Improvements programme.

As part of the ongoing delivery of the scheme, and in light of the global inflationary pressures being experienced in all sectors, Oxfordshire County Council has recently undertaken a thorough review of the scheme, including costs, timelines and calculating the implications of unprecedented inflation.

As a result of this review, cost pressures have been identified that exceed the current funding available. Council officers are now seeking Cabinet approval, on 29 November 2022, to withdraw the Compulsory Purchase and Side Roads Orders from the ongoing statutory process to allow time to further review the deliverability of the scheme and consider mitigations to these cost pressures. As part of this withdrawal process the Secretary of State for Transport, the funding bodies and impacted parties will be informed.

The council is working with funding partners to identify the long-term implications for the scheme as quickly as possible. A further project update will be provided to Cabinet in early 2023.

The Council remains committed to the A40 programme and to delivering long-term transport solutions for the area. We will work closely with our partners to determine the best way to deliver the scheme, with the focus on delivering new, high-quality cycling and walking infrastructure, and more direct public transport options.

If you wish to discuss this in detail and how this may affect you, we are happy to arrange face-to-face or virtual meetings. Alternatively, please do not hesitate to contact the project team if you have any questions - a40corridor@oxfordshire.gov.uk

Yours sincerely,
OCC Programme Lead – HIF2 A40 Improvements Programme

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