

# Full Council

## Meeting of Witney Town Council



**Monday, 13th February, 2023 at 7.00 pm**

To members of the Full Council Committee - J Aitman, L Duncan, L Ashbourne, T Ashby, D Butterfield, O Collins, H Eaglestone, D Enright, V Gwatkin, A D Harvey, M Jones, A McMahon, A Prosser, R Smith, D Temple, P Hiles and D Thomas (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Main Hall, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

### Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committees Clerk [derek.mackenzie@witney-tc.gov.uk](mailto: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](mailto: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 - 18)

To approve and adopt the minutes of the Council Meeting held on 5 December 2022 and 4 January 2023 in accordance with Standing Order 18 including questions on the minutes as to the progress of any item.

4. **Public Participation**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

5. **Witney Community Policing Issues**

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

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

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

7. **Report Back from the Councillors on the Work with External Bodies where they serve as the Town Council's Nominated Representative**

To receive a short verbal update from councillors who sit on external bodies where they serve as the Town Council's nominated representative.

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

To receive and NOTE the RESOLUTIONS in the minutes of the meetings held between 6 December 2022 and 30 January 2023, and agree the RECOMMENDATIONS contained therein.

- a) **Climate, Biodiversity & Planning Committee - 6 December 2022, 3 January and 24 January 2023** (Pages 19 - 36)
- b) **Parks & Recreation Committee - 9 January 2023** (Pages 37 - 42)
- c) **Halls, Cemeteries & Allotments Committee - 16 January 2023** (Pages 43 - 46)
- d) **Stronger Communities Committee - 23 January 2023** (Pages 47 - 50)
- e) **Policy, Governance & Finance Committee - 30 January 2023** (Pages 51 - 58)

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

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

10. **Standing Orders** (Pages 61 - 90)

To receive the report of the Deputy Town Clerk.

11. **Appointment to Advisory Committees and External Bodies/Outside Organisations** (Pages 91 - 92)

To receive the report of the Deputy Town Clerk.

12. **Civility & Respect** (Pages 93 - 94)

To receive the report of the Deputy Town Clerk.

13. **Witney Music Festival Partnership Agreement** (Pages 95 - 102)

To receive the report of the Deputy Town Clerk.

14. **Designation of the Responsible Financial Officer**

Section 151 of the Local Government Act 1972 requires that every Local Authority in England and Wales should “make arrangements for the proper administration of their financial affairs and shall secure that one of their Officers has responsibility for the administration of those affairs.”

Mr Nigel Warner was appointed to the role of Responsible Financial Officer and started employment on 2 January 2023. The Council is therefore requested to formally note that this appointment, subject to the usual terms and conditions of employment.

15. **Projects Update** (Pages 103 - 106)

To receive the report of the Deputy Town Clerk.

16. **Council’s Vehicle Fleet** (To Follow)

To receive the report of the Town Clerk – (to follow)

17. **Vandalism and Health & Safety** (Pages 107 - 108)

To receive an update 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 correspondence received.

a) **Witney High Street** (Pages 109 - 110)

To receive correspondence pertaining to minute no. 624 of the Full Council meeting held on 5 December 2022, as previously circulated.

b) **King Charles III's Coronation** (Pages 111 - 112)

To receive a letter from the Secretary of State for DLUHC regarding His Majesty King Charles III's Coronation

c) **A40 Highways Infrastructure - Smart Corridor** (Pages 113 - 116)

To receive correspondence from the Department of Transport in relation to the removal of the Side Roads and Compulsory Purchase Orders.

d) **Rotary Club of Witney - Firewalk** (Pages 117 - 122)

To receive request for support from Rotary Club of Witney.

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