

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 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 - 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

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**MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 5 December 2022

At 7.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor O Collins (Chair)

Councillors:	J Aitman	V Gwatkin
	T Ashby	A McMahon
	D Butterfield	A Prosser
	H Eaglestone	R Smith
	D Enright	D Thomas
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Derek Mackenzie	Senior Administrative Officer &
		Committee Clerk
Others:	3 members of the public.	

Before the meeting the Mayor Councillor L Duncan paid tribute to former Mayor Jim King and led a one-minute silence

608 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Duncan, P Hiles, D Harvey, D Temple, M Jones, and L Ashbourne.

609 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

610 MINUTES

The minutes of the meeting held on 10 October 2022 were received.

Resolved:

That, the minutes of the meeting of 10 October 2022 be approved as a correct record of the meeting and be signed by the Chair.

611 **PUBLIC PARTICIPATION**

The Committee adjourned for this item.

The committee received representations from Dr R Hall concerning Agenda Item 12 – Witney High Street. The resident requested an extended time to speak and at the agreement of the Chair was granted 15 minutes followed by questions.

The Chair thanked the resident for their contributions and confirmed that the council had offered to Oxfordshire County Council the use of the Corn Exchange and Burwell Hall as venues for hosting public consultations on the matter

The Committee reconvened.

612 **WITNEY COMMUNITY POLICING ISSUES**

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

The update advised that crime and Anti-Social Behaviour levels in Witney were low.

TVP had not experienced any large-scale issues around firework night, they had put this down to community engagement and high visibility policing.

In response to questions from members, Inspector Ball confirmed that more officers would be visible in coming weeks in Witney Town Centre in order to deter shoplifting, he was not aware of recent report of counterfeit money being used in the town however advised that this was a risk for traders in the busy period around Christmas.

Inspector Ball also responded to a member on the use of cycling, and especially e-scooters on pavements. Although officially illegal to use on the highway unless part of a scheme, TVP were reluctant to criminalise the use of e-scooters. Enforcement was carried out if needed which included a warning and ultimately confiscation.

He also explained that on average his team attend one call each week relating to individuals on bridges and are working closely with mental Health organisations to mitigate these potential suicide incidents.

Resolved:

That, the verbal update be noted

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

Oxfordshire County Council (OCC)

Councillor Enright advised that the recent news about the A40 improvements being halted was incorrect. Though the cost of the Compulsory Purchase Orders (CPO) on surrounding land was being reassessed the work to be carried out on Cycle & Bus lanes to connect with the new Park & Ride/Transport Hub at Eynsham and the Saltcross garden village development would continue as a phased development with no current overall change to the completion dates.

Also unaffected was the Shores Green project of which he expected planning permission to be submitted in the new year. All CPOs were in place on this project.

Councillor Enright also advised on the closure to Botley Road in Oxford during 2023. This closure was led by Network Rail, however OCC were in negotiation with partners in order to put mitigation plans in place to provide connection with the city and it's outlying areas via connections at Seacourt Park & Ride.

West Oxfordshire District Council (WODC)

Councillor Enright advised that WODC were due to approve the reimbursement of pavement licence fees next week. He also thanked the council for the wonderful Advent Fayre they held on 27 November and how pleased WODC were to provide the snow globe to support the event. WODC had established a "what's on this Christmas" page on their website to assist businesses and local event organisers this Christmas.

Councillor Aitman provided an update on the work that she and Councillor Prosser were spearheading as part of WODC's fight against the climate crisis. Local foodbanks were now receiving help from a company with the purchasing and storage of food in bulk on pallets.

Councillor Aitman advised that there was lots of information available via the WODC dedicated webpage to assist councillors with their casework, also she reminded councillors that they are able to refer those in need to the foodbank, though this is limited to one referral per household per month.

The Climate awareness event held in the Corn Exchange allowed people to connect and was therefore a great help and help with sustainable warmth energy grants was now available, subject to qualifying criteria.

Councillor Aitman had also visited the Witney Hotel which was now housing refugees and reported that it is full of families with young children. Both WODC and OCC were providing assistance with safeguarding advice and support with organisation.

Lastly, Councillor Aitman advised that a potential site for a new Artificial Turf Pitch was progressing though she was restricted to offering details due to confidentiality.

Councillor Smith provided detail on estimates of children in the Witney Hotel. She understood the children were made up of approx. 20 children of secondary school age and a similar amount of primary school age along with approx. 6 of Sixth Form age.

Resolved:

That, the verbal updates from Councillors be noted

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

The Chair advised that the Councillor Duncan had attended a meal organised by the Twinning Association which included representatives of Le Touquet and Unterhaching during the Remembrance Day weekend.

Resolved:

That, the verbal update from The Chair on behalf of Cllr Duncan be noted.

Councillor T Ashby Left the meeting

615 **CLIMATE, BIODIVERSITY & PLANNING COMMITTEE - 4 OCTOBER, 25 OCTOBER & 15 NOVEMBER 2022**

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 meetings held on 4 October, 25 October and 15 November 2022 be received, and any recommendations therein approved.

616 **PARKS & RECREATION COMMITTEE - 31 OCTOBER 2022**

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

Resolved:

That, the minutes of the Parks & Recreation Committee meeting held on 31 October 2022 be received, and any recommendations therein approved.

617 **HALLS, CEMETERIES & ALLOTMENTS COMMITTEE - 7 NOVEMBER 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 7 November 2022 be received, and any recommendations therein approved.

618 **STRONGER COMMUNITIES COMMITTEE - 14 NOVEMBER 2022**

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

Resolved:

That, the minutes of the Stronger Communities Committee meeting held on 14 November 2022 be received, and any recommendations therein approved.

Councillor T Ashby returned to the meeting

619 **POLICY, GOVERNANCE & FINANCE COMMITTEE - 21 NOVEMBER 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 21 November 2022 be received, and any recommendations therein approved.

620 **CORN EXCHANGE WORKING PARTY - 24 NOVEMBER 2022**

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

Resolved:

That, the minutes of the Corn Exchange Working Party Committee meeting held on 24 November 2022 be received, and any recommendations therein approved.

621 **STANDING ORDERS – 2022 REVIEW**

The council received the report of the Deputy Town Clerk who had submitted revised Standing Orders which contained up-to-date legislative changes and items on best practice for the running of town and parish Councils.

The Deputy Town Clerk advised the revised Standing Orders had been recommended for approval by the Policy, Governance & Finance Committee and following their submission, they would stand adjourned until the next scheduled full meeting of the Council on 13 February. The adjournment was to enable members to fully consider the document ahead of discussion, due to its importance.

Resolved:

1. That, the report be noted and,
2. That, the revised Standing Orders be adjourned to the Full Council meeting on 13 February 2023.

622 **FUTURE MEETINGS OF THE COUNCIL**

The council received the report and verbal update of the Deputy Town Clerk.

Members were satisfied with the current arrangement of meeting facilitation and saw no reason to amend them.

Resolved:

1. That, the report and verbal update be noted and,
2. That, meetings of the Climate, Biodiversity & Planning Committee continue in their current form with two cycle meetings being held online and the final (Full) meeting, encompassing minutes, climate and biodiversity items be held in-person and,
3. That, Working Party and Task & Finish Group Meetings continue to be held online.

623 **APPOINTMENT TO OUTSIDE BODIES - WITNEY TOWN CHARITY**

The Council received the report of the Deputy Town Clerk.

Members were asked to consider nominations for one additional town council nominated trustee for Witney Town Charity.

Resolved:

1. That, the report and verbal update be noted and,
2. That, the decision on a nominated trustee be deferred to the Stronger Communities Committee on 23 January 2023

624 **MOTION - WITNEY HIGH STREET**

The council received a motion on Witney High Street, proposed by Councillor Thomas Councillor Temple was not present and therefore the Chair asked for a member to second the motion. Councillor Gwatkin seconded with a request for an amendment, being the removal of the first paragraph.

Councillor Enright requested a further amendment, with the removal of the initial wording of the third paragraph.

A vote took place regarding the removal of the first paragraph – Members in favour 10. Cllr Ashby was an abstention.

A vote took place regarding the removal of the initial wording of third paragraph – Members in favour 10. Cllr Ashby was an abstention.

Councillor Thomas agreed with the amendments to his initial motion and expressed that the most important outcome was to call on OCC to action the scheduling of public meetings.

Amended Motion to read:

‘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.

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.’

Resolved:

That, the Town Clerk and Leader of the Council write to OCC to request action in the scheduling the public meetings.

625 **CIVIC ANNOUNCEMENTS**

The Council received the report of the Secretary to the Mayor.

The Deputy Mayor advised that he and Councillor Ashbourne attended the Remembrance event in Unterhaching and were warmly welcomed and the people of Unterhaching asked for their good wishes to be passed onto the Council.

Resolved:

That, the report be noted.

626 **COMPLIMENTS & COMPLAINTS**

The Council received the report of the Deputy Town Clerk.

The Chair felt very strongly about some of the complaint points outlined in the report that resulted from the inappropriate actions of members of the Council.

The Chair said it was a “crying shame” that a resident did not attend the Remembrance Service due to the issuing of a political leaflet that advised that the council had cancelled the parade and it was an outrage that members should use what should be a sombre and nonpartisan event for crass and political point scoring.

The Chair continued to say that the Council was an open, democratic, and accessible council. Members could attend any committee and receive the minutes of all committees. If members felt that anything was not reflected correctly then they should raise this so a correction can be made. If members acquiesced to the accuracy of the minutes, however, then post on social media to contradict this, then it was “pitiful” and if they chose to not turn up to a meeting but then spread division and discontent within the town then this was “pathetic”.

The Chair also expressed that the growing culture of mistruth and mendacity emulating from members, ex councillors and in some cases members of other authorities that did not represent Witney was “contemptable”. These actions held in contempt the good residents of Witney, the councils’ officers and the people that give up their time for the benefit of Witney. There was even an occasion where a member of the council was sworn at to their face. Members that had contributed to this either actively or inactively or had been present when this had occurred should be “deeply ashamed”.

Resolved:

1. That, the report be noted and,
2. That, the comments of the Chair are noted.

627 **RESIDENT SATISFACTION SURVEY 2022 UPDATE**

The Council received the report of the Deputy Town Clerk.

The report outlined items listed in the survey which were being addressed in the current or a future year. It was important to highlight the town council was an open and transparent organisation and feedback was welcomed and acted on where possible.

Resolved:

That, the report be noted.

628 **OXFORDSHIRE COUNTY COUNCIL FLOOD WARDEN SCHEME**

The Council received the report of the Deputy Town Clerk.

Members thought that it would be residents that were close to river and watercourse that would naturally be more interested and engaged in becoming a flood warden, for example the residents of Riverside Gardens. The importance of “eyes and ears” could not be underestimated.

Members raised questions of what the Council’s insurance policy would cover and asked the Town Clerk to investigate further before the scheme was promoted.

It was also suggested that Witney Flood Mitigation Team could be contacted and asked if they had any recommendations.

Resolved:

1. That, the report be noted.
2. That, the Town Clerk checks the detail of insurance cover and if there is any restriction before promotion in the community

629 **VANDALISM & HEALTH AND SAFETY**

The Council received a verbal report from the Deputy Town Clerk concerning internal health and safety testing.

Resolved:

That, the verbal report be noted.

Councillor H Eaglestone left the meeting

630 **COMMUNICATION FROM THE LEADER**

There was nothing to report in respect of Communications from the Leader.

631 **TOWN CRIER - COMMONWEALTH DAY PROCLAMATION**

The Council received the correspondence of the Town Crier.

Resolved:

That, the Town Crier acknowledges the invitation for the Town Crier to participate in the Commonwealth Day Celebrations at Oxford in March 2023.

632 **LE TOUQUET - PASSING OF HM QUEEN ELIZABETH II**

The Council received the correspondence from the Mayor of Le Touquet Paris-Plague.

Members were pleased to hear that Le Touquet Paris-Plague were considering naming their airport after the Late Queen.

Resolved:

That, the correspondence be noted.

633 **A40 UPDATE**

The Council received the correspondence from Oxfordshire County Council regarding a delay in Compulsory Purchase Orders for the A40 Project. An update had already been provided by Cllr Enright at the beginning of the meeting on this matter.

Resolved:

That, the correspondence be noted.

634 **QUESTIONS TO THE LEADER OF THE COUNCIL**

There were no questions for the Leader of the Council.

635 **SEALING OF DOCUMENTS**

There were no documents sealed.

The meeting closed at: 8.20 pm

Chair

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**MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Wednesday, 4 January 2023

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

Present:

Councillor L Duncan (Chair)

Councillors:	J Aitman	V Gwatkin
	L Ashbourne	A D Harvey
	T Ashby	A Prosser
	D Butterfield	R Smith
	O Collins	D Temple
	H Eaglestone	P Hiles
	D Enright	D Thomas
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Nigel Warner	Responsible Financial Officer
Others:	None.	

7 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor M Jones.

8 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

9 COUNCIL BUDGET: REVISED BUDGET 2022/23 AND ESTIMATE 2023/24

The Council received and considered the report of the Town Clerk.

The Town Clerk advised the Council had agreed budget parameters in September which had led to the budget presented before them. The revised budget was better than anticipated a year earlier.

In response to questions the Town Clerk was able to give clarification in respect of the Ground Maintenance contract which was brought 'in house' at the start of October 2022. It was estimated this would make significant savings, however, more importantly allow the council to deliver a better service to the town's residents. It was still unclear what the final budget would be only three months in but there was a contingency in place for any disparity.

In relation to a request for a medium to long-term financial strategy, the Town Clerk advised that resources had not been in place for such a document until now, but the strategies for services adopted by the Council reflected this information.

One member raised that the running costs for the public halls were higher than they thought acceptable. The Town Clerk explained the Halls were not there just to generate income, they also provided an invaluable community resource. It was expected that with the new seating and improvement works coming to an end, that an increase in events ticket and bar sales would help to reduce the deficit. The Venue & Events Officer would be reviewing the Corn Exchange business plan to ensure this was the case.

A vote was called, all members were in favour of the recommendations made by the Town Clerk.

Resolved:

1. That, the report be noted and,
2. That, the revised budget for 2022/23 be adopted and,
3. That, the estimated budget for 2023/24 be adopted.

10 **TO FORMALLY DECLARE THE PRECEPT FOR 2023/24**

The Council received and considered the report of the Town Clerk/RFO.

The current Band D council tax precept charge was £166.83. The proposal was to increase this by 4.95% which equated to £175.09 per annum.

The leader of the council commenced the debate by asking members to consider a nil increase given the current financial climate and credit crisis being suffered by residents.

Other members were also concerned of the impact of any increase on residents, however asked the Town Clerk what effect a nil increase would have on the Councils' finances. She confirmed any shortfall would have to be met from the general fund and that members should expect this to be approximately £92,000 based on the proposed budget presented in Agenda Item 3.

A proposal was made by Councillor D Enright and seconded by Councillor O Collins for the council to retain the £166.83 council tax charge for a Band D property for the forthcoming 2023/24 financial year. Members voted unanimously in favour of the proposal with the exception of Councillor A Prosser who abstained.

Resolved:

1. That, the report be noted and,
2. That, the Town Clerk be authorised to sign and serve a precept on the West Oxfordshire District Council, in accordance with the appropriate provisions of the Local Government Act 1972 (as amended), requiring the District Council to pay the Town Council the sum of £1,861,708 in respect of Council Tax for the town during the financial year 2023/24.

11 **WITNEY LOCAL CYCLING & WALKING INFRASTRUCTURE PLAN**

The Council received and considered the Draft copy of the Local Cycling & Walking Infrastructure Plan (LCWIP) for which a consultation on the draft plan was open until 20 January 2023.

Members discussed the plan at length and generally supported the proposals and the work which had gone into it by Oxfordshire County Council.

Members raised some concerns. There was no reference to Eynsham village even though this fell within the 10km catchment area covered in the plan, and that new developments such as Windrush Place and Colwell Green were not included in the short-term plan.

Members recognised the need to make journeys as short as possible but agreed to object to any measures which suggested the use of or increased foot or cycle traffic south of Witney Lake because of the private road adjacent to Lakeside allotments off of Witney Road.

Resolved:

1. That, the Draft LCWIP be noted and,
2. That, the Deputy Town Clerk liaises with the chair of the Climate, Biodiversity & Planning Committee in order to submit a suitable response on behalf of the Council to the consultation by 20 Jan 2023.

12 **CORRESPONDENCE**

The council received correspondence by way of a letter of thanks from Mr Shadbolt, Headmaster of Wood Green School in respect of the recently introduced 20Mph speed limit in Woodstock Road.

Councillor L Duncan added that she had also received verbal thanks from Mr Shadbolt whilst attending a Wood Green event in her capacity of Mayor.

Resolved:

That, the correspondence be noted.

The meeting closed at: 8.13 pm

Chair

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

Held on Tuesday, 6 December 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser	V Gwatkin
	T Ashby	P Hiles
	L Duncan	
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Claire Green	Administration Support - Planning & Stronger Communities
Others:	One Member of the Public	

P636 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor J Aitman.

P637 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

P638 PUBLIC PARTICIPATION

The Committee adjourned for this item.

A resident of Horton-Cum-Studley addressed the committee regarding Agenda item 7 – Botley West Solar Farm.

The meeting reconvened for planning applications to be considered.

P639 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.

P640 **WINDRUSH INDUSTRIAL PARK - ROAD NAMING**

The Committee received correspondence from West Oxfordshire District Council's address management team which had already been circulated.

Members confirmed there were no objections to the proposed name of "The Gateway".

Resolved:

That, the correspondence be noted.

P641 **REAR OF 37 CORN STREET - ROAD NAMING**

The Committee received correspondence from West Oxfordshire District Council's address management team.

Members had no objections to the proposed name of "Olive Court".

Resolved:

That, the correspondence be noted.

Councillor T Ashby Left 18:47pm (During Agenda Item 7)

P642 **BOTLEY WEST SOLAR FARM - PUBLIC CONSULTATION**

The Committee intently discussed the proposal submitted for which a public consultation was open until 15 December 2022.

Members acknowledged that the proposed sites were to the East of Witney, however, effects would still be felt within the parish, most notably on resident access to the countryside and the local biodiversity. Members were most concerned about the Ecology, landscape and visual impact that a development of this size and scale would have in West Oxfordshire now and in the future

Members expressed dissatisfaction at the level of community gain in terms of local energy and financial contributions to mitigate the creation of the farm if it went ahead. The scheme was opportunistic rather than as part of a national plan looking at the bigger picture and the need for such a large-scale solar farm when evaluated next to other Government-backed energy alternatives did not appear to be demonstrated.

Resolved:

That, Members comments, including those above be submitted via the public consultation feedback form.

The meeting closed at: 7.42 pm

Chair

Planning Minutes - 6th December 2022

636- 1	WTC/159/22	Plot Ref :-22/02953/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	16/11/2022
	Location :- 1 FRENCH CLOSE FRENCH CLOSE		Date Returned :-	07/12/2022
	Proposal : Two storey extension of existing dwelling and subdivision to create two dwellings.			
	Observations : Members discussed the design of the proposal and raised concerns that the changing roofline as reflected in the elevations is not aesthetically pleasing, and whether this design can be improved. Further, members expressed concern about the loss of a large amount of permeable area and 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.			
636- 2	WTC/160/22	Plot Ref :-22/02976/S73	Type :-	VARIATION
	Applicant Name :- .		Date Received :-	16/11/2022
	Location :- 73 HIGH STREET HIGH STREET		Date Returned :-	07/12/2022
	Proposal : Removal of condition 4 of permission 20/01766/FUL to allow proposed drainage plan.			
	Observations : Witney Town Council object to this application for removal of the planning condition. Members are disappointed that the planned soakaway is no longer included in the proposal and that no alternative provision is suggested to keep surface water out of sewerage networks. Members object to development which impacts the existing network.			
636- 3	WTC/161/22	Plot Ref :-22/02932/ADV	Type :-	ADVERTISIN
	Applicant Name :- .		Date Received :-	22/11/2022
	Location :- WITNEY SERVICES STATION LANE		Date Returned :-	07/12/2022
	Proposal : Erection of two replacement Illuminated Pylon Signs.			
	Observations : Witney Town Council has no objections regarding this application.			
636- 4	WTC/162/22	Plot Ref :-22/03125/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	22/11/2022
	Location :- 4 WITAN PARK INDUSTRIAL ESTATE WITAN PARK INDUSTRIAL ESTATE		Date Returned :-	07/12/2022
	Proposal : Change of use from class E (Offices) to class B (storage and distribution) along with alterations to fenestration.			
	Observations : Witney Town Council has no objections regarding this application.			

636- 5	WTC/163/22	Plot Ref :-22/03142/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	23/11/2022
	Location :- WITNEY SERVICE STATION WELCH WAY		Date Returned :-	07/12/2022
	Proposal :	Demolition of existing portable cabin and the creation of a charging zone comprising of the erection of EV chargers with EV canopy over and associated forecourt works. Change of use of land to allow siting of sub-station enclosure.		
	Observations :	Witney Town Council object to this application in its current form. Members discussed the issues raised by Environmental Health, and echo the concerns regarding the proximity of the proposal to the neighbouring residential area. This proposal should not be approved until all regulatory requirements are explored and met. Further, Members note the issues raised by the arboricultural impact assessment and object to the proposal causing harm to trees on the site and trees at neighbouring properties.		
		However, Witney Town Council welcome the principle of EV Charging point installations for the town and look forward to a revised application which addresses the concerns raised above.		
<hr/>				
636- 6	WTC/164/22	Plot Ref :-22/03158/S73	Type :-	VARIATION
	Applicant Name :- .		Date Received :-	23/11/2022
	Location :- 124 CORN STREET CORN STREET		Date Returned :-	07/12/2022
	Proposal :	Removal of condition 3 of planning permission 15/02242/FUL to allow the annexe to be used as a separate dwelling.		
	Observations :	Witney Town Council object to the removal of the planning condition. The annexe, if made a separate dwelling, does not comprise sufficient amenity space for an acceptable level of quality of living.		
<hr/>				
636- 7	WTC/165/22	Plot Ref :-22/03156/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	23/11/2022
	Location :- 11 BROADWAY CLOSE BROADWAY CLOSE		Date Returned :-	07/12/2022
	Proposal :	Erection of single storey rear extension to form study/bedroom and shower room.		
	Observations :	Witney Town Council has no objections regarding this application.		
<hr/>				
636- 8	WTC/166/22	Plot Ref :-22/02891/LBC	Type :-	LISTED BUI
	Applicant Name :- .		Date Received :-	23/11/2022
	Location :- 36 WEST END WEST END WITNEY		Date Returned :-	07/12/2022
	Proposal :	Internal and external alterations to replace the doors to the front and rear of dwelling.		
	Observations :	Witney Town Council has no objections regarding this application.		

636- 9 WTC/167/22

Plot Ref :-22/03163/HHD

Type :- HOUSEHOLDE

Applicant Name :- .

Date Received :- 28/11/2022

Location :- 107 BURFORD ROAD
BURFORD ROAD
WITNEY

Date Returned :- 07/12/2022

Proposal : Erection of a two storey side and replacement single storey rear extension with roof mounted solar panels. Construction of a detached garage to replace existing carport.

Observations : Members discussed the value of the existing trees on the site and ask that the development does not have any harmful impact on the existing trees. Further, should the proposal be approved, the tree roots are protected during the construction. Otherwise, Witney Town Council have no objection to this proposal.

The Meeting closed at : 7:42pm

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, 3 January 2023

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

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

P1 APOLOGIES FOR ABSENCE

A retrospective apology for absence was received from Councillor T Ashby

P2 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

P3 PUBLIC PARTICIPATION

There was no public participation.

P4 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

P5 PLANNING APPEAL DECISIONS

The Committee received notice of planning appeals:

APP/D3125/W/21/3288456 – 35-37 Woodgreen, Witney

APP/D3125/Y/21/3288457 – 35-37 Woodgreen, Witney
APP/D3125/C/22/3295084 – 17 Ashcombe Close, Witney
APP/D3125/W/22/3291279 – 2 Springfield Park, Witney

Resolved:

That, the planning appeals be noted.

P6 **LICENSING APPLICATION CONSULTATION W/22/01475/PAVLIC - COSTA, WELCH WAY**

The Committee, given the short statutory timescale to respond, received documents electronically on 15 December 2022 for their consideration.

Resolved:

That, a no objection response was submitted on 20 December 2022.

The meeting closed at: Time Not Specified

Chair

1

1- 4	WTC/004/23	Plot Ref :-22/03410/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-		Date Received :-	21/12/2022
	Location :-	30 TOWNSEND ROAD TOWNSEND ROAD	Date Returned :-	04/01/2023
	Proposal :	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.		

1- 5 WTC/005/23 Plot Ref :-22/03390/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 21/12/2022
Location :- 2 STANWAY CLOSE Date Returned :- 04/01/2023
STANWAY CLOSE
Proposal : Single story 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.

1- 6 WTC/006/23 Plot Ref :-22/03406/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 21/12/2022
Location :- 25 WOODFORD MILL Date Returned :- 04/01/2023
WOODFORD MILL
MILL STREET
Proposal : Erection of a Shed.
Observations : Witney Town Council has no objections regarding this application.

The Meeting closed at : 6:20pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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

Held on Tuesday, 24 January 2023

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

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser	V Gwatkin
	T Ashby	P Hiles
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Claire Green	Administration Support - Planning & Stronger Communities
Others:	2 members of the public.	

P45 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Duncan and J Aitman.

P46 DECLARATIONS OF INTEREST

Councillor P Hiles declared a non-pecuniary interest in application 22/03354/FUL by virtue of knowing the applicant.

P47 PUBLIC PARTICIPATION

The Committee adjourned for this item.

The committee received representations from Hannah Bourne-Taylor a resident of Enstone and petitioner for the installation of Swift Bricks in properties to help red listed birds. Agenda Item 12.

Further representation was made by a resident of Church Green, Witney concerning planning application 22/03354/FUL to be discussed at part of Agenda Item 5.

The members asked each participants questions after which both members of the public left the meeting.

The Committee reconvened.

P48 **MINUTES**

The minutes of the Climate, Biodiversity & Planning Committee meetings held on 15 November, 6 December 2022, and 3 January 2023 were received.

Resolved:

That, the minutes of the Climate, Biodiversity & Planning Committee meetings held on 15 November, 6 December 2022, and 3 January 2023 be approved as a correct record of the meeting and be signed by the Chair.

P49 **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.

P50 **PLANNING DECISIONS**

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

Resolved:

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

P51 **PLANNING APPEAL DECISION NOTIFICATION - 13 WILLOWBANK, WITNEY**

The Committee received notice of planning appeal APP/D3125/W/22/3299642 – 13 Willowbank, Witney.

Resolved:

That, the planning appeal decision be noted.

P52 **PLANNING APPEAL DECISION NOTIFICATION - LAND AT WITNEY ROAD, DUCKLINGTON, OXFORDSHIRE**

The Committee received notice of planning appeal APP/D3125/W/3297487 – Land at Witney Road, Ducklington.

Resolved:

That, the planning appeal decision be noted.

P53 **WEST OXFORDSHIRE DISTRICT COUNCIL VALIDATION FOR PLANNING APPLICATIONS**

The Committee received the correspondence of the West Oxfordshire Council Planning Team regarding new planning application validation checklists.

Members were pleased in particular to see improvements to Biodiversity and Climate Sustainability, including flood risk. Officers hoped to have a copy of the new checklist at the next Climate, Biodiversity and Planning meeting due on 14 February 2023.

Resolved:

That, the correspondence be noted.

P54 **NOTICE OF DEFINITIVE MAP NOTICE OF LANDOWNER DEPOSIT**

The Committee received and considered the correspondence deferred from the meeting of Full Council on 10th October 2022 concerning land adjacent to Cogges Priory at Langel Common.

Members discussed that there were several paths that were walked regularly by the public on this area of land which have gone unchallenged for a number of years. Access to the land was not restricted, in part, due to the poor maintenance of the fencing around the land but cost permitting, an application to retain these paths should be made.

Members agreed to delegate to the Deputy Town Clerk to contact West Oxfordshire District Council (WODC) to scope out if an application for Village Green status would be beneficial.

Resolved:

1. That, the correspondence be noted and,
2. That, a Definitive Map Modification Order be considered for the paths and,
3. That, the Deputy Town Clerk writes to WODC to enquire about village green status.

P55 **LICENSING APPLICATION CONSULTATION - W/22/01158/PAVLIC - THE CORN EXCHANGE, MARKET SQUARE**

The Committee received the application by The Corn Exchange, Market Square for a renewal of their pavement licence.

Resolved:

That, the Council makes no comment on this application.

P56 **A PETITION TO GOVERNMENT TO PROTECT THE SWIFT POPULATION**

The Committee heard from a member of the public during public participation and received a handout with information explaining the benefits of Swift Bricks and a petition she had created.

Members discussed the issue and one member noted there was a population of swifts in Corn Street some years ago and it would be good to see them return.

The Committee heard the issue had been discussed at the District Council earlier in the month and agreed that if they created a planning condition it would make it easier to include in future planning responses the Committee make. Members decided that the Council should write to District Council supporting the case for Swift Bricks so an informed decision on how to proceed could be made.

The Chair advised that this delay did not stop members individually supporting and sharing details of the petition.

Members asked that officers review the Town Council's buildings for the viability of installing Swift bricks or boxes.

Resolved:

1. That, officers write to WODC and request an update on inclusion of Swift Bricks and,
2. That, any decision is deferred until response from WODC received and,
3. That, the Council asks WODC that consideration of Swift Bricks is added to the biodiversity checklist and,
4. That, members are welcome to support and share the petition individually and,
5. That, the Operations Manager and Ranger assess council properties for the viability of installation of Swift Box/Bricks.

The meeting closed at: 7.55 pm

Chair

49

Page No 5

49- 9 WTC/015/23 Plot Ref :-22/03485/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 17/01/23
 Location :- 26 WOODFORD MILL Date Returned :- 25/01/23
 WOODFORD MILL
 Proposal : Erection of garden pergola (retrospective).
 Observations : Witney Town Council has no objections regarding this application.

49- 10 WTC/016/23 Plot Ref :-22/03142/FUL Type :- FULL
 Applicant Name :- . Date Received :- 17/01/23
 Location :- WITNEY SERVICE STATION Date Returned :- 25/01/23
 WELCH WAY
 Proposal : Demolition of existing portable cabin and the creation of a charging zone comprising of the erection of EV chargers with EV canopy over and associated forecourt works. Change of use of land to allow siting of sub-station enclosure.
 Observations : Witney Town Council acknowledge the improvements to this proposal and have no objections to the revised design. Members encourage the site owners to consider the installation of customer cycle racks.

49- 11 WTC/017/23 Plot Ref :-23/00029/FUL Type :- FULL
 Applicant Name :- . Date Received :- 16/01/23
 Location :- THE ANNEXE, 124 CORN STREET Date Returned :- 25/01/23
 CORN STREET
 Proposal : Change of use from an existing self-contained annexe to a separate dwelling with associated works.
 Observations : Witney Town Council object to this application. The annexe, if made a separate dwelling, does not comprise sufficient amenity space for an acceptable level of quality of living.

49- 12 WTC/018/23 Plot Ref :-22/03525/FUL Type :- FULL
 Applicant Name :- . Date Received :- 16/01/23
 Location :- UNIT 21 Date Returned :- 25/01/23
 AVENUE TWO
 Proposal : Temporary siting of 6no. shipping containers.
 Observations : Witney Town Council have no objections to this application, but ask that a time period planning condition be attached to any consent to reflect the temporary nature of the proposal.

49- 13 WTC/019/23 Plot Ref :-22/01068/FUL Type :- FULL
 Applicant Name :- . Date Received :- 16/01/23
 Location :- T ROBINS BUILDING Date Returned :- 25/01/23
 AVENUE THREE
 Proposal : Change of use from current mixed/warehouse to Sui Generis to allow the premises to be used as a live music and entertainment venue along with a bar serving alcohol, hot and cold food.
 Single storey extension to the front aspect to provide new ladies toilets and disabled toilets with access and fire escapes.
 Change to the front of Unit 5 (in service yard) to create venue entrance, and addition of window for box office.

Observations : Witney Town Council continue to support this application for a live music venue for the town, and have no objection to this application.

The Meeting closed at : 7:50pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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

Held on Monday, 9 January 2023

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

Present:

Councillor V Gwatkin (Chair)

Councillors:	J Aitman	L Duncan
	L Ashbourne	D Enright
	T Ashby	
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Derek Mackenzie	Senior Administrative Officer &
		Committee Clerk
Others:	None.	

PR13 APOLOGIES FOR ABSENCE

No apologies for absence were received.

PR14 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers. Cllr Gwatkin advised her spouse was involved with Junior Parkrun, but this was separate to the adult organisation being discussed under agenda item 9.

PR15 MINUTES

The minutes of the meeting of the Parks & Recreation Committee meeting held on 31 October 2022 were received.

The Town Clerk updated members that she was meeting with West Oxfordshire District Council regarding outstanding legal matters including the transfer of ownership of playparks.

Resolved:

That, the minutes of the Parks & Recreation Committee meeting held on 31 October 2022 be approved as a correct record of the meeting and be signed by the Chair.

Councillor D Enright arrived at 6.06pm during Public Participation

PR16 **PARTICIPATION OF THE PUBLIC**

The Committee adjourned for this item.

The committee received representations from Witney Park Run concerning Agenda Item 9

The Committee reconvened.

PR17 **WITNEY PARKRUN - LICENCE RENEWAL**

The Committee was unanimous in approval of extending the licence for Witney Parkrun to continue carrying out their event at West Witney Sports Ground.

Resolved:

That, Witney Parkrun be granted a 4-year extension to run until March 2027, including Christmas and New Year events.

PR18 **THE LEYS TRAFFIC CALMING**

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

The Committee were disappointed not be able to view details of the County Council consultation responses regarding this proposed scheme. Only 22 responses were received but it was not possible to see if these were local residents or to validate the impact the changes would have on these respondents.

Members thought this low number of responses was not reflective of the thoughts of the residents of Witney and questioned why the nearest residents had not shown support when their former comments had led to this proposal. The Deputy Town Clerk confirmed that the consultation was promoted via social media by both Oxfordshire County Council and Witney Town Council and support had been provided by the above residents unofficially when the plans had been produced.

Members believed the scheme would add road safety around the open space the Leys offers, however one member's opinion was that the use of speed cushions rather than speed bumps would not be sufficient to slow vehicles as they would simply "straddle" them.

The Committee requested that officers ask for a delay in the final decision being made by OCC in order to allow the Town Council to ask residents local to The Leys to provide their opinions.

Resolved:

1. That, the report be noted and,
2. That, Officers contact OCC to ask if the decision can be delayed and,
3. That, Officers explore options to further consult residents of Leys Villas.

PR19 LEYS PLAY AREA SURFACING

The Committee received and considered the report of the Operations Manager regarding the playground entrance as well as a verbal update from the Deputy Town Clerk regarding recent comments received from RoSPA following an inspection.

Members agreed with the report and asked that the Operations Manager proceed with grounds renovation works in early spring.

The Deputy Town Clerk advised that following a recent inspection from RoSPA, a second entrance should be considered, to provide a secondary exit point for any park user to use e.g., following intimidation. This second exit would also be useful in future, for example if further access works are required.

Resolved:

1. That, the report be noted and,
2. That, the Council proceeds to complete ground renovation works in early Spring, closing the main entrance of the Leys with both triple swing sets. A temporary entrance would be created for this period and,
3. That, officers explore making the temporary entrance into a second permanent entrance.

PR20 SMOKE FREE OXFORDSHIRE BY 2025 – SMOKE FREE PARKS

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

Members believed that the installation of signage would support park users that wish to encourage others not to smoke in the play areas. They also asked that any signage be extended to include Vapes as well as conventional smoking.

Resolved:

1. That, the report be noted and,
2. That, an application be made to the Smokefree Community Fund for assistance in the cost of signage.

PR21 WODC PLAYING PITCH STRATEGY

The Committee received a verbal update from the Town Clerk along with a copy of the West Oxfordshire Playing Pitch Strategy & Action Plan Report for consideration.

Members heard that West Oxfordshire District Council had recently appointed an individual to implement the strategy. The Town Clerk confirmed that she would be meeting with this person soon.

The Deputy Town Clerk confirmed that the council would be writing soon to all sports clubs to provide an update on the recreation grounds, including details on the pitch

renovations which have been carried out at The Leys, along with provisional plans for the rest of the current and closed season.

A Member added that she had received positive feedback on the councils' communications during the period of renovation at The Leys, this was further supported by the thanks received by the Operations Manager from Witney Vikings football team.

Resolved:

That, Playing Pitch Strategy, with action plan and verbal update be noted.

PR22 FINANCE/BUDGET REPORT

The Committee received and considered the financial report provided by the Town Clerk.

Resolved:

That, the report be noted.

PR23 EXCLUSION OF PRESS & 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.

PR24 PROPERTY & LEGAL MATTERS

The Committee received and considered the report of the Deputy Town Clerk along with a verbal update.

Members were disappointed to hear that the painting contractor for West Witney tennis courts could not return until spring to resolve issues with the Court re-coating and understood officers had done all they could at this point on this matter.

Members discussed the County Council's Local Cycling & Walking Infrastructure Plan (LCWIP) and an application under the Wildlife & Countryside Act pertaining to land adjacent to Lakeside Allotments.

Resolved:

1. That, the report be noted and,
2. That, the update on West Witney Tennis Courts re-coating be noted and,
3. That, an objection is submitted regarding the LCWIP to use of land adjacent to Lakeside Allotments as a cycling and walking route and,

4. That, the Council objects to the application under the Wildlife and Countryside Act.

PR25 **MAJOR/STRATEGIC PROJECTS UPDATE**

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

Members asked if the council would consider using some of the £75,000 being held for improvements at Burwell Hall towards the cost of the installation of lockers and a refurbishment of the current changing rooms.

Members heard from the Town Clerk that should The Leys masterplan project proceed then a loan would be required to cover the £250,000 pledged in principle.

The Town Clerk also advised she was awaiting to hear further in respect of the development plans for West Witney Sports & Social Club. She was due to meet with representatives soon.

Resolved:

That, the report, and verbal updated be noted.

The meeting closed at: 6.55 pm

Chair

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

Held on Monday, 16 January 2023

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

Present:

Councillor M Jones (Chair)

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

H26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P Hiles, L Duncan, V Gwatkin and T Ashby.

H27 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

H28 MINUTES

The minutes of the Halls, Cemeteries & Allotments Committee meeting held on 7 November 2022 were received.

Resolved:

That, the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 7 November 2022 be approved as a correct record of the meeting and be signed by the Chair.

H29 PUBLIC PARTICIPATION

There was no public participation.

H30 FINANCE REPORT

The Committee received and considered the financial report of the Responsible Financial Officer.

Members had no questions.

Resolved:

That, the report be noted.

18:12pm Councillor J Aitman arrived during Agenda Item 6 - Public Halls Report

H31 PUBLIC HALLS REPORT

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

The report concerned hall usage numbers, further refurbishment updates on the Gallery Room carpet and on the purchase of a projection equipment. Members also reviewed subsidised hire for a line dancing group held in conjunction with the Council's tea dance and agreed to remove the subsidy due to the small number of attendees. If the current organiser wished to continue it would be chargeable under a one-hour hire fee.

Members were pleased to see the extensive list of events proposed and thanked the Venue & Events Officer and his team for striding forward with these now that the improvements were complete.

Resolved:

1. That, the report be noted and,
2. That, the subsidised hire for Line Dancing ceases and the Venue & Events Officer agrees a new hire fee if required.

H32 LANGDALE HALL - WITNEY HORTICULTURAL SOCIETY SIGN REQUEST

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

Members had no concerns with the erection of a new noticeboard on Langdale Hall as the ICE Centre supported the plan, so were unanimous in their support.

Resolved:

1. That, the report be noted and,
2. That, agreement to the placing of a noticeboard by Witney Horticultural Society as proposed be given.

H33 HOLY TRINITY CHURCHYARD TREE WORKS

The Committee received and considered the report of the Operation Manager.

Members discussed the removal of three trees outlined in the report which currently fell outside the Council's tree policy and were all reluctant to remove healthy trees. However, Members could see the importance of their removal to ensure that future potential costly removal was not incurred and agreed it would be a great shame to see damage to a gravestone if this could be prevented. The planting of tree saplings to replace the trees in a more appropriate area should be considered. The Committee believed it important to communicate the removal effectively so that the church and community understood the decision taken and

that further works would only be taken when they were physically required in line with regular maintenance.

The members agreed that the responsibility for preventing wildlife entering the church lied with the church.

Resolved:

1. That, the report be noted and,
2. That, removal of the three trees as identified in the report and any additional work identified by the 2023 tree report be carried out and,
3. That, the Council confirms to Holy Trinity Church that protecting the building from wildlife was their responsibility and,
4. That, Holy Trinity Church be asked to replace the removed trees with saplings.

H34 **ALLOTMENT GATES**

The Committee received and considered the report of the Operation Manager.

Members were in favour of the replacement gates in order to improve the security of the allotments, however they were concerned that the gate, replaced in 2020, at Hailey Road was proposed to be again replaced and if this was good use of council funds. The Deputy Town Clerk confirmed that the existing gate would be repurposed at Burwell playing fields where a gate was required but members also asked that officers confirm with the Allotment Association the gate required so this didn't occur again in the future.

Members were also pleased to hear via a verbal update from the Committee Clerk that the inclusive allotment plots at Windrush Allotments, offered to both the ICE Centre and Windrush School had been taken up.

Resolved:

1. That, the report, and verbal update be noted and,
2. That, the gates are replaced as recommended by the Operations Manager and,
3. That, the selection of contractor be delegated to the Operation Manager.

H35 **NEWLAND ALLOTMENTS - ADJACENT PATH LIGHTS REQUEST**

The Committee received and considered the report of the Operation Manager.

A member gave a verbal report on the issue to say that the plan was to install three or four solar lights at ground level to provide a small amount of light, similar to that which is used in sport facilities to light pathways. Though the cost was unknown to him, he expected it to be in the minimal and would come from his councillor priority funding.

Officers advised, that on an agreement in principle, the Witney Allotment Association should be consulted out of courtesy to see what impact this may incur.

Members raised a concern but were assured by the Member that any ongoing maintenance and responsibility would lie with Oxfordshire County Council.

It was also highlighted that this path had come up as an issue in both the Local Cycling and Walking Infrastructure Plan and Thames Valley & District Council's Safer Streets' reviews.

Resolved:

1. That, the report be noted and,
2. That, the Allotment Association should be approached to seek their agreement to the installation.

The meeting closed at: 6.45 pm

Chair

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

Held on Monday, 23 January 2023

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

Present:

Councillor L Ashbourne (Chair)

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

SC36 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Duncan, J Aitman and O Collins.

SC37 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

SC38 MINUTES

The minutes of the meeting of the Stronger Communities committee held on 14 November 2022 were received.

The Deputy Town Clerk advised that the 'chat bench' was nearly ready and would be installed soon.

Resolved:

That, the minutes of the Stronger Communities committee held on 14 November 2022 be approved as a correct record of the meeting and signed by the chair.

SC39 PUBLIC PARTICIPATION

There was no public participation.

SC40 FINANCE REPORT

The Committee received the report of the Responsible Financial Officer.

A Member asked what the plans were for spending the £10,000 budgeted, but yet unspent of 408/4111 – *Water Safety/Education*. The Town Clerk confirmed that there were plans to enhance the signage around the lake and any remaining funds would be rolled over to next year to be used as needed.

Resolved:

That, the report be noted.

SC41 COMMUNICATIONS REPORT

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

Members discussed the options for the delivery of the annual Newsletter to residents and preferred Contractor Two as this would be a separate A4 newsletter and not included inside another publication. Members had concerns that Contractor Two wouldn't deliver to Windrush Place however the Deputy Town Clerk confirmed this estate would be covered for an additional cost but would include Colwell Green, outside of the parish boundary.

To get the most reliable results members suggested that a space for the respondent to write their postcode on the reply questionnaire would allow officers to remove any responses that were outside of Witney.

Members delegated to Officers, in conjunction with the Chair of the Stronger Communities Committee, to resolve any issues that arose in relation to the issuing of the newsletter.

Members also discussed the review of press coverage; they were pleased to hear that press releases issued by the council generally always appear in the media. Members agreed that any council news, however small, was shared with the media to maintain clear communications with the residents of the parish. Members asked for the Press Spreadsheet to cover any press releases including those that do not get picked up by the media outlets.

Resolved:

1. That, the report, and verbal update be noted and,
2. That, the Council proceeds with Contractor 2 for the newsletter distribution and,
3. That, any issues with this should be delegated to the Deputy Town Clerk, in conjunction with the Chair and,
4. That, any news is forwarded to the media no matter how small and,
5. That, all official press releases should be noted on the Press spreadsheet.

SC42 COMMUNITY ENGAGEMENT REPORT

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

The Committee welcomed updates on the annual resident's survey which was due in March, a revamped mailing list, and advertisements on new Councillor recruitment ahead of elections in May.

The Deputy Town Clerk gave a verbal update advising members that a meeting attended by the Deputy Town Mayor regarding Le Touquet airport was in fact with representatives from a company who were tendering to manage it and therefore this was not something the council would engage in further.

Members discussed the request from Witney Blanket Hall for a display in the administration office window and agreed to install three A3 advertising boards to promote 'Witney Heritage', one of which could be provided to the requestor. The others could be offered to other historical organisations in the town, and these would be to advertise the buildings, their work and locations but not advertise fee-paying events; the Council had noticeboards for the latter and would be happy to advertise community events there.

The Committee discussed the request from the Rotary Club of Witney to have a window display for two months at the end of the year to highlight the 'Wrap Up Project'. Members considered the request which was outside of the policy and thought it unfair whilst there was such high demand from other groups, particularly in the run up to Christmas. Members agreed to limit the window display to one month however agreed for Rotary to display an A3 poster in the window for the additional month if space allowed.

Resolved:

1. That, the report, and verbal update be noted and,
2. That, the Rotary Club request for a two-month display be refused however the offer of one-month additional advertising by way of a A3 poster be granted and,
3. That, Witney Blanket Hall, Cogges Farm Museum and Witney Museum be approached by officers to provide display advertising material for the Heritage display boards in the administration office window.

SC43 CORONATION OF KING CHARLES III

The Committee received the report of the Communications & Community Engagement Officer, this was an updated report following the announcements from Buckingham Palace the day before the meeting regarding the type of events King Charles III wished to hold over the coronation weekend.

The Deputy Town Clerk provided a verbal update advising members that there would no longer be a bonfire as this was specifically requested by the King.

Members supported a suggestion that the Corn Exchange be offered to volunteer groups on 8th May in order to meet with the King's idea of "The Big Help Out".

The committee heard the bunting campaign and schools commemorative book idea would commence soon. The bunting campaign would ask the parish to create sections of bunting, ideally upcycling old material, to be hung over the coronation weekend which would then be used for future events.

Resolved:

1. That, the report, and verbal update be noted and,
2. That, the Corn Exchange be offered as a subsidised let to local Volunteer groups for the Big Help Out.

SC44 **THIRD PARTY EVENTS REPORT**

The Committee received the report of the Venue & Events Officer.

Members were pleased to see that the children's play day event would be hosted at Oxlease after several successful years in the South of the town, this was a welcome alternative that would allow families from the North and East areas of Witney, that couldn't reach Burwell to participate.

The Committee welcomed the schedule of other third-party events and agreed for the Berks, Bucks & Oxon Wildlife Trust (BBOWT) to host a pop-up stand on The Leys in February and August.

A member asked if the Theatre Group which performed to children on The Leys recreational field last year would be returning. Officers advised it was currently not known but enquiries could be made.

Resolved:

1. That, the report be noted and,
2. That, the request from BBOWT be granted and,
3. That, the Venue & Events Officer contacts the Oxford Playhouse theatre group to see if they wish to host an event this year.

The meeting closed at: 6.53 pm

Chair

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

Held on Monday, 30 January 2023

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 Nigel Warner	Deputy Town Clerk Town Clerk Senior Administrative Officer & Committee Clerk Responsible Financial Officer
Others:	3 members of the public.	

F57 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Jones, D Harvey & L Duncan.

F58 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

F59 MINUTES

The minutes of the Policy, Governance & Finance Committee meeting held on 21 November 2022 were received.

Resolved:

That, the minutes of Policy, Governance & Finance Committee meeting held on 21 November 2022 be approved as a correct record of the meeting and be signed by the Chair.

F60 PUBLIC PARTICIPATION

The Committee adjourned for this item.

The committee received representations from Eric Marshall of Witney Music Festival concerning both Agenda Items 6 and 12.

The Committee reconvened.

F61 **PARTNERSHIP AGREEMENT - WITNEY MUSIC FESTIVAL**

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

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

Members raised some ambiguity concerning Sections 8 and 4d and asked if there could be greater clarity on the level of financial support from the council in future years prior to its approval at the meeting of the Full Council on 13 February 2023.

The acceptance of the partnership agreement was proposed by Councillor O Collins and Seconded by Councillor R Smith. Members voted, 4 in favour, 1 abstention.

Resolved:

1. That, the report, and verbal update be noted and,
2. That, Officers re-visit the sections above to make it clearer what funding could be provided by the Council and,
3. That, the final version of the agreement be made available for ratification by Full Council on 13 February 2023.

F62 **GRANTS & SUBSIDISED LETTINGS**

In order for the members of the public present to observe the discussion on this item, the grant application for Witney Music Festival was brought forward at this juncture.

The Committee considered the grant application and recognised the benefit the annual event at the Leys provided the community, so agreed to the request for £10,000.

Resolved:

1. That, the grant request by Witney Music Festival for the sum of £10,000 be agreed from the discretionary grants budget and'
2. That, this grant be awarded under the General Power of Competence and that the recipient be asked to acknowledge the Council's financial contribution in their promotional literature and during the event.

F63 **THIRD PARTY EVENTS – POLICY REVIEW**

The Committee received and considered the amended Third-Party event policy prepared jointly by the Venue & Events Officer and Operations Manager.

Members thanked officers for a competently put together and straightforward document that was easy to read and were pleased to see issues arising throughout the year were included along with impending legal changes on events.

Resolved:

That, the Witney Town Council Event Hosting Policy is updated with the amendments proposed.

F64 **INTERNAL AUDIT - INTERIM REPORT 2022/23**

The Committee received and considered the Interim Report prepared by Auditing Solutions Ltd. Along with an update from the Responsible Financial Officer.

Members were pleased to see there were no issues or matters arising from the report.

The RFO confirmed to members that the next audit would focus on the Corn Exchange café income and expenditure.

Resolved:

That, the Interim Audit Report be noted.

F65 **ANNUAL INVESTMENT STRATEGY**

The Committee received and considered the report of the Responsible Financial Officer (RFO)

The RFO gave a verbal update to advise that a change in the investment strategy would allow the Town Clerk to consult with the RFO on the investment of funds, rather than the Chair of this Committee but any changes would be reported at the next available meeting.

In response to questions from members the RFO confirmed that the investments the council held were in a variety of accounts including a low-risk basket of investments managed by CCLA Investments who provide investment management principally to Charities, Church of England and the public sector. Statements showing current investments could be referred to this committee alongside payment of accounts in the future.

Members voted unanimously in favour of approval of the current investments and the proposed new Annual investment Strategy.

Resolved:

1. That, the written and verbal report is noted and,
2. That, the current investment in secure banks is approved, and,
3. That, the revised Annual Investment Strategy is approved and,
4. That, the RFO to provides a breakdown of where investments are held in future reports.

F66 **ANNUAL TOWN MEETING 2023**

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

Members discussed the options for layout of the hall, opting for Option two as this would allow residents to see the new seating partly exposed and agreed it was more welcoming to sit around the tables rather than have a row of councillor sitting in a line on the stage.

Members welcomed the idea of grant recipient organisations being invited to the meeting, with perhaps Witney Music Festival providing a musician in the café/bar area to welcome residents.

Resolved:

1. That, the report be noted and,

2. That, Option 2 be used for the layout and,
3. That, local grant recipients are invited to attend and,
4. That, a PowerPoint presentation be provided if time/resources permitted and,
5. That, the Witney Music Festival be approached to provide a musician.

F67 CALENDAR OF MEETINGS

The Committee received the draft calendar of Meetings for the 2023/24 council year.

Resolved:

That, the draft calendar be accepted.

F68 PAYMENT OF ACCOUNTS

The Committee received the report of the Responsible Financial Officer with the accompanying payment schedules, bank statements and reconciliations.

Resolved:

That, the report, bank statements and reconciliations be noted, and the following schedule of payments be approved:

Cheque Numbers	In the sum of:	Account
Cheque 101194 - 101199, DDs, and Standing Orders November 2022	£87,282.11	General CB 1
Cheques 33805 - 33886, DDs, BACS, and Standing Orders November 2022	£186,421.33	Imprest CB 2
DDs, and Standing Orders December 2022	£8,970.86	General CB 1
Cheques 33887 - 33914, DDs, BACS, and Standing Orders December 2022	£158,688.55	Imprest CB 2

F69 GRANTS & SUBSIDISED LETTINGS

The Committee received the report of the Deputy Town Clerk.

The Committee considered Discretionary Grant Applications from Witney Talking News and Witney Town Band and supported the awards unanimously.

With regard to the request from Clean Slate, Members deferred a decision to allow officers to request further information from Clean Slate regarding the work they do for Witney residents and supporting accounts information.

The Committee was unanimously in agreement of the request from Wear Without Waste for a subsidised let of the Corn Exchange for their fashion show. Members asked Officers to enquire as to how residents access the Wear Without Waste services.

The report also advised the Youth Services Grant award to The Parish of Witney has been returned as the project it had been awarded for had was currently not viable. Members discussed and agreed that the funds should be returned to the Council's reserves, but they would consider a further application in the future should The Parish of Witney wish to apply.

In addition to the community grant request from Witney Music Festival awarded earlier, further requests were unanimously approved for Witney Carnival and Oxfordshire Play Association.

Members also discussed four requests for subsidised letting on council event land which all provided a benefit to the community. Members were unanimous in their decision to approve Witney Music Festival, Witney Carnival and LibFest subsidised hire. The application for Witney Pride resulted in a vote of four for approval with one member against.

Members were pleased to receive correspondence from Volunteer Link-Up thanking them for a grant award.

Resolved:

1. That, the report be noted and,
2. That, Witney Town Band (Training Band) be awarded a grant of £300 and,
3. That, Witney Talking News be awarded a grant of £500 and,
4. That, a decision on awarding Clean Slate be deferred subject to further information and,
5. That, subsidised hire of the Corn Exchange for Wear Without Waste to the sum of £283.33 be agreed and,
6. That, the sum of £2,500, awarded to the Parish of Witney be returned to the Council's general fund and,
7. That, the grant of £10,000 be approved for Witney Music Festival (as agreed earlier) and,
8. That, the grant of £2,100 be approved for Witney Carnival and,
9. That, the grant of £1,000 be approved for Oxfordshire Play Association and,
10. That, the subsidised lettings applications for Witney Music Festival (£2,214), Witney Carnival (£1,660.50), LibFest (£1,476) and Witney Pride (£738) be approved and,
11. That, these grants be awarded under the General Power of Competence and that the recipients be asked to acknowledge the Council's financial contribution in their promotional literature.
12. That, the correspondence from Volunteer Linkup be noted.

F70 FINANCIAL REPORT & ASSOCIATED MATTERS

Members received and considered the joint written report of the Deputy Town Clerk and Responsible Financial Officer (RFO).

Members were pleased to hear from the RFO that the income and expenditure statements had been brought as up to date as possible and gave an accurate position of the current budget spending.

Members noted the Corn Exchange theatre projection agreement and discussed the disposal of the Hall's former tiered seating platform. Members felt it a shame to scrap this and agreed to delegate to Officers to offer this for sale.

Members discussed the request received for one of the surplus children Christmas competition winning lights. They agreed that this should be granted at no cost to the requestee providing the

light successfully passes a Portable Appliance Test (PAT). This would be offered to parents after the lights came to the end of their natural display life of seven years.

The Committee considered and agreed to accept the offer to join the National Association of Local Council's (NALC) Super Councils Network at a cost of £530 (ex VAT) for 2023/24.

Resolved:

1. That, the report be noted and,
2. That, the disposal for the Corn Exchange seating platform be delegated to officers and
3. That, the request for the Christmas light be approved at no cost to the resident and,
4. That, the offer of to join NALC Super Council Network be accepted.

F71 SPLASH PAD - LARGE SCALE REPAIRS

The Committee received and considered the report of the Operations Manager.

Members felt that it was important that the repairs were carried out so as to avoid all potential occurrence of the splash park not being able to operate. They felt that the additional spending required for Option two was sensible as this would hopefully increase the lifespan of the Splashpad.

Resolved:

1. That, the report is noted and,
2. That, repairs and upgrades to the system are carried out with Option two of the report, and funded from the Earmarked Reserve set aside for the Splash Pad Renewal.

F72 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.

F73 PROPERTY & LEGAL MATTERS

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

Members were pleased to hear that the transfer of playparks across the town had progressed to an advanced stage with Heads of Terms being drawn up for Cedar Drive, Waterford Lane and Ralegh Crescent. Regarding Unterhaching Park the Town Clerk reported that the Operations Manager was due to review and approve the playpark surface repairs along with necessary repairs to the wall and gate by West Oxfordshire District Council prior to its final handover.

The Town Clerk updated members on her meeting with Witney Lawn Tennis Club. Further discussions would be required but at this stage, the Town Clerk was looking for agreement in principle to proceed with the negotiations as outlined.

Resolved:

1. That, the verbal update be noted.
2. That, permission be granted to the Town Clerk to negotiate a new lease with Witney Lawn Tennis Club.

F74 MAJOR STRATEGIC PROJECTS

The Committee received the confidential written report of the Town Clerk/C.E.O

Members were advised that Courtside CIC expected to hear back in March 2023 regarding their recent Grant application from the Community Ownership Fund. Once the decision was known the council could consider the implementation of the scheme and whether a decision on a new works depot would have an impact.

The Committee also considered the option to use some of the £75,000 Section 106 monies held for Burwell Hall towards the cost of installing new lockers and refurbishment of the existing changing rooms. All members agreed to this proceeding further.

Members were pleased to hear an update on the proposal for improvements to the existing West Witney Sports Ground building and facilities. All members agreed the sooner this could be actioned the better and it was pleasing to hear that the Sports & Social Club would be involved in the process.

The Committee were surprised at the costs supplied to provide a new depot to host the Council's Grounds Maintenance service. The Town Clerk confirmed that once the decision is known in respect of the Grant Application for The Leys Masterplan then options can be explored further.

Resolved:

1. That, the written report is noted.
2. That, the S106 funding set aside for the Burwell Hall/Recreation Ground be used towards the cost of installing new lockers and refurbishment of the existing changing rooms.

F75 STAFFING MATTERS

The Committee received and considered the confidential minutes of the Personnel Sub-Committee meetings held on 21 December 2022, 11 January and 25 January 2023.

Resolved:

That, the confidential minutes of the Personnel Sub-Committee meetings held on 21 December 2022, 11 January and 25 January 2023 be noted, and the recommendations contained therein approved.

The meeting closed at: 7.37 pm

Chair

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FULL COUNCIL

Date: 13 February 2023

Title: Civic Announcements

Contact Officer: Secretary to the Mayor – Loraine Harwood

DEC 22-FEB 23

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

Visits to various schools with prizes for In Bloom
Attendance at carol concert practice - Tower Hill school
Richmond Village care home Christmas Fayre
Phoenix Project launch event and art exhibition at Corn Exchange
St Mary's infant school Christmas fair
Wood Green school Christmas concert
Smith's Estate Christmas lunch
Witney Day Centre – Ceewood House Christmas dinner

REPRESENTING and PROMOTING WITNEY

Invite from Freemasons to Cinderella Panto at Oxford Playhouse
Witney BIC 10th Anniversary - attended by Dep Mayor
Twinning Association meeting – Corn Exchange
Thanksgiving and Christmas celebration for those in public service TVP at Christchurch Cathedral Oxford

KEY EVENTS AND COUNCIL ACTIVITY

Mayors Carols at St Mary's church
Photo call for new seating installation – Corn Exchange

RAISING FUNDS

Mayor's Charities 2022-23:

Volunteer Link Up

Windrush Bike Project

Prepared by:

Cllr Liz Duncan and Loraine Harwood

FULL COUNCIL

Date: Monday, 13 February 2023

Title: Standing Orders

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.

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 and was presented to the Council meeting of 5 December 2022. As best practice, the Standing Orders have stood adjourned until this meeting. If adopted, these Standing Orders will become the written rules of the council and state how it operates.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 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. Adopting the revised Standing Orders (as attached) for Witney Town Council.

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WITNEY
TOWN COUNCIL

STANDING ORDERS

Reviewed October 2022

INDEX

1. Time of Meetings	Page 3
2. Annual Meeting of the Council	Page 3
3. Ordinary Meetings	Page 3
4. Office Holders of the Council	Page 3
5. Election of Mayor Designate	Page 4
6. Council meeting – Chair	Page 4
7. Extraordinary Council Meetings	Page 4
8. Proper Officer	Page 4
9. Quorum	Page 6
10. Voting	Page 6
11. Order of Business at Annual Meeting of the Council	Page 7
12. Order of Business at Ordinary Meetings	Page 8
13. Notices of Motion	Page 8
14. Motions Moved without Notice	Page 10
15. Questions	Page 11
16. Respect for the Chair	Page 12
17. Point of Order and Personal Explanation	Page 12
18. Minutes of the Council	Page 12
19. Presentation of Committee Minutes	Page 13
20. Rules of Debate	Page 13
21. Closure Motions	Page 16
22. Disorderly Conduct	Page 17
23. Rescission of Previous Resolution	Page 17
24. Voting on Appointments	Page 17
25. Discussions and Resolutions affecting Employees of the Council	Page 17
26. Delegation of Urgent and Routine Matters	Page 17
27. Motions on Expenditure	Page 18
28. Accounts, Financial Procedures and Expenditure	Page 18
29. Sealing of Documents	Page 18
30. Committees and Sub-committees	Page 18
31. Ex-officio Members of Committees	Page 19
32. Standing Committees	Page 19
33. Special Committee Meetings	Page 20
34. Working Parties & Working Groups	Page 20
35. Presence of Non-members of Committees and Sub-committees at meetings	Page 21
36. Representation on Outside Bodies – Termination of membership	Page 21
37. Inspection of Documents	Page 21
38. Unauthorised Activities	Page 21
39. Canvassing of Recommendations by, and Relationship to members	Page 21
40. Confidential Business	Page 22
41. Admission of the Public and Press to Meetings	Page 22
42. Public Participation	Page 22

43. Press Facilities	Page 23
44. General Power of Competence	Page 23
45. Code of Conduct, Members Interests and Dispensations	Page 23
46. Code of Conduct Complaints	Page 25
47. Standing Orders	Page 25
48. Duration of Meetings	Page 26
49. Management of Information	Page 26
50. Responsibilities to provide Information	Page 26
51. Responsibilities under Data Protection Legislation	Page 26
52. Relations with the Press and Media	Page 27
53. Signature of Documents	Page 27

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.

Secunder's 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 they are 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, 13 February 2023
Title:	Appointment to Advisory Committees and External Bodies/Outside Organisations
Contact Officer:	Deputy Town Clerk - Adam Clapton

Background

The Town Council appoints representatives and nominated trustees to Advisory Committees/Outside Bodies which provide services to the residents of Witney.

Current Situation

The following organisations have current vacancies which should be considered by the Council.

Witney Town Charity

The Charity operates 18 Almshouses and provides grants for those in need. Within its constitution it allows for 6 Witney Town Councillors to be on the Trust as nominated Trustees.

One vacancy, from October 2022, for a 4-year term exists and the Charity has advised that non-councillors can be nominated by the Council, subject to professional experience.

The charitable objectives of the Witney Town Charity are:

1. The provision and maintenance of Almshouses for poor persons
2. The relief of poor persons in conditions of need, hardship, or distress.

The Charity is keen for trustees to have experience in or a willingness to be involved in projects covering; Social Housing & Homelessness, Issues affecting young people aged 11-25, and Poverty. A letter providing further details on the Charity and the commitment involved is available on request.

Air Quality Action Plans (AQAPs) Steering Group

West Oxfordshire District Council has established a Steering Group to suggest and decide on suitable mitigation measures for Air Quality Management Areas (AQMA) in Witney and Chipping Norton to improve on the current air quality status.

‘The process will require one 2.5hr workshop, with follow up correspondence and possibly (but unlikely) a second workshop/meeting, depending on how the project pans out. There may also be additional time required depending on how much preparation the Member would like to make and how much input the Town Council wish to have.

Finally, there may be a requirement to attend an annual review meeting to assess progress and amend the Plan if required.’

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 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. Proposing one nominated trustee to serve on Witney Town Charity on behalf of the Town Council and,
2. Proposing one Member to serve on the West Oxfordshire District Council Air Quality Action Plans (AQAPs) Steering Group

FULL COUNCIL

Date: Monday, 13 February 2023

Title: Civility & Respect

Contact Officer: Deputy Town Clerk - Adam Clapton

Background

Members will recall the National Association of Local Councils (NALC) has a project dedicated to promoting Civility & Respect in the parish/town Council sector.

The Town Council previously supported a Parliamentary Early Day Motion (EDM) calling for effective sanctions and mechanisms to improve 'Standards in Public Life' at its meeting held on 11 April 2022. The EDM was in response to the government's re-stated position that recommendations from a 'Review of Local Government Ethical Standards' in 2019 could be more appropriately and effectively taken forward by local authorities, rather than through further legislation. The Council resolved to encourage the MP for Witney to support the motion, minute no. 182 refers.

Current Situation

The NALC Civility & Respect Project has backed a new EDM on intimidation in community, parish and town councils, tabled in parliament by Dr Julian Lewis MP.

The motion calls on the government to revisit its response to the Committee on Standards in Public Life report on local government ethical standards and introduce its recommendations in full, including tougher sanctions such as suspension for poorly behaving councillors. The full EDM text can be seen below.

The Civility and Respect Project urges local (parish and town) councils to support the motion by writing to their MPs to back it.

Early Day Motion 611: tabled on 23 November 2022

Intimidation at community, parish and town councils

'That this House expresses its support and appreciation for local community, parish and town councils which are the first tier of local government in England and Wales and play a vital role in our communities; notes with concern that whilst the vast majority of local councils are well run, there remain behavioural issues in a small minority of councils and by members of the public which involve bullying, intimidation and harassment of both councillors and their staff, as confirmed through a dedicated Civility and Respect project

led by the National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC), One Voice Wales (OVW), county associations of local councils, and also highlighted by the Association of Local Council Clerks (ALCC); further notes with concern this is leading to councillors and staff leaving the sector and is creating difficulties in recruiting to those roles; and calls on the Government to re-visit its response to the Committee on Standards in Public Life report on local government ethical standards and introduce the report's recommendations in full including tougher sanctions such as suspension for poorly behaving councillors.'

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 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.

The MP for Witney responded to the previous request to support the motion by advising that he does not sign EDM's as they are ineffective and a waste of taxpayer's money. In the same response he advised he agreed with the sentiments of a robust system and was writing to the responsible Minister to raise the concerns and request an up-to-date position on the points raised.

It is likely the same response will be received so members should consider whether to lobby the MP to show a continued commitment to civility and respect in public life. A letter could ask for further updates relating to his earlier comments.

Financial implications

There are no financial implications.

Recommendations

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

1. Supporting EDM 611 – Intimidation at community, parish and town councils and if yes;
2. Whether to write and encourage the MP for Witney to emulate.

FULL COUNCIL

Date: Monday, 13 February 2023

Title: Witney Music Festival Partnership Agreement

Contact Officer: Deputy Town Clerk - Adam Clapton

Background

At the meeting of the Stronger Communities Committee on 26 September 2022, it was agreed that Witney Town Council should enter into a partnership agreement with Witney Music Festival to facilitate an annual community event on The Leys.

A Memorandum of Understanding Partnership Agreement was drafted in consultation with the Policy, Governance and Finance Committee and Witney Music Festival.

Current Situation

At the meeting of the Policy, Governance & Finance Committee on 30 January 2023, the partnership agreement (attached) was recommended for adoption by the Council with an amendment to section 8.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting 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 a financial risk to the Council should funds be paid as part of the agreement. These have been mitigated through the creation of this document.
- There is a reputational risk should the Council not enter into an agreement and the community benefit to the town is not realised.

Financial implications

- There is agreement to provide annual funding to the Witney Music Festival Leys event.

Recommendations

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

1. Adopting and therefore entering into a Partnership Agreement with Witney Music Festival (as set out in the Memorandum of Understanding).



Memorandum of Understanding Partnership Agreement

This Memorandum of Understanding Partnership Agreement ("the agreement") is made and entered into as of 14th February 2023.

BETWEEN: **Witney Town Council** (Partner A) located at:

Town Hall
Market Square
Witney
OX28 6AG

AND: **Witney Music Festival Ltd** (Partner B) located at:

Pebble Cottage
New Yatt Road
North Leigh
OX29 6TH

Whereas Partner A and Partner B are desirous to enter this memorandum of understanding between them, setting out the terms and conditions of the Partnership.

Now therefore, in consideration of the mutual agreements contained in this Agreement, the parties hereto agree as follows:

1. Partnership Purpose & Scope

The purpose of the Agreement is to clearly identify the roles and responsibilities of each Partner as they relate to the facilitation of the Witney Music Festival, held annually on the Leys Recreation Ground. In particular, this MOU is intended to outline the way in which they can work together to ensure the continued success of this valued community event administratively, operationally, financially and to:

"Build better communities by connecting people through music, and use this success to inspire and assist the next generation of musicians and performers to choose a life of music as their career"

Witney Music Festival Vision Statement 2022

"Help inspire, motivate, and provide opportunity for local people who wish to be involved with music and the performing arts, and through public performances, to strengthen the sense of community."

Witney Music Festival Mission, 2022

2. Background

Witney Music Festival has held an event on the Leys Recreation Ground since 2015, the culmination of several weeks of live music held in and around Witney, the only exception being, during the Covid-19 pandemic.

Witney Town Council, as custodian of the Leys Recreation Ground has permitted the festival to take place following submission of an Event Management Plan (signed off by the Council's Health & Safety Consultants), and relevant method statements and insurance documents.

In recent years, the use of the Leys has been subsidised by the Town Council on behalf of Witney residents to the annual sum of £3,800 (2021 figure).

In 2021, the Town Council gave Witney Music Festival a grant of £2,500 in addition to help ensure the event went ahead.

3. Obligations of the Parties

The partners acknowledge that no contractual relationship is created between them by this Memorandum Agreement. The Partners agree to work together to ensure the success of the Partnership and to assign appropriate financial, administrative, and managerial resources to the Partnership to achieve that aim. The scope of the partnership shall be defined by mutual consent and will include:

- a) Working together to build a cohesive and inclusive community through music
- b) Furthering a talent pathway for the youth of Witney
- c) Showcasing Witney for tourism
- d) Supporting local businesses

4. (Partner A) Responsibilities under this MOU

Partner A shall undertake the following responsibilities:

- a) Allowing annual use of the Leys Recreation Ground (designated events side) on a date between 1st – 30th June (to be confirmed in writing)
- b) 9 months' notice can be provided by the council for the need of a fallow year.
- c) Allowing 'free use' of the Leys site only on the designated date above which will be subsidised by the Town Council at the approximate cost of £3,800 per annum
- d) Providing a financial contribution to the facilitation of the Leys event annually. (See Transfer of Funds).
- e) Providing professional guidance of the Council's Health & Safety Consultants to reach a mutually acceptable, safe Event Management Plan

- f) Promotion of the event and other WMF events during the year through Town Council media channels

5. (Partner B) Responsibilities under this MOU

Partner B shall undertake the following responsibilities

- a) Provide a damage deposit at the agreed level at the time of booking.
- b) If any damages are incurred during the event exceeding the level of the damage deposit, these costs will be reimbursed to Witney Town Council
- c) Provide a completed Event Management Plan and accompanying documents to Partner A no later than 90 days before the Festival
- d) Promote Partner A and its involvement in the Leys event on social media in the run up/during the event and through the use of banners on The Leys Recreation Ground
- e) Recognise the Council's Carbon neutrality and Climate commitments throughout the preparation and running of the event.

6. Understandings

It is mutually understood and agreed by and between the parties that:

- a) The parties agree to work together in partnership and co-operate in good faith and to fully participate to develop the project conclude formal agreement
- b) Witney Town Council is not underwriting the Witney Music Festival Event and shall not be liable for any charges and will not be liable for any outstanding debts following the event.
- c) This MOU Agreement in no way restricts the ability of either party to enter into any agreement with any other third party in relation to the proposed event.
- d) Witney Music Festival should accommodate Oxfordshire Music & Arts Trust in showcasing Witney's young musical talent during the course of the event held on The Leys Recreation Ground
- e) None of the services, financing or resources set out in clauses 4-5 shall be deemed to be a commitment until such time as budget setting is completed annually by January

7. Entire Agreement

The provisions herein contained constitute the entire agreement between the parties hereto and supersede all previous communication, representations, expectations, understandings, and agreements whether verbal or written between parties or their respective representatives with respect to the subject matter of this MOU. They shall not be modified or amended except by written agreement signed by the Partners and as agreed by the Full Council* (*Partner A only)

8. Transfer of funds

As part of the partnership agreement the council commits to help funding the WMF. The council agreed in 2023 to support the WMF with a grant of £10,000 and it is recommended this continue in the future to be confirmed by the council each year. The council reserve the right to vary the amount if financial pressures in that year dictate it is prudent to do so.

9. Termination

The parties of this MOU have the right to terminate their participation individually or jointly in this Agreement at any time, provided that advanced written notice is delivered to the other party at an appropriate time of the year.

In the event of termination, all responsibilities and understanding will be re-negotiated under regular Town Council hiring terms and conditions.

10. Confidentiality

Each party shall treat as strictly confidential all information received or obtained as a result of entering into this agreement

Each party may disclose information which would otherwise be confidential if and to the extent:

- Required by law
- The information has come into the public domain through no fault of that party
- The other party has given prior written approval to the disclosure

11. Authorisation & Execution

The signing of this MOU does not constitute a formal undertaking, and as such it simply intends that the signatories shall strive to reach, to the best of their abilities, the goals and objectives stated in this MOU.

This agreement shall be signed by Witney Town Council and Witney Music Festival and shall be effective as of the date written above.

Upon the signing of this MOU by both parties, this agreement shall be in full force and effect.

First Party Signature

Date

Printed Name

Second Party Signature

Date

Printed Name

DRAFT

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FULL COUNCIL

Date: Monday, 13 February 2023

Title: Projects Update

Contact Officer: Deputy Town Clerk - Adam Clapton

Background

A number of projects, implemented by the Project Officer are entering their final stages.

Current Situation

Happy to Chat Bench

The Bench is due to be installed in the week commencing 6 February 2023. The project, through the auspices of the Stronger Communities Committee is intended to mark the bench near to the Halifax bank on Welch Way/High Street as a chat bench. It will be painted in the town council's new logo colours.

Bike Repair Stand – The Leys

Members will recall the Council was awarded funding from Active Oxfordshire to provide two bike repair stands in Witney. One was installed outside the rear of the Town Hall and the other at The Leys. Regrettably, both were vandalised within a few weeks. Repairs have been carried out on the most damaged stand at the Leys and it is due to be re-installed near the Coffee Shed (within view of CCTV) in the week commencing 6 February after a delay due to frosty weather in January.

Covid-19 Memorial

A further project agreed by the Stronger Communities Committee; resources have delayed its progress. A plan has been agreed to install large natural stones, two metres apart at the far end of the Leys (opposite Poundstretcher). The bench removed for the Happy to Chat bench will be refurbished with new slats, painted and used here. Officers are hoping to have this completed at the beginning of March.

Platinum Jubilee Sundial

This project has been beset with issues, not least the transfer of Unterhaching Park to the Town Council, although a licence to carry out the work was agreed by the District Council for November 2022. The plinth holding the sundial was installed during this time but unfortunately was not of a standard which withstood vandalism within a day of installation.

The Operations Manager has explored options to make this work safely but at this point this does not look possible.

The Council still has the sundial (bought to represent the Late Queen's Jubilee year) and could use this in another way at this location. The circular paved area could also still be planted up with shrubs and two benches relocated to the area if the Council wishes to proceed in the interim.

Children's Memorial Garden

A project via the Halls, Cemeteries & Allotments Committee, this memorial is intended to offer bereaved parents a quiet place for contemplation and reflection at Windrush Cemetery. The agreed plan was to create a natural area in the meadow with a bench and arch with climbing plants and engraved pebbles being added in a dedicated area bearing the names of loved ones.

The arch ordered is not suitable as it is not of a commercial grade so the Operations Manager would recommend returning and ordering edging, to install a bench and paint it sympathetically in colours be-fitting its intended purpose in the interim. This work could be undertaken at the end of February.

Burwell Hall - Boiler

At the Policy, Governance & Finance Committee meeting held on 21 November 2022, the Council agreed to go ahead with replacing the current boiler with a new, efficient gas boiler, rather than the CHP boiler previously considered due to concerns about the life of the current boiler and unknown reliability of CHP. Two contractors have provided quotes, and both have indicated a new water storage heater would also be required. Therefore, the cost of a new gas boiler and water heater is effectively the same cost of the CHP boiler, approximately £20,000 and may be slightly more.

As the boiler appears to be working effectively and potentially the worst of the winter is over, the Operations Manager would like to re-visit CHP boilers before anything is ordered with the agreement of the Council. *Please note, under Standing Order 23(a) a previous resolution can only be rescinded within six months by a motion moved in pursuance of the above recommendation.*

Burwell Hall – Toilets

As agreed, the toilets at Burwell Hall will be upgraded in March from an existing budget for this project. This will include changing the sanitary ware but will not be a full refurbishment.

Defibrillator at King George's Field

Officers are currently chasing the delivery of a defibrillator post-mountable case in order to install this apparatus on a lamp post at site. The electrical components are already in place ready for connection.

Leys Traffic Calming

The OCC consultation on this provided very few responses, with many made from residents outside of Witney. The Town Council is currently seeking the views of residents at Leys Villas, as residents who this will affect the most in order to report back to OCC before a decision is made at Cabinet on 23 February. TVP have advised there are no recent reported anti-social traffic related incidents at The Leys.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019. 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

Described here or as stated in the report above.

- The budget for a replacement boiler at Burwell Hall is £30,000 (EMR 372).

Recommendations

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

1. The continuation of the Unterhaching Platinum Jubilee Project in its current form and the interim works suggested.
2. The suggested interim works to create the Children's Memorial Garden at Windrush Cemetery.
3. Whether to go ahead with the gas boiler replacement at Burwell Hall or re-visit the use of CHP to help with the Council's climate objectives.

Or

4. Defer the continuation of points 1 & 2 to the Deputy Town Clerk in conjunction with relevant committee Chairs or the next meeting of those committees.

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Anti-Social Behaviour / Vandalism (from May 2022)

Date	Item/Location	Date/Time Reported	Cost if known	Action	Police Reference
04/07/22	Moped being driven through Tower Hill Cemetery from the new access point			Reported to Police	
04/07/22	Graffiti over Buttercross			Removed	
08/07/22	Graffiti over the new Tower Hill cemetery gate			Removed	
25/07/22	3 Children ride bikes in TH Cemetery also lit a school textbook and left smouldering			Chased off my member of public	
25/07/22	Campfire at the lake and country park			Ash and burnt material removed	
27/07/22	Campfire at the lake and country park			Ash and burnt material removed	
	Graffiti over Burwell Bus Stop				
31/07/22	Large Litter Bin set on fire at The Leys				
15/08/22	Email regarding Grave TH/13/9078 – stolen artificial flowers and trampling on grave	15/08/22		Advised to contact police and provide us with crime reference if they do so.	
17/08/22	Threat of violence to Tom D from drunk individual in Corn Exchange	17/08/22 – 15:10		Reported via 111 immediately	17082022-1513
19/08/22	Motorbike being ridden in Tower Hill Cemetery	19/08/22 – 21:30		Notification from resident by email.	Requested from Resident
19/08/22	Graffiti sprayed on Trees and Bin at The Leys			Removed by Works Team & Bin	
23/08/22	E-Scooters being ridden at speed in TH Cemetery, drinking and potential drug dealing. “New Gate is the issue”	23/08/22 8:30am		Told to report to police.	

25/08/22	Swimming in Country Park	25/08/22 16:00		Report from resident regarding swimmer in lake, she spoke to some on previous occasions and got verbal abuse – We asked her to report in future any abuse to TVP. Have explained that we also see this but can only advise not to swim we can't enforce anything.	
06.01.23	Butter Cross – Graffiti	By Operations Manager 06.01.23		Will be cleared 08.01.23 by Works Team as not offensive	
18.01.23	Rear of 20 Mountfield Road	By Ops Manager		WTC owned hedge has been removed without consent. WTC had commenced a program of works on this hedge line in 2022 which was communicated with the homeowner of 20 Mountfield Road.	
07.02.23	Vandalised Noticeboards at The Leys	By Ops Manager		These have now been vandalised so many times the works team will be removing them and a better option installed.	
07.02.23	Trampled down fence – by dog walkers to avoid flooded area.	Park Ranger	£50	Stock netting safety fence on pathway around Lake. 15 Meters. Will require replacement asap – Cost £50 to replace	
07.02.23	Break in to Allotment Shed 52b at Lakeside	By plot owner		Glass on shed broken, damage to outer fence.	Plot owner will report to police

From: Stewart, Duncan - Oxfordshire County Council
Sent: 22 December 2022
To: Loraine Harwood (Secretary to the Town Clerk & Mayor)

Subject: FW: Ref: S1/1 Witney High Street

Good afternoon Loraine,

Thank you for Witney Town Council's enquiry (dated 19th December) regarding the Witney High Street / Market Square Enhancement scheme submitted by Sharon Groth on behalf of Councillor Gwatkin.

Oxfordshire County Council has already begun the process of involving local stakeholders in discussions about the scheme and this started with the Chamber of Commerce in Summer 2022. Further meetings with stakeholders and a public engagement exercise will be undertaken to inform the next phase of design to ensure that the available funding is targeted at appropriate interventions in accordance with community need and expectations. It is intended that meetings with stakeholders will be scheduled early in the New Year with public engagement anticipated to follow in Spring 2023.

We are very grateful for the offer of meeting space at the Corn Exchange to facilitate public engagement. I will request that our Communications & Engagement Team liaise with you early in the New Year regarding availability for planned stakeholder meetings and public engagement.

Regards

Duncan Stewart

Programme Lead – South & Vale / Active Travel Delivery
Environment & Place | Oxfordshire County Council
County Hall | New Road | Oxford | OX1 1ND

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Department for Levelling Up, Housing & Communities

Rt Hon Michael Gove MP

*Secretary of State for Levelling Up, Housing and
Communities*

Minister for Intergovernmental Relations

**Department for Levelling Up, Housing and
Communities**

2 Marsham Street
London SW1P 4DF

To all local authorities in England

26 January 2023

Dear colleague,

HIS MAJESTY KING CHARLES III'S CORONATION

The Coronation ceremony for His Majesty King Charles III will take place on Saturday 6 May 2023 at Westminster Abbey. His Majesty's Government, led by the Department for Digital, Culture, Media and Sport (DCMS), is delighted to be supporting Buckingham Palace in planning and delivering celebrations to mark this historic occasion.

The Coronation will see people across the UK and the Commonwealth come together to celebrate. The Coronation programme will include the procession and service at Westminster Abbey on 6 May, the 'Coronation Big Lunch' across the country on 7 May (with a concert taking place in Windsor in the evening), and 'The Big Help Out' community activity on the bank holiday, Monday 8 May.

I know that efforts by you and your local communities will be central to making this a momentous weekend of UK-wide celebration. I would ask you all to take every possible action to help your communities in their preparations - making processes cost-free for residents, cutting red tape, and being completely flexible when receiving applications for road closures. I know that your work in doing so for the Platinum Jubilee celebrations in 2022 contributed greatly to such memorable community events for so many.

I set out further opportunities for councils and communities to plan local events below:

Street Parties

Street parties should be encouraged, and you can support residents who want to organise parties for their neighbours, for example, by relaxing road closure rules to enable street parties to take place as easily as possible. Your residents should be made aware of all the support that is available and no one should be put off by needless red tape. [Guidance for residents on how to organise a street party can be found here.](#) You can also highlight [guidance on 'Street Meets'](#), which offer an even easier way to bring neighbours together.

The Coronation Big Lunch

The Coronation Big Lunch, on 7 May, will encourage communities to come together, celebrate their connections and get to know each other better. It will bring the Coronation festivities into the heart of every community. [More detail on getting involved is available on the Coronation Big Lunch website.](#)

The Big Help Out

The Big Help Out, on 8 May, will provide an opportunity to reflect on the legacy of His Majesty's service and showcase the impact of volunteering within communities. People across the UK will be able to get involved and [more detail is available on The Big Help Out website](#).

Coronation events and projects organised by council-owned civic amenities

Civic amenities, including libraries, museums, leisure centres and heritage sites, are welcome to host their own events and projects to mark the Coronation. This could include exhibitions, concerts or special talks.

Council-led events

Councils are welcome to organise Coronation events and celebrations within their towns and cities, which could include their own civic occasion, for example, "The Mayor's Coronation Party".

Public broadcasts

Large screens in public places can be used to show television coverage of the Coronation, which could include the Ceremony and Procession on 6 May and the Coronation Concert on 7 May. These screenings could be complemented or enhanced by being a part of a wider local event.

National Lottery funding

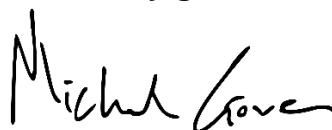
Funding is available of up to £10,000 for events and activities through the National Lottery Awards for All programme and you can encourage community groups to apply.

National Lottery Awards for All does not have a deadline, but it can take up to 12 weeks from the point of application submission to receiving funding, which means applications for the Coronation weekend should be made before the middle of February. [All funding criteria and terms and conditions are here](#).

As with the Platinum Jubilee celebrations in 2022, DCMS will be launching a Coronation website with resources and an interactive map. This will be publicised in our local government bulletin once available. [You can subscribe to the bulletin here](#).

I look forward to seeing the exciting and creative ways in which you and your communities choose to mark the Coronation of His Majesty King Charles III.

With every good wish,



Rt Hon Michael Gove MP

Secretary of State for Levelling Up, Housing and Communities
Minister for Intergovernmental Relations



Debbie Reynolds
Legal Director
Planning and Development
For TLT LLP
By email only

National Transport Casework Team
Tyneside House
Skinnerburn Road
Newcastle Business Park
Newcastle upon Tyne
NE4 7AR

www.gov.uk

Email: nationalcasework@dft.gov.uk

Your Ref:

Our Ref: NATTRAN/SE/HAO/275

Date: 14 December 2022

Dear Debbie

**HIGHWAYS ACT 1980
ACQUISITION OF LAND ACT 1981**

**THE OXFORDSHIRE COUNTY COUNCIL (HIGHWAYS INFRASTRUCTURE – A40
HIF 2 SMART CORRIDOR (HILL FARM TO DUKES CUT)) COMPULSORY
PURCHASE ORDER 2022**

I refer to the above-named Order which has been submitted by Oxfordshire County Council for confirmation. In your letter dated 30th November 2022 you formally withdrew the Order.

For this reason, the Secretary of State has decided not to confirm the Oxfordshire County Council (Highways Infrastructure – A40 HIF 2 Smart Corridor (Hill Farm to Dukes Cut)) Compulsory Purchase order 2022, and this letter constitutes his decision to that effect. The Sealed Orders and Maps which were enclosed with your application are returned herewith.

The Secretary of State's decision does not preclude the making of a fresh Order. However, if a new Order is to be made, it may be necessary for a fresh resolution to be passed together with re-advertisement in the press and further serving of notices on interested parties. Any objections or representations to the new Order will be taken into account by the Secretary of State when making his decision on confirmation of that Order. No objections in respect of this withdrawn Order will be considered.

A copy of this letter has been sent to those persons who objected to the Order. Your Council is hereby requested to serve notice of this decision on all other persons on whom notices were served notifying them of the Order's submission.



Yours sincerely,

A handwritten signature in cursive script, appearing to read "cm", enclosed within a faint rectangular border.

Claire Moody
Authorised by the Secretary of State to sign in that behalf



Debbie Reynolds
Legal Director
Planning and Development
For TLT LLP
By email only

National Transport Casework Team

Tyneside House
Skinnerburn Road
Newcastle Business Park
Newcastle upon Tyne
NE4 7AR

www.gov.uk

Email: nationalcasework@dft.gov.uk

Your Ref:

Our Ref: NATTRAN/SE/HAO/275

Date: 14 December 2022

Dear Debbie

THE HIGHWAYS ACT 1980

THE OXFORDSHIRE COUNTY COUNCIL (HIGHWAYS INFRASTRUCTURE – A40 HIF 2 SMART CORRIDOR (HILL FARM TO DUKES CUT)) (SIDE ROADS) ORDER 2022

I refer to the above-named Order which has been submitted by Oxfordshire County Council for confirmation. In your letter of 30th November 2022 you formally withdrew the Order.

For this reason, the Secretary of State has decided not to confirm the Oxfordshire County Council (Highways Infrastructure – A40 HIF 2 Smart Corridor (Hill Farm to Dukes Cut)) (Side Roads) Order 2022, and this letter constitutes his decision to that effect. The Sealed Orders and Plans which were enclosed with your application are returned herewith.

The Secretary of State's decision does not preclude the making of a fresh Order. However, if a new Order is to be made, it may be necessary for a fresh resolution to be passed together with re-advertisement in the press and further serving of notices on interested parties. Any objections or representations to the new Order will be taken into account by the Secretary of State when making his decision on confirmation of that Order. No objections in respect of this withdrawn Order will be considered.

A copy of this letter has been sent to those persons who objected to the Order. Your Council is hereby requested to serve notice of this decision on all other persons on whom notices were served notifying them of the Order's submission.



Yours sincerely,

A handwritten signature in cursive script, appearing to read "cm", enclosed within a faint rectangular border.

Claire Moody
Authorised by the Secretary of State to sign in that behalf

From: Mike Alexander
Sent: 07 February 2023 17:45
To: Info <info@witney-tc.gov.uk>
Cc: Luci Ashbourne
Subject: Firewalk in Witney 24 March

Good afternoon

The Rotary Club of Witney is holding a fund raising Firewalk. (all necessary consents have already been obtained). We know that already a couple of councillors have indicated they will participate.

I attach a couple of documents giving initial information.

We would be grateful for support from Witney Town Council in any one or more of the following ways:

1. Monetary sponsorship to help pay for the costs (c£2,500) of holding the event
2. More councillors agreeing to walk - this can be to raise funds for their favourite charity or local community organisation
3. As a minimum agreeing to be an official "supporter" of this event

I look forward to hearing from you

Regards

Mike

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FIREWALK



**Want to raise funds for a project or for charity?
Witney Rotary Club can help you**

HERE'S HOW

Witney Rotary Club is staging a **FIREWALK**.

An exciting event in which the participants walk barefoot over a bed of hot embers.

A professional company trains and manages the walkers.

Walkers raise money from friends and family sponsoring them.



WHY TAKE PART?



A spectacular event: will create interest and sponsorship.

Easy to enter: we do the organisation.

Safe to take part: a professional company manages the walk.

Ideal for schools, clubs, charities & companies: enter several walkers.

WHEN AND WHERE

Friday 24th March from 18.30

Market Square, Witney

To book a place or for more information

Email or ring us with your contact details

witneyfirewalk2023@gmail.com

07468 346368

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ROTARY CLUB OF WITNEY

Firewalk Sponsorship and Gift Aid Declaration Form



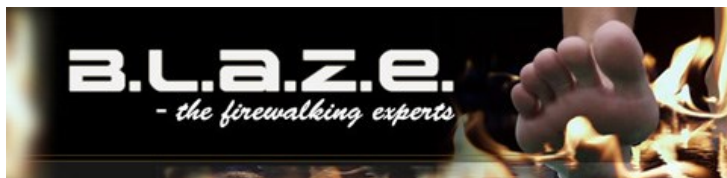
Rotary Firewalk, Market Sq, Friday 24th March 2023

Dear Participant,

Thank you for your interest in the Firewalk in March, we are incredibly pleased to learn that you have accepted the challenge and will walk for a Witney good cause.

Your name and details have been added to our database.

We are in the final stages of gaining all the necessary approvals, after which we will send out instructions and a request for registration and fee details. We expect this to happen around the end of January.



Whilst you wait, you might like to begin raising your sponsorship from friends, family and work colleagues. To assist you, a

suggested sponsorship form is provided below, but you might want to design your own. After the firewalk, the Rotary Club would like to be know how much money you raise, and for which good cause, so that we can judge how successful the event has been.

Again, thank you for supporting this event, we look forward to welcoming you on the night. In the meantime, if you have any questions or need to provide us with any more information please email:

witneyfirewalk2023@gmail.com





ROTARY CLUB OF WITNEY

Firewalk Sponsorship and Gift Aid Declaration Form



Rotary Firewalk, Market Sq, Friday 24th March 2023

Please sponsor me (name of participant)	
In aid of (name of charity or CASC)	

If I have ticked the box headed 'Gift Aid', I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want the charity or Community Amateur Sports Club (CASC) named above to reclaim tax on the donation detailed below, given on the date shown. I understand that if I pay less Income Tax / or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given.

Remember: You must provide your full name, home address, and postcode; and Gift Aid your donation for the charity or CASC to claim tax back on your donation.

	Sponsor's name	Sponsor's home address		Donation Amount £	Date paid	Gift Aid Y/N
	First Name and Surname	Needed for Gift Aid. <i>Home address</i> only.	Home Post Code			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Total donations received:	Date donations paid over:
Total Gift Aid donations:	