

Full Council

Meeting of Witney Town Council



Monday, 17th April, 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.

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.

Any member of the public wishing to attend the meeting and speak on a particular item should contact the Committee Clerk (derek.mackenzie@witney-tc.gov.uk) in advance.

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Deputy Town Clerk or Committee Clerk 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 - 14)

To approve and adopt the minutes of the Council Meeting held on 13 February 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 14 February and 28 March 2023, and agree the RECOMMENDATIONS contained therein.
 - a) **Climate, Biodiversity & Planning Committee - 14 February, 7 March & 28 March 2023** (Pages 15 - 38)
 - b) **Parks & Recreation Committee - 6 March 2023** (Pages 39 - 42)
 - c) **Halls, Cemeteries & Allotments Committee - 13 March 2023** (Pages 43 - 46)
 - d) **Stronger Communities Committee - 20 March 2023** (Pages 47 - 52)
 - e) **Policy, Governance & Finance Committee - 27 March 2023** (Pages 53 - 60)
9. **Annual Town Meeting - 15 March 2023** (Pages 61 - 66)
To receive the minutes of the Annual Town Meeting held on 15 March 2023.
10. **Financial Regulations Review** (Pages 67 - 88)
To adopt amended Financial Regulations as recommended by the Policy, Governance & Finance Committee at its meeting held on 27 March 2023 (minute no. F158 refers).
11. **Working Party's** (Pages 89 - 90)
To receive and consider the report of the Deputy Town Clerk.
12. **Civic Announcements** (Pages 91 - 92)
To receive the report of the Mayor & Mayor's Secretary.
13. **To Agree a Mayor Elect (If Appropriate)**
Subject to Local Elections – to agree the Mayor Elect for the Municipal Year 2023/24.
14. **Community Speedwatch Scheme** (Pages 93 - 94)
To receive the report of the Deputy Town Clerk.
15. **Vandalism and Health & Safety** (Pages 95 - 96)
To receive an update on health and safety items (if applicable) and a spreadsheet showing the latest vandalism to Council property.

16. **Communication from the Leader**

To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with.

17. **Correspondence**

To receive any correspondence received (if applicable).

a) **Civil Parking Enforcement** (Pages 97 - 98)

To receive correspondence from Oxfordshire County Council concerning the transfer of on-street enforcement in West Oxfordshire (as previously individually circulated).

b) **Civility & Respect - Ethical Standards Review - Standards in Public Life** (Pages 99 - 100)

To receive correspondence forwarded on from Robert Courts MP in response to a further letter on this subject, sent by the Council regarding a new parliamentary early day motion (minute no. 92, Full Council 13 February 2023 refers).

c) **Thames Valley Police - New Chief Constable** (Pages 101 - 102)

To receive open correspondence from the new Chief Constable of Thames Valley Police.

18. **Questions to the Leader of the Council**

Questions to the Leader of the Council concerning the business of the Council in accordance with Standing Order 15.

19. **Sealing of Documents**

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



Town Clerk