

Full Council

Meeting of Witney Town Council



Monday, 9th October, 2023 at 7.00 pm

To members of the Full Council Committee - O Collins, G Meadows, J Aitman, T Ashby, D Enright, R Smith, D Temple, A Bailey, L Cherry, R Crouch, G Doughty, J Doughty, D Edwards-Hughes, D Newcombe, J Robertshaw, S Simpson and J Treloar (and all other Town Councillors for information).

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

Admission to Meetings

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

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 - 16)

To approve and adopt the minutes of the Council Meeting held on 31st July and the Extra Ordinary Council Meeting held on 18th September 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 15 August and 26 September, and agree the RECOMMENDATIONS contained therein.

a) **Climate, Biodiversity & Planning Committee - 15 August, 5 September & 26 September 2023** (Pages 17 - 33)

b) **Parks & Recreation Committee - 4 September 2023** (Pages 34 - 38)

c) **Halls, Cemeteries & Allotments Committee - 11 September 2023** (Pages 39 - 42)

d) **Stronger Communities Committee - 18 September 2023** (Pages 43 - 50)

Reference is drawn to minute no's:

SC488(6) - That, a task and finish group be established to facilitate arrangements for the 80th Anniversary of D-Day on 6th June 2024 (3 Members).

SC496(2) - That, a Christmas Lights Working Party be established to formulate plans for the Lighting Contract from 2024 onwards (5 Members).

The Council is asked to nominate and agree Members to the above groups.

e) **Policy, Governance & Finance Committee - 25 September 2023** (Pages 51 - 56)

9. **Conclusion of Audit for Year Ending 31 March 2023** (Pages 57 - 58)

To note that the Council's External Auditor, Moore, have completed the review of Sections 1 and 2 of the Annual Governance and Accountability Return for year ended 31 March 2023, and in their opinion the information is in accordance with Proper Practices (External Audit Report & Certificate 2022/23 and Notice of Conclusion of Audit for year ended 31 March 2023 enclosed).

10. **Christmas Lights - Reception Request** (Page 59)

To consider the facilitation of a civic drinks reception in the Corn Exchange prior to the Christmas Lights switch-on event on Friday 24 November, 2023.

11. **Civic Announcements** (Pages 60 - 61)

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

12. **Vandalism and Health & Safety** (Pages 62 - 67)

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

13. **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.

14. **Correspondence**

To receive any correspondence received (if applicable).

a) **Re-naming of Le Touquet Airport** (Pages 68 - 73)

b) **West Hive** (Page 74)

15. **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.

16. **Sealing of Documents**

To receive details of documents sealed by the Council:

Date of signing	No. of Seal	Nature of Document
29 August 2023	89	Transfer of whole registered title: Land at Little Green and Woodgreen, Witney from Hailey Parish Council – in duplicate

17. **Exclusion of Press & Public**

To consider and if appropriate, to pass the following resolution:

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

18. **Youth Services**

To receive and consider the confidential report of the Deputy Town Clerk (to follow).

19. **Major Strategic Projects**

To receive a confidential verbal update from Officers, if appropriate.



Town Clerk