

Full Council

Meeting of Witney Town Council



Monday, 15th April, 2024 at 7.00 pm

To members of the Full Council - 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

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

Admission to Meetings

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

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committee Clerk derek.mackenzie@witney-tc.gov.uk in advance.

Recording of Meetings

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

As a matter of courtesy, if you intend to record any part of the proceedings, please let the 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(d)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.

2. Declarations of Interest

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. Minutes (Pages 5 - 12)

To approve and adopt the minutes of the Council Meeting held on 19 February 2024 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 20 February and 9 April 2024, and agree the RECOMMENDATIONS contained therein.

a) **Climate, Biodiversity & Planning - 20 February, 12 March & 9 April** (Pages 13 - 23)

9 April - Minutes to Follow.

b) **Parks & Recreation - 4 March 2024** (Pages 24 - 27)

c) **Halls, Cemeteries & Allotments - 11 March 2024** (Pages 28 - 31)

d) **Stronger Communities - 18 March 2024** (Pages 32 - 36)

e) **Policy, Governance & Finance - 25 March 2024** (Pages 37 - 39)

To also consider a subsidised letting request from an external fundraiser to hold a charity quiz night at the Corn Exchange in aid of Oxfordshire Mind and Bridewell Gardens Mental Health Recovery.

9. **Civic Announcements** (Pages 40 - 41)

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

10. **Mayor Elect**

To agree the Mayor Elect for the 2024/25 Municipal Year in line with Standing Order 5.

11. **Health & Safety**

To receive a verbal update from Officers on health and safety items, if appropriate.

a) **Corn Exchange Access & Security** (Pages 42 - 47)

To receive the report of the Venue & Events Officer.

12. **Vandalism & Anti-Social Behaviour**

To receive an update showing the latest vandalism to Council property and reported Anti-Social Behaviour.

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) **OCC Planning Correspondence** (Page 48)

To receive correspondence relating to planning application R3.0142/23 (Shores Green, Witney)

b) **Environment Agency Correspondence** (Pages 49 - 60)

To receive correspondence concerning the Thames Valley Flood Scheme at Witney Lake & Country Park.

c) **Environment Agency Response** (Page 61)

To receive correspondence in response to a letter requested by the Climate, Biodiversity & Climate Committee concerning a maintenance plan for watercourses in Witney. Minute Number P54 Refers.

d) **Police Crime Commissioner Correspondence** (Pages 62 - 63)

To receive correspondence from the Police & Crime Commissioner for Thames Valley.

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**

The following documents have been sealed since the last meeting:

Date	No of Seal	Nature of Document
07 March 2024	90	Lease relating to Unit 3 Coseley Building, Windrush Ind Estate, Witney. Welland Property Trustee I Limited & Welland Property Trustee II Limited In duplicate
07 March 2024	91	Licence to carry out works Lease relating to Unit 3 Coseley Building, Windrush Ind Estate, Witney. In duplicate



Town Clerk

Members Interests & Registration of Gifts & Hospitality

Members are reminded that any changes to the register of interests previously completed by them, or any registration of Gifts or Hospitality received which exceed £50 should be reported to the Town Clerk **within 28 days** of the occurrence.