

Full Council

Meeting of Witney Town Council



Monday, 9th December, 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, 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 - 16)

To approve and adopt the minutes of the Council Meeting held on 14 October 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 4 November and 26 November 2024, and agree the RECOMMENDATIONS contained therein.

a) **Climate, Biodiversity & Planning - 5 November & 26 November 2024** (Pages 17 - 23)
26 November Minutes to Follow.

b) **Parks & Recreation - 4 November 2024** (Pages 24 - 29)

c) **Halls, Cemeteries & Allotments - 11 November 2024** (Pages 30 - 35)

d) **Stronger Communities - 18 November 2024** (Pages 36 - 42)

e) **Policy, Governance & Finance - 25 November 2024** (Pages 43 - 52)

f) **VE & VJ Day 80th Anniversary Task & Finish Group - 21 November 2024** (Pages 53 - 55)

g) **Youth Council Draft Minutes - 18 November 2024** (Pages 56 - 59)

9. **Civic Announcements** (Page 60)

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

10. **Health & Safety** (Pages 61 - 63)

To receive an update from the Head of Estates & Operations on Health and Safety items.

11. **Vandalism & Anti Social Behaviour** (Page 64)

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

12. **Compliments & Complaints** (Pages 65 - 71)

To receive the report of the Deputy Town Clerk.

13. **NALC - Local Council Award Scheme** (Pages 72 - 77)

To receive the report of the Deputy Town Clerk.

14. **Remote & Hybrid Meetings Consultation** (Pages 78 - 84)

To note the Government consultation on hybrid and remote meetings for Local Authorities and consider a Council response if appropriate.

<https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting/>

15. **Witney Flooding 24 - 26 November 2024**

To discuss and understand the impact of the flooding that occurred between 24-26 November 2024.

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) **PCC Correspondence**

To receive the following monthly newsletters from the Thames Valley Police, Police & Crime Commissioner:

[PCC - October Update](#)

[PCC - November Newsletter](#)

b) **Environment Agency** (Pages 85 - 86)

To receive correspondence in respect of the Thames Valley Flood Scheme.

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

Town Hall, Market Square
Witney
Oxon
OX28 6AG

Mrs Sharon Groth FSLCC FCMI
Town Clerk

T: 01993 704379
E: info@witney-tc.gov.uk
w: www.witney-tc.gov.uk