

Full Council

Meeting of Witney Town Council



Monday, 14th April, 2025 at 7.00 pm

To members of the Full Council - O Collins, A Bailey, G Meadows, J Aitman, T Ashby, D Enright, R Smith, D Temple, A Mubin, 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 - 14)

To approve and adopt the minutes of the Council Meeting held on 17 February 2025 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 18 February and 31 March 2025, and agree the RECOMMENDATIONS contained therein.

- a) **Climate, Biodiversity & Planning Committee - 4 March & 25 March** (Pages 15 - 24)
- b) **Parks & Recreation Committee - 10 March** (Pages 25 - 28)
- c) **Halls, Cemeteries & Allotments Committee - 17 March** (Pages 29 - 33)
- d) **Stronger Communities Committee - 24 March** (Pages 34 - 40)
- e) **Policy, Governance & Finance Committee - 31 March** (Pages 41 - 48) **and to receive a verbal report from the meeting held earlier**

9. **Civic Announcements** (Pages 49 - 50)

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

10. **Mayor Elect**

To agree the Mayor Elect for the 2025/26 Municipal Year in line with Standing Order 5.

11. **Health & Safety**

To receive an update from Officers on Health and Safety items.
(To Follow)

12. **Vandalism & Anti-Social Behaviour** (Page 51)

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

13. **Annual Town Meeting Minutes - 19 March 2025**

To receive the minutes of the Annual Town Meeting held on 19 March 2025.
(To Follow)

14. **Civility & Respect Update** (Pages 52 - 55)

To receive and consider the report of the Deputy Town Clerk.

15. **Governance – Register of Interests, Hospitality & Data Protection**

To receive and consider the report of the Deputy Town Clerk.

(To Follow)

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) **Bronze NALC Local Council Award Scheme** (Pages 56 - 57)

To note the achievement of the Council in attaining the Bronze Award in the National Association of Local Councils award scheme.

b) **Courtside CIC** (Page 58)

To receive a confidential update from Courtside CIC on progress of The Leys Community Hub.

c) **Environment Agency - Flooding & Local Plan 2041** (Page 59)

To receive the response the Environment Agency to the letter submitted by the Town Clerk/CEO following the resolution of the Council. Minute no. 694, Full Council 9 December 2024 refers.

d) **PCC February & March Newsletters**

To receive the February & March newsletters from the Thames Valley Police, Police & Crime Commissioner:

[February 2025](#)

[March 2025](#)

e) **Oxfordshire County Council - Church Green & Corn Street Parking Restrictions** (Pages 60 - 62)

To receive correspondence of approval for Parking Restriction amendments to come into effect as of 7 April 2025.

f) **WODC Net Zero updates for Salt Cross Garden Village** (Pages 63 - 64)

To receive correspondence from West Oxfordshire District Council in respect of Net Zero updates for Salt Cross Garden Village.

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.

Date	No of Seal	Nature of Document
18 February 2025	93	Lease of Unit 29 Stanley Court in duplicate with HTF Holdings
18 February 2025	94	Rent Deposit Deed for Lease of Unit 29 Stanley Court in duplicate with HTF Holdings
11 March 2025	96	Declaration of Nature Reserve under the National Parks & Access to the Countryside Act 1949
18 March 2025	97	Renewal/Extension to the lease for Unit 3 Coseley Building, Windrush Industrial Estate, Witney with Welland Property Trustee Ltd. (Previous Seal ref 90 refers).

Note: Seal 95 was omitted from use.



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.