

Full Council

Meeting of Witney Town Council



Monday, 23rd June, 2025 at 7.00 pm

To members of the Full Council - A Bailey, J Doughty, O Collins, G Meadows, J Aitman, T Ashby, D Enright, R Smith, D Temple, A Mubin, R Crouch, G 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 7 - 14)

To approve and adopt the minutes of the Annual Council Meeting held on 7 May 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 and consider the request for the Town Council to support the consultation on the application for a Public Spaces Protection Order on the A40 (verbal report from Inspector Ball/Town Clerk at the meeting)

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 April and 23 June 2025, and agree the RECOMMENDATIONS contained therein.

- a) **Climate, Biodiversity & Planning Committee - 22 April 2025** (Pages 15 - 20)
- b) **Planning & Development Committee - 13 May & 3 June 2025** (Pages 21 - 28)
- c) **Climate & Biodiversity Committee - 20 May 2025** (Pages 29 - 32)
- d) **Parks & Recreation Committee - 12 May 2025** (Pages 33 - 38)
- e) **Halls, Cemeteries & Allotments Committee - 19 May 2025** (Pages 39 - 43)
- f) **Stronger Communities Committee - 2 June 2025** (Pages 44 - 49)
- g) **Policy Governance & Finance Committee - 9 June & 23 June 2025 (verbal update)** (Pages 50 - 56)

9. **Standing Orders**

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

(Report to Follow)

10. **Committee Terms of Reference** (Pages 57 - 61)

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

11. **Scheme of Delegation**

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

(Report to Follow)

12. **Annual Governance & Accountability Return (AGAR) 2025**

In line with The Accounts & Audit (England) Regulations 2015 - To receive and consider the Annual Governance & Accountability Return for 2024/25 – and formally agree and adopt.

13. **Public Works Loan Borrowing - West Witney Sports Ground**

To receive and consider the report of the Project Officer.

(Report to Follow)

14. **Climate Action Working Party**

To consider membership of this Working Party, recommended by the Climate & Biodiversity Committee under minute no: CB296 of the meeting held on 20 May 2025.

The WP is formed to help expediate the creation of a Climate Change Strategy and Action Plan and direct Council resources to achieve the Council's carbon neutrality aims. Membership need not be more than five Councillors.

15. **Civic Announcements** (Pages 62 - 63)

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

16. **Health & Safety** (Pages 64 - 67)

To receive the report of the Compliance & Environmental Officer.

17. **Vandalism** (Page 68)

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

18. **Complaints & Compliments**

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

(Report to Follow)

19. **Future of Local Government in Oxfordshire - (See Next Page for Detail)**

To receive information regarding the options proposed by Local Authorities regarding the future of Local Government in Oxfordshire and consider whether the town council should submit any queries, or support during the current consultation periods. Members may like to consider delegating this matter to a small group of Councillors.

Option 1

Two new unitary councils with the working titles of Oxford and Shires Council and Ridgeway Council. This proposal is being developed by West Oxon & Cherwell District Councils.

- **Oxford and Shires Council** would comprise all of the existing district areas of Cherwell, Oxford City and West Oxfordshire.
- **Ridgeway Council** would be made up of the whole of West Berkshire Council's area and all of the existing district areas of South Oxfordshire and the Vale of White Horse.

<https://news.westoxon.gov.uk/news/your-views-will-help-shape-proposals-for-a-new-local-council-for-our-area>

Option 2

A single unitary council covering the current county council boundary. This proposal is being developed by Oxfordshire County Council.

<https://news.oxfordshire.gov.uk/local-government-reorganisation/>

Option 3

Three unitary councils. One covering Oxford City but with expanded boundaries from the current city council. A second including the current districts on Vale of White Horse and South Oxfordshire along with West Berkshire. A third including the current districts of West Oxfordshire and Cherwell. This proposal is being developed by Oxford City Council.

<https://www.oxford.gov.uk/news/article/1696/greater-oxford-one-council-local-decisions-a-better-place-to-live>

20. Part night-time Lighting (Pages 69 - 83)

To receive notice of and consider a response to a consultation by Oxfordshire County Council on a part night-time lighting framework.

21. 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.

22. Correspondence

To receive any correspondence received (if applicable).

- a) **Remote attendance and proxy voting in local authorities: consultation results and government response**

To receive notice of the results and conclusion of the Government's consultation on remote and hybrid meetings. See link below for details:

<https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/outcome/remote-attendance-and-proxy-voting-in-local-authorities-consultation-results-and-government-response#conclusion-and-next-steps>

b) **Witney Chamber of Commerce Survey Results** (Pages 84 - 152)

To receive the results and analysis of an online survey conducted in and around Witney by the Witney Chamber of Commerce in conjunction with Witney Town Council earlier this year.

This item will be considered fully at the scheduled meeting of the Stronger Communities Committee on 14 July but Members may raise any points for consideration at this juncture.

c) **Police & Crime Commissioner - Newsletters**

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

[April 2025](#)

[May 2025](#)

d) **Police & Crime Commissioner - Neighbouring Policing Engagement Survey** (Pages 153 - 155)

To receive additional correspondence from the Police & Crime Commissioner with a request for completion of the Neighbouring Policing Engagement Survey.

23. **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.

24. **Sealing of Documents**

To receive details of documents sealed by the Council.

Date	No of Seal	Nature of Document
29 April 2025	98	Tenancy at will – Courtside Hubs CIC re: Leys Recreation Ground
29 April 2025	99	Licence for alterations relating to land forming part of land on the northwest side of Station Lane – Courtside Hubs CIC



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.

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Town Clerk

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