

Full Council

Meeting of Witney Town Council



Monday, 13th July, 2026 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

In accordance with the Openness of Local Government Bodies Regulations 2014, public meetings may be filmed, audio-recorded, or photographed. Anyone intending to record the proceedings is asked, as a courtesy, to inform the Committee Clerk before the meeting begins.

This meeting will be broadcast live via Microsoft Teams and recorded; by attending or participating, you consent to the recording and public sharing of audio and video, which may be made available for later viewing. For details on how personal data is handled, please see the our [Privacy Policy](#).

To view the meeting please follow this link [Join 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 8(e)(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 6 - 27)

To approve and adopt the minutes of the Annual Council Meeting held on 6 May and the Council Meetings held on 13 April and 22 June 2026 in accordance with Standing Order 26 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 25. 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 xxx and xxx, and agree the RECOMMENDATIONS contained therein.

- a) **Planning & Development Committee - 21 April, 12 May, 2 June & 23 June 2026** (Pages 28 - 52)
- b) **Climate & Biodiversity Committee - 19 May 2026** (Pages 53 - 61)
- c) **Parks & Recreation Committee - 1 June 2026** (Pages 62 - 67)
- d) **Halls, Cemeteries & Allotments Committee - 8 June 2026** (Pages 68 - 74)
- e) **Stronger Communities Committee - 15 June 2026** (Pages 75 - 81)
- f) **Policy, Governance & Finance - 27 May 2026 & 22 June 2026** (Pages 82 - 92)
- g) **Witney: Past, Present & Future Working Party - 26 May 2026** (Pages 93 - 95)
- h) **Climate Action Working Party Minutes - 11th June 2026** (Pages 96 - 101)

To note the outstanding actions due to the next meeting of the Climate & Biodiversity Committee not being held until 8 September 2026.

9. **Committee Terms of Reference** (Pages 102 - 107)

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

10. **Representation on Outside Organisations** (Pages 108 - 109)

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

11. **Committee Items requiring a Decision**

To consider any urgent matters requiring the Council's attention before the next scheduled meeting cycle.

- a) **Halls, Cemeteries & Allotments** (Pages 110 - 111)

To receive and consider the report of the Operations Manager.

b) **Policy, Governance & Finance** - TO FOLLOW

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

c) **Parks & Recreation** (Pages 112 - 113)

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

d) **Stronger Communities** - TO FOLLOW

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

12. **Standing Orders - Review** (Pages 114 - 144)

To receive and consider the report of the Deputy Town Clerk with accompanying revised Standing Orders for approval.

13. **Financial Regulations - Review** (Pages 145 - 165)

To receive and consider the revised Financial Regulations for approval.

14. **Civic Announcements** (Pages 166 - 169)

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

15. **Health & Safety** (Pages 170 - 178)

To receive and consider the report of the Compliance & Environment Officer.

16. **Vandalism & Anti Social Behaviour** (Page 179)

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

17. **Complaints, Feedback & Information Governance** (Pages 180 - 187)

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

18. **Future of Local Government in Oxfordshire**

To receive a verbal update from Officers, if appropriate.

19. **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.

20. **Correspondence**

To receive any correspondence received (if applicable).

a) **Police and Crime Commissioner Newsletters**

To receive the updates from the Thames Valley Police & Crime Commissioner.

[April 2026](#)

[May 2026](#)

[June 2026](#)

b) **NALC Local Council Award Scheme - Silver Award** (Pages 188 - 189)

To receive official notice of the Town Council's silver accreditation in the National Association of Local Council's 'Local Council Award Scheme'.

c) **Ministry of Housing, Communities & Local Government** (Pages 190 - 191)

To receive a response from the Ministry, Housing & Community Government in response to a letter from the Council regarding Local Council Tax & Funding Framework.

d) **Review of speed limits on Oxfordshire rural A and B class road network** (Pages 192 - 208)

To receive and consider any response to the general review of speed limits on Oxfordshire's rural A and B class road network.

21. **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 22.

22. **Sealing of Documents**

The following documents have been signed since the last meeting. Due to the urgency the documents were signed by the Deputy Mayor in the absence of the Mayor.

Date	No. of Seal	Nature of Document
11 June 2026	100	Lease of The Leys Recreation Ground Multi-Activity Hub Courtside CIC In Duplicate
11 June 2026	101	Concession contract relating to The Leys Recreation Ground Multi-Activity Hub In Duplicate
11 June 2026	102	Parent Company Guarantee Courtside Hubs CIC 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.

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Mrs Sharon Groth FSLCC FCMI
Town Clerk

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