

**ANNUAL MEETING OF THE WITNEY TOWN COUNCIL
Held on Wednesday 9 May 2018
At 7pm in the Council Chamber**

Present

Councillor B J Churchill (Elected Town Mayor)

Councillors:	S E Bartington	P J Dorward
	A K Beames	C Holliday
	C Brown	T J Morris
	D S Enright	L M Price
	H W Chirgwin	D Temple

Officers:	Town Clerk	Democratic Services Officer
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Also present: 11 members of the public, 1 member of the Press and Rev'd Toby Wright – the Mayor's Chaplain.

212 **ELECTION OF TOWN MAYOR FOR 2018/19**

Before the formal business of the meeting began, Area Dean, Rev'd Toby Wright blessed the Town and the Council for the coming municipal year.

The retiring Mayor, Cllr Woodward, was unable to be present at the meeting and therefore the Town Clerk read out a statement on his behalf explaining what a pleasure and honour it had been to be Mayor for the past year. He thanked the retiring Leader and the Council and thanked the Mayor's P.A in particular.

The Town Clerk invited nominations for the position of Mayor. Cllr Brown nominated Cllr Churchill. There were no other nominations. All members were in favour.

Cllr Churchill made a short speech about her year ahead.

RESOLVED: that Cllr Brenda Churchill be elected Town Mayor for the ensuing municipal year.

The Town Clerk advised that the Declaration of Acceptance of Office would be signed following the meeting.

213 **ELECTION OF DEPUTY MAYOR FOR 2018/19**

Cllr Brown proposed the nomination of Councillor Chirgwin as Deputy Town Mayor. This was seconded and all were in favour. There were no other nominations.

RESOLVED: that Cllr Chirgwin be elected Deputy Town Mayor for the ensuing municipal year.

The Town Clerk advised that the Declaration of Acceptance of Office would be signed following the meeting.

214 **ELECTION OF LEADER OF THE COUNCIL FOR 2018/19**

The outgoing Leader, Cllr Morris stated that it had been an honour to be the first leader of the Town Council.

RESOLVED: that Cllr Temple be elected as the Leader of the Town Council for the ensuing municipal year.

215 **ELECTION OF DEPUTY LEADER OF THE COUNCIL FOR 2018/19**

Cllr Brown nominated Cllr Harvey as Deputy Leader of the Council.

RESOLVED: that Cllr Harvey be elected as Deputy Leader of the Council for the ensuing municipal year.

216 **APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Cllrs Doughty, Eaglestone, Harvey King and Woodward.

217 **DECLARATIONS OF INTEREST**

Cllr Holliday declared a pecuniary interest in any item relating to Langdale Hall.

218 **PUBLIC PARTICIPATION**

The meeting adjourned so that Mr Derek West could address the meeting on behalf of the Witney Music Festival.

The meeting then reconvened.

219 **TO RECEIVE THE TIMETABLE OF MEETINGS FOR MUNICIPAL YEAR 2018/19**

The Council considered the timetable of meetings for the forthcoming year, as circulated with the agenda.

RESOLVED: that the timetable of meetings be approved.

At 7.20pm, two members of the public and Rev'd Toby Wright left.

220 **MINUTES**

RESOLVED: to confirm as a correct record the minutes of the meetings held on 23 April 2018 for signature by the Chairman.

There were no matters arising from the minutes of the meeting held on 23 April 2018.

221 **APPOINTMENT OF MEMBERS TO STANDING COMMITTEES, SUB COMMITTEES AND WORKING PARTIES AND ELECTION OF CHAIRMEN**

Members considered the appointment of standing committees and sub committees as indicated in the Town Clerk's report, copies of which had been circulated with the agenda.

RESOLVED:

- 1) that the constitution and arrangements of standing committees, sub-committees and working parties as indicated in the report be approved;
- 2) that the membership of the standing committees, sub committees and working parties be detailed as below:

Planning & Development Committee

A K Beames	B J Churchill	P J Dorward	D Temple
C Brown	H W Chirgwin	C Holliday	Vacant

Estates Management Committee

C Brown	P J Doward	C Holliday	C K Woodward
B J Churchill	H B Eaglestone	J S King	D Temple

Sport and Recreation Committee

C Brown	H W Chirgwin	A D Harvey	L Price
B J Churchill	H B Eaglestone	J S King	D Temple

Community Services Committee

A Beames	H W Chirgwin	D S Enright	C Holliday
C Brown	B J Churchill	A D Harvey	D Temple

Councillors considered the appointment of Chairmen of the above Standing Committees, with only those Members on each individual Committee being allowed to vote in each instance, if necessary.

RESOLVED:

- 3) that the following Councillors be appointed Chairman of the Committees as indicated:

Planning & Development Committee - A K Beames
Estates Management Committee - P J Dorward
Sport & Recreation Committee – H W Chirgwin
Community Services Committee - C Holliday

Arising from the election of Chairmen to the above Standing Committees, who would therefore serve on the Policy & Resources Committee, it was now necessary to appoint two further Members to serve on that Committee.

RESOLVED:

- 4) that Councillors Morris and Eaglestone be appointed as members of the Policy & Resources Committee;

- 5) that the membership of the Policy and Resources Committee be as follows:

A K Beames	H W Chirgwin	H B Eaglestone	T J Morris
B J Churchill	P J Dorward	C Holliday	D Temple

- 6) that Cllr Temple be elected as Chairman of the Policy & Resources Committee for the ensuing municipal year. The Mayor and Leader are to serve in an ex officio capacity with full voting rights;

- 7) that the membership of the Personnel Sub-Committee, being the Mayor, Leader and Chairmen of the Council’s standing committees, plus any Member with particular experience, be as follows:

Personnel Sub Committee

A K Beames	H W Chirgwin	C Holliday	D Temple
B J Churchill	P J Dorward	T J Morris	

- 8) that the delegation of authority previously given to the Personnel Sub-Committee in the resolution of staffing issues, be continued;

- 9) that Cllr D Temple be appointed Chairman of the Personnel Sub-Committee

10) Other Sub-Committees and Working Parties

Membership was agreed as follows, with the Chairman to be elected at the next meeting of each Sub-Committee and Working Party. The Mayor and Leader were also Ex-Officio to all Sub-Committee and Working Parties.

West Witney Sports Ground Sub Committee

S E Bartington	A K Beames	C Brown	D S Enright
P J Dorward			

Skate Park/ BMX Track Working Party

P J Dorward	H B Eaglestone	A D Harvey	D Temple
L M Price			

WW1 Working Party

H W Chirgwin	P J Dorward	H B Eaglestone	L M Price
B J Churchill	J S King	C Holliday	D Temple

In Bloom Working Party

H W Chirgwin	J S King	B J Churchill	(+ vacancy)
C K Woodward			

Christmas Lights Working Party

A Beames	C Brown	H Chirgwin	J S King
C K Woodward			

Disciplinary and Grievance Panel

D S T Enright	A D Harvey	J S King
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Youth Council

C Brown	D S T Enright	C Holliday	(+ vacancy)
C Woodward			

Events Working Party

P J Dorward	D S T Enright	L M Price	C K Woodward
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11) It was also agreed that a Lake and Country Park Working Party would be set up via the Sport and Recreation Committee.

222 **APPOINTMENTS TO ADVISORY COMMITTEES AND OUTSIDE ORGANISATIONS**a) Representatives

The Council considered the Town Clerk’s report, which had been circulated with the agenda and detailed the requirement of representatives on other committees and outside organisations.

It was suggested at the beginning of this term of office in 2015 that in order to offer continuity members would hold these positions until the next ordinary election of Councillors in 2019 to provide continuity. The purpose of the Town Clerk’s report was to ensure Members wished to continue in these positions – with the exception to the positions held by the Mayor as ex-officio.

RESOLVED:

1) that the following appointments continue for the current term of office

Witney Traffic Advisory Committee -	A K Beames	B J Churchill
	J S King	(+ vacancy)
Witney & District Twinning Association -	B J Churchill (ex officio)	
	A K Beames, P J Dorward	
West Witney Sports and Social Club -	C Brown , P J Dorward	
West Oxfordshire Museum Centre -	P J Dorward	
CCTV Management Group -	C Holliday	
Witney Allotment Association -	D Temple	
St. Mary’s Church Preservation Trust-	B J Churchill (Mayor)	
Volunteer Link Up -	H W Chirgwin	
Oxfordshire Association of Local Councils -	H B Eaglestone	
Community Resilience Group -	C Holliday	
President of No. 2120 Squadron ATC -	B J Churchill (Mayor)	
Witney Town Band -	C Holliday	
RAF Brize Norton Local Consultation Working Group -	P J Dorward	

b) Nominees

The terms of office of Town Council nominees to other organisations were determined by the relevant bodies and the Council was requested to make further nominations as and when vacancies occurred.

Details of current representation were included in the Town Clerk’s report, which advised that the Council was required to make 2 nominations to the Witney Town Hall Charity, 1 nomination to the Witney Town Charity (Cllr King’s term was to expire in October 2018) and 2 nominations to Witney Educational Foundation – Cllr Woodward’s term was due to expire in May 2018 and Mrs Reynolds who was no longer a Town Councillor had indicated that she would be happy to continue her term which would end on May 2021 if the Council was in agreement.

RESOLVED:

- 1) that in regard to Witney Town Hall Charity Mrs R Knowles and Mrs L Semaine continue for a further for a further 4 years from June 2018;
- 2) that Cllr King continues for a further 4 years ending in October 2022 on the Witney Town Charity;
- 3) that Cllr Woodward continues for a further 4 years on the Witney Educational Foundation, expiring in May 2022 and that Mrs Reynolds continues her term which expires in May 2021.

223 **REVIEW OF ANY DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES**

RESOLVED: that no delegations were to be carried over other than those set by Standing Orders.

224 **REVIEW OF ANY OF THE TERMS OF REFERENCE FOR COMMITTEES**

The terms of reference formed part of the Council’s Standing Orders. The Town Clerk would bring any amendments through the Committee cycle.

RESOLVED: that the terms of reference for committees be taken through the Committee cycle.

225 **APPOINTMENT OF ANY NEW COMMITTEES IN ACCORDANCE WITH STANDING ORDER 30**

The Council wished to set up a Lake and Country Park Working Party.

RESOLVED: that a Lake and Country Park Working Party is set up via the Sport & Recreation Committee.

226 **REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS, FINANCIAL REGULATIONS AND POLICIES**

The Council received and considered the revised Health and Safety Policy.

RESOLVED: that the revised Health and Safety Policy as presented be adopted,

227 **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

The Town Clerk advised that this would be a standing item on future Council agendas so that members could share the work they were doing on outside bodies with the rest of the Council.

RESOLVED: that this new arrangement be noted.

228 **COUNCILLOR ATTENDANCE REGISTER 2017/18**

The Council received and considered the attendance register for 2017/18.

RESOLVED: that the report be noted.

229 **NOTICE OF MOTION TO RESCIND A PREVIOUS DECISION**

At the Community Services Committee on 13 November 2017 the Council's terms and conditions of hire for Events was reviewed and it was recommended to full Council that **"All events on Witney Town Council land must end by 10pm"** resulting in a Policy document titled *Witney Town Council Hosting an Event Policy* (Minute C552/17 refers)

This was resolved by full Council on 4 December 2017 and therefore the terms and conditions adopted.

We, the named Councillors Alan Beames, Craig Brown, Chris Holliday and Dean Temple, ask Council to overturn this recommendation (in accordance with Standing Order 23(a)) and amend the policy document by inserting that **"All events on Witney Town Council land must end by 11pm"**.

All members voted in favour of the motion.

RESOLVED: that the motion be passed and the policy document be amended with the insertion of **"All events on Witney Town Council land must end by 11pm"**.

230 **TO CONSIDER THE FOLLOWING NOTICE OF MOTION TO COUNCIL FROM CLLR BEAMES, AND SUPPORTED BY CLLR TEMPLE**

"This year is the 775th anniversary of Witney Feast, we propose that to celebrate, the historic fee of 2x Deer (or monetary equivalent thereof) be charged instead of the usual hire fees"

Members voted in favour of the motion, one member abstained.

RESOLVED: that the motion be passed and that Witney Feast be charged the historic fee of 2x Deer (or monetary equivalent thereof) instead of the usual hire fees.

231 **EVENTS**

The Council gave consideration to the following:-

- a) The matters deferred from the Council meeting held on 23 April 2018 relating to the Witney Music Festival 2018;
- b) A request to hold an event on the Leys Recreation Ground by the Gourmet Food Market – 27-29 July 2018;
- c) The Council putting on an event in the Corn Exchange on 24 November 2018 - John Coghlan's Quo.

The matters relating to the Music Festival had now been resolved by the motions passed by Council that evening. The After Party was not considered to be an event by members.

Members felt that the Food Market on The Leys would be one event too many on ground that was already well used. It was agreed that the company should come and talk to the Community Services Committee about staging the event in 2019 instead.

Cllr Dorward stated that he would be taking up the issues surrounding John Coghlan's Quo and would report back to committee.

RESOLVED:

- 1) that the Music Festival be allowed to run until 11pm and that the After Party was not to be considered as an event;
- 2) that the company proposing the Food Market on The Leys be invited to talk to the Council about an event in 2019;
- 3) that Cllr Dorward take up the issues surrounding John Coghlan's Quo and report back to committee.

232 **NORTH WARD BY-ELECTION – POLL CARDS**

Members discussed whether or not to have polling cards printed for the forthcoming by election for the North Ward. They would have to be paid for by the Council. All members felt that it helped the turn out and to make people aware that an election was taking place.

RESOLVED: that the Town Council requests that polling cards be printed and distributed for the forthcoming by election.

233 **WITNEY HIGH STREET – AREA FOOTWAY RESURFACING**

The Council received and considered correspondence from Oxfordshire County Council notifying the intention to resurface the High Street paving which had caused trips and injuries particularly to elderly and frail residents due to the uneven surface. Whilst members were pleased to hear this, they expressed concern over

what material would be used to replace it. Normal asphalt was not favoured and members wanted it to blend in with the surroundings.

Some members referred to the paving in Corn Street which had now settled in and looked good. A member added that the front of Wood Green School had recently been resurfaced with a bituminous surface in Cotswold colouring and looked amazing.

It was agreed to refer this item to the next Traffic Advisory Meeting on 5 June for further discussion, and the County Council would have a representative at the meeting.

RESOLVED: that the area footway resurfacing be referred to the next Traffic Advisory Meeting on 5th June.

234 **UPDATE ON THE UNAUTHORISED ENCAMPMENT ON KING GEORGE V PLAYING FIELD**

The Council were aware that the situation had now been resolved as the occupiers had left voluntarily,

A member asked how such encampments would be prevented in future. The Town Clerk advised that the gates had been removed for repair and would be put back once this was completed. The temporary chain had been locked with a padlock.

Several members thanked the Officers and all levels of Councils that had been involved.

A member commented that after a similar situation at Woodford Way Car Park, a height restriction barrier had been out in place. The Town Clerk would ask the Operations and Estates Officer to look into this.

The Town Clerk advised that Thames Valley Police had been excellent throughout the process, but she felt that there could have been a better cohesive response with the other Councils. She would welcome a meeting to discuss this further.

RESOLVED: that the update be noted and the Operations and Estates Officer be asked to look into a height barrier for King George V Field.

235 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

236 **TOWN CLERK'S CONFIDENTIAL REPORT**

Councillor Morris gave a verbal update from the Personnel Sub-Committee meeting held earlier in the evening, and presented the agreed recommendations arising from that meeting.

RESOLVED:

1. that the confidential verbal report of the meeting held prior to the Annual Council meeting be noted and the recommendations contained therein be agreed as detailed in the attached confidential appendix.
2. that the Town Clerk be designated as the Town Clerk/RFO as required by s.151 of the Local Government Act 1972.

The meeting closed at 8.20pm.

Chairman