

# Full Council Committee Meeting of Witney Town Council



**Monday, 12th October, 2020 at 7.00 pm**

To members of the Full Council Committee - J Aitman, L Duncan, L Ashbourne, T Ashby, R Bolger, D Butterfield, O Collins, H Eaglestone, D Enright, V Gwatkin, A D Harvey, M Jones, J King, A McMahon, A Prosser, R Smith and D Temple (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Virtual Meeting Room via Zoom** 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.

Admission to this meeting will be online by virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.

Zoom login details of this meeting will be published on the Council's website prior to the meeting.

## 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 Town Clerk or Democratic Services Officer 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 Democratic Services Officer ([nicky.cayley@witney-tc.gov.uk](mailto:nicky.cayley@witney-tc.gov.uk)) prior to the meeting, stating the reason for absence.

### 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

To approve and adopt the minutes of the Council Meeting held on 27 July 2020 and the Extraordinary Meeting held on 18 August 2020 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. **An Update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors**

To receive a short verbal update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors.

6. **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.

7. **Minutes of Committees and Sub Committees**

To receive and NOTE the RESOLUTIONS in the minutes of the meetings held between 11 August 2020 and 28 September 2020, and agree the RECOMMENDATIONS contained therein:

7.1 **Climate, Biodiversity and Planning Committee Minutes - 11 August, 1 September and 22 September 2020**

7.2 **Sport and Play Committee Minutes - 7 September 2020**

7.3 **Halls, Cemeteries and Allotments Committee Minutes - 14 September 2020**

7.4 **Stronger Communities Committee - 21 September 2020**

7.5 **Policy, Governance and Finance Committee Minutes - 28 September 2020**

8. **Civic Announcements**

To receive the report of the Mayor.

9. **Health & Safety and COVID-19 Update**

To receive and note the Officer verbal update on Health & Safety and COVID-19 matters if appropriate, but in particular:

On the Town Centre COVID-19 safety measures - to consider the request from WODC to plant and maintain 6 planters to be used as road closure points (removing the unsightly red temporary barriers currently in place at the top of Market Square and High Street). The cost of planting and maintaining for 12 months will be in the region of £2,600 (this could be met from existing budget 4215/402 In Bloom).

10. **Tree Planting request from the Wychwood Project**

To consider a request from the Wychwood Project to undertake tree planting on Witney Town Council land during National Tree Planting Week at the end of November 2020.

The Operations & Estates Officer has identified some suitable locations, Wychwood Project will be facilitating the tree planting and establishing Tree Wardens in the first instance to look after these areas, but ultimately these areas, when established, will be added to the Council's tree stock for maintaining.

Wychwood Project have requested initial funding from the Council at approximately £360 – although this is for small whips and protection – so a contingency would be prudent if the Council agreed to proceed and support this project.

11. **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.

12. **Correspondence**

To receive correspondence from the Town Clerk for information (if applicable).

13. **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.

14. **Sealing of Documents**

To **RESOLVE** that the seal of the Council be affixed to any documents arising from decisions taken by this meeting of the Council.



Town Clerk