

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



To: Members of Faringdon Town Council

You are summoned to attend an online meeting of Full Council on Wednesday 11th November 2020 at 7.15pm. Press & Public are invited to attend via this link:

[Join Microsoft Teams Meeting](#)

Questions can be submitted to office@faringdowntowncouncil.gov.uk

AGENDA

1. Apologies for Absence

To receive and approve

2. Roll call

Cllrs. summoned: *Wise, Bentley, Boulton, Burns, Castle, Famakin, Finn, Leniec, Martin, Morgan, Smith, Swallow, Thomas and Wise*

3. Minutes of last meeting – Wednesday 14th October 2020 (attached)

4. Declarations of Interest & requests for dispensations

Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when the item is reached. Unless dispensation is granted, you must withdraw from the room when the meeting discusses and votes on the matter.

5. Public Participation Time

This period is designated for public speaking accordance with Standing Order 3 (f). Members of the public are welcome to speak on any business itemised on the agenda for up to 3 minutes. Questions will be restricted to one from each member of public, or a maximum of 3 per meeting. Written notice of questions must be received by the Clerk at least 3 working days before the meeting.

6. Co-option of a councillor

To elect a councillor to fill the vacancy that has arisen following the resignation of Cllr. Julie Farmer

7. Reports from Outside Bodies

To receive and consider reports to include:
Thames Valley Police (to follow)
OALC Larger councils Meeting (to follow)
The Place AGM (to follow)

8. County Councillor's Report

To receive a report from County Cllr. Judith Heathcoat (attached)

9. District Councillors' Report

To receive a report from District Cllrs. Grant and Thomas (to follow)

10. Chairman's Activity Report

To receive an activity report from Town Mayor, Cllr. Mike Wise (to follow)

11. Reports from Committees

To receive minutes and reports of the following committee meetings, including decisions taken under delegated authority:

- a) Facilities Committee: (attached)
- b) Planning & Highways Committee: 28th October (attached)
- c) Finance and Audit Committee Meeting: 21st October (attached)
- d) Communities and Partnerships Committee: (attached)

12. Clerk's Report & Schedule of Payments

- a) To receive and consider the schedule of payments up to and including November 11th (to follow)
- b) To receive and consider Clerks's activity report

13. Council Meetings

To consider the following as a result of on going Covid-19 restrictions:

- a) Annual meeting of council
- b) Town Meeting – precept
- c) Public participation, recording and publication

14. Motion under Notice

To receive and consider a motion received under notice from Cllr. Burns seconded by Cllr. Bentley.

Cllr. Burns proposes that the Town Council support an investigation into the closure of the bus lane in the town centre and redirection of buses and delivery vehicles, to give a larger pedestrian area to support town centre regeneration.

15. Motion under Notice

To receive and consider a motion received under notice from Cllr. Bentley seconded by Cllr. Martin.

Cllr. Bentley proposes that the Town Council support an investigation into the redirection of traffic in London Street, with consideration given to closure or one-way traffic.

16. Community Survey

To receive and approve a community survey to ascertain community need

17. NALC Council Award

- a) To confirm by resolution that the required documents are published online (attached)
- b) To receive and consider consolidated council business plan (attached)
- c) To confirm by resolution the following statements to be presented to the accreditation panel:
 - 1. Ensures that the council delivers value for money
 - 2. Meets its duties in relation to bio-diversity and crime & disorder
 - 3. Provides leadership in planning for the future of the community
 - 4. Manages the performance of the council as a corporate body
 - 5. Manages the performance of each individual staff member to achieve its business plan

18. Councillor IT

To consider future hardware provision for councillors

19. Market Rota

To receive and approve rota for councillors to attend Saturday market for community engagement

20. Items for Information Only (to follow)

21. Correspondence

To receive, for information only, a list of correspondence circulated by email from 14th October 2020 up to and including 11th November 2020


Town Clerk
5th November 2020

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL
 Telephone 01367 240281
www.faringdowntowncouncil.gov.uk
 Clerk: Sally Thurston



Minutes of a Town Council meeting held on Wednesday 14th October 2020 at 7.15pm, via video conferencing.	
Cllr. Wise welcomed everyone to the meeting held via Microsoft Teams Video Conferencing Members were reminded that the meeting was being recorded.	
1/10/20	Apologies for Absence None
2/10/20 Cllrs present at roll call: In attendance	Mike Wise (Mayor) Kiera Bentley (Chair Facilities) Jane Boulton (Chair Planning) Rosalind Burns Peter Castle James Famakin, Angela Finn Steve Leniec Lucy Martin Kimberly Morgan Stephen Smith (Joined at item 6) Liz Swallow Bethia Thomas (Chair C&P) C/Cllr Judith Heathcoat D/Cllr David Grant
Min. number: Item/meeting/year	Sally Thurston, Town Clerk Marzia Sellitti Deputy Town Clerk Jo King, Town Clerk's Assistant
3/10/20	Minutes of last meeting It was PROPOSED that the minutes of the meeting held on Wednesday 16th September 2020 be AGREED and SIGNED as a correct record. This was SECONDED and RESOLVED.
4/10/20	Declarations of Interest & requests for dispensations Cllr. Bentley and Cllr. Leniec in respect of item 9, regarding the planning application Land South of Highworth Road.
5/10/20	Public Speaking and Question Time None
6/10/20	Casual Vacancy Clerk informed members that two unelected candidates had expressed an interest in becoming co-opted councillors. it was PROPOSED to defer the resolution to the next full council meeting. This was SECONDED and RESOLVED. Clerk to inform the proposed candidates.
7/10/20	Reports from Outside Bodies Members NOTED: a) Thames Valley Police report. Members requested the Clerk to enquire if further information could be disclosed about the incidents described in the report and for a Town Council representative to liaise with Thames Valley Police and report back to the Council. b) Traffic Advisory Committee report.
8/10/20	County Councillor's Report Members NOTED a report from C/Cllr. Heathcoat. C/Cllr Heathcoat highlighted some updates from the report including the promotion of the Faringdon library and the update on the Civil Parking

	enforcement proposal recently approved from the County Council Cabinet. Members NOTED that Oxfordshire County Council has agreed to apply to the Government to take over responsibility for civil parking enforcement across the whole of the county.
9/10/20	District Councillors' Report Members NOTED a report from District Cllrs. Grant and Thomas. D/Cllr Grant also updated members on planning issues <ul style="list-style-type: none"> Land South of Highworth Road, reserved matters will be discussed at the Vale Planning Committee, with a recommendation from the officer to grant the application. D/Cllr Grant will liaise with Cllr. Wise and Cllr. Boulton to discuss the final statement and Cllr. Wise will represent Faringdon town Council at the committee meeting.
10/10/20	Chairman's Activity Report Chairman's activity report was NOTED.
11/10/20	Reports from Committees Members NOTED minutes and reports of the following committee meeting, including decisions taken under delegated authority: <ol style="list-style-type: none"> Facilities Committee: 16th September Planning and Highways Committee: 23rd September Community & Partnerships Committee: 30th September
12/10/20	Clerk's Report & Schedule of Payments (Appendix A) Cllr. Mike Wise PROPOSED that the schedule of payments up to and including 14 th October 2020 be APPROVED. This was SECONDED by Cllr. Finn and RESOLVED
13/10/20	35 Marlborough Street Members discussed the premises license application for 35 Marlborough St to Vale of White Horse District Council awaiting comments from Faringdon Town Council. It was PROPOSED to object to the application because the location of the premise is considered unsuitable. This was SECONDED and RESOLVED.
14/10/20	Safer Streets Partnership It was PROPOSED to accept the recommendation from the Community and Partnerships Committee to investigate a safer streets partnership to enhance safety on the streets around Faringdon schools. This was SECONDED and RESOLVED. It was proposed to appoint Cllr. Thomas and Cllr. Swallow in conjunction with the deputy town clerk to liaise and develop partnerships with the schools and report back to council. This was SECONDED and RESOLVED.
15/10/20	Marking the Death of a Senior Figure It was PROPOSED to approve a revised protocol to mark the death of a senior figure. This was SECONDED and RESOLVED.
16/10/20	Citizens Advice Bureau AGM It was PROPOSED to nominate Cllr. Wise to represent Faringdon Town Council at the Annual General Meeting event. This was SECONDED and RESOLVED.
17/10/20	Items for Information Only None
18/10/20	Correspondence <ol style="list-style-type: none"> Members will be able to access and note any future correspondence in the information centre during opening hours. Members NOTED the correspondence up to and including 14th October 2020

The meeting closed at 20:40 pm

Appendix A

CLERK'S REPORT October 2020		
Salaries	Salaries	£12,871.03
HMRC	Tax and NI	£3,179.55
OCC Pension CONTS	Pension Contributions	£4,308.42
Urgent payments made		
Reliance Arboriculture	Tree Survey	£790.00
Bacs payments to pay		
ANLX	Website Costs	£22.80
Studio 2450	Venue booking software	£330.00
MHL	Boiler repair PH	£894.00
MHL	Call out charges	£240.00
SLCC	MS Training	£84.00
J Green	Painting Bursary	£150.00
Seldram Supplies	COVID Products	£160.20
FDHS	Stock	£58.18
Andrew Townsend Architect	OTH fees	£10,703.03
OALC	AF Training	£42.00
CPRE Oxfordshire	Stock	£30.00
In4m	Stock	£156.00
DG Joinery	Cex Bar repair	£189.00
Leaseplan	Van Lease	£169.48
U3A	Corn Exchange Refund	£225.75
OCC Pension Fund	Early Retirement	£410.85
Caldecourt Carpets	Cex Mayors Parlour Carpet	£1,035.00
Spurgeons	Family Services	£2,763.08
Shelia Irigoyen	Agency	£19.80
FCB	Agency	£12.00
National Trust	Allotment Rent	£ 147.50
Befree Young Carers	Grant awarded 12/10/20	£2,000.00
Folly Trust	Grant awarded 12/10/20	£3,500.00
Coop Bank	Credit Card repay	464.69
VWHDC	PH Rates	£462.00
VWHDC	CEX Rates	£773.00
Mainstream Digital	Telephone and Broadband	£363.65
O2	mobiles	£52.93
Barclaycard	Merchant fees	£31.36
Screwfix	Maintenance items sept	£46.45
Screwfix	Maintenance items Oct	£88.24
Fuel Card Services	Fuel	£111.01
British Gas	Capped Meter	£15.92
Total Town Council Invoices		£46,900.92

REPORT TO FARINGDON DIVISION (Buckland with Gainfield, Buscot, Coleshill, Eaton Hastings, Faringdon, Gt Coxwell, Littleworth with Tubney and Little Coxwell) October 2020

All that is detailed within my monthly report is in the public domain and thus in the media. My monthly report is a document of varied information which will be of interest both to local Town/Parish Councillors, residents and rate payers. The report provides local news and a wider picture of the strategic work that Oxfordshire County Council undertakes and thus involves me both as your local County Councillor and as Deputy Leader for the County Council. Most of the strategic work will have implications locally and thus is “useful” for the local town and parish councillors.

Once again, life at County Hall has been busy and challenging. I have attended a wide variety of meetings this last month, and I have tried to keep you all fully informed with regard to on-going and breaking news. As I receive news up-dates I circulate them to you all. I have also attended Parish Council Meetings.

I feel that I should re-iterate that there has been **mis-information** circulated across the piece with regard to children going hungry during half-term. I would advise that all six Oxfordshire councils (County Council and the 5 District Councils), have been working together very closely with community and voluntary partners to help families across the county access food and essential supplies. Support mechanisms are in place to help vulnerable families, these had been targeted at those most in need. Oxfordshire councils have a strong track record of delivery through third-sector partners. The County Council has already passed a grant of more than £500,000 received from Central Government on 31st July to the district councils, Good Food Oxford and South Oxfordshire Food and Education Alliance. County wide services for children have been open as normal during half-term.

Cabinet 13th October:- Two Agenda items of particular local interest:

Civil Parking Enforcement. OCC, as the Highways Authority were formally approached by South Oxfordshire and Vale of White Horse to investigate the feasibility of implementing CPE within their Districts. Cabinet agreed to apply to Government to take over the responsibility for civil parking enforcement across the whole of the county. OCC already enforces parking in Oxford City and West Oxfordshire and this arrangement would be extended to Cherwell, South Oxfordshire and the Vale. An application to the DfT will be made in April 2021 and if the plans are approved the new measures could come into force by November 2021.

Climate Action Framework. This agenda item set out the county council's plans to make itself a carbon neutral organisation by 2030, and to enable Oxfordshire as a whole to become zero-carbon by 2050. It acknowledged that the council and the county have adapted to cope with coronavirus, and that some of these adaptations have helped reduce carbon emissions. One of the priorities for the council's Climate Action working group is to retrofit the county's streetlighting with highly efficient, environmentally friendly LED (light-emitting diode) streetlights. Scheduled to take four years to complete, the county council is investing £38m over this period – but is expecting it to lead to savings of more than £75m over the next 20 years. As well as the retrofitting, the £38m will also fund the replacement of 23,000 lighting columns which are nearing the end of their lives. The move will reduce the amount of carbon dioxide being produced by 70%. Currently, the county's street lights account for around 7,596 tonnes of CO2 every year – representing nearly 35% of the council's total emissions.

The Climate Action Framework will affect all aspects of council policy and responsibility, including:

- Replacing its fleet with electric vehicles (EVs) and creating more EV charging points
- Generating its own clean power and buying from green energy sources
- Seeing what services can be delivered digitally
- Promoting active travel such as walking and cycling
- Reducing its demand for energy
- Setting sustainability standards for its suppliers
- Helping schools meet their low-carbon targets
- Maximising waste reduction and recycling

To read the Climate Action Framework in full go to

https://www.oxfordshire.gov.uk/sites/default/files/file/about-council/OCC_Climate_Action_Framework-August2020.pdf

Safety and Health Messages:- as **Bonfire Night** approaches, the County is publicising the safety message and reminding residents that the safest way to celebrate is to attend a professionally organised public event that is confirmed as COVID-19 safety compliant, following local and national guidance. However, I know it will not be practical for everyone to attend organised public events, particularly this year, the Oxfordshire County Council Fire and Rescue Service is providing the following guidance for anyone planning to have their own fireworks display:

- Only buy CE marked fireworks from reputable and licensed shops.
- Keep fireworks in a closed, metal box.
- Light the firework at arm's length with a taper and stand well back.
- Keep naked flames, including cigarettes, away from fireworks.
- Don't put fireworks in pockets and never throw them.
- Never return to a firework that has not gone off, and never throw used or unused fireworks onto a bonfire.
- Never drink alcohol while lighting a bonfire or setting off fireworks.
- Always supervise children and don't give sparklers to a child under five.
- Keep your bonfire at least 18 metres away from houses, trees and hedges. There should be a barrier around the bonfire to keep spectators five metres away. Before lighting a bonfire, check it is stable and that there are no children or animals inside.
- Only burn dry wood, **never use paraffin or petrol** on a bonfire and think about the direction of smoke travel.
- Keep some buckets of water nearby.
- Have consideration for those around you, including notifying neighbours who may have pets or farm animals.
- Consider where fireworks and debris might fall, ensuring safety distances are provided for people to keep safe. Safety distances are provided on each firework label or package.

If anyone has concerns that retailers are not storing fireworks appropriately, selling fireworks that do not display a CE mark, or selling to anyone under 18; please contact Trading Standards on 01865 895999.

During the Covid pandemic I have not been holding my monthly Divisional Surgeries. However, I will meet people as long as the meeting conditions are Covid compliant. I can be reached by Judith.heathcoat@oxfordshire.gov.uk or 01367 241468.

Judith Heathcoat

Deputy Leader, Oxfordshire County Council

Cabinet Member for Community Safety

County Councillor for the Faringdon Division

November 2020

District Council Report for Faringdon Town Council

Bethia Thomas and David Grant

11 Nov 2020

As we head once again into a period of lockdown, the district council is focussing our resources on the community response in partnership with community groups and other local councils.

Our Community Hub enablement team are in place to manage the needs of our most vulnerable residents, so if you are contacted by anyone who needs support please direct them in the hub's direction on 01235 422600 or email communitysupport@southandvale.gov.uk.

The Community Hub team is currently available from:

- 8.30am-5pm Monday to Thursday
- 8.30am-4.30pm on Fridays

Our dedicated South and Vale Business Support Team is on hand with advice and guidance for businesses in our communities to help understand what the lockdown might mean to them, and what support is available. There's lots of information already at www.svbs.co.uk and this page will be continuously updated.

As a result of this renewed focus other work may not progress as quickly as normal, so please be patient and we will endeavour to keep things running as smoothly as possible.

It's going to be a tough winter, but we are heartened by the way the community pulled together in the spring. By showing that same spirit again, we can look out for the most vulnerable, reduce infections and help each other get through it.

District Update

- Following an extensive consultation process, we are pleased to report that the Vale's Corporate plan was passed at full council on 22nd October. The plan prioritises six themes and we look forward to putting it into action:
 - Theme 1: Providing the homes people need
 - Theme 2: Tackling the climate emergency
 - Theme 3: Building healthy communities
 - Theme 4: Building stable council finances
 - Theme 5: Working in partnership with other organisations
 - Theme 6: Working in an open and inclusive way
- The Great Coxwell Neighbourhood Plan has been 'made' bringing in small updates. It is worth noting that, despite the change in parish boundaries, this neighbourhood plan still covers the Steeds Farm site until such time as the Faringdon Neighbourhood Plan is updated.
- Given what we have learnt about home working, the council has agreed that its new, smaller premises will be based at Didcot Gateway rather than rebuilding at Crowmarsh Gifford. The building will continue to be shared between South and Vale councils and is ideally located in the middle of the two. The location is close to the train station enabling sustainable travel. While public transport links between Faringdon and Didcot are still somewhat lacking it is significantly more accessible than the old Crowmarsh Gifford site.
- The district council is responding to the government's consultation on the planning process to highlight its concerns about the loss of local democratic accountability and the proposal for automatic rights to build in 'growth areas'. The full motion passed at council is available here:

<http://democratic.whitehorsedc.gov.uk/ieListDocuments.aspx?CId=108&MId=2720&Ver=4>

Local Issues to Faringdon

- Faringdon Leisure Centre has temporarily closed from Thursday 5th November. We know how important the leisure centre is for our community, so please bear with us and we look forward to welcoming you back as soon as it is safe to do so.
- We were pleased to visit the proposed site for a mountain bike trail at Folly Park. The group already have many children and adults eager to get involved so we are looking at models for how such projects have worked successfully in other locations for the benefit of all park users.
- We are aware of the difficulties some businesses have with finding suitable locations for storage of refuse bins and to the difficulty of lorries accessing Southampton St Car Park to collect business them. District council officers are therefore looking into the possibility of using space in Gloucester St Car Park for storing refuse bins for local businesses.
- We have been contacted by a member of the public about the possibility of installing floodlights at the skate park. We think this is a really positive idea to encourage healthy activity at all times of year. Future developer contributions could be considered for the installation, but a solution would need to be found to fund their ongoing use and maintenance which is currently carried out by the district council. This is likely to be difficult to overcome given our current financial position, but we would be interested to hear any ideas from the town council on this.
- Discussions about the refurbishment of the Ferndale underpass are continuing; while it is clear that works would not start until next spring at the earliest, we believe the priority is community consultation and so want to progress this ahead of time.

Major Planning Developments

- Development South of Highworth Road (P20/V0658/RM):

Having spoken in favour of better environmental standards and cycling links, we were disappointed that the committee found in favour of approving the application without further conditions being attached.

We thank the town council for the strong arguments made alongside us as your ward councillors. The feedback from Cllr Wise about his experience of the committee meeting has been fed back to the appropriate people.

The development comes with a total of approximately £0.4m of S106 developer contributions and £1.6m Community Infrastructure Levy (CIL) contributions for the community.

- Development at Roger's Concrete (P20/V0855/O):

Amended plans have been supplied for this site including a viability assessment which claims the developer should not be liable to provide affordable housing.

We continue to be concerned about the loss of employment land and have asked that the application is called into the committee if the officers were minded to accept it.

- Development South of Park Road

Work on this development is continuing at pace. If there any concerns about the work being conducted, please do get in touch. A recent concern from the town council about safety of the curb at the entrance to the site has been passed on to the correct department at the County Council.

Councillor Surgeries

We are still suspending face to face councillor surgeries for the time being but are, of course, happy to take phone calls and emails from residents and town councillors at any time.

We hope this report finds you safe and well.

Bethia Thomas, Bethia.Thomas@whitehorsedc.gov.uk

David Grant, David.grant@whitehorsedc.gov.uk

Chair's Activity Report 15th October – 11th November 2020

Tuesday 20th October: represented the town at the (virtual) Annual General Meeting of Citizens Advice.

Wednesday 21st October: using Microsoft Teams, presented the views of Faringdon Town Council on P20/V0658/RM (Reserved Matters) - P20/V0277/FUL: Land South of Highworth Road, Faringdon to the VoWHDC Planning Committee.

Thursday 29th October: represented the town at the Annual Lord Lieutenant's (virtual) Presentation of Awards to members of the South East Reserve Forces' and Cadets' Association.

Wednesday 4th November: attended the (virtual) Trustees' Meeting of the Folly Tower Trust.

Thursday 5th November: attended the (virtual) AGM of The Place Family and Children's Project.

Sunday 8th November: provided a recorded Bible reading for the (virtual) All Saints' Remembrance Sunday Service.

Wednesday 11th November: laid a wreath at the War Memorial to commemorate those members of the armed forces from Faringdon and District who had given their lives in the course of duty during the two World Wars and whose names are recorded there.

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Minutes of a Town Council meeting held on Wednesday 16th September 2020 at 7.15pm, via video conferencing.	
Welcome	Cllr. Bentley welcomed everyone to the Facilities virtual meeting. This meeting was carried via Microsoft Teams Video Conferencing.
Minute no: Item/meeting/year	
1/2/20	Apologies for Absence Cllr. Steve Leniec and Cllr. Bethia Thomas sent their apologies. Cllr. Boulton unable to join due to technical issues.
2/2/20 Cllrs roll call:	Kiera Bentley (Chair) James Famakin Angela Finn Liz Swallow Mike Wise.
Officers roll call:	Sally Thurston: Town Clerk Marzia Sellitti: Deputy Town Clerk Jo King: Clerks Assistant
3/2/20	Minutes of last meeting Members noted that in minute n. 2/2/20 Cllr. Bently should read Bentley this was amended. Minutes of the meeting held on on Wednesday 10 th June 2020 were AGREED and SIGNED as a correct record.
4/2/20	Declarations of Interest None.
5/2/20	Public Question Time None.
6/2/20	Precept 2021/22 a) Members NOTED the following 2020/21 financial reports. It was NOTED that income is low against expenditure for COVID reasons: I. Corn Exchange. II. Pump House III. Recreation and Open Spaces. b) Members considered the following draft budgets for year 2021/22: I. Corn Exchange Members NOTED that the budget reflects figures from last year due to Covid19 and lack of sufficient data for the current year. It was also NOTED that gas and electric rates for next year are predicted to raise due to inflation. It was PROPOSED that the DRAFT budget provided be put forward. This gave an expenditure budget of £7,786. This was SECONDED and RESOLVED. II. The Pump House Members NOTED that the budget reflects figures from last year due to Covid19 and lack of sufficient data for the current year. It was also NOTED that gas and electric rates for next year are predicted to raise due to inflation. It was PROPOSED that the DRAFT budget provided be put forward. This gave an expenditure budget of £7,941. This was SECONDED and RESOLVED. III. Recreation and Open Spaces Members received an update on an electric vehicles investigation. Members NOTED that investing in an electric van would result in costs raising to £ 4,270 per year, therefore, agreed to review this again next year. It was PROPOSED

	<p>that the DRAFT budget provided be put forward. This gave an expenditure budget of £17,363. This was SECONDED and RESOLVED.</p> <p>c) Members considered capital expenditure projects for 2021/22 It was PROPOSED and AGREED to review the asset register to investigate further on any equipment that might need replacing. Members expressed an interest in new trees and relevant surveys as a potential capital project. The Clerk will investigate potential future project requiring capital expenditure and report to the next Facilities meeting.</p>
7/2/20	<p>Facilities Reports Members NOTED updates and reports including decisions taken under delegated authority for the following:</p> <ul style="list-style-type: none"> a) No updates on Elms Tennis Court. Members NOTED that the tennis court had been successfully run following the guidelines imposed as a result of COVID-19. b) Tuckers Play area and Oakwood – have been reopened. All the play equipments, benches and gates are rigorously sprayed with disinfectant twice weekly. Both play areas have undergone maintenance following a new ROSPA assessment. c) All Saints' Church Yard d) Town Park e) Tidy Team has been tackling maintenance works in open spaces and venues, cleaning, grass cutting and installing street furnitures in town. f) Corn Exchange. It was NOTED that the Place has now moved into the old council offices and aim to open on 1st October 2020. A new broadband will soon be installed for the use of the Place and hirers. The hall has been repainted. All electrical test and legionella assessment have been carried out. g) The Pump House h) Bus Shelters i) Planters
8/2/20	<p>Covid-19 Members received a update report on the reopening of the venues. All risk assessments for the venues have been completed. It was PROPOSED that the following opening schedule be approved:</p> <ul style="list-style-type: none"> i) The Corn Exchange will open to regular hirers only on Monday 21st September 2020, if their risk assessment is approved. Parties, celebrations and concerts will not be allowed to take place. ii) The Pump House will not open to hirers and will not open the museum to public due to the restrictions imposed by the single narrow access in the building. The Food Bank will carry on operating in house and being managed by the FTC staff due to a the increased infection rate. This should be reviewed regularly in line with the Covid-19 infection rate. <p>This was SECONDED and RESOLVED.</p>
9/2/20	<p>ROSPA Members NOTED ROSPA reports for:</p> <ul style="list-style-type: none"> a) Oakwood Park b) Tuckers Play Area
10/2/20	<p>Tree Suvery Members NOTED a recent tree survey undertaken in August. Only one tree of the 127 identified trees was reccomended for immediate action. A maintenance programme for the remaining trees will be brought to the next meeting. The survey will be reviewed in three years.</p>
11/2/20	<p>Benches and Planters – Town Centre</p> <ul style="list-style-type: none"> a) Members NOTED a proposal for new planters in the Town Centre. It was NOTED that the consultation identified some concerns from residents that planters would be obstructive during local events After debate, it was PROPOSED that further investigation should be undertaken including more funding for a comprehensive Town Centre regeneration project. This was SECONDED and RESOLVED.

	b) It was PROPOSED to consult with the community further on town centre regeneration.
12/2/20	Town Park Members NOTED a correspondence for a revised proposal of the lease of Town Park awaiting response from OCC officer.
14/2/20	Folly Park Members received a report on an offer received to take over the management of the Folly estate. Members felt this was not a Town Council responsibility and PROPOSED to reject the offer. This was SECONDED and RESOLVED.
15/2/20	Items for Information Only None
16/2/20	Agenda for Next Meeting Town Centre Consultation Free Trees from the Tree Council Tree maintenance programme for consideration Trees for capital expenditure Wilderness Members will suggest any other items via email.

Meeting ended at 20:30

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Minutes of a Planning & Highways committee meeting held on Wednesday 28th October 2020 at 7.15 pm, via video conferencing.

1/10/20 Apologies

Cllr. Thomas and Cllr. Swallow.

2/10/20 Roll call

Councillors present: Cllrs. Bentley, Boulton, Burns, Castle, Wise

Officers present: Deputy Town Clerk, Town Clerks Assistant.

3/10/20 Minutes of Meeting

Minutes of the meeting held on Wednesday 7th October 2020 were AGREED and SIGNED as correct record

4/10/20 Declarations of Interest

None

5/10/20 Public Participation Time

None

6/10/20 Items for Information Only:

- a) Members NOTED an update on the Solar street scheme project.
- b) Members NOTED an update on footpaths, bridleways around Faringdon.
- c) Members NOTED the following Planning Permissions granted/refused/awaiting:
 - i. [P2/0V2387/DIS](#):
Fully Discharged
 - ii. [P20/V2117/HH](#):
Granted
 - iii. [P20/V2075/DIS](#):
Fully discharged

7/10/20 Faringdon Street Name policy

This Item was deferred to the next Planning & Highways meeting.

8/10/20 Government planning consultations working party

- a) Members NOTED the response formulated by the planning consultation working party regarding the "Planning for the Future", due on the 29th October. It was PROPOSED that the response will be submitted by the Deputy Town Clerk on behalf of Faringdon Town Council. This was SECONDED and RESOLVED
- b) Due to insufficient time to gather a third working party, it was PROPOSED that councillors would respond individually to the consultation due on the 30th October. This was SECONDED and RESOLVED.

9/10/20 Planning Applications to Vale of White Horse District Council awaiting comments from Faringdon Town Council:

To receive and consider the following applications:

a)	P20/V2342/HH	Single storey rear extension with roof terrace & new porch to road elevation. Location: 108 Marlborough Gardens Faringdon Oxfordshire SN7 7DN	No Objection
b)	P20/V2567/LB	To replace the slates, lead and insulation on the roof of the main building. The annexe roof will not	No Objection

		be replaced. Location: Hill Side 79 London Street Faringdon SN7 8AA	
c)	P20/V2599/SCR	Request for EIA Screening Opinion: Faringdon to Blunsdon pipeline. Location: Faringdon to Blunsdon.	No Objection
d)	P20/V2585/N4A	Change of Use of Agricultural Buildings to Dwelling houses (Class C3), and for building operations reasonably necessary for the conversion Location: Northfield Farm Radcot Road Faringdon SN7 8DT	No Objection. It was NOTED that the bridleway has not been located in the plan.
e)	P20/V2446/HH	Erection of a two-storey extension to the rear of the property. Location: 116 Marines Drive Faringdon SN7 7UG	No Objection
f)	P20/V2431/HH	First Floor Side extension. Location: 14 Butts Road Faringdon SN7 7PG	No Objection
g)	P20/V2338/HH	Conversion and alteration of former stable building and implement shed to ancillary residential accommodation. Demolition of steel framed building and erection of garage. Location: Hattons Farm Radcot Road Faringdon SN7 8DT	No Objection. The Council supports the request of the Countryside access officer for a resubmission of the block plan with the route of the footpath correctly shown. The Council NOTED that the application complies with the Faringdon Neighbourhood Plan Policy 4.5G: Rural Diversification.
h)	P20/V2339/LB	Conversion and alteration of former stable building and implement shed to ancillary residential accommodation. Demolition of steel framed building and erection of garage. Location: Hattons Farm Radcot Road Faringdon SN7 8DT	No objection.

10/10/20 To suggest agenda items for the next meeting

2nd November 2020

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL
Telephone 01367 240281
www.faringdowntowncouncil.gov.uk
Clerk: Sally Thurston



Minutes of a meeting of the Finance and Audit Committee held on Wednesday 21st October 2020 at 7.15pm in the Jubilee Room, the Pump House, Faringdon.

Cllr. Leniec welcomed everyone to the meeting held via Microsoft Teams Video Conferencing.

1/5/20 Apologies for Absence

Cllr. Wise and Cllr. Bentley may arrive late.

2/5/20 Cllrs present:

Steve Leniec (Chairman)
Angela Finn
Kiera Bentley (joined at item 7a)
Jane Boulton
Peter Castle
James Famakin
Stephen Smith
Bethia Thomas
Mike Wise (joined at item 7a)

In attendance:

Sally Thurston (Town Clerk)
Marzia Sellitti (Deputy Town Clerk)
Joanne King (Clerk's Assistant)

3/5/20 Minutes of last meeting

The minutes of the meeting held on Wednesday 29th July 2020 were signed as correct record.

4/5/20 Declarations of Interest & requests for dispensations

None

5/5/20 Public Speaking and Question Time

None

6/5/20 Items for Information Only

- a) Members NOTED a notification of CIL payment from the Retail Park of £15,256.01 to be received at the end of October 2020.
- b) Members NOTED the Public Sector Deposit Fund factsheet aimed at local authorities and public sector investors seeking a high level of capital security.
- c) Members NOTED current estimates of the impact of COVID-19 on the council's finances.

7/5/20 Precept 2021.22

- a) Office & Establishment
 - i. Members NOTED a current financial report.
 - ii. Members considered the draft revenue & grants budget. It was PROPOSED that a DRAFT revenue budget of £342,859 and a GRANT budget of £20,600 be put forward. This was SECONDED and RESOLVED.

- iii. Members received and NOTED a cost for tablets purchases for the councillors to use. The Clerk was asked to investigate further quotes. It was PROPOSED to bring forward capital expenditure of £5,170, at this stage, for new devices. This was SECONDED and RESOLVED.

b) Faringdon Information Centre:

- i. Members NOTED a current financial report
- ii. Members considered the DRAFT revenue budget. It was PROPOSED that a DRAFT revenue budget of £250 be put forward. This was SECONDED and RESOLVED.
- iii. Members NOTED that no items for capital expenditure were put forward.

c) Direct Council Expenditure

- i. Members NOTED a current financial report
- ii. Members considered a DRAFT revenue budget. Members considered that the Mayor's allowance due to Covid-19 was unspent from the 2020 budget. It was suggested that the surplus from the mayor's allowances should be donated to charities at the end of the financial year. This would be discussed further at a future meeting. It was PROPOSED that a DRAFT budget of £ £15,793.45 be put forward. This was SECONDED and RESOLVED.
- iii. No items for capital expenditures were put forward.

d) Committee Budgets

- i. Facilities Committee
The following DRAFT revenue budget were NOTED:
Corn Exchange = £ 7,786
Pump House= £ 7,941
Recreation and Open Spaces=£ 17,363
Members noted a recommendation to review the figures above, removing the income from the halls at the next Facilities committee meeting
- ii. Community and Partnerships Committee
A DRAFT revenue budget of £ 16,085 was NOTED
Members noted a recommendation to review the figures above, removing the income from the cinema at the next Community & Partnership committee meeting

e) Precept Request

It was PROPOSED that a total DRAFT precept request of £447,937 be presented at the next committee meeting. This was SECONDED and RESOLVED. It was NOTED that we are waiting for the District Council to confirm the valuation of the council tax Band D for the year 2021/22.

8/5/20 Information Centre

- a) Members NOTED a report from Information Centre Manager. Members thanked the staff for the excellent work done to reopen the Information centre.
- b) Members NOTED Cards for good cause agreement. Member NOTED an additional 20% bonus fee for any Sales over £ 5,890.33

9/5/20 Grant Sub committee

Members NOTED minutes of the Grant Sub-Committee meeting held on Monday 12th October. A review of the grant policy to include membership of a sector body for recipients would be discussed at the next meeting.

10/5/20 Staff Sub Committee

- a) Members received and NOTED minutes of the Staff Sub-Committee Meeting, including decisions taken under delegated authority, held on Monday 12th October.
It was PROPOSED to change the Town Clerks job description considering the additional supervisory role over The Place. This was SECONDED and RESOLVED.
It was NOTED that the Town Clerk's appraisal will be conducted by the Chair and Vice chair.
It was further PROPOSED for the staff to be awarded an extra day of leave in this holiday year (pro rata for part time staff). This was SECONDED and RESOLVED.
- b) It was PROPOSED to appoint Cllr. Finn as member to sit on the Staff sub-committee. This was SECONDED and RESOLVED.

11/5/20 Audit and Internal Controls

- a) Members NOTED an external audit report 2019/20
b) It was AGREED that the internal audit for 2019/20 was effective.
c) It was PROPOSED to appoint current internal auditor for 2020/21. This was SECONDED and RESOLVED.

12/5/20 Christmas Hours

It was PROPOSED that the Christmas closure schedule for the Town Council and Information Centre be as follows: Close at 12:30 pm Monday 23rd December 2020 and re open 9am Thursday 4th January 2021. This was SECONDED and RESOLVED.

13/5/20 Old Town Hall

It was PROPOSED to delegate authority to the Clerk to apply for and act as signatory on grant applications. This was SECONDED and RESOLVED.

**The meeting closed at
20:37**

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON, Oxfordshire,
SN7 7HL Telephone 01367 240281 www.faringdowntowncouncil.gov.uk
Clerk: Sally Thurston



Minutes of the Community and Partnerships Committee Meeting held on Wednesday 30th September 2020 via Teams virtual conference	
1/1/20	Apologies for Absence Cllr. Castle
2/1/20 Roll call:	Bethia Thomas (Chair) Lucy Martin Kimberly Morgan Stephen Smith Liz Swallow Mike Wise
In attendance:	Carole Gough, The Place (left after min. 7/1/20) Sally Thurston, Town Clerk
Min no: Item/meeting/year	Marzia Sellitti, Deputy Town Clerk Joanne King, Town Clerks Assistant
3/1/20	Minutes of last meeting – Wednesday 5th February 2020 Signed as a correct record.
4/1/20	Declarations of Interest Cllr. Wise and Cllr. Thomas declared an interest in item 6, as members of the Twinning Association.
5/1/20	Public Question and Speaking Time None. It was NOTED that for future meetings links will be published to allow public participation. Members of the public, who are not familiar with online meetings, will be able to submit written requests to the council as usual.
6/1/20	Partnerships Update a) Members NOTED a report of current partnerships with external agencies in Faringdon and received a partnership list. Members were asked to inform the Clerk if any partnerships had been missed. The list would be used to invite partners to future meetings. It was also NOTED that: <ul style="list-style-type: none"> Faringdon Community College has been approached regarding having 2 students as co-opted representatives on Faringdon Town Council No further discussion has taken place regarding twinning expansion due to the Coronavirus outbreak. Dates for twinning visits in 2021 were under discussion.
7/1/20	The Place Members received and NOTED a progress report on The Place. The report highlighted that the move to the Corn Exchange had gone smoothly and that groups would hopefully start in late October and four new volunteers joined the place. Members thanked staff and volunteers for their work. The Town Clerk was thanked for her work in making the move possible. Members also NOTED that: <ul style="list-style-type: none"> Discussions were being held with Oxfordshire learning Hub about the possibility of a project in Faringdon. Members would be updated at the next meeting.

	<ul style="list-style-type: none"> An expansion of the clothes library was being investigated. It was hoped that this could be extended into an office in the Corn Exchange and this would be taken to the Facilities Committee for consideration.
8/1/20	<p>Precept 2021/22</p> <ul style="list-style-type: none"> a) Members NOTED a financial report for 2020/21. b) It was PROPOSED that the DRAFT budget provided be put forward. This gave an expenditure budget of £ 16,495. This was SECONDED and RESOLVED c) Members considered a capital expenditure projects for 2021/22. It was PROPOSED and AGREED to defer this decision to December 2020.
9/1/20	<p>Community Engagement</p> <ul style="list-style-type: none"> a) Members received an update on recent community engagement. With Councillors surgeries being temporarily stopped for Covid-19. It was NOTED that informal engagement with the community has carried on with residents. b) Members NOTED that a new public consultation will be taking place to gather the public opinion on how they envisage Faringdon in Future. This initiative will be supported by Community First Oxfordshire. Councillors suggestions shall be sent to the clerk and a draft survey considered at the next meeting. c) Members received and considered a recommendation to trial the monthly distribution of the Faringdon Town Council newsletter as a two-page spread in The Advertiser. It was discussed that the new method of distribution aimed to reach members of the community who are not online. It was PROPOSED to pilot this method from November 2020 and March 2021, when it will be reviewed. This was SECONDED and RESOLVED.
10/1/20	<p>Community Cinema</p> <ul style="list-style-type: none"> a) Members RECEIVED and NOTED an update on the community cinema. It was NOTED that due to COVID restrictions the cinema is currently closed. A cinema session The PLACE is currently being investigated and risk assessed. b) Members NOTED that an investigation regarding a drive- in cinema in Faringdon was carried out but resulted to be financially and environmentally an inviable project.
11/1/20	<p>Safer Streets Partnerships</p> <ul style="list-style-type: none"> a) Members NOTED that an update on closing streets to play will be given at the next meeting. It was felt that that this should be a community led project. b) Members considered developing a partnership with schools in Faringdon aiming at making streets safer. It was PROPOSED to bring this matter to Full Council to nominate a representative to investigate this further. This was SECONDED and RESOLVED.
12/1/20	<p>Food Bank</p> <p>Members NOTED an update on the Food Bank. The report highlighted that:</p> <ul style="list-style-type: none"> The Food Bank is being operated by Town Council until coronavirus restrictions are lifted 157 single adults and 54 families had been supported during the pandemic.
13/1/20	<p>Community Fridge</p> <p>Members considered possibilities for a community fridge in Faringdon. Members NOTED a similar service running in Wantage mix, conveying that</p>

	this should be a community led project. It was PROPOSED to appoint Cllr. Smith to investigate this project further. This was SECONDED and RESOLVED.
14/1/20	Youth Grants <ul style="list-style-type: none"> a) Members RECEIVED and NOTED an update from One Small Step. The final video productions of Animation Station will be shared on the council website and social media. b) Members considered a new grant process for 2020.21. It was PROPOSED to set the following dates for application submissions: 25th November 2020 and 24th March 2021. This was SECONDED and RESOLVED. c) Members NOTED a list of youth organisations in Faringdon. Members congratulated the staff for compiling a comprehensive list useful to all residents who wish to know all services available in town.
15/1/20	Berks, Bucks and Oxon Wildlife Trust It was PROPOSED to appoint Cllr. Swallow to be champion for developing partnerships to develop and protect wildlife sites in Faringdon. This was SECONDED and RESOLVED.
16/1/20	Portway Underpass A proposal from VWHDC for repainting the mural was NOTED. Members felt that consultation with the community was essential, particularly the houses surrounding the underpass who should be informed via a leaflet drop. It was AGREED that the Clerk liaise with the Arts Officer at the Vale to request that the community are fully consulted.
17/1/20	Community Warden Schemes Many parish and town councils have footpath and snow warden to coordinate the upkeep of public paths. <ul style="list-style-type: none"> • It was PROPOSED to set up a footpath and snow warden scheme. This was SECONDED and RESOLVED. • It was PROPOSED to appoint Cllrs. Martin and Thomas as footpath wardens. This was SECONDED and RESOLVED. • It was PROPOSED to appoint Cllr. Martin and Swallow as snow wardens. This was SECONDED and RESOLVED.
18/1/20	Items for Information Only (to follow) <ul style="list-style-type: none"> • Members NOTED a PRIDE financial report, with thanks to Cllr. Burns • Members were informed that it had been incorrectly stated on social media that the council raised the hiring rates in the Corn Exchange leading to the country market to cease their activity. This was addressed with the country market and clarified there was no price increase.
19/1/20	To consider agenda items for the next meeting <ul style="list-style-type: none"> • To bring to the Finance committee a recommendation to suspend annual grants deadline • To review a list of future events and likelihood of these. • To discuss closing streets for play

Meeting closed 21:07

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Councillor Motion Under Notice Form

Motion:

Cllr. Burns proposes that the Town Council support an investigation into the closure of the bus lane in the town centre and redirection of buses and delivery vehicles, to give a larger pedestrian area to support town centre regeneration.

Proposer: Cllr Burns

Date: 29/10/2020

Seconder: Cllr Bentley

Date: 29/10/2020

Background *(The proposer will be required to explain the reasons for the motion at the meeting):*

Research has shown that to successfully regenerate town centres their focus must change for retail to community and social. The town centre working party have had some success with regeneration, the introduction of the benches has had a particular positive impact. A larger paved area, and reduction in the bus and delivery traffic, will allow pedestrians to have priority and give extra space for markets, events and outside seating. Workable alternatives for both buses and deliveries must be investigated.

It is proposed the Town Council take the following actions

1. Meet with OCC Highways to discuss feasibility
2. Meet with Stagecoach
3. Develop plans
4. Look at costs and funding options
5. Consult with the community

Financial implications:

This would be investigated, paving and bollards would have a financial cost. Grant funding, s106 and CIL could be investigated as funding options

Motion Under Notice Guidance

Whilst a councillor is carrying out their role and engaging with residents he/she will identify improvements and services that will benefit the town.

If a councillor has a suggestion or idea then he/she should put forward a motion under notice, so it can be debated and either approved or rejected by council.

Most of the items on an agenda should represent items that councillors want to get resolved at meetings.

The Town Council may consider any matter in which it has a statutory power to act, which in the council's opinion is for the benefit of its area or its inhabitants.

Faringdon currently has the power of general competence, because the Town Clerk is appropriately qualified, and more than two thirds of councillors were elected at the last election. This power gives the Town Council more freedom to act and means that the council has the power to do many things.

The purpose of a motion is to propose that a meeting decides a particular course of action.

How to submit a motion (See also Standing Order 9)

Please use the attached form to submit motions to the Proper Officer (Town Clerk).

Wording should be clear. A motion should be capable of being understood and of being accepted or rejected when put to the vote.

Motions cannot be submitted at the last minute. Standing Orders dictate that a motion must be submitted five clear days before a meeting.

A motion should relate to the responsibilities of the meeting for which it is tabled

A motion should have a seconder

The Proper Officer will review motions and decide if they can be included in the agenda. A motion may be rejected for the following reasons:

1. It is submitted outside 5 clear days
2. The wording is ambiguous
3. A motion is not relevant to the responsibilities of the meeting for which it is tabled
4. A motion is defamatory or otherwise offensive
5. A motion proposes to rescind a previous resolution that is not within the period that is permitted by standing orders.

Background

Please give a brief background to the motion. The proposer will be asked to explain reasons at the meeting. Reasons could include, for example, evidence of need or where a councillor has received requests from residents.

At the meeting

The proposer (or mover) should formally propose the motion. The seconder is not expected to support the motion when he/she seconds it but may speak later in the debate.

The proposer should explain his/her reasons for tabling the motion and why it should be supported when the meeting comes to vote on it. After the proposer has spoken the chairman should direct the order of speakers before there is a vote. The mover of the original motion has a right to reply to any debate before the vote is taken.

A meeting is under no obligation to consider an original motion in the form it appears on the agenda. In accordance with standing orders a meeting may:

1. Pass the motion with or without amendments
2. Reject the motion
3. Postpone consideration of the motion to a later meeting
4. Delegate consideration of the motion to a relevant committee, sub committee or member of staff

Relevant Standing Orders

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 3 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Councillor Motion Under Notice Form

Motion:

Cllr. Bentley proposes that the Town Council support an investigation into the redirection of traffic in London Street, with consideration given to closure or one-way traffic.

Proposer: Cllr Bentley

Date: 4/11/2020

Seconder: Cllr Martin

Date: 4/11/2020

Background *(The proposer will be required to explain the reasons for the motion at the meeting):*

The traffic and parking in London Street is dangerous. The community have raised this many times. Redirection of traffic would make the area safer for shoppers and residents and support town centre regeneration allowing pedestrians to have priority. Workable alternatives for the direction of traffic must be investigated.

It is proposed the Town Council take the following actions

1. Meet with OCC Highways to discuss feasibility
3. Develop plans
4. Look at costs and funding options
5. Consult with the community

Financial implications:

This would be investigated. Surveys and traffic redirection would have financial cost. Grant funding, s106 and CIL could be investigated as funding options

Motion Under Notice Guidance

Whilst a councillor is carrying out their role and engaging with residents he/she will identify improvements and services that will benefit the town.

If a councillor has a suggestion or idea then he/she should put forward a motion under notice, so it can be debated and either approved or rejected by council.

Most of the items on an agenda should represent items that councillors want to get resolved at meetings.

The Town Council may consider any matter in which it has a statutory power to act, which in the council's opinion is for the benefit of its area or its inhabitants.

Faringdon currently has the power of general competence, because the Town Clerk is appropriately qualified, and more than two thirds of councillors were elected at the last election. This power gives the Town Council more freedom to act and means that the council has the power to do many things.

The purpose of a motion is to propose that a meeting decides a particular course of action.

How to submit a motion (See also Standing Order 9)

Please use the attached form to submit motions to the Proper Officer (Town Clerk).

Wording should be clear. A motion should be capable of being understood and of being accepted or rejected when put to the vote.

Motions cannot be submitted at the last minute. Standing Orders dictate that a motion must be submitted five clear days before a meeting.

A motion should relate to the responsibilities of the meeting for which it is tabled

A motion should have a seconder

The Proper Officer will review motions and decide if they can be included in the agenda. A motion may be rejected for the following reasons:

1. It is submitted outside 5 clear days
2. The wording is ambiguous
3. A motion is not relevant to the responsibilities of the meeting for which it is tabled
4. A motion is defamatory or otherwise offensive
5. A motion proposes to rescind a previous resolution that is not within the period that is permitted by standing orders.

Background

Please give a brief background to the motion. The proposer will be asked to explain reasons at the meeting. Reasons could include, for example, evidence of need or where a councillor has received requests from residents.

At the meeting

The proposer (or mover) should formally propose the motion. The seconder is not expected to support the motion when he/she seconds it but may speak later in the debate.

The proposer should explain his/her reasons for tabling the motion and why it should be supported when the meeting comes to vote on it. After the proposer has spoken the chairman should direct the order of speakers before there is a vote. The mover of the original motion has a right to reply to any debate before the vote is taken.

A meeting is under no obligation to consider an original motion in the form it appears on the agenda. In accordance with standing orders a meeting may:

1. Pass the motion with or without amendments
2. Reject the motion
3. Postpone consideration of the motion to a later meeting
4. Delegate consideration of the motion to a relevant committee, sub committee or member of staff

Relevant Standing Orders

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 3 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.