

**Democratic Services**

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18 February 2020

**SUMMONS TO ATTEND**

**MEETING:** WEST OXFORDSHIRE DISTRICT COUNCIL  
**PLACE:** COUNCIL CHAMBER, COUNCIL OFFICES, WOODGREEN, WITNEY  
**DATE:** WEDNESDAY 26 FEBRUARY 2020  
**TIME:** 2.00 PM

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**RECORDING OF MEETINGS**

The law allows the council's public meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Officer know before the start of the meeting.

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**A G E N D A**

- 1. Minutes of the meeting held on 22 January 2020 (copy attached)**
- 2. Apologies for Absence**
- 3. Declarations of Interest**

To receive any declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Council's Local Code of Conduct, and any from Officers.
- 4. Receipt of Announcements**

To receive any announcements from The Chairman, Leader, Members of the Cabinet or the Head of Paid Service.
- 5. Participation of the Public**

To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.
- 6. Recommendations from the Executive**

Purpose:  
To receive and consider recommendations made by the Cabinet in the period between 23 January and 12 February 2020.

Recommendation:  
That the recommendations set out in Annex I to the report be adopted.

## 7. Reports of the Cabinet and the Council's Committees

To receive the reports of the following meetings of the Cabinet and the Council's Committees. Unless otherwise stated, copies are attached:

- (a) [Economic and Social Overview and Scrutiny Committee](#) 23 January 2020
- (b) [Finance and Management Overview and Scrutiny Committee](#) 29 January 2020
- (c) [Environment Overview and Scrutiny Committee](#) 6 February 2020
- (d) [Audit and General Purposes Committee](#) 6 February 2020
- (e) [Cabinet](#) 12 February 2020

## 8. Scheme of Members' Allowances for 2020/2021 (Report of the Head of Democratic Services – copy attached)

### Purpose:

To consider the report and recommendations of the Independent Remuneration Panel for the allowances to be applicable for the financial year 2020/2021.

### Recommendations:

- (a) That the Council considers the report and recommendations from the Independent Remuneration Panel as set out in the Appendix to the report, and specified in paragraph 3.4 of the report;
- (b) That, in the event of Council approving an increase in line with the staff pay award and that award not being in place at the start of the financial year 2020/2021, the increases for Councillors be implemented when the pay award is confirmed, and backdated to 1 April 2020;
- (c) That, in the event of the staff pay award effective 1 April 2020 being an amount other than 2.5%, that amount be applied for Councillors, with the Chief Finance Officer being authorised to round the resulting figures to the nearest £10; and
- (d) That the section 151 officer be authorised to amend the scheme of allowances as formally set out in Part 6 of the Council's Constitution to reflect any changes made as a result of (a) above.

## 9. Council Tax 2020/2021 (Report of the Cabinet – copy attached)

### Purpose:

To calculate and set the Council Tax for 2020/2021.

### Recommendation:

That the recommendations as set out in the report be considered and approved.

## 10. Questions on Notice

In accordance with paragraph 10 (b) of the Council's Rules of Procedure, Councillor Julian Cooper has given notice of the following questions for the Cabinet Member with responsibility for Housing:

*Can I ask if the portfolio member for Housing has any update on the closure of Ryegrass older persons unit in Woodstock?*

*Could I also enquire if the District Council has carried out any research on possible restrictive covenants on the land that was built on in the mid-nineteen sixties?*

## **11. Notice of Motion – Firework Displays**

The following Motion has been received in the names of Councillors Toby Morris and Suzi Coul, namely:-

*“This Council resolves:*

- (a) To ask for all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people*
- (b) To actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks*
- (c) To write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays*
- (d) To encourage local suppliers of fireworks to stock ‘quieter’ fireworks for public display”.*

## **12. Notice of Motion – Policing in West Oxfordshire**

The following Motion has been received in the names of Councillors Laetisia Carter and Duncan Enright, namely:-

*“Despite remaining a low crime area residents of West Oxfordshire are rightly concerned about the increase in crime, particularly involving vulnerable people/young people and antisocial behaviour across the district. Our Community Safety Plan is reaching its end in 2021. Policing is under increasing financial pressure. West Oxfordshire District Council would like to work in closer partnership with Thames Valley Police to increase capacity to police our towns and villages. As a response to growing complex crime the Council resolves to negotiate with Thames Valley Police to put more police officers on patrol in West Oxfordshire, including the possibility of jointly funded posts.”*

## **13. Notice of Motion – Environmental Awards**

The following Motion has been received in the names of Councillors Duncan Enright and Rosa Bolger, namely:-

*“In light of the climate emergency, the council will encourage businesses and organisations in the district to adopt more sustainable modes of operation. The council therefore resolves to investigate methods to encourage this by audit and award schemes to recognise good practice. These will include exploring best practice by local authorities, the inclusion of environmental measures in procurement decisions, considering awards similar to environmental health audits for food outlets, and discussion with West Oxfordshire Business Awards (WOBA) about sustainability awards.”*

## **14. Notice of Motion – CCTV in Witney**

The following Motion has been received in the names of Councillors Duncan Enright and Laetisia Carter, namely:-

*“Witney's CCTV system is nearly two decades old, and despite finances being identified by West Oxfordshire District Council and Witney Town Council, only slow progress is being made in replacing it effectively. The Council therefore resolves to call a meeting with stakeholders at the earliest opportunity, and to seek to expedite the replacement of the system with a target date for completion by the end of Summer 2020.”*

**15. Notice of Motion – Tenants Forum**

The following Motion has been received in the names of Councillors Geoff Saul and Duncan Enright, namely:-

*“The Council welcomes the private landlords forum. To better understand and support this sector, the Council resolves to establish a private tenants forum to hear the voice of residents and understand their concerns and perspective.”*

**16. Sealing of Documents (copy attached)**

Purpose:

To note the documents sealed since the last report.

Recommendation:

That the report be noted.



Giles Hughes  
Chief Executive

This agenda is being dealt with by Keith Butler, Tel: (01993) 861521;  
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## WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the Meeting of the  
**WEST OXFORDSHIRE DISTRICT COUNCIL**  
held in the Council Chamber, Council Offices, Woodgreen,  
Witney, on Wednesday 22 January 2020 at 2:00pm

### PRESENT

Councillors: Harry Eaglestone (Chairman), Jake Acock, Alaa Al-Yousuf, Luci Ashbourne, Andrew Beaney, Richard Bishop, Rosa Bolger, Jill Bull, Laetisia Carter, Louise Chapman, Nathalie Chapple, Andrew Coles, Owen Collins, Julian Cooper, Derek Cotterill, Suzi Coul, Maxine Crossland, Marilyn Davies, Duncan Enright, Hilary Fenton, Ted Fenton, Steve Good, Andy Graham, Jeff Haine, David Harvey, Gill Hill, David Jackson, Ed James, Liz Leffman, Nick Leverton, Dan Levy, Norman MacRae MBE, Martin McBride, Michele Mead, James Mills, Toby Morris, Neil Owen, Elizabeth Poskitt, Alex Postan, Carl Rylett, Geoff Saul, Harry St John and Ben Woodruff.

#### 46. MINUTES

**RESOLVED:** That the minutes of the meeting of the Council held on 23 October 2019 be approved as a correct record and signed by the Chairman.

#### 47. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Joy Aitman, Mike Cahill, Nigel Colston, Jane Doughty, Richard Langridge and Kieran Mullins.

#### 48. DECLARATIONS OF INTEREST

Councillor Harvey declared an interest in Agenda Item 20 – Sealing of Documents because he was a tenant of Newman Court.

Councillor Cooper declared an interest in relation to the budget because he was a member of the Oxfordshire pension fund.

#### 49. RECEIPT OF ANNOUNCEMENTS

##### 49.1 Former Councillor Tom Smith

The Chairman announced the recent passing of former Councillor Tom Smith who had been elected to represent Minster Lovell in May 1980 and served in that capacity for 20 years. The Chairman gave a full account of the committees and chairmanships Councillor Smith had held and Members stood in silence to remember his service and to acknowledge his passing.

##### 49.2 Welcome to Jan Britton, Publica Managing Director

The Chairman welcomed Jan Britton, the new Managing Director of Publica to the meeting and suggested that any Members who had not yet had the opportunity to meet Mr Britton could take the opportunity after the meeting.

##### 49.3 Oxfordshire Growth Board

The Leader thanked those Members who had attended the Growth Board workshop the previous week, which had given an oversight of the work of the Board and the Oxford and Cambridge Arc. He advised that he would be attending a meeting of the Board the following week where the initial findings of the recent review would be discussed. In addition, he would be attending South East England Councils meeting on behalf of West

Oxfordshire, discussing Digital Infrastructure for Oxfordshire, and a meeting of Oxford and Cambridge Arc Leaders.

In response, Councillor Poskitt requested that the Leader circulated a brief resume after the Growth Board meeting, updating Members on the work being done.

The Leader explained that the review had come about as a result of similar comments made and the workshop had been organised to provide Members with this information as stated above.

#### 49.4 'Scrap Fly Tipping' campaign

Councillor MacRae announced that the Council would be launching a 'Scrap Fly Tipping' campaign towards the middle of February to highlight and educate people about the dangers and repercussions of fly tipping.

#### 49.5 Multi-Use Play Park, Madley Park

Councillor Mead provided an update on the multi-use play park at Madley Park which it was hoped would be open in around two months' time, weather permitting.

### 50. RECOMMENDATIONS FROM THE EXECUTIVE

The Council considered the report of the Head of Democratic Services setting out the recommendations made by the Cabinet at its meetings held on 18 December 2019 and 15 January 2020, and noted that the recommendation regarding the adoption of the Council Plan 2020-2024 would be considered as a separate agenda item later in this meeting.

The Leader proposed the recommendations, commending the proposal to continue to finance the work by Southill Solar. This was seconded by Councillor Morris, who highlighted the fact that recommendations b) and c) would directly benefit the residents of West Oxfordshire.

Councillor Bolger proposed an amendment that recommendation c) relating to Council Tax exemption for care leavers be amended to extend the qualifying age for assistance to 25. She felt that the age specified by the Children's Society should be given consideration and queried how this would be means tested. The amendment was seconded by Councillor Cooper.

In response, the Leader expressed his disappointment that Councillor Bolger had not raised these concerns when the item had been considered by Cabinet in December. He emphasised that this was a County wide proposal, involving six Principal Councils and Thames Valley Police, which had all worked together to develop the scheme. He highlighted that this example of county wide partnership working had built on the original motion submitted to Council.

A request was made for voting on the amendment to be recorded, and it was then put to the vote, with the voting being as follows.

**For the amendment:** Councillors Acock, Ashbourne, Bolger, Carter, Coles, Collins, Cooper, Davies, Enright, Graham, Jackson, Levy, Poskitt, Rylett and Saul.

**Against the amendment:** Councillors Al-Yousuf, Beaney, Bishop, Bull, Chapman, Cotterill, Coul, Crossland, Eaglestone, Hilary Fenton, Ted Fenton, Good, Haine, Harvey, Hill, James, Leverton, MacRae, McBride, Mead, Mills, Morris, Owen, Postan, St John and Woodruff

**Abstentions:** Councillors Chapple and Leffman.

There being 15 votes in favour and 26 against, with two abstentions, the amendment was **defeated**.

Councillor Chapman spoke to the original motion and encouraged Members to approve the scheme and start helping young people from April 2020. She felt this should not be a political issue and work needed to keep moving forwards with the potential to look at the age range in the future.

The substantive motion was then put to the vote, and a prior request was made for voting on the proposition to be recorded.

**For the motion:** Councillors Acock, Al-Yousuf, Ashbourne, Beaney, Bishop, Bolger, Bull, Carter, Chapman, Chapple, Coles, Collins, Cooper, Cotterill, Coul, Crossland, Davies, Eaglestone, Enright, Hilary Fenton, Ted Fenton, Good, Graham, Haine, Harvey, Hill, Jackson, James, Leffman, Leverton, Levy, MacRae, McBride, Mead, Mills, Morris, Owen, Poskitt, Postan, Rylett, Saul, St John and Woodruff

**Against the motion:** None.

**Abstentions:** None.

There being 43 votes in favour the proposition was **carried unanimously**.

**RESOLVED:** That the recommendations made by the Cabinet at its meetings held on 18 December 2019 and 15 January 2020 be approved in relation to:-

- a) Prosecution of Housing and Tenancy Fraud on behalf of Social Housing Providers (Minute No. CT/75(c)/2019/2020);
- b) Council Tax Support Scheme (Minute No. CT/78/2019/2020);
- c) Council Tax Exemption for Care Leavers (Minute No. CT/86/2019/2020);
- d) Household Duty of Care Offences – Setting the Fixed Penalty Notice Level (Minute No. CT/87/2019/2020)
- e) Budget 2020/2021 (Minute No. CT/89/2019/2020); and
- f) Loan Refinancing – Southill Community Energy (Southill Solar) – Capital Programme (Minute No. CT/91/2019/2020).

## 51. REPORTS OF THE CABINET AND THE COUNCIL'S COMMITTEES

The reports of the meetings of the Cabinet and the Council's Committees held between 7 November 2019 and 15 January 2020 were received.

### 51.1 Service Performance 2019/2020 – Quarter Two Minute No. E&S/49/2019/2020

Councillor Leffman asked if there was an update on staffing levels in the Planning Enforcement Team. Councillor Beaney advised that the latest information would be forwarded, and also referred to the special meeting of the Economic and Social Overview and Scrutiny Committee which would be considering staffing in both Planning Enforcement and Housing.

### 51.2 Committee Work Programme 2019/2020 Minute No. FMOS/48/25/2019/2020

Councillor Cooper requested an update on the latest position regarding the project to introduce Electric Vehicle Charging Points. Councillor Harvey advised that mini-tenders were due by 30 January 2020, and would be assessed on 31 January, with a report to be considered by Cabinet in February.

51.3 Budget 2020/2021

Minute No. EnvO&S/38/2019/2020

Councillor Ted Fenton asked if there was an update on recycling promotion and the possibility of vehicle messaging. Councillor MacRae advised that he had asked officers to investigate and report back.

51.4 Oxford & North Cotswold Train Services – Revised Timetable

Minute No. CAB/73.3/2019/2020

Councillor Acock highlighted the downgrading of train services in his Ward and elsewhere, and asked whether the Leader would write to the MP asking him to pursue the matter and promote the dualling of the Cotswold line.

Councillor Mills advised that this would be discussed at the Growth Board next week. He was supportive of improvements being made at Oxford station and would continue to make a case for improved rail services in West Oxfordshire.

51.5 Local Development Scheme Update

Minute No. CAB/85/2019/2020

Councillor Rylett advised that Members had recently undertaken a site visit to a Passivhaus development at Southmoor and queried whether the Council would be aiming to make the Garden Village carbon neutral. He also requested an update on the naming of the Garden Village. In response, Councillor Haine believed that zero carbon could not be demanded but assured Councillor Rylett that officers would be pushing for it as much as was possible and viable. Further to a comment from Councillor Leffman, he confirmed that he was happy to promote the desirability of appropriate legislation via the MP.

In relation to the naming of the Garden Village, Council Haine advised that it was still under consideration and that a report would be submitted to Cabinet in due course.

52. COUNCIL PLAN 2020-2024

The Council considered the report of the Chief Executive and the recommendation from the Cabinet meeting held on 15 January to adopt the draft Council Plan circulated with the report.

Councillor Mills proposed the adoption of the draft Plan, highlighting the themes as detailed in paragraph 2.7 of the report. He also endorsed the recommendation that authority be delegated to the Chief Executive to make any minor amendments, such as the inclusion of relevant photographs, in consultation with himself. This was seconded by Councillor Morris.

The majority of members welcomed the plan, which they felt reflected the discussions across all political groups and the views across the District. However, a number of topics were felt to be either missing or low on information in the Plan including social injustice, rural poverty and references to young people.

Councillor Acock felt that further detail could be provided on how the Council would be tackling mental health issues and what young people could expect the Council to do for them. In response, Councillor Mead reminded Members that Vision 2 related specifically to Healthy Towns and Villages and this included the issue of rural isolation.

Councillors were in agreement that the references and commitment to Climate Change in the plan should be welcomed and it was recognised that the older buildings in the District also needed to be looked at to find ways of making them more energy efficient.



In seconding the proposal, Councillor Morris thanked officers throughout the organisation for their work and input into the plan. He reminded Members that the document had been considered by each of the Overview and Scrutiny Committees, which he felt had allowed Councillors to take ownership of the content. This was felt to be the start of the journey towards making West Oxfordshire a better place to live and work.

**RESOLVED:**

- (a) That the draft Council Plan 2020-2024 be approved; and
- (b) That the Chief Executive be authorised to make minor textual, typographical and image changes to the Plan prior to its publication, following consultation with the Leader of the Council.

53. CLIMATE ACTION FOR WEST OXFORDSHIRE

The Council considered the report of the Climate Change Manager, which set out a proposed framework and timescales for developing a Carbon Action Plan as the mechanism for delivering West Oxfordshire District Council's commitment to becoming carbon neutral by 2030.

The report also outlined a proposed framework and timescales for developing a Climate Change Strategy for West Oxfordshire, influencing change and driving forward Climate Action across the District working with partners and stakeholders including residents and community groups, planners and developers, land owners and businesses.

Councillor Harvey proposed the recommendations in the report and thanked the Climate Change Manager, other officers and the cross party Climate Change Working Group for their work. He felt that the issue had achieved rapid progression and all involved had responded to the challenge.

Councillor Harvey advised that there had been several meetings of the Working Group and that development and planning were fundamental. He reminded Members of a number of projects taking place including a project to plant saplings at Burford. He also referred to the section of the report which detailed the CO<sub>2</sub> emissions at leisure centres, and stated that government funding and backing were required to assist in what was necessary to address climate change. The proposal was seconded by Councillor MacRae.

Members queried the lack of a residents' panel as originally agreed and the frequency of Working Group reports being submitted to Council. Councillor Graham proposed an amendment to assert the formation of a panel of residents and require a report to each Council meeting. During discussion, it was noted that officers were developing the concept of the panel and that work was ongoing. With regard to the frequency of reporting back to Council, pCouncillor Harvey observed that there could be more than the suggested two per year, depending on progress and the need for decisions.

The amendment was put to the vote and was **defeated**.

Councillor MacRae thanked the report author and reminded Members that Climate Change was evolving rapidly. He noted the work that the Working Group had already undertaken and also referenced the Citizens Panel in Oxford, where the enthusiasm had been infectious.

Councillor Rylett assured Members that as a member of the Working Group, he would expedite the creation of the residents' panel.

**RESOLVED:**

- (a) That the contents of the report and proposals to develop and publish: a Carbon Action Plan for the Council by August 2020 and a Climate Change Strategy for West Oxfordshire by February 2021, be noted; and
- (b) That the Council agrees to the proposed structure and way forward for delivering Climate Action for West Oxfordshire, including the continuation of the Climate Change Working Group and the biannual consideration of progress reports and recommendations from the Group, as referenced in paragraph 2.10.1 of the report.

(Councillor Woodruff left the meeting at this juncture)

54. NOTICE OF MOTION – TREE PLANTING

The Council considered the report of the Head of Democratic Services which considered the motion proposed by Councillor Postan and seconded by Councillor Harvey at the meeting of the Council held 31 July 2019. At that meeting it had been agreed to refer the motion to the Environment Overview & Scrutiny Committee and Development Control Committee for consideration.

The report advised that having given consideration to the motion, Officers were doubtful that the desired objective could be achieved by way of a planning condition. However, efforts had been made to identify an appropriate mechanism by which to drive the request forward.

In June 2019, in considering a previous motion regarding climate change, the Council had established a Working Group to assist in the formulation of its plans to become carbon neutral by 2030 and to encourage others in the District to follow its example.

The Working Group had identified the development control process as one of the key ways in which to advance the Council's environmental objectives and expressed support for the production of a revitalised sustainability checklist. The Business Manager, Development Management, had suggested that inclusion of a request for additional tree planting could form part of this revised checklist.

It was envisaged that the Climate Change Action Group would become the principal forum for considering the development of a Carbon Action Plan for the Council and a wider reaching Climate Change Strategy and it was recommended that the Council agree that inclusion of a request for additional tree planting be incorporated within a revitalised sustainability checklist to be developed by that group.

Councillor Enright supported the recommendation in the report and queried whether GPS could be used to map the trees in the District, referring to a relevant Lord Lieutenant initiative. Councillor Mills was not certain of the details of the specific project but agreed to investigate.

Councillor Mills wholeheartedly supported the idea especially from a biodiversity viewpoint and he commended the offer of advice from the Wychwood project regarding the types of trees to be planted and assured Members that advice was being sought from a wide variety of organisations.

As the original proposer, Councillor Postan felt that was a huge variety of expertise to call on. He made reference to a complete aerial survey of the District and commended the attitude of the officers to assist with this request.

**RESOLVED:** That the Council agrees that inclusion of a request for additional tree planting be incorporated within a revitalised sustainability checklist.

## 55. NOTICE OF MOTION – EUROPEAN NATIONALS

The Council considered the report of the Head of Democratic Services which considered the motion proposed by Councillor Carl Rylett and seconded by Councillor Andy Graham at its meeting held 23 October 2019. The motion had been referred to the Economic and Social Overview and Scrutiny Committee for consideration prior to its determination.

Following consideration of the report of the Executive Director – Commissioning attached as an appendix to the report, the Economic and Social and Overview and Scrutiny Committee had resolved:-

- That the Council be recommended to adopt the Home Office advice and guidance for local authorities including a toolkit and recommendations contained therein.
- That a Working Party comprised of Councillors Ashbourne, Beaney, Leverton and Rylett be established to undertake an audit of what action the Council was taking and what was being done elsewhere.
- That the Council be recommended to request that the Leader of the Council writes to the Home Secretary seeking clarification and suggesting improvements to the European Settlement scheme.

Councillor Rylett introduced the report, and referred to the first meeting of the Working Party, which had taken place the previous week. It had been noted that whilst the Home Office Guidance was good, there was still more that could be done, in particular with harder to reach groups, and that further information and guidance from the Home Office was awaited.

Councillor Rylett then proposed the following:

- (a) That the Council adopts the Home Office advice and guidance for local authorities including a toolkit and recommendations contained therein;
- (b) That the Leader of the Council writes to EU citizens resident in the district giving advice on applying for Settled Status. This notice shall inform EU citizens of any potential consequences of not applying for the EU Settlement scheme;
- (c) That the Leader of the Council writes to the Home Secretary to seek assurances over the rights of EU Citizens and suggesting improvements for the European Settlement scheme, which include
  - supporting the provision of physical proof of Settled Status
  - seeking to improve the level of assistance provided to older and vulnerable citizens, including those who may have difficulty using digital applications
  - that during negotiations with the EU the UK Government will prioritise the confirmation of EU citizens' rights post-Brexit so as to reduce uncertainty and anxiety for those affected
  - ensuring that the authority set up to monitor EU Citizens' rights will be properly funded, truly independent and up and running on the first day after the UK leaves the transition period, and that it will be able to act rapidly and fairly when faced with complaints from EU citizens and their families
  - ensuring that the continuation of citizens' rights will be guaranteed throughout citizens' lifetimes
  - a review of charges and waivers for applications for British citizenship by EU citizens and their children

The proposition was seconded by Councillor Graham.

Councillor Morris advised that he supported the recommendations as put forward by the Economic & Social Overview & Scrutiny Committee and he felt it was important to

communicate with those individuals who were not on the electoral register. Councillor Ashbourne agreed with this statement, considering that the most vulnerable residents were unlikely to be registered voters on the electoral roll and encouraged Council to agree to the recommendations as laid out in the report. Councillor Rylett suggested that the second part of his amendment could be withdrawn but felt that the third part should be retained. On being put to the vote, the amendment was lost.

Councillor Morris therefore proposed the recommendations as outlined in the report and, on being seconded by Councillor Mills, this was put to the vote.

**RESOLVED:**

- (a) That Home Office advice and guidance for local authorities be adopted, including the toolkit and the recommendations contained therein; and
- (b) That the Leader of the Council writes to the Home Secretary seeking clarification and suggesting improvements to the European Settlement scheme.

56. NOTICE OF MOTION – LIVE STREAMING OF COUNCIL AND COMMITTEE MEETINGS

The Council considered the report of the Executive Director Commissioning, asking Members to consider the motion proposed by Councillor Jake Acock and seconded by Councillor Andy Graham at its meeting held 23 October 2019, and referred to the Finance and Management Overview and Scrutiny Committee for consideration prior to determination. The full text of the relevant draft minute of the meeting of the Finance and Management Overview and Scrutiny Committee held 27 November 2019 was attached as Annex 2 to the report.

Councillor Enright stated that this decision should have stated that the information be submitted back to the Committee in the first instance because it needed a fully costed plan.

Councillor Acock agreed that the issue should be referred back to Finance and Management, for full consideration and costings for live streaming and broadcasting of meetings from the Council Chamber and both of the committee rooms at the Woodgreen offices.

**RESOLVED:**

- (a) That further study was required on the various methods of recording available, location options and cost of installation;
- (b) That the meetings rooms to be included in the evidence gathering should be Committee Rooms 1 & 2 and the Council Chamber, and that feedback should be sought from other Councils which had installed systems, or were due to do so; and
- (c) That the Finance and Management Overview and Scrutiny Committee be requested to consider the costings and other information prior to further consideration by the Council.

57. NOTICE OF MOTION – RAW SEWAGE

The following motion had been received in the names of Councillors Norman MacRae and Steve Good, namely:-

*“This Council calls on HM Government to ban the dumping of raw sewage into our rivers, with the ultimate aim of restoring our rivers to a state where we can safely swim in them and to protect their environment and biodiversity”.*

Councillor MacRae proposed the motion and reminded Members of the problem areas across the District. He recognised that some success had been achieved at Finstock in resolving issues but the major issue related to untreated sewage entering the water courses. He reminded Members that the Council had no statutory powers in the matter.

The proposal was seconded by Councillor Good who stated that effluent was flowing into the Thames. He felt there was a danger that the District could be seen as an international embarrassment.

Councillor Postan saw the motion as the Council taking positive action because the agencies were not protecting residents or looking after their customers.

Councillor Rylett agreed that this was an unacceptable situation and the Council should write to the Secretary of State. He proposed an amendment to the motion to include designating areas of the river as specific bathing zones. This was seconded by Councillor Acock but on being put to the vote, the amendment was lost.

Members agreed that the situation was a disgrace and additional pressure needed to be put on the government to take notice. It was recognised that the recently held Water Day had raised a number of issues including the inadequate storage space at water treatment plants.

In summing up, Councillor MacRae reminded Members that the Council had no statutory powers other than some relating to public health.

On being put to the vote the motion was carried, and it was -

**RESOLVED:** That the Council calls on HM Government to ban the dumping of raw sewage into our rivers, with the ultimate aim of restoring our rivers to a state where we can safely swim in them and to protect their environment and biodiversity.

#### 58. NOTICE OF MOTION – LOCAL ELECTRICITY BILL

The following motion had been received in the names of Councillors David Harvey and Harry St John, namely:-

*“West Oxfordshire District Council offers support to the Local Electricity Bill and writes to organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or [info@powerforpeople.org.uk](mailto:info@powerforpeople.org.uk)) expressing this support”.*

Councillor Leffman advised that she had visited the Power for People website which advised that the Bill had been submitted to Parliament in September 2018. Accordingly, she proposed an amendment to recognise it, i.e. the following additional text:

*“In addition, in recognition of the fact that this bill failed in its passage through the last parliament, this Council agrees to write to our MP Robert Courts, in his capacity as Parliamentary Private Secretary to the Secretary of State for Environment, asking him to make every effort to revive this bill and bring it before the House of Commons during this parliamentary session”.*

The amendment was seconded by Councillor Graham, and the proposer and seconder of the original motion agreed to incorporate it into the substantive motion.

Councillor Ted Fenton advised that members had received email correspondence from Power for People. The Bill had 150 Members supporting it and the proposal was for the bill to be taken back to Parliament shortly.

Councillor Bolger strongly supported the revised motion and welcomed co-operative schemes. She endorsed investing in the community and felt this was exactly the type of initiative on which the Council should be working together.

**RESOLVED:** That West Oxfordshire District Council offers support to the Local Electricity Bill and writes to organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or info@powerforpeople.org.uk) expressing this support. In addition, in recognition of the fact that this bill failed in its passage through the last parliament, this Council agrees to write to our MP Robert Courts, in his capacity as Parliamentary Private Secretary to the Secretary of State for Environment, asking him to make every effort to revive this bill and bring it before the House of Commons during this parliamentary session.

59. NOTICE OF MOTION – TREE COVER AND ONGOING MAINTENANCE

The following motion had been received in the names of Councillors Andy Graham and Nathalie Chapple, namely:-

*“West Oxfordshire District Council recognises the benefits trees provide for the climate, air quality, wildlife, people’s well-being and flood management; commits to doubling tree cover within the local authority area by 2030, including through growing more trees and woods on council-owned land; and resolves to write to the appropriate Minister to request more funding for councils to increase tree cover and for ongoing maintenance”.*

The Chairman advised that he would not be exercising his discretion for this motion to be debated at this meeting, and after it had been proposed and seconded he would propose that it was referred to the Climate Change Working Group for consideration and advice.

The motion was then proposed and seconded, and it was subsequently -

**RESOLVED:** That the motion having been duly proposed and seconded shall stand referred without discussion to the Climate Action Working Group, for consideration and advice.

(Councillor Leffman left the meeting at this point)

60. NOTICE OF MOTION – ELECTRONIC COMMUNICATIONS

The following motion had been received in the names of Councillors Jake Acock and Andy Graham, namely:-

*“West Oxfordshire District Council places great importance upon communications with councillors, whether that be sending out agendas for meetings or through regular email updates.*

*West Oxfordshire District Council also places great importance upon environmental credentials and cost-effective projects.*

*Therefore, this council resolves that we will no longer send paper copies of communications including agendas for all meetings and will issue every councillor with an iPad for council business.*

*This will allow the council to:*

- a) have stronger greener credentials and help to tackle the climate crisis.*
- b) be more cost and staff efficient.*
- c) be more GDPR friendly.*

*This council resolves that this will be added to the 2020 budget and that all councillors will be issued with an iPad by May 2020”.*

The Leader asserted that it would have been preferable for this to have been raised at an Overview and Scrutiny Committee rather than being presented direct to Council.

The Chairman advised that he would not be exercising his discretion for this motion to be debated at this meeting, and after it had been proposed and seconded, he would propose

that it was referred to the Finance & Management Overview and Scrutiny Committee for consideration and advice.

The motion was then proposed and seconded. The proposer, Councillor Acock, emphasised the main reasons for the motion, and agreed that referral to the Overview and Scrutiny Committee was appropriate. In seconding, Councillor Graham stated that he had undertaken some research which he would make available.

It was then -

**RESOLVED:** That the motion having been duly proposed and seconded shall stand referred without discussion to the Finance and Management Overview and Scrutiny Committee, for consideration and advice.

#### 61. NOTICE OF MOTION – OXFORD/CAMBRIDGE EXPRESSWAY

The following motion had been received in the names of Councillors Andy Graham and Dan Levy, namely:-

*“West Oxfordshire District Council supports Oxfordshire County Council's decision passed in November that building the Oxford/Cambridge Expressway flies in the face of Oxfordshire's commitment to reduce the use of the car, an action which is necessary to tackle the climate change emergency, which local government, including Oxfordshire, has signed up to.*

*West Oxfordshire District Council does not support the building of the Expressway irrespective of which route is chosen.*

*This decision, if taken, should be communicated to Highways England and the Minister of Housing, Communities & Local Government forthwith.”*

The Leader addressed Members and advised that he was ‘mainly in support’ of the motion. He reminded Members that this was a Highway’s England project and suggested that, for accuracy, the motion be amended to refer to the Secretary of State for Transport and not the Minister for Housing. The proposer and seconder agreed to incorporate this into the motion.

Councillor Coles supported the motion and raised concerns that the project would jeopardise meadows and woodland areas.

Councillor Ted Fenton agreed that Highways England were not supplying the necessary information, the project had not been properly planned and the build would be environmentally destructive.

Councillor Morris supported the motion as amended and recognised that the District needed better infrastructure, alternative options needed to be looked at but localised pollution and congestion needed to be reduced.

The proposer and seconder thanked Members for their support and the motion, with “Secretary of State for Transport” replacing “Minister of Housing, Communities & Local Government”, was **carried unanimously**.

#### 62. NOTICE OF MOTION – CLIMATE ACTION BIODIVERSITY PLAN

The following motion had been received in the names of Councillors David Harvey and Norman MacRae, namely:-

*“This Council tasks the Climate Action Working Group to come forward with the Climate Action Biodiversity plan to be presented to full council in due course.”*

In proposing and seconding the motion, Councillors Harvey and MacRae both referred to the need for tree planting, but did not believe that a decision to aim to double the

amount of coverage by 2045 would be the best way forward. Consideration by the Climate Change Working Group was considered to be appropriate, as it was a forum which had the capacity to receive detailed advice and look into matters in depth.

Councillor Coles was supportive of the motion, but was nonetheless disappointed because he had highlighted the need for an updated Biodiversity Plan some time previously, and the reaction to that had not been as quick as he felt it should have been.

Councillor Graham proposed an amendment to replace “in due course” with “as a matter of urgency”, which was seconded by Councillor Chapple. Councillors Morris, Harvey and Mills spoke against the amendment prior to it being put to the vote, considering that it was clear to officers that this was regarded as important, and that its urgency was understood.

On being put to the vote, the amendment was **defeated**.

The motion was then put to the vote and was **carried unanimously**.

### 63. PROGRAMME OF MEETINGS 2020/2021

The Council considered the report of the Head of Democratic Services, which sought approval of a programme of meetings for the 2020/2021 civic year.

Councillor Cooper queried the dates for some of the Area Planning Sub-Committee meetings in the draft programme, and Councillor Haine undertook to respond to him.

#### **RESOLVED:**

- (a) That the Calendar of Meetings for 2020/2021 as set out in the Annex to the report be approved; and
- (b) That the times for the first meetings of the Overview and Scrutiny Committees after the annual meeting of the Council be as set out in the Annex, but that each Committee be invited to consider the timing of its subsequent meetings during the year.

### 64. SEALING OF DOCUMENTS

The Council received and noted the report of the Head of Paid Service which gave details of documents numbered 11700 to 11724 sealed since its last meeting.

The meeting closed at 6.15 pm

CHAIRMAN





WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	<b>COUNCIL – WEDNESDAY 26 FEBRUARY 2020</b>
Report Number	<b>AGENDA ITEM No. 6</b>
Subject	<b>RECOMMENDATIONS FROM THE EXECUTIVE</b>
Wards affected	All
Accountable member	Cllr James Mills, Leader of the Council Email: <a href="mailto:james.mills@westoxon.gov.uk">james.mills@westoxon.gov.uk</a>
Accountable officer	Keith Butler Head of Democratic Services Tel: 01993 861521 Email: <a href="mailto:keith.butler@westoxon.gov.uk">keith.butler@westoxon.gov.uk</a>
Summary/Purpose	To receive and consider recommendations made by the Cabinet at its meeting on 12 February 2020.
Annexes	<a href="#">Annex 1</a> – Schedule of recommendations
Recommendation	That the recommendations set out in <a href="#">Annex 1</a> to the report be adopted.
Corporate priorities	To support the Council's priorities to protect the environment whilst supporting the local economy, to meet the current and future needs of residents and to provide efficient and value for money services, whilst delivering quality front line services.
Key Decision	No
Exempt	No
Consultees/ Consultation	None

**1. BACKGROUND**

- 1.1. The Council is required to consider recommendations made by the Cabinet and the Council's Committees since its last meeting.

**2. MAIN POINTS**

- 2.1. The recommendations set out in [Annex I](#) have been extracted from the report of the meeting of the Cabinet held since the last Council meeting.
- 2.2. The recommendations regarding the budget are included, and the setting of the Council Tax for 2020/21 is identified as a separate agenda item.

**3. FINANCIAL IMPLICATIONS**

- 3.1. There are no financial implications arising directly from this report.

**4. LEGAL IMPLICATIONS**

- 4.1. None

**5. RISK ASSESSMENT**

- 5.1. Not applicable

**6. CLIMATE CHANGE IMPLICATIONS**

- 6.1. Whilst there may be climate change implications arising from specific items within the schedule, there are none arising directly from this report.

**7. ALTERNATIVES/OPTIONS**

- 7.1. The above are as set out in the relevant reports to the meetings of the Cabinet/Committee, and the decisions or minutes of those meetings.

**8. BACKGROUND PAPERS**

- 8.1. None

	<b>Meeting and Date</b>	<b>Subject and Agenda Item No. or Minute Reference</b>	<b>Recommendations</b>
(a)	Cabinet 12 February 2020	Single Use Plastics Minute No. CT/98/2019/2020	The recommendations that the Council (i) agrees the proposed next steps as described by the SUPs Working Party at its meeting on 5 December 2019; and (ii) agrees to the WODC Statement of Principles and Action Plan as presented to Cabinet
(b)	Cabinet 12 February 2020	Community Infrastructure Levy Minute No. CT/102/2019/2020	The recommendations that the Council:- <ul style="list-style-type: none"> <li>i) approves the Community Infrastructure Levy Draft Charging Schedule (DCS) attached at Annex A to the report for the purposes of a six-week period of public consultation in accordance with the Community Infrastructure Levy Regulations 2010 (as amended);</li> <li>ii) agrees that authority be given to the Chief Executive to make any minor factual/typographical amendments to the CIL Draft Charging Schedule (DCS) following consultation with the Cabinet Member for Planning and Strategic Housing, prior to publication; and</li> <li>iii) agree that subject to there being no significant issues raised during the six-week consultation period, the draft CIL charging schedule be formally submitted for independent examination in accordance with the Community Infrastructure Levy Regulations 2010 (as amended) including any minor modifications</li> </ul>

	<b>Meeting and Date</b>	<b>Subject and Agenda Item No. or Minute Reference</b>	<b>Recommendations</b>
(c)	Cabinet 12 February 2020	Updated Medium Term Financial Strategy, General Fund Revenue Budget, Capital Programme for 2020/21 to 2029/30, Fees and charges for 2020/21, the Council's Pay Policy Statement, the Council's Capital Strategy 2020/21, the Council's Investment Strategy 2020/21, the Council's Treasury Management Strategy 2020/21, Prudential Indicators and the planned contribution of £1,395 to General Fund balances in 2020/21. Minute No. CT/105/2019/2020	The recommendations that the Council approves: <ul style="list-style-type: none"> <li>(i) the updated Medium Term Financial Strategy at Annex A to the report;</li> <li>(ii) General Fund revenue budgets as summarised at Annex B to the report;</li> <li>(iii) the Capital Programme for 2020/21 to 2029/30 as set out at Annex D to the report;</li> <li>(iv) Fees and charges for 2020/21 as set out in Annex E to the report;</li> <li>(v) the Council's Pay Policy Statement as set out in Annex F to the report;</li> <li>(vi) the Council's Capital Strategy 2020/21 as set out in Annex G to the report;</li> <li>(vii) the Council's Investment Strategy 2020/21 as set out in Annex H to the report;</li> <li>(viii) the Council's Treasury Management Strategy 2020/21 as set out in Annex I to the report;</li> <li>(ix) the Prudential Indicators as set out in Annex N to the report; and</li> <li>(x) the planned contribution of £1,395 to General Fund balances in 2020/21</li> </ul>

## WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Economic and Social Overview & Scrutiny Committee**  
held in Committee Room I, Council Offices, Woodgreen, Witney,  
at 6.30pm on **Thursday 23 January 2020**

### PRESENT

Councillors: Andrew Beaney (Chairman); Laetisia Carter (Vice Chairman); Jake Acock, Jill Bull, Suzi Coul, Harry Eaglestone, Duncan Enright, Hilary Fenton, Ted Fenton, Andy Graham, Nick Leverton, Neil Owen and Carl Rylett

Officers in Attendance: Christine Gore (Executive Director, Commissioning), Jon Dearing (Group Manager for Resident Services), and Keith Butler (Head of Democratic Services).

#### 51. MINUTES

**RESOLVED:** That the minutes of the meeting of the Committee held on 21 November 2019 be approved as a correct record and signed by the Chairman.

#### 52. APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

Apologies for absence were received from Councillor Luci Ashbourne and the following resignations and temporary appointments were notified:-

Councillor Duncan Enright attended for Councillor Joy Aitman

Councillor Ted Fenton attended for Councillor Jane Doughty

#### 53. DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers in items to be considered at the meeting.

#### 54. PARTICIPATION OF THE PUBLIC

There were no submissions from members of the public in accordance with the Council's Rules of Procedure.

#### 55. HOMES FOR ALL

Deborah Robson-Grey, the founder of Homes for All, thanked the Committee for the opportunity to attend and contribute to the meeting. Ms Robson-Grey then addressed the Committee, explaining that Homes for All had been formed in 2017 and that its primary focus was on homelessness and its causes.

She elaborated on the many, varied and complex aspects which could contribute to and cause homelessness, and asserted her view that the many different agencies and organisations with relevant responsibilities and interests needed to work together and be collective in their resolve to address the causes of homelessness as well as seeking to find homes for homeless people. In doing so, she also stated that Homes for All could offer free training in relation to domestic violence/abuse.

The Group Manager for Resident Services then outlined the Council's approach to homelessness, explaining that the range and complexity of factors and reasons were such that much of what was done was carried out on a county-wide basis, which was the most effective approach. He further explained that much of the Council's internal focus on homelessness was aimed at preventing it from occurring, and that finding suitable accommodation remained a constant problem; and emphasised the fact that the Council

would always give what assistance it could to those who presented themselves as homeless or potentially homeless. He also referenced the success of the “Our House” project.

Councillor Acock did not agree that the “Our House” project was successful, and felt that insufficient facilities and support were offered in the District, in the context of the loss of Base 33 and of many Youth Services. He referred to the problem of domestic violence and suggested training/a domestic abuse day, in response to which the Chairman reminded him that domestic violence issues/awareness featured in the Committee’s work programme.

In response to further comments about drug abuse and county lines, the Group Manager for Resident Services stressed that the Council’s role related to homelessness, and that he was aware of a small number of cases during the previous year where the coercion of young people in drug dealing was a factor, and also explained that this had on occasions been the reason for housing people outside the district.

The Executive Director, Commissioning reminded the Committee that the powers of the District Council in relation to many of the matters mentioned were limited, but were largely relevant to the Community Safety Partnership, and offered to raise the matters with the relevant Group Manager and Cabinet Member, with a view to taking a discussion into the Partnership.

Councillor Bull referred to the figures for homelessness and the housing waiting list, and was reminded that the vast majority of people on the waiting list were adequately housed, it also being confirmed that the Council was aware of the numbers of people in emergency accommodation, and of two current rough sleepers, both of whom had declined offers of help.

Councillor Enright concurred with previous comments about the loss of/reduction in Youth Services, and advised of relevant work being undertaken by Witney Town Council and stated that the Government had given an undertaking to seek to re-invigorate Youth Services provision.

**RESOLVED:**

- (a) That Ms Robson-Grey be thanked for her attendance and input; and
- (b) That the Executive Director, Commissioning be requested to raise the matters via the Community Safety Partnership as suggested, and to report back to a future meeting of the Committee.

56. COMMITTEE WORK PROGRAMME 2019/2020

The Committee received and considered the report of the Head of Democratic Services which gave an update on progress in relation to its Work Programme for 2019/2020.

56.1 RAF Brize Norton

The Executive Director Commissioning reported on a short telephone briefing with the Defence Infrastructure Organisation which included confidential information. She had asked for an update which could be made available and would circulate it when it was supplied.

56.2 Vulnerable Persons’ Resettlement Scheme

Councillor Beaney advised that efforts were being made, in liaison with GARAS, to agree a date for a further meeting of the Working Party.

56.3 Cotswolds Area of Outstanding Natural Beauty Management Plan 2018-2023

The Executive Director Commissioning reported that the meeting of lead members of local authorities within the area of the AONB was taking place the following day, having been rearranged as a consequence of the general election. Information on the meeting would be reported back to the Committee.

56.4 Equal Opportunities Policy

The Executive Director Commissioning stated that she did not think that any issues relating to the existing policy had been raised by councillors, and she would therefore ask the appropriate colleague to seek comments.

In response to a comment from Councillor Acock, Councillor Beaney advised that the current policy was for the period including 2020 and had not ceased during 2019.

56.5 Oxford to Cambridge Expressway

There was no further information available as to the previously anticipated consultation, and reference was also made to the motion opposing the expressway which had been unanimously passed by Council the previous day.

56.6 Domestic Violence

The Executive Director Commissioning suggested that an approach be made to the County Council with a view to attendance at the next meeting.

56.7 European Union Nationals – ‘Settled Status’

The Executive Director Commissioning reported that the latest statistics relating to applications for settled status were not yet available, but would be shared when they were to hand. She also advised that a meeting of the Working Group established by this Committee had taken place the previous week, and that a further meeting would be organised when updated Home Office guidance was available.

56.8 Staffing Levels in Housing and Planning Enforcement Services

Councillor Beaney confirmed that a date for the additional meeting of the Committee to consider these matters would be communicated as soon as possible.

56.9 Presentation by representatives of GLL Better (Greenwich Leisure Limited)

The Executive Director Commissioning advised that, whilst GLL were available to attend the meeting of the Committee on 2 April, she would liaise with the Chairman on that because of the amount of business currently anticipated for that date.

**RESOLVED:** That progress on the Committee’s Work Programme for 2019/2020 be noted.

57. CABINET WORK PROGRAMME

The Committee received and considered the report of the Head of Democratic Services, which gave members the opportunity to comment on the Cabinet Work Programme published on 14 January 2020.

57.1 Supplementary Planning Documents

The Executive Director Commissioning advised that the SPDs relating to West Eynsham, East Chipping Norton and East Witney were all due to be considered by this Committee in due course.

57.2 Leisure Strategy Consultant

In response to a question from Councillor Graham, it was stated that this Cabinet item related only to the appointment of a consultant, and that there would be opportunities to feed into the strategy as it was subsequently being developed. It was also confirmed that questions or comments about the scope of the consultant could be raised at the Cabinet meeting on 12 February.

**RESOLVED:** That the contents of the Cabinet Work Programme published on 14 January 2020 be noted.

58. MEMBERS' QUESTIONS

Councillor Rylett asked about the current County Council consultation on the Minerals and Waste Local Plan, and was advised to contact the Planning Policy Manager for further information.

Arising from an issue concerning flyposting Councillor Acock was advised that flyposting matters could be raised with Environmental and Regulatory Services, and came within the remit of the Environment Overview and Scrutiny Committee.

The meeting closed at 7:45pm

Chairman



## WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the  
**Finance and Management Overview and Scrutiny Committee**  
held in Committee Room 1, Council Offices, Woodgreen, Witney, Oxon  
at 2pm on **Wednesday 29 January 2020**

### PRESENT

Councillors: Derek Cotterill (Chairman); Alex Postan (Vice Chairman); Alaa Al-Yousuf, Julian Cooper, Maxine Crossland, Harry Eaglestone, Andy Graham, Gill Hill, Dan Levy, Harry St John and Geoff Saul

#### 55. MINUTES

**RESOLVED:** That subject to the removal of Councillor Derek Cotterill from the list of those in attendance, the minutes of the meeting of the Committee held on 27 November 2019 be approved as a correct record and signed by the Chairman.

#### 56. APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

Apologies for absence were received from Councillors Rosa Bolger and Toby Morris

The following temporary appointment was reported –

Councillor Andy Graham for Councillor Liz Leffman.

#### 57. DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers in matters to be considered at the meeting.

#### 58. PARTICIPATION OF THE PUBLIC

There were no requests received.

#### 59. MAIN POINTS FROM THE LAST MEETING AND FOLLOW UP ACTION

Councillor Cotterill highlighted the following actions:

- (a) the motion relating to live streaming needed a more in depth report including costings and would be added to the work programme.
- (b) Medium Term Finance Strategy and budget were awaiting figures from Central Government. Figures were due to be released on 12 February 2020.
- (c) A report relating to electronic documents, reports etc would be added to the work programme.

Councillor Alaa Al-Yousuf requested a verbal update on the Statement of Principles relating to the Climate Emergency which had been passed by Council and enquired whether the Council was generating economies of scale by pooling treasury managers.

The Chief Finance Officer responded in relation to the climate change query, the treasury management and investment principles would be incorporated in the treasury management strategy to address this issue. The Council's treasury management advisors, Arlingclose, were investing in this area of work. A report was requested to be prepared for the next meeting, and comments from the meeting could be fed to the climate change group.

Councillor Cooper queried why there was no report on the budget included on the agenda for this meeting and whether it would be possible to have another meeting of the Committee

before the Cabinet considered the budget. He also queried the situation with Building Control and how this would be reported in the budget.

Finalised papers on the budget would be reported to Cabinet on 12 February 2020 and detail of this would be in the report, although there would be no significant changes. The Chair reiterated that as the budget report would be presented to that meeting he did not consider it necessary to hold another Scrutiny Committee.

Councillor Postan highlighted that care needed to be taken not to include pension funds and investment funds in the principles for investment, as trustees of the pension funds were responsible to their members. Investment funds were managed by the Council for residents of the district. The risk and profile were different and consideration in relation to these fund principles should not follow them on value and return and social and carbon neutral policies should be taken into account in light of investments.

**RESOLVED:** That the report be noted.

#### 60. COMMITTEE WORK PROGRAMME 2019/2020

The Committee received and considered the report of the Head of Democratic Services, which provided an update on its Work Programme for 2019/2020.

The following updates were made to the work programme:

- (a) Local Authority Partnership Purchase Scheme to be removed from the work programme until further information was received; and
- (b) Items relating to livestreaming and electronic documents to be added to the programme.

#### 61. CABINET WORK PROGRAMME

The Committee received and considered the report of the Head of Democratic Services which gave Members the opportunity to comment on the Cabinet Work Programme published on 14 January 2020.

Councillor Cooper queried item 15 on the work programme – Approval of CCTV Compliance Policy and asked which Scrutiny Committee would be receiving this item. The Chief Finance Officer explained that this item would ensure that the Council was complying with regulations and Scrutiny Committee could call this in following the Cabinet meeting. It was also stated that the item on employment land could be removed from the programme.

**RESOLVED:** That the report be noted.

#### 62. CAPITAL, INVESTMENT AND TREASURY MANAGEMENT STRATEGIES 2020/2021 – 2022/2023

The Committee received the Council's Capital Strategy, Investment Strategy and Treasury Management Strategy for the period 2020/21 to 2022/23.

Councillor St John queried paragraph 2.2. of the report in relation to the definition of fair value. The Chief Finance Officer explained that this was the market value of the assets.

The Chief Finance Officer explained that these were strategic documents which had to be brought to Council at the start of each financial year. There was no substantial change; figures were taken from the MTFs, although some were subject to change when final figures were available. The documents were presented for Members to see the Council's position in relation to investments, with feedback from the Committee to Cabinet and Council, as necessary.

Councillor Cotterill highlighted that there were dramatic changes for local government funding ahead. The Chief Finance Officer explained that the spending review for Local

Government had been postponed and changes were due to come into effect from April 2021. Illustrative figures should be available in the spring and there would be a significant timeframe for consultation.

Councillor Postan reiterated that any consideration of the changes should take account of re-balanced trends, successes in terms of principles which were important and when it came to value, the Council should be strict when selling, and take principles into account.

Councillor St John queried figures within the Capital Strategy, with outstanding borrowing at the end of March 2020 being £27m and where was the money to be found. It was explained that some cash holdings were used in order not to borrow, with money from income and investments, money may be borrowed temporarily although this was being managed on a day to day basis.

Councillor Cooper queried a further loan with Cottsway which he considered was wrong under Council procedure rules and should return to Council. A business case for this had still not been published.

**RESOLVED:** That the Council's draft Capital Strategy, Investment Strategy and Treasury Management Strategy for the period 2020/21 to 2022/23 be recommended to Cabinet.

### 63. PUBLICA BUSINESS PLAN

The Managing Director highlighted that this was part of a new process, and in discussion with the Leader it had been decided that Scrutiny should receive the report first. He apologised for handing out paper copies at the meeting, as this document had only been received by the Publica Board meeting the previous week.

The Executive Director explained that there had been a change of emphasis and approach since the new Managing Director had been in place, his first three months had been spent exploring the organisation in detail and included an assessment of future work.

The document set out a change in direction, focusing on what was important to the partner Councils. This was taken from Council plans and built on work currently taking place, recognising that this was a two year plan with an expectation that an update would be brought forward in 2021. The priorities followed in part from the previous business plan and it was important to deliver these whilst also reflecting on how best to deliver on behalf of the partner Councils.

Areas of work within the plan included:

- (i) Climate Change Strategy – it was recognised that this was a high priority. A Climate Change Manager had recently been appointed.
- (ii) Delivering more affordable homes – the aspects of this would be included in the Local Plan, such as economy, infrastructure and the garden village.
- (iii) Modernisation agenda – customer expectations continued to rise and the Salesforce system was a platform on which to build a new customer experience. The Council's website was being refreshed.
- (iv) Becoming an employer of choice – Publica delivered services on the Council's behalf. The pay and grading framework work was ongoing, having involved a lot of work to bring different schemes together in one. Actionable targets were in the document to build upon.

Councillor Cotterill commented that previous business plans had been heavily weighted to saving financial amounts to meet austerity targets, this was totally different and he wondered whether this had been written in a way to advertise Publica and to have a wider circulation than Councillors.

It was explained that the document was aimed at Councillors and substantial financial savings had been made, which had benefited the partner Councils, and now was the time to start changing the business, putting investment into Publica being an employer of choice with new ways of working, not only with systems such as Salesforce, but presenting a more rounded process.

Councillor Crossland queried page 12 of the business plan and highlighted the problems that planning services faced constantly with planners being sought by private enterprise and asked how Publica was planning to support and retain these staff. The Managing Director explained that there was only a certain amount of budget and resources and if Publica were to try to compete with the salary race over the private sector it would not succeed. A different employment package had to be offered, and acknowledge that people would stay with good organisations, with officers having an opportunity to make a significant contribution to the work of the Councils and Publica. A graduate scheme had recently been put in place in addition to paid interns, which gave Publica the opportunity to develop people throughout the organisation.

Councillor Graham considered that Publica was a good idea, with partnership building across the authorities, and reiterated that these circumstances gave something different to the partnership. Technology was welcome, although he recognised that some residents and Councillors were perhaps a bit reluctant to change. He would have liked to see much more on a five year period moving forward but congratulated the Directors for bringing this to Committee.

Councillor Postan explained that he would like to see a 'dashboard' on Salesforce for Councillors and the public to provide a better service for residents, enabling Publica employees to better engage with Members. He considered the business plan needed some cultural issues embraced, such as hopes, pride and employees working more with Members. The Managing Director reiterated that it was difficult to put emotion into a business plan document although energy and commitment of employees would be channelled into delivering priorities, for the Council.

Councillor Levy questioned whether there could be more staff physically located in the Council's buildings, rather than on the phone. Residents wanted people located locally, and he asked whether Publica could commit to having more staff in the Council's buildings. The Managing Director explained that this was a three way balance and economies and efficiency of scale were factors, although he understood the point which was being made.

Councillor Eaglestone stated that staff had been cut back in the Council and asked whether this was likely to continue, on the basis of the information in the Local Authority budget. The Executive Director explained that the headcount had increased over the last two years and although staff were sharing responsibilities across the partnership Councils, they responded to queries as quickly as possible.

Councillor Cooper reiterated that if there was a suggestion that there were less staff in the planning service and Publica was not working, a fully costed alternative strategy should be ready for the budget meeting. Councillor Cotterill would have to ask for more detail on this from Cabinet.

Councillor St John queried whether a dashboard for accessing the Salesforce system, for Councillors and the public would be available when the upgrade of the Council's website was implemented. He queried a diagram on page 9 of the plan, with more customer enquiries being self-service or through the customer service centre. It was explained that over time more specialist staff could be working in front of house, leaving fewer specialist officers back office. It was noted that there was a desire and need for Councillors to have a dashboard for their use. Salesforce was currently up and running for the public, although the operating

model had not yet been extended into the back office, and it could take up to two years for this to take place. The focus would be the upgrade of the website and elements of automation via the website were already in place, such as online 'chats' with advisors.

Councillor Postan considered that this was most important and the nature of Salesforce could and should completely change the way the public interacted with the Council. Officers should be working to find out what the public expect and how Members can react to queries. The Managing Director explained that Publica was talking to over 7,000 customers asking about services, evidence was being gathered for a better understanding of what customers needed and whether 9-5 Monday to Friday was appropriate, or whether there should be communication outside these hours.

Councillor Saul queried the type of questions being asked by the public and what expertise may be needed of the contact centre staff. It was explained that the profile of most services meant that scripted responses could be given although the different partner Council's had different responses.

**RESOLVED:**

- (a) That the report and presentation be noted; and
- (b) That feedback on the Draft Publica Business Plan 2020-22 be provided to the Publica Board before the plan was presented to the Cabinet for consideration.

64. EXCLUSION OF THE PUBLIC

**RESOLVED** That, in view of the likely disclosure of exempt information, as defined in paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, (information relating to the financial or business affairs of any particular person) the public be excluded from the meeting for the remaining item of business.

65. INVESTMENT PROPERTY REVIEW AND OUTTURN 2018/19

The report was presented by the Estates Manager, it was a comprehensive report which included a detail property level review by the Council's property consultant. Councillor Cotterill questioned whether there had been any requests for rent reduction which would cause types of risk, such as financial risk and effect on income. The officer explained that there could be a tendency to ask for rent reduction where companies were in voluntary arrangements.

Councillor Levy queried the newer properties outside the district and whether it would be a good idea to have more of this type of property. The Chief Finance Officer explained that the regulations on owning property outside the district had changed, these buildings were bought from cash the Council was holding, and no borrowing was made to purchase the buildings.

Councillor Postan commented that there was a risk and guarded most strongly of borrowing money to invest in property as it could become speculative.

Councillor Saul commented that Greystones in Chipping Norton was looking fairly tired and was earmarked for further investigation, and asked whether it could be prioritised through an options report to Cabinet, setting out the options for the future. The Executive Director reiterated that this was in a difficult location which included an operational depot. It was also in a leisure based location, with difficult access roads making it a difficult property to be dealt with although it was recognised that there were few sites around Chipping Norton for business premises.

Councillor Cooper commented that significant work had been carried out on this item and queried why the item was in private session, enquiring whether future reports could be in the

public domain. Officers explained that there was financial information in the report of a confidential nature.

Councillor St John commented that the Talisman business centre investment had increased as a consequence of Bicester being a major growth area.

Councillor Crossland congratulated officers on the amount of detail and clarity in the report and found it extremely helpful. One of the properties in Carterton was in the heart of the town and currently in a run-down state. She queried whether it was the tenant's responsibility to carry out work on the building and, if it was the Council's responsibility, whether officers could investigate. The Estates Manager confirmed that Officers would look into this particular case.

**RESOLVED:** That the report be noted.

#### 66. MEMBERS' QUESTIONS

A question had been received from a Member relating to Building Control Fees being in deficit, and asking whether targets had been missed, and whether full costs were being recovered. The Chief Finance Officer explained that within the budget the net position for the building control service, service provision and other income was plus £160,000, i.e. income was higher than direct costs. In addition to the direct costs there were allocations for use of the building, support from finance, legal, HR etc. A more detailed report would be presented to the next meeting of the Committee, in April.

The meeting closed at 3.43pm

CHAIRMAN

## WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Environment Overview & Scrutiny Committee**  
held in Committee Room 1, Woodgreen, Witney, Oxon  
at 2.00pm on **Thursday 6 February 2020**

### PRESENT

Councillors: Alaa Al-Yousuf (Chairman), Martin McBride (Vice Chairman), Richard Bishop, Jill Bull, Mike Cahill, Andrew Coles, Owen Collins, Harry Eaglestone, Liz Leffman, Kieran Mullins, Elizabeth Poskitt and Alex Postan

Officers in attendance: Group Manager – Commissioning, Service Leader, Resident Services, Senior Officer, Resident Services.

#### 42. MINUTES

**RESOLVED:** That the minutes of the meeting of the Committee held on 5 December 2019 be approved as a correct record and signed by the Chairman.

#### 43. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Gill Hill and Ted Fenton.

#### 44. DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers in matters to be considered at the meeting.

#### 45. PARTICIPATION OF THE PUBLIC

No submissions were received from the public in accordance with the Council's Rules of Procedure.

#### 46. COMMITTEE WORK PROGRAMME 2019/2020

The Committee was provided with an update on its work programme for 2019/20.

##### 46.1 Flood Prevention, Drainage and Sewerage Infrastructure Issues

Councillor MacRae, Cabinet Member for Environment, attended the meeting to discuss Water Day and other issues with the Committee. He explained that he had met with Matt Kirby, the Business Manager, Environmental Services and asked if the Committee had suggestions on what they would like presented when the event was next held.

Councillor Jill Bull commented that a bigger room was needed as people were standing at the last event. It was explained that the room in which Water Day was held in was the largest room available.

Councillor Leffman suggested that the organisations involved should be invited to hear residents' concerns.

Councillor MacRae indicated that an invitation was being sent to Thames Water. A letter had been sent to the Secretary of State explaining what the Council was doing to help the residents of the district, and he explained that the Council had no legislative powers, apart from those under the Public Health Acts. The Council could put pressure on organisations such as Thames Water and OFWAT, and although OFWAT had declined to be involved, they were looking to commission a report to investigate the situation. There was a lot of

work being done 'behind the scenes', and it was important that residents knew that the Council was doing its very best for the district.

Councillor Leffman felt that other rural areas in Oxfordshire might be in the same position. She appreciated that Philip Dunne MP had raised a Private Members Bill to stop sewerage being released into waterways.

Councillor Postan queried whether companies could be licensed in the way they operated, and Officers explained that licensing powers were limited.

Councillor Al-Yousuf observed that flood prevention was a critical issue, and that reports had been produced by the Audit Office about the relationship between flooding and planning, potentially earmarking sites which were prone to flooding, due to climate change, and he highlighted that the Council had declared a climate emergency.

Councillor MacRae explained that when planning applications were submitted, Thames Water was asked to comment. Laurence King, Shared Principal Engineer and his team worked hard to ensure that everything possible was done to alleviate the risk of flooding throughout the District, keeping ditches clear, although with climate change the frequency of flooding was changing. Councillor MacRae was meeting with RAF Brize Norton, who were creating bunds to protect the base.

It was suggested that an update from Laurence King could be given at the next meeting of Committee on 16 April 2020 and that it would be useful to formulate some specific questions prior to the update.

Councillor MacRae read an e-mail to Members which gave an overview of the work carried out in West Oxfordshire by the shared flood risk management team:

- All planning applications for one new dwelling, up to nine were sent to the team as an internal consultee.
- A small percentage of planned schemes involved the team scrutinising emergency flood plans for sites in flood prone areas.
- Planning work continued even whilst a flooding incident was taking place.
- The team investigated localised flooding from ordinary watercourses, main rivers or land and would make recommendations for other risk management authorities for work to be carried out, or produce designs for schemes which could be delivered or use delegated enforcement powers to persuade landowners to carry out work.
- Since the flooding of 2007, mainly external grants had been used to deliver forty local schemes and interventions to combat flooding in the District.
- A flood engineering resource had been retained by the Council when other local authorities had disbanded their teams.
- The Council was one of the few local authorities which delivered sandbags free of charge - when an Environment Agency flood alert was called the team was automatically made aware where sandbags would need to be delivered, which prompted either further investigation of the source of the flooding or recording of another incident at a known susceptible location. The information greatly assisted with bids for funding for local schemes. The recording of sewer flooding incidents also assisted with monitoring the performance of Thames Water in the area.

Councillor Alaa Al-Yousuf thanked the team for their work on this issue.



Councillor Leffman queried the situation when rainfall was such that drains were unable to cope. Councillor MacRae explained that this could happen when there were cracks in the pipes where the water was entering the system.

Councillor Alaa Al-Yousuf thanked Councillor MacRae for attending Committee and his input into the discussion.

#### 46.2 Open Space Grass Cutting

This would be removed from the work programme. If items were identified which needed discussion, it could be brought back to Committee.

#### 46.3 Implementation of Car Parking Strategy

The Group Manager explained that it was difficult to know how long the process would take. Once analysis of the consultation had been carried out, a meeting with the County Council would take place to put together proposals in order for them to be publicly available. The team was currently focused on re-procuring the Parking back-office ICT software system, which was time critical, but once that was in place the team could refocus on the project. Discussions should take place with the County Council towards the end of March 2020.

Councillor Leffman queried whether electric charging points could be put in local car parks. It was explained that this was included within the cabinet work programme.

#### 46.4 Local Carbon and Environmental Plan – Biodiversity

This had been completed.

#### 46.5 Environmental Regulations

There was a potential risk cause by Brexit and the absence of EU legislation or regulations, there would be elements of the air quality, flood and climate regulations which were no longer applicable. Officers would keep Committee informed of any revised regulations or government guidance.

Councillor Alaa Al-Yousuf questioned how the Committee could add value, perhaps by lobbying MPs.

Councillor Coles highlighted that at this point in time it was important to know about the environmental regulations in relation to air quality, and flood alleviation. Also being aware of the Agricultural Bill, he considered that these were areas where there would be changes and urged Members to be aware. Two Bills had been mentioned in terms of leaving the EU, although the situation would probably not become clearer until 2021.

#### 46.6 Air quality

The monitoring of air quality would be added to the Committee's work programme.

#### 46.7 Flooding

The Lead Shared Flood Risk Management Engineer, Laurence King, would be invited to attend the next meeting. Members were asked to consider any specific issues of concern.

Councillor Coles explained that he would be happy to work with officers to put some paragraphs together relating to Climate Change to present to the next meeting in order to forward to MP's.

#### 46.8 Waste Collection Data

Members discussed the WODC Recycling Tonnages – By Material. The Group Manager – Commissioning explained that this was data which was routinely circulated for each meeting, and was purely for information.

Councillor Leffman queried figures in Q1 2017, as some figures were quite low. It was explained that there was no specific explanation for these figures, and that rates of recycling fluctuated throughout the year, and suppliers were making efforts to reduce the amount of packaging, reducing the amount of glass in bottles by 30%. Councillor Leffman also questioned the figures as the total sum in Q1 was incorrect.

**RESOLVED:** That progress on the Committee's Work Programme for 2019/2020 be noted and that the additional item referred to above be included within the Committee's Work Programme.

#### 47. AIR QUALITY MONITORING

The Service Leader, Resident Services and Senior Officer, Resident Services had been asked to attend Committee to give an update and answer any questions. A presentation had previously been given to the Committee in June 2019. There had been air quality data collected and the officer requested questions from Members.

Councillor Postan questioned if there were any figures for air pollution in Bridge Street, Witney. Officers explained that when an air quality management area was declared, the calculations of pollution were apportioned to different vehicles through highways data which the county council could provide. The biggest vehicles for air pollution were HGVs, although the percentage of these vehicles on local roads was low. Vehicles were increasing in size and weight, leading to an increase in pollutants.

Councillor Leffman commented that depending on the outcome of the ban on Burford Bridge the air quality through Burford may be improved. She questioned the pollution levels in Chipping Norton as 80% of the vehicles passing through there were cars.

Councillor Al-Yousuf explained that he had received an e-mail question relating to monitoring in Burford and the levels of pollution being found there. The officer explained that the pollution levels were below the health limit with the quantity of nitrogen dioxide being monitored.

It was commented that, when discussion had taken place on the restrictions of HGVs in Burford, there had been concerns that it would lead to more traffic travelling through Woodstock, and it was necessary to be aware of such possible impacts.

Councillor Poskitt queried whether pollution from idling vehicles could be measured, and wondered whether the Council could discourage idling.

Officers explained that there was a legal responsibility to monitor air quality, although it was not required to measure nitrogen dioxide. In a DEFRA report the word 'average' was used, but officers were not sure what constituted an average, as the measuring could sometimes be from diffusion tubes on lampposts, which absorbed pollution and could then be analysed. Nitrogen dioxide levels in Chipping Norton were monitored.

Councillor Coles commented on euro six engines which the bus companies use and did officers feel that there is sufficient equipment for monitoring in Witney to gain accurate information as the outbound traffic could be stationary and inbound is moving. Equipment for monitoring on lampposts, if they were at a height would be giving a different reading to

whether the equipment was lower on the lamppost. He was considering children in push chairs and whether there was guidance which needed to be followed; should the monitors be at a typical person height. It was important to get the balance right as there was a risk to people's lives. Was there an automatic air quality monitoring system as having to wait to receive figures costs money, the monitors cost a lot of install and run, they have been turned off in Witney and Chipping Norton as they have done their job, although there should be continuous monitoring, which he commented was a political decision and some resources should be put into this.

Councillor Postan questioned the average pollutant, how many times and at what times of the day did the pollution go above a certain level. Officers explained that the level of pollution in Chipping Norton and Witney was not high and levels were looked at in order to consider whether or not to monitor against pollution.

Councillor Al-Yousuf thanked Officers for attending the meeting.

Councillor Eaglestone left the meeting at 2.47pm.

#### 48. CABINET WORK PROGRAMME

The Committee received and considered the report of the Head of Democratic Services, which gave members the opportunity to comment on the Cabinet Work Programme published on 14 January 2020.

##### 48.1 Single Use Plastics

The action plan arising from the work of the Single Use Plastics Working Party was due to be considered later at this meeting, and the Committee noted that it would subsequently be referred to Cabinet and Council later in the month.

##### 48.2 Consideration of tenders for the provision of Electric Charging Points and award of contract

The Group Manager – Commissioning explained that a framework had been procured for three different lots and there was good interest from suppliers. Lot 1 was the full costs paid by the Council, Lot 2 the Council would supply some funding and receive some subsidy, Lot 3, suppliers would bear the cost and would take the income. Suppliers had been awarded to this framework and decided which lot to use seeking to achieve some subsidy if possible. With the Framework procurement complete mini tenders were sought for site specific prices and a report was then planned for February Cabinet. Surprisingly no bids had been received. This had not happened before and suppliers had taken the time to bid on the framework and officers did not currently understand why there was no interest at the mini tender stage. The Group Manager highlighted that the Council was a victim of a growing demand in this market and that suppliers could pick and choose. Officers were currently in dialogue with the procurement team to look at a direct funding agreement to procure charging points for some sites, and a further update would be given to Cabinet on 12 February 2020.

Councillor Al-Yousuf suggested that members of the Committee attended Cabinet if at all possible.

Councillor Leffman queried whether the Council could combine with other Councils to carry out the procurement. The Group Manager explained that the Council and Cotswold District Council were already working together on this to try to obtain economies of scale

wherever possible. If the decision was to move to direct purchasing, charging points could be installed and phased throughout the district.

Councillor Postan commented that the original intention and recommendation was from Finance and Management Overview and Scrutiny to trial the charging points, to be ahead of the game, not behind it and he believed the Council has lost the initiative and credibility due to circumstances. He has disappointed as a lot of work had been carried out to arrive at this point. He recommended that senior staff should consider this a first priority to carry out the work and the team be given more resources to do the job.

Councillor Cole shared Councillor Postan's frustration that it had taken a long time to arrive at this point and it was disappointing, this was no reflection on the officers but the Council should have acted sooner, it had now been taken over and left behind.

Councillor Leffman expressed disappointment and commented that she would be unable to plug an electric car into a charging point, as she had to park her car on the street, and putting a few charging points in car parks was not going to solve the problems. There needed to be consideration of the long term consequences. Councillor Leffman also queried the question of how to stop people parking and charging all day.

The Group Manager explained that if contracts were awarded for suppliers to install the charging points, the timescale for installation depended on locations and utility companies for the supply of electricity. The Manager also explained that restrictions could be put in place to stop people parking in the bays all day. Through a Parking Order, times could be controlled. The charging points being considered would take 40 minutes to fully charge, the parking spaces would be for electric vehicles only, but on street charging would currently be an issue. This was a key issue for the Government, which was putting investment into it.

It was suggested that the Council should look holistically at the provision of charging points with different combinations, driving change through planning policies, transport strategies and lobbying the government to influence what they did.

Councillor Postan repeated his view that this project was going to be a flagship project for the Council which had lost out and other organisations had overtaken and asked that this should go straight to procurement. He put a proposal forward to recommend to Cabinet the following:

*“The Environment Overview and Scrutiny Committee is disappointed with the long delay implementing the installation of electric charging points and request the Cabinet to prioritise this issue.”*

This was seconded by Councillor Cahill, who commented that electric charging points should be put in at the Council offices, and that action was needed, not words.

Councillor Poskitt commented that Blenheim had been trying to carry out work on charging points, but needed efficient electricity support. She considered that this could be a future problem as not all sub-stations would be able to take the demand.

It was considered that the Climate Action Group should look at this issue of electrical infrastructure.

Councillors commented that the Government had revised its deadline to phase out fuel vehicles to 2035.

Arising from a question as to where the Council had gone wrong and what lessons could be learnt, the Group Manager explained that the correct process had been followed, this had never happened before, and if it was going to go wrong, she would have expected that to be at the framework stage and not the bidding stage. At the framework stage suppliers were interested enough to put forward tenders, she considered that the suppliers may have thought that there was no money to be made in the locations specified.

It was queried whether the Council should have gone through this process and was it possible to procure points locally. A question was asked whether the process of tendering and procurement needed to be audited, although this was not considered necessary. The Committee -

**RESOLVED:** That

- (a) That Cabinet be advised that this Committee was disappointed with the long delay in implementing the installation of electric vehicle charging points and be requested to prioritise this issue; and
- (b) That the content of the Cabinet Work Programme published on 14 January 2020 be noted.

#### 49. SINGLE USE PLASTICS (SUPS)

The Committee received and considered the report of the Climate Change Manager, which addressed the briefing note, statement of principles and action plan arising from the work of the Single Use Plastics Working Group, which was due to be reported through to Council, via Cabinet, later in the month.

The Committee congratulated the Chair who thanked Members and staff for their contributions to the action plan which Cabinet would now consider.

Councillor Coles expressed his disappointment that the Council buildings were still using plastic milk bottles for staff and visitors.

Councillor Poskitt queried whether the document would be produced in larger print.

A question was asked about printer cartridges. Councillor Al-Yousuf explained that this issue had been looked at, and there were procurement and technical issues in relation to refills. He would update the Committee at a future date.

Councillor Leffman queried the plastic bottles being used by the cleaning contractors. Officers would speak to the contractors relating to this issue.

Councillor Coles commented that he had visited the zero waste shop in Witney and commended it to Committee Members.

**RESOLVED:**

- (a) That the report be noted;
- (b) That Cabinet and Council be recommended to agree the proposed next steps as described by the SUPs Working Group in its meeting on 5 December 2019;
- (c) That Cabinet and Council be recommended to agree to the WODC Statement of Principles and Action Plan as presented; and
- (d) That the Single Use Plastics Working Group be dissolved.

50. MEMBERS' QUESTIONS

A question was asked by Councillor Leffman regarding the amount of rubbish on the verges of the roads, commenting that whilst the leaves were off the trees it was easy to see the amount of rubbish scattered around the villages. She explained that Dorset had a scheme – bin it don't fling it – on road signs advising people to take their waste home with them, and wondered whether it was possible that a similar scheme could be introduced to highlight the issue, such as – we care about our District, please care on our behalf.

The Group Manager explained that it would be the Highway Authority who would be able to put signs on the highway. Ubcio would be able to do a clean-up. A request could be made to the County Council.

It was suggested that Councillor Leffman could put a motion to Council and the Committee was asked whether it would be willing to support such a motion.

Councillor Postan asked whether this was an initiative which could be a competition for schools, sponsored by companies which supplied the waste people were throwing on the verges. It was considered that this could be a cross party motion.

Councillor Poskitt highlighted that there were a lot of signs on the roads and the Area of Outstanding Beauty did not need to be cluttered with more signs.

Councillor Coles was frustrated that planning had been given for a drive through facility in Witney, which he considered could lead to more waste being thrown on to verges and queried whether conditions could be imposed to seek ensure this did not happen.

The Group Manager explained that when it came to planning there were specific criteria on which conditions could be imposed. Members asked that the team was made aware of issues such as this.

The Group Manager would give an update to Committee once information had been obtained from the highway authority.

The meeting closed at 4.02 pm

CHAIRMAN

## WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Audit and General Purposes Committee** held in  
Committee Room One, Council Offices, Woodgreen, Witney, Oxon  
at **6:00 pm on Thursday 6 February 2020**

### PRESENT

Councillors: Jane Doughty (Chairman), Andy Graham (Vice-Chairman), Alaa Al-Yousuf, Luci Ashbourne, Suzi Coul, Maxine Crossland, Harry Eaglestone, Duncan Enright, Richard Langridge, Elizabeth Poskitt, Alex Postan and Harry St John

Officers in Attendance: Jenny Poole (Chief Finance Officer), Julie Masci (Grant Thornton), Lucy Cater (South West Audit Partnership), and Keith Butler (Head of Democratic Services).

### 25. MINUTES

**RESOLVED:** That the Minutes of the meeting of the Committee held on 7 November 2019, copies of which had been circulated, be confirmed as a correct record and signed by the Chairman.

### 26. APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

Apologies for absence were received from Councillors Jake Acock and Rosa Bolger, and the following resignations and temporary appointments were notified:-

Councillor Alaa Al-Yousuf for Councillor Gill Hill

Councillor Maxine Crossland for Councillor Martin McBride

### 27. DECLARATIONS OF INTEREST

There were no declarations of interest from members relating to items to be considered at the meeting.

### 28. PARTICIPATION OF THE PUBLIC

There were no submissions from members of the public.

### 29. INTERNAL AUDIT PLAN PROGRESS REPORT

The Committee received and considered the report of the Chief Finance Officer, which presented a summary of Internal Audit activity since the last meeting of the Committee.

In presenting the report, Lucy Cater of South West Audit Partnership drew attention to the fact that the quarterly update showed that four audits had been finalised, three with substantial assurance and one with partial assurance, and also commented that the waste service audit had been completed since the report for this meeting had been prepared. She also advised the Committee of the preparation of the audit plan for 2020/21, commenting that members were welcome to email her with requests or suggestions for inclusion in the plan.

Arising from questions and comments:

- It was confirmed that the charge for processing applications for Disabled Facilities Grants was not high, and was not a new situation

- The Committee was advised that the cash handling audit related to all processes associated with the physical handling of cash
- The auditor stated that the details of audits for Quarter Three related to audits started in that quarter, not those completed
- The Chairman drew attention to the comment about the Affordable Housing Supplementary Planning Document on page 14 of the Annex to the report, and Dr Poskitt highlighted the comment about charging developers for negotiations, which she felt to be worthy of progression
- The Chief Finance Officer explained the need for careful and correct calculations in relation to benefits, in order to avoid DWP penalties
- The auditor confirmed that the report included progress arising from the recommendations in previous audits, the Executive Summaries of which would have been reported to this Committee, and agreed to liaise with the Chief Finance Officer with a view to previous Executive Summaries becoming more easily/readily available to Councillors

Queries were then raised by a number of Councillors in relation to section 106 planning agreements, there seeming to be a general view that insufficient clear information as to funds and purposes was available, and that a readily available register should be published.

The auditor confirmed that these points were all relevant to the conclusions and recommendations which had arisen from the audit completed in 2018/19, and with target implementation dates during 2019, and mentioned the intention for a follow up audit to take place in April 2020, as referenced on page 24 of the Annex to the report. In addition, the Chief Finance Officer advised that the Committee could review progress on the audit recommendations at a future meeting and, if dissatisfied, pursue matters at that time via the service concerned.

**RESOLVED:** That the report be noted.

### 30. ANNUAL AUDIT LETTER 2018/2019

The Committee received and considered the report of the Chief Finance Officer, to which the annual audit letter 2018/19 was attached. Julie Masci of Grant Thornton briefly reported on the letter, and reminded the Committee of the detailed findings and value for money aspects reported at its meeting in September 2019, and the subsequent update in November. The annual audit letter was a more condensed summary, and was intended to be more public facing, and reiterated the unqualified audit opinion issued in December 2019.

Arising from paragraph 3.2 of the report, Councillor Langridge queried why the additional auditor fee of £7,500 was not determined by the Council, and was advised that legislation meant that PSAA Ltd would determine the request, but that Grant Thornton first had to explain it to the Council. It was further explained that PSAA did not automatically agree requests for additional fees, and that it also undertook an annual consultation exercise relating to audit fees.

In response to a query by Councillor St John, the Committee was given further information on the thresholds for reported errors as referenced on page 5 of the audit letter, including the statutory regulation around the method of accounting and reporting.



**RESOLVED:** That the contents of the annual audit letter 2018/19 be noted, and the Committee's congratulations on the achievement of an unqualified audit opinion be recorded.

31. CORPORATE RISK REGISTER UPDATES

The Committee received and considered the report of the Chief Executive, which provided an update on the changes to the Council's Corporate Risk Register as at the end of Quarter Three of 2019/2020.

In response to a question from Councillor Postan relating to W-CRR-030 concerning trees on Council land, the Chief Finance Officer advised that there was budget provision for full surveys to be undertaken.

In relation to W-CRR-017 and the reference to a downturn in recycling material markets, and in response to Councillor Poskitt, the Chief Finance Officer confirmed that she had met with Ubico and partner councils, and that Ubico were taking actions to reduce overspends and help to minimise the risk.

Councillor Langridge queried the impact in relation to W-CRR-013 should a decision be made that Councils should not charge for garden waste collections, and the Chief Finance Officer confirmed that the impact would be significant, but stressed that a decision to that effect had not been made by Government.

**RESOLVED:** That the updates to the Council's Corporate Risk Register be noted.

The meeting closed at 6:50 pm

CHAIRMAN

WEST OXFORDSHIRE DISTRICT COUNCIL

CABINET

Record of decisions taken at the meeting of the **Cabinet** held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxon on **Wednesday 12 February, 2020** at 2.00pm.

PRESENT

Councillors: James Mills (Leader); Toby Morris (Deputy Leader); Jeff Haine, David Harvey, Norman MacRae MBE and Michele Mead.

Also in Attendance: Councillors Alaa Al-Yousuf, Richard Bishop, Rosa Bolger, Julian Cooper, Andy Graham, Hilary Fenton, Ted Fenton, Dan Levy, Martin McBride, Alex Postan and Harry St. John.

Officers in Attendance: Chief Finance Officer, Group Manager – Commissioning, Executive Director – Finance, Executive Director – Commissioning, Business Manager – Contracts, Planning Policy Manager

92. NOTICE OF DECISIONS

**RESOLVED:** That the record of the decisions taken at the meeting held on Wednesday 15 January 2020, copies of which had been circulated, be approved and signed as a correct record.

93. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Maxine Crossland, Duncan Enright and Harry Eaglestone.

94. DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers in items to be considered at the meeting.

95. PARTICIPATION OF THE PUBLIC

No submissions were received from the public in accordance with the Council's Rules of Procedure.

96. RECEIPT OF ANNOUNCEMENTS

96.1 Councillor Jake Acock

The Leader wished Councillor Acock best wishes for his birthday this week.

96.2 Councillor Steve Good

The Leader thanked Councillor Good for his work as a member of the Cabinet until his recent resignation for personal reasons.

96.3 Flytipping

Councillor MacRae explained that the flytipping campaign was up and running, working with colleagues at Cotswold and Forest of Dean District Councils. The website was being updated

with messages being highlighted on social media on how residents could be involved in tackling the issue. More details would be reported to Cabinet in the future.

96.4 Business Awards

Councillor Morris referred to the West Oxfordshire businesses which had been shortlisted for the Business Awards. The businesses were outstanding, reflecting the district as a whole. He wished to record his thanks to Will Barton for his work in helping businesses to be involved in the West Oxfordshire Business Awards.

97. ELECTRIC VEHICLE CHARGING POINTS

The Cabinet received and considered a report on the procurement of the charging points.

In proposing the recommendations Councillor Harvey explained that a report had been presented to Cabinet in October 2019 to approve a list of providers to be included in a framework to deliver the charging points across the district. Whilst there was interest from suppliers giving indicative pricing for the framework based on a subsidised implementation, when a 'mini' competition was held through the framework no bids had been submitted. Officers had now identified an alternative method of directly procuring charging points for West Oxfordshire and he was accordingly proposing the procurement of 18 points with a maximum cost implication of £400,000 using the Eastern Shires Purchasing Organisation framework. The procurement would be OJEU compliant and would go ahead as soon as possible. The proposition was seconded by Councillor MacRae MBE.

Cabinet noted that the Environment Overview and Scrutiny Committee had recommended to them that this was a priority for the Council.

Pricing had been provided by two companies for 12 points in Witney, two in Charlbury and four in Burford.

It was noted that this was a priority for the District and that the installation of 18 points would be a positive start. It was also noted that other authorities had received funding from government to install charging points and the Council would work in partnership with Oxfordshire County Council in the future on this issue to seek to provide additional points and broaden the network.

**DECISIONS:** That

- (a) The Head of Paid Service be authorised, following consultation with the Cabinet Member for Climate Change and the Cabinet Member for Resources, to enter into a contract for 18 Electric Vehicle Charging Points at the locations specified in the report; and
- (b) That it be noted that the budget available in the current financial year was £400,000, and confirmed that this was the budget envelope for this procurement, to include utility provision.

**REASONS:** The Cabinet considered that this was a way forward to supply the points as no bids had been received against the original framework.

**OPTIONS:** None appropriate.

98. SINGLE USE PLASTICS

The Cabinet considered the report of the Climate Change Manager, which advised it of the work and recommendations from the Single Use Plastics Working Party established further to the motion proposed at the Council meeting held on 24 October 2018. Cabinet noted that

the Environment Overview and Scrutiny Committee had supported the recommendations in the report when it had considered them at its meeting held 6 February.

Councillor Harvey thanked all Members involved in the Working Party, and confirmed that work was ongoing and that officers would review actions regularly. It was noted that small independent business were reacting to the issue and catering to the market in the desire to reduce packaging.

**DECISIONS:**

- (a) That the contents of the report be noted;
- (b) That Council be recommended to agree the proposed next steps as described by the SUPs Working Party at its meeting on 5 December 2019;
- (c) That Council be recommended to agree to the WODC Statement of Principles and Action Plan as presented; and
- (d) That the dissolution of the SUP Working Party be noted.

**REASONS:** The Cabinet considered that the Action Plan to be an appropriate response to the motion proposed at Council, and to reflect the Council's priorities relating to the environment and climate change.

**OPTIONS:** None appropriate.

99. CHIPPING NORTON CUSTOMER ACCESS REVIEW

The Cabinet considered the report of the Group Manager for Resident Services, which stated that the Council currently supported five face to face customer access points (Elmfield, Woodgreen, Chipping Norton Guildhall, Witney TCS and Burford VIC).

As more customers continued to access services digitally, the footfall at face to face access points had been declining for some time, and the report proposed some changes to the Council's face to face offer to better reflect the demand on all access channels.

Councillor Morris explained to Cabinet that no complaints or customer issues had been received in relation to the proposed closure of the service in Chipping Norton, commenting that residents were using online services in the Library, which was becoming more diverse in the services offered to the public.

**DECISION:** That the face to face customer service access point in Chipping Norton be closed with effect from Friday 27 March 2020.

**REASONS:** To ensure the effective use of the Council's resources, in the context of the reduced demand from the public for this service.

**OPTIONS:** None appropriate.

100. WEST OXFORDSHIRE LEISURE BUILT FACILITIES STRATEGY

The Cabinet considered the report of the Business Manager, Contracts, which sought approval for the commencement of a Leisure Built Facilities Strategy for the District and the associated budgetary provision for the appointment of consultants to prepare that Strategy.

In proposing the recommendation, Councillor Mead explained that the proposed strategy would improve leisure provision for the whole district and it was important for people of all ages and ability to be able to access facilities. Councillor Morris seconded the proposal.

**DECISIONS:**

- (a) That approval be granted for the commencement of a Leisure Built Facilities Strategy for the District; and
- (b) That, subject to funding being approved within the 2020/21 budget, Max Associates leisure consultants be appointed to undertake the work.

**REASONS:** To ensure the existence of a strategy to help identify, secure and improve leisure provision throughout the district.

**OPTIONS:** None appropriate

101. OXFORDSHIRE MINERALS AND WASTE LOCAL PLAN: PART 2 SITE ALLOCATIONS PLAN

The Cabinet considered the report of the Planning Policy Manager, which summarised the main considerations for West Oxfordshire in relation to this consultation, and sought approval for the formal response attached as Annex B to the report.

Councillor Haine provided an overview of the proposed consultation which included one new quarry between Eynsham and Cassington and three new waste management sites near Burford, Standlake and High Cogges.

In proposing the recommendations, Councillor Haine commented that this was a consultation. There was a correction which he brought to the attention of Cabinet on page 8 of 31, which should have should read 'it will **not** cause vibration or dust', and he would ensure this was highlighted in the response. Concern was expressed that the proposed new site between Eynsham and Cassington was close to a company which provided medical equipment and could have an impact on its operation and future plans, and considered that this should be included in the response. Councillor Mills seconded this proposal asking that the site for the new quarry be investigated further, as the District Council wanted to support businesses in the area. Councillor Mills also highlighted the importance of mineral site restoration and the need to ensure biodiversity and natural capital were fully taken on board.

Councillor Levy expressed support for the proposed objection to both the new quarry east of Eynsham and the food waste proposal at High Cogges. He suggested that the objection to the proposed quarry could be expanded to include reference to the fact that this eastern side of Eynsham should remain undeveloped (taking account of large-scale planned growth to the west and north), the fact the site was currently well-used for informal recreation i.e. walking, concerns about potential access arrangements from Cassington Road and the impact of HGVs in particular, general increase in traffic movements on the A40, potential vibration impact on existing properties in Eynsham and concern about the release of potential pollutants into nearby watercourses. Councillor Haine agreed that these additional issues should be reflected in the District Council's response.

Councillor Postan highlighted a number of issues of concern associated with quarries in the Burford area.

It was reiterated that this was a consultation and not the final stage, with further formal consultation expected to take place in September 2020.

**DECISIONS:**

- (a) That the report be noted; and

- (b) That, subject to the inclusion of the points referenced above, the draft consultation response attached at Annex B to the report be approved and submitted as the Council's formal response to the consultation.

**REASONS:** To respond to the consultation with the Council's concerns.

**OPTIONS:** None appropriate.

#### 102. COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Cabinet considered the report of the Planning Policy Manager, which recommended the approval of a new draft CIL charging schedule for the purpose of public consultation prior to submission for independent examination.

In proposing the recommendations, Councillor Haine highlighted that this levy supported additional infrastructure in the areas where development was proposed. There would be three zones, low, medium and high with different charges applying for residential proposals in each zone according to the size of development with larger proposals paying a reduced CIL charge due to having to provide on-site affordable housing and greater contributions in terms of Section 106 planning obligations.

For non-residential proposals, the viability evidence produced suggested only supermarket food retail uses could afford to contribute through CIL. Currently viability work remained ongoing and there was no recommended CIL figure for strategic sites, but an update on the position regarding strategic sites would be reported to Council when it considered the recommendations arising from this meeting. He also advised that the consultation on the draft charging schedule would be for a six week period. The proposal was seconded by Councillor Mills, who commented that concerns had been raised specifically relating to strategic sites and that clarification would be sought on how it would work and how the funds would be spent.

**DECISIONS:** That Council be recommended:

- (a) To approve the Community Infrastructure Levy Draft Charging Schedule (DCS) attached at Annex A to the report for the purposes of a six-week period of public consultation in accordance with the Community Infrastructure Levy Regulations 2010 (as amended);
- (b) To agree that authority be given to the Chief Executive to make any minor factual/typographical amendments to the CIL Draft Charging Schedule (DCS) following consultation with the Cabinet Member for Planning and Strategic Housing, prior to publication; and
- (c) To agree that subject to there being no significant issues raised during the six-week consultation period, the draft CIL charging schedule be formally submitted for independent examination in accordance with the Community Infrastructure Levy Regulations 2010 (as amended) including any minor modifications.

**REASONS:** To ensure the implementation of CIL in line with the statutory provisions and the previous decisions to do so.

**OPTIONS:** None appropriate.

#### 103. STATEMENT OF COMMUNITY INVOLVEMENT

The Cabinet considered the report of the Planning Policy Manager, which sought approval for an update of the Council's Statement of Community Involvement (SCI).

In proposing the recommendation, Councillor Haine explained that the current SCI had been adopted in December 2014 and was required to be updated periodically. He explained that the SCI set out the proposed approach for stakeholder and community engagement in three main areas; the Local Plan and other associated documents, neighbourhood planning and development management. Councillor Mead seconded this proposal.

Councillor Graham expressed concerns that the document as drafted was rather weak in relation to its approach to engaging with harder to reach groups and that more direct, clearer strategies were required.

Councillor Mills explained that work was ongoing throughout Oxfordshire in relation to the Oxfordshire Plan 2050 and how to engage harder to reach groups such as younger people, and the District could learn from this work.

Councillor Graham also asked whether the issue of 'precedent' could be added to the list of material considerations set out in the SCI. The Chief Executive explained that it was relevant if a particular development created a harm that could potentially be repeated elsewhere as a result of being permitted. It was agreed that this should be included as an additional material consideration.

Councillor Postan suggested that in the table under Paragraph 3.23 of the SCI, ethnic minorities and people with disabilities should be listed separately.

**DECISION:** That the contents of the report be noted, and the updated Statement of Community Involvement attached as Annex A to the report be approved, with amendments to separate ethnic minorities from groups with disabilities, and recognise precedent/ consistency of decision making as a material consideration.

**REASONS:** To ensure compliance with the requirement to review and update the SCI, and ensure that it met the statutory requirements.

**OPTIONS:** None appropriate.

#### 104. APPROVAL OF LOAN TO RAMSDEN PARISH COUNCIL

The Cabinet considered the report of the Chief Finance Officer, which requested consideration of an application from Ramsden Parish Council for a loan of £15,000 under the Council's Parish Council Loan Scheme, and explained the purpose of the proposed loan and the repayment terms.

In proposing this recommendation Councillor Morris reiterated that he was happy to support this request. Councillor Harvey seconded this proposal.

**DECISION:** That a loan to Ramsden Parish Council of £15,000 be approved, on the terms outlined in the report.

**REASONS:** The Cabinet considered that the request was applicable under the scheme, and that the loan would ensure the enhancement of an important community facility.

**OPTIONS:** None appropriate.

#### 105. BUDGET 2020/2021

The Cabinet considered the report of the Chief Finance Officer, which addressed the revenue budget proposals for 2020/21; the Council's Capital Programme for 2020/21 to 2029/30 and the level of Council Tax for 2020/21. The report met the requirements of the Local

Government Act 2003 and included the Chief Finance Officer's report on the robustness of the estimates and adequacy of the Council's reserves.

In proposing the recommendation to Council, Councillor Morris highlighted that this report had been through the Scrutiny process and he asked Members to note that Cotswold District Council was ceasing the sharing arrangement of the S151 Officer, therefore there was a proposed extra budget allocation to cover this. He also explained that it was proposed that funding for the Council's one-off contribution to the Oxfordshire Local Government Pension Scheme would be largely funded from earmarked reserves; and noted the proposal of a £5 increase in Council Tax.

The Chief Finance Officer was thanked by all Members present, for all the work she had carried out for the Council.

Members queried the money being set aside for the pension fund contribution and remarked that other uses could be found for this money, such as youth service provision and tourism.

It was explained that if the £4 million contribution to the pension fund was not paid, the financial impact would be an extra revenue contribution of £600,000 each year.

#### **DECISIONS:**

- (a) That the Council be recommended to approve:
  - (i) the updated Medium Term Financial Strategy at Annex A to the report;
  - (ii) General Fund revenue budgets as summarised at Annex B to the report;
  - (iii) the Capital Programme for 2020/21 to 2029/30 as set out at Annex D to the report;
  - (iv) Fees and charges for 2020/21 as set out in Annex E to the report;
  - (v) the Council's Pay Policy Statement as set out in Annex F to the report;
  - (vi) the Council's Capital Strategy 2020/21 as set out in Annex G to the report;
  - (vii) the Council's Investment Strategy 2020/21 as set out in Annex H to the report;
  - (viii) the Council's Treasury Management Strategy 2020/21 as set out in Annex I to the report;
  - (ix) the Prudential Indicators as set out in Annex N to the report;
  - (x) the level of District Council Tax for 2020/21 for a Band D property of £104.38; and
  - (xi) the planned contribution of £1,395 to General Fund balances in 2020/21;
- (b) That the estimate of business rates income for 2020/21, as set out in the government return NNDR I, in Annex L, and the Parish Precepts and Tax Levels set out in Annex M to the report be noted.

**REASONS:** To ensure that the Council met its statutory obligations, and present a budget and related documents and strategies which supported the priority themes in the Council Plan.

**OPTIONS:** None appropriate.

#### 106. PROCUREMENT OF UTILITIES CONTRACT

The Cabinet considered the report of the Property and Facilities Officer, which provided a summary of the options available to the Council for procuring its energy from 1 April 2020 and recommended a way forward which supported the climate emergency work and provided value for money.



In proposing the recommendations Councillor Morris reiterated that moving into green energy would be advantageous to the Council financially. Councillor Harvey seconded the proposal highlighting that it was part of an ongoing strategy.

**DECISIONS:**

- (a) That the re-appointment of West Mercia Energy (WME) as collective energy supplier under the existing procurement regulation framework be approved;
- (b) That the intention to switch to a larger balance of renewable electricity and fully green gas as supply becomes available via the framework be noted;
- (c) That any cost increase as a consequence of a move to more renewable energy within the current budget envelope be approved, and the Chief Finance Officer be requested to submit a future report for approval in the event of any cost implications exceeding the normal financial regulations allowance beyond the budget envelope; and
- (d) That, for the reasons specified in paragraph 5.3 of the report, with the consent of the Chairman of the Finance and Management Overview and Scrutiny Committee and in accordance with the Overview and Scrutiny Procedures in Part 4 of the Constitution, the decision be implemented with immediate effect.

**REASONS:** The Cabinet considered the decisions to be appropriate from financial and environmental perspectives.

**OPTIONS:** None appropriate.

107. APPOINTMENTS TO OUTSIDE BODIES

The Cabinet considered the report of the Head of Democratic Services, which sought the consideration of appointments to specified outside bodies for the remainder of the civic year, consequent on the resignation of Councillor Steve Good from the Cabinet.

**DECISIONS:** That the following replacement appointments be made, to apply for the remainder of the civic year:

Oxfordshire Safer Communities Partnership	Councillor MacRae
Thames Valley Police and Crime Panel	Councillor MacRae
Traffic Penalty Tribunal Joint Committee	Councillor MacRae
West Oxfordshire Community Safety Partnership	Councillor MacRae
Witney CCTV Management Group (as Deputy/Observer)	Councillor Harvey

**REASONS:** To ensure that appropriate representation on the specified bodies was in place.

**OPTIONS:** None appropriate.

The meeting closed at 4.00pm

Leader of the Council



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	<b>Council – Wednesday 26 February 2020</b>
Report Number	<b>Agenda Item No. 8</b>
Subject	<b>Scheme of Members' Allowances for 2020 to 2021</b>
Wards affected	All
Accountable member	Cllr James Mills, Leader of the Council Email: <a href="mailto:james.mills@westoxon.gov.uk">james.mills@westoxon.gov.uk</a>
Accountable officer	Keith Butler Head of Democratic Services Tel: 01993 861521 Email: <a href="mailto:keith.butler@westoxon.gov.uk">keith.butler@westoxon.gov.uk</a>
Summary/Purpose	To consider the report and recommendations of the Independent Remuneration Panel for the allowances to be applicable for the financial year 2020/2021.
Annexes	<a href="#">Annex 1</a> – Report and recommendations from the Independent Remuneration Panel for 2020/2021
Recommendations	<p>(a) That the Council considers the report and recommendations from the Independent Remuneration Panel as set out in <a href="#">Annex 1</a> to this report, and specified in paragraph 2.3 below;</p> <p>(b) That, in the event of Council approving an increase in line with the staff pay award and that award not being in place at the start of the financial year 2020/2021, the increases for Councillors be backdated to 1 April 2020;</p> <p>(c) That, in the event of the staff pay award effective from 1 April 2020 being an amount other than 2.5%, that amount be applied for Councillors, with the Chief Finance Officer being authorised to round the resulting figures to the nearest £10; and</p> <p>(d) That the section 151 officer be authorised to amend the scheme of allowances as formally set out in Part 6 of the Council's Constitution to reflect any changes made as a result of (a) above.</p>
Corporate priorities	N/A
Key Decision	N/A
Exempt	No
Consultees/ Consultation	None

## **1. BACKGROUND**

- 1.1. The report of the Independent Remuneration Panel is attached as [Annex I](#) to this report. It is anticipated that Members of the Panel will be present at the Council meeting, and that its Chair will be able to answer questions on any points of clarification required.

## **2. MAIN POINTS**

- 2.1. As required by the legislation, public notice of the report and its main recommendations has been given, and the report is available for inspection by members of the public both at the Council's Offices and via the Council's website (via [www.westoxon.gov.uk/councillors](http://www.westoxon.gov.uk/councillors)). Copies may be provided on payment of the charge previously agreed by the Council (£1.75 plus VAT).
- 2.2. The scheme has to apply with effect from the beginning of the financial year 2020/2021.
- 2.3. The recommendations from the Panel are that:
- (i) There should be an increase in the basic allowance for 2020/2021 to match the staff pay award;
  - (ii) Special responsibility allowances should be increased by the same percentage, with rounding as necessary, and as set out in the [schedule of recommendations](#) in the Panel's report (based on an assumed increase of 2.5%);
  - (iii) Subsistence allowances should continue to be payable at the same rate as for Council/Publica staff and may therefore be increased with effect from April or otherwise during the financial year; and
  - (iv) No other changes are recommended to be made to the rates of allowances and expenses for 2020/2021.
- 2.4. The staff pay award has not yet been finalised, but 2.5% from 1 April 2020 has been assumed for the purposes of preparing the Council's budget for 2020/21, both in relation to staff costs and in relation to allowances for councillors. This is reflected in the figures contained in the [Appendix](#) to the Panel's report, on page 6.
- 2.5. Council's attention is drawn to the comment in the Panel report about the likelihood of any increase needing to be backdated to 1 April 2020 because the staff award is unlikely to have been finalised by the start of the financial year. This and the fact that the staff award may not be 2.5% are reflected in recommendations (b) and (c) above.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. Assuming the Panel's recommendations are agreed the total projected cost of Members' allowances in 2020/2021 is £378,771 based on a Cabinet comprising the Leader, Deputy Leader and four others. This figure also assumes that all SRAs will be payable, which may not be the case if any Cabinet Member holds more than one position which attracts an SRA.
- 3.2. In bottom line terms, the Members Allowances of £378,770 plus the projected overhead costs of National Insurance (£10,380) gives a total budget requirement of £389,150. The change will result in budget growth of approximately £6,000 above resources proposed in the draft 2020/21 budget. The shortfall will be managed within the 2020/21 year and formally built-into the 2021/22 budget papers, should Council accept the recommendations in this report.

**4. LEGAL IMPLICATIONS**

4.1. None.

**5. ALTERNATIVES/OPTIONS**

5.1. As stated above, the Council has to take the recommendations of the Independent Panel into account in determining a scheme, but it can make different decisions as it sees fit, subject to any detailed requirements of the Allowances Regulations.

**6. BACKGROUND PAPERS**

6.1. None

## **The Recommendations of West Oxfordshire District Council's Independent Remuneration Panel of Members' Allowances for the Financial Year 2020/21**

### **Introduction**

West Oxfordshire District Council is required under *The Local Authorities (Members Allowances) (England) Regulations 2003 (SI 1021)* to appoint and maintain a Panel to advise on an annual basis the level of allowances payable to District Councillors. This Panel is independent of the Council and representative of the communities within the area that the local authority serves. The Council, before the beginning of each financial year must publish a scheme for the payment of a basic allowance for councillors and shall also make provision for a special responsibility allowance, dependants' carers' allowance, travelling and subsistence, and payments to co-opted members. This scheme of Allowances was designed to ensure that the allowances were set at levels that fairly reflected the responsibilities and workload that members were required to undertake, but without the Council having the responsibility to set them. Before the Council makes or amends the scheme they shall have regard to the recommendations made in relation to it by the Independent Remuneration Panel.

The Panel first commissioned in 2001, is made up of four members, Susan Corrigan, Janet Eustace, Margaret Watts and Michael Ryan (Chair). The Panel is grateful for the assistance given by Keith Butler, Head of Democratic Services in enabling the undertaking of this review.

The Panel met on the 30 October 2019 and then, later than usual because of the disruption of the General Election, on 3 January 2020.

A number of previous Panel reports and other information can be found at [www.westoxon.gov.uk/allowances](http://www.westoxon.gov.uk/allowances)

### **Preface to the Review Findings.**

The Panel first met in October to consider the allowances to be paid to District Councillors for the financial year commencing April 2020. In recent years the Panel, following a significant period of austerity when no increase in allowances was decided by the Council, has followed the lead of Central Government by recommending increasing allowances in line with public sector pay increases; and this year a similar approach was taken.

This year, as in previous years, we invited the views of Councillors prior to our meeting and were grateful for those who responded. In particular to Councillor Luci Ashbourne for her communication on potential loss of earnings / benefits, and to Councillor James Mills, Leader of the Council, for his response and for finding the time to come and speak to us when we met in January.

Councillor Ashbourne expressed a concern that with allowances being regarded as taxable income by HMRC, their payment could effectively be negated if the recipient was in receipt of any kind of tax / universal credit, to the unfair detriment of that Councillor.

The Panel considered this concern at its January meeting. The points made by Councillor Ashbourne were acknowledged, but the Panel concluded that neither it nor the Council has any control over the way in which HMRC treats the various allowances for tax purposes meaning that, regrettably, there was no action it could take.

Councillor Mills asked the Panel to consider the significant work of those councillors who were directly involved in the work of the Oxfordshire Growth Board and its various Sub-Groups and Scrutiny Panel, including reference to Arc Leaders meetings.

### **Review Considerations and Recommendations for 2020/21**

The recommended figures for 2020/21 are based on a staff pay award of 2.5%. It is not known when the staff award will be finalised, and it is recognised (i) that the figures will change if the

award is different from 2.5%; and (ii) that it is likely that the staff award will not be in place for 1 April, meaning in turn that the increased payments for Councillors will require to be backdated when implemented.

### **Basic Allowance**

The Panel recommends that the Basic Allowance should be increased in line with staff awards. If this figure is confirmed as 2.5% this will lift the current payment from £4800 to £4920, with effect from April 2020.

### **Special Responsibility Allowances**

Special Responsibility Allowances (SRA) recognise the additional responsibilities and workload undertaken by the Leader, his Deputy, and members of the Cabinet, the Chairs of various Committees listed in the current scheme, and Opposition Group Leaders.

The Panel acknowledged the work referred to by Councillor Mills, but was mindful that the level of the SRA remuneration set for West Oxfordshire Councillors had historically been set within the top percentiles of SRAs for District Councils within the South East Region and did not feel that an increase over and above the percentage for the Basic Allowance should be recommended.

Accordingly, the Panel recommends the same percentage increase for all SRAs as for the Basic Allowance. For a cabinet member, this payment would rise from £12000 to £12300.

The Panel continues to recommend that the restrictions for Members of the Cabinet to receive only one SRA, and those entitled to receive more than one SRA to be limited to a maximum of £12300 should remain in place.

This recommended percentage increase is carried through the other posts that receive Special Responsibility Allowances, and are listed in the [schedule of recommended allowances](#) at the end of this report.

### **Travel, Subsistence and other Expenses**

The Panel continues to recommend in relation to travel that the mileage rate is that as set by the Inland Revenue's non-profit making rate that continues to be set at 45p/mile. All other allowable travel claims to remain as currently set.

Claims for subsistence should remain as applicable to Local Authority staff.

### **Dependant Carers' Allowance.**

The Panel continues to believe they are in line with similar allowances in other Councils and recommends no change for the coming year.

### **Co-opted Members' Allowances.**

The Panel is of the opinion that there should be no changes to their level of allowance or payments.

### **In Conclusion**

The Panel trusts the Council will find favour with these recommendations when the scheme is considered at its meeting on 26 February 2020.

M. Ryan  
Panel Chair

January 2020

## SUMMARY OF RECOMMENDATIONS AND SCHEDULE OF CURRENT AND RECOMMENDED BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES

### Recommendations

The Panel recommends: (i) the payment of basic and special responsibility allowances as set out in the Table below or, if the staff pay award is different from 2.5%, in accordance with the recalculated figure and rounding; and (ii) that no other changes are made to the Council's Scheme of Allowances, meaning that mileage for approved duties will remain at the Inland Revenue non-profit rate, currently 45p per mile; subsistence will remain at the rate for Staff; and no change in relation to allowances for Dependant Carers and co-optees.

### Table of Basic and Special Responsibility Allowances

POSITION	CURRENT	PROPOSED	TOTAL (inc BASIC)
Basic Allowance (all members)	£4,800	£4,920	
Leader of Council	£21,600	£22,140	£27,060
Deputy Leader	£14,400	£14,760	£19,680
Cabinet Member	£12,000	£12,300	£17,220
Chairman of Council	£4,800	£4,920	£9,840
Chairmen of O&S Committees	£4,800	£4,920	£9,840
Chairmen of Area Planning Sub-Committees	£6,000	£6,150	£11,070
Chairman of Development Control Committee	£1,200	£1,230	£6,150
Chairman of Licensing Committee	£1,200	£1,230	£6,150
Chairman of Audit & GP Committee	£1,200	£1,230	£6,150
Chairman of Misc. Licensing Committee	£600	£615	£5,535
Opposition Group Leader *	£2,400	£2,460	£7,380

\* currently there are two opposition groups, with 10 and nine members respectively. The SRA increases by the basic amount of £1,200 when there are six, 11, 16 etc members in the applicable political group, so both currently receive £2,400 pa.



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	<b>Council – Wednesday 26 February 2020</b>
Report Number	<b>Agenda Item No. 9</b>
Subject	<b>Council Tax 2020/2021</b>
Wards affected	All
Accountable member	Cllr James Mills, Leader of the Council Email: <a href="mailto:james.mills@westoxon.gov.uk">james.mills@westoxon.gov.uk</a>
Accountable officer	Jenny Poole, Chief Finance Officer Tel: 01285 623313 Email: <a href="mailto:jenny.poole@westoxon.gov.uk">jenny.poole@westoxon.gov.uk</a>
Summary/Purpose	To enable to Council to calculate and set the Council Tax for 2020/21.
Annexes	<a href="#">Annex A</a> – Proposed resolution and Council Tax Schedules 1-4
Recommendation	That the Council passes the resolution set out in <a href="#">Annex A</a> to the report.
Corporate priorities	N/A
Key Decision	Yes
Exempt	No
Consultees/ Consultation	



## **I. BACKGROUND AND MAIN POINTS**

- 1.1. The Local Government Finance Act 1992, and the Localism Act 2011, requires:
  - a) the billing authority to calculate a Council Tax requirement for the year.
  - b) the Council to confirm that its basic amount of Council Tax for 2020/21 is not excessive. This covers the requirements of Chapter 4ZA Local Government Finance Act 1992 – Referendums relating to Council Tax increases.
- 1.2. At its meeting on 12th February, as part of the budget setting process, Cabinet recommended a Council Tax of £104.38 at Band D, with a budgeted contribution to General Fund balances of £1,395 in 2020/21.
- 1.3. The Council is required to make resolutions in respect of the tax base (Schedules 1 and 2) and aggregate levels of Council Tax. The aggregate levels of Council Tax comprise the 'basic amount' - parish and district levy (Schedules 1 and 2), amounts for each Council Tax band (Schedule 3) and inclusion of Oxfordshire County Council and Police & Crime Commissioner for Thames Valley Precepts (Schedule 4). The schedules begin on [page 5](#).
- 1.4. The recommendations to give effect to the legal resolution of these items are necessarily framed.
- 1.5. The average parish council tax levy for 2020/21 is £88.74. This compares with £82.76 in 2019/20, an increase of 7.2%.
- 1.6. The Council is proposing a district Council Tax (at band D) of £104.38 for 2020/21. If the proposed level of District Council Tax is changed by Council then the figures in Schedules 2-4 will also need to be changed. In order to make such changes and verify them, there would need to be an adjournment of the Council meeting.
- 1.7. For the purposes of passing debts through the Courts, the Council must also formally resolve that certain officers are empowered to carry out this function. Those officers are identified at [Recommendation 8](#) in [Annex A](#).

## **2. CLIMATE CHANGE IMPLICATIONS**

- 2.1. There are no implications resulting from this report.

## **3. BACKGROUND PAPERS**

- 3.1. None

**Recommendations for the Council Tax Resolution 2020/21**

- 1) for the purpose of the Local Government Finance Act 1992 Section 35(2), there are no special expenses for the District Council in 2020/21;
- 2) it be noted that at its meeting held on 15 January 2020 the Cabinet calculated the Council Tax Base for 2020/21:
  - a) for the whole Council area as 44,285.22 [item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the “Act”)]; and
  - b) for dwellings in those parts of its area to which a Parish Precept relates as in the attached Schedule 1.
- 3) the Council Tax requirement for the Council’s own purposes for 2020/21 (excluding Parish Precepts and Special Expenses) is £104.38
- 4) the following amounts be calculated for the year 2020/21 in accordance with Sections 31 to 36 of the Act:
  - a) £52,753,998 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act, taking into account all precepts issued to it by Parish Councils and any additional special expenses.
  - b) £44,201,727 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act.
  - c) £8,552,271 being the amount by which the aggregate at 4(a) above exceeds the aggregate at 4(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year (Item R in the formula in Section 31B of the Act).
  - d) £193.12 being the amount at 4(c) above (Item R), all divided by Item T (2(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts and Special Expenses);
  - e) £3,929,780 being the aggregate amount of all special items (Parish Precepts and Special Expenses) referred to in Section 34(1) of the Act as per the attached Schedule 2.
  - f) £104.38 being the amount at 4(d) above less the result given by dividing the amount at 4(e) above by Item T(2(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish Precept or special item relates;
  - g) the amounts shown in Schedule 2 being the amounts given by adding to the amount at 4(f) above, the amounts of the special item or items relating to dwellings in those parts of the Council’s area shown in Schedule 2 divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate;
  - h) the amounts shown in Schedule 3 being the amounts given by multiplying the amounts at 4(f) and 4(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section

36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands;

- 5) it be noted that for the year 2020/21 the Oxfordshire County Council and the Police and Crime Commissioner for the Thames Valley have issued precepts to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each category of dwellings in the Council's area as indicated below:

Valuation band	Oxfordshire County Council £	Police and Crime Commissioner for Thames Valley £
A	1,018.29	144.19
B	1,188.01	168.22
C	1,357.72	192.25
D	1,527.44	216.28
E	1,866.87	264.34
F	2,206.30	312.40
G	2,545.73	360.47
H	3,054.88	432.56

- 6) the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts shown in Schedule 4 as the amounts of Council Tax for the year 2020/21 for each part of its area and for each of the categories of dwellings.
- 7) the Council's basic amount of Council Tax for 2020/21 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.
- 8) the following Council/Public Officers: Chief Finance Officer, Group Manager – Resident Services, Legal Services Manager, Legal Executive, Business Manager – Operational Support, Revenues Manager, Revenues Lead and Court Officer be authorised to:
- a) collect and recover any National Non-Domestic Rates and Council Tax, and
  - b) prosecute or defend on the Council's behalf or to appear on its behalf in proceedings before a magistrate's court in respect of unpaid National Non-Domestic Rates and Council Tax.

## BASIC AMOUNTS OF COUNCIL TAX 2020/21

PARISH	TAX BASE £	PARISH PRECEPT £	'BAND D' COUNCIL TAX		TOTAL
			PARISHES	DISTRICT	BAND D
			£ p	£ p	COUNCIL TAX £ p
ALVESCOT	202.03	14,436	71.45	104.38	175.83
ASCOTT-UNDER-WYCHWOOD	252.92	22,162	87.62	104.38	192.00
ASTHAL	151.88	3,684	24.26	104.38	128.64
ASTON,COTE,SHIFFORD & CHIMNEY	582.80	28,988	49.74	104.38	154.12
BAMPTON	1,204.64	134,349	111.53	104.38	215.91
BLACK BOURTON	126.22	13,119	103.94	104.38	208.32
BLADON	391.56	40,393	103.16	104.38	207.54
BLENHEIM	24.52	0	0.00	104.38	104.38
BRIZE NORTON	380.25	25,039	65.85	104.38	170.23
BROADWELL	71.06	497	6.99	104.38	111.37
BRUERN	36.80	0	0.00	104.38	104.38
BURFORD TOWN COUNCIL	741.55	75,542	101.87	104.38	206.25
CARTERTON TOWN COUNCIL	5,300.63	391,929	73.94	104.38	178.32
CASSINGTON	318.97	14,354	45.00	104.38	149.38
CHADLINGTON	379.94	14,916	39.26	104.38	143.64
CHARLBURY TOWN COUNCIL	1,336.23	105,209	78.74	104.38	183.12
CHASTLETON	65.29	0	0.00	104.38	104.38
CHILSON	56.89	300	5.27	104.38	109.65
CHIPPING NORTON TOWN COUNCIL	2,711.99	312,188	115.11	104.38	219.49
CHURCHILL & SARSDEN	335.66	28,800	85.80	104.38	190.18
CLANFIELD	358.75	19,077	53.18	104.38	157.56
COMBE	330.05	13,453	40.76	104.38	145.14
CORNBURY & WYCHWOOD	27.14	0	0.00	104.38	104.38
CORNWELL	27.72	0	0.00	104.38	104.38
CRAWLEY	76.41	1,833	23.99	104.38	128.37
CURBRIDGE & LEW	250.11	14,658	58.61	104.38	162.99
DUCKLINGTON	638.08	34,001	53.29	104.38	157.67
ENSTONE	593.71	33,056	55.68	104.38	160.06
EYNSHAM	1,976.23	124,165	62.83	104.38	167.21
FAWLER	44.34	0	0.00	104.38	104.38
FIFIELD	107.85	5,961	55.27	104.38	159.65
FILKINS & BROUGHTON	215.62	17,757	82.35	104.38	186.73
FINSTOCK	293.40	22,617	77.09	104.38	181.47
FREELAND	667.43	62,494	93.63	104.38	198.01
FULBROOK	241.93	7,383	30.52	104.38	134.90
GLYMPTON	39.60	0	0.00	104.38	104.38
GRAFTON & RADCOT	31.77	0	0.00	104.38	104.38
GREAT TEW	88.23	149	1.69	104.38	106.07
HAILEY	491.60	34,669	70.52	104.38	174.90
HANBOROUGH	1,321.14	92,295	69.86	104.38	174.24
HARDWICK WITH YELFORD	52.51	0	0.00	104.38	104.38
HEYTHROP	69.12	1,190	17.22	104.38	121.60
HOLWELL	25.47	0	0.00	104.38	104.38
IDBURY	74.16	0	0.00	104.38	104.38
KELMSCOTT	42.92	0	0.00	104.38	104.38
KENCOT	64.30	0	0.00	104.38	104.38
KIDDINGTON WITH ASTERLEIGH	52.46	0	0.00	104.38	104.38
KINGHAM	392.15	27,606	70.40	104.38	174.78

## BASIC AMOUNTS OF COUNCIL TAX 2020/21

PARISH	TAX BASE £	PRECEPT PRECEPT £	BAND D COUNCIL TAX		TOTAL BAND D
			PARISHES	DISTRICT	COUNCIL TAX
			£ p	£ p	£ p
LANGFORD	158.83	3,954	24.89	104.38	129.27
LEAFIELD	372.18	61,945	166.44	104.38	270.82
LITTLE FARINGDON	40.58	0	0.00	104.38	104.38
LITTLE TEW	102.41	1,295	12.65	104.38	117.03
LYNEHAM	87.71	0	0.00	104.38	104.38
MILTON-UNDER-WYCHWOOD	754.25	48,958	64.91	104.38	169.29
MINSTER LOVELL	647.36	37,439	57.83	104.38	162.21
NORTH LEIGH	828.40	40,563	48.97	104.38	153.35
NORTHMOOR	185.95	4,048	21.77	104.38	126.15
OVER NORTON	198.11	20,803	105.01	104.38	209.39
RAMSDEN	179.11	16,610	92.74	104.38	197.12
ROLLRIGHT	243.84	11,500	47.16	104.38	151.54
ROUSHAM	25.86	0	0.00	104.38	104.38
SALFORD	129.16	6,621	51.26	104.38	155.64
SANDFORD ST MARTIN	149.69	9,468	63.25	104.38	167.63
SHILTON	282.67	7,914	28.00	104.38	132.38
SHIPTON-UNDER-WYCHWOOD	657.89	35,240	53.57	104.38	157.95
SOUTH LEIGH	167.23	7,272	43.49	104.38	147.87
SPELSBURY	148.98	6,718	45.09	104.38	149.47
STANDLAKE	664.41	24,698	37.17	104.38	141.55
STANTON HARCOURT	420.02	21,784	51.86	104.38	156.24
STEEPLE BARTON	582.81	20,773	35.64	104.38	140.02
STONESFIELD	685.75	31,960	46.61	104.38	150.99
SWERFORD	88.12	3,163	35.89	104.38	140.27
SWINBROOK & WIDFORD	96.85	1,490	15.38	104.38	119.76
TACKLEY	460.99	26,046	56.50	104.38	160.88
TAYNTON	78.03	3,989	51.12	104.38	155.50
WESTCOT BARTON	86.87	996	11.47	104.38	115.85
WESTWELL	48.27	0	0.00	104.38	104.38
WITNEY TOWN COUNCIL	10,548.84	1,628,699	154.40	104.38	258.78
WOODSTOCK	1,559.98	98,842	63.36	104.38	167.74
WOOTTON	288.79	8,723	30.21	104.38	134.59
WORTON	49.25	0	0.00	104.38	104.38
<b>AVERAGE COUNCIL TAX LEVY (£)</b>			<b>88.74</b>	<b>104.38</b>	<b>193.12</b>
<b>TAXBASE FOR THE DISTRICT</b>	<b>44,285.22</b>				
<b>TOTAL PRECEPTS</b>		<b>3,929,780</b>			

AMOUNTS OF COUNCIL TAX 2020/2021 - DISTRICT COUNCIL AND PARISHES

PARISH	BASIC AMOUNT OF COUNCIL TAX			BANDINGS							
	WODC	PARISHES	TOTAL	A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
ALVESCOT	104.38	71.45	175.83	117.22	136.76	156.29	175.83	214.90	253.98	293.05	351.66
ASCOTT-UNDER-WYCHWOOD	104.38	87.62	192.00	128.00	149.33	170.67	192.00	234.67	277.33	320.00	384.00
ASTHAL	104.38	24.26	128.64	85.76	100.05	114.35	128.64	157.23	185.81	214.40	257.28
ASTON,COTE,SHIFFORD & CHIMNEY	104.38	49.74	154.12	102.75	119.87	137.00	154.12	188.37	222.62	256.87	308.24
BAMPTON	104.38	111.53	215.91	143.94	167.93	191.92	215.91	263.89	311.87	359.85	431.82
BLACK BOURTON	104.38	103.94	208.32	138.88	162.03	185.17	208.32	254.61	300.91	347.20	416.64
BLADON	104.38	103.16	207.54	138.36	161.42	184.48	207.54	253.66	299.78	345.90	415.08
BLENHEIM	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
BRIZE NORTON	104.38	65.85	170.23	113.49	132.40	151.32	170.23	208.06	245.89	283.72	340.46
BROADWELL	104.38	6.99	111.37	74.25	86.62	99.00	111.37	136.12	160.87	185.62	222.74
BRUERN	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
BURFORD TOWN COUNCIL	104.38	101.87	206.25	137.50	160.42	183.33	206.25	252.08	297.92	343.75	412.50
CARTERTON TOWN COUNCIL	104.38	73.94	178.32	118.88	138.69	158.51	178.32	217.95	257.57	297.20	356.64
CASSINGTON	104.38	45.00	149.38	99.59	116.18	132.78	149.38	182.58	215.77	248.97	298.76
CHADLINGTON	104.38	39.26	143.64	95.76	111.72	127.68	143.64	175.56	207.48	239.40	287.28
CHARLBURY TOWN COUNCIL	104.38	78.74	183.12	122.08	142.43	162.77	183.12	223.81	264.51	305.20	366.24
CHASTLETON	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
CHILSON	104.38	5.27	109.65	73.10	85.28	97.47	109.65	134.02	158.38	182.75	219.30
CHIPPING NORTON TOWN COUNCIL	104.38	115.11	219.49	146.33	170.71	195.10	219.49	268.27	317.04	365.82	438.98
CHURCHILL & SARSDEN	104.38	85.80	190.18	126.79	147.92	169.05	190.18	232.44	274.70	316.97	380.36
CLANFIELD	104.38	53.18	157.56	105.04	122.55	140.05	157.56	192.57	227.59	262.60	315.12
COMBE	104.38	40.76	145.14	96.76	112.89	129.01	145.14	177.39	209.65	241.90	290.28
CORNBURY & WYCHWOOD	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
CORNWELL	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
CRAWLEY	104.38	23.99	128.37	85.58	99.84	114.11	128.37	156.90	185.42	213.95	256.74
CURBRIDGE & LEW	104.38	58.61	162.99	108.66	126.77	144.88	162.99	199.21	235.43	271.65	325.98
DUCKLINGTON	104.38	53.29	157.67	105.11	122.63	140.15	157.67	192.71	227.75	262.78	315.34
ENSTONE	104.38	55.68	160.06	106.71	124.49	142.28	160.06	195.63	231.20	266.77	320.12
EYNSHAM	104.38	62.83	167.21	111.47	130.05	148.63	167.21	204.37	241.53	278.68	334.42
FAWLER	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
FIFIELD	104.38	55.27	159.65	106.43	124.17	141.91	159.65	195.13	230.61	266.08	319.30
FILKINS & BROUGHTON	104.38	82.35	186.73	124.49	145.23	165.98	186.73	228.23	269.72	311.22	373.46

## AMOUNTS OF COUNCIL TAX 2020/2021 - DISTRICT COUNCIL AND PARISHES

PARISH	BASIC AMOUNT OF COUNCIL TAX			BANDINGS							
	WODC	PARISHES	TOTAL	A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
FINSTOCK	104.38	77.09	181.47	120.98	141.14	161.31	181.47	221.80	262.12	302.45	362.94
FREELAND	104.38	93.63	198.01	132.01	154.01	176.01	198.01	242.01	286.01	330.02	396.02
FULBROOK	104.38	30.52	134.90	89.93	104.92	119.91	134.90	164.88	194.86	224.83	269.80
GLYMPTON	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
GRAFTON & RADCOT	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
GREAT TEW	104.38	1.69	106.07	70.71	82.50	94.28	106.07	129.64	153.21	176.78	212.14
HAILEY	104.38	70.52	174.90	116.60	136.03	155.47	174.90	213.77	252.63	291.50	349.80
HANBOROUGH	104.38	69.86	174.24	116.16	135.52	154.88	174.24	212.96	251.68	290.40	348.48
HARDWICK WITH YELFORD	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
HEYTHROP	104.38	17.22	121.60	81.07	94.58	108.09	121.60	148.62	175.64	202.67	243.20
HOLWELL	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
IDBURY	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
KELMSCOTT	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
KENCOT	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
KIDDINGTON WITH ASTERLEIGH	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
KINGHAM	104.38	70.40	174.78	116.52	135.94	155.36	174.78	213.62	252.46	291.30	349.56
LANGFORD	104.38	24.89	129.27	86.18	100.54	114.91	129.27	158.00	186.72	215.45	258.54
LEAFIELD	104.38	166.44	270.82	180.55	210.64	240.73	270.82	331.00	391.18	451.37	541.64
LITTLE FARINGDON	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
LITTLE TEW	104.38	12.65	117.03	78.02	91.02	104.03	117.03	143.04	169.04	195.05	234.06
LYNEHAM	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
MILTON-UNDER-WYCHWOOD	104.38	64.91	169.29	112.86	131.67	150.48	169.29	206.91	244.53	282.15	338.58
MINSTER LOVELL	104.38	57.83	162.21	108.14	126.16	144.19	162.21	198.26	234.30	270.35	324.42
NORTH LEIGH	104.38	48.97	153.35	102.23	119.27	136.31	153.35	187.43	221.51	255.58	306.70
NORTHMOOR	104.38	21.77	126.15	84.10	98.12	112.13	126.15	154.18	182.22	210.25	252.30
OVER NORTON	104.38	105.01	209.39	139.59	162.86	186.12	209.39	255.92	302.45	348.98	418.78
RAMSDEN	104.38	92.74	197.12	131.41	153.32	175.22	197.12	240.92	284.73	328.53	394.24
ROLLRIGHT	104.38	47.16	151.54	101.03	117.86	134.70	151.54	185.22	218.89	252.57	303.08
ROUSHAM	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
SALFORD	104.38	51.26	155.64	103.76	121.05	138.35	155.64	190.23	224.81	259.40	311.28
SANDFORD ST MARTIN	104.38	63.25	167.63	111.75	130.38	149.00	167.63	204.88	242.13	279.38	335.26

SCHEDULE 3 (CONT'D)

AMOUNTS OF COUNCIL TAX 2020/2021 - DISTRICT COUNCIL AND PARISHES

PARISH	BASIC AMOUNT OF COUNCIL TAX			BANDINGS							
	WODC	PARISHES	TOTAL	A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
SHILTON	104.38	28.00	132.38	88.25	102.96	117.67	132.38	161.80	191.22	220.63	264.76
SHIPTON-UNDER-WYCHWOOD	104.38	53.57	157.95	105.30	122.85	140.40	157.95	193.05	228.15	263.25	315.90
SOUTH LEIGH	104.38	43.49	147.87	98.58	115.01	131.44	147.87	180.73	213.59	246.45	295.74
SPELSBURY	104.38	45.09	149.47	99.65	116.25	132.86	149.47	182.69	215.90	249.12	298.94
STANDLAKE	104.38	37.17	141.55	94.37	110.09	125.82	141.55	173.01	204.46	235.92	283.10
STANTON HARCOURT	104.38	51.86	156.24	104.16	121.52	138.88	156.24	190.96	225.68	260.40	312.48
STEEPLE BARTON	104.38	35.64	140.02	93.35	108.90	124.46	140.02	171.14	202.25	233.37	280.04
STONESFIELD	104.38	46.61	150.99	100.66	117.44	134.21	150.99	184.54	218.10	251.65	301.98
SWERFORD	104.38	35.89	140.27	93.51	109.10	124.68	140.27	171.44	202.61	233.78	280.54
SWINBROOK & WIDFORD	104.38	15.38	119.76	79.84	93.15	106.45	119.76	146.37	172.99	199.60	239.52
TACKLEY	104.38	56.50	160.88	107.25	125.13	143.00	160.88	196.63	232.38	268.13	321.76
TAYNTON	104.38	51.12	155.50	103.67	120.94	138.22	155.50	190.06	224.61	259.17	311.00
WESTCOT BARTON	104.38	11.47	115.85	77.23	90.11	102.98	115.85	141.59	167.34	193.08	231.70
WESTWELL	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76
WITNEY TOWN COUNCIL	104.38	154.40	258.78	172.52	201.27	230.03	258.78	316.29	373.79	431.30	517.56
WOODSTOCK	104.38	63.36	167.74	111.83	130.46	149.10	167.74	205.02	242.29	279.57	335.48
WOOTTON	104.38	30.21	134.59	89.73	104.68	119.64	134.59	164.50	194.41	224.32	269.18
WORTON	104.38	0.00	104.38	69.59	81.18	92.78	104.38	127.58	150.77	173.97	208.76



AGGREGATE AMOUNTS OF COUNCIL TAX 2020/21

PARISH	BASIC AMOUNT OF COUNCIL TAX				TOTAL	BANDINGS							
	OXON CC	PCCTV	WODC	PARISHES		A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p		£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
ALVESCOT	1,527.44	216.28	104.38	71.45	1,919.55	1,279.70	1,492.98	1,706.26	1,919.55	2,346.12	2,772.68	3,199.25	3,839.10
ASCOTT-UNDER-WYCHWOOD	1,527.44	216.28	104.38	87.62	1,935.72	1,290.48	1,505.56	1,720.63	1,935.72	2,365.88	2,796.03	3,226.20	3,871.44
ASTHAL	1,527.44	216.28	104.38	24.26	1,872.36	1,248.24	1,456.28	1,664.31	1,872.36	2,288.44	2,704.51	3,120.60	3,744.72
ASTON,COTE,SHIFFORD & CHIMNEY	1,527.44	216.28	104.38	49.74	1,897.84	1,265.23	1,476.10	1,686.96	1,897.84	2,319.58	2,741.32	3,163.07	3,795.68
BAMPTON	1,527.44	216.28	104.38	111.53	1,959.63	1,306.42	1,524.16	1,741.89	1,959.63	2,395.10	2,830.57	3,266.05	3,919.26
BLACK BOURTON	1,527.44	216.28	104.38	103.94	1,952.04	1,301.36	1,518.25	1,735.14	1,952.04	2,385.83	2,819.61	3,253.40	3,904.08
BLADON	1,527.44	216.28	104.38	103.16	1,951.26	1,300.84	1,517.65	1,734.45	1,951.26	2,384.87	2,818.48	3,252.10	3,902.52
BLENHEIM	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
BRIZE NORTON	1,527.44	216.28	104.38	65.85	1,913.95	1,275.97	1,488.63	1,701.28	1,913.95	2,339.27	2,764.59	3,189.92	3,827.90
BROADWELL	1,527.44	216.28	104.38	6.99	1,855.09	1,236.73	1,442.85	1,648.96	1,855.09	2,267.33	2,679.57	3,091.82	3,710.18
BRUERN	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
BURFORD TOWN COUNCIL	1,527.44	216.28	104.38	101.87	1,949.97	1,299.98	1,516.64	1,733.30	1,949.97	2,383.30	2,816.62	3,249.95	3,899.94
CARTERTON TOWN COUNCIL	1,527.44	216.28	104.38	73.94	1,922.04	1,281.36	1,494.92	1,708.47	1,922.04	2,349.16	2,776.27	3,203.40	3,844.08
CASSINGTON	1,527.44	216.28	104.38	45.00	1,893.10	1,262.07	1,472.41	1,682.75	1,893.10	2,313.79	2,734.47	3,155.17	3,786.20
CHADLINGTON	1,527.44	216.28	104.38	39.26	1,887.36	1,258.24	1,467.95	1,677.65	1,887.36	2,306.77	2,726.18	3,145.60	3,774.72
CHARLBURY TOWN COUNCIL	1,527.44	216.28	104.38	78.74	1,926.84	1,284.56	1,498.65	1,712.74	1,926.84	2,355.03	2,783.21	3,211.40	3,853.68
CHASTLETON	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
CHILSON	1,527.44	216.28	104.38	5.27	1,853.37	1,235.58	1,441.51	1,647.43	1,853.37	2,265.23	2,677.08	3,088.95	3,706.74
CHIPPING NORTON TOWN COUNCIL	1,527.44	216.28	104.38	115.11	1,963.21	1,308.81	1,526.94	1,745.07	1,963.21	2,399.48	2,835.74	3,272.02	3,926.42
CHURCHILL & SARSDEN	1,527.44	216.28	104.38	85.80	1,933.90	1,289.27	1,504.14	1,719.02	1,933.90	2,363.66	2,793.40	3,223.17	3,867.80
CLANFIELD	1,527.44	216.28	104.38	53.18	1,901.28	1,267.52	1,478.77	1,690.02	1,901.28	2,323.79	2,746.29	3,168.80	3,802.56
COMBE	1,527.44	216.28	104.38	40.76	1,888.86	1,259.24	1,469.11	1,678.98	1,888.86	2,308.61	2,728.35	3,148.10	3,777.72
CORNBURY & WYCHWOOD	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
CORNWELL	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
CRAWLEY	1,527.44	216.28	104.38	23.99	1,872.09	1,248.06	1,456.07	1,664.07	1,872.09	2,288.11	2,704.12	3,120.15	3,744.18
CURBRIDGE & LEW	1,527.44	216.28	104.38	58.61	1,906.71	1,271.14	1,483.00	1,694.85	1,906.71	2,330.42	2,754.13	3,177.85	3,813.42
DUCKLINGTON	1,527.44	216.28	104.38	53.29	1,901.39	1,267.60	1,478.86	1,690.12	1,901.39	2,323.92	2,746.44	3,168.99	3,802.78
ENSTONE	1,527.44	216.28	104.38	55.68	1,903.78	1,269.19	1,480.72	1,692.24	1,903.78	2,326.84	2,749.90	3,172.97	3,807.56
EYNSHAM	1,527.44	216.28	104.38	62.83	1,910.93	1,273.96	1,486.28	1,698.60	1,910.93	2,335.58	2,760.22	3,184.89	3,821.86
FAWLER	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
FIFIELD	1,527.44	216.28	104.38	55.27	1,903.37	1,268.92	1,480.40	1,691.88	1,903.37	2,326.34	2,749.30	3,172.29	3,806.74
FILKINS & BROUGHTON	1,527.44	216.28	104.38	82.35	1,930.45	1,286.97	1,501.46	1,715.95	1,930.45	2,359.44	2,788.42	3,217.42	3,860.90

AGGREGATE AMOUNTS OF COUNCIL TAX 2020/21

PARISH	BASIC AMOUNT OF COUNCIL TAX				TOTAL	BANDINGS							
	OXON CC	TVPA	WODC	PARISHES		A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p		£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
FINSTOCK	1,527.44	216.28	104.38	77.09	1,925.19	1,283.46	1,497.37	1,711.27	1,925.19	2,353.01	2,780.82	3,208.65	3,850.38
FREELAND	1,527.44	216.28	104.38	93.63	1,941.73	1,294.49	1,510.23	1,725.98	1,941.73	2,373.23	2,804.71	3,236.22	3,883.46
FULBROOK	1,527.44	216.28	104.38	30.52	1,878.62	1,252.42	1,461.15	1,669.88	1,878.62	2,296.09	2,713.55	3,131.04	3,757.24
GLYMPTON	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
GRAFTON & RADCOT	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
GREAT TEW	1,527.44	216.28	104.38	1.69	1,849.79	1,233.20	1,438.72	1,644.25	1,849.79	2,260.86	2,671.91	3,082.99	3,699.58
HAILEY	1,527.44	216.28	104.38	70.52	1,918.62	1,279.08	1,492.26	1,705.43	1,918.62	2,344.98	2,771.33	3,197.70	3,837.24
HANBOROUGH	1,527.44	216.28	104.38	69.86	1,917.96	1,278.64	1,491.75	1,704.85	1,917.96	2,344.17	2,770.38	3,196.60	3,835.92
HARDWICK WITH YELFORD	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
HEYTHROP	1,527.44	216.28	104.38	17.22	1,865.32	1,243.55	1,450.80	1,658.06	1,865.32	2,279.84	2,694.34	3,108.87	3,730.64
HOLWELL	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
IDBURY	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
KELMSCOTT	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
KENCOT	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
KIDDINGTON WITH ASTERLEIGH	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
KINGHAM	1,527.44	216.28	104.38	70.40	1,918.50	1,279.00	1,492.17	1,705.33	1,918.50	2,344.83	2,771.16	3,197.50	3,837.00
LANGFORD	1,527.44	216.28	104.38	24.89	1,872.99	1,248.66	1,456.77	1,664.87	1,872.99	2,289.21	2,705.42	3,121.65	3,745.98
LEAFIELD	1,527.44	216.28	104.38	166.44	2,014.54	1,343.03	1,566.86	1,790.70	2,014.54	2,462.22	2,909.88	3,357.57	4,029.08
LITTLE FARINGDON	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
LITTLE TEW	1,527.44	216.28	104.38	12.65	1,860.75	1,240.50	1,447.25	1,653.99	1,860.75	2,274.25	2,687.74	3,101.25	3,721.50
LYNEHAM	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
MILTON-UNDER-WYCHWOOD	1,527.44	216.28	104.38	64.91	1,913.01	1,275.34	1,487.90	1,700.45	1,913.01	2,338.12	2,763.23	3,188.35	3,826.02
MINSTER LOVELL	1,527.44	216.28	104.38	57.83	1,905.93	1,270.62	1,482.39	1,694.15	1,905.93	2,329.47	2,753.00	3,176.55	3,811.86
NORTH LEIGH	1,527.44	216.28	104.38	48.97	1,897.07	1,264.72	1,475.50	1,686.28	1,897.07	2,318.64	2,740.20	3,161.79	3,794.14
NORTHMOOR	1,527.44	216.28	104.38	21.77	1,869.87	1,246.58	1,454.34	1,662.10	1,869.87	2,285.40	2,700.92	3,116.45	3,739.74
OVER NORTON	1,527.44	216.28	104.38	105.01	1,953.11	1,302.08	1,519.08	1,736.09	1,953.11	2,387.14	2,821.15	3,255.19	3,906.22
RAMSDEN	1,527.44	216.28	104.38	92.74	1,940.84	1,293.90	1,509.54	1,725.19	1,940.84	2,372.14	2,803.43	3,234.74	3,881.68
ROLLRIGHT	1,527.44	216.28	104.38	47.16	1,895.26	1,263.51	1,474.09	1,684.67	1,895.26	2,316.43	2,737.59	3,158.77	3,790.52
ROUSHAM	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
SALFORD	1,527.44	216.28	104.38	51.26	1,899.36	1,266.24	1,477.28	1,688.31	1,899.36	2,321.44	2,743.51	3,165.60	3,798.72
SANDFORD ST MARTIN	1,527.44	216.28	104.38	63.25	1,911.35	1,274.24	1,486.60	1,698.97	1,911.35	2,336.10	2,760.83	3,185.59	3,822.70

AGGREGATE AMOUNTS OF COUNCIL TAX 2020/21

PARISH	BASIC AMOUNT OF COUNCIL TAX				TOTAL £ p	BANDINGS							
	OXON CC	TVPA	WODC	PARISHES		A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p		£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
SHILTON	1,527.44	216.28	104.38	28.00	1,876.10	1,250.74	1,459.19	1,667.64	1,876.10	2,293.01	2,709.91	3,126.84	3,752.20
SHIPTON-UNDER-WYCHWOOD	1,527.44	216.28	104.38	53.57	1,901.67	1,267.78	1,479.08	1,690.37	1,901.67	2,324.26	2,746.85	3,169.45	3,803.34
SOUTH LEIGH	1,527.44	216.28	104.38	43.49	1,891.59	1,261.06	1,471.24	1,681.41	1,891.59	2,311.94	2,732.29	3,152.65	3,783.18
SPELSBURY	1,527.44	216.28	104.38	45.09	1,893.19	1,262.13	1,472.48	1,682.83	1,893.19	2,313.90	2,734.60	3,155.32	3,786.38
STANDLAKE	1,527.44	216.28	104.38	37.17	1,885.27	1,256.85	1,466.32	1,675.79	1,885.27	2,304.22	2,723.16	3,142.12	3,770.54
STANTON HARCOURT	1,527.44	216.28	104.38	51.86	1,899.96	1,266.64	1,477.75	1,688.85	1,899.96	2,322.17	2,744.38	3,166.60	3,799.92
STEEPLE BARTON	1,527.44	216.28	104.38	35.64	1,883.74	1,255.83	1,465.13	1,674.43	1,883.74	2,302.35	2,720.95	3,139.57	3,767.48
STONESFIELD	1,527.44	216.28	104.38	46.61	1,894.71	1,263.14	1,473.66	1,684.18	1,894.71	2,315.76	2,736.80	3,157.85	3,789.42
SWERFORD	1,527.44	216.28	104.38	35.89	1,883.99	1,256.00	1,465.32	1,674.65	1,883.99	2,302.66	2,721.31	3,139.99	3,767.98
SWINBROOK & WIDFORD	1,527.44	216.28	104.38	15.38	1,863.48	1,242.32	1,449.37	1,656.42	1,863.48	2,277.59	2,691.69	3,105.80	3,726.96
TACKLEY	1,527.44	216.28	104.38	56.50	1,904.60	1,269.74	1,481.35	1,692.97	1,904.60	2,327.85	2,751.08	3,174.34	3,809.20
TAYNTON	1,527.44	216.28	104.38	51.12	1,899.22	1,266.15	1,477.17	1,688.19	1,899.22	2,321.27	2,743.31	3,165.37	3,798.44
WESTCOT BARTON	1,527.44	216.28	104.38	11.47	1,859.57	1,239.72	1,446.33	1,652.95	1,859.57	2,272.81	2,686.04	3,099.29	3,719.14
WESTWELL	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20
WITNEY TOWN COUNCIL	1,527.44	216.28	104.38	154.40	2,002.50	1,335.00	1,557.50	1,779.99	2,002.50	2,447.50	2,892.49	3,337.50	4,005.00
WOODSTOCK	1,527.44	216.28	104.38	63.36	1,911.46	1,274.31	1,486.69	1,699.07	1,911.46	2,336.23	2,760.99	3,185.77	3,822.92
WOOTTON	1,527.44	216.28	104.38	30.21	1,878.31	1,252.21	1,460.91	1,669.60	1,878.31	2,295.71	2,713.11	3,130.52	3,756.62
WORTON	1,527.44	216.28	104.38	0.00	1,848.10	1,232.07	1,437.41	1,642.75	1,848.10	2,258.79	2,669.47	3,080.17	3,696.20

**WEST OXFORDSHIRE DISTRICT COUNCIL**

Schedule of documents sealed out of meeting by the Chairman and the Head of Democratic Services, since the last meeting of the Council.

<b><u>Registration Number</u></b>	<b><u>Description of documents</u></b>	<b><u>Parties in addition to the Council</u></b>
<b><u>MISCELLANEOUS</u></b>		
11773	Deed of Release – Land to the rear of 3 Bulls Close, Filkins, plus plan	Cottsway Housing Association Ltd (2)
11773A	Duplicate	
11774	Deed of Release – Land at 29 Clover Place, Eynsham, plus plan	Cottsway Housing Association Ltd (2)
11774A	Duplicate	
11775	Deed of Release – Outbuilding and garden to the rear of 6 Horsefair, Chipping Norton, plus plan	Cottsway Housing Association Ltd (2)
11775A	Duplicate	
11776	Deed of Variation – Land west of Fawler Road, Charlbury	Sustainable Charlbury Community Interest Company (2), Trustees of the Wychwood Trust Jersey Fund (3), IQEQ (Jersey) Ltd (4) and Southill Community Energy Ltd (5)
11776A	Duplicate	
11777	Deed of Variation of S.106 Agreement – Land at Eynsham Nursery, Old Witney Road, Eynsham, plus plan	Thomas Homes Ltd (2) and HSBC UK Bank plc (3)
11777A	Duplicate	
11777B	Triplicate	
11778	Lease – Unit 3, Greystones Business Units, Burford Road, Chipping Norton, plus plans	Mr Ray Lee (2)
11779	Transfer of part – Amenity Land at Jasmine Way, Carterton, plus plans	Trencherwood Homes Ltd (2)
11780	Licence to Alter – Unit A, Avenue Four, Station Lane, Witney	Inventory Management Europe Ltd (2)
11780A	Duplicate	
11781	Lease – Unit 4, Des Roches Square, Witan Way, Witney	The NFU Mutual Insurance Society Ltd (2)
11782	Deed of Variation to S.106 Agreement – Land South of Stanmore Crescent, Carterton	OCC (2) and Annington Rentals (No 4) Ltd (3)
11782A	Duplicate	
11783	Lease – First Floor Offices, The Guildhall, Goddards Lane, Chipping Norton, plus plans	Nova Jane Bradley & Geoffrey Saul (trading as Bradley Saul Solicitors)