

# Public Document Pack



Tuesday, 15 February 2022

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## COUNCIL

You are summoned to a meeting of the Council which will be held in the Council Chamber, Woodgreen, Witney, OX28 1NB on **Wednesday, 23 February 2022 at 2.00 pm.**

Giles Hughes  
Chief Executive

To: Members of the Council

Councillors: Martin McBride (Chairman), Alex Postan (Vice-Chair), Jake Acock, Joy Aitman, Alaa Al-Yousuf, Luci Ashbourne, Andrew Beaney, Rosa Bolger, Jill Bull, Mike Cahill, Laetisia Carter, Nathalie Chapple, Andrew Coles, Owen Collins, Julian Cooper, Derek Cotterill, Suzi Coul, Maxine Crossland, Marilyn Davies, Rupert Dent, Colin Dingwall, Jane Doughty, Harry Eaglestone, Duncan Enright, Ted Fenton, Steve Good, Andy Goodwin, Andy Graham, Jeff Haine, David Harvey, Gill Hill, David Jackson, Mark Johnson, Richard Langridge, Liz Leffman, Nick Leverton, Dan Levy, Norman MacRae MBE, Michele Mead, Lysette Nicholls, Mathew Parkinson, Elizabeth Poskitt, Andrew Prosser, Carl Rylett, Geoff Saul, Harry St John, Dean Temple, Alex Wilson and Ben Woodruff.

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

## AGENDA

1. **Minutes of Previous Meeting** (Pages 7 - 14)  
To approve the minutes of the meeting held on 26 January 2022.
2. **Apologies for Absence**  
To receive any apologies for absence.
3. **Declarations of Interest**  
To receive any declarations from Members of the Committee on any items to be considered at the meeting.
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** (Pages 15 - 18)  
Purpose:  
To receive and consider recommendations made by the Cabinet and the Council's Committees in the period since 26 January 2022.  
Recommendation:  
That the recommendations set out in Annex I to the report be adopted.
7. **Council Tax 2022/2023** (Pages 19 - 34)  
Purpose:  
To enable Council to calculate and set the Council Tax for 2022/23.  
Recommendation:  
That the Council passes the resolution set out in Annex A to the report.
8. **Motion - Thames Water**  
The following motion has been received in the names of Councillors Andy Graham and Norman MacRae:

"This Council believes that historical underinvestment in the sewerage infrastructure in West Oxfordshire and further up the catchments of the rivers Windrush, Evenlode and other Thames tributaries in West Oxfordshire has led to a marked deterioration in water quality in these rivers and in the Thames due to excessive spills of untreated or partially treated sewage in both storm and normal conditions.

The Council would like to receive the following details :-

- Capital improvements by Sewage Treatment Works (STW) over the last ten years ( description and cost) ;

- Operating capacity analysed by STW over each of the last ten years;
- Capital Plans by STW over the next five years (description and estimated cost);
- Number of spills by STW over each of the last ten years together with reason for spill;
- Details, including logs, of failures at pumping stations, and to include downtimes and the use of tankers;
- The level of any fines levied by the regulator or courts for spills over each of the last ten years."

9. **Motion - Healthy Place Shaping**

The following motion has been received in the names of Councillors Merilyn Davies and Lysette Nicholls:

This motion resolves that:

"Each Member commits to being a champion for Healthy Place Shaping utilising the core principles of Healthy Place Shaping (& the tools available to them) to influence and underpin all aspects of their work. To recognise that within their role as Members, their commitment is crucial to the organisation wide adoption of Healthy Place Shaping. Actively encouraging/challenging one another, officers, Parish, and Town Councils to use Healthy Place Shaping approaches, to influence future decisions for council services, ensuring that they have the best possible outcomes for the health and wellbeing of *all* residents of West Oxfordshire."

10. **Motion - Climate Action Working Group**

The following motion has been received in the names of Councillors Andy Goodwin and Carl Rylett:

Motion to continue the running of WODC Climate Action Working Group meetings "as is" with no pause and no disruption. To overturn the announcement made at the Climate Action Working Group meeting on Feb 3<sup>rd</sup> that was "with immediate effect, this is the last Climate Action Working Group meeting".

11. **Political Composition of the Council and formation of Political Groups**

(Pages 35 - 38)

Purpose

To advise the Council of the notifications received under Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 giving the composition of political groups and note the impact on the proportionality of allocated seats to Committees.

Recommendation

Council is asked to note Annex A and agree the allocation of seats on Committees (Annex B to follow).

12. **Designation of Monitoring Officer (Pages 39 - 42)**

Purpose

To designate the Council's Monitoring Officer.

Recommendations

- a) That Council resolves to designate Susan Sale as the Council's Monitoring Officer on an interim 12 month basis with effect from 1st March 2022; and
- b) The Council notes the intention of the Monitoring Officer to designate Susan Gargett and Amy Bridgewater-Carnall as Deputy Monitoring Officers on an interim 12 month basis with effect from 1st March 2022.

13. **Change of name for South Leigh Parish Council (Pages 43 - 44)**

Purpose

To consider a request from South Leigh Parish Council to South Leigh & High Cogges Parish Council.

Recommendation

The Council agree to change the name of South Leigh Parish Council to South Leigh & High Cogges Parish Council.

14. **Climate Action Bi-Annual Report (Pages 45 - 62)**

Purpose

To present to Council the biannual report on the climate action taken by West Oxfordshire District Council in response to the climate and ecological emergency during the last six months: July 2021 – January 2022.

Recommendation

That the report be noted.

15. **Emergency / Urgency Delegations and Decisions (Pages 63 - 64)**

Purpose

To advise of the decisions taken under the emergency and urgency delegation arrangements approved by Council on 13 May 2020.

Recommendation

That the report be noted.

16. **Report 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 & Social Overview & Scrutiny Committee	27 January 2022	To follow
b) Environment Overview & Scrutiny Committee	3 February 2022	To follow
c) FMOS	9 February 2022	To follow
d) Economic & Social Overview & Scrutiny Committee	10 February 2022	To follow
e) Cabinet	16 February 2022	To follow

f) Audit & General Purposes	17 February 2022	To follow
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17. **Sealing of Documents**

Purpose:

To note the documents sealed since the last report (to follow).

Recommendation:

That the report be noted.

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## WEST OXFORDSHIRE DISTRICT COUNCIL

### Minutes of the meeting of the Council

Held in the Council Chamber at 2.00 pm on **Wednesday, 26 January 2022**

#### PRESENT

Councillors: Alex Postan (Vice-Chair), Mike Cahill, Marilyn Davies, Joy Aitman, Alaa Al-Yousuf, Luci Ashbourne, Andrew Beaney, Jill Bull, Nathalie Chapple, Andrew Coles, Owen Collins, Julian Cooper, Derek Cotterill, Suzi Coul, Maxine Crossland, Jane Doughty, Duncan Enright, Ted Fenton, Andy Graham, Jeff Haine, David Harvey, Gill Hill, David Jackson, Richard Langridge, Liz Leffman, Nick Leverton, Dan Levy, Norman MacRae MBE, Michele Mead, Elizabeth Poskitt, Geoff Saul, Harry St John, Rupert Dent, Colin Dingwall, Andy Goodwin, Mark Johnson, Lysette Nicholls, Mathew Parkinson and Alex Wilson.

Officers: Elizabeth Griffiths (Chief Finance Officer, Deputy Chief Executive and Section 151 Officer), Giles Hughes (Chief Executive), Frank Wilson (Group Finance Director - Publica), Amy Bridgewater-Carnall (Democratic Services Manager), Angela Claridge (Interim Monitoring Officer), Michelle Ouzman (Strategic Support Officer) and Jan Britton (Managing Director, Publica).

#### **CL.13 Minutes of Previous Meeting**

The minutes of the meeting held on 27 October 2021 were approved and signed by the Chairman as a correct record, subject to:

the addition of Councillor Andrew Coles to the attendance; and

an amendment to Minute CL.12 – Report of the Cabinet and Council's Committees which Councillor David Jackson advised should read "...Speed Watch were supporting a bid from two parish councils to request a 20mph speed limit from the County Council...".

#### **CL.14 Apologies for Absence**

Apologies for absence were received from the Chairman, Councillor Martin McBride and Councillors Jake Acock, Rosa Bolger, Laetisia Carter, Harry Eaglestone, Steve Good, Carl Rylett, Dean Temple, Andrew Prosser and Ben Woodruff.

#### **CL.15 Declarations of Interest**

There were no declarations of interest received.

#### **CL.16 Receipt of Announcements**

The Chairman advised that the motion originally listed as Agenda Item 9 had been withdrawn by the proposer. A strengthened motion would be resubmitted for consideration at the Council meeting on 23 February 2022.

#### Leslie Roy Cooper

Councillor Postan advised the meeting that Leslie Roy Cooper had passed away suddenly on Friday 17 December 2021. Roy was the beloved husband of former Councillor and Woodstock Town Clerk, Ann Cooper and father to District Councillor Julian Cooper. A celebration of his life took place on 14 January 2022 and he would be remembered for his hard work and dedication to the residents of Woodstock.

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Councillor Postan then handed over to Roy's son, Councillor Julian Cooper. (insert Julian's words) He explained that his family connections were deeply set in West Oxfordshire, originating from Great Rollright. His father had been the Chairman of the Housing Committee in 1973 before leaving the Council in 1979. In 1988, Roy had joined Woodstock Town Council where he had served the residents for a further 16 years. Councillor Cooper took the opportunity to thank all officers and Councillors for their support during this time.

#### Tony Walker

The Chair advised that Tony had been Chairman of the Council between 1998 and 2002 and Cabinet Member for Tourism. He was instrumental in the twinning between Burford and Potenza Picena and a former resident of Chadlington. The Chairman handed over to Councillor Cotterill who described the work that Mr Walker had been involved in during his time as Chairman including the twinning with Potenza Picena. Whilst Covid had put paid to many twinning activities it was hoped that school exchange trips would be able to take place in the future. He described Mr Walker as the 'suntanned Chairman' following his two trips to the beaches of the Adriatic to establish the twinning connection.

The Council stood to hold a minute's silence in respect of the two gentleman.

#### Thames Water Surgeries

Councillor MacRae addressed the meeting and advised that, at the request of Thames Water and through the Leader of OCC, the Council had agreed to facilitate a series of 'surgeries' for the benefit of Parish Councillors, Parish Clerks and, of course District Councillors. These would be multi-agency events and would encourage dialogue between fellow Councillors and Thames Water. Officers were finalising details and the aim was for the surgeries to be held in April or May and details would follow in due course. Councillor MacRae emphasised that these surgeries for Councillors and Parish Clerks were intended to be educational and informative, rather than adversarial.

#### Water Days

Councillor MacRae announced that as instigated by Councillor Harvey, he was aiming to hold a Water Day at the Council offices now that Covid restrictions were beginning to ease. These events included presentations from Thames Water, the Environment Agency, WASP and others, followed by frank and robust discussions. This format had proven successful and popular in the past and officers had been asked to start working on a target date of October for the event.

#### Section 19 – Flood Report

Councillor MacRae advised that the long awaited report from the December 2020 flooding would soon be completed and it was hoped this could be published by the end of the day. Officers were awaiting official sign-off from the County's legal department and once published, this would be submitted to the Environment Overview & Scrutiny Committee for detailed consideration.



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### Community Grants

Councillor Doughty was pleased to announce that a number of Community Activity Grants had been awarded, each of £500, covering many parts of the District and a variety of activities. Councillor Doughty went on to outline three recipients of the grants including the Long Meadow Foundation and Nature Recovery Network of Eynsham, the Burford Environmental Action Group and the 2120 (Witney) Squadron RAF Air Cadets.

### Housing First Project

Councillor Davies was pleased to update Members on the continued success of the Housing First Project, which helped under 35 year olds who had been dealing with prolonged homelessness. Other partners working with the Council were Cottsway Housing and Spire.

### Energy Efficiency Standards

Councillor Harvey advised that a scheme was in progress with a cross cutting theme across Environment and Housing. This was aimed at rented properties and ways that landlords could improve their energy ratings. Funding would be available via grants to landlords to ensure rentals were brought up to the Energy Efficiency Standards.

### Hedgehog Highways

Councillor Harvey was delighted to announce the start of a Hedgehog Highway project across the District. Residents would be encouraged to cut a hole in their garden fences to enable the hedgehogs to roam more freely, forage and travel throughout the night. Households could submit a photograph of their 'highway hole' and could be rewarded with a Hedgehog Highway sign for their efforts.

Councillor Coles welcomed the initiative and asked if the Council could lead by example and create these highways on the Woodgreen site initially.

### Business Grants

Councillor Coul provided an update on the Business Grants which had been awarded to 1712 independents and 5263 awards being made overall. These brought the total to £48,370,387 of grants being given to businesses over the past two years, along with £30 million in Rate Relief. In addition, 2416 business were signed up to the Business Matters emails which provided them with instant updates and Councillor Coul asked Members to encourage all businesses in the District to sign up.

### Welcome Back Funds

Councillor Mead advised that a number of Welcome Back Funds had been distributed to town centres with a view to improving the street scene and encourage residents and visitors back to the towns. The grants had been used on a variety of items including maps, notice boards, signage, benches and hanging baskets.

## **CL.17 Participation of the Public**

There was none.

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**CL.18 Recommendations from the Executive**

Council were asked to consider the recommendations made by Cabinet and the Council's Committee since its last meeting. A list of the recommendations was attached at Annex I to the report.

Councillor Mead introduced the report and proposed that the recommendations be accepted as written.

The Leader therefore proposed that the two recommendations be approved as laid out and this was duly seconded by Councillor Harvey.

**Resolved** that the recommendations set out in Annex I to the report be adopted.

**CL.19 Emergency / Urgency Delegations and Decisions**

Members received a report from the Deputy Chief Executive and Section 151 Officer which asked them to note the decisions taken under the emergency and urgency delegation arrangements approved by Council on 13 May 2020.

The report highlighted two decisions that had been taken since the last Council meeting. These related to Winter Covid-19 Uplift Payments and the approval of an Additional Restrictions Grant Policy (ARG).

Both of the decisions had been taken following a request by officers to the Chief Executive and had been decided in consultation with the Leader. The use of urgency powers was necessary to enable officers to provide financial support for any households requiring assistance from 23 October 2021 and to deliver services without delay.

In relation to the ARG, officers were requesting to go live with the first grant prior to Christmas, with the Business Support Grant process going live from 10 January 2022.

Councillor Mead outlined the decisions and advised that the report was for noting.

Having considered the report, Council

**Resolved** that the report be noted.

**CL.20 Calendar of Meetings 2022 - 2023**

Members received a report which asked them to consider and agree a programme of meetings for the civic year 2022/2023, attached at Annex I to the report.

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The report noted that in relation to all three of the Overview and Scrutiny Committees it had been the practice for those Committees to consider their start time for the remainder of the civic year at their first meeting after the annual meeting of the Council.

The Leader proposed the report as laid out and this was duly seconded by Councillor Harvey.

Councillor Enright felt that it was important to try to arrange meetings outside of school holidays and noted that officers always attempted to achieve this. Councillor Mead noted his comments and advised that it was not always possible to avoid February half term dates because of the restrictions of the budget setting process.

Having considered the report along with the revised Annex I, Council

**Resolved** that

- (a) the Calendar of Meetings for 2022/2023 set out in the revised Annex I to this report be approved; and
- (b) the times for the first meetings of the Overview and Scrutiny Committees after the annual meeting of the Council be as set out in Annex I, but that each Committee be invited to consider the timing of its subsequent meetings during the year.

#### **CL.21 Motion - Thames Water**

As advised at the start of the meeting, this item had been withdrawn by the proposer with a view to submitting a strengthened motion for consideration at the Council meeting on 23 February 2022.

#### **CL.22 Reconsideration of Motion - Re-use of IT Equipment**

At the Council meeting held on 28 April 2021 the following Motion was proposed and seconded by Councillors Graham and Enright respectively:-

“This Council notes that The Covid-19 lockdowns have shown how vital technology is to keeping people connected, in particular the vulnerable in society, many of whom have been confined to their homes and unable to see loved ones, and that according to Age UK 51% of digitally excluded people are over the age of 65, while refugees and the homeless also face worrying levels of digital exclusion.

This Council calls for:

1. The Council, public bodies in West Oxfordshire, and local businesses to reform their procurement policies by donating IT locally to those in need rather than scrapping it, using schemes such as the Laptops for Homeless and Vulnerable Initiative;
2. A local re-use and recycling centre to enable *SocialBox.Biz* and its charity partners to collect and distribute old technology to those in need in West Oxfordshire; and

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3. Direct council suppliers to support the *SocialBox.Biz* initiative and, together with the Council, to proactively take part in sponsoring and promoting the *SocialBox.Biz* message to local businesses, through traditional media and social media channels.”

The motion having been duly proposed and seconded stood referred without discussion to the Economic and Social Overview and Scrutiny Committee for comment and advice.

The report considered by the Economic & Social Overview and Scrutiny Committee on 25 November 2021 was attached at Annex 1 and the relevant minute from the meeting was attached at Annex 2. Following receipt of the officer’s report, the Committee recommend Option 2 to Council as follows:

“The Council donate their ‘end of life’ laptops, computers and phones for re-use to either the Oxford IT Bank or IT Schools Africa” and continue to use the existing arrangements for all other ICT Hardware.

The Chairman of Economic & Social Overview & Scrutiny Committee, Councillor Beaney, addressed the meeting and reiterated the reasons that Members had recommended Option 2 to Council.

Having considered the report and having heard from the Members present, Council

**Resolved** that the Council would donate their ‘end of life’ laptops, computers and phones for re-use to either the Oxford IT Bank or IT Schools Africa” and continue to use the existing arrangements for all other ICT Hardware.

#### **CL.23 Report of the Cabinet and the Council's Committees**

The reports of the meetings of the Cabinet and the Council’s Committees held since 10 November 2021 were received and noted with the following comments:

##### Environment Overview & Scrutiny Committee – 2 December 2021 – Minute Number 31

Councillor Jackson addressed the meeting and advised that he wanted to put on record his appreciation of two WODC officers, Bill Oddy and Louise Oddy following a recent site visit to Middle Barton. Councillor Jackson had requested the meeting to discuss the appropriate location of waste bins. The officers had met with himself and the Chair of the Parish Council and following the visit, had amended the bin locations expeditiously.

Councillor Davies also expressed her gratitude to the officers following a similar conversation relating to Hanborough.

Councillor Al-Yousuf thanked Councillor Jackson for his comments and echoed the sentiment with regards to the rollout of the Waste Bin Placement and Renewal Programme. He passed

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his gratitude to Bill Oddy, Louise Oddy, the Cabinet Member for the Environment and the whole team involved.

Cabinet – 15 December 2021 – Minute Number 63

Following a query from Councillor Graham, Mr Wilson advised that all partner Councils had agreed to the Extension to Agreement for Support Services with Publica.

Cabinet – 19 January 2022 – Minute Number 74

Councillor Graham referred to the question he had raised at the meeting relating to section 3.5 of the report which dealt with the refurbishment of play parks. He again queried the work being done to evaluate costs and asked if there was a timeline and rationale he could view. In response, Councillor Coul advised that there were amendments awaited and Councillors would be updated as soon as further details were known.

Councillor Leffman raised a query relating to comments Councillor Graham had made at the meeting relating to GLL and management fees. Having asked if there were contingencies and plans in place should the leisure industry find themselves in difficulty, the Cabinet Member assured her there were.

Councillor Cooper raised the issue that the Sealing of Documents no longer appeared on the Council agenda. He asked the Interim Monitoring Officer for an explanation and queried when this decision had been made. In response, Mrs Claridge explained that following the review of the Constitution, it had been noted that there was no requirement for this document to be submitted to Council. The sealing register was accessible on request should any Member wish to see it. In her opinion, by the time Councillors had sight of the document it would be too late to make any amendments because the sealing of the legal papers had been concluded and she suggested that earlier intervention would be more beneficial.

In response, Councillor Cooper cited an incident where he had highlighted a spelling error which had been subsequently amended.

The Meeting closed at 2.42 pm

CHAIRMAN

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 <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>	<b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>
<b>Name and date of Committee</b>	<b>Council: Wednesday 23 February 2022</b>
<b>Report Number</b>	<b>Agenda Item No. 6</b>
<b>Subject</b>	<b>Recommendations from the Executive and the Council's Committees or Sub-Committees</b>
<b>Wards affected</b>	<b>All</b>
<b>Accountable member</b>	<b>Councillor Michele Mead, Leader of the Council</b> Email: <a href="mailto:michele.mead@westoxon.gov.uk">michele.mead@westoxon.gov.uk</a>
<b>Accountable officer</b>	<b>Amy Bridgewater-Carnall, Senior Strategic Support Officer</b> Email: <a href="mailto:amy.bridgewater-carnall@westoxon.gov.uk">amy.bridgewater-carnall@westoxon.gov.uk</a>
<b>Summary/Purpose</b>	To consider the recommendations made by Cabinet and the Council's Committees since its last meeting.
<b>Annexes</b>	<a href="#">Annex 1</a> – Schedule of recommendations
<b>Recommendation</b>	That the recommendations set out in <a href="#">Annex 1</a> to the report be adopted.
<b>Corporate priorities</b>	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.
<b>Key Decision</b>	<b>No</b>
<b>Exempt</b>	<b>No</b>
<b>Consultees/ Consultation</b>	<b>None</b>

**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 only decision taken by Cabinet which requires Council approval since the last Council meeting on 27 October 2021, is the one related to an amendment to the Scheme of Delegation as attached. All other decisions were in the Cabinet's gift to make and no other Committees have made recommendations to Council at this time.

**3. FINANCIAL IMPLICATIONS**

- 3.1. Any financial implications of the proposed decisions are as set out in the associated reports to Cabinet and/or Committees.

**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



	Meeting and Date	Subject and Agenda Item No. or Minute Reference	Recommendations
1.	Cabinet – 16 February 2022	2022/23 Budget	<p>a) Cabinet recommends the following to Council for approval:</p> <ul style="list-style-type: none"> <li>(i) The updated Medium Term Financial Strategy in Annex A</li> <li>(ii) General Fund revenue budgets as summarised in Annex B</li> <li>(iii) The Capital Programme for 2021/22 to 2030/31 set out in Annex E</li> <li>(iv) Fees and Charges for 2022/23 as set out in Annex D</li> <li>(v) The Council's Pay Policy Statement as set out in Annex F</li> <li>(vi) The Council's Capital Strategy 2022/23 as set out in Annex G</li> <li>(vii) The Council's Investment Strategy 2022/23 as set out in Annex H</li> <li>(viii) The Council's Treasury Management Strategy 2022/23 as set out in Annex I</li> <li>(ix) The level of District Council Tax for 2022/23 for a Band D property of £114.38.</li> </ul> <p>b) That the estimate of Business Rates income for 2022/23, as set out in the excerpt from the government return NNDRI, in Annex L, and the Parish Precepts and Tax Levels set out in Annex M be noted.</p>
2.	Audit & General Purposes Committee – 17 February 2022	External Auditor contract	<p>a) That the committee considers the options for procuring the Council's external audit service for the period from 2023/24; and</p> <p>b) Recommends to Council procurement through the National Procurement Framework using Public Sector Audit Appointments Ltd.</p>

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 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>Council – Wednesday 23 February 2022</b></p>
<p>Report Number</p>	<p><b>Agenda Item No. 7</b></p>
<p>Subject</p>	<p><b>Council Tax 2022/2023</b></p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Councillor Michele Mead, Leader of the Council Email: <a href="mailto:michele.mead@westoxon.gov.uk">michele.mead@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Elizabeth Griffiths, Chief Finance Officer Tel: 01993 861188 Email: <a href="mailto:elizabeth.griffiths@westoxon.gov.uk">elizabeth.griffiths@westoxon.gov.uk</a></p>
<p>Summary/Purpose</p>	<p>To enable the Council to calculate and set the Council Tax for 2022/23.</p>
<p>Annexes</p>	<p>Annex A – Proposed resolution and Council Tax Schedules 1-4</p>
<p>Recommendation</p>	<p>That the Council passes the resolution set out in Annex A to the report.</p>
<p>Corporate priorities</p>	<p>N/A</p>
<p>Key Decision</p>	<p>Yes</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees/ Consultation</p>	

## **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 2022/23 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 16th February, as part of the budget setting process, Cabinet recommended a Council Tax of £114.38 at Band D.
- 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 precepts for Oxfordshire County Council and the Police & Crime Commissioner for Thames Valley (Schedule 4).
- 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 2022/23 is estimated at £95.83 (2021/22 : £91.12). Two Parish Councils have yet to confirm their precepts; and have been assumed at the 2021/22 level.
- 1.6. The Council is proposing a district Council Tax (at band D) of £114.38 for 2022/23. 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 2022/23

- 1) for the purpose of the Local Government Finance Act 1992 Section 35(2), there are no special expenses for the District Council in 2022/23;
- 2) it be noted that at its meeting held on 19 January 2022 the Cabinet acknowledged the calculation of the Council Tax Base for 2022/23:
  - a) for the whole Council area as 46,172.41 [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 2022/23 (excluding Parish Precepts and Special Expenses) is £114.38
- 4) the following amounts be calculated for the year 2022/23 in accordance with Sections 31 to 36 of the Act:
  - a) £50,442,736 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) £40,736,882 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act.
  - c) £9,705,854 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) £210.21 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) £4,424,653 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) £114.38 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 2022/23 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	£1,101.07	£160.85
B	£1,284.59	£187.66
C	£1,468.10	£214.47
D	£1,651.61	£241.28
E	£2,018.63	£294.90
F	£2,385.66	£348.52
G	£2,752.68	£402.13
H	£3,303.22	£482.56

- 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 2022/23 for each part of its area and for each of the categories of dwellings.
- 7) the Council's basic amount of Council Tax for 2022/23 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 2022/23

## SCHEDULES 1 &amp; 2

PARISH	TAX BASE	PARISH PRECEPT £	BAND D COUNCIL TAX PARISHES £ p	BAND D COUNCIL TAX DISTRICT £ p	TOTAL BAND D COUNCIL TAX £ p
ALVESCOT	205.72	14,500	70.48	114.38	184.86
ASCOTT-UNDER-WYCHWOOD	256.05	20,000	78.11	114.38	192.49
ASTHAL	157.19	3,700	23.54	114.38	137.92
ASTON,COTE,SHIFFORD & CHIMNEY	597.45	29,715	49.74	114.38	164.12
BAMPTON	1,240.76	142,750	115.05	114.38	229.43
BLACK BOURTON	125.40	13,490	107.58	114.38	221.96
BLADON	396.90	45,000	113.38	114.38	227.76
BLENHEIM	24.95	0	0.00	114.38	114.38
BRIZE NORTON	494.52	34,510	69.78	114.38	184.16
BROADWELL	71.58	600	8.38	114.38	122.76
BRUERN	36.83	0	0.00	114.38	114.38
BURFORD	801.85	80,736	100.69	114.38	215.07
CARTERTON	5,498.57	411,042	74.75	114.38	189.13
CASSINGTON	330.62	22,919	69.32	114.38	183.70
CHADLINGTON	381.74	14,980	39.24	114.38	153.62
CHARLBURY	1,352.69	127,446	94.22	114.38	208.60
CHASTLETON	70.51	0	0.00	114.38	114.38
CHILSON	56.97	300	5.27	114.38	119.65
CHIPPING NORTON	2,820.59	340,840	120.84	114.38	235.22
CHURCHILL & SARSDEN	347.77	35,803	102.95	114.38	217.33
CLANFIELD	360.00	21,140	58.72	114.38	173.10
COMBE	338.67	14,029	41.42	114.38	155.80
CORNBURY & WYCHWOOD	27.85	0	0.00	114.38	114.38
CORNWELL	27.72	0	0.00	114.38	114.38
CRAWLEY	80.67	2,400	29.75	114.38	144.13
CURBRIDGE & LEW	377.54	22,500	59.60	114.38	173.98
DUCKLINGTON	642.05	37,130	57.83	114.38	172.21
ENSTONE	569.45	33,530	58.88	114.38	173.26
EYNHAM	2,146.05	167,053	77.84	114.38	192.22

## BASIC AMOUNTS OF COUNCIL TAX 2022/23

## SCHEDULES 1 &amp; 2 (cont)

PARISH	TAX BASE	PARISH PRECEPT £	BAND D COUNCIL TAX PARISHES £ p	BAND D COUNCIL TAX DISTRICT £ p	TOTAL BAND D COUNCIL TAX £ p
FAWLER	48.54	0	0.00	114.38	114.38
FIFIELD	104.41	6,000	57.47	114.38	171.85
FILKINS & BROUGHTON POGGS	218.99	18,500	84.48	114.38	198.86
FINSTOCK	293.52	23,727	80.84	114.38	195.22
FREELAND	707.63	68,331	96.56	114.38	210.94
FULBROOK	244.94	6,192	25.28	114.38	139.66
GLYMPTON	42.77	0	0.00	114.38	114.38
GRAFTON & RADCOT	31.68	0	0.00	114.38	114.38
GREAT TEW	92.08	0	0.00	114.38	114.38
HAILEY	500.94	36,100	72.06	114.38	186.44
HANBOROUGH	1,377.89	96,259	69.86	114.38	184.24
HARDWICK WITH YELFORD	52.13	0	0.00	114.38	114.38
HEYTHROP	66.62	1,200	18.01	114.38	132.39
HOLWELL	26.13	0	0.00	114.38	114.38
IDBURY	73.13	0	0.00	114.38	114.38
KELMSCOTT	42.59	0	0.00	114.38	114.38
KENCOT	63.86	0	0.00	114.38	114.38
KIDDINGTON WITH ASTERLEIGH	51.05	0	0.00	114.38	114.38
KINGHAM	387.79	29,463	75.98	114.38	190.36
LANGFORD	157.58	10,500	66.63	114.38	181.01
LEAFIELD	374.93	63,686	169.86	114.38	284.24
LITTLE FARINGDON	41.61	0	0.00	114.38	114.38
LITTLE TEW	101.42	1,500	14.79	114.38	129.17
LYNEHAM	87.51	0	0.00	114.38	114.38
MILTON-UNDER-WYCHWOOD	792.45	54,000	68.14	114.38	182.52
MINSTER LOVELL	685.51	45,541	66.43	114.38	180.81
NORTH LEIGH	933.06	50,000	53.59	114.38	167.97
NORTHMOOR	186.63	4,483	24.02	114.38	138.40
OVER NORTON	197.81	21,715	109.78	114.38	224.16



## BASIC AMOUNTS OF COUNCIL TAX 2022/23

## SCHEDULES 1 &amp; 2 (cont)

PARISH	TAX BASE	PARISH PRECEPT £	BAND D COUNCIL TAX PARISHES £ p	BAND D COUNCIL TAX DISTRICT £ p	TOTAL BAND D COUNCIL TAX £ p
RAMSDEN	182.16	20,289	111.38	114.38	225.76
ROLLRIGHT	245.00	12,307	50.23	114.38	164.61
ROUSHAM	25.72	0	0.00	114.38	114.38
SALFORD	128.18	6,811	53.14	114.38	167.52
SANDFORD ST MARTIN	141.57	7,107	50.20	114.38	164.58
SHILTON	286.40	6,600	23.04	114.38	137.42
SHIPTON-UNDER-WYCHWOOD	694.15	38,450	55.39	114.38	169.77
SOUTH LEIGH	166.44	8,543	51.33	114.38	165.71
SPELSBURY	150.88	7,833	51.92	114.38	166.30
STANDLAKE	673.44	25,000	37.12	114.38	151.50
STANTON HARCOURT	469.85	35,062	74.62	114.38	189.00
STEEPLE BARTON	605.76	21,560	35.59	114.38	149.97
STONESFIELD	712.48	36,251	50.88	114.38	165.26
SWERFORD	89.73	3,360	37.45	114.38	151.83
SWINBROOK & WIDFORD	96.29	1,750	18.17	114.38	132.55
TACKLEY	495.87	28,017	56.50	114.38	170.88
TAYNTON	79.84	4,000	50.10	114.38	164.48
WESTCOT BARTON	85.04	1,000	11.76	114.38	126.14
WESTWELL	47.80	0	0.00	114.38	114.38
WITNEY	10,965.64	1,829,398	166.83	114.38	281.21
WOODSTOCK	1,657.26	149,073	89.95	114.38	204.33
WOOTTON	299.93	8,932	29.78	114.38	144.16
WORTON	49.12	0	0.00	114.38	114.38
					0.00
<b>AVERAGE COUNCIL TAX LEVY</b>			<b>95.83</b>	<b>114.38</b>	<b>210.21</b>
<b>TAX BASE FOR THE DISTRICT</b>	<b>46,172.41</b>				
<b>TOTAL PRECEPTS</b>		<b>4,424,653</b>			

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## AMOUNTS OF COUNCIL TAX 2022/2023 - 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	114.38	70.48	184.86	123.24	143.78	164.32	184.86	225.94	267.02	308.10	369.72
ASCOTT-UNDER-WYCHWOOD	114.38	78.11	192.49	128.33	149.71	171.10	192.49	235.27	278.04	320.82	384.98
ASTHAL	114.38	23.54	137.92	91.95	107.27	122.60	137.92	168.57	199.22	229.87	275.84
ASTON,COTE,SHIFFORD & CHIMNEY	114.38	49.74	164.12	109.41	127.65	145.88	164.12	200.59	237.06	273.53	328.24
BAMPTON	114.38	115.05	229.43	152.95	178.45	203.94	229.43	280.41	331.40	382.38	458.86
BLACK BOURTON	114.38	107.58	221.96	147.97	172.64	197.30	221.96	271.28	320.61	369.93	443.92
BLADON	114.38	113.38	227.76	151.84	177.15	202.45	227.76	278.37	328.99	379.60	455.52
BLENHEIM	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
BRIZE NORTON	114.38	69.78	184.16	122.77	143.24	163.70	184.16	225.08	266.01	306.93	368.32
BROADWELL	114.38	8.38	122.76	81.84	95.48	109.12	122.76	150.04	177.32	204.60	245.52
BRUERN	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
CURFORD TOWN COUNCIL	114.38	100.69	215.07	143.38	167.28	191.17	215.07	262.86	310.66	358.45	430.14
CARTERTON TOWN COUNCIL	114.38	74.75	189.13	126.09	147.10	168.12	189.13	231.16	273.19	315.22	378.26
CASSINGTON	114.38	69.32	183.70	122.47	142.88	163.29	183.70	224.52	265.34	306.17	367.40
CHADLINGTON	114.38	39.24	153.62	102.41	119.48	136.55	153.62	187.76	221.90	256.03	307.24
CHARLBURY TOWN COUNCIL	114.38	94.22	208.60	139.07	162.24	185.42	208.60	254.96	301.31	347.67	417.20
CHASTLETON	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
CHILSON	114.38	5.27	119.65	79.77	93.06	106.36	119.65	146.24	172.83	199.42	239.30
CHIPPING NORTON TOWN COUNCIL	114.38	120.84	235.22	156.81	182.95	209.08	235.22	287.49	339.76	392.03	470.44
CHURCHILL & SARSDEN	114.38	102.95	217.33	144.89	169.03	193.18	217.33	265.63	313.92	362.22	434.66
CLANFIELD	114.38	58.72	173.10	115.40	134.63	153.87	173.10	211.57	250.03	288.50	346.20
COMBE	114.38	41.42	155.80	103.87	121.18	138.49	155.80	190.42	225.04	259.67	311.60
CORNBURY & WYCHWOOD	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
CORNWELL	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
CRAWLEY	114.38	29.75	144.13	96.09	112.10	128.12	144.13	176.16	208.19	240.22	288.26
CURBRIDGE & LEW	114.38	59.60	173.98	115.99	135.32	154.65	173.98	212.64	251.30	289.97	347.96
DUCKLINGTON	114.38	57.83	172.21	114.81	133.94	153.08	172.21	210.48	248.75	287.02	344.42
ENSTONE	114.38	58.88	173.26	115.51	134.76	154.01	173.26	211.76	250.26	288.77	346.52
EYNSHAM	114.38	77.84	192.22	128.15	149.50	170.86	192.22	234.94	277.65	320.37	384.44
FAWLER	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
FIFIELD	114.38	57.47	171.85	114.57	133.66	152.76	171.85	210.04	248.23	286.42	343.70

## AMOUNTS OF COUNCIL TAX 2022/2023 - DISTRICT COUNCIL AND PARISHES

## SCHEDULE 3 (CONT'D)

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
FILKINS & BROUGHTON	114.38	84.48	198.86	132.57	154.67	176.76	198.86	243.05	287.24	331.43	397.72
FINSTOCK	114.38	80.84	195.22	130.15	151.84	173.53	195.22	238.60	281.98	325.37	390.44
FREELAND	114.38	96.56	210.94	140.63	164.06	187.50	210.94	257.82	304.69	351.57	421.88
FULBROOK	114.38	25.28	139.66	93.11	108.62	124.14	139.66	170.70	201.73	232.77	279.32
GLYMPTON	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
GRAFTON & RADCOT	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
GREAT TEW	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
HAILEY	114.38	72.06	186.44	124.29	145.01	165.72	186.44	227.87	269.30	310.73	372.88
HANBOROUGH	114.38	69.86	184.24	122.83	143.30	163.77	184.24	225.18	266.12	307.07	368.48
HARDWICK WITH YELFORD	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
HEYTHROP	114.38	18.01	132.39	88.26	102.97	117.68	132.39	161.81	191.23	220.65	264.78
HOLWELL	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
IMDBURY	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
KELMSCOTT	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
KENCOT	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
KIDDINGTON WITH ASTERLEIGH	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
KINGHAM	114.38	75.98	190.36	126.91	148.06	169.21	190.36	232.66	274.96	317.27	380.72
LANGFORD	114.38	66.63	181.01	120.67	140.79	160.90	181.01	221.23	261.46	301.68	362.02
LEAFIELD	114.38	169.86	284.24	189.49	221.08	252.66	284.24	347.40	410.57	473.73	568.48
LITTLE FARINGDON	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
LITTLE TEW	114.38	14.79	129.17	86.11	100.47	114.82	129.17	157.87	186.58	215.28	258.34
LYNEHAM	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
MILTON-UNDER-WYCHWOOD	114.38	68.14	182.52	121.68	141.96	162.24	182.52	223.08	263.64	304.20	365.04
MINSTER LOVELL	114.38	66.43	180.81	120.54	140.63	160.72	180.81	220.99	261.17	301.35	361.62
NORTH LEIGH	114.38	53.59	167.97	111.98	130.64	149.31	167.97	205.30	242.62	279.95	335.94
NORTHMOOR	114.38	24.02	138.40	92.27	107.64	123.02	138.40	169.16	199.91	230.67	276.80
OVER NORTON	114.38	109.78	224.16	149.44	174.35	199.25	224.16	273.97	323.79	373.60	448.32
RAMSDEN	114.38	111.38	225.76	150.51	175.59	200.68	225.76	275.93	326.10	376.27	451.52
ROLLRIGHT	114.38	50.23	164.61	109.74	128.03	146.32	164.61	201.19	237.77	274.35	329.22
ROUSHAM	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
SALFORD	114.38	53.14	167.52	111.68	130.29	148.91	167.52	204.75	241.97	279.20	335.04
SANDFORD ST MARTIN	114.38	50.20	164.58	109.72	128.01	146.29	164.58	201.15	237.73	274.30	329.16

## AMOUNTS OF COUNCIL TAX 2022/2023 - 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	114.38	23.04	137.42	91.61	106.88	122.15	137.42	167.96	198.50	229.03	274.84
SHIPTON-UNDER-WYCHWOOD	114.38	55.39	169.77	113.18	132.04	150.91	169.77	207.50	245.22	282.95	339.54
SOUTH LEIGH	114.38	51.33	165.71	110.47	128.89	147.30	165.71	202.53	239.36	276.18	331.42
SPELSBURY	114.38	51.92	166.30	110.87	129.34	147.82	166.30	203.26	240.21	277.17	332.60
STANDLAKE	114.38	37.12	151.50	101.00	117.83	134.67	151.50	185.17	218.83	252.50	303.00
STANTON HARCOURT	114.38	74.62	189.00	126.00	147.00	168.00	189.00	231.00	273.00	315.00	378.00
STEEPLE BARTON	114.38	35.59	149.97	99.98	116.64	133.31	149.97	183.30	216.62	249.95	299.94
STONESFIELD	114.38	50.88	165.26	110.17	128.54	146.90	165.26	201.98	238.71	275.43	330.52
SWERFORD	114.38	37.45	151.83	101.22	118.09	134.96	151.83	185.57	219.31	253.05	303.66
SWINBROOK & WIDFORD	114.38	18.17	132.55	88.37	103.09	117.82	132.55	162.01	191.46	220.92	265.10
TACKLEY	114.38	56.50	170.88	113.92	132.91	151.89	170.88	208.85	246.83	284.80	341.76
PAYNTON	114.38	50.10	164.48	109.65	127.93	146.20	164.48	201.03	237.58	274.13	328.96
WESTCOT BARTON	114.38	11.76	126.14	84.09	98.11	112.12	126.14	154.17	182.20	210.23	252.28
WESTWELL	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76
WITNEY TOWN COUNCIL	114.38	166.83	281.21	187.47	218.72	249.96	281.21	343.70	406.19	468.68	562.42
WOODSTOCK	114.38	89.95	204.33	136.22	158.92	181.63	204.33	249.74	295.14	340.55	408.66
WOOTTON	114.38	29.78	144.16	96.11	112.12	128.14	144.16	176.20	208.23	240.27	288.32
WORTON	114.38	0.00	114.38	76.25	88.96	101.67	114.38	139.80	165.22	190.63	228.76

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## AGGREGATE AMOUNTS OF COUNCIL TAX 2022/23

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	1,651.61	241.28	114.38	70.48	2,077.75	1,385.17	1,616.03	1,846.89	2,077.75	2,539.47	3,001.19	3,462.92	4,155.50
ASCOTT-UNDER-WYCHWOOD	1,651.61	241.28	114.38	78.11	2,085.38	1,390.25	1,621.96	1,853.67	2,085.38	2,548.80	3,012.22	3,475.63	4,170.76
ASTHAL	1,651.61	241.28	114.38	23.54	2,030.81	1,353.87	1,579.52	1,805.16	2,030.81	2,482.10	2,933.39	3,384.68	4,061.62
ASTON,COTE,SHIFFORD & CHIMNEY	1,651.61	241.28	114.38	49.74	2,057.01	1,371.34	1,599.90	1,828.45	2,057.01	2,514.12	2,971.24	3,428.35	4,114.02
BAMPTON	1,651.61	241.28	114.38	115.05	2,122.32	1,414.88	1,650.69	1,886.51	2,122.32	2,593.95	3,065.57	3,537.20	4,244.64
BLACK BOURTON	1,651.61	241.28	114.38	107.58	2,114.85	1,409.90	1,644.88	1,879.87	2,114.85	2,584.82	3,054.78	3,524.75	4,229.70
BLADON	1,651.61	241.28	114.38	113.38	2,120.65	1,413.77	1,649.39	1,885.02	2,120.65	2,591.91	3,063.16	3,534.42	4,241.30
BLENHEIM	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
BRIZE NORTON	1,651.61	241.28	114.38	69.78	2,077.05	1,384.70	1,615.48	1,846.27	2,077.05	2,538.62	3,000.18	3,461.75	4,154.10
BROADWELL	1,651.61	241.28	114.38	8.38	2,015.65	1,343.77	1,567.73	1,791.69	2,015.65	2,463.57	2,911.49	3,359.42	4,031.30
BRUERN	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
BURFORD TOWN COUNCIL	1,651.61	241.28	114.38	100.69	2,107.96	1,405.31	1,639.52	1,873.74	2,107.96	2,576.40	3,044.83	3,513.27	4,215.92
CARTERTON TOWN COUNCIL	1,651.61	241.28	114.38	74.75	2,082.02	1,388.01	1,619.35	1,850.68	2,082.02	2,544.69	3,007.36	3,470.03	4,164.04
CASSINGTON	1,651.61	241.28	114.38	69.32	2,076.59	1,384.39	1,615.13	1,845.86	2,076.59	2,538.05	2,999.52	3,460.98	4,153.18
CHADLINGTON	1,651.61	241.28	114.38	39.24	2,046.51	1,364.34	1,591.73	1,819.12	2,046.51	2,501.29	2,956.07	3,410.85	4,093.02
CHARLBURY TOWN COUNCIL	1,651.61	241.28	114.38	94.22	2,101.49	1,400.99	1,634.49	1,867.99	2,101.49	2,568.49	3,035.49	3,502.48	4,202.98
CHASTLETON	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
CHILSON	1,651.61	241.28	114.38	5.27	2,012.54	1,341.69	1,565.31	1,788.92	2,012.54	2,459.77	2,907.00	3,354.23	4,025.08
CHIPPING NORTON TOWN COUNCIL	1,651.61	241.28	114.38	120.84	2,128.11	1,418.74	1,655.20	1,891.65	2,128.11	2,601.02	3,073.94	3,546.85	4,256.22
CHURCHILL & SARSDEN	1,651.61	241.28	114.38	102.95	2,110.22	1,406.81	1,641.28	1,875.75	2,110.22	2,579.16	3,048.10	3,517.03	4,220.44
CLANFIELD	1,651.61	241.28	114.38	58.72	2,065.99	1,377.33	1,606.88	1,836.44	2,065.99	2,525.10	2,984.21	3,443.32	4,131.98
COMBE	1,651.61	241.28	114.38	41.42	2,048.69	1,365.79	1,593.43	1,821.06	2,048.69	2,503.95	2,959.22	3,414.48	4,097.38
CORNBURY & WYCHWOOD	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
CORNWELL	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
CRAWLEY	1,651.61	241.28	114.38	29.75	2,037.02	1,358.01	1,584.35	1,810.68	2,037.02	2,489.69	2,942.36	3,395.03	4,074.04
CURBRIDGE & LEW	1,651.61	241.28	114.38	59.60	2,066.87	1,377.91	1,607.57	1,837.22	2,066.87	2,526.17	2,985.48	3,444.78	4,133.74
DUCKLINGTON	1,651.61	241.28	114.38	57.83	2,065.10	1,376.73	1,606.19	1,835.64	2,065.10	2,524.01	2,982.92	3,441.83	4,130.20
ENSTONE	1,651.61	241.28	114.38	58.88	2,066.15	1,377.43	1,607.01	1,836.58	2,066.15	2,525.29	2,984.44	3,443.58	4,132.30
EYNHAM	1,651.61	241.28	114.38	77.84	2,085.11	1,390.07	1,621.75	1,853.43	2,085.11	2,548.47	3,011.83	3,475.18	4,170.22
FAWLER	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
FIFIELD	1,651.61	241.28	114.38	57.47	2,064.74	1,376.49	1,605.91	1,835.32	2,064.74	2,523.57	2,982.40	3,441.23	4,129.48
FILKINS & BROUGHTON	1,651.61	241.28	114.38	84.48	2,091.75	1,394.50	1,626.92	1,859.33	2,091.75	2,556.58	3,021.42	3,486.25	4,183.50

## AGGREGATE AMOUNTS OF COUNCIL TAX 2022/23


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	1,651.61	241.28	114.38	80.84	2,088.11	1,392.07	1,624.09	1,856.10	2,088.11	2,552.13	3,016.16	3,480.18	4,176.22
FREELAND	1,651.61	241.28	114.38	96.56	2,103.83	1,402.55	1,636.31	1,870.07	2,103.83	2,571.35	3,038.87	3,506.38	4,207.66
FULBROOK	1,651.61	241.28	114.38	25.28	2,032.55	1,355.03	1,580.87	1,806.71	2,032.55	2,484.23	2,935.91	3,387.58	4,065.10
GLYMPTON	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
GRAFTON & RADCOT	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
GREAT TEW	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
HAILEY	1,651.61	241.28	114.38	72.06	2,079.33	1,386.22	1,617.26	1,848.29	2,079.33	2,541.40	3,003.48	3,465.55	4,158.66
HANBOROUGH	1,651.61	241.28	114.38	69.86	2,077.13	1,384.75	1,615.55	1,846.34	2,077.13	2,538.71	3,000.30	3,461.88	4,154.26
HARDWICK WITH YELFORD	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
HEYTHROP	1,651.61	241.28	114.38	18.01	2,025.28	1,350.19	1,575.22	1,800.25	2,025.28	2,475.34	2,925.40	3,375.47	4,050.56
HOLWELL	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
LEBURY	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
KELMSCOTT	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
KENCOT	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
KIDDINGTON WITH ASTERLEIGH	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
KINGHAM	1,651.61	241.28	114.38	75.98	2,083.25	1,388.83	1,620.31	1,851.78	2,083.25	2,546.19	3,009.14	3,472.08	4,166.50
LANGFORD	1,651.61	241.28	114.38	66.63	2,073.90	1,382.60	1,613.03	1,843.47	2,073.90	2,534.77	2,995.63	3,456.50	4,147.80
LEAFIELD	1,651.61	241.28	114.38	169.86	2,177.13	1,451.42	1,693.32	1,935.23	2,177.13	2,660.94	3,144.74	3,628.55	4,354.26
LITTLE FARINGDON	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
LITTLE TEW	1,651.61	241.28	114.38	14.79	2,022.06	1,348.04	1,572.71	1,797.39	2,022.06	2,471.41	2,920.75	3,370.10	4,044.12
LYNEHAM	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
MILTON-UNDER-WYCHWOOD	1,651.61	241.28	114.38	68.14	2,075.41	1,383.61	1,614.21	1,844.81	2,075.41	2,536.61	2,997.81	3,459.02	4,150.82
MINSTER LOVELL	1,651.61	241.28	114.38	66.43	2,073.70	1,382.47	1,612.88	1,843.29	2,073.70	2,534.52	2,995.34	3,456.17	4,147.40
NORTH LEIGH	1,651.61	241.28	114.38	53.59	2,060.86	1,373.91	1,602.89	1,831.88	2,060.86	2,518.83	2,976.80	3,434.77	4,121.72
NORTHMOOR	1,651.61	241.28	114.38	24.02	2,031.29	1,354.19	1,579.89	1,805.59	2,031.29	2,482.69	2,934.09	3,385.48	4,062.58
OVER NORTON	1,651.61	241.28	114.38	109.78	2,117.05	1,411.37	1,646.59	1,881.82	2,117.05	2,587.51	3,057.96	3,528.42	4,234.10
RAMSDEN	1,651.61	241.28	114.38	111.38	2,118.65	1,412.43	1,647.84	1,883.24	2,118.65	2,589.46	3,060.27	3,531.08	4,237.30
ROLLRIGHT	1,651.61	241.28	114.38	50.23	2,057.50	1,371.67	1,600.28	1,828.89	2,057.50	2,514.72	2,971.94	3,429.17	4,115.00
ROUSHAM	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
SALFORD	1,651.61	241.28	114.38	53.14	2,060.41	1,373.61	1,602.54	1,831.48	2,060.41	2,518.28	2,976.15	3,434.02	4,120.82
SANDFORD ST MARTIN	1,651.61	241.28	114.38	50.20	2,057.47	1,371.65	1,600.25	1,828.86	2,057.47	2,514.69	2,971.90	3,429.12	4,114.94



## AGGREGATE AMOUNTS OF COUNCIL TAX 2022/23

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
SHILTON	1,651.61	241.28	114.38	23.04	2,030.31	1,353.54	1,579.13	1,804.72	2,030.31	2,481.49	2,932.67	3,383.85	4,060.62
SHIPTON-UNDER-WYCHWOOD	1,651.61	241.28	114.38	55.39	2,062.66	1,375.11	1,604.29	1,833.48	2,062.66	2,521.03	2,979.40	3,437.77	4,125.32
SOUTH LEIGH	1,651.61	241.28	114.38	51.33	2,058.60	1,372.40	1,601.13	1,829.87	2,058.60	2,516.07	2,973.53	3,431.00	4,117.20
SPELSBURY	1,651.61	241.28	114.38	51.92	2,059.19	1,372.79	1,601.59	1,830.39	2,059.19	2,516.79	2,974.39	3,431.98	4,118.38
STANDLAKE	1,651.61	241.28	114.38	37.12	2,044.39	1,362.93	1,590.08	1,817.24	2,044.39	2,498.70	2,953.01	3,407.32	4,088.78
STANTON HARCOURT	1,651.61	241.28	114.38	74.62	2,081.89	1,387.93	1,619.25	1,850.57	2,081.89	2,544.53	3,007.17	3,469.82	4,163.78
STEEPLE BARTON	1,651.61	241.28	114.38	35.59	2,042.86	1,361.91	1,588.89	1,815.88	2,042.86	2,496.83	2,950.80	3,404.77	4,085.72
STONESFIELD	1,651.61	241.28	114.38	50.88	2,058.15	1,372.10	1,600.78	1,829.47	2,058.15	2,515.52	2,972.88	3,430.25	4,116.30
SWERFORD	1,651.61	241.28	114.38	37.45	2,044.72	1,363.15	1,590.34	1,817.53	2,044.72	2,499.10	2,953.48	3,407.87	4,089.44
SWINBROOK & WIDFORD	1,651.61	241.28	114.38	18.17	2,025.44	1,350.29	1,575.34	1,800.39	2,025.44	2,475.54	2,925.64	3,375.73	4,050.88
TACKLEY	1,651.61	241.28	114.38	56.50	2,063.77	1,375.85	1,605.15	1,834.46	2,063.77	2,522.39	2,981.00	3,439.62	4,127.54
TAYNTON	1,651.61	241.28	114.38	50.10	2,057.37	1,371.58	1,600.18	1,828.77	2,057.37	2,514.56	2,971.76	3,428.95	4,114.74
WESTCOT BARTON	1,651.61	241.28	114.38	11.76	2,019.03	1,346.02	1,570.36	1,794.69	2,019.03	2,467.70	2,916.38	3,365.05	4,038.06
WESTWELL	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54
WITNEY TOWN COUNCIL	1,651.61	241.28	114.38	166.83	2,174.10	1,449.40	1,690.97	1,932.53	2,174.10	2,657.23	3,140.37	3,623.50	4,348.20
WOODSTOCK	1,651.61	241.28	114.38	89.95	2,097.22	1,398.15	1,631.17	1,864.20	2,097.22	2,563.27	3,029.32	3,495.37	4,194.44
WOOTTON	1,651.61	241.28	114.38	29.78	2,037.05	1,358.03	1,584.37	1,810.71	2,037.05	2,489.73	2,942.41	3,395.08	4,074.10
WORTON	1,651.61	241.28	114.38	0.00	2,007.27	1,338.18	1,561.21	1,784.24	2,007.27	2,453.33	2,899.39	3,345.45	4,014.54

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 <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>	<b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>
<b>Name and date of Committee</b>	<b>Council – 23 February 2022</b>
<b>Report Number</b>	<b>Agenda Item 11</b>
<b>Subject</b>	<b>POLITICAL COMPOSITION OF THE COUNCIL AND FORMATION OF POLITICAL GROUPS</b>
<b>Wards affected</b>	<b>ALL</b>
<b>Accountable member</b>	<b>Council</b>
<b>Accountable officer</b>	<b>Giles Hughes, Chief Executive</b> <a href="mailto:Giles.hughes@westoxon.gov.uk">Giles.hughes@westoxon.gov.uk</a>
<b>Summary/Purpose</b>	To advise the Council of the notifications received under Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 giving the composition of political groups and note the impact on the proportionality of allocated seats to Committees.
<b>Annexes</b>	<b>Annex A - Group schedule 2022</b> <b>Annex B – Allocation of Committee Seats</b>
<b>Recommendation/s</b>	<b>Council is asked to note Annex A and agree the allocation of seats on Committees.</b>
<b>Corporate priorities</b>	<b>All</b>
<b>Key Decision</b>	<b>No</b>
<b>Exempt</b>	<b>No</b>
<b>Consultees/ Consultation</b>	<b>N/A</b>

**1. MAIN POINTS**

- 1.1. This report provides Council with information of all notifications received in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 giving the composition of political groups.

**2. FINANCIAL IMPLICATIONS**

- 2.1. None

**3. LEGAL IMPLICATIONS**

- 3.1. None

**4. RISK ASSESSMENT**

- 4.1. Not required

**5. EQUALITIES IMPACT**

- 5.1. Not required

**6. ECOLOGICAL AND CLIMATE EMERGENCY IMPLICATIONS**

- 6.1. Not required

**7. ALTERNATIVE OPTIONS**

- 7.1. None

**8. BACKGROUND PAPERS**

There are no relevant background papers

**Political composition of West Oxfordshire District Council – February 2022**

<b>Conservative Group – 27 members</b>	<b>Ward</b>
Jake Acock	Ascott & Shipton
Alaa Al-Yousuf	Freeland & Hanborough
Andrew Beaney	Kingham, Rollright & Enstone
Jill Bull	Carterton North West
Derek Cotterill	Burford
Suzi Coul	Alvescott & Filkins
Maxine Crossland	Carterton North West
Merilyn Davies	Freeland & Hanborough
Rupert Dent	Bampton & Clanfield
Colin Dingwall	Hailey, Minster Lovell & Leafield
Jane Doughty	Witney West
Harry Eaglestone	Witney West
Ted Fenton	Bampton & Clanfield
Steve Good	Standlake, Aston & Stanton Harcourt
Jeff Haine	Milton under Wychwood
David Harvey	Witney South
Gill Hill	Hailey, Minster Lovell & Leafield
Mark Johnson	Witney South
Nick Levertton	Carterton South
Norman MacRae	Carterton North East
Martin McBride	Carterton North East
Michele Mead	Carterton South
Lysette Nicholls	Standlake, Aston & Stanton Harcourt
Alex Postan	Brize Norton & Shilton
Dean Temple	Chadlington & Churchill
Alex Wilson	Kingham, Rollright & Enstone
Ben Woodruff	Ducklington

<b>Liberal Democrat Group – 10 members</b>	<b>Ward</b>
Nathalie Chapple	Stonesfield & Tackley
Julian Cooper	Woodstock & Bladon
Andy Goodwin	Eynsham & Cassington
Andy Graham	Charlbury & Finstock
David Jackson	The Bartons
Liz Leffman	Charlbury & Finstock
Dan Levy	Eynsham & Cassington
Mathew Parkinson	Stonesfield & Tackley
Elizabeth Poskitt	Woodstock & Bladon
Carl Rylett	Eynsham & Cassington


<b>Labour – 5 members</b>	<b>Ward</b>
Joy Aitman	Witney East
Luci Ashbourne	Witney Central
Rosa Bolger	Witney East
Andrew Coles	Witney Central
Owen Collins	Witney South
<b>Labour &amp; Co-operative – 3 members</b>	<b>Ward</b>
Laetisia Carter	Chipping Norton
Duncan Enright	Witney East
Geoff Saul	Chipping Norton
<b>Total Members</b>	<b>8</b>

<b>Independent Group – 2 members</b>	<b>Ward</b>
Richard Landridge	Witney North
Harry St John	North Leigh

The Council also consists of 1 Green and 1 other Independent member. In accordance with the Local Government (Committees and Political Groups) Regulations 1990 this does not constitute a political group, however the Constitution makes provision for them to receive one Committee seat each.

<b>Non-grouped – 2 members</b>	<b>Ward</b>
Andrew Prosser – Green Party	Witney North
Mike Cahill - Independent	Chipping Norton

<b>Political Composition &amp; % of seats</b>
Conservative – 27 members – 55%
Liberal Democrat – 10 members – 20%
Labour & Co-operative Group – 8 members – 16%
Independent Group – 2 members – 4%
Green & Independent – 2 members – 4%
Total – 49 members

 <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>	<b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>
<b>Name and date of Committee</b>	<b>COUNCIL – 23 FEBRUARY 2022</b>
<b>Report Number</b>	<b>Agenda Item 12</b>
<b>Subject</b>	<b>DESIGNATION OF MONITORING OFFICER</b>
<b>Wards affected</b>	<b>ALL</b>
<b>Accountable member</b>	Cllr M Mead, Leader of the Council Email: <a href="mailto:Michele.mead@westoxon.gov.uk">Michele.mead@westoxon.gov.uk</a>
<b>Accountable officer</b>	Giles Hughes, Chief Executive Email: <a href="mailto:giles.hughes@westoxon.gov.uk">giles.hughes@westoxon.gov.uk</a>
<b>Summary/Purpose</b>	To designate the Council's Monitoring Officer.
<b>Annexes</b>	None
<b>Recommendation/s</b>	<p><i>a) That Council resolves to designate Susan Sale as the Council's Monitoring Officer on an interim 12 month basis with effect from 1st March 2022.</i></p> <p><i>b) The Council notes the intention of the Monitoring Officer to designate Susan Gargett and Amy Bridgewater-Carnall as Deputy Monitoring Officers on an interim 12 month basis with effect from 1st March 2022.</i></p>
<b>Corporate priorities</b>	Modern Council Services and Sustainable Finance: Delivering excellent modern services whilst ensuring the financial sustainability of the Council.
<b>Key Decision</b>	NO
<b>Exempt</b>	NO
<b>Consultees/ Consultation</b>	Group Leaders Deputy Chief Executive Interim Head of Legal Services Interim Monitoring Officer

## **1. BACKGROUND**

The existing arrangements for the interim designation of Monitoring Officer come to an end on 28th February 2022 when the current Monitoring Officer, Angela Claridge, takes up her full time substantive role as Monitoring Officer at Cotswold District Council.

## **2. MAIN POINTS**

- 2.1.** The Council has a duty under section 5(1) of the Local Government and Housing Act 1989 to designate one of its officers as the Monitoring Officer to be responsible for specified statutory functions. The Monitoring Officer is not required to be an employee of the Authority and cannot be the Head of Paid Service or s151 Officer.
- 2.2.** The designation to the statutory role of Monitoring Officer is not automatic in law and must be confirmed by full Council.
- 2.3.** The duties and responsibilities of the Monitoring Officer are summarised in the Council's Constitution and set out in the Local Government and Housing Act 1989 and the Localism Act 2011.
- 2.4.** Susan Sale is currently employed on a full time permanent basis as the Head of Law and Governance at Oxford City Council and designated as the Monitoring Officer for that authority. It is proposed that she further be designated as the Monitoring Officer by West Oxfordshire District Council on an interim basis from 1st March 2022 for 12 months. It is anticipated that the Monitoring Officer will remain an employee of Oxford City Council whilst being seconded to West Oxfordshire District Council for the interim period, and will dedicate 2 days a week to the role. The law requires the Monitoring Officer to be an Officer of the Council, but not necessarily an employee, giving rise to lawful opportunity for 'shared' Monitoring Officer arrangements.
- 2.5.** The Monitoring Officer designation is a Council appointment. However, the designation of Deputy Monitoring Officer(s) is a personal appointment by the Monitoring Officer. Susan Sale has indicated that she will be appointing Susan Gargett (interim Head of Legal Services) and Amy Bridgewater-Carnall (Democratic Services Manager) immediately on taking up her role, to be deputy Monitoring Officers, which they have agreed to.

## **3. FINANCIAL IMPLICATIONS**

- 3.1.** It is proposed that West Oxfordshire District Council will pay Oxford City Council £72,109 for the interim 12 month period for provision of the Monitoring Officer.

## **4. LEGAL IMPLICATIONS**

- 4.1.** The legal requirements for the Council to have an officer correctly appointed to the role of Monitoring Officer is addressed above.
- 4.2.** The role of Monitoring Officer does not need to be held by an employee of the Council in law.



**4.3.** The designation of the role of Monitoring Officer is a function of the Council and cannot be delegated to an Officer.


**5. EQUALITIES IMPACT**

The Council's employment practices are consistent with equalities legislation

**6. BACKGROUND PAPERS**

**6.1.** None.

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 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>COUNCIL – 23 FEBRUARY 2022</b></p>
<p>Report Number</p>	<p><b>Agenda Item 13</b></p>
<p>Subject</p>	<p><b>CHANGE OF NAME – SOUTH LEIGH PARISH COUNCIL</b></p>
<p>Wards affected</p>	<p><b>STANDLAKE ASTON &amp; STANTON HARCOURT</b></p>
<p>Accountable member</p>	<p>Cllr M Mead, Leader of the Council Email: <a href="mailto:Michele.mead@westoxon.gov.uk">Michele.mead@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Angela Claridge, Interim Monitoring Officer Email: <a href="mailto:Angela.Claridge@westoxon.gov.uk">Angela.Claridge@westoxon.gov.uk</a></p>
<p>Summary/Purpose</p>	<p>To consider a request from South Leigh Parish Council to South Leigh &amp; High Cogges Parish Council</p>
<p>Annexes</p>	<p>None</p>
<p>Recommendation/s</p>	<p>The Council agree to change the name of South Leigh Parish Council to South Leigh &amp; High Cogges Parish Council.</p>
<p>Corporate priorities</p>	<p>Stronger local communities</p>
<p>Key Decision</p>	<p>NO</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees/ Consultation</p>	<p>Residents of South Leigh &amp; High Cogges Cllr Lysette Nicholls (Vice Chair of Parish Council)</p>

**1. BACKGROUND**

Section 75 of the Local Government Act 1972 allows principle councils, at the request of a parish within the area, to change the name of the parish council.

South Leigh Parish Council has asked the Council to consider its request to change its name to South Leigh & High Cogges Parish Council.

**2. MAIN POINTS**

The Parish Council of South Leigh at their meeting on 15th November 2021 resolved to make an application pursuant to section 75 of the local Government Act 1972 to change of name of South Leigh Council to “the Parish Council of South Leigh and High Cogges”.

The reasoning behind the change of name was that it would mean greater inclusivity and ensure that organisations recognise that the Parish Council represents High Cogges as well as South Leigh.

The pending intention was communicated to the MP, the relevant District and County Councillors and to the community of South Leigh and High Cogges by a number of different methods including posting on the village noticeboard, through emails and on the village website giving until 31st December 2021 for objections to be lodged.

None were lodged.

**3. FINANCIAL IMPLICATIONS**

None

**4. LEGAL IMPLICATIONS**

A change in Parish name must be communicated to the Secretary of State, Director General of Ordnance Survey and the Registrar General.

**5. RISK ASSESSMENT**


None.

**6. ALTERNATIVE OPTIONS**

Retain the existing parish council name.

**7. BACKGROUND PAPERS**

None

 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>
Name and date of Committee	<b>Council: Wednesday 23<sup>rd</sup> February 2022</b>
Report Number	<b>Agenda Item No. 14</b>
Subject	<b>Climate Action Biannual Report</b>
Wards affected	All
Accountable member	Councillor David Harvey, Cabinet Member for Climate Change Email: david.harvey@westoxon.gov.uk
Accountable officer	Ness Scott, Climate Change Manager Tel: 07525 802994; Email: vanessa.scott@publicagroup.uk
Summary/Purpose	<p>This paper presents to Full Council:</p> <ul style="list-style-type: none"> <li>• A biannual report on the climate action taken by West Oxfordshire District Council in response to the climate and ecological emergency during the last six months: July 2021-January 2022.</li> </ul>
Annex	<p>Annex 1: Results of the Land Management Plan community engagement exercise carried out, Winter 2021.</p> <p>Annex 2: Hedgehog Highway poster</p> <p>Annex 3: Carbon Account for WODC 2020/2021</p>
Recommendations	(a) That the contents of the biannual report on climate action for West Oxfordshire be noted for information.
Corporate priorities	<ol style="list-style-type: none"> <li>1. To protect the environment whilst supporting the local economy</li> <li>2. Working with communities to meet the current and future needs and aspirations of residents</li> <li>3. To provide efficient and value for money services, whilst delivering quality front line services</li> </ol>
Key Decision	N/A
Exempt	No
Consultees/ Consultation	The climate action biannual report has been developed by officers working as part of the Council's climate team.



## I. BACKGROUND

1.1. This paper presents to Full Council:

- A biannual report on the climate action taken by West Oxfordshire District Council in response to the climate and ecological emergency during the last six months: July 2021-January 2022.

## 2. CLIMATE ACTION REPORT

2.1. Progress and activities for climate action are reported under two headings:

- Climate Change Strategy for West Oxfordshire, 2021-2025 (published Feb, 2021)
- Carbon Action Plan (published Oct, 2020)

2.2 These two documents provide the Council's framework for prioritising and taking forward a programme of work in response to the climate and ecological emergency.

2.3 Actions taken forward for the Climate Change Strategy and Carbon Action Plan are also captured, at a high level, in the Council's Local Recovery Plan (October 2020). This Plan gives further resources and subsequent impetus to the climate work programme.

Table 1: A report of the last six months.

Climate Change Strategy for West Oxfordshire, 2021-2025.	
2.4. CCS Theme one: <b>Protecting and restoring natural ecosystems</b>	<p><b>The Land Management Plans</b></p> <p>Following a baseline assessment of twelve key WODC sites, five-year Land Management Plans (LMPs) have now been completed. These contain two key elements:</p> <ul style="list-style-type: none"> <li>• Biodiversity enhancements on a site-by-site basis to be incorporated as part of a revised grounds maintenance schedule being implemented by Ubico on behalf of the Council. Changes to land management carried out by Ubico have been targeted as cost-neutral and have been given agreement in principle by Ubico. They include actions such as a reduction in the number of annual grass cuts across WODC estates, the creation of meadow areas, the establishment of historical grass cutting regimes on floodplain meadows and additional support for volunteer groups managing some of the sites. The changes are intended to be embedded as part of an updated grounds maintenance schedule from April 2022.</li> <li>• Longer-term biodiversity projects on a site-by-site basis, with schemes being costed individually and including an allowance for five years' management. These look to restore and improve existing natural habitats and biodiversity of the sites and/or look to create new wildlife habitats increasing ecological value further. The longer-term projects are proposed to be resourced through external funding opportunities. Initial funding contributing towards a small number of short-term, one-year projects has been identified as best value for money and funded through the Council's climate change budget (as agreed at Full</li> </ul>

	<p>Council on 27th October 2021). These projects include a mix of: i) habitat creation schemes such as tree and hedgerow planting; ii) public engagement projects such as the encouragement of hedgehog highways; and iii) a public wildlife recording day at Kilkenny Lane Country Park and are all planned for implementation during the financial year 2022/23.</p> <p>The LMPs are designed to achieve multiple co-benefits as a result of changes to the way the land is maintained, improving natural capital assets across the Council's estate including carbon storage, flood management and pollination.</p> <p>A public engagement exercise on the LMPs - running from November 2021 to January 2022 - has concluded that the new plans are well supported by West Oxfordshire's residents. The results also confirmed that local communities want to take part in future community engagement projects working in partnership with local environmental organisations. An overview of the results of the community engagement exercise carried out on the LMPs is provided in Annex 1 to this report.</p> <p><b>Biodiversity Work Programme, 2021-2023</b></p> <p>Actions from the Biodiversity Work Programme, 2021-2023 (approved by Full Council in July 2021) continue to be successfully completed:</p> <ul style="list-style-type: none"> <li>• Tree planting event, following a wildflower planting, at Kilkenny Lane Country Park as part of the Queen's Green Canopy initiative.</li> <li>• The design and implementation of a public engagement exercise on the Council's newly-created LMPs.</li> <li>• The integration of recommendations from the site's Natural Capital Assessment as part of the Council's LMPs.</li> <li>• Climate action bulletins with strong emphasis on biodiversity projects and a spotlight on community projects supporting nature's recovery at a local level.</li> <li>• The Council's Biodiversity and Land Management Officer has now launched a new campaign called the '<b>Hedgehog Highway</b>' project. This project now invites residents to create holes in their garden fences and connect with neighbours to create longer stretches of accessible habitat for hedgehogs to forage and breed in - those in areas of recent and frequent hedgehog sightings will be targeted in particular. The Hedgehog Highway scheme poster can be referred to in Annex 2 of the report. More information is available: <a href="https://www.westoxon.gov.uk/hedgehoghighway">https://www.westoxon.gov.uk/hedgehoghighway</a></li> </ul>
2.5. CCS Theme two: <b>Energy</b>	<p>In the summer of 2021, the Council led a successful joint Publica bid to BEIS's <b>Private Rented Sector Minimum Energy Efficiency Standards (PRS MEES)</b> competition. The £80,000 grant was awarded to deliver a six-month programme on PRS MEES enforcement in all three councils. This project has now been made live with new resources provided online: <a href="https://www.westoxon.gov.uk/MEES">https://www.westoxon.gov.uk/MEES</a>; a press release published on <a href="#">WODC's news feed</a>; and details advertised through the local media.</p> <p>The project identifies non-compliant landlords and seeks to engage with those landlords to raise awareness of their obligations to improve the minimum energy efficiency of their rented properties. Non-compliant landlords are being offered free energy assessments as part of the project to facilitate and target energy efficiency improvements and be directed to grant funding to support enhancements, thus reducing the likelihood of landlords being listed on an exemption register. Those non-compliant landlords unwilling to engage with their obligations will be taken through enforcement and compliance action by the Council.</p> <p>NEF (National Energy Foundation) and SWEA (Severn Wye Energy Agency) are working with the three Publica councils to provide free home energy surveys for Oxfordshire and Gloucestershire landlords, respectively. These surveys are being made available as a component of the project, funded by BEIS, and are designed to stimulate proactive steps being taken by landlords to improve the</p>



	<p>energy efficiency of their properties. The project runs from 1st September '21 to 31 March '22.</p> <p>The Council continues in 2021/22 to fund the <b>Better Housing Better Health (BHBH)</b> service, providing residents access to support and advice on reducing fuel poverty. Impartial energy advice and free home energy visits are available via a freephone telephone helpline. The service is designed to provide low income families access to grants for energy efficiency improvements. In Q2 and Q3 of 2021/22, thirty four Warm and Well home energy assessments were delivered to residents and five energy-efficiency installations were completed.</p> <p>In June 2020, the Council allocated £20,000 for <b>Fuel Poverty Grants</b>. With the total available grant funding not yet spent in its entirety, grants of £1,000 are still being made available to West Oxfordshire's residents who are in receipt of means-tested benefits. Five fuel poverty grants to a value of £6,350 have been issued so far this financial year helping householders in fuel poverty make essential energy-efficiency improvements. The grants continue to be advertised on the Council's social media, via the BHBH service, and through the Council's climate action seasonal bulletins.</p>
2.6. CCS Theme three: <b>Low-carbon transport and active travel</b>	<p><b>Park and Charge Oxfordshire</b></p> <p>The <a href="#">Park and Charge Oxfordshire</a> project will soon be installing electric vehicle (EV) charging points in five of the Council's public car parks. These sites include:</p> <ol style="list-style-type: none"> <li>1. Woodford Way in Witney</li> <li>2. New Street in Chipping Norton</li> <li>3. Black Bourton Road in Carterton</li> <li>4. Hensington Road in Woodstock</li> <li>5. Back Lane in Eynsham</li> </ol> <p>The Council has been working closely with the Park and Charge team at Oxfordshire County Council and EZ-Charge - the Charging Point Operator - to roll out the new charging point infrastructure across the District. This project is mainly government funded, and will provide up to 280 fast, EV charging points across the whole of the County with work taking place during late 2021/early 2022. New EVCPs in the Council's public car parks will facilitate greener modes of travel, helping local residents, visitors and commuters make a transition to an electric vehicle.</p> <p>A minimum of six charging points, serving 12 parking bays, are currently being installed in West Oxfordshire. Park and Charge Oxfordshire will see 32 EV charging units, providing a total of 64 EV charging bays, across all five public car parks. This makes a significant contribution towards the District Council's Climate Change Strategy and objectives under "Active Travel and Low-Carbon Transport" where there is a commitment to: "delivering EV infrastructure across the District, at sites in Council ownership, meeting the policy ambitions and standards set out within the Oxfordshire EV Infrastructure Strategy and aspire to reach a target of 7.5% of local-authority-managed car-parking spaces providing EV charging by 2025."</p> <p>In line with the Park and Charge Oxfordshire Innovate-UK funding requirements, car park locations have been selected based on a variety of key criteria, including the suitability of the electrical connection to the grid, the proportion of nearby households without off-street parking, the population and car ownership levels of surrounding neighbourhoods, and consideration of the crime and vehicle crime statistics of the area.</p>

<p>2.7. CCS Theme four: <b>Standards in new development</b></p>	<p>Since joining WODC in April 2021, Hannah Kenyon - the Council's Sustainable Planning Specialist - has achieved the following:</p> <ul style="list-style-type: none"> <li>• The <b>Sustainability Standards Checklist</b> for i) major applications, ii) minor and householder applications, and iii) heritage asset and traditional buildings has been fine-tuned for publication online. Supporting online text and resources in the form of a sustainability statement template has been developed and published as part of an informal launch of the Sustainability Standards Checklist in May 2021. This can be found online here: <a href="https://www.westoxon.gov.uk/planning-and-building/planning-permission/make-a-planning-application/sustainability-standards-checklist/">https://www.westoxon.gov.uk/planning-and-building/planning-permission/make-a-planning-application/sustainability-standards-checklist/</a></li> <li>• At the same time the Sustainability Standards Checklist was informally launched, reference to the Council's new expectations was included in all pre-app letters going out to new applicants making them aware of the new standards and resources being made available to them.</li> <li>• The Sustainable Planning Specialist carried out two months' training on the job whilst processing minor planning applications to assist the DM team, building an overall understanding for the mechanisms and decision making involved in the processing of planning applications whilst also contributing to the team's caseload.</li> <li>• Sustainability comments have been provided on minor and major planning applications being considered by the DM team, and an assessment made on how these schemes have met the Sustainability Standards Checklist requirements. Applicants have been challenged on their submissions where necessary to raise standards and ensure consistency with definitions and methods of assessment being recommended by the Council: scrutiny into the quality of measures for sustainability has been a particular focus.</li> <li>• Day-to-day working relationships have been built with other specialist officers within DM in order to coordinate responses to, in particular, major applications. Regular liaison is carried out with the Council's Biodiversity Officer, Landscape and Forestry Officer and Design Officers.</li> <li>• Three technical webinars on subjects aligned with the Sustainability Standards Checklist have been organised for colleagues in DM as a means of in-house awareness raising and informal training. More are planned for the future.</li> <li>• Strong links with County planners, specialists in their fields, have been formed and consultations carried out to coordinate on responses to major planning applications within the District.</li> <li>• As a revised planning validation checklist for WODC is the point at which the Sustainability Standards Checklist can be launched as a formal requirement for all applicants submitting applications for development, the Sustainable Planning Specialist has also contributed time to reviewing the existing validation checklist and has been a part of the team developing a new validation checklist. The publication of this new validation checklist for WODC will mark the point at which planning applications will only be validated if a Sustainability Statement is provided in support of the application and Sustainability Standards Checklist. This will represent a significant turning point, when the Checklist will move from a pilot initiative funded through the Covid Recovery Plan to a standard expectation in all planning applications from this point forward and part of the operational, day-to-day, delivery of the service area.</li> </ul> <p>On the 5th January '22, Informal Cabinet gave support to the business case recommending an extension of the Sustainable Planning Specialist's position for a further twelve months, fixed-term. Funds from the Council's climate change project budget have been</p>
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	<p>allocated for this purpose and will enable the Council to continue its work implementing the Sustainable Planning Checklist through planning,</p> <p><b>Salt Cross Garden Village and Strategic Development Areas (SDAs)</b></p> <p>The Climate Change Manager and Sustainable Planning Specialist continue to work closely with colleagues in the Council's planning policy team to provide evidence and specialist input into Master Plans and policy development.</p>
2.8. CCS Theme five: <b>Engage, support &amp; educate</b>	<p>Summer 2021, Autumn 2021 and Winter 2022 editions of the <b>Climate Action Bulletin</b> have been produced and issued to all 353 members of the Council's Climate Action Network. The number of people subscribing to the Council's Climate Action Network continues to increase. Back editions are available online: <a href="https://www.westoxon.gov.uk/environment/climate-action/">https://www.westoxon.gov.uk/environment/climate-action/</a></p> <p><b>Climate action webpages</b> are continually updated to reflect new resources and progress being made on climate initiatives.</p> <p>During <b>COP26</b> in November 2021, the Council developed and implemented its own communications campaign with local topics and climate action relevant to, and aligning with, the programme for the United Nations Climate Change Conference. News, events and ways to get involved in local climate action were shared by the Council via its social media channels on a daily basis helping to raise awareness of the climate emergency and encourage everyone to take part.</p> <p>During the Winter of 2021/22, a public engagement exercise on the Council's newly-created <b>Land Management Plans</b> was undertaken to allow West Oxfordshire's residents, councillors and parish council members the opportunity to view these and provide feedback on both individual sites and the plans as a whole. A summary of the responses received can be referred to in Annex 1 to this report.</p> <p>In terms of capacity building and partnership working across the District and County:</p> <ul style="list-style-type: none"> <li>• The Climate Change Manager remains a stakeholder and Steering Group member in the Low Carbon Hub pilot initiative developing a Zero Carbon Energy Action Plan for Eynsham - this project will demonstrate the role of community action in driving carbon reduction and zero-carbon goals.</li> <li>• Cllr David Harvey is a member of the newly-formed Environment Advisory Group (EAG) for the Future Oxfordshire Partnership and the Climate Change Manager represents WODC on the officer group supporting EAG activities. This group has been formed as both an advisory function and group stimulating action in partnership across all councils towards a net-zero Oxfordshire.</li> </ul>
Carbon Action Plan: The Pathway to Achieving Carbon Neutral by 2030	
2.9. Priority for action: <b>Council offices, property and sites</b>	<p>The Council's carbon account for financial year 2020/21 has now been completed by the Climate Change Officer and has been incorporated as part of the Council's Annual Monitoring Report. Refer to Annex 3 for a copy of the carbon account.</p> <p><b>Council offices</b></p> <p>Decarbonisation and sustainability strategies have been developed for Woodgreen and Elmfield offices focusing on reduced energy and water use, renewables and increased access to forms of active and low-carbon travel. These were completed by Heaton Design and Engineering Ltd in April 2021.</p>

	<p>In Autumn 2021, the original energy-efficiency improvements, building fabric upgrades and decarbonisation strategies, modelled and put forward for Woodgreen, were set against the criteria of the Public Sector Decarbonisation Scheme (PSDS), Phase 3, a source of funding launched by Salix Finance (acting on behalf of BEIS.)</p> <p>On the basis of an assessment into the financial viability of decarbonisation proposals, it was concluded that an application would not be progressed at that time and all attention would be given to a decarbonisation strategy for Carterton Leisure Centre (refer to 2.10 below). The opportunity for energy and sustainability measures at the Council offices is being considered as part of the Agile Working Strategy and is currently a work in progress.</p> <p>Further to the above activities, engagement and awareness raising with Publica and Council staff and Councillors has been carried out in the form of carbon literacy (both Councillor and staff) training, staff Q&amp;A, staff volunteering sessions, online resources and information disseminated via the climate emergency staff portal.</p> <p><b>Roof-mounted solar PV viability</b></p> <p>Alongside work packages designed to help reduce, replace and remove carbon emissions from the Council's buildings it operates from, work is also underway to assess the viability of Solar PV as a renewable energy supply on the roofs of the Council's buildings it owns and lets. Assessing the viability of Solar PV on these roofs is currently work in progress and is being done to understand in more detail whether this will present as an opportunity for the Council. Issues relating to roof orientation, pitch and ability for a roof to take the load of Solar PV are being considered in order to have a complete picture of potential for return on investment.</p> <p><b>Carbon offsetting strategy</b></p> <p>The Climate Change Manager and Officer are also working up a Carbon Offsetting Strategy as evolving guidance for the Council in circumstances where service design will require an agreed mechanism for offset to achieve carbon-neutral status before 2030. This work is currently in its early stages and will come forward as a deliverable of the Recovery Plan during the course of the next twelve months.</p>
<p>2.10. Priority for action: <b>Leisure centres and facilities</b></p>	<p><b>Leisure centres and facilities</b></p> <p>In June 2021, energy assessment and decarbonisation reports, including Solar PV studies, were completed for Carterton Leisure Centre, Witney ATP, and Carterton Pavilion.</p> <p>The Climate Change Manager and Officer drew from this high-level energy assessment, sought additional cost consultancy and mechanical and electrical engineering input, to develop a PSDS3 detailed application with supporting evidence outlining proposals for the decarbonisation of Carterton Leisure Centre. A bid with a total value of £1,309,661 was submitted in October 2021.</p> <p>The Council received confirmation in January 2022 that its PSDS3 application had passed the technical assessment stage and that a grant offer letter was due to be issued for the full value of a decarbonisation strategy.</p> <p>To support this application and to provide additional information which the Council needs in order to make an informed decision on accepting the PSDS3 grant offer, a Stage 2 assessment of Carterton Leisure Centre has now been procured.</p> <p>The scope of this work will be to give the Council a detailed building energy model and low-carbon heating system design for the delivery of a successful replacement of the existing fossil-fuel heating system which is currently approaching its end of life. It will build on the high-level assessment already completed and provide:</p>

	<ul style="list-style-type: none"> <li>• A detailed building energy model to calculate the savings associated with decarbonisation strategies for the leisure centre. The proposed plans currently include installing air source heat pumps (ASHPs) to replace the existing gas boilers and CHP, a heat recovery system to the pool ventilation in conjunction with the ASHPs, and Solar PV.</li> <li>• A detailed low-carbon heating system design informed by the building energy model outputs, including sizing and technical calculations, schematics, product lifetime, and associated maintenance cost considerations. The selected strategy will balance carbon reduction with capital, maintenance and running costs.</li> <li>• An assessment of the structure and loading capacity of the existing leisure centre roof identified for Solar PV to confirm the viability of this measure, and a review of storage options to optimise the use of electricity generated on site.</li> <li>• An assessment of the existing grid capacity serving Carterton Leisure Centre and calculations to determine the additional electrical infrastructure required as a result of the decarbonisation proposals. This is due to proposals for additional Solar PV, potential storage of renewable electricity, and shifting to an electrical heating system. This information will inform an application to the District Network Operator (DNO) for costs and timeframes associated with upgrading the electricity supply to the building.</li> <li>• An evaluation of the future running cost implications to the Council of electrifying the building and decarbonising the heating systems. This will include the level of financial risk to the Council based on the estimated maintenance cost of the ASHPs and heat recovery system, the operational cost of electricity versus gas based on current energy market volatility, and the role of Solar PV in helping to protect the Council from energy price risks.</li> </ul> <p>Stage 2 assessment outputs will be used by the Council in its decision on a capital works programme, a low-carbon system design and a final decision on whether to move forward with the works.</p>
2.11. Priority for action: <b>Council vehicle fleet, machinery and transport</b>	<p>ESIP - the <b>Environmental Services Innovation Programme</b> - focuses on efficiency measures which in turn deliver CO2e savings, e.g. Ubico are currently looking to reduce fuel consumption through driving awareness courses, and are now also using in-cab technology to minimise missed collections.</p> <p>Changes to ground maintenance proposed in the <b>Land Management Plans</b> will generate benefits in terms of reducing fuel demand from Ubico vehicles, such as relaxed mowing regimes which reduce the number of times the grass is cut.</p> <p>There is preparatory work now underway to inform the <b>Council's waste service review</b> – this will consider environmental and CO2e impact. The outputs of an options appraisal will in turn feed into waste vehicle fleet replacement plans. This work package remains on track to inform decision making processes and the climate team is working closely with the contracts team as part of the review process.</p> <p>EV was purchased in 2021 by WODC as a new addition to the Council's waste vehicle fleet.</p> <p>Publica staff benefits continue to support and incentivise staff in leasing an electric vehicle through the provider Tusker (where staff are eligible for the scheme) and in choosing active travel through the national Cycle to Work scheme.</p>

### **3. FINANCIAL IMPLICATIONS**

- 3.1. The Council's 2020/21 budget originally included a provision of £200,000 and a commitment to review the possibility of adding further funds to climate projects in the subsequent two financial years.
- 3.2. Approximately £130,000 has, to date, either been spent or allocated in financial years 2021/22 and 2022/23 to the implementation of climate projects.
- 3.3. As with all capital projects, the budget available for climate projects is constrained: which is the reason why the Climate Change Manager and the team have dedicated a large proportion of their time to Government-funded partnership projects (such as Park and Charge Oxfordshire), fundraising activities and specialist bid development as a means of delivering work contributing towards the Council's climate priority.
- 3.4. The Council's Local Recovery Fund (October 2020) is funding the four, fixed-term positions within the Council's climate team and provides the resource and capacity to not only deliver the agreed deliverables as part of the Local Recovery Plan, but also the capacity to carry out fundraising activity.
- 3.5. Although £130,000 has been set aside from the climate change budget, the team have - in the last six months - been successful in securing a grant offer of £1,309,661 from PSDS3 and another £80,000 for PRS MEES.

### **4. LEGAL IMPLICATIONS**

- 4.1. There are no perceived legal implications associated with the proposals within this report.

### **5. RISK ASSESSMENT**

- 5.1. There are no immediate risks considered to be arising from the contents of this report.

### **6. EQUALITIES IMPACT**

- 6.1. The design of all projects as a response to the climate and ecological emergency have an equal impact across Council functions, for all customers and staff.

### **7. CLIMATE CHANGE IMPLICATIONS**

- 7.1. The proposals within this report will have a direct, positive impact on the Council's operations with regard to energy and resource efficiency, water efficiency, waste reduction and recycling and associated carbon reduction. In addition, multiple cross-benefits towards climate change mitigation and adaptation are planned district-wide through work across functions and with partner organisations.

### **8. ALTERNATIVE OPTIONS**

- 8.1. One alternative option is to take no action at all.

### **9. BACKGROUND PAPERS**

- 9.1. The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:
  - Meeting minutes and motion agreed at Full Council on 26<sup>th</sup> June 2019.
  - Meeting minutes and motions agreed at Full Council on 22<sup>nd</sup> January 2020.
  - Climate action biannual report at Full Council on 29<sup>th</sup> July 2020.

- Carbon Action Plan and report at Full Council on 28<sup>th</sup> October 2020.
  - Local Recovery Plan and report at Full Council on 28<sup>th</sup> Council 2020.
  - Climate action biannual report at Full Council on 24<sup>th</sup> February 2021.
  - Climate action biannual report at Full Council 28<sup>th</sup> July 2021.
- 9.2. These documents will be available for inspection at the Council Offices at Woodgreen during normal office hours for a period of up to four years from the date of the meeting. Please contact the author of the report.



## Land Management Plans - what you thought



West Oxfordshire District Council launched a public engagement exercise on its new Land Management Plans, to gather the views of people who live and work in the area. We received 80 responses from a mix of local residents, councillors and environmental groups. The results of this survey have been analysed and key recurring ideas and suggestions incorporated into the Land Management Plans. Here are some of the insights we have gained from your responses.

Do you agree with the plans?



Of the 80 responses received, 71 people were in overall agreement with the Land Management Plans.

Those that responded were primarily West Oxfordshire residents, i.e., those who will be directly affected by the changes made.

### Positive feedback

"The more habitat work and education work you can do along with" community the better"

"Pleased to see wildflower area and verges"

"Welcome any plan to help our ever decreasing wildlife by means of improving biodiversity"

"Will be good to see a voluntary group set up at Kilkenny Country Park"

"Great to see places opening up, more awareness of them and people accessing their local green space"

### Constructive comments we would like to implement

"Improved signage, car parking and footpaths at the site"

"Promote the sites more for people to discover them"

"Minimise disturbance and to leave some areas of cover/ nesting sites such as brambles."

"Would be nice to see more of the river at Langel Common"

"Would be good to see land management do more with our local river and water authorities"



# West Oxfordshire

## URBAN HEDGEHOG HIGHWAYS



CLIMATE ACTION  
for West Oxfordshire

### WHY DO WE WANT TO CREATE HEDGEHOG HIGHWAYS?

One of the main reasons that hedgehogs are declining in the UK is because fences and walls are becoming more and more secure, reducing the amount of land available to them to forage, hibernate and breed. Creating 'Hedgehog Highways' or a network of holes in fences large enough for hedgehogs to travel through will start to remove such barriers and increase the range of this declining species across urban landscapes.

To help boost our key urban hedgehog populations, we are offering **residents of Witney, Carterton and Chipping Norton** free hedgehog highway signs when you send us a picture of a newly created hedgehog highway hole – this can be created in any boundary of your front or back garden. These signs are laser cut from recycled plastic with pre-drilled hole, and can be pinned above your hedgehog hole as a reminder to keep the hole open for your prickly neighbours.

### HOW YOU CAN CLAIM YOUR FREE HEDGEHOG HIGHWAY SIGN



Create a **hole** in your garden fence – this should ideally be around 13cm x 13cm to allow a hedgehog to pass through. Make a hole by;

- Cutting or drilling out hole in a wooden fence.
- Removing a brick from the bottom of the wall.
- Digging a channel under your wall, fence or gate.

The holes are best created next to some vegetation where hedgehogs will feel safest to scuttle through. If you can get a hole on either side of your garden, even better!

Take a **picture** of your hole and send it across to our team at [Climate.Action@westoxon.gov.uk](mailto:Climate.Action@westoxon.gov.uk)

Our team will take a look at your hedgehog hole, give you any tips on making your hole even better if needed, and will then be able to post out your free hedgehog highway sign.

### DID YOU KNOW

HEDGEHOGS ROAM AN AVERAGE DISTANCE OF 2KM ON A SINGLE NIGHT. THAT'S AS FAR AS WOODGREEN TO WITNEY LAKE!

### HEDGEHOG HIGHWAY

PLEASE KEEP THIS HOLE OPEN!



### ASK YOUR NEIGHBOURS!

If you would like to put a hole in where you share a garden boundary with a neighbour, please ask their permission first before making any holes. We have a template letter on our website if you would like to put something through their letterbox that explains the scheme and why it's important to connect up our gardens for hedgehogs. Why not try and get all of your neighbours involved to make a super-highway along your street!



### Carbon Account Breakdown: By Scope

Table 1: Total Emissions by Scope

01 April 2020 to 31 March 2021		Kg CO <sub>2</sub> e
Scope 1 (Gas and liquid fuel)		1,617,853
Scope 2 (Purchased electricity)		217,742
Scope 3 (T&D, WTT, water consumption, staff mileage)		474,371
<b>TOTAL</b>		<b>2,309,967</b>

Scope 1 emissions, associated with gas and liquid fuel, account for 70% of Council emissions.

Scope 2 emissions associated with the purchase of electricity from the National Grid account for 9% of Council emissions.

Scope 3 emissions associated with the transport of gas, electricity and liquid fuel (referred to as T&D, transport and distribution, and WTT, well-to-tank), water consumption, and transport miles for staff and Councillors account for the final 21% of Council emissions.

Figure 1: Total Emissions by Scope

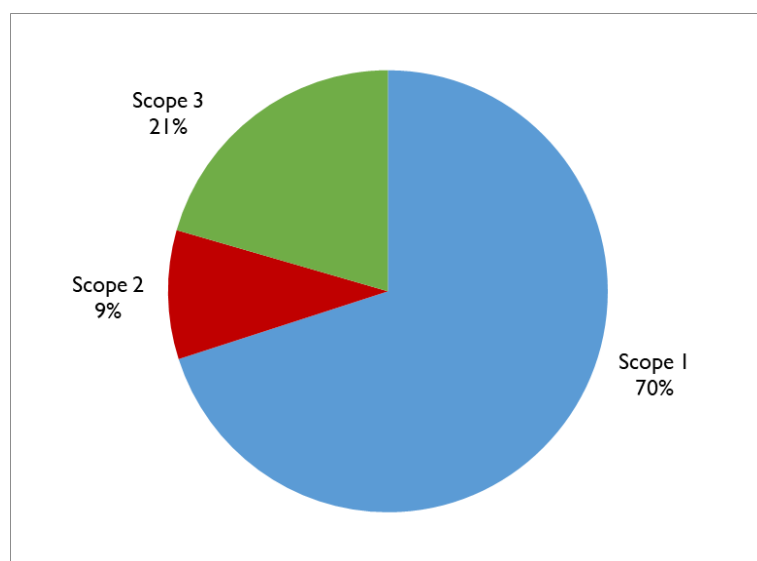
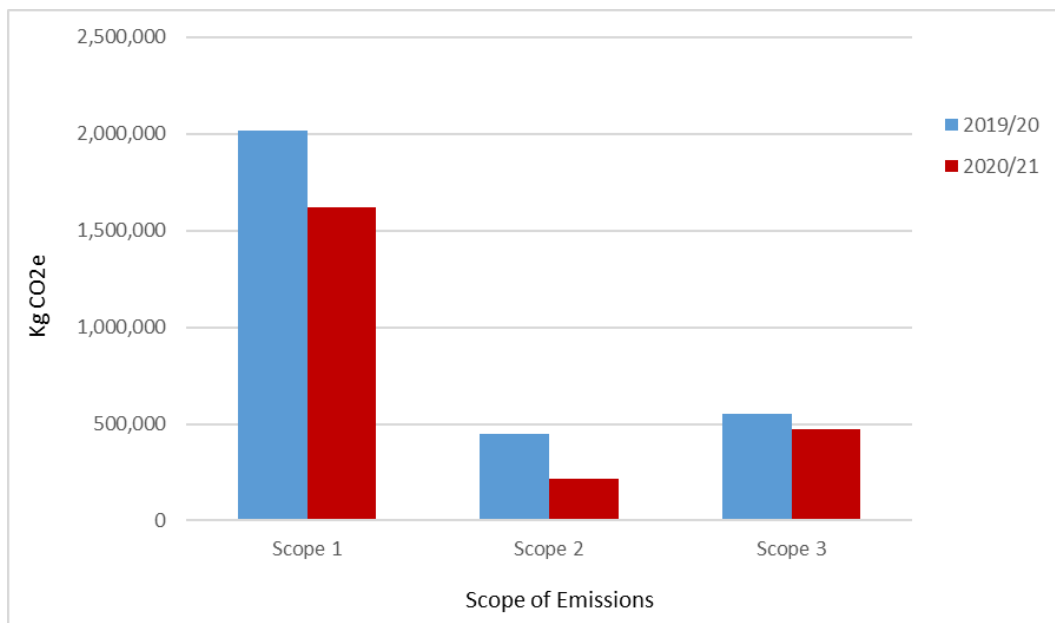


Table 2: Comparative Emissions between 2019/20 Baseline Year and 2020/21

Scope	Kg CO2e 2019/20	Kg CO2e 2020/21	Change in Kg CO2e	Percentage Change
Scope 1	2,020,220	1,617,853	- 402,367	<b>-20%</b>
Scope 2	447,126	217,742	- 259,384	<b>-51%</b>
Scope 3	554,853	474,371	- 80,482	<b>-14.5%</b>

Figure 2: 2020/21 Emissions by Scope Compared to 2019/20 Baseline Year



Scope 1 emissions have fallen 20% from the baseline year as a result of reductions in gas consumption from leisure centres.

Scope 2 emissions have fallen 51% from the baseline year. This reduction in electricity use reflects the reduced building usage during the pandemic as more people stayed at home.

Scope 3 emissions have fallen 14.5% from the baseline year. This reflects reductions in T&D and WTT emissions which fall in line with energy consumption in Scope 1 and 2. There has also been a reduction in business travel among staff and councillors.

### Carbon Account Breakdown: By Location

Table 3: Total Emissions by Location

01 April 2020 to 31 March 2021		Kg CO <sub>2</sub> e
Council offices, property and sites (excluding leisure)		311,805
Leisure centres and facilities		432,673
Council vehicle fleet and transport		1,565,489
<b>TOTAL</b>		<b>2,309,967</b>

Council offices, property and sites represent 13% of total emissions across Scope 1, 2 and 3.

Leisure centres and facilities account for 19% of Council emissions, across all scopes.

Council vehicle fleet, machinery and transport, including Council-owned waste trucks currently operated by Ubico, account for 68% of Council emissions.

Figure 3: Total Emissions by Location

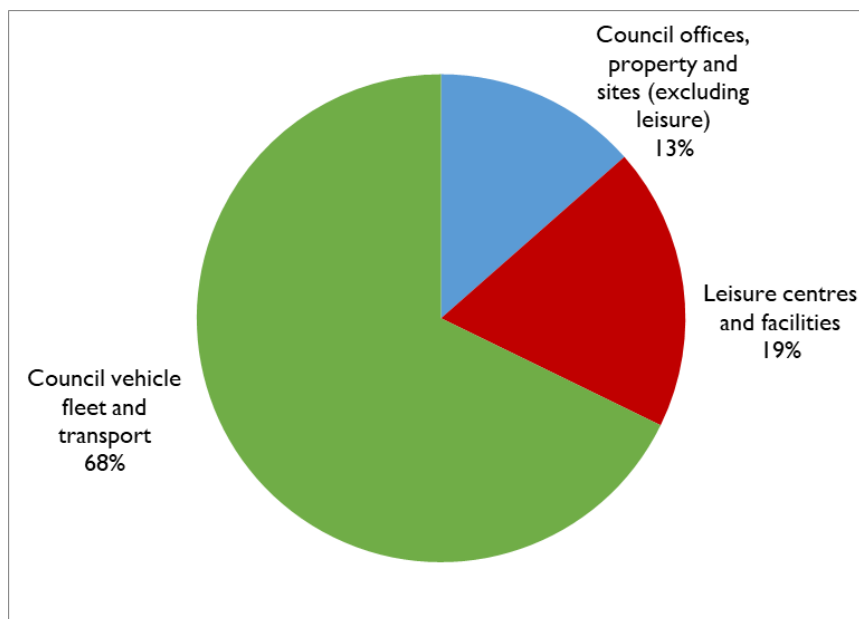
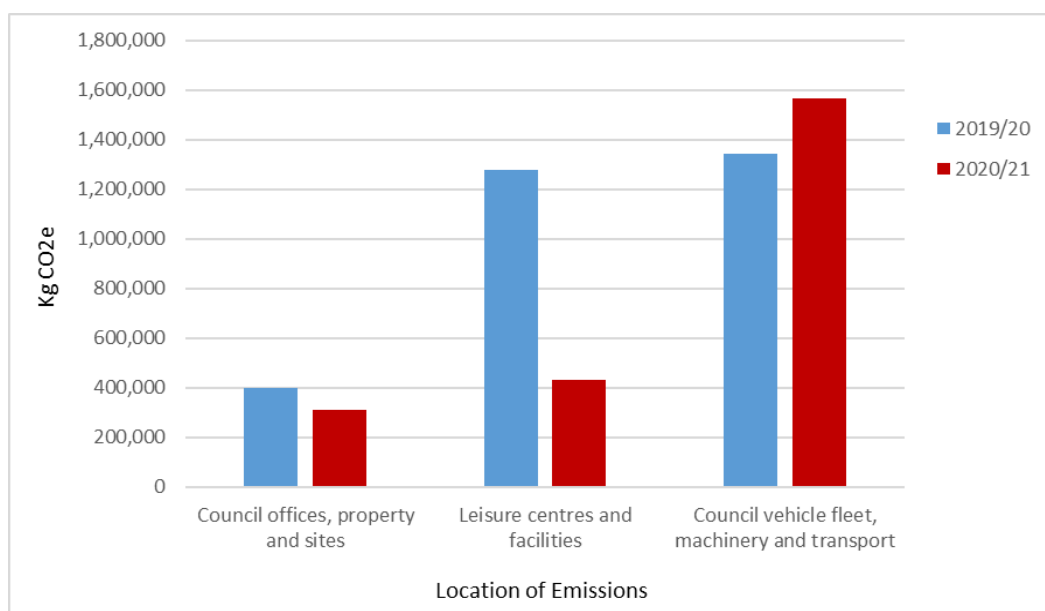


Table 4: Comparative Emissions between 2019/2020 Baseline Year and 2020/21

Location	Kg CO <sub>2</sub> e 2019/20	Kg CO <sub>2</sub> e 2020/21	Change in Kg CO <sub>2</sub> e	Percentage Change
Council offices, property and sites (excluding leisure)	400,418	311,805	- 88,613	<b>-22%</b>
Leisure centres and facilities	1,276,260	432,673	- 843,587	<b>-66%</b>
Council vehicle fleet and transport	1,345,521	1,565,489	+ 219,968	<b>16%</b>

Figure 4: 2020/21 Emissions by Location Compared to 2019/20 Baseline Year




Emissions from Council offices, property and sites (excluding leisure) have fallen 22% from the baseline year. This is considered to be a result of changes in behaviour during the pandemic which resulted in reduced building use.

Emissions from leisure centres and facilities have fallen 66% from the baseline year as a result of reduced energy consumption during the pandemic.

Emissions from Council vehicle fleet, machinery and transport have increased 16% from the baseline year. This is due to the Council-owned waste trucks, currently operated by Ubico, accommodating the increased waste flows during the pandemic as more residents stayed at home.

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 <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>	<b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>
<b>Name and date of Committee</b>	<b>Council – 23 February 2022</b>
<b>Report Number</b>	<b>Agenda Item No. 15</b>
<b>Subject</b>	<b>Emergency / Urgency Delegations Decisions</b>
<b>Wards affected</b>	<b>All</b>
<b>Accountable member</b>	Councillor Michele Mead, Leader of the Council Email: <a href="mailto:michele.mead@westoxon.gov.uk">michele.mead@westoxon.gov.uk</a>
<b>Accountable officer</b>	Elizabeth Griffiths – Deputy Chief Executive and Section 151 Officer Tel: 01993 861188 Email: <a href="mailto:elizabeth.griffiths@westoxon.gov.uk">elizabeth.griffiths@westoxon.gov.uk</a>
<b>Summary/Purpose</b>	To note decisions taken under the emergency and urgency delegation arrangements approved by Council on 13 May 2020.
<b>Appendices</b>	None
<b>Recommendation</b>	That the report be noted.
<b>Corporate priorities</b>	N/A
<b>Key Decision</b>	N/A
<b>Exempt</b>	No
<b>Consultees/ Consultation</b>	None

## **1. BACKGROUND**

- 1.1. At its meeting on 13 May 2020, the Council approved Emergency and Urgency delegations to the Chief Executive to enable decisions to be taken which were either an emergency, or where there was urgency such that the matter could not reasonably await the next meeting of whichever body would otherwise take that decision.
- 1.2. The report on the matter included the statement that: *“Any decision under the above provisions shall be recorded and published, and reported to Council, Cabinet or the appropriate Committee or Sub-Committee, such report to include the reasons that the powers needed to be used”*.

## **2. ADDITIONAL RESTRICTIONS GRANT (ARG) – OMICRON SUPPORT – UPDATE TO POLICY**

- 2.1 The Chief Executive had used his delegated powers to approve the ARG policy in December 2021 and this was reported to Council on 26 January 2022 (see minute number CL.19). Since that time, it has become apparent that the policy needed amending to ensure the date a business must be trading from is included.
- 2.2 This has now been included within paragraph 2.2 of the policy.

## **3. REASONS FOR USE OF URGENCY POWERS**

- 3.1. In relation to the ARG, officers had originally requested to go live with the first grant prior to Christmas, with the Business Support Grant process going live from 10<sup>th</sup> January 2022. This minor amendment to the policy was needed to ensure these grants could continue to be delivered in a smooth and efficient manner.

## **4. FINANCIAL IMPLICATIONS**

- 4.1. None.

## **5. LEGAL IMPLICATIONS**

- 5.1. This report has no legal implications.

## **6. ALTERNATIVES/OPTIONS**

- 6.1. None required as this report is for noting.

## **7. BACKGROUND PAPERS**

- 7.1. None