

Banbury Town Council

Mark Recchia MA FCIS FSLCC
Town Clerk



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Date: 05 January 2022

To: All Members of the Town Council.
Others, for information.

You are hereby summoned to attend a Meeting of the **Town Council** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **Tuesday, 11 January 2022 at 6.30pm**, for the transaction of the following business:-

Mark Recchia

Mark Recchia
Town Clerk

COVID 19 AWARENESS

- If you have had any of the main three symptoms of Coronavirus in the previous 14 days please do not come to the meeting – High temperature, a new, continuous cough and a loss or change to your sense of smell or taste.
- Wear a mask on entrance – until you are seated
- Sanitise your hands before ascending the stairs
- There is a QR code at reception which can be scanned on entry by those who are able but the Clerk will also record attendance for track and trace purposes so signing in is not essential
- Maintain distance at all times

BUSINESS TO BE TRANSACTED

1. **Apologies for absence**
Contact Mark Recchia (01295 250340).
2. **Declarations of Interest**
Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).
3. **Minutes of the last Meeting**
To approve as correct the Minutes of the Meeting held on the 16 November 2021 (**Enclosed**).

4. Communications

None.

5. Questions

- a. Any Town Councillor may ask the Town Mayor, or the relevant Committee Chairman or the Town Clerk any questions concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins, and a copy supplied to the Town Clerk.
- b. A period of up to 20 minutes is allocated, during which Members of the public may, at the discretion of the Town Mayor, ask questions of the relevant Committee Chairman on any matter relevant to some question over which the Council has power, or which affects Banbury.

[You are requested to state your name and address before asking your question.]

6. Minutes of Committees

To consider the Minutes of Committees:

- | | | |
|--------------------------------------|---|------------------|
| a) Planning Committee | - | 15 December 2021 |
| b) General Services Committee | - | 14 December 2021 |
| c) Resources Committee | - | 04 January 2022 |

- i) That further to Minute R.42/21 it was recommended to the Council that the Estimates as recommended by the Grants and Budget Sub Committee on 24 November and the General Services Committee on 14 December 2021 be approved; and that the Four Year Financial Forecast be approved.
- ii) That further to Minute R.45/21 it was recommended to the Council that it approve the 2022/23 Calendar of Meetings, attached at Appendix A to the Minutes.
- iii) That further to Minute R.47/21 it was recommended to the Council that the response set out at paragraph 5.7 of the report, and summarised in the Minute, be made to the Community Governance review consultation.

7. To set the precept for 2022-2023:

Further to Minute R. 42/21 and following confirmation of the Relevant Tax Base, it was recommended that the Town Council set a precept of £2,017,911 (or £124.56 per Band D property), being an increase of 2%.

8. Resolutions Moved on Notice

Resolution No 57 – To be moved by Councillor Garrett

"This Council recognises and appreciates the hard work being carried out by the volunteer group Banbury Litter Pickers.

They are active in all wards of the town, their diligence and community minded endeavour helps to keep the streets, lanes, public spaces and perhaps more importantly privately owned spaces free from litter.."

9. Change of Committee Membership – Resources Committee

Due to work commitments Councillor Reeves has resigned from the Resources Committee.

It is **RECOMMENDED** that Councillor Powell be appointed to fill the vacancy on Resources Committee and that Councillor Reeves be appointed as an Alternate Member on the Committee.

AGENDA ITEM 3

Minutes of the last Meeting

BANBURY TOWN COUNCIL

Minutes of a meeting of Banbury Town Council held on Tuesday, 16 November 2021 at 6.30pm at the Town Hall, Banbury.

Present: Councillor Hussain (Town Mayor)
Councillors: Ahmed, Ayers, Beere, Biegel, Bishop, Bunce, Cherry, Colegrave, Dalton, Garrett, Hodgson, Ilott, Kilsby, Mallon, Mears, Phillips, Powell, Reeves, Richards and Strangwood.

Officers: Mark Hassall (Deputy Town Clerk/RFO)
Paul Almond (Operations Manager)

Apologies for Absence: Councillor Phillips.

C.32/21 Declarations of Interest

The Town Clerk, Deputy Town Clerk/RFO and Operations Manager all declared pecuniary interests in respect of the Staffing Issues item (Minutes C.38/21 and C.41/21 refer), and left the meeting during the discussion and voting thereon.

C.33/21 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 21 September 2021 be approved as a correct record and signed by the Town Mayor.

C.34/21 Communications

None.

C.35/21 Questions - Elected Members and Members of the Public

There were no questions submitted by Elected Members.

A member of the public addressed the Council in support of the 20 is Plenty scheme being rolled out by Oxfordshire County Council. He asked that the Town Council also embrace this initiative where appropriate, and in a comprehensive manner across the town, rather than in a piecemeal, street by street fashion.

C.36/21 Planning Committee

It was proposed by Councillor Ilott, seconded by Councillor Bunce, and **RESOLVED** that the Minutes of the Planning Committee meetings held on 15 September, 20 October, 3 and 10 November, be received. It was also proposed that the Committee's thanks to its Planning Officer, Robert Duxbury, for his work in assisting the Special Planning Committee meeting held on 3 November to formulate a comprehensive response to the Cherwell Local Plan consultation be recorded.

C.37/21 General Services Committee

It was then proposed by Councillor Colegrave, seconded by Councillor Bunce and

RESOLVED that the Minutes of the General Services Committee meeting held on 19 October 2021 be received.

C.38/21 Resources Committee

A Member asked a question in respect of Minute R.37/21 (Staffing Issues). As this matter had been considered in the confidential session at the Committee meeting, it was

RESOLVED that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the discussion of the item on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted. At this point the officers concerned left the meeting, along with members of the public. Upon resumption of the public session of the meeting it was then proposed by Councillor Mallon, seconded by Councillor Colegrave and

RESOLVED that:

- (1) the Minutes of the Resources Committee meeting held on 02 November 2021 be received; and
- (2) further to Minute R.33/21 (Revised Estimates for 2021/22 and Draft Estimates for 2022/23), the Revised Estimates for 2021/22 be approved, as now submitted; and the Draft Estimates for 2022/23 be referred to the Grants & Budget Sub Committee for further consideration.

C.39/21 Annual Return 2020/21

The Council considered the report of the External Auditor (Section 3 of the Annual Return) for the year ended 31 March 2021. It was noted that, except for the period allowed in the Notice for Public Rights to Inspect Accounts having been given as 31 days rather than 30 working days, the External Auditors had certified that in their opinion Sections 1 and 2 of the AGAR was in accordance with proper practices and that no other matters had come to light giving cause for concern that relevant legislation and regulatory requirements had not been met.

The RFO had discussed this matter in more detail with the Auditors, who had responded as follows:

“You are of course correct to point out that our template contained some inconsistent wording which may have contributed to Banbury publishing an incorrect time frame for its Notice of Public Rights. Although our template does include example dates which satisfy the requirements to add clarity. We have revised the wording for 2022, attached, which we hope you agree removes any ambiguity. We understand there is no negative impact from the Council providing additional time in the public rights period however, as the regulations are inflexible, we are required to report on the breach that occurred regardless of the impact.”

It was **RESOLVED** that the Council receive and note the report of the External Auditor for the year ended 31 March 2021 and noting in particular the requirement to advertise public rights for 30 working days not 31 working days.

C.40/21 Resolutions Moved on Notice - Resolution No 56 (20 is Plenty)

It was moved by Councillor Kilsby that:

"This Council supports the notion of 20 mph zones and nominates several long, straight roads in the town with no current traffic calming measures for the OCC "20 is plenty" campaign; Hightown Road, Queens Road, Kings Road, Bath Road, Mascord Road, Sinclair Avenue, West Street, East Street, Causeway, Winter Gardens Way, Park Road, Merton Street, Chatsworth Drive, Timms Road, Beaconsfield Road, Sycamore Drive and Springfield Avenue."

An amendment was then moved by Councillor Mallon, seconded by Councillor Cherry, as follows:

“This council supports the notion of 20mph zones (delete “and nominates several long straight roads in the town with no current traffic calming measures) for (insert the) OCC 20 is plenty campaign (insert) in Banbury where it is suitable so to do and where there is local support. (delete list of street names). (insert) and calls on the administration at County Hall to deliver them and to work with Banbury county councillors through the locality meetings.”

Following a discussion, it was then unanimously **RESOLVED** that this Council supports the notion of 20mph zones in Banbury for the OCC 20 is plenty campaign where it is suitable so to do and where there is local support and calls on the administration at County Hall to deliver them and to work with Banbury county councillors through the locality meetings.

The Meeting ended at 7.30 pm.

SUMMARY of items discussed during confidential session

C.41/21 Staffing Issues

A lively discussion on procedure and process of phase two structure change within the town council officer leadership team followed. Councillors were reminded that the matter was resolved and therefore only questions were permitted, not debate.

The Leader of the Council was asked about taking into consideration the objections from the opposition. He responded that he had done so in the past. The Resources Committee Vice Chairman stated that he (and the Committee Chair) had followed due diligence in their decision.

With clear division between the controlling group and the opposition group, there were no further questions on the resolved matter; and the Town Mayor closed the session.

AGENDA ITEM 6

Committee Minutes

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday, 15 December 2021 at 6.30pm in the Town Hall, Banbury.

Present: Councillor Ilott (Chairman)
Councillors: Ayers, Biegel, Bunce, and Hussain.
Alternate Members: Councillor Mears (for Councillor Beere).
Officers: Bob Duxbury (Planning Officer).

PL.61/21 Apologies
Councillors Ahmed and Beere .

PL.62/21 Declarations of Interest
None.

PL.63/21 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the meeting held on the 10 November 2021 be approved as a correct record and signed by the Chairman.

PL.64/21 Planning Applications to be Considered
The Committee considered various planning applications that had been referred to the Town Council for consideration by Cherwell District Council (CDC) and were matters that had been delegated to the Planning Committee or where a Ward Member had referred a delegated application.

IT WAS RESOLVED that the comments, as set out in Appendix 1, be forwarded to the Local Planning Authority.

PL.65/21 Planning Applications Delegated to the Town Clerk
The Town Clerk had submitted a schedule containing details of planning applications which had been delegated to him in consultation with the Chairman, setting out the observations that had been forwarded to Cherwell District Council.

IT WAS RESOLVED that the report be noted.

PL.66/21 Decision Notices
The Town Clerk had submitted a schedule containing details of decision notices which had been sent by Cherwell District Council which were contrary to the recommendations of the Town Council.

IT WAS RESOLVED that the report be noted.

PL.67/21 Appeals
The appeal against a refusal to grant planning permission made by Mrs Rebecca Lowe against the decisions of Cherwell District Council (Application Refs 20/03419/F and 20/03420/LB), at 18 Boxhedge Road, Banbury OX16 0BP for retrospective planning permission and listed building consent for an existing UPVC conservatory on the rear of the property, had been dismissed. The conservatory had been in place since purchasing the property in 2005 and was erected by the previous home owner. The property was grade 2 listed and there was no record of previous consent.

BTC had objected to the applications for planning permission and listed building consent on the grounds that "A conservatory of this type is considered to be inappropriate in the Banbury Conservation Area, albeit it seems that it has been on site for some time and is not visible from a public vantage point".

The Inspector concluded that “The design and materials of the structure have little in common with the original building and conflict with the simple design, plan form, and traditional materials of the listed building. When viewed from the rear garden the design and appearance of the conservatory appears out of place and detracts from the architectural and historical interest of the building, causing harm to the heritage asset. I conclude that the conservatory does not preserve the special architectural and historical interest of the Grade II listed No 18 Boxhedge Road; nor does the conservatory preserve or enhance the character or appearance of the BCA.”

IT WAS RESOLVED that the report be noted.

The meeting ended at 7.30pm

Planning Applications considered by Planning Committee

APPENDIX 1

Application Number	Applicant	Location	Proposal	Observations
21/03805/F	Thimess Ltd	Car Park, Chatsworth Drive, Banbury	Erection of 3 new retail shopping units including new car parking	No objections
21/03426/OUT	Mr P M Donger, Mrs S M Donger and Manor Oak Homes	Land Opposite Hanwell Fields Recreation Adj To, Dukes Meadow Drive, Banbury	Outline planning application for up to 78 dwellings and associated open space with all matters reserved other than access	Banbury Town Council understand that the District Council cannot currently demonstrate that it has a 5 year supply of housing land, but nevertheless object to the proposal on the grounds that by reason of its scale and siting beyond the built up limits of the settlement, and within the countryside, the proposal would result in the development of a greenfield site that contributes to the rural character of the approach into Banbury and is important in preserving the character of the this edge of Banbury with Dukes Meadow Drive providing a firm urban fence to the town. This concern is considered to outweigh the tilted balance that exists where land supply is deemed to be insufficient The proposal is therefore unacceptable in principle and contrary to Policies ESD15 of the Cherwell Local Plan 2011-2031 Part 1, Saved Policy C33 of the Cherwell Local Plan 1996 and Government guidance contained within the National Planning Policy Framework.

21/03918/F	Waterperry Court Development Ltd & Travelodge Hotels	Waterperry Court, 2-6 Middleton Road, Banbury	Conversion of 2-6 Waterperry Court to a hotel (Use Class C1) including eastern extension, associated car parking, landscaping and ancillary works	No objections
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GENERAL SERVICES COMMITTEE

Minutes of a Meeting of the General Services Committee held at 6.30pm on Tuesday, 14 December 2021 in the Town Hall, Banbury.

Present: Councillor Colegrave (Chairman)
Councillors: Bunce, Cherry, Donaldson, Kilsby, Mears, Phillips, Powell and Richards.

Alternate Members: Councillor Mallon (for Councillor Dalton)

Officers: Mark Hassall (Deputy Town Clerk & RFO)
Paul Almond (Operations Manager)

GS.20/21 Apologies for Absence
Councillor Dalton.

GS.21/21 Declarations of Interest
Mark Hassall (Deputy Town Clerk) declared a personal interest in the item relating to Allotment Leases (Minute GS.27/21), as a Committee Member of the Spital Farm Allotment Association.

GS.22/21 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on 19 October 2021 be approved as a correct record and signed by the Chairman.

GS.23/21 Income & Expenditure Report
The Committee considered a report prepared by the Deputy Town Clerk/RFO comparing year-to-date income and expenditure with the projected annual budget for the financial year. The report showed all expenditure incurred up to 3 December 2021.

Officers responded to a range of questions from Members relating to various budget codes and financial procedures. Members' attention was drawn to the fact that overall the Committee's expenditure was within forecast versus the phased YTD budget. The main variances were:

- Cleansing contract costs for Litter Control which would fall payable in March 2022.
- Salaries and grounds maintenance costs impacted by vacancies and the remaining costs for the year across Cemeteries, Parks and Football pitches. Purchase of BBQ units and wood chipper were expected to be completed in the final quarter of the year (Q4). Lower spend against Park Ranger vehicles to be earmarked to build provision for electric vehicle replacement.
- Horton View bowling green costs to repair sprinkler heads will be incurred in Q4.
- Increased expenditure on cleaning across the estate offset by grant income from the Controlling Outbreak Management Fund (COMF) received into the Resources Committee within other income (£110k).
- Timing of capital expenditure invoices for Hillview play area refurbishment to be completed in 2022 (£120k). Works have commenced on the café build in People's Park, projected to last 33 weeks.
- Advertising on Bus Shelters funded by a grant received from COMF.

IT WAS RESOLVED to receive and note the Income and Expenditure report.

GS.24/21 Draft Estimates for 2022/23

The Deputy Town Clerk/RFO advised Members that a full copy of the draft estimates for 2022/23 had been circulated to Members. The draft estimates had been set on the basis of a 2% rise in precept and a rise of 0.5% in households in the town due to general housing growth. An inflationary 2.5% increase in salaries was also budgeted, as well as pension and specific contract costs.

The following comments on the estimates were relevant:

GENERAL SERVICES

Cost Centre 103 & 104 Southam & Hardwick Cemetery
Increased salary and cleansing costs offset by reduced GM costs.

Cost Centre 110 Parks and Open Spaces
Increased salary costs relating to making a seasonal role full time. Investment in tree management software. Investment across the play estate maintenance, £200k over two years. Cleansing costs associated with expanded public toilet provision. Platinum Jubilee planting schemes.

Cost Centre 114 Park Rangers
Equipment purchase investment replaced with PPE, communication equipment and training.

Cost Centre 120 & 121 Football Pitches & Horton View
Additional ongoing cleaning costs.

Cost Centre 160 Capital costs
Planned delivery of earmarked landscaping projects in St Marys, Peoples Park in 21/22 completed in 22/23, ongoing footpath repair programme and Hillview Play area refurbishment (earmark funding) in 22/23.

Members asked various questions to which officers responded.

IT WAS RESOLVED to

- (1) approve the General Services Committee Estimates and refer them to the Resources Committee without further comment.
- (2) endorse the proposed Fees and Charges for services within the control of the Committee.

GS.25/21 Parks and Cemeteries Monitoring Report

The Committee considered a report on the condition of the parks, recreation grounds, cemeteries and open spaces in Banbury. The report covered the following areas:

- Parks & Cemeteries Team.
- 4th Corner Landscape Contract.
- Park Ranger Service.
- Aviary Maintenance Operative.
- Christmas Lights Contract update.
- Fees & Charges

Parks & Cemeteries Team Service Update

All spring bedding had now been planted by the team at People's Park and both Cemeteries. People's Park and St Mary's Churchyard were looking at their best for Remembrance Sunday. Horton View bowling green had all its post season renovation works completed, and repairs to irrigation system and drain down had been ordered.

The team were now engaged with winter maintenance operations, which were well underway, i.e.: leaf clearance, hedge cutting and shrub pruning, salting paths etc. St Mary's Churchyard Landscape Refurbishment Proposals had been presented to the Church and were supported locally, they had now been sent on for faculty approval.

To commemorate the Queens Platinum Jubilee 2022, a 3m band of daffodil bulbs had been planted each side of the central path underneath the Avenue of Cherry Trees. BBOWT volunteers had also been busy during recent work parties at Hanwell Brook Wetland, carrying out good work clearing encroaching trees and cutting the grass and reeds to encourage flowers such as bugle, meadowsweet and greater bird's-foot trefoil.

4th Corner Landscape Contract

The contract schedule of operations was being delivered, winter maintenance was being undertaken, as well as sports pitch aeration operations. Officers had no issues or concerns with the Contractor's performance, service delivery was generally very good and the work programme was being delivered as per the schedules.

Park Ranger Service

The team continued to keep up to date with Health & Safety inspections and the resulting repairs to children's play areas. The Rangers continued to assist with cemeteries duties as required. The team had assisted in preparation and running of events including:

- 14/11/2021 - Remembrance Sunday
- 20/11/2021 - Christmas Projection Switch-on Event
- 28/11/2021 - Christmas Light Switch-on Event
- 05/12/2021 - Charity Santa Run (Katherine House Hospice)

Aviary Maintenance Operative

Jeannie O'Brien was to retire at Christmas, she had been responsible for the maintenance and animal welfare of the Aviary in People's Park for over 20 years. She transferred from contractors to be a direct employee of the Town Council in 2016, and had delivered an excellent service looking after the Aviary facility. Members were asked to note and recognise her commitment and dedication over many years.

Christmas Light Contract – Update

After initially going well in terms of the installation programme and progress, there were major problems at the time of the switch-on; the issues included lights not installed and lights installed not coming on at 5:00pm. Although all lights were now installed and working a meeting with the Company Director and Managers at Blachere Illuminations Ltd was held on 9/12/2021. This was a very positive meeting, with the company accepting full responsibility for the failings and subsequently issuing a public apology.

In recompense the company had agreed to a number of scheme enhancements going forward, in addition to meeting the costs of the switch on event.

Fees & Charges

Most charges for services delivered within the Committee's remit had seen either no changes or a small inflationary increase. The exception was for Memorial Benches within cemeteries, where supplier cost increases had to be passed on.

Officers responded to a number of questions raised by Members.

It was then **RESOLVED** to:

- (1) To note the Parks and Cemeteries Service Update.
- (2) To note the 4th Corner Landscape Contract Update.
- (3) To note the Park Ranger Service Update.
- (4) To note the retirement of Jeannie O'Brien as Aviary maintenance operative.
- (5) To note the Christmas Light Contract update.
- (6) To note the planned changes to Fees & Charges.

GS.26/21 Confidential Business Exclusion

RESOLVED that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

The meeting ended at 7.33pm

SUMMARY of items discussed during confidential session

GS.27/21 Lease of Allotments – Spital Farm And Woodgreen

The Committee considered a report of the Town Clerk seeking authority for the renewal of the Lease of the Spital Farm Allotments and the Woodgreen Allotments, with the Allotment Associations.

The main terms of the new Draft Leases, once agreed in principle by the Committees, needed to go before the Association's Committees. It was proposed to renew both Leases on the same terms as currently exist, other than for inflationary rental increases.

RESOLVED that the Resources Committee be asked to agree that:

- (1) new Leases be granted to the Spital Farm and Woodgreen Allotment Associations, for the areas shown on the plans annexed to the report;
- (2) both Leases be for a term of six years from 1 April 2022;
- (3) the rent for the allotments be set at the amounts shown in the report; and
- (4) authorisation be given for the sealing of new Leases.

RESOURCES COMMITTEE

Minutes of a meeting of the Resources Committee held at 6.30pm on Tuesday, 04 January 2022 in the Town Hall, Banbury.

Present: Councillor Mallon (Chairman)
Councillors: Colegrave, Dalton, Garrett, Hussain, Kilsby, Phillips, Richards and Strangwood.

Alternate Members: Councillor Powell (for Councillor Reeves).

Officers: Mark Hassall (Deputy Town Clerk/RFO)
Paul Almond (Operations Manager)
Toby Russell (Events Manager)

R.38/21 Apologies for Absence
Councillor Reeves.

R.39/21 Declarations of Interest
None.

R.40/21 Minutes of the last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on 02 November 2021 be approved as a correct record and signed by the Chairman.

R.41/21 Income & Expenditure Report
The Committee considered a report prepared by the Deputy Town Clerk/RFO comparing year-to-date income and expenditure with the projected annual budget for the financial year. The report showed all expenditure incurred up to 03 December 2021.

Members' attention was drawn to the fact that overall the Committee's expenditure was within forecast. This recognised the timing of completion of capital works and improved grant income. The main causes of variations on the Committee's estimates were as follows:

- Reduced professional fees and legal support costs.
- Reduced Central Admin salary costs due to headcount reduction.
- Town Council Events and Town Hall expenditure continued to remain muted in line with a gradual opening up agenda reflected in the profiled budget.
- Other services to the Public included timing of Christmas Lighting scheme full completion, and receipt of Woodgreen Outdoor Pool operating costs from CDC, alongside timing of invoicing for contributions to CCTV scheme in 19/20 & 20/21.
- Other Costs & Income included COMF grant income which had been received to facilitate measures to enhance safe return to post pandemic activity.

IT WAS RESOLVED to receive and note the Income and Expenditure report.

R.42/21 Draft Estimates for 2022/23
The Deputy Town Clerk/RFO advised Members that a full copy of the draft estimates for 2022/23 had been circulated to Members. The draft estimates had been set on the basis of a 2% rise in precept and a rise of 0.5% in households in the town due to general housing growth. An inflationary 2.5% increase in salaries was also budgeted, as well as pension and specific contract costs.

The following comments on the estimates were relevant:

GENERAL SERVICES

Cost Centre 103 & 104 Southam & Hardwick Cemetery
Increased salary and cleansing costs offset by reduced GM costs.

Cost Centre 110 Parks and Open Spaces
Increased salary costs relating to making a seasonal role full time. Investment in tree management software. Investment across the play estate maintenance, £200k over two years. Cleansing costs associated with expanded public toilet provision. Platinum Jubilee planting schemes.

Cost Centre 114 Park Rangers
Equipment purchase investment replaced with PPE, communication equipment and training.

Cost Centre 120 & 121 Football Pitches & Horton View
Additional ongoing cleaning costs.

Cost Centre 160 Capital costs
Planned delivery of earmarked landscaping projects in St Marys, Peoples Park in 21/22 completed in 22/23, ongoing footpath repair programme and Hillview Play area refurbishment (earmark funding) in 22/23.

RESOURCES

Cost Centre 310 Town Council Events
Following hiatus, recommencement of town events with funding of lights projection in the town centre in 21/22 diverted and increased to fund renewed Christmas Lights scheme across the town.

Cost Centre 311 & 315 Town Hall & Other Services to the Public
Increased ongoing support by Banbury Town Council following the removal of Christmas Lights funding by Cherwell District Council to revive and renew the Christmas Lights scheme across the town (22/23 £53k).

Members were also provided with a copy of the 4 Year Plan (Financial Forecast). This had incorporated the proposed 2022/23 budget as the base case, and projected forward using the current economic environment and Council's agreed plans to date. It was envisaged that this documents would evolve in line with the direction given by the Council in the future. The forecast had been prepared in line with the Councils current reserves policy that aimed to maintain general reserves (i.e. excluding earmarked reserves) at around 50% of net budgeted annual running costs. Housing projections were based upon the forecast provided by Cherwell District Council.

Members asked a number of questions relating to the budget and on funding that would be required for various projects. The Deputy Town Clerk/RFO advised Members and answered questions.

IT WAS RESOLVED to endorse the 2022/23 fees and charges as submitted.

IT WAS RECOMMENDED to the Council that:

- (1) the Estimates as recommended by the Grants & Budget Sub Committee on 24 November and the General Services Committee on 14 December 2021, be approved;
- (2) the Consolidated Budget be approved, and that it set the level of the precept for 2022/23 at £2,017,911 (following confirmation of the Council Tax base).
- (3) the Four Year Financial Forecast be approved.

R.43/21 Grants & Budget Sub-Committee

The Chairman thanked the sub-committee for their review of the budget.

IT WAS RESOLVED to receive and note the minutes of the Grants & Budget Sub-Committee held on the 24 November 2021 and approve the recommendations set out in Minute G&B.4/21.

R.44/21 Events Update

The Committee considered a report of the Town Clerk outlining progress with Events that had taken place since the last meeting; and outlining recommendations from the Events Working Group meeting held on 7 December 2021.

Remembrance Sunday – 14 November 2021

A successful event took place to mark Remembrance Sunday. Despite continuing problems resulting from the Covid 19 situation all elements of the normal event took place, including a parade, leaving from the Town Hall; a Church service at St Mary's Church and a wreath laying ceremony at the War Memorial in People's Park; along with a small reception for invited guests at the Town Hall afterwards.

Xmas Lights and Xmas Projections

A completely new Xmas Lighting Scheme for both the town centre and the CQ shopping centre was procured this year. Although CDC had withdrawn from the joint funding arrangement last Christmas, they had continued to store and install the old scheme. However, this year the Town Council had assumed full responsibility for the town centre Christmas Lighting provision. A new bespoke Light Projection was also made which was beamed onto the Cornhill Façade of Castle Quay, to compliment the lighting scheme. The latter project was again undertaken jointly with the Banbury BID team.

Switch On Events

The BID team led on Switch On arrangements for the Light Projection, with a very well attended and colourful event taking place on Saturday 20 November. In addition to a lantern parade with Samba Band accompaniment, the Town Mayor also featured in the event, arriving in Cornhill on the back of a Hook Norton Brewery Dray complete with Shire Horse.

The Town Council's Events Manager co-ordinated the switch on of the Town Centre Lights on the following weekend. Although initially billed as a low key, small-scale switch on event, in actuality this became a full afternoon of attractions. Hatwell's Fairgrounds provided a Carousel and other fairground rides for youngsters and a range of festive food vendors and a balloon artist were also on hand. To have pulled such an extensive programme together from scratch within 4 weeks of joining the Town Council was a remarkable achievement, notwithstanding the installation issues with the lighting scheme itself.

Events Working Group meeting

The Working Group met on 7 December. It was recognised at the meeting that the BTC Events programme, as with events generally, had been very badly affected by Covid 19 restrictions both in Summer 2020 and again this year. It was now looking likely that there would be some ongoing Covid 19 restrictions into the New Year. The Working Group recommended that the Council should:

- Focus on fewer, larger events rather than a proliferation of smaller events, as this would be less labour intensive in terms of the number of weekends – so build on the main crowd-puller events of Banbury Show; Food Fair; Canal Day; and Xmas Lights;
- Be aware of extra activity from Queen's Platinum Jubilee weekend 4-5 June and consider bringing forward the Banbury Show by one week to be a focus for the Jubilee weekend, with appropriately theming. This could include large screen to show both historic footage and current TV coverage as well as a children's garden party without disruption to the town centre;

- Explore the potential for greater member involvement on the ground, particularly from amongst the Working Group members, whilst bearing in mind that some members already volunteer to work on charity stalls etc within the event arenas;
- Continue to hold full scale “civic/military” events to mark Armed Forces Day and Remembrance Sunday but examine the scope for marking Battle of Britain through a church service and flypast rather than a parade and reception, particularly given the reduced capacity of the Air Cadet’s marching band;
- Consider charging for entry to events where appropriate, most likely evening “music mix” type events. Bicester TC has a successful programme of charged for music events operating from Garth Park;
- Examine the scope to convert the Food Fair into an all weekend event rather than a single day event. This might also allow for the smaller “Taste of Spring” event to be removed from the programme;
- Promote the programme mainly via Social media rather than paid for advertising. Also consider parish newsletter adverts in surrounding parishes.

Whilst generally supportive of the Working Group’s recommendations, the Committee was mindful of the other pressures upon elected members time and felt that their volunteer effort should not be seen as replacing the need for paid staff input on events. It was also stressed that any charging proposed for events would need to be carefully targeted and applied only where appropriate. Finally, it was felt that where changes were proposed to existing events such as Battle of Britain Sunday, these were carried out in consultation with other partners.

RESOLVED that the report be noted and the recommendations arising from the Events Working Group meeting be supported, but where changes are proposed to existing events such as Battle of Britain Sunday, these be carried out in consultation with other partners.

R.45/21 Calendar of Meetings for 2022/23

Approval was sought from Members for the 2022/23 Calendar of Meetings.

The Town Clerk reminded Members that he had been asked to ensure that where possible the new Calendar sought to avoid any clashes with meetings of the principal councils. The draft Calendar as submitted had achieved this as far as possible.

Having considered the draft Calendar Members’ felt that where clashes occurred, then the Members’ concerned could make use of the Alternate Member scheme or choose not to serve on those committees. However, it was noted that every effort had been made to avoid clashes for the full Council, where the alternate member scheme was not available.

IT WAS RECOMMENDED that the Council approve the Calendar of Meetings, as attached at Appendix A to these Minutes.

R.46/21 Internal Audit Report 2021/22

The Council had appointed Auditing Solutions Ltd as its internal auditors. The Internal Auditor’s work was undertaken on 22nd October 2021. The Auditor had completed his review and concluded that, on the basis of the programme of work undertaken, the Council had maintained adequate and effective internal control arrangements during the year. In the areas examined, no major issues or concerns had been identified and it was considered that the Clerk and staff continued to operate generally effective control procedures in each relevant area.

The areas of review included:

- Accounting records and bank reconciliations,
- Corporate Governance,
- Review of Expenditure,

- Assessment and Management of Risk,
- Precept Determination and Budgetary Control,
- Review of Income,
- Petty Cash,
- Staff Salaries,
- Fixed Asset Registers
- Investment & Loans
- Annual Governance and Accountability Return

The Internal Auditors had also completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

IT WAS RESOLVED that the Council receive and note the Internal Audit Report.

R.47/21 Cherwell Community Governance Review

The Committee considered a report of the Town Clerk asking Members to consider whether the Council wished to make any representations in respect of the Community Governance Review launched by Cherwell District Council (CDC).

Members noted that the main problem that needed to be addresses through this review was the recent expansion of the town out into adjoining rural parishes as a result of housing development. Government Guidance on Community Governance Reviews (March 2010 para 15) stated:

"For example, over time communities may expand with new housing developments. This can often lead to existing parish boundaries becoming anomalous as new houses are built across the boundaries resulting in people being in different parishes from their neighbours. In such circumstances, the council should consider undertaking a community governance review, the terms of reference of which should include consideration of the boundaries of existing parishes."

One issue that now pertained was that the occupants of these new edge of town housing developments were only charged on the basis of rural parish precepts, whilst using the facilities of the urban area. Often these developments required upkeep of open space or sports facilities, once commuted sums were exhausted, which in effect would be unfunded unless the rural parishes, with traditionally low precepts, significantly increased their precept. An additional problem was that the new houses were more likely to skew the electoral equality of the rural parish than the adjacent town wards, given the lower electorate numbers in the villages.

It was therefore suggested that all of the of the current and planned housing growth flagged up in the consultation letters should be incorporated within the town boundary, in the interests of convenient and effective local government and to reflect the identities and interests of the community. Wherever possible existing field boundaries should be used as the new boundary lines. Furthermore, it was suggested that the sports pitch provision associated with the Banbury 17 housing development off Wykham Lane should also lie wholly within the Banbury parish.

It was **RECOMMENDED** to the Council that the response set out at paragraph 5.7 of the report, and summarised above, be made to the Community Governance review consultation.

The meeting ended at 7.11pm

APPENDIX A

Mark Recchia MA FCIS FSLCC
Town Clerk



Banbury Town Council

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Calendar of Meetings 2022 – 2023

	CYCLE 1	CYCLE 2	CYCLE 3	CYCLE (BUDGET) 4	CYCLE 5	CYCLE 6
COUNCIL	Tues 17 May Annual Meeting	21 June	20 Sept	15 Nov	10 Jan	7 Feb
PLANNING (Wednesday)	4 May	22 June	14 Sept	9 Nov	4 Jan	1 Mar
	25 May	20 July 17 Aug	12 Oct	14 Dec	1 Feb	29 Mar
GENERAL SERVICES	7 June	30 August	18 Oct	13 Dec	17 Jan	21 March
RESOURCES	14 June	6 Sept	1 Nov	3 Jan	31 Jan	28 March
TRAFFIC ADVISORY (Wednesday @ 2.00 p.m.)	25 May	31 August	-	30 Nov	22 Feb	-
COUNCIL	21 June	20 Sept	15 Nov	10 Jan	7 Feb	11 April

- Commented [MR2]: Clash with CDC Parish Liaison – no members affected
- Commented [MR1]: Clash with CDC Audit Cttee (Cllr Beere)
- Commented [MR3]: Clash with CDC Budget Planning – Cllr Donaldson (also Cllr Hussain but not currently on G5 Cttee)
- Commented [MR4]: Clash with CDC Budget Planning – Cllr Donaldson (also Cllr Hussain but not currently on G5 Cttee)
- Commented [MR5]: Clash with CDC O/S Cttee – Cllrs Bishop & Hodgson (neither currently on Resources Cttee)

Notes:

1. All Meetings are held at the Town Hall, Bridge Street, Banbury and commence at 6.30pm unless otherwise stated.
2. The 2023 Annual Meeting will be held on Tuesday, 16 May.
3. Annual Town Meeting – Monday, 6 March 2023.