

# Banbury Town Council

Mark Hassall ACMA  
Town Clerk & RFO



The Town Hall  
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Banbury  
Oxfordshire  
OX16 5QB

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Our Ref:  
Your Ref:  
Please ask for: Martyn Surfleet  
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Date: 04 January 2023

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, 10 January 2023 at 6.30pm**, for the transaction of the following business: -

A handwritten signature in black ink, appearing to be 'Mark Hassall'.

Mark Hassall  
Town Clerk & RFO

## **BUSINESS TO BE TRANSACTED**

1. **Apologies for absence**  
Contact Martyn Surfleet (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 15 November 2022 (**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** - 14 December 2022 (Enclosed)
- b) **General Services Committee** - 13 December 2022 (Enclosed)
- c) **Resources Committee** - 03 January 2023 (Enclosed)

- i) That further to Minute R.31/22 it was recommended to the Council that the Estimates as recommended by the Grants and Budget Sub Committee on 01 December and the General Services Committee on 13 December 2022 be approved; and that the Four Year Financial Forecast be approved.
- ii) That further to Minute R.33/22 it was recommended to the Council that it approve the 2023/24 Calendar of Meetings, attached at Appendix A to the Minutes.

**7. To set the precept for 2023-2024:**

Further to Minute R. 31/22 and following confirmation of the Relevant Tax Base, it was recommended that the Town Council set a precept of £2,113,471 (or £127.05 per Band D property), being an increase of 2%.

**8. Resolutions Moved on Notice**

None.

**9. Change of Committee Membership – General Services Committee**

Due to personal circumstances Councillor Dalton has resigned from his position on the General Services Committee.

It is **RECOMMENDED** that Councillor Ayers be appointed to fill the vacancy on General Services Committee and that Councillor Dalton be appointed as an Alternate Member on the Committee.

***Notes on declaration of interest***

- (i) Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;*
- (ii) In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.*

*It is not practical to offer detailed advice during the meeting.*

## **BANBURY TOWN COUNCIL**

Minutes of a meeting of Banbury Town Council held on Tuesday, 15 November 2022 at 6.30pm at the Town Hall, Banbury.

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

Officers: Mark Hassall (Town Clerk/RFO)  
Paul Almond (Director of Environment)  
Martyn Surfleet (Executive Officer)

Apologies for Absence: Councillor Donaldson, Councillor Powell

### **C.21/22 Declarations of Interest**

None.

### **C.22/22 Minutes of the Last Meeting**

**IT WAS RESOLVED** that the Minutes of the Meeting held on 21 June 2022 be approved as a correct record and signed by the Town Mayor.

### **C.23/22 Communications**

None

### **C.24/22 Questions - Elected Members and Members of the Public**

Several questions were asked by Councillors to the Leader of the Council –

*“Following the anti-litter campaign motion passed at full council in June there was a successful Litter Picking event. The main part of the motion concerned a new proactive anti-litter campaign. Please may we have an update on progress with how this is to be implemented with perhaps a slogan and poster campaign?”*

The leader of the Council responded by drawing attention to the successful launch of Banbury Town Councils Anti-Litter Campaign and the first litter picking event that happened earlier in the year, as well as other initiatives to clear refuse from the waterways in conjunction with the Rotary Club of Banbury and Thames Water. And that future events and campaigns are planned to continue the momentum.

*“This winter as many Banbury residents face a cost of living crisis please can you update us on any possible measures that Banbury Town Council can take unilaterally or in partnership with Cherwell District Council and other partners.”*

The leader of the Council indicated that due to the similarity to another question proposed that he would cover this topic in his response that followed.

*“I would ask the Chairman of Resources if he would investigate, with the Town Clerk, the possibility of using Town Council premises, and staff to set up warm centres for public use, if winter weather causes severe hardship to some of our vulnerable residents. This should be a contingency plan, that would probably involve this Council working with other public bodies, and/or volunteer groups. If the chairman deemed it necessary would he agree to an emergency Resources meeting to ensure any financial costs are properly agreed?”*

The leader of the Council responded to confirm that Banbury Town Council are working with Cherwell District Council and Oxfordshire County Council on plans to sign-post “Warm Spaces” to the vulnerable residents within Banbury. Attention was also drawn to the charitable donations of food parcels through the Borough of Banbury Trust as well as the Councils ongoing grant scheme.

*“Weeds that grow by kerbside in Banbury come under the jurisdiction of Banbury Town Council to treat and clear. Due to the pandemic, pesticide spray has been delayed for a few years. This has only just resumed on roads (Appleby Close, Bretch Hill and Lennox Gardens to name a few) but weeds have grown back extensively. BTC will need to undertake physical clearances by council contractors. Would the Leader look to undertake a survey for such work, and if necessary, liaise with other local authorities to keep Banbury looking tidy?”*

The Leader of the Council responded by confirming that officers are aware of issues with Weeds on kerbsides, and highlighted that due to changes in herbicide legislation having disallowed the usage of blanket spraying in favour of spot treatments, which can allow for seeds to germinate in the detritus on the kerbside, and so weeds will reappear periodically. Officers will liaise with Oxfordshire County Council Highways on street sweeping to help this issue as well as work with officers to review solutions going forward, to which more frequent contract works may be required if deemed appropriate.

A member of the public addressed the Council regarding providing warm safe spaces for vulnerable residents of the community, and what were Banbury Town Councils plans to help support residents through the energy and cost of living crisis.

The leader of the council responded by highlighting the initiatives previously covered in his response to a question from a councillor and confirmed that officers will work on concise advertising and spread of information regarding the planned initiatives, to ensure that residents can easily access the facilities offered within Banbury.

**C.25/22 Planning Committee**

It was proposed by Councillor Ilott, seconded by Councillor Bunce, and **RESOLVED** that the Minutes of the Planning Committee meeting held on 22 June, 20 July, 17 August, 12 October 2022 be received.

**C.26/22 General Services Committee**

It was proposed by Councillor Phillips, seconded by both Councillor Colegrave, and **RESOLVED** that the Minutes of the General Services Committee meetings held on 30 August, and 18 October 2022 be received.

**C.27/22 Resources Committee**

It was proposed by Councillor Mallon, seconded by Councillor Colegrave, and **RESOLVED** that the Minutes of the Resources Committee meetings held on 06 September and 01 November be received.

**C.28/22 Annual Return**

The Council considered the report of the External Auditor (Section 3 of the Annual Return) for the year ended 31 March 2022.

Members raised a number of questions on the report of the External Auditor which were responded to by the RFO.

It was proposed by Councillor Mallon, seconded by Councillor Colegrave to receive and note the report.

The Meeting ended at 6.53pm.

**PLANNING COMMITTEE**

Minutes of a meeting of the Planning Committee held on Wednesday,  
14 December 2022 at 6.30pm in the Town Hall, Banbury.

Present: Councillor Ilott (Chairman)  
Councillors: Ahmed, Beere, Biegel, Bunce, Hodgson,  
Kilsby.  
Alternate Members: None  
Officers: Bob Duxbury (Planning Officer)  
Martyn Surfleet (Executive Officer)

**PL.34/22****Apologies**

Cllr Ayers, Cllr Hussain

**PL.35/22****Declarations of Interest**

Councillor Beere and Cllr Biegel declared personal interests as members of the Cherwell District Council Planning Committee. Councillors indicated that any views expressed at the meeting would be based on the information currently available and a final decision, which in the light of further information, might differ from previous views, would be made at the Local Planning Authority Meeting.

**PL.36/22****Minutes of the Last Meeting**

**IT WAS RESOLVED** that the Minutes of the meeting held on the 09 November 2022 be approved as a correct record and signed by the Chairman.

**PL.37/22****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.

Officers responded to a number of questions raised by Members.  
Members expressed that the observations included within Appendix 1 be forwarded to the local planning authority for consideration.

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

**PL.38/22****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.39/22****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 noted that there were two contrary determinations.

**IT WAS RESOLVED** that the report be noted.

The meeting ended at 7.09 pm

Planning Applications to be considered**Appendix 1**

<b>Application Number</b>	<b>Applicant</b>	<b>Location</b>	<b>Proposal</b>	<b>Observations</b>
22/03452/F	Barton Willmore now Stantec	Site at OS Parcel 6920 East Of Oxford Road And Adjoining And South Of Canal Lane, Bodicote.	The proposal is to for the erection of new 128-bed residential care home (Use Class C2) together with associated access, parking and landscaping.	Banbury Town Council raise no objections

Please note that following the consideration of delegated planning by the Town Clerk and Chairman, there may be additional plans to consider in order to meet the deadlines of the Planning Authority.

## GENERAL SERVICES COMMITTEE

Minutes of a Meeting of the General Services Committee held at 6.30pm on Tuesday, 13 December 2022 in the Town Hall, Banbury.

Present: Councillor Phillips (Chairman)  
Councillors: Ayers, Bunce, Cherry, Mears, Richards.

Alternate  
Members: None

Officers: Mark Hassall (Town Clerk & RFO)  
Paul Almond (Director of Environment)  
Martyn Surfleet (Executive Officer)

### **GS.21/22 Apologies for Absence**

Cllr Colegrave, Cllr Dalton, Cllr Donaldson, Cllr Hussain, Cllr Powell.

### **GS.22/22 Declarations of Interest**

None.

### **GS.23/22 Minutes of the Last Meeting**

**IT WAS RESOLVED** that the Minutes of the Meeting held on 18 October 2022 be approved as a correct record and signed by the Chairman.

### **GS.24/22 Income & Expenditure Report**

The Committee considered a report prepared by the 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 5 December 2022.

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.

#### **General Services variances are principally**

- Staffing vacancies contributing £11k, recruitment of cleaners has been completed, with the supervisor role within the grounds maintenance team ongoing. Current long term sick is currently being backfilled with agency staff which is offset against savings to-date.
- Planned cemetery works include arboriculture and memorial stability testing.
- Timing of invoicing for grounds maintenance works impacted by timing of November invoicing across Parks, seasonality of football pitch works and Horton View. Savings are offset by increased end of season grass cutting schedule for Peoples Park to mitigate impact of staff vacancies.
- Expenditure is planned on computer software to support staff monitoring of play equipment and tree stock across the estate.
- Ongoing play area equipment being refurbished across the estate awaiting completion. Following an external ROSPA inspection, a programme of works has been identified, which officers will work through in the next quarter.
- Prior and current year utility charges for MUGA's from OCC £11k.
- Café build in People's Park opened, with Earmarked Reserves to be released (£150k)



**Underspends on Resources Committee also principally**

- Corporate, Central Administration and Civic continue to be well controlled, with cost under budget.
- Town Council Events are currently within budget parameters.
- Town Hall utility costs are reduced whilst heating solutions are sourced, with provision for associated costs included within the projected budget.
- Other services to the Public include timing of small grants (including a Warm Welcome grant scheme), and invoicing of Christmas Lighting scheme. Woodgreen Open Air Pool operating subsidy has been provided for, subject to a review meeting between CDC officers and the Woodgreen Pool Working Party early in the new year.
- Other Costs & Income includes increased interest income in line with changes to Bank of England base rate.

**Financial Effects & Risk Assessment**

This is a monitoring report so there are no specific financial effects arising from it. Without effective budget monitoring there is a risk that budgets will not be adhered to, thereby weakening the Council's ability to demonstrate an effective use of resources. This risk is being mitigated by closer monitoring of spend using a phased budget.

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

**GS.25/22 DRAFT ESTIMATES 2023/24**

The Committee considered a report prepared by the Town Clerk & RFO inviting members to approve the draft budget for 2023/24.

Members were made aware of officer's intentions to bring the updated draft estimates to the Council for approval and to notify members of the proposed 2.7% rise in precept set by Cherwell District Council.

**Commentary on the Estimates**

The estimates include income from fees and charges, which for 2023/24 currently remain unchanged from this year, subject to receipt of guidance from Members.

The estimates for 2023/24 have been set based on a 2% rise in precept, and a rise of less than 1% in households in the town due to housing growth. A 5.0% inflation rise in salaries and contract costs has been assumed, or greater where specified.

All fees and charges for 2023/24 are proposed to be held at 2022/23 levels with a 0% rise.

The following comments on the estimates are materially relevant:

## **GENERAL SERVICES**

### **Cost Centre 103 Southam & Hardwick Cemetery**

Increased salary costs relate to making cleansing roles in-house, and are offset by reduced cleansing contract costs. This is coupled with a planned reduction of agency reliance for cemetery operatives. Alterations include roadworks at works compound and levelling of sections.

### **Cost Centre 110 Parks and Open Spaces**

Investment in estate management, including management plan for Peoples Park, landscaping software, with the installation funded from reserves £10k. Ongoing subsidy of highways grass verge maintenance to OCC of £40k. Tree management Investment across the play estate maintenance, £290k over two years, with the second year of £155k, partially funded from an earmarked reserve. Cleansing costs associated with expanded public toilet provision, with additional signage in parks.

### **Cost Centre 120 Football Pitches & Horton View**

Bring H&S, Legionella & Electrical testing into a contract system. Renovation works to Bowling Green. Purchase of backup pitch marking machine.

### **Cost Centre 160 Capital costs**

Hillview Play area refurbishment (earmark funding) in 23/24 alongside St Marys Churchyard landscaping, creation of Municipal Compost Bays at Spital Farm, further access development in open space and defibrillator provision £128k.

## **RESOURCES**

### **Cost Centre 305 Central Administration**

Reduced salary costs following reduction of senior roles in 22/23, offset by increases in insurance costs from 22/23 and inflation and contractual incremental progression in 23/24.

### **Cost Centre 310 Town Council Events**

Planning addition to town events with funding of Coronation event in 23/24. Specific resourcing of staffing costs at events, alongside resource allocation to reinforce delivery of civic events.

### **Cost Centre 311 & 315 Town Hall & Other Services to the Public**

Utility costs increases following the expiry of the current fixed priced energy contract in 23/24. Funding of alternative energy solutions funded through earmarked reserves to support energy efficiency at the Town Hall. 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, and subsidy of operation costs for Woodgreen Outdoor Pool.

### **Cost Centre 320 Other Costs and Income**

Increased interest income projected to grow in 23/24, supported by increased precept income.

### **Tree Works & Planting Update**

The Councils Landscape Officer has gone out to tender for a number of packages of tree works as a result of work recommendations highlighted in the recent tree survey.

The Tree Planting for the Queens Green Canopy Scheme has started:

- a) Crouch Hill - The circle of 24 trees, Acer Campestre "Queen Elizabeth" completed.
- b) Hanwell View Park – The avenue of 20 trees, Quercus Robur work underway.
- c) Peoples Park – Acer Campestre 'Queen Elizabeth' to be planted before Christmas.
- d) Southam Road Cemetery – Acer Campestre 'Queen Elizabeth' to be planted before Christmas.
- e) Hardwick Hill Cemetery – Acer Campestre 'Queen Elizabeth' to be planted before Christmas.

All Queens Canopy Planting will be recognised with a plaque being installed.

### **The Park Ranger Service Update**

Inspections

- a) Annual H & S Inspection of Play grounds has now been received, which will drive the repair and replacement works programme. Work will be prioritised on the risk rating.
- b) Aerial runways - Independent inspection has now been received ordered. Work will be prioritised on the risk rating.
- c) Spiceball Park – Skate Ramp report received, identified further works required.
- d) Bus Shelters - Monthly Inspections ongoing.

### **Play Area refurbishment update is:**

- a) Lapsley Drive – Replacement Multi-play unit, round-about, benches and safety surfacing currently being installed.
- b) Princess Diana Park – Large climbing frame and net structure had to be removed on Health & Safety grounds, we are out for quotes for a replacement, currently 12-14 week lead-in time, the plan is to have new unit installed by Spring.
- c) Spiceball Park – Maintenance works identified and planned for March.
- d) Moorefields Roundabout – Prom with base, out to quote for repair.

The team continue to keep up to date with Health & Safety inspections and the resulting repairs to our children's play areas. Signage Peoples Park – New additional finger post and replacement fingers have now been installed. Town Council Notice Boards have now all been painted and new backing boards/glazing was fitted by the Rangers.

### **Fencing Repairs Update**

Stanbridge Park – New galvanised metal knee rail fence is now installed. Bridge Street Park – New galvanised metal knee rail fence manufacturing is underway; installation should be complete by Christmas. Peoples Park – Timber fencing refurbishment, the Probation Service have started work on fencing, so far have completed the fencing in front of Neithrop House, and will continue with fencing and seating by the MUGA.

### **Cleansing Service Update**

The vacant position of the third part time cleaner for our sports pavilions has now been filled, Helen Jackson started with the council on the 5th December.

### **Christmas Light Contract Update**

Although the switch-on event was a great success, there were some timer issues, which resulted in not all the lights coming on at 5:00pm. This has been raised with Blachere Illumination Ltd and the installation contractors. Overall the scheme is an improvement on last year's scheme, however, it is disappointing that the supplier, despite assurances still had issues on switch-on night. Officers have asked for Blachere Illuminations Ltd to undertake an investigation into why the failures occurred and who/what was responsible. The receipt of this report will determine the level of liquidated damages deducted for a default in service provision.

### **Peoples Park Café – Update**

The café operator Carl Fox of 'Carl's Kitchen' signed the licence and took possession of the keys on the 1st November 2022. He requested a soft launch on the Remembrance weekend, followed by an official opening by the Deputy Mayor on 27th November 2022, which happened as planned. The only outstanding item from the construction contract is the installation of the outside canopy which has now arrived in the UK from France.

The installation and registering of the defibrillator is now complete.

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 tree works and planting Update.
- 4) To note the Park Ranger Service Update.
- 5) To note the update regarding fencing replacements and repairs.
- 6) To note the Cleansing Service Update.
- 7) To note the Christmas Light Contract Update.
- 8) To note the Peoples Park Café Update.

**GS.27/22      PARKS AND OPEN SPACES - DEFIBRILLATOR INSTALLATION AT  
OUTDOOR SPORTS FACILITIES**

The Committee considered a report prepared by the Director of Environment for Members to consider the provision of defibrillators for out outdoor sports facilities and the installation on pavilion buildings.

Officers responded to a range of questions from Members relating to various aspects of the report. Members attention was drawn to the potential live saving impact further provision of defibrillators will have across the town.

**Financial Effects & Risk Assessment**

The initial costs of installing 5 AEDs would be £7500, this would cover 10 years of provision, thereafter on going costs would be minimal. This cost could be contained within the 2023/2024 budget allocation.

The risk of not installing these units would mean that sports facilities would not have the equipment to vitally help anyone who suffered a cardiac arrest in the crucial initial period before the emergency services can get on site.

It was then **RESOLVED** to approve the recommendations set out in 7.1 to 7.5:

- 7.1      In line with the Council's commitment to encourage people to get active and participate in sports officers recommend that the provision of access to a defibrillator is made available at all locations where formal sports are undertaken.
- 7.2      To install AEDs at Hanwell Fields, Moorfields, Chandos, Easington Recreation Ground, and Horton View Sports Ground, on the pavilion buildings.
- 7.3      Talk to colleagues at Cherwell District Council to ask if they can encourage the Leisure Centre Operator to register their Defibrillator on the national data base of locations, which could then mean Spiceball Park would be covered.
- 7.4      The costs of each Automated External Defibrillator (AED) installed is £1500.
- 7.5      The plan would be to seek three quotations for the installation of units at each required location and install next financial year.

**GS.28/22      PARKS AND OPEN SPACES - ACCESS FOR ALL - FOOTPATHS IN  
PARKS**

The Committee considered a report prepared by the Director of Environment for Members to consider the provision of the installation of a circular path in Easington Recreation Ground. Members attention was drawn to the potential benefit for all visitors to our parks, whether participating in regular exercise or

enjoying walk with their dog. Officers responded to several questions relating to costs and budgeting, as well as accessibility to the parks as a whole.

### **Financial Effects & Risk Assessment**

Provision to install the path at Easington Recreation Ground are estimated at £35,000 to £45,000 this would need to be allowed for in the capital programme. The risk of not providing this path will mean that some members of the public will be restricted to using our parks at certain times of the year.

It was then **RESOLVED** to approve the recommendations set out in 7.1 to 7.8:

- 7.1 Ideally all parks would have a formal surfaced footpaths providing a network or circular route giving access for all throughout the year, however, for a number of reasons cost, design, mature trees etc.
- 7.2 Officers propose that consideration be given to a capital programme of park improvements to address the issue of access for all across the main parks.
- 7.3 To address the lack of facilities with an option to enjoy a surfaced circular path in the south of the Town and respond to the identified concerns raised by local residents, a feasibility study has been undertaken to construct a circular route within Easington Recreation Ground.
- 7.4 There are factors on Easington Recreation Ground that prevent a full circular path to the west of the main central footpath:
  - a) The area is the primary area used for the provision of formal sport pitches, and sports provision would be lost.
  - b) There are mature trees around the perimeter, which the root zones would prevent the construction of a hard surface path
- 7.5 A smaller circular route is possible to the East of the central footpath on a perimeter route from the pavilion round the back of the MUGA and re-joining the main central path by the Harriers View entrance.
- 7.6 The estimated costs to create this circular path are £35,000-£45,000, the proposal would be to tender these works and install the path over the summer of 2023 in time for the winter period.
- 7.7 This would be phase one, other parks could be investigated, each on their own merits for consideration and approval as an ongoing capital programme to improve access for all across the towns parks.
- 7.8 This initiative would have benefit for all visitors to our parks, whether participating in regular exercise or simply enjoying walk with their dog.

The meeting ended at 7.25pm

**RESOURCES COMMITTEE**

Minutes of a meeting of the Resources Committee held at 6.30pm on Tuesday, 03 January 2023 in the Town Hall, Banbury.

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

Alternate Members: None

Officers: Mark Hassall (Town Clerk & RFO)  
Paul Almond (Director of Environment)  
Toby Russell (Events Manager)  
Martyn Surfleet (Executive Officer)

**R.26/22 Apologies for Absence**  
Cllr Dalton

**R.27/22 Declarations of Interest**  
None

**R.28/22 Minutes of the last Meeting**  
**IT WAS RESOLVED** that the Minutes of the Meeting held on 01 November 2022 be approved as correct records and signed by the Chairman.

**R.29/22 Income & Expenditure Report**

The Committee considered a report prepared by the 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 05 December 2022.

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.

**General Services variances are principally**

- Staffing vacancies contributing £11k, recruitment of cleaners has been completed, with the supervisor role within the grounds maintenance team ongoing. Current long term sick is currently being backfilled with agency staff which is offset against savings to-date.
- Planned cemetery works include arboriculture and memorial stability testing.
- Timing of invoicing for grounds maintenance works impacted by timing of November invoicing across Parks, seasonality of football pitch works and Horton View. Savings are offset by increased end of season grass cutting schedule for Peoples Park to mitigate impact of staff vacancies.
- Expenditure is planned on computer software to support staff monitoring of play equipment and tree stock across the estate.
- Ongoing play area equipment being refurbished across the estate awaiting completion. Following an external ROSPA inspection, a programme of works has been identified, which officers will work through in the next quarter.
- Prior and current year utility charges for MUGA's from OCC £11k.
- Café build in People's Park opened, with Earmarked Reserves to be released (£150k)

**Underspends on Resources Committee also principally**

- Corporate, Central Administration and Civic continue to be well controlled, with cost under budget.
- Town Council Events are currently within budget parameters.
- Town Hall utility costs are reduced whilst heating solutions are sourced, with provision for associated costs included within the projected budget.
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- Other Costs & Income includes increased interest income in line with changes to Bank of England base rate.

**Financial Effects & Risk Assessment**

This is a monitoring report so there are no specific financial effects arising from it. Without effective budget monitoring there is a risk that budgets will not be adhered to, thereby weakening the Council's ability to demonstrate an effective use of resources. This risk is being mitigated by closer monitoring of spend using a phased budget

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

**R.30/22 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 01 December 2022 and approve the recommendations set out in Minute G&B.4/22.

**R.31/22 REVISED ESTIMATES FOR 2022/23 & DRAFT ESTIMATES 2023/24**

A Summary of the revised estimates for 2022/23 and draft estimates 2023/24 was attached together with a full copy of the Estimates (2023/24).

The estimates included income from fees and charges, which for 2023/24 current remained unchanged from this year, subject to receipt of guidance from Members.

The estimates for 2023/24 have been set based on a 2% rise in precept, and a rise of less than 1% in households in the town due to housing growth. A 5.0% inflation rise in salaries and contract costs has been assumed, or greater where specified.

The following comments on the estimates are materially relevant:

**GENERAL SERVICES**

**Cost Centre 103 Southam & Hardwick Cemetery**

Increased salary costs relate to making cleansing roles in-house, and are offset by reduced cleansing contract costs. This is coupled with a planned reduction of agency reliance for cemetery operatives. Alterations include roadworks at works compound and levelling of sections.



**Cost Centre 110 Parks and Open Spaces**

Investment in estate management, including management plan for Peoples Park, landscaping software, with the installation funded from reserves £10k. Ongoing subsidy of highways grass verge maintenance to OCC of £40k. Tree management Investment across the play estate maintenance, £290k over two years, with the second year of £155k, partially funded from an earmarked reserve. Cleansing costs associated with expanded public toilet provision, with additional signage in parks.

**Cost Centre 120 Football Pitches & Horton View**

Bring H&S, Legionella & Electrical testing into a contract system. Renovation works to Bowling Green. Purchase of backup pitch marking machine.

**Cost Centre 160 Capital costs**

Hillview Play area refurbishment (earmark funding) in 23/24 alongside St Marys Churchyard landscaping, creation of Municipal Compost Bays at Spital Farm, further access development in open space and defibrillator provision £128k.

**RESOURCES**

**Cost Centre 305 Central Administration**

Reduced salary costs following reduction of senior roles in 22/23, offset by increases in insurance costs from 22/23 and inflation and contractual incremental progression in 23/24.

**Cost Centre 310 Town Council Events**

Planning addition to town events with funding of Coronation event in 23/24. Specific resourcing of staffing costs at events, alongside resource allocation to reinforce delivery of civic events.

**Cost Centre 311 & 315 Town Hall & Other Services to the Public**

Utility costs increases following the expiry of the current fixed priced energy contract in 23/24. Funding of alternative energy solutions funded through earmarked reserves to support energy efficiency at the Town Hall. 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, and subsidy of operation costs for Woodgreen Outdoor Pool.

**Cost Centre 320 Other Costs and Income**

Increased interest income projected to grow in 23/24, supported by increased precept income.

**IT WAS RESOLVED** to endorse the 2023/24 fees and charges as submitted.

**IT WAS RECOMMENDED** to the Council that:

- (1) the Estimates as recommended by the Grants & Budget Sub Committee on 01 December and the General Services Committee on 13 December 2022, be approved;
- (2) the Consolidated Budget be approved, and that it set the level of the precept for 2023/24 at £2,113,471 (following confirmation of the Council Tax base).
- (3) the Four Year Financial Forecast be approved.

**R.32/22 Events Update**

The Committee considered a report of the Events Manager outlining progress with Events that had taken place from April 22 to December 22.

*A Taste of Spring – 10 April 2022*

This event was the first 'normal' event following the end of pandemic COVID restrictions and the first 'big' event delivered by the new events manager. 55 food and drink traders filled the Market Place, with an updated layout to previous years. Feedback from traders involved was positive, and members of the public were pleased to see that the events schedule had been resurrected. Seating areas were created, with live music to keep attendees at the event.

*Inauguration – 17 May 2022*

The outgoing Mayor Cllr. Shaida Hussain formally handed over to Cllr. Jayne Strangwood, at the annual Inauguration.

*Banbury's Jubilee Celebrations – 2, 4 & 5 June 2022*

Beacon Lighting, Spiceball Park. This event proved very popular, with around 2,500 visitors descending on the Park for an evening of vintage singing, fire eating performances followed with the beacon lighting and a jubilee themed fireworks display. The bars & food vendors saw long queues - based upon 2012, the estimate was for around 500 visitors, not x5 that! Radio Horton hosted the entertainment with their PA and entertained the crowds.

Party in the Park, Spiceball Park. The park was transformed with a huge festival stage and live music entertained the crowds for the duration of the day, as well as fairground attractions and children's activities including crown making workshops. Crazy Golf, Climbing Wall, Laser Quest and Rodeo bull activities were free for families to enjoy. Afternoon Tea could be pre-booked and enjoyed within the 'Tea Tent', with other street food vendors, bars and a pop up 'Pub in the Park' also available - around 13 different food cuisines in total could be found across the park, meaning something for everyone. The evening saw 'Platinum Party at the Palace' streamed live from the BBC onto a large TV screen, and some residents made good use of the new BBQ stations in the park.

Street Party & Civic Service, Market Place & St Marys Church. Over 700 school children aged 4-11 sat down at Hogwarts style tables all set up in the Market Place and were served a packed lunch by civic dignitaries, councillors and volunteers. St Mary's Church hosted a special civic service as part of the celebrations.

The jubilee events received significant sponsorship and marketing support from Banbury BID.

*Armed Forces Day – 25 June 2022*

A parade around the old town, followed by drumhead service in the Market Place and a small reception at the Town Hall.

*Town Mayor's Sunday – 10 July 2022*

TMS grew in size for 2022, taking on elements of the district show including ferret racing, crazy golf and emergency service vehicles. Go Karts, Fun fair and street food filled the park too, alongside local organisations and charity stands. The hot weather deterred some visitors and the dog show element was poorly attended with many keeping their dogs at home in cooler spaces! For next year, we propose pushing back the official opening ceremony for this event, to allow for bigger crowds to gather.

*Music Mix – 22 July 2022*

5 hours of live performances from local bands, entertained thousands in the Market Place. Local pubs operated bars and street food vendors kept everyone well fed.

*Food & Drink Festival – 20 August 2022*

A variety of over 90 Food & Drink traders joined the festival with a new layout making use of the roundabout outside of the Town Hall, providing a large seating area with live musical performances to encourage visitors to stay longer, spending more at the festival. Live Cookery shows were moved outside with a mobile cookery theatre allowing more visitors to participate (previously this was offered in the Town Hall, but was restricted by capacity due to fire regulations).

*Battle of Britain – 18 September 2022*

This event was cancelled due to the death of HRH Queen Elizabeth II. Instead efforts were focused on Proclamation and Memorial activities. Operation London Bridge was delivered respectfully as per the plan.

*Canal Festival – 1 & 2 October 2022*

For 2022, not only was a well-loved 'Canal Day' revived, but instead was extended for an entire weekend. The Oxford Canal Towpath saw thousands visit the moored canal boat traders – who for some quoted it was their best trading event of the year! The CQ2 development, meant that new spaces needed to be utilised, one of which was the ground floor level of the North Car Park 2 (below LIDL). This provided the perfect covered and weatherproofed space, with rows of market traders selling craft, clothing and food items. Bridge St Park was established as a music venue, with lots of visitors remarking that they didn't previously know of its existence.

*Remembrance Sunday – 13 November 2022*

A successful event took place to mark Remembrance Sunday. 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 reception for invited guests at the Town Hall afterwards. Feedback was received from the Military that they may prefer to be at the War Memorial for 11, rather than in the church, but this was later withdrawn at a review meeting.

*Christmas Lights Switch On – 27 November 2022*

The icing on the cake, closing out a successful 3-day festive market, the Christmas Lights Switch On saw the biggest crowd in over 20 years turn out to in anticipation for the updated and improved lighting scheme to illuminate for the first time of the festive season. Hatwell's Fairgrounds provided fairground rides for youngsters and a range of festive food vendors and a balloon artist were also on hand. A stage was erected to in a new location and well received entertainers, including a live music performance from pupils of NOA, dance performances from local groups, festive carol singing by the Rock Choir and a number of local band performances.

The event was capped off with Banbury United and the Town Mayor jointly switching on the lights, accompanied by a short firework finale.

*Events Working Group meeting*

Following on from a busy, successful year of events, consideration needed to be given to the draft programme for 2023. As such, the Events Working Group met on 10 November to review and discuss an outline programme taking into consideration the Coronation of King Charles III. The Working Group made a number of observations/suggestions on the draft programme for next year.

**Financial Risk Assessment**

For 2022-2023 the total budget within the events cost code of 310 (minus salaries) was £93,397. At present £89,692 has been spent, with no further events left to deliver. The remaining money will be used for updating and maintaining events equipment, as per the budget 2022-2023.

Financial effects for events to be delivered in 2023 were all outlined in proposed budgets for 2023-2024, as part of the budget setting process.

**IT WAS RESOLVED** to receive and note the Events Update Report.

**R.33/22 Calendar of Meetings for 2023/24**

Approval was sought from Members for the 2023/24 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.34/22 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 items 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.

# Banbury Town Council

The Town Hall  
Bridge Street  
Banbury  
OX16 5QB

Mark Hassall ACMA

Town Clerk & RFO



Tel: 01295 250340

Fax: 01295 250820

## Calendar of Meetings 2023 – 2024

	CYCLE 1	CYCLE 2	CYCLE 3	CYCLE (BUDGET) 4	CYCLE 5	CYCLE 6
<b>COUNCIL</b>	Tues 16 May <b>Annual Meeting</b>	20 June	19 Sept	07 Nov	9 Jan	6 Feb
<b>PLANNING (Wednesday)</b>	3 May  24 May	21 June  19 July  16 Aug	13 Sept   11 Oct	8 Nov  13 Dec	3 Jan  31 Jan	28 <sup>th</sup> Feb  27 Mar
<b>GENERAL SERVICES</b>	6 June	29 August	17 Oct	12 Dec	16 Jan	19 March
<b>RESOURCES</b>	13 June	5 Sept	31 Oct	2 Jan	30 Jan	26 March
<b>TRAFFIC ADVISORY (Wednesday @ 2.00 p.m.)</b>	24 May	30 August	-	29 Nov	21 Feb	-
<b>COUNCIL</b>	20 June	19 Sept	14 Nov	9 Jan	6 Feb	9 April

**Commented [MS1]:** Clash with CDC O/S Cttee – Cllr Hodgson

**Commented [MS2]:** Clash with CDC Licencing Cttee – Cllr Beere, (Cllr Bishop, Cllr Reeves – Not currently on Planning Cttee)

**Commented [MS3]:** Clash with CDC Parish Liaison Cttee – No members affected

**Commented [MS4]:** Clash with CDC Standards Cttee – Cllr Donaldson (Not currently on Planning Cttee)

**Commented [MS5]:** Clash with CDC Personnel Cttee – Cllr Beere (Not currently on Resources Cttee)

**Commented [MS6]:** Clash with CDC Budget Planning Cttee – Cllr Donaldson, Cllr 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 2024 Annual Meeting will be held on **Tuesday**, 14 May.
3. Annual Town Meeting – **Monday**, 4 March 2024.