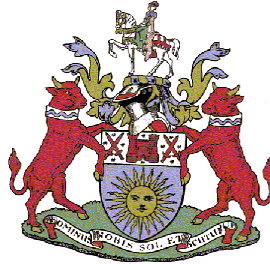


Banbury Town Council

Mark Hassall ACMA, MA
Town Clerk & RFO



The Town Hall
Bridge Street
Banbury
Oxfordshire
OX16 5QB

Tel: 01295 250340

Our Ref: A01042025

Please ask for: Helen Durkin
Email: helen.durkin@banbury.gov.uk

Date: 26 March 2025

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 01 April 2025 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 Helen Durkin (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 11 February 2025 (**enclosed**).
4. **Communications**
Steve Berry has retired from the council after 17 years of service. (May 2007 - Mar 2025).

To receive such communications as the Town Mayor may wish to lay before the Council.
5. **Councillor Co-option Scheme**
To discuss the co-option scheme in light of a recent resignation. (**enclosed**)

6. Questions

- a. Any Town Councillor may seek an answer to a question concerning any business of the Council provided notice of the question has been given to the person to whom it is addressed before the meeting begins.
- 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.]

7. Minutes of Committees

To consider the Minutes of Committees:

- | | | |
|--------------------------------------|---|-----------------------|
| a. Planning Committee | - | 05 & 26 February 2025 |
| b. General Services Committee | - | 18 March 2025 |
| c. Resources Committee | - | 25 March 2025 |

8. Resolutions Moved on Notice

None

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.*

Recording of Meeting

- iii) *Please be aware that an audio recording of the meeting may be made, as an aide-memoire for the purposes of the Clerk to ensure minutes reflect the overall tone and content of meetings, and will be deleted following the first approval of minutes.*

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

BANBURY TOWN COUNCIL

Minutes of a meeting of Banbury Town Council held at **6:30pm on Tuesday, 11th February 2025** at the Town Hall, Banbury.

Present: Councillors: Beere, Biegel, Brant, Crichton, Dhési, Eaton, Elugwu, Harwood, Hussain, Mears, Richards, Strangwood, Thornhill and Urwick.

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Director of Environment and Deputy Clerk)
Helen Durkin (Executive Officer)

Apologies for Absence: Cllrs Cherry, Clarke, Hodgson, Mallon, Okeke, Vaitkus and Woodward

BTC.9/25 Chair Proposal

In the absence of the Town Mayor and Deputy Mayor, it was proposed by Cllr Biegel and seconded by Cllr Thornhill, that Councillor Hussain chair the meeting, this was passed unanimously.

BTC.10/25 Declarations of Interest

None.

BTC.11/25 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 14 January 2025 be approved as a correct record and signed by the chair.

BTC.12/25 Communications

The Town Mayor's communication was circulated to those present.

IT WAS RESOLVED that the mayor's Communications be noted.

IT WAS RESOLVED that the response to the Resolutions No 67 Moved on Notice (24 September 2024) was noted.

BTC.13/25 Questions – Elected Members and Members of the Public

There were no questions from Elected Members or members of the public.

BTC.14/25 Planning Committee

It was **RESOLVED** that the Minutes of the Planning Committee meeting held on the 15th January 2025, be received. by Councillor Beere and seconded by Councillor Thornhill.

BTC.15/25 General Services Committee

It was **RESOLVED** that the Minutes of the General Services Committee meeting held on 17 December 2024, and 28th January 2025 be received by Councillor Richards and seconded by Councillor Elugwu.

BTC.16/25 Resources Committee

It was **RESOLVED** that the Minutes of the Resources Committee meeting held on 04 February 2025, be received by Councillor Hussain and seconded by Councillor Biegel.

BTC.17/25 Grants and Budgets Committee

It was **RESOLVED** that the Minutes of the Grants and Budgets Committee meeting held on 19 November 2024, be received by Councillor Hussain and seconded by Councillor Richards.

The Meeting ended at 6:37pm.



Banbury Town Council **The Town Mayor's Communications**

1st April 2025

At the end of January, the Town Mayor attended a formal supper with the Mayor of Woodstock, further strengthening ties with Banbury's neighbouring towns.

In March, the Town Mayor welcomed a new veterinary practice in Middleton Cheney, fostering connections with surrounding villages while supporting a new local business.

Later that month, the Town Mayor hosted a Civic Supper in support of his chosen charities, The Samaritans – Banbury Branch and Katharine House Hospice. The event was a great success, with the Mayor securing raffle prizes and community support from across the town. He extends his gratitude to all who contributed and attended.

The Town Mayor is eagerly anticipating April as the Council hosts its first commercial event, A Taste of Spring, taking place in Banbury Market Place on 13th April. He hopes you will join him for the occasion.

His final event will be the VE Day celebrations on Thursday 8th May, where he looks forward to welcoming you all. Invitations will be distributed by the Civic & Events Officer in the coming weeks.

BANBURY TOWN COUNCIL

1 APRIL 2025

REPORT OF THE TOWN CLERK

CO-OPTION SCHEME ADOPTION

1. Introduction and Purpose of Report

1.1. To submit a proposal which would provide for the introduction of Co-Option Scheme.

2. Wards Affected

2.1. None specifically.

3. Effect on Policy

3.1. If the recommendation is accepted the Council's policy with regard to co-option of Members at Council and Committees will be adopted.

4. Contact Officer

4.1. Mark Hassall (01295 250340).

5. Background

5.1. Some Members will recall that the Town Council's original Standing Orders had been drawn up by District Council Officers in 2000. The Standing Orders were revised in 2011 and members adopted an Alternate members scheme. This alleviated the impact of any disruption to committees ongoing work by enabling members to nominate alternate elected members to attend meetings in their place.

5.2. Members will be aware that following a recent resignation, the Council currently has a vacancy, and whilst this vacancy is ongoing, the body of elected representatives on the Council is reduced.

6. Proposals

6.1. The Committee is asked to consider whether it would wish to adopt the Co-Option Scheme. This would require the adoption of a new scheme as set out at **Annex 1**.

7. Financial Effects & Risk Assessment

7.1. There are no financial effects arising from introduction of the scheme as the Council does not currently pay Members' Attendance Allowances. The risk of meetings not being able to proceed due to a lack of a quorum is likely to be lessened by introduction of the scheme.

Banbury Town Council

8. Recommendations

It is RECOMMENDED to the Council that:

- 8.1. An adoption of the scheme as set out in Annex 1, and any necessary consequential amendments to give effect to this, be approved; and
- 8.2. The application form for **Co-option of a Town Councillor**, as set out in Annex 2, be approved.

Background Papers: Nil.

COUNCILLOR VACANCY AND CO-OPTION PROCEDURE

Once a Councillor vacancy has arisen the notice must be displayed as soon as practicable, but in consultation with [District / Unitary] Elections Team to check the dates. However, if the vacancy has arisen due to a death, it is courteous that the notice is not displayed until after the funeral has taken place.

A copy of the vacancy notice must be sent to the [Returning Officer, District / Unitary Council], so that the progress can be monitored.

The vacancy notice must be displayed on the Parish / Town noticeboard for 14 working days (not counting Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday, bank holidays or national days of mourning). During this time 10 electors may request an election by writing to the Returning Officer.

After the 14 days, the Returning Officer will notify the Clerk in writing of the outcome. An election will only take place if 10 electors have requested it in writing.

If no election has been requested, then the Town Council must co-opt to fill the vacancy – unless it is within 6 months of the forthcoming Town ordinary elections. The next ordinary elections will be in May [20xx].

If a vacancy occurs within 6 months of the Town Council's forthcoming ordinary elections, then the election will not be held, however, the vacancy may be filled by co-option if wished, but the Council is not obliged to do so.

Co-option Procedure

If a by-election has not been called, the Council may ask for volunteers to fill the co-option. It should be by a notice on the website and notice board[s] asking for anyone wishing to serve as a Councillor to complete a short application form which will include their reasons for becoming a Parish Councillor together with their legal qualifications (citizenship / electoral register etc), a declaration and consent by a set date.

The Parish / Town Council will then consider all applications at a meeting.

Only Councillors present at the meeting may nominate, second or vote upon the person to fill the vacancy.

Councillors will receive a copy of the application form of those wishing to be considered as a Councillor.

Councillors should be informed of the names of anyone wishing to be considered as a Councillor.

At the Council meeting when the co-option takes place, each nominee will be invited to speak for up to three minutes. Nominees do not have to be in attendance to put themselves forward for co-option. When all the nominees who wish to, have spoken, the Chair shall seek proposers and seconders for each nomination

Banbury Town Council

A Councillor does not have to nominate any of the persons named. Any Councillor may nominate someone for the vacancy, provided the person is willing to be nominated and the nomination is seconded; that name may then be voted upon.

Voting to fill the vacancy should comply with the Council's Standing Orders but would usually be done by a show of hands (unless the Council has adopted Standing Orders which allow any other form of voting in Council). If there is only one vacancy, a Councillor may only nominate or second one candidate.

The Chair should place the names of those properly nominated into alphabetical order and take a vote. Councillors only have one vote each.

The first candidate to receive an absolute majority of those present and voting is declared elected.

Should no single candidate receive a majority on the first vote, the person with the lowest number of votes is eliminated. Voting takes place on the remainder of the candidates (one vote per Councillor) until one person receives an absolute majority.

Once elected, the co-opted Councillor must sign a Declaration of Acceptance of Office form and complete the Register of Members' Interests Form which is sent to [District / Unitary Council] for recording.

Banbury Town Council

Co-option of a Town Councillor.

Before you can be considered for co-option as a Member of the Town Council, this form must be completed and returned to the Council Offices.

NAME (in full)

ADDRESS:

..... Post Code:

Telephone: (Day) (Evening)

You must be able to answer "YES" to at least one of the following four questions.

- (a) Are you registered as a Local Government Elector at the above address? YES / NO
- (b) Do you reside in the Civil Parish of Banbury, or within 3 miles? YES / NO
- (c) Do you occupy land or premises within the Civil Parish of Banbury? YES / NO
- (d) Is your main place of work within the Civil Parish of Banbury? YES / NO

If you answer "YES" to any of the following six questions, please supply full details on a separate sheet. You may not qualify to serve as a Town Councillor. All information will be treated in the strictest confidence.

- (a) Do you now, or have you in the last 12 months, held any paid office or any other position of profit with this Council? YES / NO
- (b) Have you ever been surcharged by the District Auditor for £500 or more? YES / NO
- (c) Have you ever been disqualified by a Court from holding Public Office? YES / NO
- (d) Have you ever been declared bankrupt? YES / NO
- (e) Have you ever been convicted of any offence where the sentence was more than 3 months (even if sentence suspended) YES / NO
- (f) Have you ever been found guilty of corrupt or illegal practices under Election Laws? YES / NO

Signed Date.....

Please return the completed form to the Council Offices as quickly as possible.

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday,
05 February 2025 at 6.30pm at the Town Hall, Banbury.

Present: Councillor Beere (Chairman)
Councillors: Dhesi, Elugwu, Harwood, Thornhill, Woodward
Officers: Robert Duxbury (Planning Officer)
Mark Hassall (Town Clerk)
Helen Durkin (Executive Officer)

PL.7/25 Apologies
None

PL.8/25 Declarations of Interest
Councillors Thornhill and Harwood declared personal interest as a member of the Cherwell District Council Planning Committee.

PL.9/25 Cherwell Local Plan 2042 Review
The Committee discussed the consultation on the Cherwell Local Plan that is being undertaken by Cherwell District Council.
Officers provided a briefing and responded to a number of questions raised by Members.

IT WAS RESOLVED that the Planning Officer would compile a document outlining all objections and comments, which will then be circulated to the committee within 7 days for comment and finalisation allowing submission of those comments to CDC by 25 February 2025.

The meeting ended at **8.25 pm**

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday,
26 February 2025 at 6.30pm at the Town Hall, Banbury.

Present: Councillor Beere (Chairman)
Councillors: Dhesi, Elugwu, Harwood and Woodward.

Other attendance: Councillor Eaton for Councillor Thornhill.

Officers: Robert Duxbury (Planning Officer)
Helen Durkin (Executive Officer)

PL.10/25

Apologies

Councillors Thornhill

PL.11/25

Declarations of Interest

Councillor Harwood declared personal interest as members of the Cherwell District Council Planning Committee.

Councillor Dhesi declared personal interest on application 25/00203/F and left the room upon reaching this application.

PL.12/25

Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the meeting held on the 15 January and 05 February 2025 be approved as a correct record and signed by Cllr Beere.

PL.13/25

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.

- 24/02692F- It is recommended that Banbury Town Council do not object and support the early provision of this long-awaited facility.
 - **No objection.**
- 25/00044/F - Removal of existing building (two storey detached dwelling) and erection of replacement single detached dwelling and associated external works including parking and new highway access (self-build).
 - **No objection.**
- 25/00037/F - Change of use from C3 (residential) to C4 (HMOs) and basement to be extended downwards by approx' 1m.
 - **Banbury Town Council object to the scheme on the grounds that that the details of this conversion, with shared bathroom facilities, no provision for waste bins, and the need to lower the basement floor level suggest an unacceptable higher density development that will be detrimental to the amenities of adjoining properties and will produce a poor form of accommodation.**
- 24/03424/REM - RESERVED MATTERS to 21/03426/OUT - including appearance, landscaping, layout and scale.
 - **No objection.**

- 25/00159/OUT - Outline application portacabin (double-storey) to west of car park with all matters reserved.
 - **Banbury Town Council raise no objections to this proposal on appearance and usage terms. However, we take this opportunity to reinforce the objector's comments concerning the traffic congestion and on-street parking issues that occur at peak usage times in and around the mosque, and trust that this enlarged facility will not worsen that situation.**
- 25/00203/F - Change of Use from Class E commercial to Class F2 local community use to provide a Gurdwara Sahib - a place of worship.
 - **Banbury Town Council find it difficult to comment on this application given the lack of information accompanying it.**

To see if the apparent conflict with employment policy can be overcome we would request that they seek further information from the applicant about the past advertising of this site with an aim of convincing you and us that the site is surplus to commercial needs and could therefore be used for an alternative purpose such as a place of worship. In addition, it would be good to see details of the applicant's own past search for sites and the outcome of that search. If it could be proven that other sites are not available then that may assist in convincing you to set aside the apparent conflict with policy on the grounds that the need for the community facility outweighs the desire to retain commercial buildings in that use.

In addition, we are concerned about the apparent lack of parking on this site. No information accompanies the application on the size of the congregation (and where they come from) or how many vehicles are attracted to the existing site – although it is said that the area copes. Again, it would be helpful to see more information to allay our latent concerns.

PL.14/25 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.

- 24/03267/ADV - Question whether additional advertising in this town edge site is really necessary. It could be considered to be clutter.
- 24/03290/F – No objections
- 24/03335/TPO – No objections
- 24/03275/F - Object on the grounds that the building, by reason of its size, and positioning is detrimental to the amenities of the adjacent residential property.
- 24/03378/F - The Town Council have some concern about the depth of this extension immediately on the boundary with the adjoining house. It is considered that this may be detrimental to the outlook and amenity of that house
- 25/00060/ADV – No objections
- 25/00093/F - Banbury Town Council have some concern about the impact of the extension upon the outlook and residential amenity of no.12 Prospect Road from the "agreed" party wall part of the extension
- 25/00014/F – No objections
- 25/00105/F – No objections

- 25/00137/F – No objections
- 25/00121/F – No objections
- 25/00148/F – No objections
- 25/00134/F – No objections
- 25/00141/F – No objections
- 25/00154/F – No objections
- 24/03272/ADV - No objections

IT WAS RESOLVED that the report be noted.

PL.15/25

Decision Notice

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.

- 24/03021/F - Application by We-Care-Recruitment at 26 Levenot Close, Banbury. In approving the application CDC commented in their report that planning permission is only required for the first-floor side extension. It is not required for the use of the property as a small HMO. As such any issues arising from the use of the property cannot be considered.

IT WAS RESOLVED that the report be noted.

Date of next meeting – **Wednesday 26 March 2025 at 18:30pm**

The meeting ended at **7.49 pm**

GENERAL SERVICES COMMITTEE

Minutes of a Meeting of the General Services Committee held at **6.30pm on Tuesday 18 March 2025** at the Town Hall, Banbury.

Present: Councillor Richards (Chair)
Councillors: Okeke and Tohill-Martin

Alternate Members: Councillor Hussain for Councillor Elugwu

Officers: Mark Hassall (Town Clerk & RFO)

Members of Public: 2 members

GS.6/25 Apologies for Absence
Councillors Elugwu and Strangwood

GS.7/25 Declarations of Interest
None.

GS.8/25 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on 28 January 2025 be approved as a correct record and signed by the Chair.

GS.9/25 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 10 March 2025.
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 projected budget.

General Services variances were principally

- ◆ Cleansing charges to Cherwell District Council (CDC) are paid annually in full in March.
- ◆ Staffing costs remain within budget, in line with annual salary increases agreed with trade unions.
- ◆ Purchase of two new mowers (used within cemeteries & open spaces) has been undertaken and now operational, retaining two spares to support operational resilience.
- ◆ Replacement light columns have been installed in People Park, the beginning of a wider replacement programme across the estate, with trenchwork for electrical connections completed at PDP.
- ◆ All MUGAs and sports hardstanding have been assessed across the estate, with appraisal of refurbishment options to be funded from earmarked reserves to be subject of a separate report to elected members. Underspends in Playground Equipment is available to earmark to fund this work to sports and play hardstanding improvements.
- ◆ Building M&R underspends provide an earmarked fund to enable seasonal infrastructure opportunities in People's Park/St Marys.
- ◆ Eight new green roofed bus shelters are currently being installed by Clear Channel across a number of arterial entry roads into Banbury, with the project finalising in April.

- ◆ Capital expenditure on preplanning works to facilitate PlayZones at PDP and Chandos (which have now received planning permission) will be met by funding partners (Football Foundation 75% and CDC 25%). Meanwhile funding towards lighting at PDP and Banbury Cross has been received via CDC from UKSPF capital fund.

Underspends on Resources Committee, principally

- ◆ Corporate, Central Administration and Civic continue to be well controlled, with vacancies in central administration contributing £15k underspend, alongside timing of NALC subscription costs, offset by elevated legal costs.
- ◆ Town Council Events are likely to end the year marginally over budget parameters, however offset by savings within the Resources budget.
- ◆ Underspends on Christmas Lights may be earmarked for future seasonal lighting events.
- ◆ Other Costs & Income are in line with treasury management of reserve funds are projected to slightly exceed budget guidance.

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

GS.10/25

Parks and Cemeteries Service

The Committee considered a report of the Director of Environment providing an update for Members on:

Parks & Cemeteries Team.
4th Corner Landscape Contract.
Ranger Service / Play Areas.
Sports Surface
Cleansing Service.
Parks Lighting.
PlayZone Schemes.

Parks & Cemeteries Team

- ◆ The team are up to date with all scheduled work.
- ◆ The weekly preparation of the football pitches continues to be undertaken by the team, new line markers and paint should help improve the quality and efficiency of the operation, all team members have received training on the new equipment.
- ◆ Burial duties in our Cemeteries has delivered in line with bookings.
- ◆ The team have started to undertake the winter prune of all shrubs.
- ◆ All servicing of plant and equipment has been undertaken readiness for the start of the season.
- ◆ The two new ride-on mowers have been ordered and will be delivered prior to the need to start mowing in March. The new machines will be fitted with mulching decks, reducing the amount of green waste produced from cut and collect mowing as well as making the operation more efficient.

4th Corner Landscape Contract

- ◆ The formal review of the Grounds Maintenance Contract with 4th Corner Landscapes Ltd has now been completed, information has now been provided covering.
 - Staffing Levels
 - Machinery & Equipment
 - Routes Programmes and Reporting
 - Training
 - Environmental Improvements
 - Green Waste Recycling (Composting/Mulching)
 - Community Social Value
 - Inflation costs and contract rates uplift
 - Contract Performance Meetings
- ◆ Working through this review Officers have confidence that 4th Corner Ltd have demonstrated that they can continue to providing the Grounds Maintenance Service as specified in the contract. They also outlined a commitment and willingness to work in partnership with Banbury Town Council in terms of service improvements and bringing added value to the Council's landscape development initiatives.
- ◆ The contract terms and conditions allow for an extension for a further period of up to five years.
- ◆ Officers recommend to the committee, that Banbury Town Council take up the option to extend the contract with 4th Corner Ltd for a further two years from the 1st April 2025 until 31st March 2027, with a further review of performance towards the end of this period.

Ranger Service / Play Area Update

- ◆ The Park Ranger Team continue to carry out weekly visual Health & Safety inspections formally recording utilising the new mobile PSS Live software package.
- ◆ The team continue to undertake work on the findings made in the independent annual Inspections report.
- ◆ Monthly inspections of Bus Shelters, Allotments, Parks and Building Facilities continue to be undertaken.
- ◆ The team have also been busy with the winter maintenance programme, topping up salt bins on street and equipping snow wardens with salt, PPE and shovels as required 4 new wardens have been recruited and trained.
- ◆ We will shortly need to advertise for the position of Senior Park Ranger as Steve Berry who will be retiring at the end of March after nearly 18 years' service for Banbury Town Council

Sports Surface Update

- ◆ The independent assessment report has now been received for Horton View Tennis Courts and the Multi-Use Games Area surfaces.
- ◆ Once recommendations have been analysed, options and estimated costs will be provided to the next meeting of this committee.

Cleansing Service Update

- ◆ Cleaning of public toilets is ongoing, no problems to report.
- ◆ Weekly cleaning of all sports pavilions continues on a weekly basis following fixtures.
- ◆ Parks & Open Spaces Cleansing – The service provided by Cherwell District Council continues to be delivered in line with the Service Level agreement, no issues to report.

Parks Lighting Update

- ◆ Repairs to the timers at Moorfields Park MUGA have now been undertaken.
- ◆ MUGA Lighting at People's Park, Merton Street and bankside have been ordered.
- ◆ Quotations have now been received for the supply and installation of new lighting for Banbury Cross and the Fine Lady Statue, replacing the halogen bulbs with colour changing low energy LED's, orders will now be placed.

PlayZone Scheme Update

- ◆ The terms for the funding agreement with Cherwell District Council is now agreed, and the two planning applications have been submitted by the Football Foundations Consultants.

IT WAS RESOLVED to receive and to note;

The Parks and Cemeteries Service Update.

The Ranger Service / Play Area Update.

The Sports Services Update.

The Cleansing Service Update.

The Lighting in Parks Update.

The PlayZone Scheme Update.

And to **approve** the recommendation to extend 4th Corner Landscape Contract.

The meeting ended at 7:15pm

RESOURCES COMMITTEE

Minutes of a meeting of the Resources Committee held at **6.30pm on Tuesday 25th March 2025** in the Town Hall, Banbury.

Present: Councillor Hussain (Chair).
Councillors: Biegel, Mears and Vaitkus.

Alternate Members: Councillor Richards (For Cllr Eaton)

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Director of Environment)
Helen Durkin (Executive Officer)
Mark Perrett (Event Manager)

R.14/25 Apologies for Absence
Councillor Eaton

R.15/25 Declarations of Interest
None.

R.16/25 Minutes of the last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 04 February 2025 be approved as a correct record and signed by the Chairman.

R.17/25 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 10 March 2025.

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 Committees' expenditure was within forecast versus the projected budget.

General Services variances and points to note were principally:

- ◆ Cleansing charges to Cherwell District Council (CDC) are paid annually in full in March.
- ◆ Staffing costs remain within budget, in line with annual salary increases agreed with trade unions.
- ◆ Purchase of two new mowers (used within cemeteries & open spaces) has been undertaken and now operational, retaining two spares to support operational resilience.
- ◆ Replacement light columns have been installed in People Park, the beginning of a wider replacement programme across the estate, with trenchwork for electrical connections completed at PDP.
- ◆ All MUGAs and sports hardstanding have been assessed across the estate, with appraisal of refurbishment options to be funded from earmarked reserves to be subject of a separate report to elected members. Underspends in Playground Equipment is available to earmark to fund this work to sports and play hardstanding improvements.
- ◆ Building M&R underspends provide an earmarked fund to enable seasonal infrastructure opportunities in People's Park/St Marys.

- ◆ Eight new green roofed bus shelters are currently being installed by Clear Channel across a number of arterial entry roads into Banbury, with the project finalising in April.
- ◆ Capital expenditure on preplanning works to facilitate PlayZones at PDP and Chandos (which have now received planning permission) will be met by funding partners (Football Foundation 75% and CDC 25%). Meanwhile funding towards lighting at PDP and Banbury Cross has been received via CDC from UKSPF capital fund.

Points of interest on Resources Committee related principally to:

- ◆ Corporate, Central Administration and Civic continue to be well controlled, with vacancies in central administration contributing £15k underspend, alongside timing of NALC subscription costs, offset by elevated legal costs.
- ◆ Town Council Events are likely to end the year marginally over budget parameters, however offset by savings within the Resources budget.
- ◆ Underspends on Christmas Lights may be earmarked for future seasonal lighting events.
- ◆ Other Costs & Income are in line with treasury management of reserve funds are projected to slightly exceed budget guidance.

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

R.18/25 Members Allowance

The Committee considered the report of the Town Clerk.

IT WAS RESOLVED to receive and note the members allowance report.

R.19/25 Parish Remuneration

The Committee considered the report of the Parish Remuneration Panel.

IT WAS RESOLVED to receive and note the parish remuneration report.

The meeting ended at 7.02pm