

BICESTER TOWN COUNCIL



A MEETING OF BICESTER TOWN COUNCIL

Ref: BTC01/1718

MONDAY 8TH MAY 2017

at

7.00 pm

BRETHERTONS SOLICITORS

FRANKLINS HOUSE

MANORSFIELD ROAD

BICESTER

OX26 6EX

Circulation:

Committee Members

Cllr David Anderson
Cllr Nick Cotter
Cllr Sean Gaul
Cllr Dave Magee
Cllr Melanie Magee
Cllr Nick Mawer
Cllr Richard Mould
Cllr Debbie Pickford
Cllr Lynn Pratt
Cllr Dan Sames
Cllr Les Sibley
Cllr Rose Stratford
Cllr Lawrie Stratford

Non Committee Members

Cllr Tim Hallchurch – OCC/CDC
Cllr Michael Waine - OCC
Cllr Tom Wallis - CDC

Candidates for election to fill vacant seat:
Sarah Haydon
Jason Slaymaker

Bicester Advertiser
Bicester Review
Bicester Library
BTC Copy



Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915
Fax: 01869 324554
Email: enquiries@bicester.gov.uk

Thursday 27th April 2017

Sir/Madam

All members of Bicester Town Council are summoned to attend the Annual Meeting of the Council on **Monday 8 May 2017** at the **Brethertons Solicitors, Franklins House, Manorsfield Road, Bicester OX26 6EX** to commence at **7pm** for the transaction of the following business.

Samantha Shippen
Chief Officer

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to meetings) Act 1960

Copy Attached	Agenda item No	AGENDA
	1	ELECTION OF THE TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE To elect a Town Mayor for the ensuing municipal year.
	2	ELECTION OF DEPUTY MAYOR Newly elected Mayor to propose a Deputy Mayor for the ensuing municipal year.
	3	NEWLY ELECTED COUNCILLOR – DECLARATION OF ACCEPTANCE OF OFFICE. To receive the declaration of office or determine that the declaration can be made at or before a later meeting.
	4	APOLOGIES FOR ABSENCE
	5	DECLARATIONS OF INTEREST Councillors are reminded to declare any interests on any item on this agenda in accordance with Bicester Town Council's Code of Conduct.

Copy Attached	Agenda item No	AGENDA
✓	6	MINUTES OF TOWN COUNCIL MEETING To approve the minutes of the following meeting: BTC07/1617 Monday 20th March 2017
	7	REPORT OF RETIRING MAYOR To note the report of the retiring Mayor.
	8	VOTE OF THANKS TO RETIRING MAYOR.
	9	APPOINTMENT OF MAYOR'S CADET
	10	PUBLIC SESSION In accordance with Standing Orders 1 d-f, members of the public may make representations, answer questions and give evidence in respect of any item of business included in the agenda. Time allocated shall not exceed 10 minutes. No member of the public shall speak for more than 2 minutes.
✓	11	APPOINTMENT OF COMMITTEES Appointment of standing committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them, including the appointment of chairman to each.
✓	12	APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES To make appointments of representatives to sit on Outside Bodies and other organisations and confirm arrangements for reporting back.
✓	13	CALENDAR OF MEETINGS 2017/18 To note the Schedule of Meetings for 2017/18.
✓	14	MEETING ATTENDANCE REGISTER 2016/17 To note the members Attendance Register for 2016/17.
	15	DATE OF NEXT MEETING: Monday 15th May at 7.00pm <i>Upon completion of the business of the meeting, the newly elected Mayor will present the Grant Aid Awards for 2017/18 followed by the Good Citizen Awards.</i>

Minutes of the meeting of the Council held on **Monday 20th March 2017** at **The Garth, Launton Road, Bicester OX26 6PS** to commence at **7.00 pm**.

Present:

Cllr Jolanta Lis
 Cllr David Anderson
 Cllr Nick Cotter
 Cllr Sean Gaul
 Cllr David Magee
 Cllr Melanie Magee
 Cllr Nick Mawer
 Cllr Debbie Pickford
 Cllr Lynn Pratt
 Cllr Dan Sames
 Cllr Les Sibley
 Cllr Rose Stratford
 Cllr Lawrie Stratford

In Attendance:

Samantha Shippen – Chief Officer
 Angie Suter – Administrator
 Cllr Michael Waine – Oxfordshire County Councillor

In accordance with the Public Bodies (Admission to meetings) Act 1960, Mrs Carol Heatherington of Langford Village Community Association gave a short report on the problems with parking at Mallards Way, Langford Village.

Minute Number	Agenda item No	
338/1617	1	APOLOGIES RESOLVED that apologies be received from Cllr Richard Mould.
339/1617	2	DECLARATIONS OF INTEREST RESOLVED that a declaration of interest be received from Cllr Les Sibley and Cllr Lawrie Stratford as County Councillors and Cllr David Anderson, Cllr Nick Cotter, Cllr Sean Gaul, Cllr Jolanta Lis, Cllr David Magee, Cllr Nick Mawer, Cllr Debbie Pickford, Cllr Lynn Pratt, Cllr Dan Sames, Cllr Les Sibley, Cllr Rose Stratford at District Councillors for item 12 – A new Council for a better Oxfordshire, Unitary Council proposal.
340/1617	3	MINUTES OF TOWN COUNCIL MEETING RESOLVED that the Minutes and RESOLUTIONS of the following meeting be confirmed: BTC06/1617 16 January 2017

Minute Number	Agenda item No	
341/1617	4	PRESENTATIONS THAMES VALLEY POLICE 4.1 RESOLVED that the report given by PC James Waterstone from Thames Valley Police covering the following points be noted: • Internal restructure of Thames Valley Police • Town centre parking • Speeding – Langford Village and Middleton Stoney Road • Anti-Social behaviour in parks and open spaces. • Problem solving –drugs • Criminal behaviour orders • Bardwell School criminal damage • Sainsbury's lofts criminal damage • Anti-social behaviour across Bicester • BICESTER TOWN FOOTBALL CLUB 4.2 Council received a proposal from Mr Tim Holloway Chairman of Bicester Town Football Club regarding the future of the Club. RESOLVED that the proposal be discussed at the next Policy Committee Meeting on Monday 10th April. Councillors are asked to send any questions regarding the proposal to the Chief Officer to forward to Mr Holloway to answer prior to the Policy Committee Meeting. OXFORDSHIRE COUNTY COUNCIL HIGHWAYS 4.3 RESOLVED that the open discussion was held between Council and Mr Owen Jenkins, Director of Infrastructure Delivery Oxfordshire County Council regarding Area Stewardships be noted.
342/1617	5	PLANNING COMMITTEE MEETING RESOLVED to confirm the Minutes of the following meetings: PL09/1617 30 January 2017 PL10/1617 13 February 2017 PL11/1617 7 March 2017
343/1617	6	MINUTES OF THE POLICY COMMITTEE MEETING RESOLVED that Council confirmed the RESOLUTIONS contained in the Minutes of the following meeting: POL05/1617 23 January 2017
344/1617	7	MINUTES OF THE ENVIRONMENT COMMITTEE MEETING RESOLVED that Council confirmed the RESOLUTIONS contained in the Minutes of the following meeting: ENV04/1617 27 February 2017

Minute Number	Agenda item No	
345/1617	8	QUESTIONS ON WORKING PARTIES & OTHER GROUPS No questions were raised.
346/1617	9	REPORT FROM OXFORDSHIRE COUNTY COUNCILLORS/DISTRICT COUNCILLORS A was report delivered to Bicester Town Councillors from Oxfordshire County Council Councillor Michael Waine be noted. The following topics where covered: • Extra Funding secure in addition to 2017/18 budget proposals. • Open access children's services to continue at 34 buildings. • 'Fix my Street' website upgrade. • Extension of fire and ambulance service co-responding. • Caddy campaign to reduce Oxfordshire's food waste. • Unitary update. The following information was given to Bicester Town Councillors from Cherwell District Councillor Lynn Pratt be noted: • Himley Village Plans have been passed but for no more than 500 homes at present built until the road and rail network have been completed. RESOLVED that the information be noted.
347/1617	10	REPORT OF THE TOWN MAYOR RESOLVED that the report of the Town Mayor be noted.
348/1617	11	MALLARDS WAY – PARKING ISSUES RESOLVED that the Council approved the following: - <i>That Bicester Town Council will:</i> <i>1. Obtain quotes for all the barrier options approved by OCC.</i> <i>2. Obtain assurance from OCC that they will reinstate the soft verges</i> <i>3. Place polite notices on cars parked in the area of Mallards Way as approved by Oxfordshire County Council.</i>
349/1617	12	ITEMS FOR INFORMATION ONLY RESOLVED that Council noted the FOI request.

Minute Number	Agenda item No	
350/1617	13	A NEW COUNCIL FOR A BETTER OXFORDSHIRE – UNITARY COUNCIL PROPOSAL RESOLVED that the request to sign a letter to the Secretary of State for communities and Local Government in support of a New Council for a Better Oxfordshire be declined.
351/1617	14	DATE OF NEXT MEETING: Monday 15th May 2017 at 7:00pm
352/1617	15	CLOSE OF MEETING: 21:50

APPENDIX B

TOWN COUNCIL

All Capital Expenditure shall be discussed at a full Council meeting following a recommendation from the Finance and/or Standing Committee.

POLICY COMMITTEE

To make **DECISIONS** on all matters relating to the following areas of responsibility, subject to any expenditure to be incurred remaining within the **Committee's** agreed delegated budget.

To make **RECOMMENDATIONS** on all matters relating to the following areas of responsibility, subject to any expenditure to be incurred remaining within **Town Council** agreed budget.

1. The need for any revision of the Councils aims and policies.
2. The future development of existing services
3. The introduction of new services.
4. Items relating to Capital Expenditure
5. The purchase and selling of land.
6. The provision of new Town Council buildings.
7. Major Alterations and major repairs to Town Council buildings and assets.
8. The co-ordination of activities between all Standing Committees of the Council and outside bodies.
9. To maintain overall control of and to make the most effective use of the Councils resources of finance, human resources ,land and assets
10. To monitor and protect the Town's interest.
11. To monitor and review the Councils Standing Orders, organisation and allied matters.
12. To promote local knowledge and understanding of the work and function of the Council.
13. To determine all matters relating to employees of the Council, including any changes in the establishment and the health, welfare and safety of employees including the conditions under which they work, and recommendations from the personnel sub committee.
14. To determine any matters not within the terms of reference of the Planning, Environment and Finance Committees, except where statute requires such matters to be determined by the Town Council

15. To have delegated authority to deal with all those matters set out in Standing Order 54.
16. To spend monies within agreed Town Council Policy Budgets.
17. To monitor all land registrations for Bicester Town Council.
18. To determine all licences, leases, and tenancies.
19. To determine policies relating to rents, fees and charges.
20. To determine general priorities

FINANCE COMMITTEE

1. To monitor **ALL** income & expenditure against agreed budgets and bring any items to the Full Council which the Committee deems worthy of review.
2. To receive quarterly budget monitoring reports, as required Accounts & Audit Regulations 1996 and to carry out scrutiny monitoring.
3. To receive the Councils Annual Accounts for the preceding financial year, both at the draft and audited stage.
4. To receive regular reports regarding cheques issued between meetings, as required by Standing Order 54.
5. To consider reports from the Responsible Financial Officer, as and when necessary.
6. To recommend the eligibility of applicants for Grant Aid, and determine the apportionment of Grant Aid from within the allocation contained within the Councils budget.
7. To oversee the annual budget setting process and advise spending committees on the financial position
8. To oversee forward financial planning.
9. To oversee an annual review of fees and charges and other incomes.

To make recommendations when necessary on:

1. Guidelines for the preparation of Revenue budgets.
2. The Capital programme.
3. The annual budgets including the levying of the Councils precept on the District Council.
4. Virement of budget provision between specific accounts to meet un-planned incidents to ensure that the accounts reflect an accurate statement of the Council's finances.

5. All matters relating to finance, budgets, valuation, rents and charges, including the re-allocation of cost codes across committees.
6. The financial terms for the rights and easements for the purchase, leasing or disposal of property.
7. All matters dealing with the Lotteries and Amusements Act 1976

ENVIRONMENT COMMITTEE

To make **Decisions** on all matters relating to the following areas of responsibility, subject to any expenditure to be incurred remaining within the **Committee's** agreed delegated budget.

To make **Recommendations** on all matters relating to the following areas of responsibility, subject to any expenditure to be incurred remaining within **Town Council** agreed budget.

1. Town Council events, Fairs, Circuses, Parks, Recreation Grounds, Open Spaces, Equipped Areas for Play and Youth Activity.
2. General repair and maintenance of Garth buildings and grounds.
3. The provision and management of allotments
4. Assistance with, or the provision of, facilities for cultural activities, sports, arts and entertainments.
5. Maintenance of cemeteries, crematoria, closed graveyards and similar facilities.
6. The planting, maintenance, preservation and felling of trees in the Town Council's ownership
7. The provision and maintenance of litter and dog waste receptacles in the Town Council's ownership and all matters relating to civic amenities such as Christmas trees, floral decorations, etc.
8. The provision and maintenance of Town Council owned public seating and monuments.
9. The promotion of good environmentally sustainable management practices
10. To spend monies within agreed Town Council Environment Budgets.

PLANNING COMMITTEE

1. To have delegated power to determine the Town Council's policy in relation to National, Regional, County and District plans.
2. To have delegated power to determine the Town Council's policy in relation to Supplementary **Planning Guidance**.
3. To have delegated power to determine the Town Council's comments observations and/or objections in relation to any planning application on which this Council is consulted.

4. To have delegated power to comment as required by other planning authorities on any other matters covered by the various **Town & Country Planning Acts** and similar legislation (e.g. with regard to conservation area proposals and periodic reviews of the register of listed buildings).
5. To carry out a planning enforcement role locally, by reporting to the District Planning Authority any alleged incidents or unauthorised development, or any alleged contraventions of conditions associated with authorised developments.
6. To have preliminary discussions on all other planning related consultations that come before the Council.

URGENT BUSINESS PROCEDURE

In the exceptional circumstances of an unforeseen issue, and where a decision is required before the next meeting of the council or any standing committee, or there is insufficient time for an extra-ordinary meeting to be called, decisions shall be taken by the Chief Officer (or in their absence a nominated deputy) of the Council in consultation with the relevant Chairman within whose meetings remit the decision falls. In all cases the Chief Officer will ensure that the details of the decision will be circulated to all members of the Council within seven days and reported to the next appropriate meeting and recorded in the minutes.

Wherever possible, the Chief Officer will convene a meeting of the Urgent Business Advisory Group to canvass views prior to a decision being taken. Members of the group are to be informed as soon as the date and time is set, together with details of the topic.

The Urgent Business Advisory Group will consist of:

- The Town Mayor and
- Chairmen of the other Standing Committees –
 - Policy
 - Finance
 - Environment
 - Planning

**THE FOLLOWING APPENDICES A, B & C
REFER TO PART 2 - STANDING ORDERS**

APPENDIX A

COMMITTEES AND SUB-COMMITTEES

The Council may appoint the following Standing Committees:

Policy Committee

Finance Committee

Environment Committee

Planning Committee

The council may also appoint an Urgent Business Advisory Group, made up of the chairmen of the above four committees plus the Mayor.

The Council may establish sub-committees, either as a permanent Committee or a temporary Committee to address a clearly defined issue or project. Membership of such sub-committees will consist of Town Councillors only.

The Council, or any Standing Committee, may establish working parties to address a clearly defined issue or project. Membership of such working parties may include representatives of other bodies and non-elected members. However voting rights on such working groups will be limited to elected Town Councillors.

Outside Bodies

Where Members are invited to serve on specified "Outside Bodies", i.e. Committees not created by Bicester Town Council, those Members will provide a written report to the Annual Meeting held in May of each year.

This report will identify the purpose of the Outside Body and its relevance to Bicester Town Council, and give a short note on the work and achievements of the over the past year, in particular where the Town Council either gives Grant Aid or other means of financial support.



BICESTER
TOWN COUNCIL

CALENDAR OF MEETINGS 2017/2018

	Cycle 1	Cycle 2	Cycle 3	Cycle 4 (Budget)	Cycle 5	Cycle 6
Council	Annual Meeting 8 May 15 May	10 July	11 Sept	13 Nov	15 Jan (incl budget)	12 March
Planning	22 May	26 June 24 July 21 August	25 Sept 23 Oct	27 Nov 19 Dec	29 Jan 12 Feb 6 March	3 April 23 April
Policy Committee	30 May	18 July	18 Sept	20 Nov	22 Jan	9 April
Environment Committee	12 June	31 July	9 Oct	11 Dec	19 Feb	16 April
Finance Committee	19 June		5 Sept	5 Dec		19 March (Incl Grant Aid)
Traffic Advisory @ 2.00pm	25 May	13 July	7 Sept	9 Nov	11 Jan	22 March

1. All meetings commence at 7.00pm unless otherwise stated
2. In 2018 the Annual Town Meeting will take place on Monday March 26th
3. In 2018 the Annual Meeting will take place on Monday May 14th
4. Changes to meeting dates may occasionally occur
5. Working Party, Task and Finish Groups and Subcommittee meetings will be convened as required

ATTENDANCE REGISTER – 2016/2017: 16 May 2016 – 8 MAY 2017

Item 14.

	TOWN COUNCIL			POLICY			ENVIRONMENT			PLANNING			FINANCE		
	Present	Apologies	In Attendance	Present	Apologies	In Attendance	Present	Apologies	In Attendance	Present	Apologies	In Attendance	Present	Apologies	In Attendance
TOTAL NUMBER OF MEETINGS:	7			6			5			12			4		
Cllr David ANDERSON	6	1		3	3		4			8	2				
Cllr Nick COTTER	4	3								1	8				
Cllr Sean GAUL	6	1				5			4	9	3		3	1	
Cllr Jolanta LIS	6	1		4	2		5			8	4		2		
Cllr Dave MAGEE	6	1		4	2		4	1					3	1	
Cllr Melanie MAGEE	6	1											3	1	
Cllr Nick MAWER	7			3	1					10	2				
Cllr Richard MOULD	6	1		6			3	2		11	1		4		
Cllr Debbie PICKFORD	6	1					4	1		6	5				
Cllr Lynn PRATT	7			5	1		5			9	3		3	1	
Cllr Dan SAMES	5	1		4	2				3			4			
Cllr Les SIBLEY	7			6			4	1		11	1		4		
Cllr Lawrie STRATFORD	6	1		4	2		4	1		6	6		4		
Cllr Rose STRATFORD	6	1		5	1		4	1		5	7		3	1	