

Minutes of the Policy Committee

A meeting of the **Policy Committee** was held on **Monday 14th August 2023** at **19:00 hrs** at the **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS**.

Present:

Cllr Rachel Mallows (Chairman)
Cllr Paul Wheatley (Vice-Chairman)
Cllr Dan Hallett
Cllr Nicholas Mawer
Cllr Les Sibley
Cllr Damien Maguire
Cllr Harry Knight
Cllr Donna Ford (Substitute)

In Attendance:

Phil Evans, Town Clerk
Jodi Clarke, Office Administrator
Lynn Pratt, Feoffee Charity

16/2 Apologies for Absence

324 RESOLVED that apologies were received from:

- Cllr Cotter
- Cllr Holland who sent Cllr Ford as a Substitute.
- Cllr Oliver

17/2 Declarations of Interest

324 RESOLVED that declarations were received from Cllr Ford for her role at Cherwell District Council.

18/2 Minutes of Policy Committee

324 RESOLVED that the Committee **APPROVED** the minutes from the following meeting with the amendments made to Cllr Wheatley's last name:

- **POL01/2324 – 12th June 2023 at 7:00pm.**

19/2 Minutes of the Personnel Sub-Committee

324 RESOLVED that the Committee **APPROVED** the minutes from the following meeting:

- **PSC06/2223 – 12TH April 2023 at 19:30pm.**

Cllr Mawer arrived at 19:04pm.

20/2 Minutes of Traffic Advisory Group

324 RESOLVED that the Committee **NOTED** the minutes from the following meeting:

- **BTAG06/2223 – 30th March 2023 at 14:00pm.**

21/2 Public Session

324 RESOLVED that the Chair for the Policy Committee brought the following discussion from item 7 forward:

- **Bicester Feoffee Charity – Annual Report & Account 2022 – 2023.**

Lynn Pratt Chair of the Feoffee Charity came in and gave a verbal presentation alongside the Feoffee report.

RESOLVED that the Committee **NOTED** the report.

Residents from the Goldcrest Way area came to discuss the Sale of Land Policy. The residents explained the issues they face day to day and how they would like to resolve the present issues. Residents would like to purchase the land in question that is to the rear of their properties, in doing this they expressed they would take on the maintenance of the land if this was to go ahead.

The resident also expressed their condolences for a former employee Jerry McGrath that lost his life earlier this year.

RESOLVED that the Town clerk would check whether the land in question is being maintained & check the contractors last visit (Bicester Fields Side).

22/2 Major Town Initiatives

324 Cllr Ford expressed concerns that no representative was being sent to the Bicester Vision CIC meeting. Cllr Ford expressed the importance of attending these meetings, to which two have been missed this mayoral year.

RESOLVED that the Town Clerk is to chase the Crime Commissioner (Matthew Barber).

RESOLVED that the committee **NOTED** the minutes from the following:

- **Bicester Vision CIC Executive Board Meeting: 8th June 2023**
- **Bicester Vision CIC Executive Board Meeting: 20th July 2023**

23/2 Policies for Review

324 Appendix 1 – GP6 Investment Policy is suspended.

RESOLVED that the Town Clerk would speak with the Locum RFO (Responsible Finance Officer) and get a better understanding of a qualified Cilca clerks authority..

RESOLVED that the dates are incorrect and need amending.

Appendix 1.2- **RESOLVED** that GP7 Grant Aid Awarding Policy was **APPROVED** with the following amendments being made:

- Dates for review need correcting.

- Dates from the report don't add up to the policy.
- On section 3.5: Add application form.
- In section 3.9: Add Social Media

Appendix 1.3- **RESOLVED** that the Town Clerk is to bring GP13 Sponsorship Policy back to the next Policy meeting with a termination clause.

Appendix 1.4- **RESOLVED** that the Committee **APPROVED** GP14 Partnership and outside bodies Policy with the amendments to the date:

Appendix 1.5- **RESOLVED** that the Committee **APPROVED** GP20 Allotment Inspection Policy with the following amendments to be made:

- Change the bullet points to section numbers.
- Change the dates.
- Change the site inspection months to – “Inspections of all allotments will take place at an appropriate time throughout the year.”
- Add email into the Procedure for plots out of specification section.

Phil Evans left the room at 20:02pm

Phil Evans entered the room 20:03pm

Appendix 1.6- **RESOLVED** that the Committee **APPROVED** GP12 Freedom of Information with the following amendments to be made:

- Change bullet points to section numbers.
- Change the dates.
- Change “Relationship with Data Protection” to “Relationship with Data Protection Act”

Appendix 1.7- **RESOLVED** that the Committee **APPROVED** GP27 Sale of Land Policy amendments:

- Remove the bullet points in section 4.
- Same text in section 2.1 & 2.2 as section 3.1 & 3.2
- Revision Table needed.

The Council **APPROVED** the **RECOMMENDATION** for the following reasons that impact:

- Environment
- Noise
- Pollution
- Access
- Future Ownership/development

24/2 Jubilee Lake

324 Committee **NOTED** the position and **APPROVED** the Town Clerk to persevere, understanding the impact should Thames Water close the open space.

RESOLVED that the Town Clerk does the following:

- Look into adverse Possession.
- Look into ownership of pathways
- Speak with OCC about the public right of way.

25/2 Exclusion of Press and Public

324 **RESOLVED** that in accordance with section 1(2) of the Public Bodies (Admissions 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 the reason of the confidential nature of the business to be transacted.

26/2 Lease Position (Standing)

324 **RESOLVED** that the committee **APPROVED** the lease's set out in APPENDIX 3 & APPENDIX 4.

Cllr Mawer thanked the Town Clerk for his perseverance on getting the lease sorted.

27/2 Mod Gov

324 **RESOLVED** that the Committee **APPROVED** with an unanimous vote.

28/2 Forward Plan

324 **RESOLVED** that the Committee **NOTED** the report.

RESOLVED that the Freedom of Interest be added to the forward plan.

29/2 Date of Next Meeting

324 Date of next meeting: 30th October at 19:00hrs

Date of next Meeting: Monday 30 October 2023 at 19:00

CLOSE OF MEETING: 21:09 hrs