

# Public Document Pack

## Cherwell District Council

### Council

Minutes of a meeting of the Council held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 16 December 2019 at 6.30 pm

Present: Councillor David Hughes (Chairman)

Councillor Andrew Beere  
Councillor Nathan Bignell  
Councillor Maurice Billington  
Councillor Mike Bishop  
Councillor John Broad  
Councillor Hugo Brown  
Councillor Phil Chapman  
Councillor Mark Cherry  
Councillor Colin Clarke  
Councillor Conrad Copeland  
Councillor Ian Corkin  
Councillor Nick Cotter  
Councillor Surinder Dhesi  
Councillor John Donaldson  
Councillor Sean Gaul  
Councillor Carmen Griffiths  
Councillor Timothy Hallchurch MBE  
Councillor Chris Heath  
Councillor Simon Holland  
Councillor Shaida Hussain  
Councillor Tony Ilott  
Councillor Mike Kerford-Byrnes  
Councillor James Macnamara  
Councillor Kieron Mallon  
Councillor Nicholas Mawer  
Councillor Andrew McHugh  
Councillor Ian Middleton  
Councillor Richard Mould  
Councillor Lynn Pratt  
Councillor George Reynolds  
Councillor Barry Richards  
Councillor Dan Sames  
Councillor Les Sibley  
Councillor Jason Slaymaker  
Councillor Katherine Tyson  
Councillor Tom Wallis  
Councillor Douglas Webb  
Councillor Fraser Webster  
Councillor Bryn Williams  
Councillor Barry Wood  
Councillor Sean Woodcock

Apologies for absence: Councillor Hannah Banfield  
Councillor Tony Mepham  
Councillor Lucinda Wing

Officers: Yvonne Rees, Chief Executive  
Nick Graham, Director of Law and Governance / Monitoring Officer  
Adele Taylor, Executive Director: Finance (Interim) & Section 151 Officer  
Natasha Clark, Governance and Elections Manager

36 **Welcome**

The Chairman welcomed the Deputy Police and Crime Commissioner for Thames Valley, Matthew Barber, Chief Constable John Campbell, Thames Valley Police, and Superintendent Mark Johns, Local Police Area (LPA) Commander for Cherwell to the meeting advising they would be giving a presentation to Council.

37 **Declarations of Interest**

There were no declarations of interest.

38 **Communications**

The Chairman made the following announcements:

**Housekeeping**

The Chairman welcomed the members of the public in attendance at our Council meeting and advised:

- Members of the public were permitted to film, broadcast and report on the meeting, subject to the efficient running of the meeting not being affected.
- Only those people who had registered to speak could do so and Members of the public were requested not to call out during Council's discussions on any item.
- There were no planned fire drills so if the alarm did sound, evacuation instructions given by officers should be followed.
- To all meeting attendees, to ensure mobile phones were switched off or on silent.

**Former Councillor Sandra Rhodes**

The Chairman referred to the resignation of Sandra Rhodes as a councillor for the Kidlington West ward the previous month due to ill health. On behalf of Council, the Chairman extended thanks to former Councillor Rhodes for her 4 and a half years' service as a district councillor and wish all her the best focussing on her health.

### **Chairman's Engagements**

A copy of the events attended by the Chairman or the Vice-Chairman had been included in your agenda pack.

### **Post**

The Chairman reminded Members to collect any post from pigeon holes.

### 39 **Thames Valley Police - Address by Deputy Police and Crime Commissioner and Chief Constable**

The Chairman invited the Deputy Police and Crime Commissioner for Thames Valley, Matthew Barber, and Chief Constable John Campbell, Thames Valley Police, to address the meeting regarding policing in Thames Valley.

Following the presentation, a number of Members asked questions and answers were duly provided by the Deputy Police and Crime Commissioner, the Chief Constable and the LPA Commander for Cherwell, Superintendent Mark Johns.

The Chairman thanked the Deputy Police and Crime Commissioner, the Chief Constable and LPA Commander for their attendance.

### 40 **Petitions and Requests to Address the Meeting**

The Chairman advised the meeting that there were no petitions but that there were two requests to address the meeting on agenda item 10, motions. Each speaker would be able to speak for up to 5 minutes and would be called to address the meeting prior to the start of the motion of the Oxcam Expressway.

### 41 **Urgent Business**

There were no items of urgent business.

### 42 **Minutes of Council**

Councillor Broad proposed an amendment to minute 26, Declarations of Interest, which was not seconded or supported by Council.

The minutes of the meeting held on 21 October 2019 were subsequently agreed as a correct record and signed by the Chairman.

### 43 **Minutes**

- a) **Minutes of the Executive, Lead Member Decisions and Executive Decisions made under Special Urgency**

## **Resolved**

That the minutes of the meeting of the Executive and Lead Member decisions as set out in the Minute Book be received and that it be noted that since the last meeting of Council on 21 October 2019 no decisions had been taken by the Executive which were not included in the 28 day notice.

## **b) Minutes of Committees**

### **Resolved**

That the minutes of Committees as set out in the Minute Book be received.

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## **Questions**

### **a) Written Questions**

The Chairman advised Council that three written questions had been submitted with advance notice in accordance with the Constitution, one had been published with the agenda and two as supplements to the agenda.

The first question was from Councillor Cherry and addressed to the Leader of the Council, Councillor Wood, and was in relation to Brackley Arcade, Bretch Hill. A written answer had been tabled at the meeting (annex to the Minutes as set out in the Minute Book).

Councillor Cherry thanked the Leader for the response to the question and confirmed he did not have a supplementary question.

The second question was from Councillor Copeland and addressed to the Leader of the Council, Councillor Wood, and was in relation to the communication with MHCLG, ministers or the Secretary of State regarding the holding decision applicable to South Oxfordshire District Council. A written answer had been tabled at the meeting (annex to the Minutes as set out in the Minute Book). By way of a supplementary question, Councillor Copeland asked the Leader if he was concerned by the Government meddling in local government. Councillor Wood responded no to the supplementary question.

The third question was from Councillor Middleton and addressed to the Leader of the Council, Councillor Wood, and was in relation to the Oxfordshire Pension Fund motion he had submitted to the July 2019 Council meeting. A written answer had been tabled at the meeting (annex to the Minutes as set out in the Minute Book). By way of a supplementary question, Councillor Middleton asked for reference to supporting arguments. In response to the supplementary question, Councillor Wood advised he had nothing to add to the tabled written response.

### **b) Questions to the Leader of the Council**

Questions were asked and answers received on the following issues:

Councillor Gaul: Bicester East Community Association and replacement project  
Councillor Macnamara: General Election and Brexit  
Councillor Billington: Bollard in Kidlington  
Councillor Billington: Local Government grants following the General Election  
Councillor Dhesi: Accidents on footpaths with different ownership by either Oxfordshire County Council or Cherwell District Council  
Councillor Dhesi: Cars parking on grass verges  
Councillor Richards: Progress on register of private landlords  
Councillor Woodcock: General Elections

### **c) Questions to Committee Chairmen on the Minutes**

There were no questions to Committee Chairman on the minutes of meetings.

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## **Motions**

### **a) Oxcam Expressway**

The Chairman advised that one motion had been submitted. The Chairman invited those people who had registered to address Council on the motion to speak prior to Council's consideration of the motion. Council heard from the following public speakers:

Professor David Rogers, local resident  
Linda Newberry, local resident

It was moved by Councillor Woodcock and seconded by Councillor Dhesi that the following motion be adopted:

"Council notes the continued uncertainty faced by communities in Cherwell the proposed corridor for the Oxford to Cambridge Expressway.

This Council regrets this opaque process - with the decision made by Highways England – with little input from local people.

This council remains wholly unclear what the final route will be, let alone how the Expressway might help reduce the congestion on local roads including junction 9 of the M40.

This council believes that interface between the proposed Expressway and the new East-West Rail is also key. We welcome the commitment to plan for and invest in major infrastructure to support housing and economic growth in Oxfordshire, but we want to see the development of integrated transport systems and the prioritisation of clean, green and public transport.

These principles need to be central in determining the final detailed route. However, this Council remains concerned at the environmental damage proposed by this Expressway for obscure economic gain. In light of the Council's recently declared Climate Emergency, therefore, this council retains a sceptical Outlook on the endeavour as a whole.

This council demands at a minimum that any proposals are up for meaningful public consultation conducted by Highways England.

In addition, the Leader of council should not endorse any proposals for an Expressway given this council's concerns over the lack of clarity and environmental impact without further reference to council.

Throughout must be emphasised that any proposal which goes ahead should not contradict the council's commitment to the environment. There also needs to be integration with public transport.

Council regrets the lack of clarity from government on its proposals which contributes to considerable uncertainty both about how the Expressway is intended to deliver benefit, and about the possible impact on homes, lives, the environment, amenities and facilities especially in our area.

In particular, Council notes with regret that:

1. It is unclear what the word "Expressway" means in this context
2. Insufficient work has been done on the potential of enhanced rail links to deliver better outcomes for passengers, freight, and sustainable economic growth
3. Actual and proposed consultation is inadequate
4. It is unclear which of a range of possible justifications for the Expressway, which potentially contradict each other, are being used, including:
  - a) A 'strategic route' to carry freight traffic from the west and south to the east.
  - b) A route to make commuting between Oxford / Milton Keynes / Bedford / Cambridge easier and quicker.
  - c) A road that will enable significant housing growth of 1,000,000 extra houses along its length.
  - d) Relieving traffic.

Council therefore resolves to oppose the Expressway as it is currently proposed, to continue to press national government for more investment in sustainable transport, and to ask the Department for Transport to urgently clarify its proposals around the Expressway."

Councillor Middleton proposed the following amendments to the motion, which were duly seconded by Councillor Tyson.

Paragraph 4: This council believes that interface between the proposed Expressway and the new East-West Rail is also key. We would welcome the commitment to plan for and invest in sustainable infrastructure and we want to see the development of integrated transport systems and the prioritisation of clean, green and public transport.

Paragraph 5: This Council remains concerned at the environmental damage proposed by this Expressway for obscure economic gain. In light of the Council's recently declared Climate Emergency, therefore, this council retains a sceptical outlook on the endeavour as a whole.

Paragraph 8: Throughout it must be emphasised that any proposal which goes ahead should not contradict the council's commitment to the environment.

Having been proposed and seconded, the amendments to the motion were debated. On being put to the vote, the amendments were lost and subsequently fell.

Council debated the motion as submitted. In the course of the debate, Councillor Richards proposed that a recorded vote on the motion be taken. Councillor Woodcock seconded the proposal.

Having been proposed and seconded, a recorded vote was duly taken, and members voted as follows:

Councillor Andrew Beere	For
Councillor Nathan Bignell	Against
Councillor Maurice Billington	Against
Councillor John Broad	For
Councillor Hugo Brown	Against
Councillor Phil Chapman	Against
Councillor Mark Cherry	For
Councillor Colin Clarke	Against
Councillor Conrad Copeland	For
Councillor Ian Corkin	Against
Councillor Nick Cotter	For
Councillor Surinder Dhesi	For
Councillor John Donaldson	Against
Councillor Sean Gaul	Against
Councillor Carmen Griffiths	For
Councillor Timothy Hallchurch MBE	Against
Councillor Simon Holland	Against
Councillor David Hughes	Against
Councillor Shaida Hussain	For
Councillor Tony Ilott	Against
Councillor Mike Kerford-Byrnes	Against

Councillor James Macnamara	Against
Councillor Kieron Mallon	Against
Councillor Nick Mawer	Against
Councillor Andrew McHugh	Against
Councillor Ian Middleton	For
Councillor Perran Moon	For
Councillor Richard Mould	Against
Councillor Cassi Perry	For
Councillor Lynn Pratt	Against
Councillor George Reynolds	Against
Councillor Barry Richards	For
Councillor Dan Sames	Against
Councillor Les Sibley	Abstain
Councillor Katherine Tyson	For
Councillor Tom Wallis	Against
Councillor Douglas Webb	Against
Councillor Fraser Webster	For
Councillor Bryn Williams	Against
Councillor Barry Wood	Against
Councillor Sean Woodcock	For

The Chairman confirmed that the motion had fallen with 15 members voting in favour, 26 against and 1 abstention.

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### **Council Tax Reduction Scheme and Council Tax Discounts 2020-2021**

The Executive Director Finance (Interim) submitted a report which sought approval for a Council Tax Reduction Scheme for the year 2020-2021 on the recommendation of Budget Planning Committee and Executive.

The report also provided members with an update on Council Tax discounts and sought approval for the Council Tax discounts for 2020-2021.

#### **Resolved**

- (1) That Council Tax Reduction Scheme (CTRS) for the year 1 April 2020 to 31 March 2021 of a new banded income CTRS for those of working age (as set out in the annex to the Minutes as set out in the Minute Book) be approved and implemented with effect from 1 April 2020.
- (2) That delegated be granted authority to the Section 151 Officer to make amendments to the Council Tax Regulations up to and including 31



January 2020 for pensioners in line with uprating announced by Ministry of Housing, Communities and Local Government (MHCLG) and to amend the Working Age Regulations in line with the new income banded scheme and the uprating announced by MHCLG.

(3) That, having given due consideration, the following level of Council Tax discounts and premiums for 2020-2021 and to approve the following:

- Retain the discount for second homes at zero.
- Retain the discount for empty homes (unoccupied and substantially unfurnished) at 25% for 6 months and thereafter at zero.
- Retain the discount for empty homes undergoing major repair at 25% for 12 months and thereafter at zero.
- Retain the empty homes premium of an additional 100% for properties that have remained empty for more than 2 years.

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### Constitutional Changes

The Director Law and Governance submitted a report which sought consideration of proposals for changes to the Constitution for dealing with motions and written questions at Full Council and to the terms of reference of the Appeals Panel.

Councillor Copeland proposed six amendments, which were duly seconded by Councillor Woodcock.

Recommended Change	Proposed Amendment
<p>Section 3.1</p> <p>(c) At the moment there is little guidance in the Constitution with regard to the nature of Motions. The Constitution should be amended so that it states Motions should also not be vexatious, frivolous and must be factually accurate to align with the standard wording in many constitutions at other local authorities.</p>	<p><u>Amendment 1</u></p> <p>Replace section 3.1(c) with the following:</p> <p>(c) At the moment there is little guidance in the Constitution with regard to the nature of Motions. The Constitution should be amended so that it states Motions should also not be unlawful, defamatory and must be factually accurate to align with the standard wording in many constitutions at other local authorities in Oxfordshire. Where a motion is refused on these grounds it will be returned to the councillor who submitted it along with an explanation in writing about why it cannot be published in its current form.</p>

<p>Section 3.1</p> <p>(d) A word limit of 250 words be applied to motions.</p>	<p><u>Amendment 2</u></p> <p>Replace section 3.1(d) with the following:</p> <p>(d) A word limit of 650 words be applied to motions.</p>
<p>N/A</p>	<p><u>Amendment 3</u></p> <p>The following should be inserted at Section 3.1:</p> <p>(e) Points of reference to support a motion should be allowed where required and these should be excluded from the word count. This should be in the form of a clickable link to be included in the online version of the agenda and/or a footnote list of references cited in the motion.</p>
<p>Section 3.3</p> <p>It is proposed that amendments should be received by 12 noon on the second working day before the Council meeting to enable them to be reviewed. Amendments will then be published on the afternoon of the working day before the meeting. In practice this is likely to be a Friday afternoon. Amendments will continue to be considered in the order submitted.</p>	<p><u>Amendment 4</u></p> <p>Delete section 3.3 in its entirety</p>
<p>Section 3.4</p> <p>Any amendment must not take the original motion over 250 words and not amount to a direct negative or nullify the original Motion.</p>	<p><u>Amendment 5</u></p> <p>Replace section 3.4 with the following:</p> <p>Any amendment must not take the original motion over 1000 words and not amount to a direct negative or nullify the original Motion.</p>
<p>Section 3.6</p>	<p><u>Amendment 6</u></p>



Councillor Simon Holland	Against	Against	Against	Against	Against	Against
Councillor David Hughes	Against	Against	Against	Against	Against	Against
Councillor Shaida Hussain	For	For	For	For	For	For
Councillor Tony Ilott	Against	Against	Against	Against	Against	Against
Councillor Mike Kerford-Byrnes	Against	Against	Against	Against	Against	Against
Councillor James Macnamara	Against	Against	Against	Against	Against	Against
Councillor Kieron Mallon	Against	Against	Against	Against	Against	Against
Councillor Nick Mawer	Against	Against	Against	Against	Against	Against
Councillor Andrew McHugh	Against	Against	Against	Against	Against	Against
Councillor Ian Middleton	For	For	For	For	For	For
Councillor Perran Moon	For	For	For	For	For	For
Councillor Richard Mould	Against	Against	Against	Against	Against	Against
Councillor Cassi Perry	For	For	For	For	For	For
Councillor Lynn Pratt	Against	Against	Against	Against	Against	Against
Councillor George Reynolds	Against	Against	Against	Against	Against	Against
Councillor Barry Richards	For	For	For	For	For	For
Councillor Les Sibley	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain
Councillor Katherine Tyson	For	For	For	For	For	For
Councillor Tom Wallis	Against	Against	Against	Against	Against	Against
Councillor Douglas Webb	Against	Against	Against	Against	Against	Against
Councillor Fraser Webster	For	For	For	For	For	For
Councillor Bryn Williams	Against	Against	Against	Against	Against	Against
Councillor Barry Wood	Against	Against	Against	Against	Against	Against
Councillor Sean Woodcock	For	For	For	For	For	For

The Chairman confirmed that each of the six amendments had fallen with 14 members voting in favour, 26 against and no abstentions on each separate vote for each amendment.

The amendments having been lost, Council debated the report and recommendations as submitted.

In the course of the debate, Councillor Hallchurch proposed that consideration of the item be deferred to allow for the Overview and Scrutiny Committee to

consider the proposed changes. Councillor Tyson seconded the motion. The motion was subsequently withdrawn and therefore not voted on.

**Resolved**

- (1) That the amendments to the Constitution as outlined in the annex to the Minutes (as set out in the Minute Book) be approved.
- (2) That authority be delegated to the Director Law and Governance to amend the Constitution to reflect these changes.

48 **Notification of Decision Taken Under Urgency Powers Crown House Update**

The Chief Executive submitted a report to inform the Council of a decision taken she had taken under urgency powers in relation to Crown House.

**Resolved**

- (1) That the decision taken under urgency powers by the Chief Executive in consultation with the Leader of the Council, in lieu of a recommendation to Council, to provide additional funding of £0.5m to support the final completion of the apartments at Crown House be noted.

49 **Polling District and Polling Places Review 2019**

The Returning Officer submitted a report which sought agreement of the recommendations of the council's Polling District and Polling Place Review 2019.

**Resolved**

- (1) That the recommendations for Polling Districts and Polling Places within Cherwell as set out in the annex to the Minutes (as set out in the Minute Book) be agreed.
- (2) That it be noted that the Constitution gives delegated to the Returning Officer "To amend the Council's Polling Districts and Polling Places Order as necessary".

50 **Amendments to Committee Membership**

The Chairman advised Council that the resignation of Councillor Sandra Rhodes had not amended the Council's proportionality calculations.

The Chairman invited the Leader of the Conservative Group, Councillor Wood, to advise Council of the Conservative Group members to be appointed to the committee vacancies on the Overview and Scrutiny Committee and the Personnel Committee, which had arisen as a result of the resignation.

**Resolved**

- (1) That the following Conservative Group appointments to / removal from Committees be noted:

**Overview and Scrutiny Committee**

Add: Councillor Douglas Webb

**Personnel Committee**

Add: Councillor Simon Holland

**Appeals Panel**

Remove: Councillor Simon Holland

The meeting ended at 10.50 pm

Chairman:

Date:

## Cherwell District Council

### Council

16th December 2019

<p><b>Council Tax Reduction Scheme and Council Tax Discounts 2020-2021</b></p>
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### Report of Executive Director Finance (Interim)

This report is public

#### Purpose of report

To seek approval for a Council Tax Reduction Scheme for the year 2020-2021 on the recommendation of Budget Planning Committee and Executive.

To provide members with an update on Council Tax discounts and to seek approval for the Council Tax discounts for 2020-2021.

#### 1.0 Recommendations

The meeting is recommended:

- 1.1 To approve a Council Tax Reduction Scheme (CTRS) for the year 1 April 2020 to 31 March 2021 as set out in the report and to implement the scheme with effect from 1 April 2020.
- 1.2 To grant delegated authority to the Section 151 Officer to make amendments to the Council Tax Regulations up to and including 31 January 2020 for pensioners in line with uprating announced by MHCLG and to amend the Working Age Regulations in line with the new income banded scheme and the uprating announced by MHCLG.
- 1.3 To review the proposed level of Council Tax discounts and premiums for 2020-2021 and to approve the following:
  - Retain the discount for second homes at zero.
  - Retain the discount for empty homes (unoccupied and substantially unfurnished) at 25% for 6 months and thereafter at zero.
  - Retain the discount for empty homes undergoing major repair at 25% for 12 months and thereafter at zero.
  - Retain the empty homes premium of an additional 100% for properties that have remained empty for more than 2 years.

## **2.0 Introduction**

- 2.1 In December 2018 members approved a Council Tax Reduction Scheme (CTRS) for Cherwell District Council for the financial year 2019-2020. The scheme remained the same as in 2018-2019 and mirrored the previous Council Tax Benefit scheme.
- 2.2 The scheme for pensioners is set nationally and pensioners have not seen any change to the support they receive.
- 2.3 The Council Tax Reduction scheme is based on a fixed cash grant of approximately 90% of the previous Council Tax Benefit subsidy. This gives a funding shortfall for Cherwell of £742,430.
- 2.4 The funding shortfall is mostly offset by the changes to locally set Council Tax Discounts and premiums.

## **3.0 Report Details**

### **Position so far**

#### **Council Tax Reduction Scheme**

- 3.1 As the funding for CTRS is a fixed cash grant the cost of any increase in the level of demand will be borne by the Council. The Council Tax Reduction caseload has been monitored and there has been a slight decrease in the number of live cases from 6,607 in July 2018 to 6,457 in June 2019. This may be because people claiming Universal Credit are less likely to make a separate claim for Council Tax Reduction. We are currently working with DWP and other stakeholders to establish if this is the case and if so, what can be done to support customers who may not be receiving support that they are entitled to.

#### **Impact on Parish Councils**

- 3.2 Members may recall that the regulations for calculating the Council Tax Base were amended to reflect the Council Tax Reduction Scheme and had the effect of reducing the tax base for the billing authority, major preceptors and the Police and Crime Commissioner for Thames Valley and local preceptors. This is because Council Tax Reduction is a discount rather than a benefit and therefore the Council does not collect the full amount of Council Tax from tax payers who qualify for Council Tax Reduction. The impact of the reduced tax base was mitigated in part by changes made to discounts and exemptions. As this will be the seventh year of a Council Tax Reduction Scheme, parish councils should now have a clear understanding of the impact of CTRS on their parish tax base.

#### **Impact of the changes to discounts and exemptions**

- 3.3 Members will also recall that the Local Government Finance Act 2012 abolished certain exemptions with effect from 1 April 2013 and replaced them with discounts which can be determined locally.



- 3.4 Council determined that furnished chargeable dwellings that are not the sole or main residence of an individual (i.e. second homes) should no longer receive a discount. They had previously received a discount of 10%. If the Council continues to set the discount at zero it is estimated that this will result in additional income of £91,053 for the 2020-2021 financial years.
- 3.5 Council also determined that the discount in respect of unoccupied and substantially unfurnished properties should be reduced to 25% for a period of six months and thereafter to zero. As at July 2018 it is estimated that the additional income from this will be £353,186 on our current forecasted number of dwellings affected.
- 3.6 Council further exercised its discretion to determine that chargeable dwellings which are vacant and undergoing major repair work to render them habitable should be given a discount of 25% for a period of 12 months. This is expected to result in additional income of £14,974 on our current forecasted number of dwellings affected.
- 3.7 Prior to 1 April 2013 billing authorities could charge up to a maximum of 100% Council Tax on dwellings that have been empty for more than two years. From April 2013 local authorities were given the powers to charge a premium of up to 50% of the council tax payable. New legislation was introduced in April 2019 which allows for 100% Empty Homes Premium to be levied and this was agreed by members in December 2018. The projected income for 2020-2021 from charging an Empty Homes Premium is £308,835 on our current forecasted number of dwellings affected.

### **Impact of Council Tax Reduction Scheme on collection rates**

- 3.8 A Council Tax collection rate of 98.27% was achieved for 2018-2019 which was an improvement on the collection rate for the financial year 2017-2018 of 97.87%. Collection rates for the first quarter of the 2019-2020 are also on target. In considering the Council Tax Reduction Scheme for 2019-2020 members should be mindful that any changes to the scheme that reduce entitlement to CTRS could have an adverse impact on collection rates and cost of collection.

### **Council Tax Reduction Scheme 2020-2021**

- 3.9 Members will be aware that the national 10% reduction in government funding for Council Tax Reduction Schemes over the last six years has been offset in part by the additional income generated by changes to discounts and exemptions.
- 3.10 The Government has not yet released indicative funding figures for 2019-2020. For the purposes of calculating the new Council Tax Reduction scheme for 2020-2021 an assumption has been made that funding will remain at the reduced rate.

### **New landscape**

- 3.11 Since the introduction of Council Tax Reduction Scheme for 2019-2020 several welfare reform changes have been applied to Housing Benefit. This means that the Housing Benefit administration is increasingly different from our local CTR scheme. This causes confusion for both residents and officers as the award criteria diverge and this will only increase as Housing Benefit is replaced by Universal Credit for

working age customers. Our scheme is becoming more confusing the administer for our customers and therefore is less “fit for purpose”.

- 3.12 Universal Credit (UC) Full Service has been rolled out in the Cherwell district area from November 2017. There are currently 3,549 claimants in Cherwell on UC and this is expected to increase by at least 80 people per week moving forward. As people move to UC the Housing Benefit caseload is expected to reduce. In Cherwell the Housing Benefit caseload has reduced from 8282 in November 2017 to 7388 in May 2019. Any future CTR scheme will need to cater for a mixed set of customer circumstances: those on HB and those on UC who may experience frequent updates to their Council Tax Reduction as a result of changes to their Universal Credit. Officers will need to work with colleagues in Revenues to support these customers.
- 3.13 UC is based on real time information. This means that any change in income generates a change in circumstance for Council Tax Reduction claims through data files received from DWP. Around 16,500 change files were received for Cherwell in 2018-2019 (over 300 a week) which under the current CTR scheme all resulted in reassessment of CTR entitlement. This is increasing the workload for the Benefits team but, more importantly, residents are receiving multiple Council Tax demands which is not only very confusing but also does not allow people to budget effectively adding additional stress and worry to those already managing on a low income.
- 3.14 In September 2019 members of Executive received a report providing the financial modelling for options for a new CTRS scheme for the financial year 2020-2021. Members approved for consultation purposes only the option of a new income banded scheme.
- 3.15 The consultation process began on 3 September 2019 and ran until 5 October 2019. Members of Budget Planning Committee and Executive received a report on the outcomes of the consultation and have recommended to Council the option of a new income banded scheme.

## **Summary of Options**

### **Option 1 (recommended by Budget Planning committee and Executive) –A new banded income CTR scheme for those of working age.**

This is an income-banded scheme which will assess the maximum level of Council Tax Reduction based on the net income of the applicant and household members.

The main principles of the scheme are as follows:

- If the applicant or partner is in receipt of one of the main passported benefits (Income Support, Job Seeker’s Allowance Income Based and Income Related Employment and Support Allowance or receiving War Widows or War Disablement Pensions they will automatically be placed in the highest band of the scheme and will receive 100% support.
- Working age households will receive a discount, depending on their level of income and the band that they fall into.

- Under this scheme, as part of our ongoing commitment to support disabled people, we will continue to disregard Disability Living Allowance, Personal Independence Payments, War Disablement Benefits and will also continue to disregard Child Benefit and child maintenance.
- As highlighted earlier in this report the introduction of Universal Credit and Real Time Information files means that customers can experience frequent changes in their Council Tax Reduction which in turn impacts on the amount of Council Tax payable. This makes budgeting for households more of a challenge and is impacting on our ability to collect Council Tax.
- A banded scheme will be simpler for residents to understand and any future changes to the value of awards can be achieved by simply adjusting the banding thresholds. This will also mean that residents will experience less change in their Council Tax Reduction and will reduce the number of letters and Council Tax demands.
- The proposed model has a re-distribution effect from households in higher Council Tax bands to those in lower Council Tax bands.
- Savings are not the main driver for this change. The scheme offers only a very small reduction in costs and it is likely to result in administrative savings.

**Option 2 – No change to current local Council Tax Reduction scheme or Council Tax discounts and uprating the Council Tax Regulations in line with DWP annual uprating.**

The ‘change nothing’ approach would mean retaining the current Council Tax Reduction Scheme. The only change required would be the minor changes to the Regulations. This option was not recommended by as it would continue the move further away from the Housing Benefit and Universal Credit legislation which as outlined earlier in this report is both confusing for residents and costlier for the Council.

**Option 3 – Revised Council Tax Reduction scheme with current Council Tax Discounts**

This option could include reducing support for working age people and would mean that all working age claimants would have to pay a percentage of their Council Tax liability regardless of their circumstances. Percentages of 100%, 91.5%, 90%, 85% and 80% have been modelled. This is effectively like Option 2 but with differing levels of support for our residents. This option was not recommended as it would offer reduced levels of support to vulnerable residents who may also be impacted by wider welfare reforms. Also, as with Option 2 this option would mean that the CTR scheme is increasingly different to the Housing Benefit legislation and this will only increase as Universal Credit replaces Housing Benefit. This leads to confusion for residents who will receive multiple bills and is administratively more of a burden for the Council.

**Option 4 – To retain the current Council Tax Reduction scheme but to introduce a tolerance figure, whereby claims are not amended unless the change in income is over a set amount. No change to Council Tax Discounts**

This option was not recommended as it would also mean that the CTR scheme is increasingly different to the existing Housing Benefit and Universal Credit legislation and although fewer changes would be actioned it would be confusing for residents and the administrative burden would remain.

**Financial Summary of options 2-4**

	<b>100% of Council Tax liability</b>	<b>91.5% of Council tax liability</b>	<b>90% of Council tax liability</b>	<b>85% of Council tax liability</b>	<b>80% of Council tax liability</b>
Overall funding loss to CDC	742,430	742,430	742,430	742,430	742,430
Second homes income	-91,053	-91,053	-91,053	-91,053	-91,053
Empty homes income with discount of 25% for 6 months	-353,186	-353,186	-353,186	-353,186	-353,186
Uninhabitable homes discount of 25% for 12 months	-14,974	-14,974	-14,974	-14,974	-14,974
Long term empty premium at 50%	-308,835	-308,835	-308,835	-308,835	-308,835
Reduction in expenditure based on % liability	0	-413,785	-486,378	-727,420	-966,068
<b>Total funding gap/additional income</b>	<b>-25,618</b>	<b>-439,403</b>	<b>-511,996</b>	<b>-753,038</b>	<b>-991,686</b>
<b>Funding gap/additional income for CDC based on 7%</b>	<b>-1,793</b>	<b>-30,758</b>	<b>-35,840</b>	<b>-52,713</b>	<b>-69,418</b>

The proposed income banded scheme has been modelled to redistribute the amount that would be paid out under the current 100% scheme.

Based on current modelling as at May 2019 the introduction of a banded scheme would offer a small reduction in expenditure of £4,393.47

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 From April 2013 Council Tax Benefit was abolished and replaced with a local Council Tax Reduction Scheme. The Council is required to agree a scheme based on the reduced level of funding from Government.
- 4.2 Members are now required to approve a Council Tax Reduction Scheme for the financial year 2020-2021 and are asked to give delegated Authority to the Section 151 Officer to make the required changes to the Council Tax Reduction Regulations up to and including 31 January 2020 in consultation with the Lead Member for Financial Management.
- 4.3 Members are also asked to agree that Council Tax discounts for 2020-2021 are set at the levels detailed in the report.

## **5.0 Consultation**

There is a requirement to consult with the public, major preceptors and other parties who may have an interest in the Council Tax Reduction Scheme on any material changes to the scheme. This is not considered to include changes for annual uprating in accordance with Government Regulations.

Consultation has taken place with residents, stakeholders and major preceptors.

Consultation has already taken place with members of Budget Planning Committee and a report has been received by Executive.

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To not recommend any of the options for a scheme for 2020-2021. This would have financial implications for the Council and those residents affected by Welfare Reform.

Option 2: To decrease the level of support to Working Age claimants. This would have an impact on some of the most vulnerable residents in the district and may significantly impact on collection rates.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 See table contained in this report. The financial consequences are broadly cost neutral and in line with the approached discussed

Comments checked by:  
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### **Legal Implications**

- 7.2 The Council is required to review its Council Tax Reduction Scheme on an annual basis and if it determines to make changes then it must consult on the revised scheme. Failure to do so will adversely affect the reputation of the Council and will have a financial implication for residents as well as exposing the Council to potential challenge for failing to comply with the legislative requirements of the Local Government Finance Act 1992.

Comments checked by:  
Christopher Mace, Solicitor, 01295 221808  
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## **8.0 Decision Information**

### **Wards Affected**

All

### **Links to Corporate Plan and Policy Framework**

This links to the Council's priority of sound budgets and a customer focused Council

### **Lead Councillor**

Councillor Tony Illott Lead Member for Financial Management and Governance

### **Document Information**

<b>Appendix No</b>	<b>Title</b>
None	
None	
<b>Report Author</b>	Belinda Green (Operations Director CSN Resources )
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## Cherwell District Council

### Council

16 December 2019

#### Constitutional Changes

### Report of Director Law and Governance

This report is public

#### Purpose of report

To consider proposals for changes to the Constitution for dealing with motions and written questions at Full Council and to the terms of reference of the Appeals Panel.

#### 1.0 Recommendations

The meeting is recommended:

- 1.1 To adopt the proposals to amend the Constitution as outlined in the report.
- 1.2 To delegate authority to the Director Law and Governance to amend the Constitution to reflect these changes.

#### 2.0 Introduction

- 2.1 The proposals to amend the Motions and written questions procedure is with a view to making the process of dealing with them clearer and more efficient.
- 2.2 The current arrangements for Appeal Committee membership are cumbersome and do not reflect good HR practice and, indeed, could adversely affect employees wishing to appeal. The proposed amendments to the Terms of Reference for the Committee seek to address that concern.

#### 3.0 Report Details

##### Motions

- 3.1 Motions in the local government context usually propound a substantial issue for the council to consider and put into action. The Constitution sets out both the form and timing for dealing with the Motion before the hearing. It is proposed to amend the Constitution to reflect the following changes:

- (a) Whilst Motions are dealt with in the order that they are received it is proposed that they should follow consecutively in the order of business where they are cover similar matters.
- (b) Many Motions will incur some budget expenditure. The Constitution currently requires Motions that incur expenditure to be deferred to the Executive for consideration in the first instance. It is proposed that this should only apply to Motions that incur “significant expenditure”.
- (c) At the moment there is little guidance in the Constitution with regard to the nature of Motions. The Constitution should be amended so that it states Motions should also not be vexatious, frivolous and must be factually accurate to align with the standard wording in many constitutions at other local authorities.
- (d) A word limit of 250 words be applied to motions.

### **Amendments to Motions**

- 3.2 At present amendments to Motions can be proposed at any time up to and including when the motion is being considered at the Council meeting. This makes it administratively difficult to deal with and can cause confusion for the meeting when a motion is being debated.
- 3.3 It is proposed that amendments should be received by 12 noon on the second working day before the Council meeting to enable them to be reviewed. Amendments will then be published on the afternoon of the working day before the meeting. In practice this is likely to be a Friday afternoon. Amendments will continue to be considered in the order submitted.
- 3.3 Amendments to motions can be agreed with the proposer with the consent of Council. This is the so called “friendly amendments” process. Whilst this practise is currently followed, it is not included in the Constitution. Adding to the Constitution would
- 3.4 Any amendment must not take the original motion over 250 words and not amount to a direct negative or nullify the original Motion.

### **Written Questions**

- 3.5 Currently the deadline for the receipt of written questions is noon on the fourth working day before the meeting. Written responses are tabled at the meeting, which gives very little time for Members to consider a supplemental question.
- 3.6 It is proposed to change the deadline for the receipt of written questions to noon on the eighth working day before Council (to align it with the receipt of Motions and enable written questions to be published with the agenda). A written response would be published on the afternoon of the working day before the meeting.

### **Appeals Panel**

- 3.7 Staff have a right to appeal to Members in relation to decisions regarding disciplinary sanctions etc. Currently the Appeals Panel is comprised of ten Members



and whilst the Committee would be quorate with three, in theory a Committee of ten members could sit to determine an appeal. It is considered that that approach is cumbersome and would not accord with good HR practice and may seem intimidating to staff.

- 3.8 It is proposed that whilst the membership of the Appeal Panel remain ten, they would be a pool to be called upon and only three members would be required to determine any given appeal.

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 The proposed changes will ensure clarity over processes.

## **5.0 Consultation**

None

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To reject the recommendations. This is not recommended as it proposed changes provide clarity to procedures.

Option 2: To amend the recommendations. This is not recommended as it proposed changes provide clarity to procedures.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no financial implications arising directly from this report.

Comments checked by:

Adele Taylor, Executive Director of Finance (Interim), 0300 003 0103

[adele.taylor@cherwell-dc.gov.uk](mailto:adele.taylor@cherwell-dc.gov.uk)

### **Legal Implications**

- 7.2 It is a matter of good governance that the Council should ensure that the constitution is kept up to date. The measures in this report mitigate risk to the council through ensuring this is the case.

Comments checked by:

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## 8.0 Decision Information

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

All

### Lead Councillor

Councillor Tony Ilott, Lead Member for Finance and Governance

## Document Information

<b>Appendix No</b>	<b>Title</b>
None	
<b>Background Papers</b>	
None	
<b>Report Author</b>	Nick Graham, Director Law and Governance
<b>Contact Information</b>	01865 323910 nick.graham@cherwell-dc.gov.uk



### Appendix 1 - Polling District and Place Review 2019

District Ward: Adderbury, Bloxham and Bodicote					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CAA1	<b>The Institute</b> , The Green, Adderbury	Banbury	Adderbury	2485	No change proposed – continue to use The Institute as the polling station, as a double station.
CCK1	<b>The Bloxham Ex-Servicemen’s Village Hall</b> , High Street, Bloxham	Banbury	Bloxham	2924	No change proposed – continue to use The Bloxham Ex-servicemen’s Village Hall as the polling station, as a double station.
CCL1, CCL2	<b>Church House</b> , Church Street, Bodicote	Banbury	Bodicote	1872	No change proposed – continue to use the Church House as the polling station.
CDP1	<b>The Meeting Room</b> , Manor Farm, Milton	Banbury	Milton	151	No change proposed – continue to use The Meeting Room as the polling station.

District Ward: Banbury Calthorpe and Easington					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CAE1 CAF1 CAF2	<b>Chasewell Community Centre</b> , Avocet Way, Banbury	Banbury	Banbury (Calthorpe South Ward)	3433	It is proposed that electors in polling district CAE1 (Banbury Calthorpe county division) continue to use Chasewell Community Centre It is proposed that electors in polling districts CAF1 (Deddington county division) and CAF2 (Banbury Calthorpe county division) be allocated to Longford Park Community Centre, Hobby Road, Banbury as their polling station.
CAG1	<b>Easington Methodist Church Hall</b> , Grange Road, Banbury	Banbury	Banbury (Easington South Ward)	2477	No change proposed – continue to use The Bloxham Ex-servicemen’s Village Hall as the polling station, as a double station.
CAI1	<b>Harriers Banbury Academy</b> , Bloxham Road, Banbury	Banbury	Banbury (Easington North Ward)	379	No change proposed – continue to use the Harriers Banbury Academy as the polling station.
CAK1	<b>Queensway Primary School</b> , Banbury	Banbury	Banbury (Easington South Ward)	1799	No change proposed – continue to use Queensway School as the polling station, however as a single station

District Ward: Banbury Cross & Neithrop					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CAL1, CAN1, CAO1, CAR1	<b>Dupuis Centre at St Johns Church</b> , South Bar, Banbury	Banbury	Banbury (Neithrop South Ward)	2380	No change proposed – continue to use the Dupuis Centre at St Johns Church as the polling station, as a double station
CAM1	<b>The People’s Church</b> , Horsefair, Banbury	Banbury	Banbury (Town Centre Ward)	420	No change proposed – continue to use The People’s Church as the polling station.



CAP1	<b>St Mary's School</b> , Southam Road, Banbury	Banbury	Banbury (Town Centre Ward)	601	No change proposed – continue to use St Mary's School as the polling station.
CAQ1	<b>Banbury Methodist Church</b> , Marlborough Road, Banbury	Banbury	Banbury (Town Centre Ward)	718	No change proposed – continue to use Banbury Methodist Church as the polling station.
CAU1	<b>Ruscote Community Centre</b> , Ruscote Arcade, Longelandes Way	Banbury	Banbury (Neithrop North Ward)	1285	No change proposed – continue to use Ruscote Community Centre as the polling station.
CAS1	<b>St. Pauls Church Hall</b> , Warwick Road, Banbury	Banbury	Banbury (Neithrop North Ward)	1037	No change proposed – continue to use St. Pauls Church Hall as the polling station.
CAT1	<b>Woodgreen Leisure Centre</b> , Woodgreen Avenue, Banbury	Banbury	Banbury (Park Road Ward)	748	No change proposed – continue to use Woodgreen Leisure Centre at the polling station.

District Ward: Banbury Grimsbury & Hightown					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CAV1, CAW1	<b>Mobile Station at Morrisons Car Park</b> , Swan Close Road, Banbury	Banbury	Banbury (Calthorpe North Ward)	1202	No change proposed – continue to use a Mobile Station at Morrisons Car Park as the polling station
CBA1	<b>St Leonards Church</b> , Middleton Road, Banbury	Banbury	Banbury (Grimsbury Ward)	2438	No change proposed – continue to use St Leonard's Church as the polling station, as a double station
CBB1, CBC1	<b>Grimsbury Community Centre</b> , 2 Burchester Place, Banbury	Banbury	Banbury (Grimsbury Ward)	3470	No change proposed – continue to use Grimsbury Community Centre as the polling station, as a triple station

District Ward: Banbury Hardwick					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CBE1	<b>Hillview County Primary School</b> , Hillview Crescent, Banbury	Banbury	Banbury (Hardwick West Ward)	1337	No change proposed – continue to use Hillview County Primary School as the polling station.
CBF1, CBG2, CBH1	<b>Hanwell Fields Community Centre</b> , Rotary Way, Hanwell Fields, Banbury	Banbury	Banbury (Hardwick East Ward) & Banbury (Hardwick West Ward)	2553	No change proposed – continue to use Hanwell Fields Community Centre as the polling station.
CBG1	<b>Hardwick Community Centre</b> , Ferriston, Banbury	Banbury	Banbury (Hardwick West Ward)	2900	No change proposed – continue to use Hardwick Community Centre as the polling station, as a double station



District Ward: Banbury Ruscote					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CBI1	<b>St. Josephs Church Hall</b> , Edmunds Road, Banbury	Banbury	Banbury (Ruscote Ward)	1760	No change proposed – continue to use St Josephs Church Hall as the polling station, however as a single station not a double station
CBJ1, CBL1	<b>Woodgreen Leisure Centre</b> , Woodgreen Avenue, Banbury	Banbury	Banbury (Ruscote Ward)	2834	No change proposed – continue to use Woodgreen Leisure Centre as the polling station, however as a double station for polling districts CBJ1 CBL1 rather than a triple station. Woodgreen Leisure Centre would however be a triple station as the third polling station would be third polling station for the CAT1 polling district falling in Banbury Cross & Neithrop.
CBK1	<b>The Sunshine Centre</b> , Edmunds Road, Banbury	Banbury	Banbury (Ruscote Ward)	2141	No change proposed – continue to use The Sunshine Centre as the polling station, as a double station

District Ward: Bicester East					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CBN1	<b>Bicester East Community Centre</b> , Keble Road, Bicester	Banbury	Bicester (East Ward)	2641	No change proposed – continue to use Bicester East Community Centre as the polling station, as a double station
CBO1	<b>Salvation Army, Worship Centre</b> , Hart Place, Bicester	Banbury	Bicester (East Ward)	1722	No change proposed – continue to use the Salvation Army Worship as the polling station.
CBP1	<b>Bicester Methodist Hall</b> , Bell Lane, Bicester	Banbury	Bicester (East Ward)	1405	No change proposed – continue to use Bicester Methodist as the polling station.
CBQ1	<b>John Paul II Centre</b> , Causeway, Bicester	Banbury	Bicester (East Ward)	586	No change proposed – continue to use John Paul II Centre as the polling station.

District Ward: Bicester North & Caversfield					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CBR1, CBT1, CBU1, CBV1	<b>Emmanuel Church</b> , Barberry Place, Bicester	Banbury	Bicester (North Ward)	2437	No change proposed – continue to use Emmanuel Church as the polling station, as a double station
CBS1	<b>Southwold Community Centre</b> , Holme Way, Bicester	Banbury	Bicester (North Ward)	2703	No change proposed – continue to use Southwold Community Centre as the polling station, as a double station
CCP1	<b>Mobile Station at the Recreation Ground</b> , Caversfield	Banbury	Caversfield	1303	No change proposed – continue to use a Mobile Station at the Recreation Ground as the polling station



District Ward: Bicester South & Ambrosden					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CAB1	<b>Ambrosden Village Hall</b> , Ambrosden, Bicester	Banbury	Ambrosden	1488	No change proposed – continue to use Ambrosden Village Hall as the polling station.
CBW1, CCC1	<b>Langford Village Centre</b> , Nightingale Place, Bicester	Banbury	Bicester (South Ward)	2777	No change proposed – continue to use Langford Village Centre as the polling station, as a double station
CBX1	<b>Mobile Station at the corner Corncrake / Mallards Way</b> , Bicester	Banbury	Bicester (South Ward)	1395	No change proposed – continue to use a Mobile Station at the corner Corncrake / Mallards Way as the polling station
CBY1	<b>Pingle Field Pavilion</b> , Pingle Field, Bicester	Banbury	Bicester (South Ward)	632	No change proposed – continue to use Pingle Field Pavilion as the polling station.
CCA1, CCB1	<b>Kingsmere Community Centre</b> , Whitelands Way, Bicester	Banbury	Bicester (South Ward)	2052	No change proposed – continue to use Kingsmere Community Centre as the polling station.

District Ward: Bicester West					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CCF1	<b>West Bicester Community Centre</b> , Bowmont Square, Bicester	Banbury	Bicester (West Ward)	2734	No change proposed – continue to use West Bicester Community Centre as the polling station, as a double station
CCG1	<b>Scout Hall</b> , Ashdene Road, Bicester	Banbury	Bicester (West Ward)	1244	No change proposed – continue to use the Scout Hall as the polling station.
CCH1	<b>Highfield Social Club</b> , George Street, Bicester	Banbury	Bicester (West Ward)	1813	No change proposed – continue to use Highfield Social Club as the polling station, but as a single station
CCI1	<b>Bicester Leisure Sports Centre</b> , Queens Avenue, Bicester	Banbury	Bicester (West Ward)	1013	No change proposed – continue to use Bicester Leisure Sports Centre as the polling station.

District Ward: Cropredy, Sibfords & Wroxton					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CCM1	<b>The Bourtons Village Hall</b> , Main Street, Great Bourton	Banbury	Bourton	603	No change proposed – continue to use The Bourtons Village Hall as the polling station.
CCN1	<b>St. Marys House</b> , Wykham Lane, Broughton	Banbury	Broughton	254	No change proposed – continue to use St Marys House as the polling station.
CCR1	<b>Claydon Church Hall</b> , Church Lane, Claydon	Banbury	Claydon with Clattercot	266	No change proposed – continue to use Claydon Church Hall as the polling station.
CCT1, CDW1	<b>Cropredy Village Hall</b> , Red Lion Street, Cropredy	Banbury	Cropredy; Prescote	624	No change proposed – continue to use Cropredy Village Hall as the polling station.



CCX1	<b>Drayton Village Hall</b> , Stratford Road, Drayton	Banbury	Drayton	232	No change proposed – continue to use Drayton Village Hall as the polling station.
CCZ1	<b>Epwell Village Hall</b> , The Square, Epwell	Banbury	Epwell	247	No change proposed – continue to use Epwell Village Hall as the polling station.
CDE1	<b>Hanwell Village Hall</b> , Main Street, Hanwell	Banbury	Hanwell	227	No change proposed – continue to use Hanwell Village Hall as the polling station.
CDI1	<b>The Old School</b> , Church Lane, Horley	Banbury	Horley	273	No change proposed – continue to use The Old School as the polling station.
CDJ1	<b>Hornton Methodist Church</b> , Millers Lane, Hornton	Banbury	Hornton	281	No change proposed – continue to use Hornton Methodist Church as the polling station.
CDR1	<b>Mollington Village Hall</b> , Chestnut Road, Mollington	Banbury	Mollington	408	No change proposed – continue to use Mollington Village Hall as the polling station.
CDU1	<b>Bishop Carpenter School</b> , School Lane, North Newington	Banbury	North Newington	265	No change proposed – continue to use Bishop Carpenter School as the polling station.
CDX1	<b>Shenington Village Hall</b> , Shenington, Banbury	Banbury	Shenington	335	No change proposed – continue to use Shenington Village Hall as the polling station.
CDY1	<b>Shutford Village Hall</b> , Banbury Hill, Shutford	Banbury	Shutford	368	No change proposed – continue to use Shutford Village Hall as the polling station.
CDZ1, CEA1	<b>Sibford Gower Village Hall</b> , Acre Ditch, Sibford Gower	Banbury	Sibford Ferris; Sibford Gower	732	No change proposed – continue to use Sibford Gower Village Hall as the polling station.
CEH1	<b>Swalcliffe Village Hall</b> , Green Lane, Swalcliffe	Banbury	Swalcliffe	163	No change proposed – continue to use Swalcliffe Village Hall as the polling station.
CEI1	<b>Tadmarton Village Hall</b> , Main Street, Upper Tadmarton	Banbury	Tadmarton	485	No change proposed – continue to use Tadmarton Village Hall as the polling station.
CEK1	<b>Wardington Memorial Hall</b> , Mount Pleasant, Wardington	Banbury	Wardington	485	No change proposed – continue to use Wardington Memorial Hall as the polling station.
CEN1	<b>Wroxton Village Hall</b> , Stratford Road, Wroxton	Banbury	Wroxton	470	No change proposed – continue to use Wroxton Village Hall as the polling station.

<b>District Ward: Deddington</b>					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CBM1	<b>Barford St. Michael Village Hall</b> , Lower Street, Barford St. Michael	Banbury	Barford St John and St Michael	464	No change proposed – continue to use Barford St Michael Village Hall as the polling station.
CCU1, CCV1	<b>Windmill Community Centre</b> , Hempton Road, Deddington	Banbury	Deddington	1601	No change proposed – continue to use Windmill Community Centre as the polling station.
CCW1	<b>The Old School Room</b> , Rear of Hempton Church, Hempton	Banbury	Deddington	229	No change proposed – continue to use The Old School Room as the polling station.
CCY1	<b>Duns Tew Village Hall</b> , Middle Barton Road, Duns Tew	Banbury	Duns Tew	406	No change proposed – continue to use Duns Tew Village Hall as the polling station.
CDC1	<b>Fritwell Village Hall</b> , Fewcott Road, Fritwell	Banbury	Fritwell	541	No change proposed – continue to use Fritwell Village Hall as the polling station.



CDH1	<b>The War Memorial Hall</b> , Chapel Street, Hook Norton	Banbury	Hook Norton	1840	No change proposed – continue to use The War Memorial Hall as the polling station.
CDM1, CEE1	<b>Steeple Aston Village Hall</b> , Fir Lane, Steeple Aston	Banbury	Middle Aston; Steeple Aston	848	No change proposed – continue to use Steeple Aston Village Hall as the polling station.
CDO1	<b>Milcombe Village Hall</b> , Main Road, Milcombe	Banbury	Milcombe	532	No change proposed – continue to use Milcombe Village Hall as the polling station.
CDT1	<b>Meeting Room at the Bakery</b> , 9 Somerton Road, North Aston	Banbury	North Aston	155	No change proposed – continue to use Meeting Room at the Bakery as the polling station.
CEB1	<b>The Barnes Memorial Hall</b> , Heyford Road, Somerton	Banbury	Somerton	261	No change proposed – continue to use The Barnes Memorial Hall as the polling station.
CEC1	<b>Souldern Village Hall</b> , Souldern, Bicester	Banbury	Souldern	330	No change proposed – continue to use Souldern Village Hall as the polling station.
CED1	<b>South Newington Village Hall</b> , Bardford Road, South Newington	Banbury	South Newington	238	No change proposed – continue to use South Newington Village Hall as the polling station.
CEM1	<b>Wigginton Parish Hall</b> , School Lane, Wigginton	Banbury	Wigginton	169	No change proposed – continue to use Wigginton Parish Hall as the polling station.

<b>District Ward: Fringfords and Heyfords</b>					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CAC1	<b>Ardley with Fewcott Village Hall</b> , Ardley Playing Fields, Ardley	Banbury	Ardley with Fewcott	582	No change proposed – continue to use Ardley with Fewcott Village Hall as the polling station.
CCO1	<b>Bucknell Village Hall</b> , Bainton Road, Bucknell	Banbury	Bucknell	190	No change proposed – continue to use Bucknell Village Hall as the polling station.
CCQ1	<b>Chesterton Community Centre</b> , 2 Geminus Road, Chesterton	Banbury	Chesterton	817	No change proposed – continue to use Chesterton Community Centre as the polling station.
CCS1, CDF1	<b>St Mary the Virgin Church</b> , Cottisford, Brackley	Banbury	Cottisford; Hardwick with Tusmore	174	No change proposed – continue to use St Mary the Virgin Church as the polling station.
CDA1, CDS1	<b>Finmere Village Hall</b> , Water Straford Road, Finmere	Banbury	Finmere; Newton Purcell with Shelswell	449	No change proposed – continue to use Finmere Village Hall as the polling station.
CDB1	<b>Fringford Village Hall</b> , The Green, Fringford	Banbury	Fringford	487	No change proposed – continue to use Fringford Village Hall as the polling station.
CDD1, CEG1	<b>The Meeting Room at the Red Lion</b> , Stoke Lyne Road, Stratton Audley	Banbury	Godington; Stratton Audley	366	No change proposed – continue to use The Meeting Room at the Red Lion as the polling station.
CDG1	<b>Hethe Village Hall</b> , Hardwick Road, Hethe	Banbury	Hethe	221	No change proposed – continue to use Hethe Village Hall as the polling station.
CDL1	<b>King George's Field and Community Sports Centre</b> , Mill Lane, Lower Heyford	Banbury	Lower Heyford	384	No change proposed – continue to use King George's Field and Community Sports Centre as the polling station.
CDN1	<b>Middleton Stoney Village Hall</b> , Heyford Road, Middleton Stoney	Banbury	Middleton Stoney	250	No change proposed – continue to use Middleton Stoney Village Hall as the polling station.





CDQ1	<b>Mixbury Parish Church</b> , Church Lane, Mixbury	Banbury	Mixbury	204	No change proposed – continue to use Mixbury Parish Church as the polling station.
CEF1	<b>Stoke Lyne Parish Room</b> , Stoke Lyne, Bicester	Banbury	Stoke Lyne	181	No change proposed – continue to use Stoke Lyne Parish Room as the polling station.
CEJ1	<b>Upper Heyford Village Hall</b> , Somerton Road, Upper Heyford	Banbury	Upper Heyford	284	No change proposed – continue to use Upper Heyford Village Hall as the polling station.
CEJ2	<b>Heyford Park Community Centre</b> , Brice Road	Banbury	Heyford Park	1408	No change proposed – continue to use Heyford Park Community Centre as the polling station.
CHG1	<b>Kirtlington Village Hall</b> , South Green, Kirtlington	Henley	Kirtlington	781	No change proposed – continue to use Kirtlington Village Hall as the polling station.

<b>District Ward: Kidlington East</b>					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CKB1	<b>Kidlington and Gosford Sports Centre</b> , Gosford Hill, Oxford Road	Oxford West and Abingdon	Gosford and Water Eaton	1097	No change proposed – continue to use Kidlington and Gosford Sports Centre as the polling station.
CKE1	<b>Kidlington Youth Football Club</b> , Evans Lane, Kidlington	Oxford West and Abingdon	Kidlington (Orchard Ward)	1598	No change proposed – continue to use Kidlington Youth Football Club as the polling station.
CKF1	<b>Kidlington Methodist Church Hall</b> , Oxford Road, Kidlington	Oxford West and Abingdon	Kidlington (Orchard Ward)	950	No change proposed – continue to use Kidlington Methodist Church Hall as the polling station.
CKG1	<b>The Church of St John the Baptist</b> , Broadway, Kidlington	Oxford West and Abingdon	Kidlington (Dogwood Ward)	2305	No change proposed – continue to use The Church of St John the Baptist as the polling station, as a double station
CKH1	<b>Exeter Hall</b> , Oxford Road, Kidlington	Oxford West and Abingdon	Kidlington (Exeter Ward)	1410	No change proposed – continue to use Exeter Hall as the polling station.

<b>District Ward: Kidlington West</b>					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CKA1	<b>Begbroke Village Hall</b> , Begbroke Lane, Begbroke	Oxford West and Abingdon	Begbroke	632	No change proposed – continue to use Begbroke Village Hall as the polling station.
CKC1	<b>Kidlington Baptist Church</b> , High Street, Kidlington	Oxford West and Abingdon	Kidlington (St Mary's Ward)	2246	No change proposed – continue to use Kidlington Baptist Church as the polling station, as a double station
CKD1	<b>Mobile Station at Lyne Road</b> , Kidlington	Oxford West and Abingdon	Kidlington (Roundham Ward)	1893	No change proposed – continue to use Mobile Stations at Lyne Road as the polling station, as a double station
CKI1	<b>Yarnton Village Hall</b> , The Paddocks, Yarnton	Oxford West and Abingdon	Yarnton	2410	No change proposed – continue to use Yarnton Village Hall as the polling station, as a double station



<b>District Ward: Launton and Otmoor</b>					
Polling District ID	Polling station	Constituency	Parish	Electorate (at 1 December 2019)	(Acting) Returning Officer Proposal
CAD1	<b>Arcott Village Hall</b> , Murcott Road, Upper Arcott	Banbury	Arcott	747	No change proposed – continue to use Arcott Village Hall as the polling station.
CCJ1	<b>Blackthorn Village Hall</b> , Thame Road, Blackthorn	Banbury	Blackthorn	286	No change proposed – continue to use Blackthorn Village Hall as the polling station.
CDK1	<b>Launton Parish Hall</b> , Bicester Road, Launton	Banbury	Launton	1030	No change proposed – continue to use Launton Parish Hall as the polling station.
CDV1	<b>Piddington Village Hall</b> , Ludgershall Road, Piddington	Banbury	Piddington	291	No change proposed – continue to use Piddington Village Hall as the polling station.
CEL1	<b>Wendlebury Village Hall</b> , Main Street, Wendlebury	Banbury	Wendlebury	349	No change proposed – continue to use Wendlebury Village Hall as the polling station.
CHA1, CHD1	<b>Bletchingdon Village Hall</b> , Whitemarsh Way, Bletchingdon	Henley	Bletchingdon; Hampton Gay and Poyle	922	No change proposed – continue to use Bletchingdon Village Hall as the polling station.
CHB1, CHJ1	<b>Charlton on Otmoor Community Hall</b> , Fencott Road, Charlton-on-Otmoor	Henley	Charlton-on-Otmoor; Oddington	466	No change proposed – continue to use Pingle Field Pavilion as the polling station.
CHC1	<b>The Village Hall</b> , Fencott and Murcott, Kidlington	Henley	Fencott and Murcott	208	No change proposed – continue to use The Village Hall as the polling station.
CHE1	<b>Horton-Cum-Studley Millennium Hall</b> , The Straight Mile, Horton-Cum-Studley	Henley	Horton-Cum-Studley	399	No change proposed – continue to use Horton-Cum-Studley Millennium Hall as the polling station.
CHF1	<b>Islip Village Hall</b> , Church Lane, Islip	Henley	Islip	534	No change proposed – continue to use Islip Village Hall as the polling station.
CHH1	<b>Merton Village Hall</b> , Merton, Bicester	Henley	Merton	273	No change proposed – continue to use Merton Village Hall as the polling station.
CHI1	<b>The Parish Church of St Giles</b> , Noke	Henley	Noke	103	No change proposed – continue to use The Parish Church of St Giles as the polling station.
CHK1	<b>Millennium Village Hall</b> , Shipton-on-Cherwell, Kidlington	Henley	Shipton-on-Cherwell and Thrupp	304	No change proposed – continue to use Millennium Village Hall as the polling station.
CHL1	<b>Weston-on-the-Green Village Hall</b> , Mill Lane, Weston-on-the-Green	Henley	Weston-on-the-Green	425	No change proposed – continue to use Weston-on-the-Green Village Hall as the polling station.