

Minutes of the Environment Committee meeting held on the 14th June 2019 in the Roy Garner Pavilion at 6pm.

Present: Peter Williams (PW) May James (MJ) Alistair Morris (AM)

Public: None

ENV 19/06/01 Election of Chairman: AM proposed PW. MJ Seconded. It was **RESOLVED** that PW became Chairman.

ENV 19/06/02 Election of Vice-Chairman: PW proposed AM. MJ Seconded. It was **RESOLVED** AM became Vice-Chairman.

ENV 19/06/03 No one intended to record the meeting.

ENV 19/06/04 Apologies: Louise Milford – Away

ENV 19/06/05 No members of the public were present so there were no requests to speak.

ENV 19/06/06 It was **RESOLVED** to recommend the following Terms of Reference for the Environment Committee to the Full Council:

- a. In accordance with the Parish Council's Environment Policy, seek to minimize the effects of climate change and take positive action to tackle it.
- b. Give encouragement to residents to reduce waste, increase home composting, re-cycle where possible and resist use of single-use plastics.
- c. Seek to preserve Green belt land and encourage its use for recreation, crops and forestry and wildlife.
- d. Promote green energy sources.
- e. Promote use of allotments, home growing and communal growing within the Parish.
- f. Consider measures to discourage traffic congestion and toxic emissions.
- g. Preserve and add to existing tree stock where feasible.

ENV 19/06/07 Information Sharing:

PW attended a meeting mainly about the expressway.

PW believes there is a need to make links with Planning Oxfordshire's Environment & Transport Sustainably (POETS) and South Oxfordshire Growth Board.

The Clerk informed the meeting that he had received an email from Charlotte Vinnicombe, chairman of the Residents Association for Elsfield Road & Oxford Road, saying she was unable to make the meeting but would like to be involved with the Committee, if possible, in some way. The Clerk reminded the Committee that it has the power to co-opt a non-councillor if it feels they had expertise or knowledge that would benefit the Committees objectives.

AM believes there needs to be links with other Parish Council's with similar aims to share ideas and best practice.

ENV 19/06/08 There were no items of an urgent nature which had come to the Clerk's attention since the agenda was set.

ENV 19/06/09 Date of Next Meeting: Thursday 1st August 2019 6pm in the Roy Garner Pavilion.

Meeting closed: 6:50pm

Proposed Terms of Reference for the Environment Committee

1. It is the responsibility of Chairman of committees to liaise with the Clerk in deciding when meetings should be held, and with drawing up agendas.
2. It is the responsibility of members of the committee to contact the Chairman if they have an item for the agenda of that committee. This should be done no later than the Monday of the week before a meeting is held when the date of the meeting is known, or as soon as possible if short notice is given. It is important to remember that the Clerk will need to do the paper work and have time to give required notice of the meeting and the agenda.
3. Any issue arising of Council expenditure - above that which the Clerk, in conjunction with Chairman of Council or Chairman of Finance Committee, can resolve under £1,000 - should be dealt with by Finance Committee. Items over £5,000 must be referred to Council (section 4, Financial Regulations).
4. A copy of the agenda for all Committee meetings is copied to the Chairman of Council.
5. Minutes of all Committee meetings will be circulated to all members of Council with the next Council agenda.
6. The Councils standing orders, financial regulations and code of conduct apply to all Committee's and their meetings.
7. Unless powers are delegated for specific topics all Committee decisions and recommendations will be subject to final approval by full council.
8. The Committee is empowered to direct the Clerk to undertake such lawful and reasonable actions as may be resolved by the Committee subject to ratification by Full Council.
9. These terms of reference should be reviewed annually by the Council or when necessary.

Authority:

The Environment Committee is appointed by and is solely responsible to the Old Marston Parish Council. The Committee duties are defined and agreed by the Full Council who may vote, at any time, to modify the Committee's powers. The committee will meet quarterly but can also be convened to deal with special events as they occur.

Membership:

All members of the Committee will be elected Councillors. The Committee will consist of no fewer than four elected Councillors. At the full council's annual meeting the chairman, and if felt necessary a Vice-Chairman, shall be elected. The chairman, or in his absence the vice-chairman, shall preside at all

future committee meetings in that year. A quorum at the Committees meetings will consist of no fewer than three elected members.

Record of Proceedings:

Written minutes will be taken to record the Committee's decisions and circulated to all Councillors with recommendations for the next Full Council meeting. The minutes will be published on the Councils website and placed on the noticeboard(s). The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

Responsibilities:

- In accordance with the Parish Council's Environment Policy, seek to minimize the effects of climate change and take positive action to tackle it.
- Give encouragement to residents to reduce waste, increase home composting, re-cycle where possible and resist use of single-use plastics.
- Seek to preserve Green belt land and encourage its use for recreation, crops and forestry and wildlife.
- Promote green energy sources.
- Promote use of allotments, home growing and communal growing within the Parish.
- Consider measures to discourage traffic congestion and toxic emissions.
- Preserve and add to existing tree stock where feasible.