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CHIPPING NORTON TOWN COUNCIL

At the Council Meeting held remotely due to restrictions imposed by government because of the COVID-19 pandemic, pursuant to notice on Monday 27th April 2020 at 7.15pm on line and via video conference, the following members were present: -

Cllr. D. Davidson, Town Mayor

Cllr. M. Walker, Deputy Mayor

Cllr. R. Benfield

Cllr. N. Bradley (joined the meeting at 7.23pm)

Cllr. G. Brown

Cllr. C. Butterworth

Cllr. L. Carter (joined the meeting at 7.25pm)

Cllr. S. Coleman

Cllr. J. Graves

Cllr. D. Heyes

Cllr. M. Jarratt

Cllr. G. Mazower

Cllr. R. Poole

Cllr. L. Tuckwell

Cllr. M. Tysoe (joined the meeting at 7.37pm)

Officers: Mrs J. Sparrowhawk, Town Clerk

Miss K. Linnington, Deputy Town Clerk (joined the meeting at 7.31pm)

Others: 2 Members of the Public

Note: There were a number of technical issues with internet connections at the commencement of the meeting resulting in some Members joining the meeting late.

7431 Mayors Welcome

The Mayor welcomed everyone to the first remote formal meeting of the Council.

7432 The minutes of the meeting held on the 16th March 2020 – were approved as a correct record and will be signed by the Mayor at the next face to face meeting subject to further amendment of the minutes from the 17th February 2020. Cllr. C. Butterworth requested that Minute 7395 should be clarified to read ‘that Cllr. G. Saul is leading the objection at WODC against the potential zero rating of the CIL for the Tank Farm Strategic Development Area. ‘

7433 Apologies for absence

Apologies for absence had been received from Cllr. E. Coles.

7434 Declarations of Interest

There were no declarations of interest to report at the meeting.

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7435 Oxfordshire County Council

The representative from Oxfordshire County Council had provided updates to Members with information and briefings from OCC during the COVID-19 pandemic. Cllr. H. Biles will continue to provide updates for Members.

7436 West Oxfordshire District Council

Cllr. G. Saul had provided a brief report for the meeting and reported on the following:

* Cllr. G. Saul and Cllr. M. Cahill have agreed to telephone residents in Chipping Norton who are on WODC’s vulnerable person’s list on a weekly basis to see if they are in need of assistance.
* WODC have been providing briefing updates to Members during the Covid-19 pandemic.
* WODC will be undertaking a “Test” remote meeting ahead of a formal remote Full Council meeting on 13th May 2020.

7437 Planning

The Council received the list of applications and comments discussed by email due to the Corona virus situation during March and April 2020.

7438 Town Clerk’s Report

The correspondence report was noted.

7439 Grounds Maintenance and Grass Cutting Contract

Members noted that the contract had been awarded to Topiarus Horticulture (The Millennium Garden, St Mary’s Closed Churchyard and the Almshouses) and Thomas Fox Landscaping (New Street Recreation Ground, Cornish Road Recreation Ground, Cotswold Gate Play Area and Open Spaces and Worcester Road Cemetery) for a one-year period. Members noted that there had been some initial issues with the first cut from both contractors and advised the Town Clerk to monitor the works.

7440 Grant Funding

Members noted that the following grants had been awarded by Council on 30th March 2020 to support the local community during the COVID-19 pandemic under the General Power of Competence:

St Mary’s Church, Community and Outreach C-19 Fund = £1,000

SOFEA, Community Larder = £2,000

7441 Covid-19 Support

St. Mary’s Church, Community Outreach, had provided Members with an update on how money was being spent and the response to the Covid-19 crisis that various groups are undertaking. The update also thanked the Council in responding swiftly to the initial request for financial support. Additional financial support was requested for ongoing support to the local community. Members discussed the information that had been provided. Cllr. R. Poole provided further clarification on the work of SOFEA through Chippy Larder of the provision of non-perishable food, fruit and vegetables. Cllr. L. Carter advised that WODC Councillors had been assisting with identifying those members of the community which were most vulnerable and are linked in with services available to ensure that people are not missed. The Mayor thanked those individuals and organisations that are involved with the response to the crisis. Members agreed to place the Zipround information leaflet on notice boards around the town. Cllr. M. Tysoe was concerned that no request for assistance had been received from Highlands and that consideration to support them may be required.

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Cllr. R. Poole advised Members that she had spoken with Mr P. Lake today and he had confirmed that Highlands did not require any assistance at the moment. Cllr. C. Butterworth proposed grant funding to St Mary’s – Mary’s Meals of £2,000 per month for two further months. This to be reviewed after the second month. Cllr. M. Walker seconded the proposal. On being put to the vote the proposal was carried unanimously. Cllr. C. Butterworth proposed grant funding to North Oxford Foodbank (Distributed by the Baptist Church) of £1,000 per month for two further months. This to be reviewed after the second month. Cllr. J. Graves seconded the proposal. On being put to the vote the proposal was carried unanimously.

**RESOLVED:** To award the following grants in support of the local community during the COVID-19 pandemic under the General Power of Competence:

St Mary’s - Mary’s Meals = £2,000 per month for two further months.

North Oxford Foodbank (Distributed by the Baptist Church) = £1,000 per month for two further months.

7442 Community Basket – Chipping Norton

The Community Basket volunteers had provided Members with an update on the developments on the Community Basket concept. Ms J. Aston was attending the meeting as a member of the public but was involved with the project as a volunteer. The Mayor invited Ms J. Aston to outline the main aspects of the project and the website. Volunteers had built the website from a list of local businesses. There were four main aspects to the website: foodbanks, shops, welfare advice and emergency resources. Ms J. Aston advised that if the website proved to be successful this would be a useful and economic resource for the local businesses both during and after the Covid-19 crisis. A leaflet had been produced for distribution to the local community. A quote of £400 per 10,000 leaflets had been provided by a local printer. The Community Basket was requesting assistance with printing costs and delivery of the leaflet. The Zipround leaflets were being distributed by the local postal office, although not all households had received the leaflet to date. The use of volunteers to deliver the Community Basket leaflets was discussed. Members discussed the website and leaflet further and agreed that the Covid-19 Working Group should discuss the matter in further detail and in liaison with the Town Clerk.

**RESOLVED:** The Covid-19 Working Group would discuss further and liaise with the Town Clerk. That printing costs of up to £400 is approved. Distribution of the leaflet to be discussed further by use of volunteers where possible.

7443 Mayoral and Deputy Mayor Selection/Election Timetable

The process of electing the Mayor and Deputy Mayor had been delayed due to the current government restrictions. Members discussed the proposal for the schedule of Mayor and Deputy Mayor election as provided by Cllr. N. Bradley for consideration. Cllr. N. Bradley proposed that the schedule is adopted by the Council. Cllr. G. Brown seconded the proposal. On being put to the vote the proposal was carried.

**RESOLVED:** That the selection of the Mayor and Deputy Mayor is delayed by two months. The secret ballot being undertaken in June 2020 and the position of Mayor and Deputy Mayor being taken up in July 2020.

The meeting closed at 8.20pm.