



**Chipping Norton Town Council**  
The Guildhall, Chipping Norton, Oxfordshire, OX7 5NJ

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**Office Hours:** Mon – Fri 9am – 1pm

Minutes of a meeting of **Chipping Norton Town Council** held online by ZOOM video conferencing system on **Monday 15th March 2021 at 7.15 pm.**

The following members were present:

Cllr. G. Mazower, Town Mayor  
Cllr. S. Coleman, Deputy Town Mayor  
Cllr. N. Bradley  
Cllr. C. Butterworth  
Cllr. J. Graves  
Cllr. D. Heyes  
Cllr. L. Tuckwell  
Cllr. M. Walker

Also in attendance:

OCC Cllr. H. Biles  
WODC Cllr. G. Saul  
WODC Cllr. M. Cahill

Luci Ashbourne, Town Clerk  
Louise Steele, Locum Town Clerk  
Steve Milton, Locum Town Clerk  
Kay Linnington, Deputy Town Clerk  
Sonia Murgia, Accounts Officer

**7601. Mayor's Welcome and Announcements**

The Town Mayor, Councillor Mazower, welcomed everyone to the meeting and introduced Luci Ashbourne, the Council's newly appointed Town Clerk. Luci introduced herself and outlined her hopes for the role.

**7602. Minutes**

**RESOLVED:** that, subject to the correction of the spelling of Cllr Butterworth's name in minute 7590, the minutes of the last meeting of Council held on 15<sup>th</sup> February 2021 be approved as a correct record and signed by the Mayor at the next available opportunity.

**7603. Public Participation**

No questions or statements were received.

**7604. Apologies for absence**

Apologies for absence were accepted from Councillors Carter and Coles.

**7605. Declaration of interests**

There were no declarations.

**7606. Mayor's Announcements**

The Mayor reported on her recent meetings with:

- Representatives of the Farmers' Market – discussing possible changes to the market location.
- The Field Reeves – a presentation about the role and work of the Reeves.
- Royal British Legion – regarding the erection of a new plaque at the war memorial to commemorate the Legion's centenary on 15<sup>th</sup> May.
- A virtual reception with the Lord Mayor of Oxford, other Oxfordshire Mayors, and representatives of the County's European twin cities.
- Will Barton of West Oxfordshire District Council regarding various town centre issues.

In addition, she informed members that the Walterbush Road bus shelter consultation document would be delivered later in the week. Discussions had continued with web developers Zonkey and she had been attending to various public realm projects over the last few weeks. She had also attended a photo-shoot with the Chipping Norton Community First Responders to acknowledge the recent grant.

**7607. Oxfordshire County Council (OCC):**

The Council received a report from County Councillor Biles, as follows:

- OCC Officers were assessing signage on the M40 and monitoring traffic at the junction with A361, works that were now fully funded by OCC. Results were awaited.
- OCC Officers were also checking the legality of speed indication devices mounted on street furniture. In the interim, no SID equipment may be affixed to street furniture.
- Members had attended a briefing with NHS representatives and the Director of Public Health, news was positive but people were still urged to follow the guidance.
- 89.9% of families had secured their first-choice school admission from September.
- OCC had exceeded its targets for CO2 emissions.
- 2021 Census day was 21<sup>st</sup> March and residents had been urged to return their forms promptly.
- A new High Sheriff of Oxfordshire – Imam Monwar Hussain MBE DL – would succeed Amanda Ponsonby on 8<sup>th</sup> April.

The Mayor thanked Councillor Biles for her report.

**7608. West Oxfordshire District Council:**

The Council received reports from the District Councillors as set out below:

Councillor Cahill

- Reported on a campaign to crack down on fly-tipping at the community recycling sites and a recent enforcement case. However, he had received correspondence that afternoon indicating that WODC was proposing to close the Albion Street facility. The service at New Street would continue.
- The installation of electric vehicle charging points had taken a step forward with the Council agreeing legal terms with the preferred equipment and electricity suppliers. The intention was to locate the EVC points in car parks, but no installation schedule had yet been published.

- Although not within the town, he reported on the planning application submitted for a gypsy site at Over Norton.
- Support was continuing to be provided by community groups responding to the COVID-19 emergency, including Chippy Larder. He hoped that the community spirit that had emerged during the crisis would continue long into the future for the benefit of those most in need.

#### Councillor Saul

- Expressed his concern about the lack of consultation with residents about a proposal for the relocation of the market. He had canvassed local opinions and the majority seemed to be opposed to the plan. The Mayor replied that it was a proposal only and that were it to be progressed there would be full consultation.
- His work had focused on licensing in recent weeks and he had supported a pavement license for Whistlers Restaurant in Middle Row.
- A forthcoming licensing committee meeting would be considering changes to taxi and private hire licensing. The proposed changes included strengthening Disclosure and Barring Service (DBS) checks.

The Mayor thanked Cllrs Cahill and Saul for their updates.

#### **7609. East Chipping Norton Development**

Councillor Heyes reported that West Oxfordshire District Council would be publishing the [draft East Chipping Norton Development Framework Supplementary Planning Document \(SPD\)](#) that week for consideration by that Council's Cabinet on Wednesday 24 March 2021. It was anticipated that the consultation period would take place between 9 April – 4 June 2021.

The Mayor informed members that the Health Centre had submitted details of its future requirements to WODC in the hope this would be reflected in the draft SPD.

#### **RESOLVED:**

- (1) That the Council submits a letter in support of Chipping Norton Health Centre, requesting that the issues raised are addressed through the revised SPD.
- (2) That the draft SPD be submitted to the Strategic Planning Committee on Wednesday 24<sup>th</sup> March for full consideration.

#### **7610. West Oxfordshire District Council Draft Affordable Housing SPD**

Councillor Heyes reported that the revised [draft affordable housing special planning document \(SPD\) was now available online](#). The draft SPD would be the subject of public consultation for a period of six weeks. The consultation would run from 5 March to 16 April 2021. Members welcomed the intent of the document.

#### **7611. Strategic Planning Committee:**

The Council considered the draft minutes of the meeting held on 24 February 2021 (previously circulated) and noted the matters considered. There were no recommendations arising.

#### **7612. Community Committee:**

The Council considered the draft minutes of the meeting held on 3rd February 2021 (previously circulated) and noted the matters considered. There were no recommendations arising.

#### **7613. New Council Website**

The Locum Clerk reported that he had undertaken a thorough evaluation of four market leading local council website providers as well as the submission from Zonkey. In addition, he had consulted colleagues on the Community Clerk's Network. Of the providers assessed, all met the

basic minimum requirements set by the Council. However, costs were complex to compare as all had different up-front and ongoing costs and some included options that others provided in the base package. Having examined the options, the Locum Clerk recommended accepting the quotation submitted by Zonkey, for a new site based on the system used by Frome Town Council.

**RESOLVED:** that the quotation submitted by Zonkey be accepted and work commissioned on the new website as soon as possible.

#### 7614. Volunteering

Councillor Tuckwell reported that the Council needed to develop the infrastructure to recruit, train and support volunteers to undertake activities in the Town. She outlined an idea of linking up existing volunteer groups into a network to coordinate activities and share resources. She further reported that the Council's new Clerk, Luci Ashbourne, had experience of establishing something similar in Witney. Luci, provided a brief overview of the 'Land Army' approach adopted in Witney.

**RESOLVED:** that a volunteering strategy be developed once the new Town Clerk takes up her role.

#### 7615. Standing Orders

The Council considered the revised standing orders (previously circulated)

**RESOLVED:** that subject to the correction of a typo in para 26 (b), the revised standing orders be adopted.

#### 7616. Council Insurance

The Council considered the insurance renewal quotation from Zurich (previously circulated).

**RESOLVED:** that the insurance renewal submitted by Zurich be accepted.

#### 7617. Risk Management

The Council considered the annual risk assessment submitted by the Locum Clerk (previously circulated).

**RESOLVED:** that the Annual Risk Assessment 2021/22 be adopted.

#### 7618. Ear Marked Reserves

The Council considered the report submitted by the Responsible Financial Officer (Locum Clerk). Members agreed that the Council should adopt a more rigorous approach to managing its substantial reserves.

**RESOLVED:** that the recommendations submitted by the Locum Clerk be approved and additional ear-marked reserves be established as follows:

- Youth Worker £6,405
- Youth Council £1,000
- Street Scene projects £31,672
- Town Hall £3,884
- Recreation Equipment £5,896
- Sports Awards £500
- War Memorial £500

#### 7619. Planning Applications

The Council considered the following planning applications:

- (1) [21/00398/FUL](#): Erection of 3 dwellings and associated works - Land South of Rock Hill Chipping Norton.

**RESOLVED:** that the Town Council raises no objection to the above proposal.

- (2) [21/00363/FUL](#): Erection of a two-storey extension to increase office space - Southcombe Garage, Oxford Road, Southcombe, Chipping Norton

**RESOLVED:** that the Town Council raises no objection to the above proposal.

- (3) [21/00315/FUL](#): Erection of a detached dwelling and formation of new access to be shared with the existing dwelling - 31 Worcester Road, Chipping Norton.

**RESOLVED:** that the Town Council raises no objection to the above proposal.

- (4) [21/00478/HHD](#): Remove existing rear outbuildings. Erection of a rear single storey extension - 59 Rock Hill, Chipping Norton

**RESOLVED:** that the Town Council raises no objection to the above proposal.

- (5) [21/00230/HHD](#): Renovation works to include erection of single storey front and side extensions to create new garage with covered walkway to front elevation, erection of single storey rear extension and conversion of existing garage to form additional living space and alterations to existing flue (amended plans) - Dapple House, 58 Over Norton Road, Chipping Norton

**RESOLVED:** that the Town Council raises no objection to the above proposal.

- (6) [21/00457/HHD](#): Erection of single and two storey rear extensions - 58 The Leys, Chipping Norton.

**RESOLVED:** that the Town Council raises no objection to the above proposal.

#### 7620. Confidential Business:

**RESOLVED:** in view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting during consideration of the matters set out under minute 7620 in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.

#### 7621. Induction of Town Clerk:

The Locum Clerk reported that now that Luci's start date had been agreed, plans were needed to prepare for her induction. She suggested that a period of one week's handover be agreed for Luci and Louise. This would mean the ending of the additional Locum's role from Luci's commencement date. In view of the need for the new Clerk to obtain the CiLCA qualification, it was recommended that the Council agreed to fund her Society of Local Council Clerks (SLCC) membership.

**RESOLVED:**

- (1) That the termination of the LGRC contracts be agreed as set out above with handover for Luci with Louise;
- (2) That ongoing mentoring be arranged for the new Town Clerk – possibly with Janet Eustace from LGRC if she is available.

- (3) That SLCC membership be funded for the new Town Clerk.

The Chair closed the meeting at 9.00pm

Signed as a correct record:

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Mayor

Date: