



**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 February 2021 at 7.15 pm.**

The following members were present:

Cllr. G. Mazower, Town Mayor  
Cllr. S. Coleman, Deputy Mayor  
Cllr. N. Bradley  
Cllr. C Butterworth  
Cllr. L. Carter  
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

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

**7583. Mayor's Welcome and Announcements**

The Mayor, Councillor Mazower, welcomed everyone to the meeting.

**7584. Minutes**

**RESOLVED:** that the minutes of the last meeting of Council held on 18 January 2021 be approved as a correct record and signed by the Mayor at the next available opportunity.

**7585. Public Participation**

No questions or statements were received.

**7586. Apologies for absence**

Apologies for absence were accepted from Councillors Coles and Poole.

**7587. Declaration of interests**

There were no declarations.

## **7588. Mayor's Announcements**

The Mayor reported on her recent meetings with:

- The Field Reeves and staff of the Health Centre
- Residents of Tank Farmhouse
- Representatives of Cala Homes
- Zonkey (Web Developers)

In addition, she had undertaken a walkabout in the Town Centre with the Deputy Mayor in order to progress the public realm projects.

## **7589. Oxfordshire County Council (OCC):**

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

- COVID-19 infections levels were now dropping but still high and vaccinations were going well across the County.
- The County budget had been approved on 9<sup>th</sup> February and council tax had been set at 2.99%.
- [The Oxfordshire Local Transport and Connectivity Plan](#) - consultation opened on 15 February and would close on 29 March 2021 – she urged the Council to respond. The Local Transport Plan would follow in the Autumn.
- Cllr Biles wanted to comment on the minutes of the Strategic Planning Committee:
- - East Chipping Norton Development (ECND) – OCC's masterplan provided a broad vision for the site at this stage but details will come from the developer in due course.
- - Land for Health Centre – she queried the inclusion of 50% expansion, and gave information about previous meetings with the Field Reeves and representatives of the Health Centre.
- - Mullin Automotive Museum – planning permission had been approved for the site and the section 106 agreements had been concluded.
- - HGV signage – CNTC has representatives on the working group looking at implementation of the LTP, surprised to see the comments made at Strategic Planning Committee about the need to make formal representations. Responsibility lies with Highways England.
- Public realm – If the Town Council had concerns about public realm assets maintained by OCC they should be reported.

The Mayor thanked Councillor Biles for her report and commented as follows:

- In respect of the ECND she explained that WODC were now referring to OCC's 'Masterplan' as a Concept Plan and that it was 'illustrative' and that a comprehensive Masterplan would be informed by the SPD – this had been a significant bone of contention over a prolonged period.
- Healthcare – the figure relating to a 50% expansion in the minutes came from representatives of the Health Centre who attended the meeting. The Council was aware that OCC had had meetings regarding the land needed for the expansion and that this is included in the plan. However, the problem was the cost of the land – in the region of £1m had been mentioned, and also she noted that OCC had had no meetings with the Health Centre since that time approximately 18 months ago.
- Mullin Automotive Museum – Cllr Mazower explained that making contact with the biggest proposed visitor attraction in the area would be beneficial to the town, and that S106 had not been commented on in the minutes and was irrelevant.
- On the HGVs, the Mayor explained that there were no concerns about the transport working group but there was some frustration caused by reference to a list of proposed works that had never been provided to the Town Council. Similarly, the Town Council did not receive notes of the working group meetings and this would be useful to avoid future misunderstandings. Cllr Biles did not agree to share the minutes. The Mayor agreed that the minutes of Strategic Planning Committee would need to be amended – the minutes were in draft and had not yet been confirmed.

**7590. West Oxfordshire District Council:**

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

Councillor Cahill

- Contrary to local reports, there had never been any intention to close the 'bring' sites in January - consultation would be launched shortly.
- Air quality – data collected from monitoring devices in Horsefair were giving some cause for concern. The mean figures were marginally above UK recommended levels but this disguised more serious fluctuations and some concerning peaks in pollution levels. WODC was working with other districts in the County to bid for funding to tackle the issue.
- The WODC Climate Action Strategy would be published after 24<sup>th</sup> February once adopted by the Council. This would impose a new sustainability standards checklist to all future planning applications.
- Flooding – the district council was encouraging parish and town councils to adopt emergency plans after issues had emerged following recent flooding events.
- UBICO budget and business plan had been agreed – some discussions ongoing about the fly-tipping issues at the bring sites and this would be picked up in the forthcoming consultation. Responding to a question from Councillor Butterfield, Cllr Cahill explained the funding arrangements around the transition to electric vehicles.

Councillor Carter

- Due to technical issues with Zoom, Cllr Carter agreed to circulate her report separately.

Councillor Saul

- Reported on a development control meeting about the Salt Cross site. An application for outline planning approval had now been submitted. The Council had produced an area action plan that had been submitted to the planning inspector. There were some disparities between the current application and the area action plan, particularly in respect of sustainability and carbon neutrality. This will be the subject of future focus.
- Annual corporate plan monitoring report has been published and this contains information that may be of interest to members.
- The Council's Cabinet has been asked to authorise contracts for the provision of electric vehicle charging points and one of the sites proposed was New Street Car Park which would see 7 charging points provided. At present, timescales were unknown. In connection with this item, the Mayor reported that Cala homes intended to provide electric vehicle charging points for all new properties on the ECND site. She was also mindful that the potential hotel development had an agreement to provide more parking spaces at the same site which, if it went ahead, could also provide improvements to New Street Car Park

The Mayor thanked the members for their updates.

**7591. East Chipping Norton Development.**

Councillor Heyes reported that the occupiers of Tank Farmhouse had met with the Mayor to discuss their predicament. There was also a challenge facing the Council in its relationship with the allotment holders, the Council would be acting as planning consultee but also as trustee of the allotments trust. He also drew attention to statements made and undertakings given by the leader of Oxfordshire County Council in 2019 about working with the town and the ongoing issues that had ensued.

**7592. Strategic Planning Committee:**

The Council considered the draft minutes of the meeting held on 26<sup>th</sup> January 2021 (previously

circulated) and noted those matters considered. There were no recommendations arising.

**7593. Finance & Resources Committee:**

The Council considered the draft minutes of the meeting held on 2nd February 2021 (previously circulated) and considered the recommendation arising under minute 7 (Financial Regulations).

**RESOLVED**

1. that subject to the incorporation of the amendments recommended by the Finance and Resources Committee, the new Financial Regulations be adopted;
2. That the Council's practice of internal control be amended to match with the process set out in Financial Regulations, particularly with regard to approval of expenditure by the Council; and
3. A glossary of terms be incorporated into the document.

**7594. 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. In connection with this item, the Mayor agreed that a definitive list of committee memberships would be reissued.

**7595. Town Clerks' report:**

The Council received the Town Clerk's oral report as follows:

- *New Laptop for Deputy Clerk*  
The Locum Clerk reported that the Deputy Clerk's laptop was old and needed replacement. In accordance with financial regulations, quotations had been sought.

**RESOLVED:** that the Locum Clerk be authorised to proceed with the procurement of a new laptop for the Deputy Clerk.

- *War Graves Commission:*  
The Locum Clerk reported the War Graves Commission had requested permission to erect a sign at the Cemetery.

**RESOLVED:** that permission be granted for the War Graves Commission sign.

- *Unity Bank:*  
The Locum Clerk reported on the progress of the transfer to the new account.

**RESOLVED:** that Louise Steele (Locum), Kay Linnington (Deputy Clerk) and Sonia Murgia (Accounts Officer) be approved as online banking administrators (but not signatories).

**7596. Planning Applications**

The Council considered the following planning applications:

- (1) [21/00166/HHD](#): 16 Park Rd - single storey front extension and conversion of garage to create home office.

**RESOLVED:** that the Town Council raises no objection to this application.

- (2) [21/00123/S73](#): 40 The Leys - Variation of planning permission 20/03063/HHD condition number (s): 2 (approved plans) and 3 (materials) extension reduced to 3m and timber cladding to be changed to render due to supply issues.

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

- 7597. Confidential Business:** (note although considered in confidential session the following minutes need not be considered confidential)

**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 minutes 7598 and 7599 below in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.

- 7598. Recruitment of Town Clerk:**

The Locum Clerk reported that an offer of employment had been made and accepted. References had been sought and the process was underway to issue a contract of employment to the Council's chosen candidate. It was hoped that the new town clerk would take up the position before the beginning of May.

**RESOLVED:** that, subject to receipt of satisfactory references, the appointment of Luci Ashbourne as Chipping Norton Town Clerk be approved.

- 7599. Staffing Sub-Committee:**

The Council received the draft minutes of the Staffing Sub-Committee meeting held on 8<sup>th</sup> February and considered the recommendation relating to staffing review payments. The Mayor reported that it had not been possible to undertake a full job appraisal process due to the absence of a Clerk and as an interim measure the Staffing Sub Committee had recommended an ex-gratia payment to the staff concerned.

**RESOLVED:** that the recommendation of the Staffing Sub-Committee be adopted and implemented by the Locum Clerk.

The Chair closed the meeting at 8.45pm

Signed as a correct record:

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Mayor

Date:

