



**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 18th January, 2020 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. R. Poole  
Cllr L Tuckwell  
Cllr. M. Walker  
OCC Cllr H Biles  
WODC Cllr L Carter

Also in attendance:

Louise Steele Local Government Resource Centre, Locum Clerk  
Steve Milton, Local Government Resource Centre  
Kay Linnington, Deputy Town Clerk  
Sonia Murgia – Accounts Officer  
Paolo Oliveri – Grounds Maintenance Operative

**7567. Mayor's Welcome**

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

**7568. Minutes**

**RESOLVED:** that, subject to the correction of the spelling of 'Woodford Road' to 'Woodford Way' on Page 2, the minutes of the last meeting of Council held on 21 December 2020 be approved as a correct record and signed by the Mayor at the next available opportunity.

**7569. Public Participation**

No questions or statements were received.

**7570. Apologies for absence**

An apology for absence was accepted from Councillor Coles.

**7571. Declaration of interests**

There were no declarations.

**7572. Mayor's Announcements**

The Mayor reported the resignations of Councillors Benfield, Jarratt and Tysoe and made a statement addressing the issues raised in the councillors' resignation letter. Following this statement members paid tribute to the valuable contribution made to the town and the council by the councillors concerned and it was:

**RESOLVED:** that the thanks of the Council be recorded for the contributions made by Councillors Benfield, Jarratt and Tysoe.

**7573. Oxfordshire County Council:**

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

- County budget approved by cabinet and due for approval by the full council on 9<sup>th</sup> February.
- The Council was now fully focused on the third National COVID-19 lockdown and the roll-out of the vaccination programme. The strong advice was to stay at home unless absolutely unavoidable.
- Extension of the free school meals programme had been included in the draft budget following additional funding from the Department of Health and Social Care.
- Arrangements were now in hand for the 2021 Census.

**7574. West Oxfordshire District Council:** The Council received reports from the District Councillors as set out below:

Councillor Carter

- Update on the review of CCTV provision in the District
- Police and Crime Commissioner consultation on the future of counter services.
- Full Council was taking place on Wednesday 20<sup>th</sup> January and could be viewed online.

Councillor Saul

- Consideration of a new advice and signposting service for private sector tenants and associated needs survey

Councillor Cahill

- Plans for the lease of the Guildhall
- Consultation on household recycling centres
- Ongoing issues at the Crown and Cushion
- Homeless person sleeping rough at Harpers.

**7575. Chipping Norton Police Station and the Ascott Martyrs:**

The Council considered proposals by the Ascott Martyrs' Educational Trust to provide a permanent memorial to the Ascott Martyrs in the Town. It was hoped that the development of the police station would accommodate some modest memorial art work. The Trust was seeking the formal support of the Town Council and asked for this to be sent to West Oxford District Council for consideration in conjunction with the planning permission for the site. The Trust had also asked the Council to make contact with the developers to discuss how the memorial might be achieved.

**RESOLVED:**

- (1) that a letter be sent to West Oxfordshire District Council setting out this Council's strong support for a permanent memorial to the Ascott Martyrs to be negotiated as part of the development of the former police station;
- (2) That representatives of the Council meet with the developers of the former police station to discuss the provision of the memorial

**7576. Recruitment of Town Clerk:**

Councillor Poole provided an update on behalf of the Selection Panel. 9 applications had been received for the position and 5 strong candidates had been shortlisted for interview. A preferred candidate had been selected and an offer of employment made.

**7577. Standing Orders:**

Councillor Heyes presented revised Standing Orders for consideration by the Council (previously circulated).

**RESOLVED:** that the new standing orders be adopted, subject to the following amendments:

- (1) That the requirement to stand when addressing the Mayor at Council meetings be removed; and
- (2) That the time limit for Council meetings be maintained at 2 hours with a 30-minute extension permitted only following a resolution to facilitate the conclusion of business.

**7578. Allotment committee:**

Cllr Heyes reported that, while not strictly a matter for the Council, the Allotments Committee was now inquorate following the resignation of Councillors Benfield, Jarratt and Tysoe. He asked if there were any volunteers to fill the vacant positions that could be agreed by the Allotments Trust. Councillors Coleman, Poole and Walker indicated they were willing to join the Committee.

**7579. Locum Town Clerk's Report**

The Clerk reported that, due to the present COVID-19 situation, the Town Hall had been closed to staff, hirers and the public. This would continue until the current Government restrictions were lifted.

**7580. Planning Applications**

The Council considered the following planning applications:

- (1) [20/03474/FUL](#): 1 Four Winds, Wards Road - Demolition of existing 3 dwellings (1-3 Four Winds) and the erection of 6 new dwellings.

**RESOLVED:** That the Local Planning Authority be informed that the Town Council objects to the above application for the following reasons:

- a) The development constitutes a significant overdevelopment of the site that will have a detrimental impact on the proposed property owners and the neighbouring properties due to loss of privacy and overlooking;
  - b) The development will give rise to additional traffic on an unsatisfactory local road network to the detriment of highway safety; and
  - c) The Council considers that this site should be appraised in the context of the East Chipping Norton Planning proposals.
- (2) [20/03250/FUL](#): The Elms, Church Lane - Installation of manifold chamber, 2 25kw ground source heat pumps and a 500-litre tank and 500 litre buffer vessel with associated pipework and trenches.

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

- (3) [20/03339/HHD](#): New Chalford Farm, London Rd - Erection of two storey side extension.

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

- (4) [20/03331/HHD](#): 58 The Leys - Erection of two storey and first floor extension.

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

- (5) [20/03485/HHD](#): 4 Colston Court - Conversion of existing garage to create additional living space and erection of single storey side extension to provide new garage.

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

7581. **Confidential Session**

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

7582. **Recruitment of Town Clerk**

The Council received further information about the candidates for the position.

The Chair closed the meeting at 8.55pm

Signed as a correct record:

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Mayor

Date: