



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 the **Community Committee** held online by ZOOM video conferencing system on **Wednesday 3rd March 2021 at 7.15pm**

The following members were present:

Cllr Coleman
Cllr Graves
Cllr Mazower
Cllr Poole (left the meeting at 8.50pm)

Also in attendance:

Cllr Butterworth
Steve Milton, Locum Clerk
Kay Linnington, Deputy Town Clerk
Sonia Murgia, Accounts Clerk

1. Minutes

RESOLVED: that, subject to the inclusion of Cllr Graves in the list of attendees, the minutes of the last meeting held on 3rd February 2021 be approved as a correct record and signed by the Chair at the next available opportunity.

2. Public Participation

There were no questions or statements.

3. Apologies for absence

Apologies were accepted from Cllr Tuckwell.

4. Declaration of interests

There were no declarations.

5. Chipping Norton Sports Awards

Graham Beacham provided an update on arrangements for the Chipping Norton Sports Awards 2021. The organisers were now considering dates in June and he confirmed the Cricket Club had offered the ground. He recommended avoiding school holidays and clashes with other events, including youth cricket fixtures. Members thanked Graham for his work on the awards.

RESOLVED:

- (1) that a budget of £1,000 be made available to fund the Sports Awards, this is twice the normal amount to recognise the impact of COVID-19 on local clubs and sports groups.
- (2) that the event be held on Sunday 27th June (with the following Sunday as a reserve date) at the Cricket Club;
- (3) that additional family activities be added to the programme to encourage a larger attendance; and
- (4) that a working party comprising Cllrs Coleman and Poole together with Graham Beacham be

set up to agree the final format and programme.

6. Annual Town Meeting

The Committee noted that due to COVID-19 restrictions the annual town meeting in April would have to be convened using ZOOM. The Mayor outlined her ideas for a three-part meeting:

- **Part 1:** 'Thank You' to the local front line services for their work during the pandemic possibly with local heroes' awards.
- **Part 2:** Community showcase – featuring short presentations from local groups explaining their plans, post-pandemic. This could be a short 3 minute video or Zoom presentation.
- **Part 3:** 'Any Questions' for the Town Council.

Keith, from Chippy News, offered to design and publish a half page promotional advertisement. This would need to be agreed by the print deadline of 12th March. He also offered to use his database of community groups to send an email seeking participation in the event and calling for nominations for the COVID-19 local heroes. The Chair agreed to liaise with members of the Committee to agree the copy for Keith.

RESOLVED: that the kind offer of the Chippy News be accepted and the Chair be authorised to agree the final wording of the advertisement following consultation with members of the committee.

7. Grants Policy

The committee considered the draft grants policy (previously circulated). Members felt that grants should fall within the remit of this committee. The Chair suggested holding back a sum of money, as a contingency should grants be submitted after the traditional deadline. The Mayor suggested apportioning some of the grants pot for a participatory budgeting event, where local groups would submit bids and an audience would vote to decide the winner of the funds. It was considered this would work well with young people and could be organised by the youth worker once appointed. Members questioned the priority criteria applied in paragraph 3.5 (h)

RECOMMENDED TO THE COUNCIL

- (1) that the scheme of delegation be amended to place responsibility for grants policy and administration with the Communities Committee;
- (2) that paragraph 3.5 (h) be removed from the policy; and
- (3) that the words 'and this will be applied on a case-by-case basis' be added to paragraph 7.1

8. Cemetery Charges

The Committee considered the schedule of fees and charges (previously circulated). The Chair reported that the fees in Chipping Norton were a lot lower than the other Oxfordshire market towns and she proposed increasing the charges to bring them into line. The Locum Clerk explained that cemetery charges were notoriously inconsistent across the sector and suggested taking an average figure from the local towns and applying increases over 3 years to reach the median.

RECOMMENDED TO FINANCE AND RESOURCES COMMITTEE – that a review of cemetery charges be undertaken with a view to bringing them into line with comparable market towns in the region.

9. Committee Work Programme

The Committee noted the work plan and considered the following matters:

- (1) **ROSPA Playgrounds Inspections** The Committee noted that the works authorised at the last meeting were now in train.

(2) Town Hall

The Committee considered the schedule of Town Hall charges (previously circulated). It was noted that the hall would be reopening from the end of April and the Deputy Clerk had already received enquiries.

RESOLVED:

- (1) that in order to help local groups to recover from the impact of COVID-19, no increase be applied to the Town Hall fees and charges in 2021-22; and
- (2) further consideration be given to the promotion and marketing of the Town Hall once the new Clerk is in post.

(3) Dog Bins

The Chair reported a request for an additional dog bin on Back Alley. Members noted that there were already bins located at end of the alley.

RESOLVED: that the request be declined and attention be drawn to the existing bins in this area of town.

(4) Community Liaison

The Committee discussed ways to deepen community involvement. They noted plans for the annual town meeting and suggestions about the use of participatory budgeting for grants. It was agreed to review the outcome of these proposals before reviewing this matter further.

(5) Cemetery

Members noted that arrangements were now agreed for the community clean-up on 10th April. Members agreed to use the annual town meeting to try and increase the number of litterpicking volunteers.

(In accordance with Standing Orders the Committee agreed to extend the meeting by 20 minutes)

(6) Pool Meadow

RESOLVED: that a site inspection be held and a report submitted to a future meeting of this committee. The inspection committee to comprise the Chair, the Mayor and the Grounds Maintenance Operative.

(7) Community Noticeboards

The Deputy Clerk reported on quotes received, unfortunately they were not all prepared on exactly the same basis and therefore comparison was not straightforward.

RESOLVED: that the Locum Clerk and Deputy Clerk be delegated to accept the quote in consultation with the Chair.

(8) Benches

The Mayor reported that a pole washing system and petrol driven pressure washer had now been purchased and delivered. The grounds maintenance operative would be able to clean the benches in the Market Square but they would need to be professionally oiled or painted. A quote of £88 per bench had been received.

RESOLVED: that the quote for the painting of the benches be accepted to be funded from contingencies.

(9) Defibrillators

The Chair reported an offer from the Lions Club of a donation of £2,000 towards the cost of

maintaining the town defibrillators. The committee was saddened to hear that the Lions Club was discontinuing its operations in the town and paid tribute to the work of the group over many years. The Mayor reported that the grounds maintenance operative was familiar with the defibrillators but this would need to be added to his job description and be included in a future job evaluation to ensure it was reflected in his remuneration.

RESOLVED: that the offer of funding from the Lions Club be accepted and responsibility for the defibrillators be accepted by the Council.

(10) Middle Row Lighting

The Mayor reported that everything was now in place to move forward with the installation of lights in Middle Row. The committee noted that indemnity forms were being collected from the premises involved in the project.

RESOLVED: that Blachere Illumination be instructed to install the lights without further delay.

10. Date of next Meeting – 14th April 2021

The Chair closed the meeting at 9.45pm

Signed as a correct record:

.....
Chair

Date:

BILL ODDY

Group Manager

Tel: 01993 861000

E-mail: bill.oddy@publicagroup.uk

Mrs Louise Steele
Clerk to the Town Council
Chipping Norton Town Council
The Guildhall
Chipping Norton
OX7 5NJ

15 March 2021

Dear Mrs Steele

Re: Community Recycling Sites in Chipping Norton

I am writing to you regarding the District Council's community recycling sites (CRSs) in Albion Street and New Street Car Parks.

As part of a strategic review of waste services, the District Council took a decision in December to remove all of the CRSs in West Oxfordshire. The intention is to start as national COVID restrictions are eased and we will write and consult with your Council regarding the process.

We have been monitoring the use of the two sites recently and there is evidence that commercial waste is being deposited as well as building waste and large electrical items that should have been taken to one of the County Council's household waste and recycling centres or arrangements made for collection by the District Council's bulky waste service. I am sure you agree the misuse of the sites must stop.

In addition, cardboard is not being crushed and this is causing the sites to become full relatively quickly and material is being left next to the waste bins that becomes unsightly and in some cases unsafe. There is signage at each site and information on the District Council's website on what materials can be recycled and how to use the CRSs.

Prior to the removal of the CRSs, we want to stop this behaviour and improve the unsightly appearance and we are implement the following measures to help achieve this:

- Additional site visits to deal with any illegal activity including fly tipping and littering.
- Additional site cleansing visits.
- Additional emptying the sites where necessary.
- Implement a communications campaign to encourage people to use the sites responsibly.

15 March 2021
Mrs Steele
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To help us achieve an improvement in the sites, we feel we need to focus our resources on one principal location, which is New Street Car Park. Consequently, I would like to seek the Town Council's views on the closure of the Albion Street CRS with immediate effect, ahead of the previously planned closure. This site is very small, and by closing the site there would be greater focus on managing the New Street site and ensuring the car park is not unsightly for residents and visitors to the town. We have removed sites in a number of locations across the district at the request of the town council including Burford, Eynsham, and Carterton. There has not been any adverse impact where we have removed sites and these areas have not seen an increase in fly tipping or littering.

Our intention is to implement the measures outlined above immediately but we will not close the Albion Street CRS without the first listening to the views of the Town Council. I would be grateful if consideration could be given to this and you could inform me of your council's views by the 26th March.

Please do not hesitate to contact me if you need me to clarify any aspect of this letter. I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Bill Oddy', written over a horizontal line.

BILL ODDY
Group Manager

Cc Councillors Mike Cahill, Laetisia Carter, Geoff Saul

CHIPPING NORTON TOWN COUNCIL

The Cemetery, Worcester Road, Chipping Norton

Table of Fees and Charges from 1st April 2020

Memorials

Flat tablet level with ground	£ 92.00 + VAT
Small tablet or vase only not exceeding 12 inches in height	£102.00 + VAT
Headstone not exceeding 3 feet in height	£133.00 + VAT
Any inscription after the first	£ 62.00 + VAT

Colonnade

Registration for reservation/allocation fee for Bronze Plaque	Single £ 77.00 + VAT
	Double £133.00 + VAT

Interment Fees

<u>No exclusive right of burial:</u> (non pre-purchased graves)	(a) stillborn or not over one month old	£ 0.00
	(b) over one month old but not over 12 yrs	£ 51.00
	(c) over 12 years in 6ft grave	£ 330.00
	(d) ashes of cremated body	£ 125.00
	(e) levelling surcharge	£ 72.00

Undertaker's Levy £ 200.00

Following approval by Cemetery Committee that headstone/
kerbstone has been installed satisfactorily then £200.00 will be refunded.

Exclusive right of burial (purchased graves)

6 ft – 8 ft grave <u>excluding</u> interment fee	£330.00
Grave space for ashes of cremated body	£123.00

DOUBLE the above fees and charges will be payable in respect of:

- (a) persons not parishioners or inhabitants of the ecclesiastical parish of Chipping Norton with Over Norton, and not dying within the said parish
- (b) stillborn children not within the parish to which reference is made above where both parents are non-parishioners or non-inhabitants of the said Parish

Permission for rose tree, plaque and commemorative trees
(subject to Committee's approval) £110.00 + VAT

Searches (per surname) £ 25.00

Deed of grant transfer £ 35.00

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CHIPPING NORTON TOWN COUNCIL

The Cemetery, Worcester Road, Chipping Norton

Table of Fees and Charges from 1st May 2021

Memorials

The charge for a memorial, or an additional inscription on an existing memorial is £125+ VAT

Memorials should be one of the following:

- a stone tablet laid flat in the ground
- a simple stone vase up to 12 inches high
- a headstone, small tablet, cross or similar not exceeding 3 feet tall

Colonnade

Registration for reservation/allocation fee for Bronze Plaque

Single £ 80.00 + VAT
Double £135.00 + VAT

Interment Fees

<u>No exclusive right of burial:</u> (non pre-purchased graves)	(a) stillborn or not over one month old	£ 0.00
	(b) over one month old but not over 12 yrs	£ 0.00
	(c) over 12 years	£ 420.00
	(d) ashes of cremated body	£ 130.00

Undertaker's Levy £ 200.00

Following approval by Cemetery Committee that the headstone/memorial has been installed satisfactorily then £200.00 will be refunded.

Exclusive right of burial (purchased graves)

6 ft – 8 ft grave <u>excluding</u> interment fee	£350.00
Grave space for ashes of cremated body	£130.00

DOUBLE the above fees and charges will be payable in respect of:

- persons not parishioners or inhabitants of the ecclesiastical parish of Chipping Norton with Over Norton, and not dying within the said parish
- stillborn children not within the parish to which reference is made above where both parents are non-parishioners or non-inhabitants of the said Parish

Permission for rose tree, plaque and commemorative trees
(subject to Committee's approval) £125.00 + VAT

Searches (per surname) £ 25.00

Deed of grant transfer £ 35.00

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Cemetery photos

1



2



3



4



- 9 APR 2021



7 April 2021

For the attention of The Town Council
Chipping Norton

To whom it may concern

CHIPPING NORTON CEMETERY, WORCESTER ROAD

Having had a plaque installed recently at the cemetery in memory of my husband, I have visited the cemetery a few times and always think how well the grass and graves are kept.

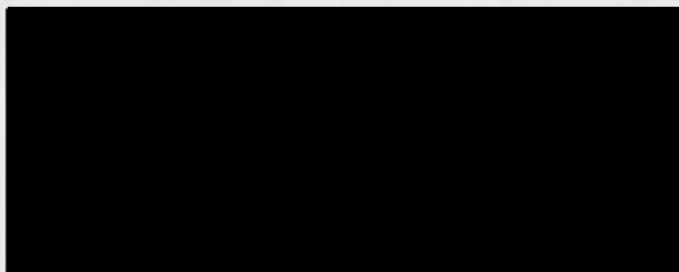
For many many years Martin Jarratt's twice yearly clear-up (which we used to help with) has managed to tidy up the areas which the contractors aren't employed to do and over the years has removed brambles etc. As you know, once again he is organising another day next Saturday.

BUT the condition of the colonnade is a disgrace for visitors wanting to pay their respects. Who is responsible for the upkeep? The floor looks so uncared for with leaves gathering in the corners and dead flowers around the edges. Also, the bins which are placed for the wrappings etc. are overflowing and an eyesore. The outside of the building looks a bit depressing as well but do realise that this would be a major job.

It is also sad that the owner of the lodge uses the approach road and car parking space to house his cars (and work on them) as an extension of his land. It isn't a particularly appropriate sight, particularly when leaving the cemetery.

I would appreciate your views.

Yours sincerely



Recreation Ground Photos

Completed work

1



2



3



Recreation Ground

Possible tasks

