

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 19 October 2020 at 7.15pm via Zoom, the following members were present: -

Cllr. G. Mazower, Town Mayor
Cllr. S. Coleman, Deputy Mayor
Cllr. R. Benfield
Cllr. N. Bradley
Cllr. C Butterworth
Cllr. L. Carter
Cllr D. Davidson
Cllr. J. Graves
Cllr. D. Heyes
Cllr. M. Jarratt
Cllr. R. Poole
Cllr. L. Tuckwell
Cllr. M. Tysoe
Cllr. M. Walker

OCC Cllr H Biles
WWOC Cllr M Cahill
WODC Cllr L Carter
WODC Cllr G Saul

Officers: Janet Eustace, Locum Town Clerk
Louise Steele, LGRC
Miss K. Linnington, Deputy Town Clerk
Terry Palmer, Town Hall Keeper

Others: Inspector Hookham (Item 7512) and 8 Members of the Public

The Mayor opened the meeting by announcing the winners of the William Fowler Allotments Competition. Large allotments: 1st prize Mr I Terry, 2nd prize Mr M Case, 3rd prize Mr E Huckin. Small allotments: 1st prize Mrs E Moorland, 2nd prize Ms J Waterman and 3rd prize Mrs C Pettengell. The Mayor congratulated all the winners on their beautifully tended plots.

7510. Mayor's Welcome.

The Town Mayor welcomed everyone to the meeting. She reported that Civic functions were limited due to COVID 19 restrictions but she had attended a small reception hosted by the High Sheriff, the Scouts AGM (held via Zoom) and had visited the Allotments where she had spoken to a number of plot holders.

7511. The Minutes of the Meeting held on the 21 September 2020. It was noted that a set of minutes with revisions to item 7500 had been circulated the previous week. Subject to this amendment the draft minutes were agreed and will be signed by the Mayor at the next face to face meeting.

7512. Policing in Chipping Norton

The Mayor welcomed Inspector Hookham to the meeting. Cllr Walker referred to an incident in August which required a multi-agency solution. He also referred to the absence of a Police Station in the town. Inspector Hookham reported that the police had been working with Cottsway to address specific problems and he would have more to report at the next Council meeting. PC Rob Webb had been released from operational duties and was back in the town. Two additional officers would be available to assist him. The issue of police resource in the town needed to be taken up with the Chief Inspector and the Superintendent. The enforcement of COVID restrictions had put added pressure on the force but he wished to assure Councillors that policing in Chipping Norton was being taken very seriously.

Council RESOLVED that Cllrs Walker and WODC Cllrs Cahill and Carter should put together a draft agenda for a possible meeting with senior Police Officers about police resource in the town. This would form the basis of deciding who should attend the meeting.

The Mayor thanked Inspector Hookham for his attendance and said that a resident had reported a marked improvement in the last few days. The Inspector said that he was pleased to hear measures taken were working.

Inspector Hookham left the meeting at 19.35.

7513. Public Participation

Stephen Williams spoke about the problem of HGVs in the town. In particular he was disappointed that the Town Council had not resolved to support Cllr Biles' motion to the County Council which had been adopted by OCC in late 2019.

Dawn Mayne spoke in opposition to the possible re-installation of a bus shelter outside her house in Walterbush Road. She questioned whether it was indeed a temporary measure and feared that the police would refuse to attend any future anti-social activity.

7514. Apologies for absence

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

7515. Declarations of Interest

There were none.

7516. HGVs

Cllr Graves summarised the meeting that had been held between Town Councillors, Cllr Biles and OCC officers the previous week. She apologised to those wanting to attend in the belief that it was a TAC meeting and explained that it had been hosted by Cllr Biles.

At the meeting OCC officers had put forward a number of options for alternative HGV routes which had been scored according to deliverability. In discussion it had been noted that the East link road was not a viable option and that a route via the Rollright Stones presented heritage and archaeological issues. Other possible routes ran to the north and south of the Stones. HGV restrictions on 'A' roads required the de-priming of those roads. It was agreed that OCC needed to open discussions with neighbouring Counties as a matter of urgency. Cllr Biles had proposed setting up a small group chaired by herself and comprising OCC Officers and two town councillors to look in detail at the various proposals.

Council RESOLVED that Cllrs Tysoe and Walker should be appointed to this group.

Councillors reiterated their support of OCC Cllr Biles' efforts to find a solution to the problem and, by unanimous vote, RESOLVED to adopt Cllr Biles' resolution (below) which had been adopted by OCC in autumn 2019.

"This Council has recognised and accepted the serious issues facing Chipping Norton given inclusion in LTP's as far back as 2004. The biggest issue in Chipping Norton is the amount of HGV's accessing the High Street in the town. It is now accepted by Public Health England, that Air pollution damages health and can be responsible for deaths. Chipping Norton has been an AQMA since 2006. Air Quality continues to be over EU acceptable limits and one of the highest in Oxfordshire. There is also a safety issue where two A roads merge into a narrow road unable to take an HGV and a car travelling in the other direction and narrow pavements. There have been 2 deaths and a serious accident in recent years. HGV's affect listed buildings and residents. There has been little or no action by OCC. The majority of land at Tank Farm is OCC owned. Given this, there will be a large receipt from development which could be used towards a weight limit and lorry route. This Council requests the Cabinet to face up to the health and safety issues of residents of Chipping Norton and act on the previous LTP2 and LTP3 recommendations for a weight limit or indeed a lorry route."

At the request of the Mayor, Cllr Graves agreed to take forward, before the next meeting of TAC in December, the matter of existing signage in Oxfordshire and Gloucestershire, possible signage by the Quiet Woman and the updating of Satnavs.

7517. Oxfordshire County Council

Cllr Biles thanked the Council for endorsing her motion and stressed the importance of the term 'lorry route' rather than 'by pass'. She said she would hold the first meeting of the HGV Working Group in November. She stressed the significant costs involved in altering signage.

Cllr Biles reported that OCC and the District Council had introduced a COVID track and trace system which would complement the national NHS system. Cases in the County were on the rise. She confirmed that officers were looking at the Town Council's vision statement for Tank Farm and that the Master Plan was expected in November or December. She confirmed that free parking would continue in West Oxfordshire.

7518. West Oxfordshire District Council

Cllrs Carter and Cahill said they would hold over their reports until the next meeting. Cllr Saul referred to a report he had circulated prior to the meeting and confirmed that the East Chipping Norton Masterplan was due to go before the Cabinet in November.

7519. Committee Structure

Cllr Coleman introduced her paper setting out the recommendations of the Working Group looking at the Council's Committee structure.

By a majority vote of eight councillors voting in favour (with five voting against and one abstention) Council RESOLVED that the current committee system needed updating.

Cllr Coleman advised that she had not had any comments regarding the two possible options for a new Committee structure.

By a majority vote of eight councillors voting in favour (with five voting against and one abstention) Council RESOLVED to adopt a new Committee structure comprising Finance and Resources, Community and Strategic Planning.

The Clerk was asked to contact Councillors to establish the Committees on which they would like to serve and to set up initial meetings as soon as possible.

7520. Bus shelters

The Council received a report from OCC Officers setting out the possible options for bus shelters in Walterbush Road. The Mayor proposed that residents in the vicinity should be invited to comment on the proposals. Cllr Tysoe felt that the costs given by OCC and which were to be met from s106, were high and that a smaller shelter would be a preferable, cheaper option. It was agreed that this should be included within the consultation as a fourth option.

Council RESOLVED that a consultation should be carried out.

7521. East Chipping Norton Working Group

Cllr Heyes reported that there was due to be a full consultation on the master plan in the New Year although it was unclear how this would work given the current COVID restrictions. The Mayor reported that the Oxford Civic Society had circulated the Town Council's Vision Statement. She would be progressing a meeting with RIBA as soon as possible.

7522. Re-opening the Town Hall

The Council received a report from Mrs Steele on the possible re-opening of the Town Hall. The report included a COVID risk assessment and draft COVID Special Conditions of Hire. The Deputy Clerk reported that the Zumba class was keen to restart and she had received queries about the music festival in March. Several Councillors expressed the view the Council should not consider opening the Town Hall when COVID cases were on the rise. It was pointed out that the risk assessment set out options for reopening in a measured and safe manner and that partial reopening could bring benefits for those who are suffering from isolation. The Town Hall Keeper confirmed his view that the Hall could be opened for use by certain groups. Extra cleaning would be needed.

By a majority vote of nine councillors voting in favour (with five voting against) Council RESOLVED that the Town Hall should be opened, within 4 to 6 weeks, in such a way as to comply with Government restrictions. This would mean that only the main hall should be opened with a maximum capacity of 39 in the hall and seven on the stage. COVID Special Conditions of Hire will apply. The opening will be on a trial basis and should be kept under review.

7523. The Council RESOLVED to suspend Standing Orders to allow the meeting to continue.

7524. Town Clerk Recruitment
Mrs Steele confirmed that she had issued the application packs on 2 October. 3 applications had been received and another 13 had contacted her to express an interest. She urged Councillors to publicise the post via social media if they were able.
7525. Remembrance Day and Remembrance Sunday
Mrs Steele reported that the RBL had scaled back their plans for Remembrance Sunday with the emphasis being on the laying of wreaths at the War Memorial. This complied with the latest guidance from Central Government.
7526. Christmas Lights
The Mayor reported that plans for a Christmas event had moved on with various activities being proposed. A group of Councillors expressed concerns that this event had not been voted on by Council and, given the background of rising COVID cases across the County, posed an unacceptable threat of infection. They felt unable to support the event. The majority of Councillors felt that the discussion at the September Council meeting had been sufficiently positive to justify the continued planning for the event. The Mayor emphasised that the organisers were exceptionally well qualified to organise the event in such a way as to meet the Government restrictions. The Clerk added that plans for the event would need to be agreed by both the District and the County Safety Advisory Group. It was agreed that arrangements for the event should continue complying with the COVID restrictions in place at the time.
- Cllr Tysoe left the meeting.
7527. Traffic Advisory Committee
The Council noted the minutes of the Traffic Advisory Committee meeting held on 17th September 2020.
7528. Planning Committee
The Council noted minutes of the Planning Committee meeting held on 12th October 2020.
7529. Finance and General Purposes Committee
The Council received the minutes of the Finance and General Purposes Committee meeting held on 15th October 2020. As Cllr Tysoe had left the meeting, it was agreed to defer discussion of most the recommendations to another meeting. Council RESOLVED to accept the Committee's recommendations to transfer the Council's banking to Unity Trust Bank and to invest spare reserves in the CCLA.
7530. The Town Clerk's Report was noted.
7531. Date of next meeting: 16 November 2020.
- The meeting closed at 9.35 pm.

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 16 November 2020 at 7.15pm via Zoom, the following members were present: -

Cllr. G. Mazower, Town Mayor
Cllr. S. Coleman, Deputy Mayor
Cllr. R. Benfield
Cllr. N. Bradley
Cllr. C Butterworth
Cllr. L. Carter
Cllr. J. Graves
Cllr. D. Heyes
Cllr. M. Jarratt
Cllr. R. Poole
Cllr. L. Tuckwell
Cllr. M. Tysoe
Cllr. M. Walker

OCC Cllr H Biles
WODC Cllr M Cahill
WODC Cllr L Carter
WODC Cllr G Saul

Officers: Louise Steele, Locum Town Clerk
Miss K. Linnington, Deputy Town Clerk
Mrs Sonia Murgia, Accounts Assistant
Terry Palmer, Town Hall Keeper
Paolo Oliveri, Maintenance Operative

Others: 13 Members of the Public

7532. Mayor's Welcome.

The Town Mayor welcomed everyone to the meeting.

7533. The Minutes of the Meeting held on the 19 October 2020. The draft minutes of the meeting held on Monday 19 October 2020 were not agreed and were deferred to the next meeting of Council.

7534. Public Participation

Claire Beswick spoke in support of her recent planning application. [Note the Council's comments on the application (CNTC Ref: 4500 – WODC Ref 20/02481/FUL 29-30 High Street Re-development to create a mixed-use site comprising of a cinema and thirteen serviced self-contained (short term let) apartment suites together with provision of car parking were considered at its Planning Committee meeting on 2 November 2020]. Ms Beswick, the cinema operator, was accompanied by Alex Giachetti who owns the building at 29-30 High Street. Ms Beswick explained that it was her intention to provide more amenities for a growing resident population and a further reason for visitors to come to Chipping Norton. Ms Beswick explained

the research behind the project showing that there no cinemas within a twenty minute drive-time radius and there is a population of some 200,000 within that radius who are not regular film goers because they do not have cinema on their doorstep; there is evidence that this population includes many interested in film. Ms Beswick gave her account of the cinema provision envisaged if planning permission were to be granted by the planning authority. She explained the further benefits that might accrue including additional custom for other businesses (e.g bars and restaurants) and the possibility of new businesses following. Eight to twelve jobs might be created and there is the aspiration to use local produce in the bar. The programming strategy was to show films that would increase the choice of films for locals without overlapping with the film offer from the Chipping Norton Theatre. Ms Beswick took Members questions and addressed their concerns about competition with the Chipping Norton Theatre which also screens films with the observation that she hoped to work with the theatre and that together they would be stronger than the sum of their individual parts.

Paul Jackson spoke about the story of the Ascott Martyrs, their arrest, imprisonment and consequent riots – an historic event (1873) of local significance which received national coverage. Mr Jackson spoke of the opportunity presented by the proposed development at the former Police Station to commemorate the event with, potentially, the retention of some features of the Police Station and installation of a bronze statue. Mr Jackson indicated that he would like the Town Council's support in approaching West Oxfordshire District Council (WODC). In answer to Members questions Mr Jackson said costs were envisaged to be £50,000 to £100,000. Members indicated their support and advised Mr Jackson on campaigning and communication with WODC. Councillor Carter was asked to take things forward on behalf of the Town Council.

Pat Lake spoke to the meeting asking for some clarity about how Christmas Trees in the town centre should be installed in 2020. Mr Lake explained how the current lighting scheme evolved and the challenges that are faced this year as a consequence of Covid-19. 29 November was designated as the day for getting the volunteers together to put the lights up but that was before Lockdown 2. It was agreed that the day should be moved to Sunday 6 December to maximise the opportunity of using the Town Hall to accommodate the activity (in accordance with social distancing guidelines etc.). There was some discussion of how to communicate the change of date to potential volunteers and the Deputy Clerk was asked to use the Town Council's social media channels to publicise the change of date.

The Mayor thanked all speakers for their participation in the meeting.

7535. Apologies for absence

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

7536. Declarations of Interest

There were none.

7537. Mayors Announcements

The Mayor announced the recent resignation of Don Davidson from the Town Council and read from his email of resignation dated 29 October 2020 "I have thought long and hard before writing this e-mail which I do with great regret. Recently Chipping Norton Town Council has taken a number of decisions I do not and cannot support. After taking considerable time I have come to the conclusion that my only honourable course of action is to resign my position as a Town Councillor, this to take effect as of 1st November 2020".

Don Davidson first became a Town Councillor in 1991 and served for six years (1996, 1997, 2004, 2005, 2018, 2019) as Mayor. The Mayor asked all Members to join with her in recording a formal vote of thanks to former Councillor Davidson for his many years of outstanding service to the Council and to the town. The Deputy Clerk was asked to coordinate a collection for Mr Davidson.

Members were pleased to vote unanimously in favour of thanks to former Councillor Davidson.

Events attended – the Mayor reported that she had received an invitation from the Green Gym to attend the opening ceremony for the new raised bed garden at the Health Centre on 4 November; the Deputy Mayor had agreed to attend on the Mayor's behalf but the event was cancelled owing to Lockdown 2. The Mayor further reported that the office had received a letter from the local Royal British Legion detailing arrangements for Remembrance Sunday (8 November 2020), including wreath laying and the Mayor had attended. Regarding events on Armistice Day (11 November 2020) the Mayor turned to the Locum Clerk who read out a statement of apology.

7538. Oxfordshire County Council (OCC)

Cllr Biles reported the following:

- Church Road resurfacing will finally take place on 26 & 27 November 2020
- OCC Libraries are closed for browsing until 2 December 2020 but there is a click and collect service available via the OCC website
- Headteachers and Early Years Leaders are receiving Covid-related support and advice from a dedicated support team of staff from the Public Health teams
- All OCC staff are encouraged to work from home if they can
- Covid numbers are still going up in Oxfordshire and it is too early to tell if lockdown 2 has made a difference

A local Covid testing centre is being set up at Wood Green Leisure Centre in Banbury. It is planned to open on Wednesday 18 November and continue until March 2021. Residents with symptoms need to book a test by using <https://www.gov.uk/get-coronavirus-test> or calling 119.

Finally Councillor Biles made a personal tribute to Don Davidson and expressed her gratitude for his assistance over the years particularly for his assistance with establishing youth clubs at Glyme Hall.

7539. West Oxfordshire District Council (WODC)

Cllr Carter reported that she would report on the WODC Covid Recovery Plan at the next Town Council meeting; she referred to recent excellent training for District Councillors on domestic violence, particularly timely since the incidence of domestic violence is increasing during Covid, further that there will shortly be a meeting with Chief Superintendent Garside to find out more about policing in West Oxfordshire. Finally Cllr Carter referred to the proposed closure of the New Street recycling centre and passed over to her colleague Cllr Cahill for his report on that subject.

Cllr Cahill spoke to his previously circulated report (that report is appended to these minutes) and referred to the proposed closure of the bring sites on Albion Street and New Street. If the closure is approved at the WODC Cabinet meeting on 18 November 2020 then there will

be a problem because of the travel distance to the OCC recycling sites and the high cost of the bulky waste collection.

Town Councillors expressed their concern about the lack of consultation on this proposal and the negative impact that this would have, potentially increasing fly tipping. Cllr Carter assured Members that she and Cllr Cahill would attend the Cabinet meeting and asked individuals to contact them with any observation that they would like raised at that meeting. Cllr Saul pointed out that the proposal is to close all the bring sites across West Oxfordshire and is not unique to Chipping Norton (and not connected with a specific planning application).

Cllr Saul spoke about WODC consultation on planning matters. There is a paper on Local Development Schemes which goes through all the Supplementary Planning guidance; a Community Infrastructure Levy (CIL) draft charging schedule (to be submitted for examination in November, hearings in January/February and adoption April 2021); and a separation paper on developer contributions (not CIL). In terms of response to consultation Cllr Saul reiterated the view, previously discussed by the Council, that CIL should not be set at zero for strategic development sites. In the 28 suggested funding areas (for S106, s138 and other funding) there are significant omissions for example no funding for town centre parking provision. If there is to be no CIL contribution from strategic development the S106 should be extended to cover more general provision of infrastructure.

7540. East Chipping Norton Working Group

Cllr Heyes reported on a useful meeting with WODC – it seemed probable that, because of lockdown, publication of the Supplementary Planning Documents (SPD) will be delayed until January. There have also been useful meetings with Cala Homes The Mayor updated on the ongoing work with the Royal Institute of British Architects (RIBA) to get independent advice from a consultant.

7541. Update on meeting with TVP and ongoing engagement

Cllr Walker reported on recent meeting with Thames Valley Police (TVP) with the Area Commander, Superintendent Garside, and others to discuss the effectiveness of policing in Chipping Norton. Statistically Chipping Norton has relatively low levels of crime but public perception is of inadequate policing, that perception was fed by the closure of the Police Station a year or so ago but in fact the building had not been operational for many years before that.

The meeting discussed improving the visibility of policing in the town and how the Town Council and the Police might work better together for example by setting up a Community Resilience Forum or reinvigorating Neighbourhood Watch. Potentially bring the mobile Police Station to the town was discussed and better publicising existing arrangements (the PCSOs and PC Rob Webb) were also discussed. PC Webb and colleagues will be engaging with residents during Road Safety Week (this week). Police priorities of improved community relations and violence reduction were discussed.

Cllr Walker expressed his gratitude to the senior police officers who had demonstrated their willingness to work with the Town Council. The Mayor endorsed that view and took the opportunity to introduce Mark Lacey (present as a member of the public) to the meeting.

Mr Lacey has been cleared by TVP as an Independent Action Group member which means that he will act as liaison between the community and the Police – the output being recommendations and constructive feedback to enable improvements in policing. Mr Lacey will meet with Cllr Walker to ensure there is no duplication between his work and the Council's.

7542. Grants Committee

The minutes of the Grants to Voluntary Bodies Committee meeting held on 26 October 2020 were received.

The Committee recommended that grants be awarded as shown below and by unanimous vote the Council RESOLVED to accept the recommendation and make the grants.

CAP Life Skills	£500.00
Chippy Larder	£1,000.00
Community First Responders, South Central Ambulance Service, C/N	£1,000.00
Gateway Club, C/N	£500.00
Glyme Hall Youth Club	£1,000.00
Green Gym	£1,000.00
Home Start - Banbury	£2,900.00
Lido	£5,000.00
Literary Festival, ChipLitFest	£600.00
Museum, C/N	£3,000.00
Music Festival	£1,000.00
Pet Food Bank, C/N	£300.00
Pre-School, C/N	£850.00
Rainbows	£500.00
SENjoy, Dance Class	£250.00
Scouts, C/N	£500.00
Swifts Football, C/N	£1,500.00
Theatre, C/N	£5,000.00
Town Festival, C/N	£500.00
Total Grants Awarded	<u>£26,900.00</u>

7543. Planning Committee

The minutes of the Planning Committee meeting held on 2 November 2020 were received.

The Mayor asked if a supplementary comment could be submitted to WODC on a planning application and the Locum Clerk confirmed that, if consultation on that application was still open, then the Council could make another comment.

It was agreed that in respect of Application CNTC Ref: 4500 WODC Ref 20/02481/FUL an additional comment expressing the Council's concerns about the safety of the proposed exit on to Horsefair be submitted.

7544. Community Committee

The minutes of the Community Committee meeting held on 5 November 2020 were received.

The Committee Chairman Cllr Coleman referred to three recommendations made by the Committee. The first, concerning a grant to “Illuminate Chippy” was withdrawn because the activity envisaged would no longer proceed because of Covid restrictions.

The second recommendation concerned repairs to the Town Hall roof. The Committee recommended that an order be placed for a permanent repair of the roof which would involve new copings, new lead flashing and soakers and that a surveyor should be appointed to prepare a quinquennial survey which would assist the Council in programming the more major roof repairs that will be needed. This recommendation was deferred to the next meeting of Council for more information about cost and available budget.

The third recommendation, that the ground maintenance contracts be extended for a second year by negotiation and that a tendering exercise should take place during 2021 for new five year contracts to start in April 2022, was agreed by unanimous vote.

7545. Strategic Planning Committee

The minutes of the Strategic Planning Committee meeting held on 12 November 2020 were received.

The Mayor referenced the budget recommendations and Council agreed unanimously that those recommendations be passed to the Finance and Resources Committee. The Mayor also presented the Committee’s recommendation to the Council which concerns WODC’s request for the Council’s thought on the future use of The Guildhall

It was agreed by unanimous vote that the Locum Clerk should advise WODC that the Town Council would be interested in exploring a range of options for The Guildhall over the coming months.

7546. The Town Clerk’s Report

The Town Clerk’s report was noted and is attached to the record minutes. A few questions about the detail of the accounts for payment were answered and subsequent to that the payments detailed in the report were approved by unanimous vote.

7547. Date of next meeting: 21 December 2020

7548. Resolution to Move into a Confidential Session

The meeting indicated its assent to the Mayor’s proposal to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public, press and officers (apart from the Locum Clerk) left the meeting at this point.

7549. Recruitment of Town Clerk

Note that while this matter was considered in confidential session this the resulting minute need not be considered confidential.

The Locum Clerk reported orally on the Town Clerk recruitment process so far; the selection panel had recommended that the job be readvertised as soon as possible and Council was asked to consider whether interviews should be held before or after Christmas. The meeting agreed that the job should be advertised immediately and interviews should be held in the New Year.

There was some discussion as to how and where the post should be advertised and a budget of £2,000 for advertising was agreed. The possibility of using a Locum Clerk as a mentor for a time if an unqualified Clerk were to be appointed was also discussed.

Mrs Steele explained that she would be able to remain in place as a Locum Clerk for the foreseeable future but that Mrs Eustace had other work commitments from the New Year; LGRC would place a second Locum from that time.

East Chipping Norton Development Area

Progress report to the Town Council

December 2020

The Mayor and I held further meetings with Cala Homes using Zoom. After taking legal advice, CALA Homes have written to both WODC and OCC to question the legality of the OCC Masterplan being included in the emerging SPD when it has not been agreed between landowners.

The Mayor has also written to WODC to express our concern at the absence of engagement with the Town Council.

Essentially, OCC have failed to engage, not only with other landowners, but also with relevant bodies such as the Health Centre. The next stage in our campaign must be for the Town Council to bring all relevant parties together.

David Heyes

CHIPPING NORTON TOWN COUNCIL
The Minutes of the Finance and Resources Committee Meeting
held on 2 December 2020

A meeting of the Finance and Resources Committee meeting was held on 2 December 2020 via Zoom at 7.15pm

The following members were present: -

Cllr N Bradley
Cllr C Butterworth
Cllr S Coleman
Cllr D Heyes
Cllr M Jarratt
Cllr G Mazower
Cllr R Poole
Cllr M Tysoe
Cllr L Tuckwell (from item 6)

Officers: Janet Eustace

Sonia Murgia

2 Members of the Public

1. **Election of Chairman**. Cllr Coleman was elected to Chair the Committee for the rest of the Civic year.
2. **Appointment of Vice Chairman**. Cllr Bradley was appointed as Vice Chairman of the Committee for the rest of the Civic year.
3. **Apologies for absence**. There were none.
4. **Declaration of interests**. There were none.
5. **Public Participation**. There had been no requests for public participation.

Cllr Tuckwell joined the meeting.

6. **Scheme of Delegation and Terms of Reference**: The Committee **agreed** the following:

Delegation Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Finance & Resources Committee will undertake the following functions (and may delegate those functions indicated to the Staffing and Health & Safety Sub Committees):

- 1) Regulate, manage and control the finance and resources of the Council, including: investments; loans; grants; value for money; long

- term plans and financial strategy
- 2) Monitor the financial performance of the Council's budgets against estimates
 - 3) Review the Council's fees and charges annually
 - 4) Consider the annual estimates of income and expenditure and recommend to Council the precept to be levied on the West Oxfordshire District Council for approval.
 - 5) Ensure adequate systems of financial control are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of an asset register.
 - 6) Review and recommend amendments to the Council's Financial Regulations annually
 - 7) Ensure that the Council is observing its Financial Regulations
 - 8) Appoint an internal auditor
 - 9) Receive internal and external audit reports
 - 10) Monitor and effect compliance with internal and external audit recommendations and other financial procedures, regulations and statutes.
 - 11) Monitor the Council's financial risk assessments and recommend changes where necessary.
 - 12) Recommend the annual accounts to the Council for approval
 - 13) Keep under review the Council's policies and procedures and recommend amendments or new policies to Council for approval and adoption
 - 14) Develop and keep under review a community engagement strategy
 - 15) Monitor the effectiveness of the Council's communication with residents and visitors
 - 16) Ensure that risk assessments and safety inspections are undertaken regularly for the cemetery and that these risk assessments and any inspection reports are shared with the Health & Safety Sub Committee
 - 17) Authorise items of expenditure which are provided for within the approved budget for the Committee
 - 18) Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

Functions which may be delegated to the Staffing Sub Committee:

- 19) Recruitment of Town Clerk/ Responsible Financial Officer and other staff as required
- 20) Recruitment and selection procedures
- 21) Annual appraisal and development of the Town Clerk/RFO
- 22) Review of staff contracts, job descriptions, and employment policies (specifically to include grievance and discipline policies) every two years
- 23) Review of staff and office accommodation requirements
- 24) Management of rights relating to leave, time off and illness
- 25) Ensure that the Clerk has everything required for managing other staff
- 26) Keep up to date with developments in employment law
- 27) The Staffing Sub-Committee will serve as the disciplinary or grievance panel
- 28) Agree the members to sit on an appeals panel to hear appeals against a decision on a grievance (noting that an appeals panel may be composed of individuals who are not Town Councillors)

Functions which may be delegated to the Health & Safety Sub Committee:

- 29) Ensure the Council's compliance with all applicable health and safety legislation
- 30) Ensure that risk assessments are carried out for all area's of the Council's activity
- 31) Review all risk assessments regularly

The Chairman asked the Clerk to produce a Calendar showing the key dates for various activities.

7. Scheme of Delegation

The Committee considered the draft Scheme of Delegation and **recommended** it to full Council for approval

8. Membership of Sub Committees

Staffing Committee. It was agreed that Cllrs Graves, Coleman, Poole, Mazower and Heyes should serve on the Staffing Committee.

Health and Safety Committee. It was agreed that Cllr Heyes and Tuckwell should serve on the H&S Committee. The Clerk was asked to extend an extension to Mr Davidson to join the Committee as an H&S professional and to extend an invitation to other Councillors to seek expressions of interest.

9. Finance Issues

Expenditure to November 2020. The Committee received a report on expenditure to the end of November and noted the variations.

The Committee Budget 2021/22. The Committee considered a draft budget for 2021/22 and agreed increases in the staffing budget and in the Guildhall budget. It was agreed to reduce the contingency budget.

The Council Budget 2021/22. The Committee received a draft budget for 2021/22. It was noted that this suggested a shortfall of £345,000 which would represent a significant increase in the precept. The Committee carried out a detailed review of the Committee budgets and agreed to make various reductions.

The final version of the budget to be recommended to Council is appended to these Minutes.

As part of the discussions it was agreed to recommend to Council that rather than incurring expenditure on temporary repairs to the roof of the Town Hall, the Council should employ a surveyor to draw up a specification to renewing all of the lead flashing. It was recognised that this would be a substantial item of expenditure which could be funded from the reserve. It was also recognised that the reserve could be used to fund additional professional fees and the possible lease or purchase of the Guildhall.

It was noted that the 2019/20 Accounts show reserves of:

£466,616	General reserves
£2,365	Skate park reserve
£5,974	Cemetery Extension/purchase reserve
<u>£60,392</u>	Capital Receipts reserve
£535,347	Total reserve

It was agreed that these would be reviewed before the end of the financial year to recognise the Council's emerging priorities.

The Precept 2021/22

The budget showed a shortfall of £315,055. The Committee agreed to recommend to Council a precept of £315,055 which represents £115.11 per band D dwelling. This is the same band D dwelling figure as in the current year.

10. Forward Work Programme

The Committee received a report setting out various governance issues that need to be addresses. It was noted that the most urgent of these was a review of Standing Orders, compliance with the Transparency Code and GDPR policies.

The Clerk said she would prepare draft Standing Orders for Cllr Heyes to review.

Cllr Mazower reported that she had met with a possible web site provider and suggested that a groups of Councillors might attend a demonstration. It was agreed that a new web site was need as a matter of urgency to allow for the publication of data as required by various Government Regulations.

Date of next meeting The Locum Clerk would shortly be circulating a schedule of meeting to May 2021.

The meeting ended at 9.15 pm

Annex A

Chipping Norton Town Council

Community Committee Budget						
			2019/2020	2020/2021	2020/21	2021/22
			actual	Budget	To 30/9/20	Budget
101	Grants					
7670	Grants vol organisations		35900	35900		26000
7680	Youth Council		0	0		0
	Expenditure		35900	35900		26000
102	Misc					
4100	salaries and superan		17107	17107		17000
6405	Christmas late night sg		0	0		1000
6407	Xmas tree lights		3251	3251		3200
6418	Equipment		0	0		0
7720	Other misc expenses		1600	1600		1250
	Expenditure		21958	21958		22450
110	Town Hall					
3115	Lettings income		16250	23000		16000
3140	WODC water rates		115	200		200
3290	Misc Income		5550	100		3000
	Income		21915	23300		19200
4100	Salaries		17411	23000		19500
5140	Promotion		0	500		1500
5210	Telephone		186	300		300
6110	Heat and Light		5017	7500		5750
6130	Water and sewage		272	650		670
6210	Rates		10066	10000		10000
6220	Premises insurance		6307	3750		3750
6230	Window cleaning		420	800		800
6240	Alarm fire ext		1520	1500		1500
6310	Cleaning		887	1000		1000
6330	waste disposal		516	650		600
6400	Repairs/survey		5771	7500		10000
6408	New equipment		512	3500		1500

7610	Licences		805	735		735
7850	Insurance		-2777	0		0
7720	Misc expenses		716	1250		750
	Expenditure		47629	62635		58355
120	Greystones					
3110	Rents recievable		2040	2040		2040
3111	Rugby clb access		175	175		175
3290	Misc income		720	0		0
	Income		2935	2215		2215
6210	Rates		373	350		375
6400	Repairs		5480	7500		2500
7650	Insurance		300	300		300
	Expenditure		6153	8150		3175
151	Recreation					
3294	Skate park		0	2365		0
6200	rent		1000	1000		1000
6400	Repairs		3363	4000		4500
6410	New equipment		500	30000		10000
6413	Sports award		421	500		500
6420	litter/dog bin emptying		2457	5750		6500
6465	contract		4116	5200		5200
7100	Travel and subs		20	0		20
7650	Insurance		2477	2600		2700
7720	Other misc expenses		1337	1000		1000
	Expenditure		15691	52415		31420
180	Pool Meadow					
6417	Maintenance/R D		0	2000		3000
185	Millenium Garden					
6465	Contract		1512	2200		2300
186	War Memorial					
6465	Contract		0	0		200
6470	War memorial		18	500		500
	Expenditure		18	500		700
130	Cemtery					
3190	Internments and mem		10253	9000		11000

3191	Grave purchase		3267	2000		3500
	Cemetery income		13520	11000		14500
6130	Water and sewage		14	60		20
6210	Rates		937	800		800
6400	Repairs		2490	1000		1000
6465	Contract		10930	12500		12500
6471	Skips		510	600		600
7650	Insurance		550	600		600
7720	Other misc expense		141	2500		500
	Cemetery expenditure		15572	18060		16020
140	Closed churchyard					
6400	Repairs		1346	1000		1000
6468	Maintenance		612	1000		1000
	Expenditure		1958	2000		2000
	Total Expenditure		146391	203818		162420
	Strategic Planning Committee					
102	Miscellaneous					
	6460	Streetscene (weeds)	711	5000		5000
	6462	grit/snow bins	0	1000		1000
	6490	Trees/flowers middle row	594	2500		2500
	6495	Street furniture	2640	3000		3000
new		ECN Development				35000
		Future of Guildhall				5000
		HGV signs				8000
		One way report				5000
	Total Expenditure		3945	11500		64500
	Finance and resources Committee					

			19/20	20/21	21/22	
			Actual	Budget		Budget
100	Admin					
3210	Admin charges		7457	6000		6000
3211	CN History Trail		110	0		0
3290	Misc income		1890	0		0
3291	Tourist income		80	50		50
	Admin income		9537	6050		6050
4100	Salaries etc		81341	83000		100000
5110	Stationery		890	1000		1000
5120	Photocopying		2276	2600		2600
5125	Tourist info		292	500		500
5200	Postage		431	750		700
5210	telephone		2000	1200		1200
5340	Website		0	2500		2500
5360	Computer hardware		3411	2000		2000
6200	Rent/rates		2572	4000		6000
7100	Travel and subsistence		495	200		200
7200	Hospitality		0	100		200
7300	Staff training		1381	2500		2100
7500	Legal and Pofess		1540	1500		1500
7510	Audit fees		2691	2500		2500
7600	Subs		599	1000		1000
7650	Insurance		1650	1750		1800
7710	Election expenses		0	3945		0
7720	Other misc expenses		1594	2000		1500
	Admin indirect Expenditure		103163	113045		127300
200	Mayors Allowance					
7200	Hospitality		2800	3000		3000
7690	Mayor Allowance		2699	2750		2800
			5499	5750		5800
6498	contingency		49709	46055		10000
	Total expenditure		308707	382168		373020
102	Misc					

3100	Precept income		297491		312188		315055
3101	Precept support grant		6211		6762		0
3180	Interest		1773		1000		1000
3230	Manorial land		15000		15000		15000
	Total Income		368382		377515		373020
	Income over expenditure		59675		-4653		0
	Precept	Properties	Band D				
2018/19	£ 280,541.00	2609	£ 107.50				
2019/20	£ 279,491.00	2665	£ 111.62				
2020/21	£ 312,188.00	2712	£ 115.11				
2021/22	£ 315,055.00	2737	£ 115.11				

CHIPPING NORTON TOWN COUNCIL
COUNCIL MEETING 21 DECEMBER

BUDGET AND PRECEPT SETTING 2021/22

The Finance and Resources Committee has reviewed the budgets submitted by the other Committees of the Council and recommends:

- that the Council approve a budget with income of £57,965 and expenditure of £373,020. This leave a shortfall of £315,055.
- to Council that the precept for 2021/22 should be £315,055 which is £115.11 per band D dwelling. This compares with £312,188 and £115.11 per band D dwelling in 2020/21.

Background

The detailed budget for 2021/22 is shown at Annex A to the Minutes of the Finance and Resources meeting of 2 December.

The budgets have been recast this year to follow the new committee structure. The main changes in provision are summarised below:

Finance and Resources Committee.

Estimated income remains the same as for the current year at £6,050. Estimated expenditure has risen from £113,045 to £127,300. The increase is due to higher staff costs as the result of employing a full time Clerk on a higher pay scale and to the payment of additional rates following WODC quitting the Guildhall.

Strategic Planning Committee

The total expenditure for this Committee is £64,500. Just under £12,000 of this is allocated for improvements to the town centre. The remaining budget has been allocated for professional advice to the Council on the East Chipping Norton Development, advice on the future use of the Guildhall, possible new signs at the Quiet Woman, diverting HGVs away from the town centre and revisiting an earlier report on traffic movements in the town centre.

Community Committee

This Committee is responsible for just under £36,000 of the Council's income and £165,400 of its expenditure. The Committee has retained the same level of grants to voluntary bodies as this year (£26,000). Income from the Town Hall is forecast to be lower than in the current year's budget largely due to the continuing impact of COVID 19 whilst expenditure is forecast to be slightly higher because of the need for repairs. On the other headings, the play equipment budget in the current year included £22,000 for a substantial piece of new play equipment, this figure has been reduce to £10,000 next year. An additional £1000 has been allocated to Pool Meadow to allow research into how the area can be enhanced. Income at the Cemetery is forecast to be a little higher next year while maintenance is a little lower.

Contingency fund

The Committee recommends to Council that the contingency fund which was £49,000 in 2019/20 and £46,000 be reduced to £10,000 in 2021/22.

The recommended precept of £315,055 is slightly higher than in the current year but because of an increase in the number of band D equivalent properties from 2712 to 2737 the precept per dwelling remains the same at £115.11.

Reserves

The 2019/20 Accounts identify Council's reserves as:

£466,616	General reserves
£2,365	Skate park reserve
£5,974	Cemetery Extension/purchase reserve
<u>£60,392</u>	Capital Receipts reserve
£535,347	Total reserve

F&R Committee will be considering the earmarking some its general reserves to fund future projects. Recommendations will come forward to Council in the early part of next year.

JE

December 2020



Chipping Norton Town Council

SCHEME OF DELEGATION

Adopted: 21 December 2020
Review Date: May 2021

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1. DISCHARGE OF THE SCHEME

- 1.1 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least every two years and when there are staffing changes.
- 1.2 Those with delegated responsibility are referred to by job title, e.g. Town Clerk.
- 1.3 One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. PRINCIPLES OF DELEGATION

- 2.1 Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a Committee; or an officer.
 - A Committee may delegate its powers to an officer.
 - The delegating body may exercise Powers that have been delegated.
- 2.2 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 In an emergency the Proper Officer is empowered to carry out any function of the Council.
- 2.4 Where the Town Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should consult with the Mayor and/or Chair of the relevant Committee and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

3. AUTHORITY TO ACT

- 3.1 It will be appropriate for the Town Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.

- 3.2 The Town Clerk and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

4 CONFLICTS OF INTEREST

- 4.1 Under the Local Government Act 1972, section 117 the Town Clerk must make a formal declaration about council contracts where they have a financial interest.
- 4.2 Where the Town Clerk has a conflict of interest in any matter, he/she shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

5 COUNCIL RESERVED POWERS

- 5.1 The following matters are only to be resolved by the Full Council:
- Appointment of the Town Clerk/Responsible Financial Officer and other council officers following a recommendation from the Staffing Sub Committee
 - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
 - To approve and adopt all Council policies
 - To approve and adopt the Budget
 - To agree and/or amend the terms of reference for Committees
 - To adopt the schedule of meetings for the ensuing year
 - To determine matters involving expenditure for which budget provision is not made or is exceeded
 - To set the Precept
 - To make byelaws
 - To borrow money
 - To approve annually the statutory annual return
 - To approve eligibility for the General Power of Competence

6 DELEGATION TO COMMITTEES - SAFEGUARDS

- 6.1 All Committees are appointed by and are responsible to Chipping Norton Town Council. The Committees' duties are defined and agreed by the Full Council, the Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

7 DELEGATION TO COMMITTEES

7.1 Committees Generally

The membership of each committee will be agreed by the Full Council.

The Mayor will be a member 'ex officio' of all Committees with the right to vote.

The first item of business at all first committee meetings after the Annual meeting of the Council in May (Mayor Making) will be to elect a Chair for the year. A Vice-Chair may be elected, if thought appropriate, although any elected member can preside in the Chair's absence.

Any Committee may invite guidance from professionals or other qualified people to assist in its deliberations.

Any Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity.

The frequency of meetings shall be decided by each Committee.

Additional meetings will be arranged as deemed appropriate by the Chair.

Written minutes will be taken to record all the Committee's decisions and will be adopted at the next Full Council meeting and signed as a true record at the next Committee meeting. The Town Clerk will be responsible for arranging meetings and ensuring that minutes are taken and distributed. The minutes will be available on the Town Council website.

7.2 Finance & Resources Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Finance & Resources Committee will undertake the following functions (and may delegate those functions indicated to the Staffing and Health & Safety Sub Committees):

- 1) Regulate, manage and control the finance and resources of the Council, including: investments; loans; grants; value for money; long term plans and financial strategy
- 2) Monitor the financial performance of the Council's budgets against estimates
- 3) Review the Council's fees and charges annually
- 4) Consider the annual estimates of income and expenditure and recommend to Council the precept to be levied on the West Oxfordshire District Council for approval.
- 5) Ensure adequate systems of financial control are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of an asset register.
- 6) Review and recommend amendments to the Council's Financial Regulations annually
- 7) Ensure that the Council is observing its Financial Regulations
- 8) Appoint an internal auditor
- 9) Receive internal and external audit reports
- 10) Monitor and effect compliance with internal and external audit recommendations and other financial procedures, regulations and statutes.
- 11) Monitor the Council's financial risk assessments and recommend changes where necessary.
- 12) Recommend the annual accounts to the Council for approval
- 13) Keep under review the Council's policies and procedures and recommend amendments or new policies to Council for approval and adoption
- 14) Develop and keep under review a community engagement strategy
- 15) Monitor the effectiveness of the Council's communication with residents and visitors
- 16) Ensure that risk assessments and safety inspections are undertaken regularly for the cemetery and that these risk assessments and any inspection reports are shared with the Health & Safety Sub Committee
- 17) Authorise items of expenditure which are provided for within the approved budget for the Committee

- 18) Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

Functions which may be delegated to the Staffing Sub Committee:

- 19) Recruitment of Town Clerk/ Responsible Financial Officer and other staff as required
- 20) Recruitment and selection procedures
- 21) Annual appraisal and development of the Town Clerk/RFO
- 22) Review of staff contracts, job descriptions, and employment policies (specifically to include grievance and discipline policies) every two years
- 23) Review of staff and office accommodation requirements
- 24) Management of rights relating to leave, time off and illness
- 25) Ensure that the Clerk has everything required for managing other staff
- 26) Keep up to date with developments in employment law
- 27) The Staffing Sub-Committee will serve as the disciplinary or grievance panel
- 28) Agree the members to sit on an appeals panel to hear appeals against a decision on a grievance (noting that an appeals panel may be composed of individuals who are not Town Councillors)

Functions which may be delegated to the Health & Safety Sub Committee:

- 29) Ensure the Council's compliance with all applicable health and safety legislation
- 30) Ensure that risk assessments are carried out for all areas of the Council's activity
- 31) Review all risk assessments regularly

7.3 Community Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Community Committee will undertake the following functions:

- 1) Develop and support the Council's work with families and young people
- 2) Advance the Council's ambitions regarding the provision of a Youth Worker (agreeing contract terms as appropriate and monitoring any contract)
- 3) Develop and support a Town's Youth Council for the town.
- 4) Actively promote greener and healthier lifestyles and consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration.
- 5) Manage the Town Council owned community facilities (specifically the Town Hall, Pool Meadow, and all recreation, sports grounds and open spaces).
- 6) Ensure that the Town Council owned community facilities are kept in good repair
- 7) Ensure that risk assessments and safety inspections are undertaken regularly for all the Town Council owned community facilities and that these risk assessments and any inspection reports are shared with the Health & Safety Sub Committee
- 8) Review annually fees and charges for use of the Council's community facilities and make recommendations to the Finance & Resources Committee
- 9) Keep the provision of community facilities (regardless of ownership) under review and identify where additional provision would be of benefit to the community
- 10) Develop strategies for the provision of new community facilities and make

- recommendations as appropriate to the Council
- 11) Develop and support partnerships with the voluntary sector
 - 12) Keep the Council's grants policy under review and recommend any changes to the Council
 - 13) Consider grant applications and award grants in accordance with the grants policy and with the available budget
 - 14) Develop and support community festivals and events
 - 15) Exercise the Council's functions as a burial authority, delegating to officers as appropriate
 - 16) Ensure that the cemetery and associated buildings, walls and fences are kept in good repair
 - 17) Develop projects as appropriate and make recommendations to the Council
 - 18) Explore sources of alternative/external funding to support community projects and partnerships
 - 19) Authorise items of expenditure which are provided for within the approved budget for the Committee.

7.4 Strategic Planning Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Strategic Planning Committee will undertake the following functions (and may delegate those functions indicated to the Planning and Traffic Advisory Sub Committees):

- 1) Promote the economic development of Chipping Norton
- 2) Manage the Council's assets in the public realm (street furniture etc) ensuring that all such assets remain in good repair
- 3) Keep the appearance of the public realm (and particularly the town centre) under review (regardless of ownership) and identify where additional (or less) street furniture/signage etc would be of benefit to the town
- 4) Develop strategies for the improvement of the public realm and make recommendations as appropriate to the Council
- 5) Keep the Chipping Norton Neighbourhood Plan under review
- 6) Develop projects which further the East Chipping Norton Vision Statement and make recommendations to the Council
- 7) Review possible green infrastructure projects, develop partnerships to deliver such projects and make recommendations to the Council
- 8) Authorise items of expenditure which are provided for within the approved budget for the Committee
- 9) Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

Functions which may be delegated to the Planning Sub Committee:

- 10) Consider and make observations on planning applications within the Council area and subject to consultation by the relevant planning authority
- 11) Monitor planning decisions made by the planning authority
- 12) Make representations on planning enforcement matters
- 13) Make representations, as appropriate, on planning appeals

Functions which may be delegated to the Traffic Advisory Sub Committee:

1. The Committee shall consist of 5 Town Councillors and members from West Oxfordshire District Council and Oxfordshire County Council, including Traffic engineers, Thames Valley Police and the CN Community Resilience Group. Other organisations may be invited to attend in an advisory capacity.
2. The Quorum shall be at least 4 CN Town Councillors
3. A Chairman shall be elected at the first meeting of the new municipal year
4. The Committee is an advisory committee reporting to the full Town Council and to the Community. Any advice will be reported to the full CNTC & Community for consideration.
5. The committee has no budget responsibility or delegated powers apart from those set out in paragraph 6 below.
6. On matters that require further research, for example a more detailed report or seeking further clarification from a third party, the Committee shall have delegated power to act.
7. The scope of the Committee will include traffic related matters-
 - HGVs
 - Road safety
 - Speed data
 - 20mph limit & other traffic limits
 - Traffic and Traffic flow
 - Travel choices
 - School Travel
 - Air Quality and Pollution
 - Drain Covers
 - Line Painting
 - Parking
 - Repairs to Pavements and Roads
 - Street lighting

This list is not exhaustive.

The Committee shall meet at least two times per year (March and October) and such other occasions as deemed necessary

8 DELEGATION TO OFFICERS

(a) Town Clerk

1. The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
2. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Mayor (if practicable in the circumstances).

3. The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
4. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees.
5. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget
6. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Sub-Committee members when such work is to be sanctioned.
7. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council
8. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972
9. To sign and publish the annual public notice that the Audit of Accounts is to take place and has taken place.
10. To receive members' acceptance of declarations of interest and their appointment as a Councillor.
11. Power to release press statements on any activities of the Council subject to prior consultation with the Chairman
12. Power to act on own initiative to implement the Council's policies and objectives.
13. Power to take appropriate steps to ensure the Council does not exceed its powers.
14. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
15. In liaison and after conferring with the Mayor, to make such Civic arrangements as are necessary.
16. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
17. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.

18. As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.

(b) Responsible Financial Officer

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.
3. The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.

	Full Council	Strategic Planning Cttee	Finance & Resources Cttee	Community Cttee	Staffing Sub-Committee	Health & Safety Sub-Committee	Planning Sub-Committee	Transport Advisory Sub-Committee
2020	Monday 21 December 7.15pm							
2021	Monday 18 January 7.15pm	Tuesday 26 January 7.15pm	Wednesday 2 February 7.15pm	Wednesday 3 February 7.15pm	Monday 8 February 7.15pm			Thursday 11 March 10.30am
	Monday 15 February 7.15pm	Wednesday 24 February 7.15pm		Wednesday 3 March 7.15pm				
	Monday 15 March 7.15pm	Wednesday 24 March 7.15pm	Wednesday 31 March 7.15pm	Wednesday 14 April 7.15pm				
	Monday 19 April 7.15pm				Monday 26 April 7.15pm			
		Tuesday 4 May 7.15pm		Wednesday 12 May 7.15				
	Monday 17 May 7.15pm ANNUAL MEETING OF COUNCIL							

Notes:

Date for Annual Town Meeting to be agreed

Membership of Planning and Health & Safety Sub-Committees to be agreed