



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 19th April, 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. J. Graves
Cllr. D. Heyes
Cllr. R. Poole
Cllr. L Tuckwell
Cllr. M. Walker

Cllr. H Biles (OCC)
Cllr. G Saul (WODC)

Also in attendance:

Luci Ashbourne, Town Clerk
Kay Linnington, Deputy Town Clerk
Louise Steele (Local Government Resource Centre), Locum Clerk

7622. Mayor's Welcome

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

7623. Minutes

The minutes of the meeting of 15th March 2021 were agreed as an accurate record of the meeting and it was agreed that the Mayor should sign them as such.

7624. Public Participation

John Terry shared an update on the work being carried out by Chipping Norton Theatre. Mr Terry talked through the theatre's funding situation and generosity they have experienced. Mr Terry stressed that they're aware of the need to increase outreach and partnership working, and described some of the outdoor exhibitions and events, along with community and local history focused projects that Chipping Norton Theatre have been working on with other groups and organisations in the town; as well as that, smaller workshops and take-part projects beginning again online and in person.

Members thanked and applauded the work of Chipping Norton Theatre, and thanked Mr Terry for his time.

7625. **Apologies for absence**

Apologies for absence were accepted from Councillor Coles and from Councillor Cahill (WODC)

7626. **Declaration of interests**

There were no declarations.

7627. **Mayor's Announcements**

The Mayor reported that she and the Deputy Mayor had delivered the bus consultation survey to residents and had received fifty responses to date. The mayor also reported on her recent meetings with:

- The New Town Clerk
- First Responders
- Zonkey (Web Developers)
- Site visit to the William Fowler Wood
- The ceremony for swearing in the new High Sheriff of Oxfordshire
- Cemetery clean up day
- Meeting regarding the phone kiosk
- Meeting about Middle Row

In addition, she had undertaken a walkabout of the cemetery and Pool Meadow with the Deputy Mayor.

The Mayor noted thanks to High Sheriff Amanda Ponsonby, who is finishing her term as Oxfordshire's High Sheriff - notably her support in Chipping Norton, particularly with the foodbanks and the Chippy Larder - and welcomed the new High Sheriff, Manwar Hussein.

The Mayor thanked Councillor Hilary Biles who is coming to the end of a long term of office representing Chipping Norton on Oxfordshire County Council, preceded by many years at West Oxfordshire District Council. Members offered thanks for her contributions and good wishes for the future.

RESOLVED:

- a. That formal thanks and recognition from the Council be recorded for the contributions of outgoing High Sheriff of Oxfordshire Amanda Ponsonby, along with a warm welcome to the new High Sheriff of Oxfordshire Manwar Hussein.
- b. That formal thanks and recognition from the Council be recorded for the contributions and years of service given by Councillor Biles.

7628. **Oxfordshire County Council:**

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

- After May 6th, County Council meetings will be held at Cherwell District Council Offices due to having capacity to have face-to-face meetings within Covid-19 restrictions.
- Chipping Norton Library has reopened.
- Park and Charge scheme – Councillor Biles has asked that the Town Council be notified when the electric charging point will be installed in New Street Car Park.
- There is a substantial national funding opportunity for community renewal. Councillor Biles will share the details with Chipping Norton Town Council.
- HGV Working Group have been notified that within the new local transport plan there is a strategy for Chipping Norton. This is still being drawn up. In the locality meeting, key themes were identified: HGVs and Air Quality; the future role of the A44; 20mph speed limits; the overall vision for Chipping Norton; and the impact of the East Chipping Norton SDA. Waiting for the results of monitoring but this has been delayed due to staffing.

- Covid- 19: The numbers of positive test results are coming down. While this is reassuring, Public Health Oxfordshire are still advising people to use masks, meet outside and social distance. There are more test centres across the County, both for people who have symptoms and those who don't.
- Oxfordshire County Councillor priority funding will continue after May 6th 2021 at a rate of £15,000 over two years per ward Councillor.
- The new High Sheriff is inviting nominations for Covid Heroes.
- Councillor Biles reflected on her years as a Councillor on different local authorities in Oxfordshire over many years, and thanked those that elected, and re-elected her. Councillor Biles thanked Chipping Norton Town Council, and gave her best wishes for the future.

7629. **West Oxfordshire District Council:**

The Council received a report from District Councillor Saul, as follows:

- Councillor Saul noted his thanks to Councillor Biles for her work in Chipping Norton.
- Councillor Saul has been encouraging residents to complete a survey he has created to explore priorities around the new development. Priorities were concerns about capacity of the Health Centre to deliver healthcare with so many new patients. Another concern was around HGVs driving through the town centre. Substantial support for a climate friendly development – energy efficiency, active travel, accessible natural green space. Identity of the development itself came up. Support for small businesses. Worries about where the link road should go – particularly around the allotments and woods.

7630. **East Chipping Norton Development. To receive an oral report from Cllr Heyes**

Councillor Heyes confirmed that members had now seen the Strategic Development Plan, but while it was largely welcome, it did look like a draft masterplan. Councillor Heyes confirmed that the Mayor wrote to WODC sharing concerns on behalf of the Council. CALA Homes have submitted a legal challenge and there is yet to be any further news on this. The Mayor encouraged members to visit Millennium Wood and take a look at where the proposed link road may be.

7631. **Strategic Planning Committee: To receive the minutes and report of the meeting held on 24th March 2021.**

The Council considered the draft minutes of the meeting held on 24th March 2021 (previously circulated) and noted the matters considered.

RESOLVED:

- That the spelling of CALA Homes be corrected on page 1 of the minutes (from CARLA HOMES)
- The sentence starting “resubmitted on” be stuck off the record as inaccurate
- That it be formally noted that Councillor Butterworth had expressed the view that he did not feel it inadvisable to speak to CALA Homes while a legal challenge is in place.

7632. **Finance and Resources Committee. To receive the minutes and report of meeting held on 31st March 2021.**

The Council considered the draft minutes of the meeting held on 31st March 2021 (previously circulated) and noted the matters considered. There were no recommendations or amendments arising.

7633. **Community Committee. To receive the minutes and report of the meeting held on 14th April 2021.**

The Council considered the draft minutes of the meeting held on 14th April 2021 (previously circulated) and noted the matters considered.

RESOLVED:

- That Councillor Poole (and not Councillor Mazower) met with Graham Beacham and that the minutes be updated to reflect this.

7634. Upon recommendation of the Community Committee, to agree the Cemetery Fees & Charges effective 1 May 2021

Councillor Coleman updated members and explained that the fees and charges had been updated, and simplified, but did not reflect a large increase in charges to the public.

RESOLVED: That the proposed Cemetery Fees & Charges be adopted by The Council and effective from May 1st 2021.

7635. To consider a small amendment to the Financial Regulations

Locum Clerk Louise Steele recommended Council review and refresh the spending threshold in the financial regulations.

RESOLVED: That the council Financial Regulation 11.1(i) is updated from:

When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk and RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk and RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

To:

When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk and RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £500 the Clerk and RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

7636. To agree a calendar of meetings for the civic year 2021/22

Locum Clerk Louise Steele explained that councils who have a committee structure usually operate within five or six cycles of council a year – or that they conduct all of their business through one monthly Full Council meeting. Ms Steele stressed that the hybrid version of monthly committee cycles, that the Council are currently working with, is unsustainable and loads the council administration team with preparing agendas, reports and minutes, as opposed to enacting instruction from the meetings. Ms Steele's recommendation is that the council adopt the proposed calendar of meetings which would meet on a bi-monthly committee cycle.

Members debated, and some expressed concerns that the monthly full council meetings are a good opportunity to engage with the community. The new Town Clerk said she welcomed the proposal as it would free up staff to deliver the aspirations of the Council. She also suggested that informal residents' surgeries may be an effective way of regularly engaging with the public outside of formal council meetings.

The Mayor took a vote on whether Council wishes to move to six cycles of committee and council meetings a year in principal.

RESOLVED: The proposal to move to a system of six cycles of council a year was carried, with 5 votes For, 3 Against, and 1 Abstention.

Members debated further, and discussed the meeting dates themselves. The Mayor then took a vote on adopting the proposed calendar for the municipal year 2021/22.

RESOLVED: The recommendation that Council adopt the meeting dates on the proposed calendar of meetings for municipal year 2021/22 was carried, with 6 votes For, 2 Against, and 1 Abstention.

7637. **Purchase of laptop for the new Town Clerk**

The Mayor reported that the Town Clerk's PC was very old, and that problems has arisen already. The recommendation was that a new laptop be purchased for the Clerk. In accordance with financial regulations, quotations had been sought.

RESOLVED: That the Clerk be authorised to proceed with the procurement of a new laptop.

7638. **Planning Applications**

The Council considered the following planning applications:

- (1) [21/00692/HHD](#): 35 New Street, Chipping Norton, Oxfordshire OX7 5LL - Conversion of an existing barn into a granny annexe and home offices, alterations to include changes to infrastructure and insertion of roof lights.

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

- (2) [21/00731/LBC](#): 8 New Street, Chipping Norton, Oxfordshire OX7 5LJ - Internal alterations to existing ceilings throughout the Arctic Fish Bar to achieve 30min fire protection to comply with an enforcement notice provided by the Fire Brigade.

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

- (3) [21/00770/HHD](#): 42 Lords Piece Road, Chipping Norton, Oxfordshire OX7 5HT - Replacement conservatory

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

- (4) [21/00772/LBC](#) & [21/00771/HHD](#): 26 New Street, Chipping Norton, Oxfordshire OX7 5LJ - Replacement of existing window and door on rear elevations with new glazing and doors.

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

- (5) [21/01125/HHD](#): 21 Insall Road, Chipping Norton, Oxfordshire OX7 5LF - Erection of a single storey side extension.

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

- (6) [21/00785/FUL](#): West End Farm, Churchill Road, Chipping Norton, Oxfordshire OX7 5HP - Erection of agricultural building for hay and straw storage.

RESOLVED: That the Town Council objects to the above proposal on the following grounds:

- a. That trees in a strip of woodland may be being removed during the growing season.
- b. That the Environmental Impact Assessment has not yet been carried out.

- (7) [21/00801/FUL](#): Land North West Of 66 Over Norton Road. Chipping Norton. Oxfordshire - Change of use of land to use as a residential caravan site for four gypsy/travellers families, including the laying of hard standing, construction of access driveway and associated earthworks (part retrospective).

RESOLVED: That the Town Council objects to the above proposal on the following grounds:

- a. Heritage, landscape, ecology and highways grounds.
- b. The application is considered to be contrary to policy H7 (travelling community) of the adopted West Oxfordshire Local Plan, specifically due to the impact upon the Conservation Area and Cotswold Area of Outstanding Natural Beauty. However, the Parish Council recognise that the harm associated with the development needs to be balanced against the needs of the gypsy and traveller community, and that West Oxfordshire District Council are best placed to make that assessment.

Councillor Poole left the meeting at 8:50pm

Councillor Walker left the meeting at 8:51pm

7639. **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.

7640. **The Guildhall**

RESOLVED: The Council instructed the Clerk to obtain quotes for a valuation and structural survey for The Guildhall to be brought to a future meeting.

The Chair closed the meeting at 9:20pm

Signed as a correct record:

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Mayor

Date: