



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne
4th November 2021

SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Monday 15th November 2021

TIME: 7:15pm

Cllrs. G Mazower (Town Mayor), N Bradley, C Butterworth, L Carter, S Coleman (Deputy Town Mayor), E Coles, R Fisher, R Foakes, J Graves, D Heyes, E Holmes, A Miles, R Poole, L Tuckwell, M Walker, and N Whitmill

Kay Linnington
Deputy Town Clerk

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

A G E N D A

1. Apologies for absence

To consider apologies for absence.

Committee members who are unable to attend the meeting should notify the Deputy Town Clerk(deputyclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for absence.

2. Declaration of interests

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. Minutes

To approve the Minutes of the Full Council meeting held on 20th September 2021.

4. Public Participation

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation.

5. West Oxfordshire District Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

6. Oxfordshire County Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on OCC.

7. Thames Valley Police

To receive a report from Thames Valley Police.

8. Snow plan

To review the draft snow plan.

9. Committee Minutes

To note the minutes of the following meetings and consider any related recommendations.

- a. Annual Community Meeting held on 4th October 2021
- b. Finance and Resources Committee held on 6th October 2021
- c. Planning Sub-Committee held on 11th October 2021
- d. Staffing Sub-Committee held on 13th October 2021
- e. Strategic Committee held on 20th October 2021
- f. Community Committee held on 3rd November 2021

10. East Chipping Norton Development

To receive an update on the status of the East Chipping Norton Development.

11. Civic Announcements

To receive a report from The Mayor on Civic engagement and activities.

12. External Audit Report (AGAR)

To note the External Audit Report and Certificate 2020/21

13. Christmas Lights

To note an update report regarding the Christmas Lights Scheme 2021

14. Date of the next meeting of Full Council – Monday 17th January 2021



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Minutes of a meeting of **Chipping Norton Town Council** Held in Chipping Norton Town Hall on
Monday 20th September 2021

The following members were present:

Clrs G Mazower (Town Mayor)
Cllr S Coleman (Deputy Town Mayor)

Cllr N Bradley
Cllr C Butterworth
Cllr L Carter
Cllr R Fisher
Cllr R Foakes
Cllr D Heyes
Cllr E Holmes
Cllr A Miles
Cllr R Poole
Cllr L Tuckwell
Cllr M Walker
Cllr N Whitmill

Also in attendance:
Luci Ashbourne (Town Clerk)
Cllr Geoff Saul (OCC)
Eight members of the public

42. Apologies for absence

Apologies were received from Cllr Coles and Cllr Cahill (WODC).

43. Declaration of interests

There were no declarations.

44. Minutes

The Chair noted that the S106 agenda item would be deferred until after the S106 training has been carried out.

RESOLVED: That the Minutes of the Full Council meeting held on 19th July 2021 are approved as a correct record and signed by the Chair.

45. Public Participation

No members of the public asked to participate.

46. William Fowler Allotments Competition

At this point the meeting adjourned and The Mayor presented awards to the 2021 allotment competition winners which took place in August. Cllr Heyes noted that it has been a difficult year, both in the Covid and weather sense. The Mayor congratulated the winners and thanked everyone.

47. West Oxfordshire District Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

Cllr Saul updated members:

- Community Infrastructure Levy: the Government has published a white paper that promises to abolish CIL.
- As a result, WODC has agreed to defer the decision regarding the zero rating for strategic developments including East Chipping Norton.
- Planning applications for the Branch, Old Natwest Bank Building have been approved. This had been complicated with much to resolve in a short period.

48. Oxfordshire County Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on OCC.

Cllr Saul updated members:

- East Chipping Norton: the aim has been to encourage OCC, as main landowner, to engage with CNTC and the local community. This has started to take place with a variety of strategic meetings with cabinet members. OCC has agreed to meet with CALA homes to start work on an agreed Masterplan. Cllr Saul recognised the importance of Cllr Mazower and Cllr Heyes persistence and the new administration at OCC.
- HGV working group is progressing with stakeholder consultation underway
- Health and Wellbeing Board data highlighted ten red indicators for the Town. Chipping Norton ranked below average for the UK in a number of areas - Prostate cancer, deaths from stroke, emergency hospital admissions, hip fractures, cancer deaths and death from respiratory diseases. Chipping Norton has second highest rate of people aged over 85 living in care homes with 25% elderly as opposed to national 19%. Also, a proportionately higher level of deprivation.

In responding to questions Cllr Saul confirmed that the CIL would not be backdated. He said H&WB data was used to help inform decision making and agreed it was worth looking at whether there was any link between pollution and respiratory issues. He said that public consultation on the tank farm would begin once the Masterplan is in place. He confirmed that the LCPT5 transport plan was to be updated this year and agreed it had been very helpful to have an OCC officer present at the Traffic Advisory Committee meeting.

Cllr Saul left the meeting at 19:40pm.

Cllr Carter updated members:

- On a presentation from Cottsway Housing. The Association has a backlog of ongoing maintenance work due to everything stopping during Covid. Afghan migrants would be coming into West Oxon and five or six families offered homes with landlords learning from the Syrian programme. GARAS (Gloucestershire Action for Refugees and Asylum Seekers) will be commissioned again, and landlords were trying to be identified.
- Planning enforcement were struggling with a high level of cases. Officers had to modify and adapt and were trying to be as resilient as possible.

49. Committee Minutes

Members noted the minutes of the following meetings and consider any related recommendations.

- Planning Sub-Committee held on 18th August 2021
- Finance and Resources Committee held on 1st September 2021
- Strategic Planning Committee held on 8th September 2021
Cllr Heyes asked that it be minutes that Cllr Cahill would be contacted as part of Strategic planning minute line SP26
- Community Committee held on 15th September 2021
Cllr Mazower noted 6th December as date for the Covid Superheroes Event. Youth work. It was noted that the start date had still to be agreed.
- Traffic Advisory Sub-Committee held on 16th September
Recommendation on appropriate signage within CNTC budget. The Chair noted that this did not include possible signage at the bottom of London Road diverting up the Banbury Road. The Chair proposed that another sign be added into the proposal and the amended quote accepted.

RESOLVED: That as long as the new proposal is within budget the HGV signage proposal is amended to include the London Road sign and that the revised quote should be accepted.

Cllr Butterworth asked why the County Council was not paying for signage. Members debated this and agreed that it this was an important priority for the town and that progress needed to be made.

RESOLVED: That Cllrs Whitmill and Coleman should ensure TAC opens up broad discussions with OCC officers about budgetary responsibilities in the town.

50. East Chipping Norton Development

To receive an update on the status of the East Chipping Norton Development.

Cllr Heyes told members that the ECN Vision statement was sent to the new OCC cabinet and had been greatly positively. A meeting with Charles Maxlow-Tomlinson, Cllr Saul, Cllr Leffman (Leader of OCC) and Cllr Enright (Cabinet member for Transport and infrastructure) was due to take place shortly. It was confirmed that the County Council had still to decide what want this development to be but there was overall agreement that the aim is make this an exemplary housing development.

51. Civic Announcements

To receive a report from The Mayor on Civic engagement and activities.

The Mayor reported that she had attended:

5th August – cutting the ribbon for QD store.

Forthcoming events include:

24th September – Reception at Blenheim to mark the retirement of the Lord Lieutenant.

5th October – Housing 21, Willow Gardens Opening next to the C/N Health Centre.

8th October – WODC Chairman's Reception with Cllrs Poole and Coleman.

10th October - St Mary's meals 'thank you' event at FarmEd.

52. Councillor Code of Conduct

Members received and considered the Councillor Code of Conduct

Cllr Whitmill noted that this all Councillors need to be aware of what is required by the Code.

RESOLVED: That the code of conduct is adopted.

53. Motion to Support the Climate and Ecological Emergency Bill

Proposed by Cllr Whitmill

The Climate and Ecological Emergency Bill is a private members' bill with cross-party support of 110 MPs and a growing number of local councils around the country.

It would enshrine in law a commitment to deliver policy and action in line with the latest science – and with our Government's own ambitions. It is the only proposed legislation which addresses the interconnected crises in climate and nature, with annual legally binding targets to keep us on track.

Cllr Whitmill introduced the motion. The CEE Bill is on second reading. It was not expected to proceed to legislation stage but will put pressure on the Government to meet climate targets.

Cllr Coleman welcomed the motion. Cllr Whitmill confirmed the importance of Councils supporting the motion.

RESOLVED: This Council resolves to:

- i. Support the Climate and Ecological Emergency Bill;
- ii. Write to our local MP urging them to support the Bill, or thanking them for doing so; and
- iii. Notify the [CEE Bill Alliance](#) of this motion

54. Council Policies

Cllr Coleman introduced the policies and urged members to familiarise themselves with the content, in particular, of the Press and Media policy.

RESOLVED: That the Council adopt the following policies as recommended by the Finance and Resources Committee:

- a. Document Retention Policy
- b. FOI Publication Scheme
- c. Press and Media Policy
- d. Recording of Meetings Policy
- e. Whistleblowing Policy

55. Special Dispensation

Members received a special dispensation request from Cllr Coles in relation to attendance of Council meetings due to ill-health.

RESOLVED: That special dispensation is granted to Cllr Coles in relation to attendance.

Cllr Heyes proposed that due to Cllr Coles long service and ill health that the Council send well wishes to Cllr Coles.

56. Membership of Planning Sub-Committee

To review and increase membership of the Planning Sub-Committee in order that Council can be confident the meetings will be quorate.

RESOLVED: That Cllr Miles and Cllr Holmes become members of the planning sub-committee.

57. Annual Town Meeting

To receive an update on plans regarding the meeting of the town to be held on Monday 4th October 2021. Clerk provided an update. It was noted that good quality sound would be important. Cllr Miles offered to help with this.

58. Christmas Lights

Members received an update report regarding the Council’s Christmas Lights Scheme 2021 and noted that the Council will be working with Light Angel’s Ltd. Members discussed the date and agreed a provisional late-night shopping on a Thursday 25th 2021.

RESOLVED: Cllr Whitmill, Cllr Poole and Cllr Tuckwell to finalise light’s switch on meeting.

59. Date of the next meeting of Full Council – Monday 15th November 2021. Cllr Butterworth asked there be a regular police report. Cllr Carter suggested an annual report.

RESOLVED: Full Council Agenda to include policing as a standing item and that the Clerk ask the Police for written report.

The meeting ended at.....

Town Mayor.....

Date.....