



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

15th March 2022

SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: The Upper Hall, Chipping Norton Town Hall

DATE: 21st March 2022

TIME: 7:15pm

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

Luci Ashbourne
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 Town Clerk (townclerk@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 17th January 2022.

4. Special Announcements

To mark the passing of Councillor Eve Coles who served on Chipping Norton Town Council for over 45 years. A speech from the Mayor and words from other Councillors will be followed by a minutes silence.

5. 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.

6. West Oxfordshire District Councillors update

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

7. Oxfordshire County Councillors update

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

8. Committee Minutes

To note the draft minutes of the following meetings and consider and related recommendations

- a. The Staffing Sub-Committee meeting held on 26th January 2022.
- b. The Finance and Resources Committee held on 2nd February 2022.
- c. The Strategic Planning Committee held on 16th February 2022.
- d. The Planning Sub-Committee meeting held on 7th March 2022.
- e. The Community Committee meeting held on 9th March 2022.

9. East Chipping Norton Development

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

10. Civic Announcements

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

11. Vacancies

To note that Councillor Laetisia Carter has resigned from Chipping Norton Town Council and to receive an update regarding vacancies.

12. OALC Membership

To note correspondence from OALC and consider whether Chipping Norton Town Council continues membership with OALC.

13. Town Council Newsletter

To consider a report relating to the launch of a Town Council Newsletter.

14. Planning Applications

To receive and consider a schedule of planning applications from WODC.

15. Christmas Lights

To consider a report and related recommendations for the Christmas Lights Display 2022.

16. Traffic Advisory Matters

- a. To consider Oxfordshire County Council's 20mph scheme for towns.
- b. To receive an update regarding a cycling activity day in June and other events.
- c. To receive an update following an initial discussion with OCC about a Local Cycling and Walking Infrastructure Plan (LCWIP).

17. Confidential Session

To resolve 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 and press should leave the meeting during the consideration of item 18.

18. Staffing Matters

To receive a confidential report from the Organisational Review working party in regards to recommendations relating to staffing and agree next steps.

19. Date of the next meeting – Monday 16th May 2022

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Minutes of Chipping Norton Town Council held on Monday 17th January at Chipping Norton Town Hall at 7.15pm

Present

Cllr G Mazower - Town Mayor
Cllr S Coleman – Deputy Town Mayor
Cllr R Foakes
Cllr J Graves
Cllr D Heyes
Cllr R Poole - late
Cllr R Fisher
Cllr N Whitmill

Also Present:

E Gilkes – Locum Clerk
WODC and OCC Cllr G Saul
Three members of the public

75	Apologies for Absence Received from Cllr E Holmes, M Walker, L Carter and C Butterworth Mike Cahill – WODC Post meeting note – Cllr N Bradley had sent apologies prior to the meeting but the Town Clerk had not seen them until the next morning.
76	Declarations of Interest - None
77	Minutes 66 Line 1 Adapt not adopt Line 3...add in :there is' 68 delete in order to ensure all relevant criteria complied with ... Cllr Miles not Heyes 70 - Add that A meeting had been requested with OCC Cabinet to discuss proposals Adoption of Minutes of meeting held on 15 th November 2021, subject to above amendments, Proposed by Cllr Mazower and Seconded by Cllr Heyes Motion carried
78	Public Participation - None
79	West Oxfordshire District Councillor Update

	<p>Cllr Saul reported that WODC has approved a balanced budget. The Planning Application for Diddly Squat farm had been refused on Policy Grounds primarily due to location in AONB</p>
80	<p>Oxfordshire County Councillor Update</p> <p>Budget being agreed February with 4.9% increase in Council Tax, the maximum possible including provision for 1% Adult Social Care as per Government Guidelines. Countywide Youth Worker provision is a positive change. Consultation for Local Traffic Plan now open and Councillors encouraged to read and respond. The Kidlington Cycling and Walking Plan has been launched and worth studying as an example.</p>
81	<p>Committee Minutes – To note the minutes and consider any related recommendations</p>
a	<p>Planning Sub Committee held on 29th November 2021</p>
b	<p>Finance and Resources Committee held on 1st December 2021 Focused on Budget preparation</p>
c	<p>Strategic Planning Committee held on 15th December 2021 To note that research re s106 progressing well and report presented at next meeting</p>
d	<p>Extraordinary Community Committee held on 8th December 2021 Allocation to Great Rollright School was queried and explanation provided</p>
e.	<p>Planning Sub Committee held on 5th January 2022 Impact of additional lorry movements from Castle Barn Quarry, Sarsden on Chipping Norton was a concern and a comment had been lodged on behalf of the Council</p>
f	<p>Traffic Advisory Sub Committee held on 13th January 2022 Importance of LTCP Consultation was emphasised. The issue of unauthorised front garden driveways was perceived to be a Planning Matter and referred to relevant committee so that they could highlight Council concerns with WODC. Council were pleased to accept a proposal for The Women’s Professional Cycle Race to be based in Chipping Norton June 2022</p>
82	<p>East Chipping Norton Development</p> <p>A letter had been received from Leader of OCC explaining why they believed RIBA competition was not feasible for this development. Council areas of concern focussed on possibility of poor architectural design and build standards. Further investigations to take place with contacts re RIBA. A query was raised re involvement of Curtin and Co. and cost implications re community engagement and more detail to be requested. A draft response would include proactive suggestions and raise concerns re how project being progressed and lack of involvement from OCC.</p>
83	<p>Civic Announcements</p> <p>Mayor attended 5 engagements</p> <p>18 November 2021 McCarthy Stone – Watson Place – Reception</p>

	<p>2nd December 2021 Chipping Norton Lantern Procession 4th December 2021 FarmEd – Lunch – Importance of Agriculture to Communities 6th December 2021 Chipping Norton TC COVID Super Heros Event 19th December 2021 St Marys Christmas Service</p>
84	<p>Budget 2022-2023 Report on Proposed Budget presented by Finance Committee and to agree an estimated budget for 2022-2023</p> <p>Cllr Coleman explained how Budget had been arrived at. A query was raised re funding requirements of proposed Skate Park and reassurance given that had been factored into discussions.</p> <p>Proposed by Cllr Coleman Seconded by Cllr Poole Motion carried</p>
85	<p>Formally declaring the precept for 2022/23</p> <p>Three options were presented to Council and implications of each was discussed.</p> <p>Council proposed the principle of increasing the precept by 5% and using the Council's General reserves to meet the total shortfall of £27,332 needed for the agreed budget.</p> <p>Proposed by Cllr Coleman Seconded by Cllr Mazower Motion carried</p>
86	<p>Audit Report The Interim Audit Report for 2021-22 from Internal Auditors was presented and contents duly noted by Council.</p> <p>Cllr Coleman explained the work that had been involved and pleased to note that a very satisfactory report had been produced and the Finance Officer was thanked for her input.</p>
87	<p>Draft Calendar of Meetings for 2022-23 Report by Town Clerk and Schedule of Meetings for 2022-23 was presented and contents duly noted by Council</p> <p>Council considered change of meeting time and felt that 6.30 start time was perceived to be beneficial to both Staff and Councillors.</p> <p>Proposed by Cllr Mazower and seconded by Cllr Fisher Motion carried</p> <p>The change of meeting day to Wednesdays was also noted and draft Calendar of Meetings for 2022-23 approved</p> <p>Proposed by Cllr Graves and seconded by Cllr Foakes Motion carried</p>
88	<p>Planning Applications</p>

	<p>21/03920/HHD - 17 Ackerman Road Chipping Norton Oxfordshire Conversion of existing garage to create bedroom No Objection</p> <p>21/04102/FUL - 2B Horsefair Chipping Norton Oxfordshire Internal alterations to convert the existing restaurant to a prayer room No Objection – Wish to actively support</p>
89	<p>Grounds Maintenance Contract Update To agree to delegate the approval of choice of contractor to Community Committee on 9th March in order that Council can proceed in a timely fashion.</p> <p>Proposed by Cllr Whitmill Seconded by Cllr Foakes Motion carried</p>
90	<p>Website To receive a verbal update from Chair regarding the Council’s new website</p> <p>Chair advised that main structure in place but that Working Group required to assist with populating site with information. Assistance volunteered by Cllrs Foakes, Whitmill, Coleman and Fisher</p>
91	<p>Confidential Session To resolve 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 and press should leave the meeting during the consideration of item 18.</p> <p>Proposed by Cllr Heyes and seconded by Cllr Poole Motion Carried</p>
92	<p>Staffing Matters To agree any actions arising from the organisational review</p>
a	<p>That LGRC’s report and related recommendations are accepted</p> <p>Councillors expressed a level of discontent at the calibre and accuracy of certain elements of the LGRC Staffing Review – Phase 1 Report</p> <p>Councillor Heyes expressed reservations re the detail of the report but left meeting before final decisions were made. All Councillors wished to have more clarity on certain aspects and whilst appreciating the extra support that their Officers require they were not prepared to accept the content of the Report in its’ entirety. The Town Clerk’s summary and support for Organisational Review was noted.</p>
i.	<p>It was proposed that the following decisions be made re recommendations proposed in LGRC report</p> <p>Page 7 – Accept points 1,2 and 3 Page 9 – Accept points 1,2,3,4 and 6, point 5 to be reviewed after appointment of Deputy Clerk Page 10 – Accept Point 1 but Amend to “Review the roles”, Page 10 - Accept point 2</p>

	<p>Page 10 – Accept (5.5) Point 1 but Amend to “assessed not addressed” Page 10 - Accept point 2 Page 11 – Point 3 – to be discussed further Page 12 – (8) Points 1 and 2 already covered by Council Page 16 – Accept point 1 Page 16 - Points 2-8 to be considered by Working Party Page 17 – Accept points 9, 10, 11 and 12 Page 17 - Points 13,14,15 and 16 to be considered by Working Party Page 18 – Accept points 17 and 18 Page 19 - Policy Recommendations – No decision</p> <p>Proposed by Cllr Poole and seconded by Cllr Mazower. Motion carried</p>
	<p>Chair proposed that Standing Orders be lifted at 9.15pm. Seconded by Cllr Foakes Motion carried.</p>
ii	<p>It was proposed that a Task and Finish group of Councillors is appointed to work with the Clerk and LGRC to work through the recommendations to identify priorities and phase the new staffing structure in over the coming months and report back to Council.</p> <p>RESOLVED to form a Task and Finish Group and Cllrs Holmes, Graves, Heyes and Coleman were proposed by Cllr Poole and seconded by Cllr Foakes. Motion carried</p>
b	<p>Update on appointment of Deputy Clerk</p> <p>Applications have been received and three Councillors will join the Town Clerk and Locum Clerk on interview panel on Monday 24th January 2022</p>
C	<p>Recruitment of a temporary Administrator</p> <p>It was proposed that Staffing Committee could also consider any suitable applicants available to assist Council on a temporary basis until permanent staff appointed.</p> <p>Proposed by Cllr Poole and seconded by Cllr Coleman. Motion carried.</p>
93	<p>Date of the next meeting of Full Council – Monday 21st March 2022.</p>
	<p>Meeting closed at 10pm</p>



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Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Staffing Sub-Committee** held via Zoom on **Wednesday 26th January, 2022**
at 7:15 pm.

The following members were present:

Cllr Poole (Chair)

Cllr Coleman

Cllr Graves

Cllr Heyes (Chaired the meeting until Cllr Poole arrived)

Cllr Mazower

Also in attendance:

Luci Ashbourne, Town Clerk

22. Apologies for absence.

No apologies for absence were received.

23. Declaration of interests.

There were no declarations.

24. Minutes

That pending amending the minute numbers so they follow the previous ones, the minutes of the last meeting held on 10th November be approved as a correct record and signed by the Chair.

25. Town Clerk's Report

The Town Clerk gave a verbal update on how things have been since starting her phased return to work in January. LGRC have asked for feedback from the organisational review. Comment to go to Cllr Poole to submit a response.

Cllr Poole joined the meeting at 19:45pm and resumed as Chair.

26. Pension Policy

Members received and considered a draft pension policy for Chipping Norton Town Council. Cllr Mazower, Cllr Graves.

RESOLVED: The draft pension policy is adopted.

27. 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.

28. Staffing matters

Members received a verbal update from the interview panel on recruitment of Deputy Chair following interviews held on 24th January 2022. After scoring and lengthy discussions it was agreed to offer the role to Katherine Jang who, pending references will be starting with the Council on 14th February 2022.

Cllr Poole will write to LGRC to inform them that The Council will not need deputy support from the 11th February but would like to retain support from Janet Eustace in the form of progressing projects she has been working through, and mentoring the Clerk and incoming Deputy.

The Chair closed the meeting at 20:24pm

Signed as a correct record:

Chair.....

Date.....

DRAFT



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Minutes of a meeting of the Finance and Resources Committee held in Chipping Norton Town Hall on Wednesday 2nd February at 7.15pm

The following members were present:

Cllr S Coleman (Chair)
Cllr Poole
Cllr Fisher

Also in attendance:

Elizabeth Gilkes – Locum Clerk
Sonia Murgia – Finance Officer

Public: One

FR49	Apologies for absence Apologies were received from Cllr Holmes – health, Cllr Mazower - work
FR50	Declarations of Interests –None
FR51	To approve Minutes of Meeting held on 1st December 2021. Adoption proposed by Cllr Coleman (only Cllr present at both meetings) Minutes adopted To note Minutes of Staffing Sub Committee held on 26th January 2022 Members noted minute which will be adopted at next Staffing Committee meeting. There was one correction to requested: change of date on Item 28. From 11 th January to 11 th February
FR52	Public Participation - None
FR53	Clerk's Report Works to the Cemetery. It was noted that further quotes required as one received is above £5000.00 limit. Clerk would obtain more for consideration at Community Committee meeting. Flagpole

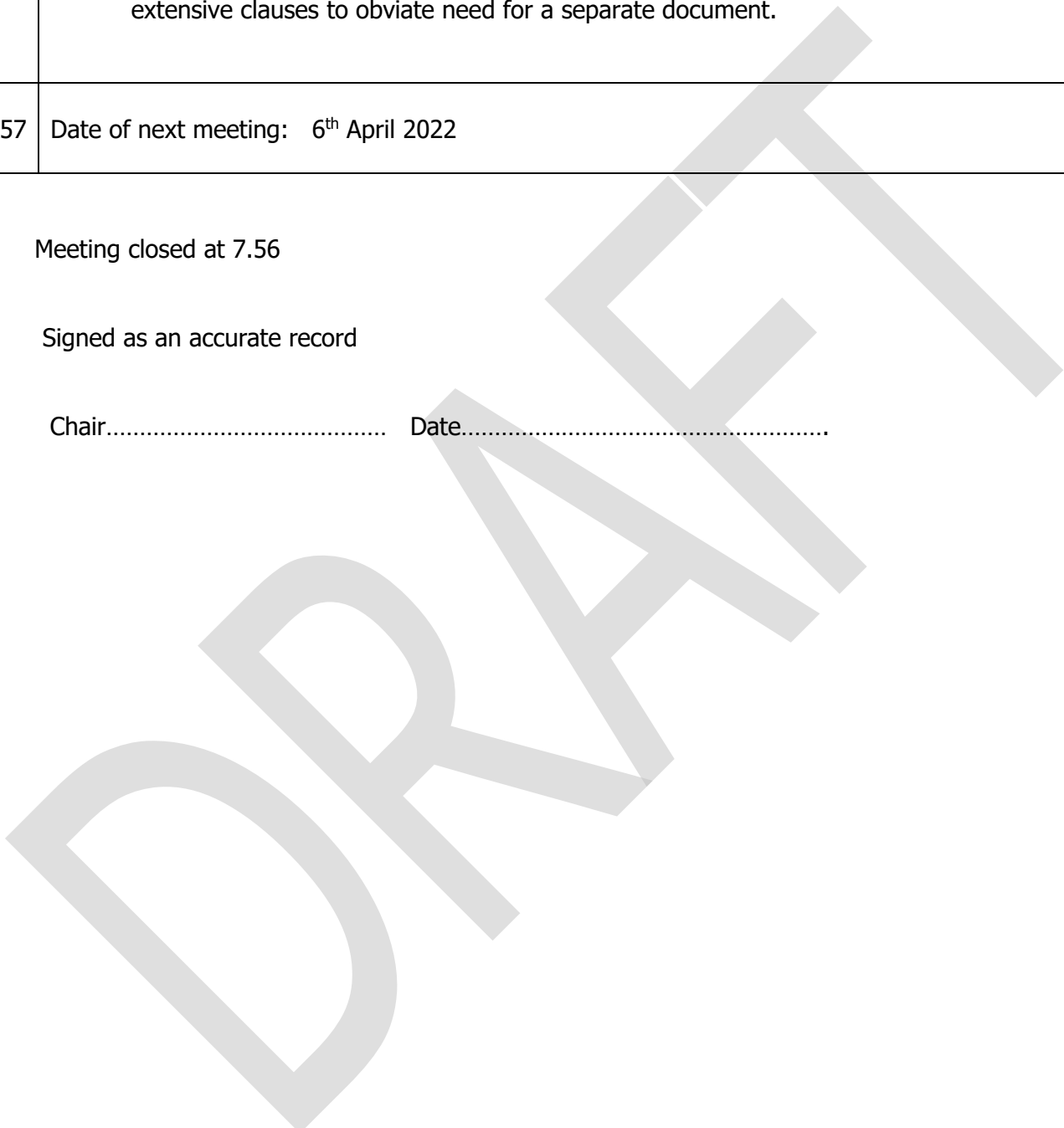
	<p>Clerk advised that urgent repair works required and that has been investigating all options and in view of urgent nature advised prudent for powers to be approved.</p> <p>Recommendation:</p> <p>That a budget of up to £2,000.00 can be used from the contingency budget to repair or replace the flagpole</p> <p>That decisions on the detail of this are delegated to The Clerk in consultation with the Chair to move forward with and report back.</p> <p>Proposed by Cllr Coleman, seconded by Cllr Fisher. Motion approved.</p>
FR54	<p>Income and Expenditure Reports</p> <p>To receive a report on income and expenditure date up to 25th January 2022</p> <p>It was noted that:</p> <p>Website payments now complete and covered by reserves</p> <p>Middle Row Flowerbed expenditure – Clerk asked to confirm ownership as believed may be responsibility of OCC or other authority. Councillors would like to improve planting in this prominent bed, as indicated by budget allocation, but need to confirm ownership and condition of retaining wall before proceeding.</p> <p>Dog Bin Expenditure – query why expenditure less than budgeted yet complaints being received re overflowing dog bins. Clerk and RFO to check details of contract and situation re new bins.</p>
FR55	<p>Schedule of Payments for approval</p> <p>To receive and approve the schedule of payments</p> <p>Proposed by Cllr Poole and seconded by Cllr Fisher Motion carried.</p>
FR56	<p>Forward Work Programme</p>
a.	<p>To receive an update of the Committee’s forward work programme</p> <p>Clerk had highlighted Governance issues including Health and Safety and updating of Policies as priorities and is allocating time to these tasks.</p>
b.	<p>To consider adoption of the following draft policies</p> <p>1. Dignity at Work/Bullying and Harassment Policy</p> <p>Adoption proposed by Cllr Fisher, seconded by Cllr Poole Motion carried</p> <p>2. Complaints Policy</p>

	<p>Adoption proposed by Cllr Coleman, seconded by Cllr Poole. Motion carried subject to noted revisions</p> <p>Observations made that policy be checked for inclusive language and change wording from Chairman to Chair</p> <p>Vexatious Policy – request made that Clerk takes advice on incorporation of more extensive clauses to obviate need for a separate document.</p>
FR57	Date of next meeting: 6 th April 2022

Meeting closed at 7.56

Signed as an accurate record

Chair..... Date.....





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Minutes of a meeting of the Strategic Planning Committee held in Chipping Norton Town Hall on Wednesday 16th February 2022 at 7.15pm

The following members were present:

Cllr Butterworth
Cllr Heyes
Cllr Foakes
Cllr Graves
Cllr Walker

Also in attendance:

Cllr Coleman – Deputy Mayor – left meeting at 8.25
Elizabeth Gilkes – Minutes Clerk
Katherine Jang – Deputy Clerk
Linda Rand – Chipping Norton News

SP49	Apologies for absence Apologies were received from Cllrs Whitmill – family, Holmes-Illness, Mazower- family, Miles - family In absence of Chair and Vice Chair it was proposed that Cllr Heyes be chair for the meeting. Proposed by Cllr Graves and seconded by Cllr Walker
SP50	Declarations of Interests –None
SP51	To approve Minutes of Meeting held on 15th December 2021. Subject to clarification on various points approval was proposed by Cllr Graves and seconded by Cllr Foakes. Minutes approved To Note: Minutes of Planning Sub Committee held on 5 th January 2022 Minutes of Traffic Advisory Sub Committee held on 13 th January 2022
SP52	Public Participation – None

SP53	<p>East Chipping Norton Development – update and next steps</p> <p>Cllr Heyes had circulated a very comprehensive report on current situation and meetings held with involved parties. His recommendations were all noted and he was thanked for work undertaken.</p> <p>Cllr Butterworth recognised value of the work being proposed but highlighted importance of the Neighbourhood Plan as primary route to protect the interests of Chipping Norton residents.</p> <p>Cllr Walker proposed that a Working Group be established to progress East Chipping Norton Development Project. Seconded by Cllr Graves. Motion carried</p> <p>The composition of the Liaison Group and role of CNTC and interested parties in the consultation process was clarified</p> <p>Cllr Heyes was proposed by Cllr Graves and seconded by Cllr Foakes as representative of Chipping Norton Town Council East Norton Strategic Development Area Liaison Group. Motion carried.</p>
SP54	<p>Section 106 – no report as Chair not present</p>
SP55	<p>Planning Applications</p>
	<p>22/00189/HHD Hawthorn House, 54, Over Norton Road Single storey side and front extension No objection</p>
	<p>22/0223/FUL The Old Bank, 16 Market Place Change of use of former bank to provide a new community hub incorporating a community hall, meeting rooms, lettable office space and administrative offices. Demolition of existing rear extensions and provision of replacement extensions. No Objection</p>
	<p>22/0024/LBC The Old Bank, 16 Market Place Internal and external alterations to convert former bank to provide a new community hub incorporating a community hall, meeting rooms, lettable office space and administrative offices. Demolition of existing rear extensions and provision of replacement extensions. No objection</p>
	<p>22/00180/HHD 8 Glovers Close Replace bifold doors at front of house with standard wall and window No objection</p>
	<p>21/00398/FUL</p> <p>The plan is to allocate a new court name to the three new houses “The Sycamores”, to confirm this would make the proposed new addresses as follows: 1-3, The Sycamores, Rock Hill, Chipping Norton – Postcode TBC</p>

	No objection
	22/00336/HHD 33 Parkers Circus Erection of extension to rear elevation No objection
FR56	Women's Cycling Tour in Chipping Norton Cllr Walker and Cllr Coleman and other interested parties had an informative meeting regarding proposed event and any associated events that CNTC might run in parallel. Assuming event progresses noted that funding for CNTC promotional material will be sourced by WODC.
FR48	Date of next meeting: 13 th April at 7.15pm

Meeting closed at 8.45

Signed as an accurate record

Chair..... Date.....



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Minutes of the Planning Sub-Committee held online and via zoom video conference on Monday 7th March 2022.

The following members were

Clr D Heyes (Chair)
Clr S Coleman
Clr A Miles
Clr E Holmes
Clr J Graves

Also in attendance:

Luci Ashbourne, Town Clerk
Katherine Jang, Deputy Town Clerk

1. **Apologies for absence.** There were no apologies for absence received .
2. **Declarations of Interest.**
3. **Minutes**

AGREED: That the Minutes of the sub-committee meeting held on 5th January 2022 are approved as an accurate record and signed by The Chair .

4. **Schedule of planning applications:**

APPLICATION NO: [22/00107/ADV](#)

PROPOSAL: Installation of internally illuminated fascia signs (retrospective)
7 Middle Row Chipping Norton Oxfordshire

Objection: Cllrs discussed the scale of the illuminated sign and agreed it is not in keeping with the conservation area of Middle Row.

APPLICATION NO: [22/00321/ADV](#)

PROPOSAL: The addition of a non-illuminated replica blue boar historic pictorial to the redundant/ blocked doorway to the east facing side elevation
The Blue Boar 1 Goddards Lane Chipping Norton

No Objection: No comment

APPLICATION NO: [22/00168/LBC](#)

PROPOSAL: External remedial and redecoration works.
The Blue Boar 1 Goddards Lane Chipping Norton

No Objection: No comment, overall Cllrs are supportive of this application.

APPLICATION NO: [22/00449/HHD](#)

PROPOSAL: Erection of a single storey extension and front porch
Lanstone House 3 Walterbush Road Chipping Norton

No Objection: No comment

APPLICATION NO: [22/00427/HHD](#)

PROPOSAL: Two storey proposed extension
18 Common Lane Chipping Norton

No Objection: In principle Cllrs have no objection to this application as drainage will be assessed in the environmental report by the WODC.

Signed and each page initialled by the Chair:

Date.....



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Minutes of a meeting of the **Community Committee** held in Chipping Norton Town Hall on
Wednesday 9th March 2022 at 7.15pm

The following members were present:

Cllr Coleman - Chair
Cllr Miles – Vice Chair
Cllr Mazower – left before Confidential Session
Cllr Foakes
Cllr Fisher – substitute for Cllr Whitmill

Also in attendance:

Elizabeth Gilkes – Minutes Clerk
Kathrine Jang – Deputy Clerk
Public: Chipping Norton News

CC47	Apologies for absence received and accepted from Cllr Whitmill – work, Cllrs, Poole and Grave – personal.
CC48	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. None
CC49	Minutes of Extraordinary meeting held on 8 th December 2021 were approved.
CC50	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. Query was raised re possibility of a Jubilee Beacon being organised and asked re location of the 'Beacon Basket' which was previously purchased by Town Council for the Millennium and which had been located outside Town Hall. Council would investigate. Possibility of Memorial Plaque being installed in Millennium Garden was also raised and would be considered by Jubilee Organising Committee and Sports Awards – Sadly limited number of nominations, possibly due to COVID but Awards arrangements in hand and suggestion made of a possible speaker.
CC51	Town Hall Flagpole To receive an update regarding replacing the flagpole on the Town Hall and agree next steps.

	<p>Recommendations:</p> <p>That the Committee agree that the current flagpole needs to be removed as soon as possible.</p> <p>Proposed by Cllr Fisher and seconded by Cllr Miles. Motion adopted</p> <p>That the Committee agree that a new flagpole is installed in the millennium garden due to not being able to acquire planning consent to have an accessible flagpole on the Town Hall, and even if a new design could be obtained, that the lengthy planning application process will be too long in light of the urgency of this.</p> <p>Cllr Fisher proposed Cllr Mazower seconded. Motion carried.</p> <p>That the current budget of £2000 is increased to £2500 to ensure that removal and installation can be covered without delay.</p> <p>Cllrs were concerned at the extra spend and would appreciate breakdown of costs. Authority to be delegated to the Chair</p>
CC52	<p>Gate for New Street Recreation area</p> <p>To consider which style of gate is required for the New Street Dog Exercise Area.</p> <p>Recommendation:</p> <p>That the Committee consider and agree which style of gate should be installed at New Street Dog Exercise Area, and agree the cost plus a 10% contingency to be taken from new equipment for recreation budget for 2021-2022</p> <p>Proposed by Cllr Mawozer and seconded by Cllr Foakes that Wooden Five Bar Gate be installed at £683.56 plus VAT at New Street Dog Exercise Area, and agree the cost plus a 10% contingency to be taken from new equipment for recreation budget for 2021-2022. Motion carried</p>
CC53	<p>Cemetery</p> <p>To discuss and agree a date for the Spring Clean Up day Council agreed to delegate decision to Clerk and Chair.</p> <p>To receive an update on tree maintenance. The Finance Committee approved using funds from the Contingency budget to cover the cost of the tree works required in The Cemetery. This quotation has now been received and approved at a cost of £2450. The contractor will start works on the 27th April 2022. This report was noted</p> <p>Council considered a request for a memorial bench to be placed in the Cemetery and agreed that the family's preferred location was acceptable.</p>
CC54	<p>Litter bins</p> <p>To receive report on litter bins following WODCs bin replacement project.</p>

	<p>Chair explained parameters that report had been compiled on and the apparent flaws in the analysis and subsequent changes to service.</p> <p>To receive correspondence regarding litter bins. This was noted and would be referred to WODC for information and Clerk asked to request extra/replacement bins in accordance with their policy.</p> <p>To agree next steps.</p> <p>The committee considered if a request for additional bins to be installed in New Street Recreation Park was needed, and if so how many and in which location. Chair explained the cost implications and different type of bins.</p> <p>Cllr Miles proposed that one extra dual waste bin be installed and that situation kept under review. Seconded by Cllr Coleman. Motion carried.</p>
CC55	<p>Reports To receive an update on the following task and finish groups or working parties:</p> <p>Wheeled Sports Working Group from Cllr Fisher had been circulated and Cllrs were impressed at how comprehensive it was with c400 responses. Although a Skate Park was favoured, venues for young to gather were also identified. Conclusion was that there is a definite need to provide more for younger generation but that a skate park does not appear to be a feasible solution to the issue. As more Youth Workers are engaging with the town the Group hoped that this may help to address some of the issues identified.</p> <p>Action: Cllrs explore feasibility of implementing some of the suggestions proposed and report back to a future meeting, ie ping pong tables, cinema and toilets.</p> <p>Jubilee task and finish group, The Chair reported on collaborative work being undertaken with Town Festival Committee and British Legion. It was noted that WODC were issuing free street closure notices to enable Street Parties. The Queen’s Green Canopy project was also highlighted encouraging commemorative tree planting</p> <p>Cllr Coleman proposed that Platinum Jubilee Task and Finish Group evaluate this project and are allocated an initial budget of £350 to cover a tree/s and appropriate plaque and materials for staking. Seconded by Cllr Fisher. Motion carried</p> <p>Pesticide free town task and finish group. A useful meeting had taken place with Pan UK indicating a three year timescale and a plan would be prepared for report to future meeting.</p>
CC56	<p>Memorial bench A request had been received from The Provincial Grand Lodge of Oxfordshire to donate a memorial bench to The Town to commemorate those lost in the pandemic.</p> <p>Councillor Mazower proposed that the bench be accepted but that believed that the Cemetery was a more appropriate location for the Bench, seconded by Cllr Miles. Motion carried.</p>
CC57	<p>Christmas Lights</p>

	<p>Correspondence regarding the 2021 Christmas lights display was noted.</p> <p>To agree the tender process for this year's lights display.</p> <p>Recommendation:</p> <p>That the Committee consider whether or not to go into a three year contract as a prudent use of finances.</p> <p>That if so, the tender process is started and quotations and designs are brought back to a future committee meeting for consideration.</p> <p>Cllr Fisher proposed and Cllr Mazower seconded that decisions should be considered by Full Council and Clerk be asked to prepare a summary report detailing the various options and anticipated costings. Motion carried</p>
CC58	<p>Youth Work To receive an update on Youth Work in Chipping Norton being delivered by Got2B</p> <p>Communications from Got2B to Council have unfortunately been limited but meetings scheduled to ascertain current situation regarding the project.</p> <p>Transition Chipping Norton had made a request for use of Recreation Ground at Cotswold Crescent for Remix Youth Club to explore outdoor activities. Councillors noted the information and were supportive.</p>
CC59	<p>Confidential Session To resolve 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 and press should leave the meeting during the consideration of item</p> <p>Proposed by Cllr Foakes and seconded by Cllr Coleman. Motion carried.</p>
CC60	<p>Grounds Maintenance</p> <p>Cllrs considered a confidential report regarding the grounds maintenance contract for April 2022 – April 2025.</p> <p>Cllr Coleman proposed and Cllr Miles seconded that quotation from Contractor C (McCracken and Co) be accepted based on value and scoring process. Motion carried.</p>
CC61	<p>Date of the next meeting – Wednesday 25th May 2022.</p>

Meeting closed at 9.12pm

Signed as an accurate record.....

Date.....

Agenda item 11 – Vacancies

Due to the passing of Cllr Eve Coles and the resignation of Cllr Laetisia Carter, Chipping Norton Town Council have two vacancies.

The notice of both vacancies has been published and The Returning Officer at West Oxfordshire District Council has received the signatures required to call a by-election for both vacancies.

The by-election will take place at the same time as the Chipping Norton Ward election for the West Oxfordshire District Council seat on Thursday 5th May.

There are nomination packs in The Guildhall and we have published this on our noticeboards and on social media. Prospective Candidates need to return their nomination packs to The Returning Officer at WODC's Woodgreen Office during working hours between Monday 28th March and no later than 4pm on Tuesday 5th April.

This report is for Council to note.

From: finance@oalc.org.uk
To: [Luci Ashbourne](#)
Subject: OALC Membership Invoice 2022
Date: 24 February 2022 07:50:36
Attachments: [inv-ChippingNorton-2022-4.pdf](#)

Dear Luci Ashbourne,

RESUBMISSION

Please could you ensure that this is forwarded to your Chair.

As Chair of the Oxfordshire Association of Local Councils (OALC), I hope your Council will continue its membership of our Association for the coming financial year 2022 - 23

Membership of OALC provides access to support and information in an ever changing local government context. Each year there is new legislation which councils are required to implement on top of the challenge of coping with covid. We aim to assist our member councils by alerting them to forthcoming changes, offer briefings, templates and training as appropriate, answering questions and providing guidance.

OALC is entirely independent of all of the Oxfordshire district councils and the county council as well. Our income comes from just two sources, **SUBSCRIPTIONS AND TRAINING**. Our subscription is calculated on electorate and is a combination of the NALC affiliation and OALC's membership fees. This year there will be an increase of 2% (equivalent to 0.42 pence per elector). An invoice for the annual subscription is attached to this email. We would encourage your council to pay the invoice by BACS, if at all possible, quoting the invoice number as reference. This helps us to keep administrative costs down.

What are the benefits of membership?

- **Representation at district, county, regional and national level**, 95% of town and parish councils, in Oxfordshire belong to OALC; we represent your interests at all levels of local government. Membership of OALC includes membership of the National Association of Local Councils (NALC) which lobbies Ministers and central government on your behalf. They have successfully lobbied with our help to ensure there continues not to be a cap on precepts. NALC also respond on your behalf to the flow of government consultations, to emphasise the issues affecting town and parish councils.
- **Advice, guidance, briefings and information**, we answer hundreds of queries by phone and email for member councils, the queries cover all manner of governance, procedure and administration. If we don't know the answer, we can pass the query on to NALC solicitors for their opinion or to other experts in appropriate organisations without cost.
- **Monthly Update for councils**; keeping you and your council up to date on new legislation, news and consultations – these updates have been particularly relevant throughout the continuing coronavirus pandemic and will continue to provide important information as the pandemic hopefully abates.
- **Specialised advice from OALC consultants** on HR/Employment issues and Finance, Audit and VAT. Initial expert advice is free of charge. We pay for member councils to benefit from this specialised advice.
- **Training**; an expanding training programme for clerks and councillors, with reduced rates for member councils. Look at the [events section](#) of our website. Twelve

training sessions are planned for the first six months of this year, most of which will take place on-line until we are sure of the safety of physical events. Topics include Clerks training, Finance, Risk Management, Archives, Legal Update, Employment basics, charity law, Councillor and Chairmanship training. We also run free sessions only for member councils on topics such as digital mapping, Operation London Bridge and Gypsies and Travellers.

- **Access to the Members Areas of OALC and NALC websites**, which provides many useful reference documents, briefings, including 88 Legal Topic Notes.

Members of our Executive Committee represent the interests of local councils on various outside bodies at both county, regional and national level. We participate in County and District partnerships where they still exist. We work to improve the efficiency, transparency and professionalism of town and parish councils and parish meetings and use every opportunity to lobby relevant bodies on parishes' behalf.

The Association office is staffed by Christine Lalley, the County Officer and Lucy Dalby, Assistant County Officer, both of whom will be happy to provide further information about our work if you wish to contact them.

Yours sincerely,

Cllr Kiera Bentley

Chair

The Oxfordshire Association of Local Councils keeps a record of the contact details for all member councils that subscribe to our services. These contact details are held so that we can contact you to keep you updated about what is happening in the local government world, forthcoming training, advice, guidance and information. We will only share data outside the organisation where this is necessary to obtain specific advice on your behalf. This could be with the National Association of Local Councils or consultants specialising in Human Resources, Finance or Legal matters. Please let us know about any changes to contact details as soon as possible otherwise there is a danger that you will not be enjoying the full benefits of membership.

Oxfordshire Association of Local Councils

Town Hall, Market Place, Wallingford, Oxfordshire OX10 0EG
email info@oalc.org.uk

Your query may be answered by looking at the OALC website
Christine Lalley, County Officer tel: 0774 6943076 working days Monday- Friday
lunchtime

Lucy Dalby, Assistant County Officer tel: 0751 9367709 working days Monday, Tuesday
afternoon and Thursday afternoon

This message is intended solely for the addressee and may contain confidential information. If you have received this message in error, please send it back to OALC and immediately and permanently delete it. Do not use, copy or disclose the information contained in this message or in any attachment.



MEMBERSHIP INVOICE

REFERENCE: C00093/2022/4

BILLING DATE: 01/03/2022

DUE DATE: 29/03/2022

BILLING FROM

Oxfordshire Association of Local Councils

Town Hall
Wallingford
Oxfordshire, OX10 0EG

BILLING TO

Chipping Norton Town Council

The Guildhall
Goddards Lane
Chipping Norton
Oxfordshire, OX7 5NJ

	VAT	PRICE	TOTAL
OALC Membership Period: 2022-2023	£240.64	£1,203.21	£1,443.85
		Total due	£1,443.85

MEMBERSHIP BENEFITS

OALC provides essential services to our member councils - information, advice and training. These services help your council function efficiently, transparently and democratically while responding to the needs of your community.

OALC value your membership. We ask, and strongly recommend, that you pay the membership invoice by bank transfer (BACS) into the OALC bank account (details below) rather than by cheque. This is of particular importance during the Covid pandemic, but also saves time and effort. Please let us know if you would like to attend a course on how to set up and operate internet banking for your council.

OALC Bank: Barclays Bank
Sort Code: 20-65-18
Account No.: 90715069
Account Name: Oxfordshire Association of Local Councils
VAT No.: 685 6443 93

Agenda item 13 – Town Council Newsletter

It has been suggested that the Town Council should publish a newsletter informing residents of the work the Council are doing, sharing helpful information, upcoming meetings/events and contact details, and encouraging residents to have their say on future endeavours.

The Council has not budgeting for the cost of printing or delivering physical newsletters. Therefore the recommendation is that the Council start by producing an e-newsletter that can be published on social media, our website and emailed to anyone who would like to sign up to receive it. Staff can use Canva and Mailchimp to create something visually appealing and effective at minimal cost.

If Council wish officers can obtain quotes on printed copies and bring this back to Council for consideration.

If Council wish to outsource the design to a third party then quotes will need to be sourced and brought back to Council for consideration.

Recommendation

That officers draft quarterly newsletters using the software available to them and publish these as a digital newsletters.

That Council consider if they wish to obtain quotes for printed copies/delivery to households/ graphic design.

Agenda item 14 – Planning Applications

1. APPLICATION NO: [22/00596/HHD](#)
19 The Leys Chipping Norton Oxfordshire OX7 5HJ
Erection of a detached home office/garden room

2. APPLICATION NO: [22/00583/FUL](#)
31 Worcester Road Chipping Norton Oxfordshire OX7 5YF
Erection of a detached dwelling and garage together with formation of new access

3. APPLICATION NO: [22/00589/HHD](#)
34 Insall Road Chipping Norton Oxfordshire OX7 5LF
Conversion of garage to create additional living space

4. APPLICATION NO: [21/04143/LBC](#)
Halls Cottage 54 West Street Chipping Norton Oxfordshire OX7 5ER
Replacement of tiles and flashing on the street side roof slope

5. APPLICATION NO: [22/00463/HHD](#)
2 Marlborough Road Chipping Norton Oxfordshire OX7 5PD
Erection of a single storey side extension and front porch.

Agenda item 15 - Christmas Lights

2022 Display

Last year the Council employed a professional light's company to install, manage and remove the Town's Christmas Lights Display (except for the little trees which is covered under a separate part of this report).

The Clerk took a report for Community Committee to consider if the Council should tender for a multi-year contract which provides better value for money (see appendix). Community Committee decided that they would send this decision to Full Council to make.

The factors involved in terms of cost include hiring/purchasing the lights, installation, removal, storage (if needed) and managing any problems that arise during the time they're installed.

If the Council end up spending more than £25,000 on a contract (which with a £10,000 plus annual budget will easily happen- if managing lights in trees over multi-years for example) then the Council must go out to tender and put the contract specifications on Contract Finder.

Whatever the case, the Council must outline the display specifications before quotes can be obtained. Therefore it is the Clerk's recommendation that drawing up those details is delegated to a group of Councillors in Consultation with The Clerk and brought back to Council for approval.

Little Trees

It has been tradition for many years for volunteers to wrap Christmas Trees purchased from a local farm and install them in the brackets above the town centre shops and houses.

This is a welcome addition to the lights display and the volunteer effort is remarkable.

However, the Council must ensure that everything it manages is risk assessed and covered by insurance. This is of particular importance when it comes to keeping members of the public, volunteers and staff safe, and complex when the task requires working at height, and working with electrics.

To the Clerk's knowledge there are currently no formal risk assessments carried out and it is almost certainly not covered by insurance. This leaves the Council liable and potentially leaves the public, volunteers and staff at risk.

The Council does not employ a member of staff with the technical health and safety compliance experience and qualifications to oversee a project like this. The Council does however have a health and safety consultant, and The Clerk has made enquiries with them asking if they can support in drawing up risk assessments and guidance on managing this.

Please note – the use of third parties such as window cleaners does not equal compliance unless the window cleaners or other contractor is covered under their own insurance to install the trees. The Council's insurance does not cover third party professionals or contractors.

The Clerk will be bringing the advice from the Council's Health and Safety Consultant back to a future council meeting. This part of the report is to note.

Agenda item 16a – Oxfordshire County Council’s 20mph scheme for towns.

Oxfordshire County Council is considering making 20mph the new 30mph for Oxfordshire Communities. Full details here:

[Requesting 20mph restrictions | Oxfordshire County Council](#)

In summary:

Oxfordshire pilots

We are carrying out pilots in five areas to find out the impact of a simple change of road sign from 30mph to 20mph and the impact of different types of traffic management measures.

Any town or parish council can be part of a trial but fully developed schemes will need to be submitted.

You can express an interest in being part of a pilot by [contacting us](#).

Which areas are eligible

The area of the proposed restriction should not have a speed limit that is greater than 40mph. It can be a whole village or town or just one street within the area.

It should be in an area with features that justify a lower speed limit to drivers, for example, an area which has:

- evidence of traffic incidents or potential dangers
- visible homes, shops and businesses
- a school or a school route
- a cycling route
- a quiet lane designation.

Or it should be an area which would benefit from more active travel such as cycling and walking, better air quality.

The application **must** be supported by the local town or parish council and local county council elected member.

How we assess an area

We will meet the parish or town council after assessing an area.

The following factors will be considered in order of importance:

- Numbers of people killed or seriously injured
- Minor accidents
- Near-misses
- Includes a school walking route

- Number of pedestrians crossing the road
- Includes homes and business
- Includes a financial contribution
- Help to deliver other highways aims or policies.

Council should consider if they wish to express an interest in Chipping Norton Town being assessed for the scheme.