



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
10th January 2022

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 17th January 2022

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

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 15th November 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. Committee minutes

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

- a. Planning Sub-Committee held on 29th November 2021
- b. Finance and Resources Committee held on 1st December 2021
- c. Strategic Planning Committee held on 15th December 2021
- d. Extraordinary Community Committee held on 8th December 2021
- e. Planning Sub-Committee held on 5th January 2022
- f. Traffic Advisory Sub-Committee held on 13th January 2022

8. East Chipping Norton Development

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

9. Civic announcements

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

10. Budget 2022-2033

To receive a report and proposed budget from the Finance Committee and agree an estimated budget for 2022-2023.

11. Formally declaring the precept for 2022/2023

To formally declare the precept for 2022/23.

12. Audit Report

To receive and note the interim audit report for 2021-22 from the Council's internal auditors.

13. Draft Calendar of meetings 2022-23

To receive the Town Clerk's report and draft schedule of meetings for Municipal Year 2022-23 and consider any related recommendations.

14. Planning Applications

To receive and consider a schedule of Planning Applications from West Oxfordshire District Council.

15. Grounds Maintenance Contract update

To agree to delegate the approval of the choice of contractor to Community Committee on 9th March in order that Council can proceed in a timely fashion.

16. Website

To receive a verbal update from the Chair regarding the Council's new website.

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

- a. To agree any actions arising from the organisational review
- b. Update of appointment of Deputy Clerk
- c. Recruitment of a temporary Administrator

19. Date of the next meeting of Full Council – Monday 21st March 2022.



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Office Hours: Mon – Fri 9am – 1pm

Minutes of a meeting of the **Town Council** held in Chipping Norton Town Hall on
Monday 15th November 2021

The following members were present:

Cllrs G Mazower (Town Mayor)
Cllr S Coleman (Deputy Town Mayor)
Cllr N Bradley – left meeting at 8.15
Cllr R Foakes
Cllr D Heyes
Cllr E Holmes
Cllr A Miles
Cllr R Poole
Cllr L Tuckwell
Cllr N Whitmill

Also in attendance:

Elizabeth Gilkes – Locum Clerk
Cllr Geoff Saul (OCC)
Five members of the public

60.	Apologies for absence Apologies were received from Cllrs Graves, Walker (work), Butterworth, Carter and Fisher (ill)
61.	Declarations of Interests – There were no declarations
62.	Minutes To approve Minutes of the Full Council meeting held on 20 th September 2021 Cllr Heyes proposed that the wording of item 50 be amended to read 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 key members of the new OCC cabinet and had been received positively. Councillors Mazower and Heyes held a meeting with Cllr Saul, Cllr Leffman (Leader of OCC) and Cllr Enright (Cabinet member for Transport and Infrastructure) to discuss the Vision Statement and its implications. It was confirmed that the County Council had still to decide what form this development should take but Cllr Leffman made it clear that the wish is for an exemplary development.

	<p>There is to be a meeting on 21st September involving all stakeholders to discuss the way forward in developing an agreed master plan, the critical next stage in the planning process.</p> <p>Cllr Coleman noted that under 52 'this' on second line needs removing.</p> <p>Councillors voted to accept the amended text and resolved to accept the Minutes as amended.</p> <p>Under Item 53 Cllr Coleman enquired if letter had been sent to MP and was advised that not yet expedited.</p>
64.	<p>Public Participation</p> <p>Representative Ashley Smith from WASP (Windrush Against Sewage Pollution spoke about the problems of sewage and effluent pollution in rivers. He explained the work they have undertaken with other local Councils. Prof Peter Hammond outlined the results of his research on issues affecting Chipping Norton area. They sought the support of the TC to request more input from a planning perspective to ensure sufficient provision made and that breaches enforced rigorously and expeditiously. Cllr Mazower recommended that the Group be invited to contribute to a Community and Strategic Meeting so that collaborative work can be developed further and thanked them for attending.</p>
65.	<p>West Oxfordshire District Councillor Report</p> <p>Cllr Saul commented on the report from WASP and the issues with ensuring that Planning take these issues into account</p>
66	<p>Oxfordshire County Councillor Report</p> <p>Cllr Saul reported on</p> <p>County Council policy of 20mph zones and that there is a proposal to adopt all 30mph zones. A £8M fund has been set aside to assist Local Councils to achieve change. Councillors queried if Thames Valley would enforce and were advised that this would occur where evident issue. Applications are live for Councils to submit proposals subject to criteria.</p> <p>Pathways to Zero Carbon Oxfordshire was a recommended read and Cllr Saul advised of funding available for retrofit of heat pumps.</p> <p>Request made that completion of Healthwatch Oxfordshire Survey relating to Chipping Norton be actively promoted and particularly via Social Media to encourage engagement</p>
67	<p>Thames Valley Police Report – A report had been received by Cllr Poole who had circulated to Councillors. The report listed the number of burglaries and traffic incidents in area. The Police Officer had left and not aware if being replaced. There are two PCSO's who are very active in the town and keen to advise on preventative issues. Suggestion was made that the Town Hall could be offered as a venue for a public meeting.</p>
68.	<p>Snow Plan Review</p> <p>A revised Snow Plan was circulated and included local volunteers for designated areas and offers of extra help were sought by Cllr Coleman who was acting as lead</p>

	<p>The option of managing to secure services of a 'local' tractor operator to undertake work on an emergency basis was being explored and if a suitable 'volunteer' was located then they would be added to OCC Highways System in order to ensure that all relevant criteria complied with. Cllr Heyes had made contact with a local agricultural contractor who was believed may be able to assist.</p> <p>The guidelines on volunteer help to be publicised to reassure residents as to what actions they can safely undertake and full information to be supplied on operation of equipment.</p>
69	<p>Committee Minutes - To note Minutes of following Sub Committees and related recommendations</p> <p>Cllr Poole requested that actions and time frames could be added to future Minutes to ensure that objectives are met.</p>
a	<p>Annual Community Meeting held on 4th October 2021 (homes omitted under point 4 line 3, 6, to insert the group discussed the introduction of new youth workers by Town Council.</p> <p>Subject to these amendments Council RESOLVED that minutes should be signed.</p>
b	<p>Finance and Resources Committee held on 6th October 2021 RESOLVED that the Minutes should be signed</p>
c.	<p>Planning Sub Committee held on 11th October 2021 RESOLVED that the Minutes should be signed</p>
d.	<p>Staffing Sub Committee held on 13th October 2021 RESOLVED that the Minutes should be signed</p> <p>An Extraordinary Meeting had been held on 10th November in Confidential Session and another meeting is to be convened in near future</p>
e.	<p>Strategic Committee held on 20th October 2021 RESOLVED that the Minutes should be signed</p>
f.	<p>Community Committee held on 3rd November 2021 RESOLVED that the Minutes should be signed</p>
70.	<p>East Chipping Norton Development</p> <p>Cllr Heyes reported on meeting attended and the frustration at apparent delay in making progress. He had been researching approaches made by other Councils re ensuring good outcomes from developments to benefit the community including being involved in RIBA/Stirling Prize competition.</p>
71.	<p>Civic Announcements</p>

	<p>As Mayor Cllr Mazower had attended :</p> <p>21st September – Meeting ECND at WODC with all stakeholders 24th September – Evening Reception at Blenheim Palace to mark the retirement of Tim Stevenson as Lord Lieutenant 25/26 September – Programme of mini piano recitals to launch the new town piano 26 September – Apple Day Event 28 September – Section 106 Workshop, WODC 5 October – Soft Opening of the Housing 21 Extra Care and Retirement Home Development on London Road 8 October – Evening WODC Charity Reception at Crocodiles of the World 10 October – Giving Vote of thanks at St Mary’s Meals reception at FarmEd 16 October – Meeting with Owners of The Mound 20 October – Meeting with SETHA and other potential investors for the Boutique Hotel project 11 November – Remembrance Day Service 13 November – Cemetery Clean up Morning 14 November – Remembrance Sunday Parade and Reception</p>
72	<p>External Audit Report</p> <p>Cllr Coleman reported that the Annual Audit had been concluded successfully but with observations re previous year and Trustee status.</p>
73.	<p>Christmas Lights</p> <p>Cllr Whitmill reported on situation between Light Angels re lighting sets required and timetable for installation on trees. There are cost implications for Council re replacement lights and quote awaited.</p> <p>Middle Row lighting is separately managed and work will commence 18th November.</p> <p>Cllr Whitmill advised that 2nd December will be Christmas Late Night Shopping with associated activities.</p>
74.	<p>To note date of next full meeting of Council on Monday 17th January 2021</p>
	<p>Meeting closed at 8.50pm</p>

Signed as an accurate record

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



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TOWN CLERK: Ms L Ashbourne

Minutes of the Planning Sub-Committee held online and via zoom video conference
on Monday 29th November 2021 at 7.00 pm.

The following members were present:

Cllr D Heyes (Chair)

Cllr C Butterworth

Cllr A Miles

Also in attendance:

Kay Linnington, Deputy Town Clerk

1. Minutes of the meeting held on 11th October 2021

Resolved: The minutes of the meeting were approved as a correct record and will be signed by the Chair.

2. Apologies for absence

There were no apologies for absence.

Cllr J Graves, Cllr S Coleman and Cllr E Holmes were absent.

3. Public participation

There was no public participation

4. Declarations of Interest

There were no declarations.

5. Applications for consideration:

21/03596/HHD 64 Dunstan Avenue, C/N

Erection of two-storey and first floor rear extensions.

Comments

No objection

21/03648/HHD 3 Church Street, C/N

Demolish front porch extension and construct single storey extension.

Comments

No objection

21/03802/HHD 31B Walterbush Rd, C/N

Remove existing and erect single storey rear extension

Comments

No objection

6. Date of Next Meeting

The date of the next meeting was to be arranged as applications are received.

The meeting closed at 7.05 pm.

Signed and each page initialed by the Chair:

Draft



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Office Hours: Mon – Fri 9am – 1pm

Minutes of a meeting of the Finance and Resources Committee held in Chipping Norton Town Hall on Wednesday 1st December 2021 at 7.15pm

The following members were present:

Cllr S Coleman (Chair),
Cllr E Holmes (Vice-Chair)
Cllr G Mazower

Also in attendance:

Elizabeth Gilkes – Locum Clerk
Sonia Murgia – Finance Officer

FR39	Apologies for absence Apologies were received from Cllr Fisher – Health, Cllr Poole - family
FR40	Declarations of Interests –None
FR41	Minutes of Meeting held on 6th October 2021. Adoption proposed by Cllr Coleman, seconded by Cllr Holmes. Minutes adopted
FR42	Public Participation - None
FR43	Income and Expenditure Reports To receive a report on income and expenditure date up to 31st October 2021 The increase in bookings for the Town Hall was noted and thanks to staff for achieving. A future analysis of income and costs to be factored into forward plan. Pool Meadow Maintenance of paths highlighted as in need of attention in near future and as a shortterm measure use of woodchip from work at Cemetery to be investigated. Cemetery Trees – Quotes are anticipated from Canopy Tree Surgeons for work to assess trees with view to possible risk factors and to identify work required. As over budget funding from contingency. Adoption of Report noting accompanying observations and actions was proposed by Cllr Coleman and seconded by Cllr Holmes.

FR44

Budget To set the precept 2022/23

Budget had been circulated and it was proposed that amendments be made as follows:

Salaries – Increase of £30,000 to cover possible additional costs based on final staffing review decisions

Office Equipment – Increase of £2,000 to cover possible additional costs anticipated if additional staff

Computer Hardware – Increase of £1,000 to cover possible additional costs re staffing

Staff Training Budget – Increase of £3,000 to cover identified and possible needs inc for Cllrs

Subscriptions to be reduced to £2,000.00

Prediction on anticipated Interest from new CCLA investments to be requested

Manorial Land – enquiry to be made re rent review situation re Manorial Land (Pace Petroleum)

Christmas Lights and Trees – budget of £16,500.00

Street Scene – has earmarked reserve and £10,000 should be allocated for next financial year

HGV Signs – has been duplicated in accounts and budget to be adjusted if appropriate

Legal and Professional Fees to be reduced to £29,000

Town Hall Lettings to be increased to £26,000.00 based on current income levels

Town Hall Repairs – Reduced to £10,000 to cover incidental repairs and major work covered by earmarked reserve

Town Hall – New Equipment increase to £2,500

Closed Churchyard Repairs increase by £500 to repairs

Recreation – New Equipment £25,000 to be covered by Earmarked Reserves and £5,000 to remain in budget

Suggestion made that Christmas Late Night Shopping, Town Festival, Sports Awards, etc. be incorporated under an Events Heading and included under Community Committee Heading and that a budget allocated of £9,500 for Annual Events and £2,500 for Occasional Events

Request made that all LGRC fees be allocated separately in accounts

Based on the above the Finance Officer was requested to prepare adjusted accounts and identify further cost savings and projected year end. The Internal Auditor should also be consulted re proposed actions.

Following discussion Councillor Coleman proposed that a Precept increase should not exceed 10% Seconded by Cllr Mazower. Motion carried.

FR45	<p>Schedule of Payments for approval</p> <p>To receive and approve the schedule of payments</p> <p>Proposed by Cllr Coleman and seconded by Cllr Holmes. Motion carried.</p>
FR46	<p>Earmarked reserves To discuss earmarked reserves taking into account the quinquennial review.</p> <p>With Councillors consent this was discussed after FR43</p> <p>On basis of advice received re acceptable levels of Reserves for Audit purposes Cllr Coleman proposed and Cllr Mazower that following adjustments be made. Motion carried</p> <p>That Capital Reserve fund of £60,392.00 be transferred to Town Hall Restoration Fund</p> <p>That £210,000 should be transferred from General to Earmarked Reserves and that this should be allocated to the Town Hall Quinquennial Review, budgeted to cover the 10 year programme proposed.</p> <p>That £20,000 be transferred from General Reserve to Earmarked Recreation Fund</p> <p>It was also noted that:</p> <p>That Purpose of Cemetery/Extension Reserve to be investigated and reported on to future meeting.</p> <p>Locum Clerk suggested that the Internal Auditor be consulted regarding proposals</p>
FR47	<p>Investment Strategy To receive a progress report. Deferred</p>
FR48	<p>Date of next meeting: 2nd February 2022</p>

Meeting closed at 9.20pm

Signed as an accurate record

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



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Office Hours: Mon – Fri 9am – 1pm

Minutes of Meeting of Strategic Planning Committee held on 15th December 2021 at Town Hall at 7.15pm

Present:

Clr G Mazower – Chair
Clr J Graves
Clr E Holmes
Clr A Miles
Clr Foakes
Clr Graves

Also in attendance: Elizabeth Gilkes – Locum Clerk

40	Apologies for absence Apologies of absence were received from Clr Whitmill – work and Clr Butterworth – health
41	Declarations of Interest – None Minutes of 20 th October 2021 were approved subject to correction of West End to West Street (21/02850/FUL and and flat not float (21/03273/HHD)
42	MINUTES Resolved to approve Minutes of Committee Meeting held on 20 th October 2021 subject to corrections to 21/02850/FUL – West Street not West End and 21/03273/HHD – Flat not Float roof
43	Public Participation – None
44	East Chipping Norton Clr Heyes explained current position and outlined the direction that Masterplan should take. Council continue to be concerned at amount of influence that Council could have. Eynsham Parish Council have a project that worth studying to assess the situation there.

	<p>Councillors had attended a Zoom meeting with OCC, WODC, etc. and were concerned re amount of communication and involvement that CTC were being engaged with by other bodies involved. The RIBA Strategy appeared to be supported by OCC but confirmation not received. Council noted how important that the parameters of their longer term ethos relating to Eco and Energy Saving policies</p> <p>Actions: To contact Eynsham Council for consultation and Councillors to view the links to OCC consultation. Previous projects by Cala Homes at Wolvercote, etc. should be investigated Follow up to Karen Miller re RIBA Proposal Committee to be more proactively engaged and all relevant communications shared. Consider checking Committee Terms of reference with a view to recruiting co opted non Cllrs to Committee for added expertise</p>
45	<p>Section 106</p> <p>A consultation, meeting had taken place with Nigel Moore to give guidance re how CTC needs to proceed with relation to East Chipping Norton project rather than funds already allocated to CTC under the S106 criteria for various other projects that not yet been expedited.</p> <p>The Advisor suggested that it was important that CTC have fully prepared for the negotiations by having all relevant evidence, ie traffic surveys, public consultations, etc. Important that negotiations take place on 'An Open Book Basis' and that Council have ensured have met the three key tests.</p> <p>S106 is there to mitigate unacceptable developments and important to ensure that requests are reasonable and justifiable.</p> <p>It was noted that once funds allocated for s106 project that accountability has to be very transparent and separately accounted for.</p> <p>ACTIONS:</p> <p>PowerPoint Presentation on Parameters of s106 to be shared and particularly areas that CTC can apply for plus notes from meetings</p> <p>A list of Possible projects to be prepared for next meeting</p> <p>All information to be circulated to William Fowler Allotment Trust for consideration at their next meeting.</p>
46	<p>Planning – To receive Minutes of the Planning Sub Committee held on 29th November 2021</p> <p>a. 21/03596/HHD – 64 Dunstan Avenue Erection of two storey and first floor extensions No Objection</p> <p>21/03648/HHD – 3 Church Street Demolish front porch extension and construct single storey extension No Objection</p> <p>21/03802/HHD – 31B Walterbush Road Remove existing and erect single storey rear extension No Objection</p>

b.	<p>To discuss the impact that the Planning Application 21/03159/FUL Diddly Squat, Chadlington will have on Chipping Norton</p> <p>It was noted that CTC were not a formal consultee but having considered the application Council and were concerned re the impact of increased traffic on Chipping Norton and associated Country Lanes and possible Road Safety Issues. Council have serious concerns on traffic management at Junction of A361/Chipping Norton Road and are concerned that Highways do not appear to have taken this into account in their report and would like further clarity on the discussions relating to Road Safety.</p>
46	<p>Confidential Session</p> <p>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 consideration of following item.</p> <p>Motion not moved as Council did not believe necessary</p>
47	<p>The Guildhall</p> <p>Communication had been made with WODC Properties re future arrangements re The Guildhall and particularly the non Council areas within the building. It was noted that Meanwhile Space and WODC are now negotiating a one year Lease on non Council areas of Building</p> <p>Action: April 2022 Strategic Planning Meeting to consider options for CTC with final decision by September 2022</p>
48	Date of Next Meeting – Wednesday 16th February 2021



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Office Hours: Mon – Fri 9am – 1pm

Minutes of a meeting of an Extraordinary Meeting **Community Committee** held in Chipping Norton Town Hall on **Wednesday 8th December 2021 at 7.15pm**

The following members were present:

Cllr Coleman (Chair)
Cllr Foakes
Cllr Mazower – arrived at 7.35
Cllr Poole

Also in attendance:
Elizabeth Gilkes – Locum Clerk

CC42 Apologies for absence.

Cllr Graves and Miles– family commitments Cllr Whitmill - family
Cllrs Tuckwell– did not attend – no apologies

CC43. Declaration of interests.

Cllr Coleman – Scouts and Community Meal, Chipping Norton School– Volunteer and Parent
Cllr Poole – School PTA and Community Suppers – Volunteer and Parent March and July
Cllr Foakes – CN Cricket Club – Volunteer

CC44. Minutes

RESOLVED: That the Minutes of the Committee meeting held on 26th October 2020 were approved as a correct record and signed by the Chair.

CC45. To consider applications received for grants

The chair explained that there have been changes to the Policy. Cllr Poole suggested that Grants should maybe be available throughout the year. The Chair explained the pros and cons of considering in stages or at a single annual sitting. The importance of Cllrs considering the financial position of each group applying was noted.

The Chair noted that of £26,000.00 grants fund £5,000.00 has already been allocated to Thrive in accounts so have £21,000.00 to allocate at this meeting but as Council believed that spend had been incorrectly attributed to grants in accounts they would allocate based on £26,000.00 figure Applications total £53,500.00.

Councillors wished to offer help to those that were unsuccessful and support re future applications and a letter would be sent to all unsuccessful applicants with summary of reasons that applications not awarded and suggestions re help for future applications and alternative funding sources.

The Application Form did not appear to supply sufficient information for Cllrs and suggested that could be reviewed. Also felt that condition of Progress Reports and Accountability Statements should be conditioned.

Cllr Foakes volunteered to review the application process as a project and present a report to a future meeting

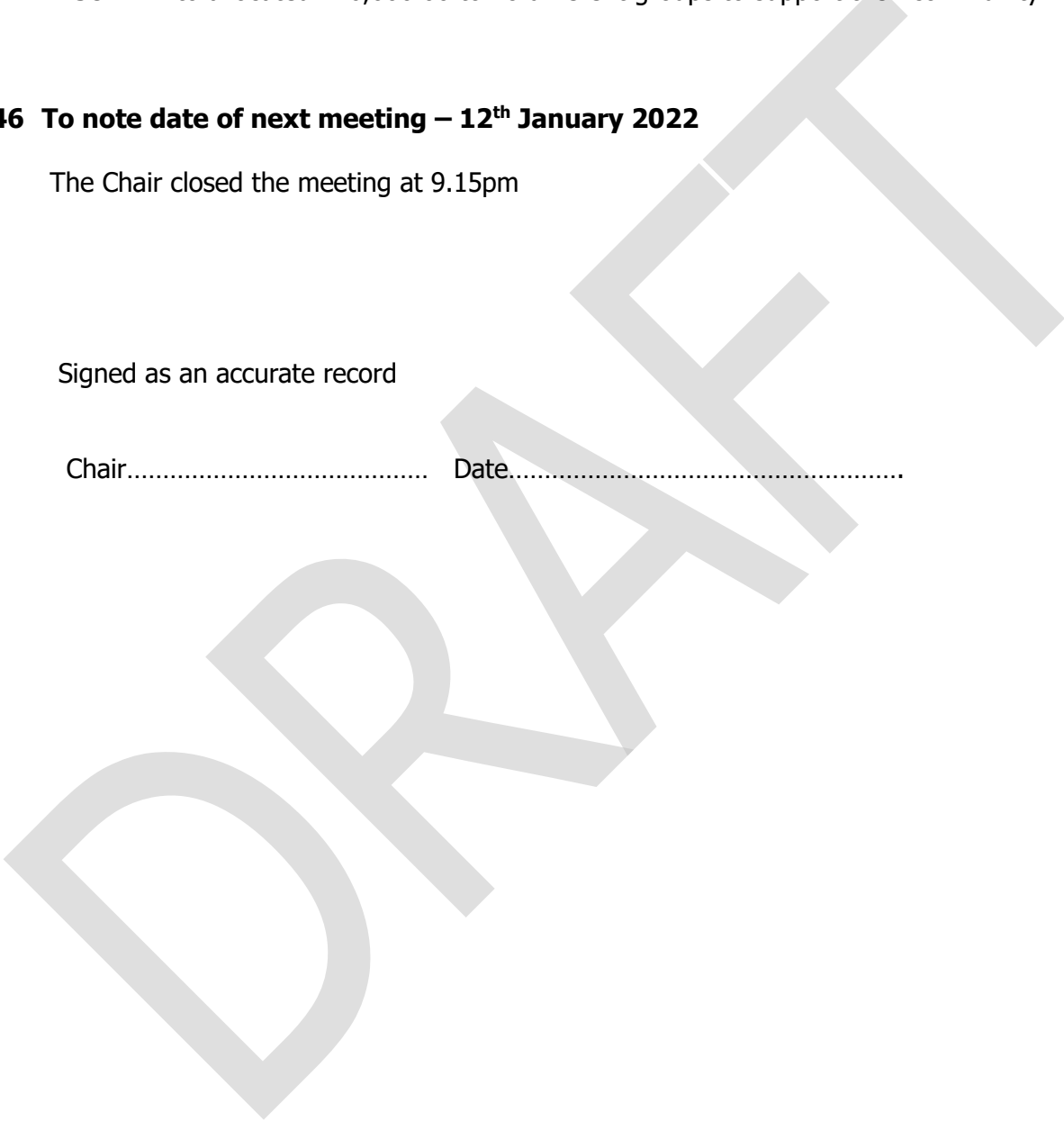
RESOLVED to allocated £26,000.00 to 18 different groups to support their community work

CC46 To note date of next meeting – 12th January 2022

The Chair closed the meeting at 9.15pm

Signed as an accurate record

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



CHIPPING NORTON TOWN COUNCIL

APPLICATIONS RECEIVED FOR GRANTS TO VOLUNTARY BODIES

2021/2022

Cost Code 101/7670	Grant received 2020/2021	Grant sought 2021/2022	Decision of meeting
ATC, C/N	No grant applied for	£4,000.00	£2,000.00
CAP Life Skills	£500.00	No grant applied for	
C/N School PTA	Table Tennis grant	£5,000.00	£5,000.00
Chippy Larder	£1,000.00	No grant applied for	
Community Suppers (C/N Community Church)	No grant applied for	£500.00	£500.00
Community First Responders, South Central Ambulance Service, C/N	£1,000.00	No grant applied for	
Cricket Club, C/N	No grant applied for	£2,000.00	£1,500.00
Friends of Great Rollright School	No grant applied for	At our discretion	£500.00
Gateway Club, C/N	£500.00	No grant applied for	
Glyme Hall Youth Club	£1,000.00	No grant applied for	
Green Gym	£1,000.00	£1,000.00	£1,000.00
Home Start - Banbury	£2,900.00	£2,900.00	£2,900.00
Lido	£5,000.00	£5,000.00	£4,000.00
Literary Festival, ChipLitFest	£600.00	No grant applied for	
Mindful Mums, C/N	No grant applied for	£5,000.00	£500.00
Museum, C/N	£3,000.00	£3,500.00	£1,000.00
Music Festival	£1,000.00	No grant applied for	
Pet Food Bank, C/N	£300.00	No grant applied for	
Pre-School, C/N	£850.00	£10,000.00	£2,000.00
Rainbows	£500.00	£250.00	£250.00
Regulated Pastures, C/N (Field Reeves)	£0.00	No grant applied for	
Rifle and Pistol Club, C/N	No grant applied for	£3,000.00	£0.00
Royal British Legion, C/N	No grant applied for	£3,000.00	£700.00
SENjoy, Dance Class	£250.00	No grant applied for	
Scouts, C/N	£500.00	£1,000.00	£1,000.00
Sunshine Cat Rescue	£0.00	£1,000.00	£0.00
Swifts Football, C/N	£1,500.00	No grant applied for	
Theatre, C/N	£5,000.00	£5,000.00	£3,000.00
Town Festival, C/N	£500.00	No grant applied for	
WOWI - Womens Institute	No grant applied for	£150.00	£150.00
	Total of grants requested	£52,300.00	£26,000.00
		Total Awarded	

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Minutes of the Planning Sub-Committee held online and via zoom video conference on Wednesday 5th January at 7pm

The following members were

Cllr D Heyes (Chair)
Cllr S Coleman
Cllr A Miles
Cllr E Holmes

Also in attendance: Elizabeth Gilkes – Locum Clerk

1. **Apologies for absence.** Cllr Butterworth
2. **Declarations of Interest.**
3. **Minutes** To approve the Minutes of the sub-committee meeting held on 29th November 2021

Proposed by Cllr Miles and seconded by Cllr Heyes. Motion carried
4. **Applications for consideration** To receive and consider a schedule of planning applications
MW.0057/21 MW.0058/21 Castle Barn Quarry, Fairgreen Farm, Sarsden, Oxfordshire
Importation of inert material for use in restoration of the site To continue the development of limestone quarry extension permitted by 18/02008/CM (MW.0027/18) without complying with condition 1, condition 2, condition 8 and condition 26 in order to amend the approved restoration scheme, extend the date for restoration and allow the importation of inert materials

Objection: Cllrs main concern related to the extra HGV traffic movements through Chipping Norton that were anticipated would be associated with the transportation of inert materials and possible increase in pollution levels

21/03970/FUL Hitchmans Mews, 2 West Street, C/N Conversion of basement into a separate dwelling with associated parking.

No Objection: Councillors did note concerns re inadequate parking space for flat size.

They also observed that would be interested in a site visit as appears to be an innovative project

21/03684/FUL 1 Middle row, C/N Installation of a traditional canvas awning to the shop front.

No Objection: Cllrs felt that the addition appeared to be in keeping and very beneficial

5. Date of Next Meeting The date of the next meeting was to be arranged as applications are received. The meeting closed at 7.20pm.

Signed and each page initialled by the Chair:

DRAFT

CHIPPING NORTON TOWN COUNCIL



THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

Minutes of the Traffic Advisory Sub-Committee held online and via zoom video conference on Thursday 13th January at 7pm

The following members were present:

Cllr Jo Graves (Chair)
Cllr Mark Walker (Vice-Chair)
Cllr Sandra Coleman
Cllr Geoff Saul (OCC and WODC)
Mike Dixon (Public Transport Users Representative)
Mike Wasley – (OCC – Traffic and Road Safety)

Also in attendance: Elizabeth Gilkes – Locum Clerk
Keith Ruddle – Chipping Norton News

TAC28 **Apologies for absence.** District Councillor Mike Cahill, Maria Wheatley, WODC, Cllr Natasha Whitmill

TAC29 **Declarations of Interest.** Cllr Graves – neighbour (TA46)

TAC30 **Minutes** To approve the Minutes of the sub-committee meeting held on 16th September 2021 with correction of Typo TAC22 'that not the' – line 6

Proposed by Cllr Walker and seconded by Cllr Graves Motion carried

TAC40 **Public Participation - None**

TAC41 **County Officer's Report.**

Report from Oxfordshire County Council as circulated was noted.

Mike Wasley reported on works scheduled for next financial year and was thanked for attending meeting. Cllr Jo Graves highlighted the poor condition of The Leys road surface and queried whether should be assessed before new lining work carried out. Cllr Sandra Coleman also mentioned poor condition of Lords Piece Road and asked be assessed

TAC42 **District Officer's Report**

No report received from West Oxfordshire District Council

TAC43 **Update from Cllr Saul on OCC Highways matters including the HGV working group**

Cllr Geoff Saul had been talking to Duncan Enwright, OCC, who has authorised further investigations re feasibility study re using the Rollright Stones Road as an alternative freight route. He noted that the benefits to Burford High Street had not been offset by detrimental impact on alternative routes and therefore removal of Experimental Weight limit. The importance of implementing a wider transport strategy was emphasised. Transport Hubs with shared facilities – cycle parks, connecting with public transport, car share, school streets, freight hubs were all being promoted as part of transport strategy. Cllr Mark Walker also commented on LTCP and that encouraged to note priority transport options and recent changes to Highway Code. Cllr Mark Walker queried whether possible to implement a School Streets project in Chipping Norton – Cllr Geoff Saul advised that trials in other areas taking place and if interest expressed then likely to be considered and Cllr Geoff Saul offered to investigate.

RESOLVE to consider the LTCP Consultation and agree response via either Traffic or Strategic Planning Committee. Cllrs Jo Graves, Mark Walker and Sandra Coleman to undertake preliminary research and join information sessions

RESOLVE to make enquiries re feasibility of School Streets trial in Chipping Norton

TAC44 **Cycling**

Cllr Mark Walker was pleased to note proposal relating to Women's Tour of Britain Cycle Race 11th June 2022 and regarding Chipping Norton being central base. Cllrs welcomed the opportunity to host and combine with their own cycling events to promote the activity. Cllr Mark Walker volunteered to be liaison person.

RESOLVED to accept the proposal to host the Women's Tour of Britain Cycle Race

TAC5 **Road Safety**

Cllr Mark Walker reported on Albion Street and did a presentation to Cllrs re the junction with London Road and the difficulties for pedestrians and possible solution with creation of a 'zebra' crossing. Mike Wasley suggested plan could be forwarded to him for consideration re design and to see if feasible re compliance with relevant guidelines.

Cllr Sandra Coleman also commented on the problems with the junction adjacent to Sainsburys but Cllrs appreciated that no obvious solution but the changes to the Highway Code in favour of pedestrians may prove beneficial

RESOLVED That plan be forwarded to Mike Wasley of Highways for consideration

TAC46 **Correspondence**

To note comments received from resident regarding driveways on New Street

Cllr Graves noted the issue and also observed that numerous areas where vehicles impeded pavement use. Mike Wasley commented from Highways perspective that seemed that a greater level of enforcement required especially if a road safety issue.

Clerk observed that appeared to be a Planning issue and should be referred to Planning Committee for their consideration

RESOLVED that issue of unauthorised new parking areas in front gardens be referred to Planning Committee for their consideration.

TAC47 Any Other Business

Mike Dixon reported on changes to S8 services and fact that a new Bus Stop being installed on Evans Way. Cllr Walker was concerned re continued funding of service but Cllr Saul reassured that funding in place

To note items for inclusion on next Agenda – Report from Mike Dixon to be included and a heading relating to General Transport Matters in lieu of Any Other Business

TA48 Date of Next Meeting. To agree date for the next meeting to be face to face and daytime in accordance with sub committee terms of reference.

Thursday 24th March was proposed at 10.30 am at Town Hall. Clerk to confirm.

Meeting closed at 8.30pm

Signed and each page initialled by the Chair:

Cllr. Georgia Mazower
Chipping Norton Town Council

By email

**The Leader's Office
Oxfordshire County Council
County Hall
New Road
Oxford
Oxfordshire
OX1 1ND**

Councillor Liz Leffman
Leader of the Council

December 31st 2021

Dear Georgia

Re East Chipping Norton Development Meeting and RIBA competition ideas

Thank you for setting up our recent meeting. We found the discussion very informative and helpful. Thank you for setting out again CNTC's aspirations for the development of East Chipping Norton SDA. I continue to believe there are many areas of common ground between us.

We have carefully considered your suggestion of a RIBA competition and discussed this with Cala Homes, who as you know are the other significant landowner within the SDA. We both feel that whilst RIBA competitions have merits in some situations, that in this specific situation it is not a practical option. The small scheme you refer to at Goldsmith Street in Norwich, built by Norwich City Council (as a Housing Authority) for social rent housing of c.100 homes, is of a very different scale to East Chipping Norton SDA. A smaller scheme lends itself much better to an architect-led competition with the winning practice seeing the scheme through from masterplan outline to specific property design. As we discussed, East Chipping Norton SDA will most likely will be developed by a number of firms, who will all have their own preferred architects with specialist expertise depending on the form of building (housing, employment, education, retail, etc). It would be very challenging to bring all of these under one architect through a RIBA competition; though we can see the potential for a RIBA competition (if all parties wanted to pursue it) for one or more specific developments within the scheme.

Like you, we are determined to develop an exemplary scheme that compliments and enhances the existing town and brings wider social benefits to Chipping Norton. It is for these reasons that we are supportive of Officers' recommendation to proceed with the preparation of an agreed masterplan, which will set out the principles behind the development, whilst providing a vision for the overall progression and delivery of the SDA.

The purpose of the masterplan is to respond to the requirements of the West Oxfordshire Local Plan, by demonstrating how the SDA will be developed in a comprehensive and coordinated manner. The masterplan will bridge the gap between the Local Plan and the implementation of development, whilst also ensuring a phasing strategy which is coherent and allows comprehensive development of required infrastructure and community facilities. This masterplan will set out shared aspirations to create a sustainable neighbourhood that compliments Chipping Norton through the delivery of high-quality new homes, supported by a local centre, new primary school, appropriate employment uses, extensive open space and improvements to infrastructure set within a rural landscape context.

Given the size and scale of the SDA, development will inevitably come forward through several planning applications and the masterplan will set out how a comprehensive development will be achieved through the implementation of individual planning consents. It is also our intention that the masterplanning process be used to articulate the expectations and requirements of OCC as a landowner for the sustainability, quality and design of developments within the scheme. WODC have confirmed that they will use the masterplan as a guide to the determination of future planning applications, and that it will form a material consideration in the determination of these.

This approach to development is proving highly successful at West Eynsham SDA, which is a similar scheme in terms of size and the various controlling landowner interests. It is for these reasons that we and Cala, support the joint appointment of Curtin & Co and LDA in developing the masterplan.

Curtin & Co are community engagement specialists, who will be responsible for the consultation strategy including organising the Liaison Group Meetings, the Public Exhibition and designing a website to enhance public engagement. The public engagement programme which will run over several months, exploring the various technical challenges of deliverability as well as issues including (but not limited to) access, movement, landscape, drainage, land uses, design principles, building heights, building density, housing mix, parking, sustainability, ecology, open space, education, health, local facilities and phasing. It will also include details on the approach to infrastructure delivery and s.106 commitments that will be vital to the successful delivery of a scheme that will be delivered in multiple phases by multiple firms.

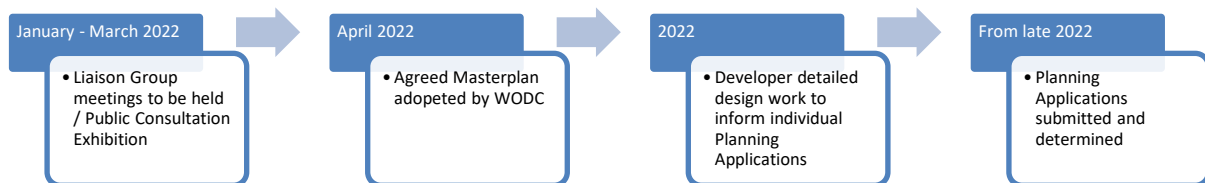
To support Curtin & Co, we will also be appointing LDA, who are specialist landscape architects and are widely respected in their experience of masterplanning, environment and biodiversity matters. We believe that their background knowledge of the site including topography, constraints and opportunities gleaned from their previous work for County and WODC, will be extremely beneficial. The appointed team will be Oxfordshire-based and are very experienced in connecting people and place through landscape. LDA will be responsible for the masterplan process; they are not 'building design' architects and consequently their involvement will likely cease once a masterplan has been adopted by WODC. It is at this point that further consideration could be given to a RIBA competition to bring forward part of the SDA.

The Oxfordshire Fair Deal Alliance is committed to delivering a sustainable neighbourhood for Chipping Norton, that integrates into the existing town and provides:

- Well designed, energy efficient homes with a suitable mix of housing;
- An exemplar educational facility;
- Healthy living;
- Public open space with walking and cycling trails;
- Biodiversity enhancement;
- A comprehensive, viable and deliverable development.

To achieve an exemplary scheme, it will be imperative for developers/landowners to work with all key stakeholders and the community, including CNTC. As mentioned in our meeting, Cala and OCC have recently committed to working much more closely together and as required by WODC, will lead on this process to bring forward much needed new housing to West Oxfordshire.

It is anticipated that consultation on the masterplan will commence early in the New Year, so that an agreed masterplan can be adopted by WODC in Spring 2022. Thereafter, details of specific design for the development phases would be addressed and challenged during the various planning application stages. We set out below the indicative timetable that we hope to achieve.



It is only once the masterplan has been adopted and becomes a material consideration in the determination of individual planning applications, that the County will then be able to consider the most appropriate methods of delivery of development on County owned land.

In our meeting, you and David raised concerns about the frequency of contact with our officers. They assure me that they will be regularly in touch with you both through the Liaison Group meetings and also throughout the public consultation process. As you know, Charles Maxlow-Tomlinson is our lead officer and I would encourage you to liaise directly with him during the evolving masterplan process. I know that he, and OCC officers generally share my desire to ensure that, as a key partner in this project, you have the chance to contribute your thoughts and reactions to the proposals as they develop.

We very much hope that CNTC will continue to support the process of bringing forward the East Chipping Norton SDA by way of a masterplan. The Vision Statement that you prepared has already made a significant contribution to the process and provided invaluable local insight. We look forward to continuing to work with you over the coming months as the masterplan takes shape.

I wish you and your family and colleagues a very happy New Year, and I look forward to our continued co-operation in 2022 on this exciting project.

Yours sincerely,



Cllr Liz Leffman
Leader, Oxfordshire County Council
liz.leffman@oxfordshire.gov.uk

cc: Cllr David Heyes

Agenda item 10

After receiving Council and Committee input the Finance Officer circulated a draft budget to the Finance and Resources Committee meeting on the 1st December 2020. The Committee considered this and made the following recommendations (from minute FR44 of the meeting)

Budget To set the precept 2022/23

Budget had been circulated and it was proposed that amendments be made as follows:

- *Salaries – Increase of £30,0000 to cover possible additional costs based on final staffing review decisions*
- *Office Equipment – Increase of £2,000 to cover possible additional costs anticipated if additional staff*
- *Computer Hardware – Increase of £1,000 to cover possible additional costs re staffing*
- *Staff Training Budget – Increase of £3,000 to cover identified and possible needs inc for Cllr*
- *Subscriptions to be reduced to £2,000.00*
- *Prediction on anticipated Interest from new CCLA investments to be requested*
- *Manorial Land – enquiry to be made re rent review situation re Manorial Land (Pace Petroleum)*
- *Christmas Lights and Trees – budget of £16,500.00*
- *Street Scene – has earmarked reserve and £10,000 should be allocated for next financial year*
- *HGV Signs – has been duplicated in accounts and budget to be adjusted if appropriate*
- *Legal and Professional Fees to be reduced to £29,000*
- *Town Hall Lettings to be increased to £26,000.00 based on current income levels*
- *Town Hall Repairs – Reduced to £10,000 to cover incidental repairs and major work covered by earmarked reserve*
- *Town Hall – New Equipment increase to £2,500*
- *Closed Churchyard Repairs increase by £500 to repairs*
- *Recreation – New Equipment £25,000 to be covered by Earmarked Reserves and £5,000 to remain in budget*
- *Suggestion made that Christmas Late Night Shopping, Town Festival, Sports Awards, etc. be incorporated under an Events Heading and included under Community Committee Heading and that a budget allocated of £9,500 for Annual Events and £2,500 for Occasional Events*
- *Request made that all LGRC fees be allocated separately in accounts*

Based on the above the Finance Officer was requested to prepare adjusted accounts and identify further cost savings and projected year end. The Internal Auditor should also be consulted re proposed actions.

Following discussion Councillor Coleman proposed that a Precept increase should not exceed 10%

Seconded by Cllr Mazower. Motion carried.

Based on this the new estimated budget for 2022/23 is attached for Council to consider and agree ahead of formally setting the precept.

Recommendation

- a. That the Council accept the estimated budget provided for 2022/23

**Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)**

15:04

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Finance & resources</u>										
<u>100</u>	<u>Administration</u>									
3210	Admin Charges	6,000	8,570	6,000	0	0	0	5,000	0	0
3211	C N History Trail	0	2	0	22	0	0	0	0	0
3290	Miscellaneous Income	0	6,930	0	12,913	0	0	0	0	0
3291	Tourist Information	50	0	50	0	0	0	51	0	0
	Total Income	6,050	15,502	6,050	12,935	0	0	5,051	0	0
4100	Salaries/Superann/Nl	83,000	63,857	100,000	65,315	0	0	132,000	0	0
5110	Stationery	1,000	528	1,000	436	0	0	1,000	0	0
5120	Photocopying Costs	2,600	2,128	2,600	1,959	0	0	2,600	0	0
5125	Tourist Information	500	0	500	229	0	0	500	0	0
5200	Postage	750	440	700	217	0	0	700	0	0
5210	Telephone	1,200	2,283	1,200	3,121	0	0	3,800	0	0
5310	Office Equipment	0	127	0	141	0	0	2,000	0	0
5340	Website Costs	2,500	260	2,500	2,498	0	0	1,000	0	0
5360	Computer Hardware/Software	2,000	2,106	2,000	2,040	0	0	3,000	0	0
6200	Rent	4,000	1,467	3,305	1,150	0	0	1,150	0	0
6210	Rates	0	2,731	2,695	2,245	0	0	2,700	0	0
7100	Travel & Subsistance	200	29	200	0	0	0	200	0	0
7200	Hospitality & Entertaining	100	0	200	0	0	0	0	0	0
7300	Staff & Councillors Training	2,500	701	2,100	2,478	0	0	3,000	0	0
7500	Legal & Professional Fees	1,500	0	1,500	695	0	0	1,500	0	0
7510	Audit Fees	2,500	2,250	2,500	2,265	0	0	2,500	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7600	Subscriptions	1,000	1,663	1,000	1,827	0	0	2,000	0	0
7630	Bank Charges	0	0	0	146	0	0	100	0	0
7650	Insurance	1,750	2,007	1,800	1,360	0	0	1,800	0	0
7710	Election Expenses	3,945	3,945	0	0	0	0	4,404	0	0
7720	Other Miscellaneous Expenses	2,000	50,571	1,500	527	0	0	1,500	0	0
	Overhead Expenditure	113,045	137,092	127,300	88,647	0	0	167,454	0	0
	100 Net Income over Expenditure	-106,995	-121,590	-121,250	-75,712	0	0	-162,403	0	0
6001	less Transfer to EMR	0	0	0	12,810	0	0	0	0	0
	Movement to/(from) Gen Reserve	(106,995)	(121,590)	(121,250)	(88,522)	0		(162,403)		
102	Miscellaneous									
3100	Precept Income	312,188	312,188	315,055	315,055	0	0	0	0	0
3101	Precept Support Grant	6,762	6,762	0	0	0	0	0	0	0
3180	Interest Receivable	1,000	766	1,000	10	0	0	200	0	0
3230	Manorial Land (Pace Petroleum)	15,000	15,000	15,000	11,250	0	0	15,000	0	0
3290	Miscellaneous Income	0	0	0	6,000	0	0	0	0	0
	Total Income	334,950	334,716	331,055	332,315	0	0	15,200	0	0
4100	Salaries/Superann/Nl	21,000	15,500	17,000	11,362	0	0	17,300	0	0
6405	Christmas Late Night Shopping	1,000	0	1,000	130	0	0	1,000	0	0
6407	Xmas Lights/Trees	2,500	1,247	3,200	1,252	0	0	15,000	0	0
6418	Equipment	2,500	784	0	0	0	0	0	0	0
6460	Streetscene	5,000	3,875	5,000	10,659	0	0	0	10,000	0
6461	HGV signs	0	0	8,000	0	0	0	0	8,000	0
6462	Grit Bins/Snow	1,000	493	1,000	0	0	0	3,500	0	0

Continued on next page

**Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)**

15:04

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6490	Trees/Flower Beds Middle Row	2,500	465	2,500	258	0	0	2,500	0	0
6495	Street Furniture	3,000	2,498	3,000	2,364	0	0	3,000	0	0
6498	Contingency Fund	46,055	25,479	10,000	-1,394	0	0	10,000	0	0
7500	Legal & Professional Fees	0	0	45,000	14,445	0	0	29,000	0	0
7720	Other Miscellaneous Expenses	1,550	2,055	1,250	1,132	0	0	1,250	0	0
	Overhead Expenditure	86,105	52,396	96,950	40,208	0	0	82,550	18,000	0
	102 Net Income over Expenditure	248,845	282,321	234,105	292,107	0	0	-67,350	-18,000	0
6000	plus Transfer from EMR	0	0	0	6,200	0	0	0	0	0
	Movement to/(from) Gen Reserve	248,845	282,321	234,105	298,307	0		(67,350)		
104	Youth									
5322	Expenses	0	0	0	0	0	0	0	19,215	0
	Overhead Expenditure	0	0	0	0	0	0	0	19,215	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
200	Mayors Allowance									
7200	Hospitality & Entertaining	3,000	0	3,000	1,258	0	0	3,000	0	0
7690	Mayors Allowance	2,750	125	2,800	124	0	0	2,800	0	0
	Overhead Expenditure	5,750	125	5,800	1,382	0	0	5,800	0	0
	Movement to/(from) Gen Reserve	(5,750)	(125)	(5,800)	(1,382)	0		(5,800)		
	Finance & resources - Income	341,000	350,218	337,105	345,249	0	0	20,251	0	0
	Expenditure	204,900	189,612	230,050	130,237	0	0	255,804	37,215	0
	Net Income over Expenditure	136,100	160,606	107,055	215,012	0	0	-235,553	-37,215	0

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**Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)**

	<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
plus Transfer from EMR	0	0	0	6,200	0	0	0	0	0
less Transfer to EMR	0	0	0	12,810	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>136,100</u>	<u>160,606</u>	<u>107,055</u>	<u>208,402</u>	<u>0</u>		<u>(235,553)</u>		

**Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)**

15:04

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community</u>										
<u>101</u>	<u>Grants</u>									
7670	Grants-Voluntary Organisations	26,000	26,900	26,000	5,000	0	0	26,000	0	0
7680	Youth Council	1,000	0	0	0	0	0	1,500	1,000	0
	Overhead Expenditure	27,000	26,900	26,000	5,000	0	0	27,500	1,000	0
	Movement to/(from) Gen Reserve	(27,000)	(26,900)	(26,000)	(5,000)	0		(27,500)		
<u>110</u>	<u>Town Hall</u>									
3115	Lettings Income	23,000	396	16,000	15,476	0	0	26,000	0	0
3140	WODC Water Rates Contrib	200	110	200	81	0	0	100	0	0
3290	Miscellaneous Income	100	0	3,000	0	0	0	0	0	0
	Total Income	23,300	506	19,200	15,558	0	0	26,100	0	0
4100	Salaries/Superann/NI	23,000	10,478	19,500	14,142	0	0	19,800	0	0
5140	Promotion	500	0	1,500	0	0	0	1,500	0	0
5210	Telephone	300	120	300	373	0	0	630	0	0
6110	Heat and Light	7,500	4,880	5,750	4,153	0	0	6,000	0	0
6130	Water & Sewerage	650	201	670	178	0	0	680	0	0
6210	Rates	10,000	10,230	10,000	7,674	0	0	10,230	0	0
6220	Use 7650	3,750	2,777	0	0	0	0	0	0	0
6230	Window Cleaning	800	525	800	620	0	0	800	0	0
6240	Alarm/Fire Extinguisher Insp	1,500	1,435	1,500	1,870	0	0	1,600	0	0
6310	Cleaning / Sanitary Expenses	1,000	570	1,000	859	0	0	1,500	0	0
6330	Waste Disposal	650	529	600	555	0	0	600	0	0

Continued on next page

**Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)**

15:04

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6400	Repairs	7,500	3,756	10,000	1,450	0	0	10,000	20,000	0
6408	New Equipment	3,500	52	1,500	0	0	0	2,500	0	0
7610	Licences	755	941	735	405	0	0	800	0	0
7650	Insurance	0	0	3,750	2,834	0	0	3,000	0	0
7720	Other Miscellaneous Expenses	1,250	652	750	190	0	0	500	0	0
	Overhead Expenditure	62,655	37,145	58,355	35,302	0	0	60,140	20,000	0
	Movement to/(from) Gen Reserve	(39,355)	(36,639)	(39,155)	(19,745)	0		(34,040)		
120	<u>Greystones</u>									
3110	Rents Receivable	2,040	2,040	2,040	1,000	0	0	2,040	0	0
3111	Rugby Club Right Of Access	175	175	175	175	0	0	175	0	0
	Total Income	2,215	2,215	2,215	1,175	0	0	2,215	0	0
6210	Rates	350	37	375	42	0	0	375	0	0
6400	Repairs	7,500	1,568	2,500	0	0	0	2,500	0	0
7650	Insurance	300	300	300	227	0	0	300	0	0
	Overhead Expenditure	8,150	1,905	3,175	269	0	0	3,175	0	0
	Movement to/(from) Gen Reserve	(5,935)	310	(960)	906	0		(960)		
130	<u>Cemetery</u>									
3190	Interments & Memorials	9,000	11,295	11,000	8,604	0	0	11,200	0	0
3191	Grave Purchase	2,000	4,284	3,500	3,530	0	0	4,000	0	0
	Total Income	11,000	15,579	14,500	12,134	0	0	15,200	0	0
3192	Use 3193	0	-52	0	0	0	0	0	0	0

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)

15:04

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6130	Water & Sewerage	60	27	20	69	0	0	100	0	0
6210	Rates	800	1,094	800	943	0	0	1,000	0	0
6400	Repairs	1,000	0	1,000	200	0	0	1,000	0	0
6465	Contract	12,500	10,916	12,500	8,748	0	0	12,500	0	0
6471	Skips for cemetery	600	510	600	180	0	0	600	0	0
7650	Insurance	600	600	600	454	0	0	600	0	0
7720	Other Miscellaneous Expenses	2,500	492	500	131	0	0	500	0	0
	Overhead Expenditure	18,060	13,587	16,020	10,725	0	0	16,300	0	0
	Movement to/(from) Gen Reserve	(7,060)	1,992	(1,520)	1,409	0		(1,100)		
140	<u>Closed Churchyard</u>									
6400	Repairs	1,000	1,127	1,000	1,212	0	0	1,500	0	0
6468	Maintenance incl. drains	1,000	3,827	1,000	1,114	0	0	3,700	0	0
	Overhead Expenditure	2,000	4,954	2,000	2,326	0	0	5,200	0	0
	Movement to/(from) Gen Reserve	(2,000)	(4,954)	(2,000)	(2,326)	0		(5,200)		
151	<u>Recreation</u>									
3290	Miscellaneous Income	0	1,780	0	0	0	0	0	0	0
	Total Income	0	1,780	0	0	0	0	0	0	0
6200	Rent	1,000	1,000	1,000	1,000	0	0	1,000	0	0
6400	Repairs	4,000	2,642	4,500	1,669	0	0	4,500	0	0
6410	New Equipment	30,000	24,104	10,000	7,499	0	0	5,000	25,000	0
6413	Sports Awards	500	0	500	0	0	0	500	0	0
6420	Litter/Dog Bin Emptying	5,750	5,402	6,500	3,213	0	0	6,500	0	0

Continued on next page

**Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)**

15:04

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6421	Skate Park Expenditure	2,365	0	0	0	0	0	0	0	0
6465	Contract	5,200	6,529	5,200	5,426	0	0	5,200	0	0
7100	Travel & Subsistance	0	0	20	0	0	0	0	0	0
7650	Insurance	2,600	2,600	2,700	2,700	0	0	2,700	0	0
7720	Other Miscellaneous Expenses	1,000	5,701	1,000	294	0	0	1,000	0	0
	Overhead Expenditure	52,415	47,978	31,420	21,801	0	0	26,400	25,000	0
	Movement to/(from) Gen Reserve	(52,415)	(46,198)	(31,420)	(21,801)	0		(26,400)		
160	<u>Events</u>									
6414	Annual Events	0	0	0	0	0	0	9,500	0	0
6419	Occasional Events	0	0	0	0	0	0	2,500	0	0
	Overhead Expenditure	0	0	0	0	0	0	12,000	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		(12,000)		
180	<u>Pool Meadow</u>									
6417	Maintenance	2,000	1,603	3,000	120	0	0	7,000	0	0
	Overhead Expenditure	2,000	1,603	3,000	120	0	0	7,000	0	0
	Movement to/(from) Gen Reserve	(2,000)	(1,603)	(3,000)	(120)	0		(7,000)		
185	<u>Millennium Garden</u>									
6417	Maintenance	0	0	0	11	0	0	0	0	0
6465	Contract	2,200	1,221	2,300	885	0	0	1,500	0	0
	Overhead Expenditure	2,200	1,221	2,300	896	0	0	1,500	0	0
	Movement to/(from) Gen Reserve	(2,200)	(1,221)	(2,300)	(896)	0		(1,500)		

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)

15:04

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
186	<u>War Memorial</u>									
6465	Contract	0	0	200	0	0	0	200	0	0
6470	War Memorial	500	22	500	400	0	0	500	0	0
	Overhead Expenditure	500	22	700	400	0	0	700	0	0
	Movement to/(from) Gen Reserve	<u>(500)</u>	<u>(22)</u>	<u>(700)</u>	<u>(400)</u>	<u>0</u>		<u>(700)</u>		
	Community - Income	36,515	20,080	35,915	28,867	0	0	43,515	0	0
	Expenditure	174,980	135,315	142,970	76,839	0	0	159,915	46,000	0
	Movement to/(from) Gen Reserve	<u>(138,465)</u>	<u>(115,235)</u>	<u>(107,055)</u>	<u>(47,972)</u>	<u>0</u>		<u>(116,400)</u>		
	Total Budget Income	377,515	370,298	373,020	374,116	0	0	63,766	0	0
	Expenditure	379,880	324,928	373,020	207,076	0	0	415,719	83,215	0
	Movement to/(from) Gen Reserve	<u>(2,365)</u>	<u>45,370</u>	<u>0</u>	<u>167,040</u>	<u>0</u>		<u>(351,953)</u>		
	plus Transfer from EMR	0	0	0	6,200	0	0	0	0	0
	less Transfer to EMR	0	0	0	12,810	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(2,365)</u>	<u>45,370</u>	<u>0</u>	<u>160,430</u>	<u>0</u>		<u>(351,953)</u>		

Agenda item 11

Formally setting the precept for 2022/23

The Council currently collects £115.09 for Band D Council Tax which will give the Council a total precepted income of £324,621.

The budget which includes requirements identified by Committees and which has been considered by Finance Committee is for expenditure of £351,953. This would represent an increase of £27,332.

In order to meet the increase the council can either:

- a. Approve an increase of 8.4% (£9.69) £124.78 per year to cover the total increase with precepted income or;
- b. Use £27,332 from the General reserve and not increase council tax precept at all. It is important to note that a higher level of precept is going to be needed in coming years and so taking all from the general reserves each year will likely leave Council facing the same dilemma year on year. Or;
- c. Approve a 5% increase in precept of £6.33 from £115.09 to £121.42 per year which will provide an extra income of £17,854.35 and use the remaining £9477.65 from the Council's General reserves to meet the total £27,332 needed.

The Council currently has £462,727 in the General Reserves. It is recommended that a Council keep 50% of its annual expenditure in reserves (£176,000). The Finance and Resources Committee Resolved to earmark £210,000 of the General Reserves for Town Hall restoration and a £20,000 recreation fund.

This leaves £56,727 in the General Reserve not yet allocated.

Chipping Norton Town Council

Internal Audit Report: Interim 2021-22

Adrian Shepherd-Roberts

Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance & Accountability Return (AGAR). Auditing Solutions Ltd has provided this service to Chipping Norton Town Council since 2018-19.

This report sets out the work undertaken in relation to the 2021-22 financial year to date which was completed by 10th December 2021. Due to the impact of the Covid-19 pandemic, we have again undertaken our initial review for the year remotely. We wish to thank the Finance Officer who undertook a significant volume of work to assist in the process, providing all necessary additional documentation in electronic format to facilitate completion of our review. We have, in the circumstances, reduced, in some areas, the volume of transactions examined, whilst still ensuring governance and financial controls remain effective.

Internal Audit Approach

In conducting our review for 2021-22, we have had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover, as applied to all clients, is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over several internal control objectives.

Overall Conclusion

The work undertaken this year, to date, on the Council's accounting and other records is set out in the following detailed report.

We have concluded that, on the basis of the programme of work undertaken this year, the Council has again maintained more than adequate and effective internal control arrangements. We are pleased to the quality of the accounting records maintained by the Finance Officer and thank her for her assistance, which has ensured the smooth progress of our review process.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbooks and financial ledgers maintained in-house by the Accounts Officer. The Council's records are maintained using the RBS Omega software, which is a market leader and used by many our clients across the country.

One bank account is in use with Unity Bank. A further cashbook is also in use to record all petty cash account transactions.

To assess the adequacy, accuracy and appropriateness of transactions for 2021-22, we have:

- Ensured the accurate carry forward of the prior year closing balances, as reported in the year's AGAR, as opening balances in the accounting software for 2021-22;
- Ensured that an appropriate coding structure is in place to facilitate reporting of budgetary performance throughout the year;
- Ensured that the Omega ledgers remain in balance at the financial year-end;
- Checked and agreed transactions on the Current account for April 2021 and October 2021 by reference to supporting bank statements;
- Verified the accuracy of bank reconciliations on the Current, and Petty Cash accounts as at 30th April and 31st October 2021; and
- Previously examined and considered the robustness of the Council's IT back-up and restore arrangements, noting that regular back-ups occur to an external hard drive which is taken off site daily, also noting that periodic attempts are and have been made to successfully restore data.

Conclusions

We again wish to commend the Finance Officer on the way the financial records are maintained which has simplified our review process with no significant issues arising in this area. We will undertake further work at our year-end review.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and Financial Regulations (FRs) and that, as far as we are reasonably able to ascertain, given that we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. We also aim to ensure that appropriate policies, procedures and protocols are in place to prevent and provide a reasonable assurance of the detection of any fraudulent or corrupt activity.

We have examined the Council and Standing Committee minutes for 2021-22 meetings as posted on the Council's website to establish whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability and are pleased to record that no such concerns exist currently.

Conclusions and recommendation

The Council has reviewed both the Financial Regulations and the Standing Orders. We shall continue to monitor the Council's approach to governance at future visits.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

In order to confirm the effectiveness of the control and governance arrangements over payments, we have selected a sample of individual payments processed during the financial year to date.

We also note that VAT returns continue to be completed in a timely and accurate manner, with electronic "on-line" submission now in place, in line with HMRC requirements. We have examined the quarterly reclaims to September 2021 confirming that the detail correlates to that in the Omega VAT control account.

Conclusions

We are pleased to record that no significant issues have been identified in this area. We will undertake further work at our interim final review.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We are pleased to note the existence of a register of potential risks facing the Council, also noting it will again be considered in February 2022.

We have examined the Council's 2020-21 insurance policy schedule with Zurich, noting that Employer's, Public and Hirer's Liability cover are in place at £10 million, £15 million and £2 million respectively, together with Fidelity Guarantee (FG) cover currently at £1 million.

Conclusions

No issues arise in this area warranting formal comment or recommendation. We will undertake further work at our final review.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

The Council will commence consideration of the 2022-23 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2022-23 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

The Council receives income primarily by way of the annual precept, together with burial and associated fees, room hire fees at the Town Hall, rent and access rights at Greystones, receivable interest and VAT recoveries, together with other miscellaneous receipts.

- We note that the schedules of Council's fees and charges were reviewed for the Cemetery, for 2021-22 having been formally considered by the relevant committee and Full Council in April 2021.
- As noted elsewhere in this report, we have tested a sample of cashbook receipts from Omega records to relevant bank statements for seven months;
- We have also reviewed a sample of the burial records and relevant nominal ledger and acknowledge that the records are maintained in a satisfactory manner; and
- Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant long-standing debts exist of which officers and members are unaware

Conclusions

We have not reviewed the Cemetery or the hall hires at this initial review. We will undertake a review of some of these income generating areas at our final review,

Petty Cash Account

Our aim in this area is to ensure that appropriate controls are in place; that all expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks are properly recorded.

We have not physically checked the cash but have reviewed the holding from the information that we have been provided. As we are working remotely, we suggest that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. This should be minuted accordingly.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process. We will undertake further work at our final review.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that salaries are paid in line with the Council approved pay rates and that extant legislation is being appropriately observed as regards adherence to the requirements of HMRC legislation in relation to the deduction and payment over of income tax and NI contributions.

We note that the Council's payroll is managed in-house agreeing detail of the gross salaries paid to them by reference to the August 2021 payslips.

We have also checked the accuracy of tax, NI and pension deductions to each for August 2020 by reference to relevant HMRC and Pension Fund Administrators deduction tables with no issues arising. We are also pleased to note that, where staff work variable hours, appropriate time sheets are prepared and certified by the Town Clerk as appropriate for payment.

Conclusions

We are pleased to report that no issues arise in this area warranting formal comment or recommendation.

Investments and Loans

The Council has no long-term investments, surplus funds being held currently with Unity Bank.

The Council has no loans in place either repayable by itself or to it from external bodies: consequently, nil values will be reported in the relevant boxes of Section 2 of the year's AGAR.

Conclusions

No issues arise in this area. We will undertake further work at our final review.

Agenda item 13 - Proposed Calendar of meetings 22/23

Chipping Norton Town Council operates six Council and Committee cycles per municipal year. Last year the Clerk attempted to work Committee meetings around the traditional approach of holding Full Council meetings on the third Monday of a month. This worked fine before a committee structure was in place, but no longer meets the needs of a Council that functions through a Committee Cycle.

For example – last year Council had to hold an extraordinary meeting of Full Council to approve the AGAR within the lawful timeframe, and this Full Council meeting is being held later than a budget/precept setting meeting should be. We also had some cycles of Council where two of the same committees were held before a Full Council meeting, which is not advised as Full Council should be ratifying the minutes of each committee before another meeting is held.

It is also wise to plan Sub-Committee and William Fowler Allotments board meetings in for the year ahead, because it means that Staff and Councillors can put the dates in the diary and meetings can be planned for proactively, as opposed to trying to fit them in as we go. Where needed, the Finance and Resources Committee can adjourn to confidential session to hold Staffing-Sub Committee meetings as opposed to holding separate meetings. If an urgent matter arises a Staffing Sub-Committee meeting can be called and held via video link.

This proposal puts all Council and Committee meetings on a Wednesday – which means that Councillors and Staff can plan to block out a consistent evening, as opposed to having to juggle different ones across the year.

Traffic Advisory Sub-Committee meetings remain on a Thursday.

Where possible Council cycles rolling weekly for committees, with a week's break before and after Full Council meetings to provide time to publish draft minutes and work through resolutions. This is not possible for the first two cycles, but is the rest of the year.

You will see from the 'at a glance' calendar provided, that the Clerk has avoided, where possible, all School and Bank Holidays, and ensured that each cycle is completed before another starts.

NB. One cycle of Council = Community Committee, followed by Strategic Planning, followed by Finance and Resources, followed by Full Council.

The Clerk is also proposing that Council consider whether it would be wise to move the current start time of 7:15pm to an earlier time to ensure that long meetings do not go on too late into the evening. This would be hugely beneficial to office staff who continue to work through from the daytime, but it may be that the later time is better for Councillors who work during the day. The earliest a Council or Committee meeting should start is 6pm.

- The Annual meeting of Council (Election of Mayor for 22/23) is set for Monday 16th May 2022 at 7:15pm. **This has already been agreed.**

The proposed meeting dates are as follows – Key Full Council meetings have been noted.

Community Committee	25th May 2022	29th June 2022	7th September 2022	9th November 2022 (Budget setting)	18th January 2023	15th March 2023
Strategic Planning Committee	8th June 2022	6th July 2022	14th September 2022	16th November 2022 (Budget Setting)	25th January 2023	22nd March 2023
Finance and Resources Committee (to adjourn for Staffing Sub-Committee where needed)	15th June 2022	13th July 2022	21st September 2022	23rd November 2022 (Budget proposal)	1st February 2023	29th March 2023
Council	22nd June 2022 (AGAR)	20th July 2022	5th October 2022	7th December 2022 (AGREE BUDGET & DECLARE PRECEPT)	22nd February 2023 (AGREE 23/24 Calendar of meetings)	19th April 2023

Traffic Advisory Sub-Committee (Four meetings per year – two evening online and two in person during the daytime)	14th July 2022 Online evening	9th September 2022 Town Hall, 2pm	12th January 2023 Online evening	27th April 2023 Town Hall, 2pm
William Fowler Allotments Board Meetings (Quarterly)	11th May 2022	12th October 2022 AGM	11th January 2023	26th April 2023

Council should also agree the date for the Annual Meeting of the Town. This is not a Council meeting, but a meeting of the electorate hosted by the Town Council. Due to Covid restrictions Chipping Norton held a similar meeting in October. The Local Government Act states that these meetings should be held between the 1st March and 1st June of each year. Therefore this calendar has a proposed date for this year, and one for 2023. Council will need to use the Upper Hall, and therefore these meetings will be held on a Monday.

Annual meeting of the Town proposed dates:

23rd May 2022

8th March 2023

The final meeting to agree is the first meeting of Council after the 2023 elections – which is where the Mayor will be elected for municipal year 23/24.

- Monday 17th May 2023

Recommendations:

1. That Council review the current start time of Council and Committee meetings and agree a time between 6pm and 7:15pm that works best on balance.
2. That Council approve and adopt the proposed calendar of meetings for municipal year 22/23.

		2022							2023					
		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
Mo					1									Mo
Tu					2			1						Tu
We		1			3			2			1 Finance and Resources Ctte	1		We
Th		2 Spring Bk Hol.			4	1		3	1		2	2		Th
Fr	1	3 Platin. Jubilee	1		5	2		4	2		3	3		Fr
Sa	2	4	2		6	3	1	5	3		4	4	1	Sa
Su	3	1	5	3	7	4	2	6	4	1 New Year's Day	5	5	2	Su
Mo	4	2 Early May BH.	6	4	8	5	3	7	5	2 Substitute day	6	6 Annual meeting of the town	3 Easter Holidays	Mo
Tu	5	3	7	5	9	6	4	8	6	3	7	7	4	Tu
We	6	4	8 Strategic Planning Ctte	6 Strategic Planning Ctte	10	7 Community Ctte	5 Full Council	9 Community Ctte	7 Full Council	4	8	8	5	We
Th	7	5	9	7	11	8	6	10	8	5	9	9	6	Th
Fr	8	6	10	8	12	9	7	11	9	6	10	10	7 Good Friday	Fr
Sa	9	7	11	9	13	10	8	12	10	7	11	11	8	Sa
Su	1	8	12	10	14	11	9	13	11	8	12	12	9	Su
Mo	1	9	13	11	15	12	10	14	12	9	Spring Half Term	13	10 Easter Monday	Mo
Tu	1	10	14	12	16	13	11	15	13	10	14	14	11	Tu
We	1	11 William Fowler Board Meeting	15 Finance and Resources Ctte	13 Finance and Resources Ctte	17 Planning Sub-Ctte	14 Strategic Planning Ctte	12 William Fowler Board meeting	16 Strategic Planning Ctte	14	11 William Fowler Board meeting	15	15 Community Ctte	12	We
Th	1	12	16	14 Traffic Advisory Sub-Committee	18	15	13	17	15	12 Traffic Advisory Sub-Ctte	16	16	13	Th
Fr	1	13	17	15	19	16	14	18	16	13	17	17	14	Fr
Sa	1	14	18	16	20	17	15	19	17	14	18	18	15	Sa
Su	1	15	19	17	21	18	16	20	18	15	19	19	16	Su
Mo	1	16 Annual meeting of the Council	20	18	22	19	17	21	19	16	20	20	17	Mo
Tu	1	17	21	19	23	20	18	22	20	17	21	21	18	Tu
We	2	18	22 Full Council	20 Full Council	24	21 Finance and Resources	19	23 Finance and Resources	Christmas Holidays	18 Community Ctte	22 Full Council	22 Strategic Planning Ctte	19 Full Council	We
Th	2	19	23	21	25	22	20	24	22	19	23	23	20	Th
Fr	2	20	24	22 Summer Holiday	26	23	21	25	23	20	24	24	21	Fr
Sa	2	21	25	23	27	24	22	26	24	21	25	25	22	Sa
Su	2	22	26	24	28	25	23	27	25	22	26	26	23	Su
Mo	2	23 Annual meeting of the Town	27	25	29 August Bk Hol.	26	24 October Half Term	28	26 Boxing Day	23	27	27	24	Mo
Tu	2	24	28	26	30	27	25	29	27 Substitute day	24	28	28	25	Tu
We	2	25 Community Ctte	29 Community Ctte	27	31	28	26	30	28	25 Strategic Planning Ctte		29 Finance and Resources Ctte	26 William Fowler Board meeting	We
Th	2	26	30	28		29 Traffic Advisory Sub-Ctte	27		29	26		30	27 Traffic Advisory Sub-Ctte	Th
Fr	2	27		29		30	28		30	27		31	28	Fr
Sa	3	28		30			29		31	28			29	Sa
Su		29		31			30			29			30	Su
Mo		Late Spring Half Term					31			30				Mo
Tu		31								31				Tu

Agenda item 14 – Planning Applications

1. APPLICATION NO: [21/03920/HHD](#) - 17 Ackerman Road Chipping Norton Oxfordshire
Conversion of existing garage to create bedroom.
2. APPLICATION NO: [21/04102/FUL](#) - 2B Horsefair Chipping Norton Oxfordshire
Internal alterations to convert the existing restaurant to a prayer room