



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne  
13th September 2021

## **SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Monday 20th September 2021

TIME: 7:15pm

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

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](mailto: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 19th July 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. William Fowler Allotments Competition**

To present awards to the 2021 allotment competition winners.

#### **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 minutes of the following meetings and consider any related recommendations.

- a. Planning Sub-Committee held on 18th August 2021
- b. Finance and Resources Committee held on 1st September 2021
- c. Strategic Planning Committee held on 8th September 2021
- d. Community Committee held on 15th September 2021
- e. Traffic Advisory Sub-Committee held on 16th September

#### **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. Councillor Code of Conduct**

To receive and adopt the Councillor Code of Conduct

#### **12. Motion to Support the Climate and Ecological Emergency Bill**

Proposed by Cllr Whitmill

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

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

#### **This Council resolves to:**

- i. Support the Climate and Ecological Emergency Bill;
- ii. Write to our local MP urging them to support the Bill, or thanking them for doing so; and
- iii. Notify the [CEE Bill Alliance](https://www.joinus@ceebill.uk) of this motion - [joinus@ceebill.uk](mailto:joinus@ceebill.uk)

#### **13. Council Policies**

To receive and adopt the following policies as recommended by the Finance and Resources Committee:

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

**14. Special Dispensation**

To receive a special dispensation request from Cllr Coles in relation to attendance of Council meetings

**15. Membership of Planning Sub-Committee**

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

**16. Annual Town Meeting**

To receive an update on plans regarding the meeting of the town to be held on Monday 4th October 2021.

**17. Christmas Lights**

To note an update report regarding the Council's Christmas Lights Scheme 2021

**18. Date of the next meeting of Full Council – Monday 15th November 2021**



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TOWN CLERK: Luci Ashbourne

Minutes of a meeting of **Chipping Norton Town Council** held in Chipping Norton Town Hall on **Monday 19th July 2021**

The following members were present:

Cllr G Mazower (Town Mayor)  
Cllr C Butterworth  
Cllr S Coleman (Deputy Town Mayor)  
Cllr R Fisher  
Cllr J Graves  
Cllr D Heyes  
Cllr L Tuckwell  
Cllr M Walker  
Cllr N Whitmill

Also in attendance

Luci Ashbourne, Town Clerk

Cllr Mike Cahill (WODC)

Cllr Geoff Saul (WODC and OCC)

Four members of the public

**25. Apologies for absence**

Apologies for absence were received from Cllrs Coles, Bradley, Foakes and Poole.

**26. Declaration of interests**

There were no declarations.

**27. Minutes**

**RESOLVED:** That the Minutes of the Extraordinary Council meeting held on 15<sup>th</sup> June 2021 are approved as an accurate record and signed by the Mayor.

**28. Public Participation**

No members of the public asked to participate.

**29. West Oxfordshire District Councillors' update**

Cllr Cahill noted that:

- The redundant air-quality monitoring box has finally been removed.
- WODC will be giving £4,000 to the Town Council to spend on parking.
- WODC Environment Committee have been focused on flooding in Witney, plastic waste and carbon reduction, and how the Committee can contribute to conversations around developments such as ECN to ensure that environmental issues are prioritised.

Members enquired about what the parking fund criteria and deadlines are. The Clerk confirmed that the funds can be spent on anything related to parking within a two year deadline.

Cllr Saul confirmed that the next Uplands Planning Committee will include considerations for the plans for The Branch, and that the current recommendation is for deferral and site visit due to the fact the building is historical. The Boutique Cinema will also be looked at, and the recommendation is that it should be

approved. Cllr Saul confirmed that after the site visit, the application will come back to a meeting in August or September 2021.

### **30. Oxfordshire County Councillor's update**

Cllr Saul updated members re:

- Covid-19: Cases are doubling in West Oxfordshire.
- East Chipping Norton: Attended a meeting with OCC officers and Cabinet member for Finance. The outcomes were:
  - OCC have agreed to meet with all landowners and stakeholders with a view to agreeing a comprehensive masterplan.
  - It was agreed that there should be public consultation from OCC regarding this.
  - Tension between Cala Homes and OCC is due to different agendas.
- Meeting with Transport officers – discussing rerouting HGVs, traffic in Chipping Norton, and improving the public realm; looking at what will go into the County Transport plan and Active travel.
- OCC has Gov't funding to promote 20mph zones in the County. Although the town has a 20 mph zone, it may be worth looking at expanding it. Cllr Walker asked what the feeling is at OCC re. the 20's Plenty campaign. Cllr Saul reassured members that Cabinet are very keen to roll out 20mph zones. Cllr Heyes asked about policing and enforcement of 20mph zones and that he had noticed the lack of it.
- ECN – Awareness of the issues with the health centre. The previous SPD had an area specifically marked out for expansion. OCC are keen, but they would expect the health centre to make a positive needs case.  
Cllr Heyes updated members about ECN since the legal challenge to the SPD from the developers. A meeting has been held with planning officers at WODC, and the plan is for all of the stakeholders to come together and agree a masterplan. Meeting will be held between CNTC and OCC in order to understand their position.  
Section 106 was flagged, with the suggestion that the Town Council should start talking about S106 priorities. This should be on the agenda for the next Council meeting.

### **31. Committee Minutes**

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

- a. Community Committee held on 23rd June 2021. Cllr Butterworth questioned how a drone survey could identify the problem. The Clerk reassured members that conducting a roof survey by drone is now commonplace and cost-effective as an alternative to erecting scaffolding.
- b. Staffing Sub-Committee held on 14th July 2021  
**RESOLVED:** That all recommendations from the Staffing Sub-Committee are approved unanimously.

### **32. Queen's Platinum Jubilee**

The Queen's Platinum Jubilee will be celebrated between 2nd and 5th June 2022. Members heard that it would be prudent for Council to approve membership of a Task and Finish Group to work in consultation with other community groups to scope an initial plan and a proposed budget to be referred to Community Committee.

The Mayor confirmed that she had a conversation with the Lady Lieutenant regarding the Green Canopy project which the Queen is promoting. Members agreed that the Town Council should work with the Town Festivals Committee.

**RESOLVED:** That Cllrs Graves, Tuckwell, Whitmill, and Coleman are members of the Queen's Platinum Jubilee Task and Finish Group.

### **33. Health and Safety – Memorial Safety Management**

Members received a report from the Clerk regarding memorial safety management of the Worcester Road Cemetery and the Closed Churchyard.

**RESOLVED:** That a memorial safety plan will be put in place, with a rolling budget of £2,600 per year, over three years for memorial inspections, and; that the Council delegate authority to The Clerk of £50 per memorial repair where needed. Running total to be brought to Community Committee for monitoring.

#### **34. Grants to Voluntary Bodies Policy**

Members received the following proposed addition to the criteria section of the Grants to Voluntary Bodies Policy proposed by Community Committee:

*"The Council will also consider assistance in kind, such as use of rooms at reduced or free rent within these terms of grant-aid"*

**RESOLVED:** That the policy be updated to include the proposed wording.

The Clerk also noted that the policy had not been updated in line with the new committee structure or Council's calendar, and that as Council do look at ad-hoc requests during the year, there should be a caveat in the policy to reflect this.

**RESOLVED:** That ad-hoc grant giving should come out of the main grant pot for this year, and that setting up a separate budget is considered for 2022/23 and; that the Grants to Voluntary Bodies Policy is amended to:

##### ***Process***

*All grant requests are to be made to the Town Clerk by 25th September each year. Applications are considered at a Grants to Voluntary Bodies meeting in October where each application will be treated on its own merits and recommendations be sent to the next Community Committee for agreement and resolution.*

*NB. Council may consider applications on an ad-hoc basis if the circumstances are urgent and time sensitive.*

#### **35. Grant request from Thrive**

To receive and consider a grant request from Thrive. The Mayor talked through the request and shared the need – in particular for school uniforms. Members endorsed supporting the request. Cllr Whitmill stressed that some joined up support through the PTA would be good. Members agreed that the office would need to look at audited accounts, and that funds be ring fenced for need in Chipping Norton Town.

**RESOLVED:** That Cllr Whitmill speak to Chipping Norton and Holy Trinity PTA about the issue re. expensive branded uniforms, and; that subject to scrutiny of audited accounts, the Council support Thrive North Oxfordshire with a grant of £5,000.

#### **36. Wheeled sports**

Cllr Whitmill proposed forming a Wheeled Sports Task and Finish Group to scope out ideas and potential for a wheeled sports facility in Chipping Norton. Members shared the history of previous ideas and plans, and welcomed this being back on the agenda.

**RESOLVED:** That Cllrs Whitmill, Tuckwell, Coleman, Fisher, and Holmes are members of the Wheeled Sports Task and Finish Group.

#### **37. 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.

#### **38. Christmas lights 2021**

Members received four designs and quotations for a professional Christmas Lights display for 2021. At the discretion of the Chair this was moved up the agenda in order that members who need to leave can take

part in the debate. Members discussed the proposed budget of £22,500, and how to balance costs while meeting complex health and safety requirements.

*At this point the meeting it was noted that two hours had elapsed and the meeting agreed to Suspend Standing Orders in order to allow the meeting to continue for a further 30 minutes.*

*Cllr Tuckwell left the meeting at 9:35pm.*

Cllr Mazower proposed a reduced budget of £15,000. Cllr Butterworth asked for a named vote to be put on the record:

The proposal was carried with 6 votes for, and 2 against:

For. Cllrs Mazower, Whitmill, Graves, Fisher, Coleman, and Heyes.

Against. Cllrs Walker and Butterworth.

**RESOLVED:** Budget of £15,000 approved for the 2021 Christmas Lights display. Final design decision delegated to Cllrs Mazower, Coleman and Graves.

### **39. The Guildhall**

Members received the Energy Performance Certificate for the Guildhall and noted that the EPC rating is F. Members agreed that a meeting with The Meanwhile Project would be a useful next step.

**RESOLVED:** That along with The Clerk, Cllrs Whitmill, Mazower and Coleman will meet with The Meanwhile Project to discuss potential at the Guildhall.

### **40. Confidential minutes**

There were no confidential minutes to approve.

### **41. Date of the next meeting of Full Council – Monday 20<sup>th</sup> September, 7:15pm.**



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TOWN CLERK: Ms L Ashbourne

Minutes of the Planning Sub-Committee held online and via zoom video conference  
on Wednesday 18<sup>th</sup> August 2021 at 7.00 pm.

The following members were present:

Cllr Heyes (Chair)

Cllr Butterworth

Cllr Graves

Also in attendance:

Kay Linnington, Deputy Town Clerk

1 member of the public

1. **Notes of the comments of applications made by email**

**Resolved:** The comments were noted by the committee members.

2. **Apologies for absence**

There were no apologies for absence.

3. **Public participation**

**Resolved:** A resident gave his objections to planning application 21/02515/FUL Toy Lane – these were noted by the members of the committee.

4. **Declarations of Interest**

There were no declarations.

5. **Applications for consideration:**

**[21/02390/HHD](#) – 61 The Leys**

Conversion of existing rear outhouse to habitable dining area, utility room and wc.

**Comments**

**No objection**

**[21/02439/S73](#) – 8 West Street**

Removal of part VII of condition 6 as site waste management plan no longer a legal requirement and the variation condition 9 to enable the surface water drainage scheme to relate to the extension to the rear of unit 3 and construction of annex/coach house. Both of planning permission [18/03554/FUL](#)

**Comments**

**No objection**

**[21/01923/LBC](#) – Land South of Banbury Rd**

Replace listed pillars

**Comments**

**No objection**



**21/01050/HHD – 4 Burford Rd**

Porch extension to front, a loft conversion, including insertion of dormer window. Multiple roof lights, changes to exterior facade, and new landscaping and boundary treatments to garden.

**Comments**

**No objection**

**21/02515/FUL – Land off Toy Lane**

Erection of detached dwelling with off street parking and garden space.

**Comments**

The Town Council strongly object to this planning application. This is the third submission of essentially the same application.

Please see below our comments for the first two planning applications:

**18/00988/FUL**

The Town council object to this planning application as this is over development of the area. The proposed dwelling would be built up right up to the track so any scaffolding on site would block the access. There would be loss of car parking which is a problem throughout the town.

**20/03120/FUL**

The Town Council object to this planning application on grounds of overdevelopment - this is backland development that is inappropriate in this location. There is also concern that there were no site notices displayed for residents in the area.

**21/02515/FUL**

This is the third attempt to build a 3-bed house some 30ft high.

Privacy is a major concern for the neighbouring properties causing a huge loss of amenity for the other residents in the lane.

Another major concern is the traffic issue that will be made MORE problematic if 2 new parking spaces are created. There should be ½ metre either side of the lane for vehicles to pass safely this development will not conform to this requirement causing a problem for vehicles using the lane.

We note that there have been over 50 objections from the community to this planning application. The planning application should support the following policy which it will not do: - OS2 Policy – Any proposed development must be of an appropriate scale to the location. The proposed development must be compatible and not harmful and must not involve a loss of open space.

**The Great Panto Fun Run, Chipping Norton**

A consultation letter and relevant documents relating to the above application had been received. Any objections to be sent by **Tuesday 31 August 2021**.

Closure of Spring Street; from The Theatre Chipping Norton to its junction with Church Lane  
On Sunday 26 September 2021  
From 09:45 to 10:15

**Comments**

No objection – to be welcomed.

**6. Date of Next Meeting**

The date of the next meeting was to be arranged as applications are received.  
The meeting closed at 8.15 pm.

**Signed by the Chair: .....**



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Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Finance and Resources** Committee held in Chipping Norton Town Hall on  
**Wednesday 1<sup>st</sup> September 2021 at 7:15pm**

The following members were present:

Cllr S Coleman (Chair)

Cllr R Fisher

Cllr E Holmes (Vice-Chair)

Cllr G Mazower

Cllr R Poole

Also in attendance:

Luci Ashbourne, Town Clerk

Sonia Murgia, Finance Officer

## **FR16. Apologies for absence**

No apologies for absence were received.

## **FR17. Declarations of interest**

There were no declarations.

## **FR18. Minutes**

**RESOLVED:** That pending amending “that” to “the” and “Sheer” to “Sheet” on page two (minute FR8), that the minutes of the meeting held on the 26<sup>th</sup> May are approved as a correct record and signed by the Chair.

Members noted the minutes of the Staffing Sub-Committee held on 14<sup>th</sup> July 2021.

## **FR19. Public Participation**

No members of the public asked to participate.

## **FR20. Clerk’s Report**

Members received the Town Clerk’s report and related recommendations. The Clerk shared a letter of engagement from the Council’s current internal auditor, Audit Solutions. Due to all of the changes currently taking place in the organisation, the recommendation was that the Council continue with the same internal auditor for 2022/23 and revisit options next year.

**RESOLVED:** That the Council appoint Audit Solutions as the internal auditor for municipal year 2022/23.

The Finance Officer outlined that the Council need to open a savings account to start earning interest on reserves. The Council currently uses CCLA for the William Fowler Allotment Trust, and

they are well respected in the sector. In line with instruction from the last Committee meeting, the Finance Officer shared their ethical policy. Members were then asked to consider whether to open a savings account with CCLA, or to look at other options. Members agreed that looking at other options would be prudent.

**RESOLVED:** That the Clerk and the Finance Officer research other ethical investment solutions and bring a report back to the next Committee meeting for consideration.

The Clerk raised the following matters regarding current budgets:

1. Following on from the RoSPA report, The Council have completed, or have instructed contactors to complete, a number of repairs in the play parks. This has meant that the proposed budget of £4,500 has now been exceeded. There are ongoing repairs, and issues with equipment getting broken as it is used.
2. At the last meeting of Full Council it was agreed that a grant of £5,000 would be awarded to Thrive North Oxfordshire. Committee should consider whether to move £5,000 over from General Reserves, in order that the agreed budget of £26,000 is available for the annual Grants to Voluntary Bodies allocations.

**RESOLVED:** The Committee recommends spending £2,000 from the New Equipment budget on equipment repairs, and; that the Council moves £5,000 from General Reserves into the Grants to Voluntary Bodies Budget.

#### **FR21. Income and Expenditure**

Members received detailed income and expenditure reports by budget heading, up to 24<sup>th</sup> August 2021. Members asked questions on variances on the budget. Staff training was noted as an overspend.

**RESOLVED:** That the Clerk brings a report on training back to the next Committee.

Members asked when the maintenance on the Middle Row beds will be carried out.

**RESOLVED:** That the Finance Officer looks at when the Contractor carries out the work.

Members discussed drainage at Greystones. Cllr Poole will send the Clerk the information.

#### **FR22. Schedule of Payments for approval**

**RESOLVED:** Members received and approved the schedule of payments.

#### **FR23. Forward Work Programme**

Members received an update of the Committee's Forward Work Programme. The Clerk informed members that once the new website is live a lot of the transparency items on the work programme will be completed.

The Health and Safety Audit is being worked through systematically, and there are five draft Council Policies for Committee to consider.

**RESOLVED:** That the following draft policies are sent to Full Council for adoption:

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

**FR24. 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 s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**FR25. Broadband in the Town Hall**

Members considered whether to renew the current contract or move to a new provider for Wi-Fi Broadband in the Town Hall.

**RESOLVED:** That the Council use STL Communications as the Broadband Provider in the Town Hall.

**FR26. Staffing Matters**

Members received a confidential report from the Town Clerk on staffing-related matters, and considered the related recommendations.

**RESOLVED:** That the Maintenance Operative receives essential car allowance (pro rata 30 hours), and; that the Clerk continues to receive mentoring through LGRC.

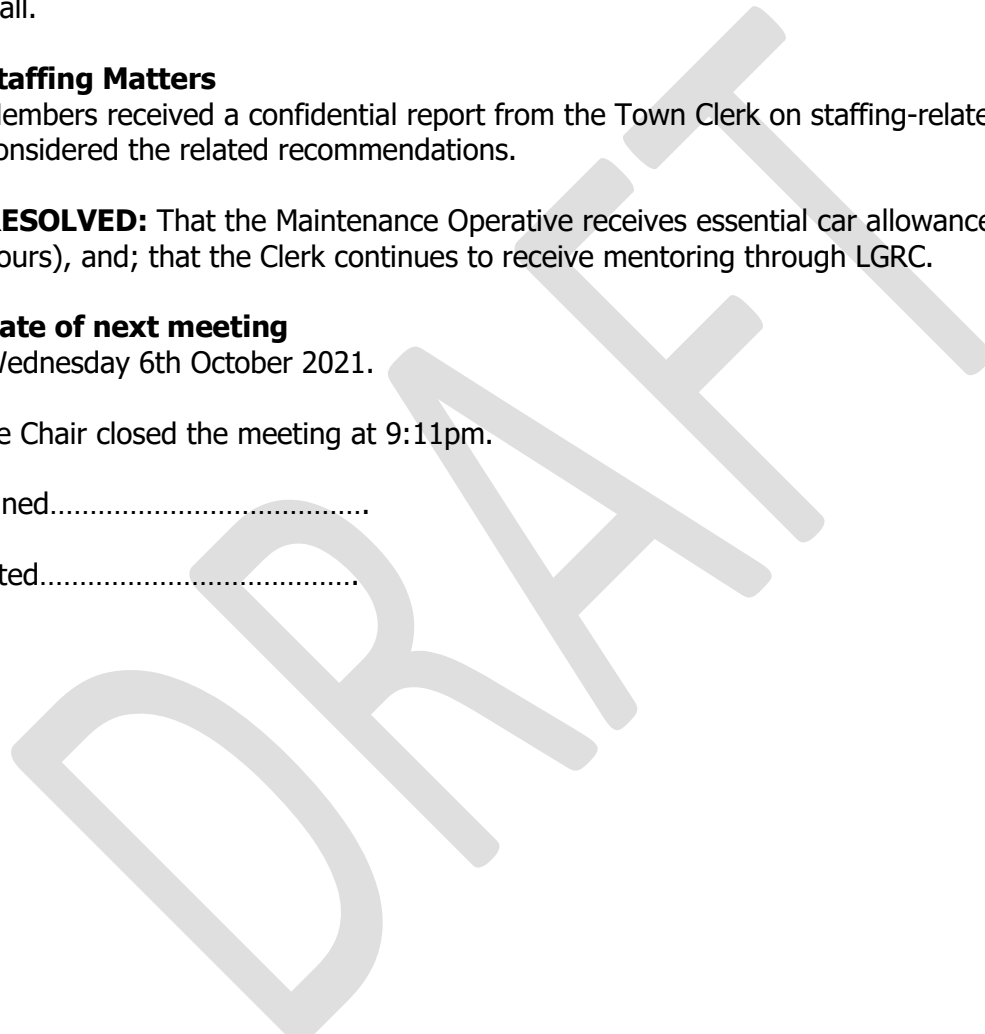
**FR27. Date of next meeting**

Wednesday 6th October 2021.

The Chair closed the meeting at 9:11pm.

Signed.....

Dated.....





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Minutes of a meeting of the **Strategic Planning Committee** held in Chipping Norton Town Hall on  
**Wednesday 8<sup>th</sup> September 2021**

The following members were present:

Cllr G Mazower (Chair)

Cllr C Butterworth

Cllr J Graves

Cllr D Heyes

Cllr E Holmes

Cllr A Miles

Cllr M Walker

Also in attendance:

Luci Ashbourne, Town Clerk

Cllr N Bradley

Two members of the public

## **SP15. Apologies for absence**

Apologies for absence were received from Cllrs Foakes and Whitmill.

## **SP16. Declaration of interests**

There were no declarations.

## **SP17. Minutes**

**RESOLVED:** That the Minutes of the Committee meeting held on 9<sup>th</sup> June 2021 are approved as a correct record and signed by the Chair.

Members enquired about the railings by the pedestrian crossing. The Clerk confirmed that these likely belong to OCC, and has emailed them about it.

**RESOLVED:** That the Clerk chases OCC regarding fixing/replacing the broken railings.

## **SP18. Public Participation**

No members of the public asked to participate.

## **SP19. East Chipping Norton Development Update**

Cllr Heyes confirmed that the ECN Vision Statement had been sent to the new OCC Cabinet. There was a really positive response which led to the Leader of the Council setting up a meeting with Cllr Heyes and Cllr Mazower. Cllr Heyes, Cllr Mazower, and County Cllr Saul had a meeting with Charles Maxlow-Tomlinson from OCC, who is the County Council's lead on investment and development



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work – he is clearly trying to get the best deal for OCC in terms of land sale and was pleased that the stakeholders were coming together.

The meeting with Cllr Leffman and Cllr Enright was an extremely positive meeting. Cllr Leffman made it clear that ECN was an opportunity to lead on how large developments in small towns should be done. A stakeholder meeting is going to be held at WODC on 21<sup>st</sup> September. The agenda hasn't been circulated yet, but it is hoped that it will be a placemaking meeting. Specific flags were: That the link road needs revisiting; the knitting together of the old and new; and issues affecting the Health Centre. Cllr Walker highlighted that it would be worth developing the language around 'placemaking' so it becomes really well known. Cllr Bradley asked where things are with parking now. Members discussed a park and ride.

## SP20 Committee work programme

Members received a progress report on the town centre list. Members discussed and confirmed that the tree in the market place is owned by WODC.

Members considered a proposal from Green Gym regarding planting on the bases of trees in the town centre.

Members welcomed and warmly supported the proposal from the Green Gym. Cllr Mazower proposed that a budget of £870 is set aside for planting, Cllr Graves seconded.

**RESOLVED:** That a budget of £870 is set aside from the Street Scene budget for planting at the base of the large trees on the town centre, and; that the Clerk identify ownership and progress with obtaining permission for the planting to be carried out.

Members debated whether there should be a circular bench around Jaffa and Neale, and discussed Lower Middle Row.

**RESOLVED:** That the bench site needs to be reviewed, and; that OCC be contacted about the process regarding pedestrianising Lower Middle row.

The Clerk updated members on the town centre benches that are being restored. The contractor had to collect them, and sand them down before painting. This is additional work from the original agreement and has resulted in a slightly increased cost per bench.

**RESOLVED:** That the budget for bench restoration is increased by £500 to cover additional costs.

The Chair updated members on progress with the Town Piano. The piano is being painted by students from Chipping Norton School and will soon be installed in Wither's Court. The launch weekend will be the 26<sup>th</sup>/27<sup>th</sup> September.

Members noted that the license for the piano to be installed has been signed by Cllrs Holmes and Mazower.

## SP21 WODC Parking Funding

- a. Members noted a report that explained that the Council had received £4,000 from West Oxfordshire District Council to spend on parking-related matters within the next two years.



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**RESOLVED:** That the Clerk makes enquiries about whether parking-related matters includes things like promoting active travel, and; that members consider bringing proposals for how to spend the funds to a future meeting.

- b. To receive a report from the Chair on next steps – Committee agreed to defer this to the next Full Council meeting.

## SP22. Chipping Norton Town Centre Recovery Group

Members received a verbal update from the Chair on the recently-held Chipping Norton Recovery Group meetings, held with WODC's Market Towns Officer. This was carried out over three sessions. A draft plan has been put together for how best to spend the allocated £10,000 for the town. An informal meeting will be held with final points fed back before the final proposal will be ready.

## SP23. Traffic Advisory Sub-Committee

Members noted the minutes of the Traffic Advisory Sub-Committee held on 10<sup>th</sup> June 2021 and any related updates. Members discussed whether the meeting should be online or in person. Agreed that the next meeting would be face-to-face with a view to moving them online if officer attendance is poor.

Members discussed the Banbury signage and noted that there will be a meeting on the 9<sup>th</sup> and Cllr Saul (OCC) will report back at the next Full Council meeting.

Cllr Mazower has been touch with highways officers regarding HGV-routing signage – this is now being costed.

## SP24. Planning Applications

- a. Members noted the minutes of the Planning Sub-Committee held 18<sup>th</sup> August 2021.
- b. The committee considered the following applications:

- i. 21/02747/HHD  
69 Cotswold Crescent, Chipping Norton, Oxfordshire OX7 5DT  
Single storey front extension

**RESOLVED:** The Council raises no objections to this planning application.

- ii. 21/02732/HHD  
12 Coopers Square, Chipping Norton, Oxfordshire OX7 5DG  
Loft conversion to create extra bedroom

**RESOLVED:** The Council raises no objection to this planning application. A member noted that the Velux window should be installed at the back and not the front of the property.



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

- iii. 21/02947/HHD54  
Insall Road, Chipping Norton, Oxfordshire OX7 5LF  
Erection of conservatory to rear of property

**RESOLVED:** The Council raised no objection to this planning application.

- iv. 21/02898/FUL  
Solid Studio, 12 Albion Street, Chipping Norton, Oxfordshire OX7 5BJ  
Installation of 28 no solar PV panels on top of the studio flat roof

**RESOLVED:** The Council raises no objection to this planning application.

## SP25. 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 Press Bodies (Admissions to Meetings) Act 1960.

## SP26. The Guildhall

Members received a verbal update from the Chair on the Guildhall. Delegated Cllrs carried out a meeting with Makespace, who shared their vision for short-term use of the building as part of their Meanwhile project, which includes supporting the Chippy Larder.

**RESOLVED:** That the Committee supports the Makespace proposal for the Guildhall and that this is communicated to WODC.

## SP27. Date of Next Meeting - Wednesday 20<sup>th</sup> October 2021.

The Chair closed the meeting at 9:15pm.

Signed as a correct record:

Chair.....

Date.....





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Minutes of a meeting of the **Community Committee** held in Chipping Norton Town Hall on  
**Wednesday 15<sup>th</sup> September 2021**

The following members were present:

Cllr Coleman (Chair)  
Cllr Miles (Vice-Chair)  
Cllr Foakes  
Cllr Graves  
Cllr Mazower  
Cllr Poole  
Cllr Tuckwell  
Cllr Whitmill

Also in attendance:

Luci Ashbourne, Town Clerk  
Madge Harley and Julie Edwards - Got2B  
Two members of the public

## **CC16. Apologies for absence.**

No apologies for absence were received.

## **CC17. Declaration of interests.**

There were no declarations

## **CC18. Minutes**

**RESOLVED:** That the Minutes of the Committee meeting held on 23<sup>rd</sup> June 2021 are approved as a correct record and signed by the Chair.

## **CC19. Public Participation**

Graham Beacham shared some examples of awards and certificates for Sports Awards. He also talked about a sports forum – provisional date of 4<sup>th</sup> March for the award ceremony. Nomination paper work in November, winners identified in January.

Julie Edwards and Madge Harley from Got2b outlined the ethos of work that they deliver in Witney and Carterton – two different arms. Youth and school/mentoring services. Talked about sustainability and how the CIC helps sustain the youth work programme. They talked through their different services, such as targeted intervention, early action programme. Long terms goals. Talked through how the detached youth work works, and what could be delivered in Chipping Norton.

At this point Cllr Miles declared a non-pecuniary interest as he was Chair of The Children in Care Council for several years.

Members asked a variety of questions about the work that Got2B do, including that of their funding structure – Got2B confirmed that their funding comes from a variety of stream, such as local authority funding, the OCC youth opportunity fund, various grant pots, and County Cllr Priority funding.

Questions were asked about Governance. Got2B explained all their policies are approved through OSCB, and that they have a board of advisors and clinical supervision.

#### **CC20. Youth work**

Members considered a report and recommendations from The Town Clerk regarding the Council's youth work endeavour and related funding. Members warmly thank Got2B for attending the meeting and sharing a vision of the work they do and how that can be delivered in the town.

**RESOLVED:** That the Council employ Got2B as a third party organisation to deliver youth work in Chipping Norton over the next two years using the earmarked OCC youth opportunity funding.

#### **CC21. Sports Awards and Forum**

Members considered next steps regarding the 21/22 Sports Awards Event and the Sport Forum based on Graham Beacham's presentation to Council.

**RESOLVED:** That Cllrs Miles, Poole, Mazower, and Cllr Coleman to meet with Graham Beacham to plan the next sports awards forum, with provisional date of 4<sup>th</sup> March 2022.

#### **CC22. Correspondence**

Members received communication from a member of the public regarding use of weedkiller and pesticides. Members discussed and agreed that having a minimal use of herbicides and pesticides policy would be beneficial. Cllr Mazower proposed that identifying a consultant to work through this complex matter would be helpful. Members agreed unanimously.

**RESOLVED:** That the Clerk identify costing for consultation on producing a Council wide plan on becoming a pesticide free town and bring this to the next meeting.

#### **CC23. Cemetery**

Members noted the update report on Cemetery Matters.

#### **CC24. Play areas**

a. Members noted the update report on play areas.

Members asked about progress regarding the new benches for Cotswold Gate Play Park. The Clerk confirmed that delivery is due on 1<sup>st</sup> October, but that concrete foundations need to be placed for them to be bolted onto. The office is awaiting quote and would need to move on this quickly in order that the bases set in time for delivery.

**RESOLVED:** That approval of the quotations for the work to be carried out to lay the concrete bases is delegated to Cllr Coleman and the Clerk due to the timely nature of the work needing to be carried out.

b. Members received a request for a gate to be installed in Cornish Road Play Park. Members discussed whether or it is possible to install a gate, and that park gates need to be free opening, and open outwards.

**RESOLVED:** That the Clerk discuss the details with the resident who presented the request, and that a site visit is conducted by Cllrs Tuckwell and Coleman.

#### **CC25. The Town Hall**

- a. To consider the report following the recent Quinquennial Survey.  
Due to the fact that the report had not been received this agenda item was deferred to a future meeting.
- b. Members considered a request regarding a donation of a HMS Magpie Painting from a resident to be hung in the Town Hall. The painting is 75x50. Cllr Mazower had asked if the person had talked to the museum as they have a HMS Magpie display. Members agreed it is a beautiful painting that has meaning for the town, and discussed the benefits of the painting being displayed in a museum.
- c. **RESOLVED:** The Clerk write to Mr Kingsford and suggest that the museum may be better placed as they already have a display, and ask if that is something he had considered.

A member noted that the notice on the town hall which displays the booking fees had been removed and should be replaced. The Clerk assured members this would be done.

The Clerk suggested that a site visit of other similar size Council led community venues may be useful for committee ahead of the Quinquennial report coming back.

**RESOLVED:** That the Clerk identify similar sized venues and community halls and circulate site visit times with the Committee in order that two or three members can visit each and feed back to the Committee.

#### **CC26. Covid Heroes update**

To receive an update on the Covid Heroes Awards. Cllr Mazower updated members about the Covid heroes awards. The event that was planning was unable to go ahead due to Covid-19 restrictions and lack of resources. Several plans have started coming to fruition. Cllr Whitmill confirmed that a date for the event has been booked for 6<sup>th</sup> December at 6pm at Ditchley. This is set to be a special event that everyone will treasure.

Cllr Mazower suggested that it might be good to tie the Honorary Citizens Awards into this event. Members discussed the pros and cons of holding the Honorary Citizen's Award as a stand-alone event or using the opportunity of this special event. The Chair proposed that a vote was taken on if members feel combining the two would be best.

Members voted unanimously for this proposal.

**RESOLVED:** That the Covid Heroes awards ceremony is incorporated with the Honorary Citizens Awards at the special event on 6<sup>th</sup> December 2021.

#### **CC27 Pool Meadow**

The Clerk informed members that Cllrs on the Pool Meadow steering group had met and drawn up a list of other interested parties, and that a meeting of the wider group will be held in early October.

#### **CC28. Bus Shelters**

- a. Members noted that the Walterbush Road Bus Shelter is on order and should be installed soon.

- b. Members considered a request from WODC to advertise their Loyal-Free App on the Council's bus shelters. Members welcomed this in principle, but expressed concerns about permanent advertising, and wanting to make sure that the Shelters are largely clean and tidy and not cluttered with posters.

**RESOLVED:** That the Clerk check with WODC if the advertising is temporary, and if so, that permission is granted for WODC's Loyal-Free App to be advertised on the Council's bus shelters.

**CC29 Date of next meeting**

Wednesday 3<sup>rd</sup> November.

The Chair closed the meeting at 9:00pm.

Signed as an accurate record

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

DRAFT

## THE WEST OXFORDSHIRE DISTRICT COUNCIL CODE OF CONDUCT

### CODE OF CONDUCT

1. This code of conduct is adopted pursuant to the council's duty to promote and maintain high standards of conduct by members and co-opted members<sup>1</sup> of the council.
2. This code applies to you as a member or co-opted member of this council when you act in that role and it is your responsibility to comply with the provisions of this code.

#### Selflessness

3. You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself.

#### Objectivity

4. In carrying out public business you must make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

#### Accountability

5. You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate to your office.

#### Openness

6. You must be as open as possible about your actions and those of your council, and must be prepared to give reasons for those actions.

#### Honesty and integrity

7. You must not place yourself in situations where your honesty and integrity may be questioned, must not behave improperly and must on all occasions avoid the appearance of such behaviour.

#### Leadership

8. You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example in a way that secures or preserves public confidence.

#### General Obligations

9. You must treat others with respect and ensure that you are aware of and comply with all legal obligations that apply to you as a member or co-opted member of the council and act within the law;

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<sup>1</sup> A "co-opted member" for the purpose of this code is, as defined in the Localism Act section 27 (4) "a person who is not a member of the council but who

a) is a member of any committee or sub-committee of the council, or

b) is a member of, and represents the council on, any joint committee or joint sub-committee of the council;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

10. You must not bully any person.
11. You must not do anything that compromises or is likely to compromise the impartiality of those who work for, or on behalf of the council.
12. You must not disclose information given to you in confidence by anyone, or information acquired by you of which you are aware, or ought reasonably to be aware, is of a confidential nature except where:
  - (i) you have the consent of a person authorised to give it;
  - (ii) you are required by law to do so;
  - (iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person, or
  - (iv) the disclosure is:
    - a) reasonable and in the public interest;
    - b) made in good faith and in compliance with the reasonable requirements of the council.
13. You must not improperly use knowledge gained solely as a result of your role as a member for your own personal advantage.
14. When making decisions on behalf of or as part of the council you must have regard to any professional advice provided to you by the council's officers.
15. When using or authorising the use by others of the resources of the council:
  - (i) you must act in accordance with the council's reasonable requirements;
  - (ii) you must make sure that you do not use resources improperly for political purposes and do not use them at all for party political purposes.

### **Registering and declaring interests**

16. You must, within 28 days of taking office as a member or co-opted member, notify the council's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband or wife, or as if you were civil partners.
17. You must disclose the interest at any meeting of the council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'<sup>2</sup>.
18. Following any disclosure of an interest not on the council's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.
19. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

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<sup>2</sup> A "sensitive interest" is described in the Localism Act 2011 as a member or co-opted member of a council having an interest, and the nature of the interest being such that the member or co-opted member, and the council's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.



# CHIPPING NORTON TOWN COUNCIL

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Town Clerk: Ms Luci Ashbourne

## Chipping Norton Town Council Document and Retention Policy

### 1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary.

Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

### 2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
  - Retained – and for how long; or

- Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
- 'With compliments' slips.
  - Catalogues and trade journals.
  - Non-acceptance of invitations.
  - Trivial electronic mail messages that are not related to Council business.
  - Requests for information such as maps, plans or advertising material.
  - Out of date distribution lists.
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

### **3. Roles and Responsibilities for Document Retention and Disposal**

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

### **4 Document Retention Policy**

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
- Facilitate an audit or examination of the business by anyone so authorised.
  - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
  - Verify individual consent to record, manage and record disposal of their personal data.
  - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.



4.3 To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
- Documents that are no longer required for operational purposes but need retaining should be placed at the records office.

4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

## 5 Document Disposal Protocol

5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- The Freedom of Information Act or cause reputational damage.

- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

## 6 Data Protection Act 1998 – Obligation to Dispose of Certain Data

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

- Data that relates to a living individual who can be identified:
  - a. From the data, or;
  - b. From those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.

- Personal data shall be kept secure

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

## 7 Scanning of Documents

7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

## 8 Review of Document Retention

8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).

8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- *Local Council Administration*, Charles Arnold-Baker, 910<sup>h</sup> edition, Chapter 11
- Local Government Act 1972, sections 225 – 229, section 234
- SLCC Advice Note 316 Retaining Important Documents
- SLCC Clerks' Manual: Storing Books and Documents
- *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

## 9 List of Documents

9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements

## Chipping Norton Town Council

### Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive		Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 years	Management		Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management		Bin
Receipt and payment accounts	Indefinite	Archive		N/A
Receipt books of all kinds	6 years	VAT		Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit		Confidential waste
Bank paying-in books	Last completed audit year	Audit		Confidential waste
Cheque book stubs	Last completed audit year	Audit		Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Paid invoices	6 years	VAT		Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)		Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
VAT records	6 years generally but 20 years for VAT on rents	VAT		Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)		Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)		Bin
Wages books/payroll	12 years	Superannuation		Confidential waste
Insurance policies	While valid (but see next two items below)	Management		Bin
Insurance company names and policy numbers	Indefinite	Management		N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management		Bin
Town Park equipment inspection reports	21 years			
Investments	Indefinite	Audit, Management		N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management		N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant			Bin
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Document	Minimum Retention Period	Reason	Location Retained	Disposal
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).		N/A

Magazines and journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	<p>The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1<sup>st</sup> February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.</p>		Bin if applicable
<b>Record-keeping</b>				

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> <li>• A list of files stored in cabinets will be kept</li> <li>• Electronic files will be saved using relevant file names</li> </ul>	<p>The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.</p>	Management		<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management		Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal



	<b>Documents from legal matters, negligence and other torts</b> Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.			
Negligence	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years			Confidential waste.
Sums recoverable by statute	6 years			Confidential waste.
Personal injury	3 years			Confidential waste.
To recover land	12 years			Confidential waste.
Rent	6 years			Confidential waste.
Breach of trust	None			Confidential waste.
Trust deeds	Indefinite			N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<b>For Halls, Centres, Recreation Grounds</b>				

<ul style="list-style-type: none"> <li>• Application to hire</li> <li>• Invoices</li> <li>• Record of tickets issued</li> </ul>	6 years	VAT		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT		N/A
Terms and Conditions	6 years	Management		Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management		Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
<b>For Allotments</b>				
Register and plans	Indefinite	Audit, Management		N/A
Minutes	Indefinite	Audit, Management		N/A
Legal papers	Indefinite	Audit, Management		N/A
<b>For Burial Grounds</b>				
<ul style="list-style-type: none"> <li>• Register of fees collected</li> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Register of memorials</li> <li>• Applications for interment</li> <li>• Applications for right to erect memorials</li> <li>• Disposal certificates</li> <li>• Copy certificates of grant of exclusive right of burial</li> </ul>	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)		N/A
<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location Retained</b>	<b>Disposal</b>

	<b>Planning Papers</b>			
Applications	1 year	Management		Bin
Appeals	1 year unless significant development	Management		Bin
Trees	1 year	Management		Bin
Local Development Plans	Retained as long as in force	Reference		Bin
Local Plans	Retained as long as in force	Reference		Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes		N/A

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# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

E Mail: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

Town Clerk: Ms Luci Ashbourne

## FREEDOM OF INFORMATION MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Town Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

**Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

**What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

**The classes of information will not generally include:**

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

**The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information
- 

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

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## PRESS AND MEDIA POLICY

### 1. Introduction

The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media.

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

### 2. Key Aims

The Council recognises that appropriate use of the media promotes the efficient operation of Town Council business

### 3. Contact with the Media

Members may be approached by the media or may wish to comment through them. Members dealing with the media or using their own social media accounts must remember that they are legally responsible for the content of any messages or comments and that the requirements and principles associated with the adopted Code of Conduct shall remain in force.

Members must not make public representation in the name of the Council unless authorised.

Members have the right to express personal opinions on local issues using the media but they should make it clear that such comments do not necessarily reflect the views or policies of the Council or its Committees. Members should be mindful to ensure that they do not bring the Council into disrepute.

Be aware that, in practice, any remarks made in the media by Members may be taken as an official statement of the Council.

If a Member is unaware of Council policy on any matter they should seek the advice of the Town Clerk.

Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action taken.

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

Statements made by the Town Mayor and the Town Clerk should reflect the Council's opinion. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence



should not be drawn out over several weeks. All correspondence must come from the Town Clerk.

Should a Member be delegated to write a letter on behalf of the Town Council then the member is permitted to use the title Town Councillor, prior to submission to the press the member must obtain prior approval of the contents from the Town Clerk and Chairman of the committee before submitting the letter /article to the press.

#### **4. Press Releases**

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Town Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.

All press releases must be issued by the Town Clerk in order to ensure that there is consistency of style across the Council and that the use of the press release can be monitored.

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## Recording of Meetings Policy

Chipping Norton Town Council is committed to being open and transparent in the way that it conducts its decision making.

The right to record, film and to broadcast meetings of was established under the Openness of Local Government Bodies Regulations 2014. This is in addition to the rights of the Press and public to attend such meetings.

Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media is permitted at any Council meeting which is open to the public provided that the Chair of the meeting does not consider that there is disruption to the proceedings of the meeting and subject to the following procedure.

### Procedure

Anyone wishing to record a meeting is requested to let the Chair of the meeting know prior to, or at the start of, the meeting. The recording should be overt (i.e. clearly visible to anyone at the meeting) and must take place from a fixed position in the meeting room approved by the Chair to reduce disruption to the proceedings.

At the beginning of each meeting, the Chair will make an announcement that the meeting may be filmed or recorded, and the Council will ensure that signage at Council meetings makes it clear that recording can take place. If anyone speaking at the meeting does not wish to be recorded they should let the Chair of the meeting know.

Anyone visually recording a meeting is requested to only focus on recording Councillors, officers and the public who are directly involved in the conduct of the meeting. People seated in the public area should not be photographed, filmed or recorded without the consent of the individuals concerned. Any children present at the meeting should not to be filmed unless they and their parents/guardians have given their consent. Any request made by the Chair regarding respecting the public's right to privacy must be complied with.

Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.

The Chair of the meeting has absolute discretion to request that a person stop or suspend recording if, in the Chair's opinion, continuing to do so would prejudice proceedings at the meeting because:

- recording is disrupting the proceedings of the meeting;
- there is public disturbance or a suspension of the meeting;
- the meeting has resolved to exclude the public for reasons of confidential business.

For these purposes recording equipment must not be left unattended at meetings.

The Council cannot accept liability for any equipment that is lost, stolen or damaged at its public meetings.

The recording should not be edited in any way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording.

If the Council resolves to discuss confidential information, and the public are excluded from the meeting, all recording equipment must be removed immediately from the room.

The use of flash photography or additional lighting will not be allowed unless this has been discussed with the Clerk in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

#### **Guidance Notes**

The Town Clerk should be contacted prior to the meeting if the recording involves large equipment or special requirements.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010, the laws of libel and defamation and any subsequent legislation or regulations.

The Council may itself photograph, film, record or broadcast its meetings and may retain, use or dispose of such material in accordance with its retention and disposal policies.



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## WHISTLEBLOWING POLICY

### Policy

It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the council is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the council. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

### Background

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. You have no responsibility for investigating the matter - it is the council's responsibility to ensure that an investigation takes place.

If you make a protected disclosure you have the right not to be dismissed, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this procedure in the first instance.

### Principles

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- No employee or other person working on behalf of the council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for

future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.

- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Clerk or the Chair of the Council.

### **Procedure**

If you believe a Councillor has breached the councillor Code of Conduct, then raise it with the Chair of the Council. Concerns relating to an alleged breach of the councillor Code of Conduct will be referred to the Monitoring Officer for investigation.

This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

#### Stage 1

In the first instance, any concerns should be raised with the Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained.

The Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Clerk (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what the council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

#### Stage 2

If you are concerned that the Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Council. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

#### Stage 3

If on conclusion of stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission
- The Pensions Regulator
- The Information Commissioner
- The Financial Conduct Authority

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014: [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf)

## Data protection

When an individual makes a disclosure, we will process any personal data collected in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: September 2021

Approving committee:

Date of committee meeting:

Policy effective from:

Date for next review:

— policy ends here —

## Notes

The wording of this policy is based on an employee's statutory right to make a disclosure in the public interest. Adopting and applying this policy as it stands will support the council to comply with this right.

### 1. Legal considerations

An employee making a genuine disclosure under this policy is protected from victimisation and any unfavourable treatment. If a member of staff believes they have been treated differently because they have made a disclosure, they may be able to make a claim to an Employment Tribunal irrespective of whether they are a casual, fixed term worker, or an established member of staff.

## Christmas lights 2021

### Background

At the meeting on 19<sup>th</sup> July, Full Council agreed a budget of £15,000 to enter into contract with a professional lights company, to deliver Christmas lights for Chipping Norton in 2021.

The decision on choosing which company was delegated to Cllrs Mazower, Coleman, and Graves, in consultation with The Clerk.

### The current situation

The group decided to go with Light Angels Ltd.

A meeting was set up for the Director and Operations Manager to meet with Cllrs Mazower, Coleman, and the Clerk to discuss the budget and plan, and test the lights that the Council already own.

Of the large curtain lights that are hung from the Town Hall:

Three are very dim (LED lights perish over time) and one is very bright and still usable.

Of the smaller lights that are wrapped around the little trees that go in the brackets above shops – twenty-five sets failed and approximately forty-five sets are usable.

Light Angels Ltd are going to utilise these lights where possible to help with budget, and the Council can still purchase the little trees locally in line with what is traditionally done. They are also happy to coordinate volunteers to help wrap the trees before installing them, as is also tradition.

The lights currently in the large trees along the High Street are broken and will be removed in early October. The lights in the tree in the Market Place are being tested, and it is hoped they can be used this year.

### Going forward

The final display proposal, including use of the lights the Council own, is being put together and will be circulated once ready.

The Council should consider setting a date for the lights to be officially switched on. An evening mid-late November would likely be best. Carterton and Witney Town Councils have already set their switch-on date for 26<sup>th</sup> November, which Council may wish to avoid in order to encourage visitors, or indeed line up with.