

CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm



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

Present

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

Also Present:

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

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

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

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

	<p>21/03920/HHD - 17 Ackerman Road Chipping Norton Oxfordshire Conversion of existing garage to create bedroom No Objection</p> <p>21/04102/FUL - 2B Horsefair Chipping Norton Oxfordshire Internal alterations to convert the existing restaurant to a prayer room No Objection – Wish to actively support</p>
89	<p>Grounds Maintenance Contract Update To agree to delegate the approval of choice of contractor to Community Committee on 9th March in order that Council can proceed in a timely fashion.</p> <p>Proposed by Cllr Whitmill Seconded by Cllr Foakes Motion carried</p>
90	<p>Website To receive a verbal update from Chair regarding the Council’s new website</p> <p>Chair advised that main structure in place but that Working Group required to assist with populating site with information. Assistance volunteered by Cllrs Foakes, Whitmill, Coleman and Fisher</p>
91	<p>Confidential Session To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1 (2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item 18.</p> <p>Proposed by Cllr Heyes and seconded by Cllr Poole Motion Carried</p>
92	<p>Staffing Matters To agree any actions arising from the organisational review</p>
a	<p>That LGRC’s report and related recommendations are accepted</p> <p>Councillors expressed a level of discontent at the calibre and accuracy of certain elements of the LGRC Staffing Review – Phase 1 Report</p> <p>Councillor Heyes expressed reservations re the detail of the report but left meeting before final decisions were made. All Councillors wished to have more clarity on certain aspects and whilst appreciating the extra support that their Officers require they were not prepared to accept the content of the Report in its’ entirety. The Town Clerk’s summary and support for Organisational Review was noted.</p>
i.	<p>It was proposed that the following decisions be made re recommendations proposed in LGRC report</p> <p>Page 7 – Accept points 1,2 and 3 Page 9 – Accept points 1,2,3,4 and 6, point 5 to be reviewed after appointment of Deputy Clerk Page 10 – Accept Point 1 but Amend to “Review the roles”, Page 10 - Accept point 2</p>

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