



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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TOWN CLERK: Luci Ashbourne

14<sup>th</sup> July 2022

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

TO: All Members of Chipping Norton Town Council

VENUE: The Lower Hall, Chipping Norton Town Hall

DATE: 20<sup>th</sup> July 2022

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor), Steve Akers, Nova Bradley, Chris Butterworth, Ruth Fisher, Rachel Foakes (Deputy Mayor), Jo Graves, David Heyes, Emily Holmes, Georgia Mazower, Archie Miles, Rizvana Poole, Lexy Tuckwell, Mark Walker, Sharon Wheaton and Natasha 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 22<sup>nd</sup> June 2022.

### **4. Public Participation**

The meeting will adjourn for this item

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

## **5. West Oxfordshire District Councillors update**

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

## **6. Oxfordshire County Councillors update**

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

## **7. Committee Minutes**

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

- a. Community Committee held on Wednesday 29<sup>th</sup> June 2022
- b. Strategic Planning Committee held on Wednesday 6<sup>th</sup> July 2022
- c. Finance and Resources Committee held on Wednesday 13<sup>th</sup> July 2022
- d. Staffing Sub-Committee held on Wednesday 13<sup>th</sup> July 2022
- d. Traffic Advisory Sub-Committee held on Thursday 14<sup>th</sup> July 2022

## **8. East Chipping Norton Development**

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

## **9. Civic Announcements**

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

## **10. Council Action Plan**

To receive a draft action plan, informed through the Council's Standing Committees for the ensuing municipal year and beyond. Once approved a Strategic Plan to support this can be drafted.

## **11. Flag flying protocol**

To receive and approve the Council's flag flying calendar.

## **12.Christmas 2022**

- a. To receive an update regarding the Christmas Light's tender and agree next steps.
- b. To discuss whether the Council wish to manage a Christmas event and agree next steps.

## **13.Memorial Bench**

To consider the following proposal from Cllr Steve Akers:

*I would like to propose to the Town Council that we formally support the purchase and installation of a Memorial Bench to our late colleague, Cllr Eve Coles.*

*This would be in recognition of Eve's long years of service and many achievements as a Town and District Councillor, and the huge contribution she made to the life and politics of Chipping Norton.*

*This has widespread support, including from Eve's family and her close colleague and former County Councillor for Chipping Norton, Dave Barbour.*

*The favoured location is for it to be in the New Street Playground overlooking the Muga.*

## **14.20mph Scheme for Towns**

To receive a report from the Clerk and agree next steps.

## **15.Policies**

To adopt the following policies as reviewed and approved by the Finance and Resources Committee:

- a. Absence Policy
- b. Expenses Policy
- c. Vexatious Complaints Policy

- d. Member Training Needs Assessment
- e. Investment strategy
- f. FOI Publication Policy, Scheme and Procedures
- g. Communication and Engagement Strategy

**16.Planning Applications**

To receive a schedule of planning applications from West Oxfordshire District Council.

**17.Confidential Session**

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of items 18 and 19.

**18. National Protocol**

To receive a confidential report from The Town Clerk

**19. Staffing matters**

To receive a confidential report from The Town Clerk

**20.Date of the next meeting – Wednesday 5<sup>th</sup> October 2022.**