



# 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

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.

## AGENDA

### **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
- e. 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.**



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Office Hours: Mon – Fri 9am – 1pm

## Minutes of the Full Council meeting held in the Council Chamber of Chipping Norton Town Hall on the 22<sup>nd</sup> June 2022 at 6:30pm

### PRESENT:

Cllrs Sandra Coleman (Town Mayor), Steve Akers, Chris Butterworth, Ruth Fisher, Rachel Foakes (Deputy Mayor), Jo Graves, David Heyes, Archie Miles, Rizvana Poole, Mark Walker, Nova Bradley

### ALSO PRESENT:

Luci Ashbourne, Town Clerk  
Katherine Jang, Deputy Town Clerk  
Cllr Geoff Saul (OCC)

<b>FC22</b>	<b>Apologies for Absence</b> Apologies were received from Cllrs Whitmill, Holmes, and Wheaton.
<b>FC23</b>	<b>Declaration of Interests</b> None received
<b>FC24</b>	<b>Minutes</b> The Minutes of the Full Council meeting held on the 16 <sup>th</sup> May 2022 were approved without amendments. <b>RESOLVED:</b> That the Chair signs and approves the Minutes of the Full Council meeting held on the 16 <sup>th</sup> May 2022 as an accurate record of the meeting.
<b>FC25</b>	<b>Public Participation</b> None received
<b>FC26</b>	<b>West Oxfordshire District Councillors update</b> Cllrs received a verbal update from Cllr Poole, Chipping Norton's Ward Councillor sitting on WODC. Cllr Poole shared that after being notified about a number of redundancies at Owen Mumford, she had investigated and had an update from Cllr Duncan Enright. . Cllr Enright stated that Owen Mumford are not going ahead with redundancies and that instead some jobs will be relocated to Woodstock and Witney.
<b>FC27</b>	<b>Oxfordshire County Councillors update</b> Cllrs received a verbal update from Cllr Saul, Chipping Norton's Ward Councillor sitting on OCC. Cllr Saul noted that there has been a lot of change since the last meeting and that he now has the housing portfolio in the district.  There will be a new development of 8 custom build, net 0 carbon, affordable homes at Walterbush Road. Currently £2.7 million pounds is set aside for affordable housing in District Council. A paper is being prepared by officers to investigate any restrictions on this money for affordable housing priorities which include new housing and retrofitting existing housing stock. Other affordable housing schemes are being investigated.  Cllrs questioned on the self-build plots at Walterbush Road; if there are already people on a list for the houses, if it will be limited to local residents, and how it will be ensured to be net 0 carbon. Cllr Saul reported that WODC has a list of people who are interested in self-build, net 0 housing, so they will be chosen from that list and that local families on that list will be

	<p>prioritised. Cllr Saul explained that the custom build units will be overseen by the architects and built to Passivehaus standards offsite.</p> <p>Cllrs asked about CIL. Cllr Saul has asked for it to be reviewed, especially the 0 rating for all of the strategic development sites including Chipping Norton. The review may not guarantee that the current policy will be changed.</p>
<b>FC28</b>	<p><b>Committee Minutes</b></p> <p>Cllrs noted the draft minutes of the following meetings and considered related recommendations:</p> <ol style="list-style-type: none"> <li>a. Community Committee held on 25<sup>th</sup> May 2022</li> <li>b. Strategic Planning Committee held on 8<sup>th</sup> June 2022</li> <li>c. Finance and Resources Committee held on 15<sup>th</sup> June 2022</li> </ol> <p>The Clerk gave an update about the time change for the upcoming Traffic Advisory Meeting on the 14<sup>th</sup> July – it will now be held in the Council Chamber at 1:30pm.</p>
<b>FC29</b>	<p><b>East Chipping Norton Development</b></p> <ol style="list-style-type: none"> <li>a. Cllrs received an update from the East Chipping Norton Development group</li> </ol> <p>Cllr Heyes gave a verbal update about the East Chipping Norton Development working group. Cllr Saul reported that there is a substantial Roman site at the Glyme Farm site but how this will affect the development site is unknown at this time. Cllr David Heyes noted that there have been 2 working group meetings, the second meeting attended by WODC and OCC Cabinet members. Cllr Heyes also gave a brief overview of the East Chipping Norton stall at the Platinum Jubilee festival.</p> <p>There will be a visit to housing developments on the 15<sup>th</sup> July 2022.</p> <p>Cllr Akers suggest that we formally request the OCC archaeology to update on what has been found going forward to that the Town Council is kept informed.</p> <p>Cllrs agreed that it would be useful to have a short, bulleted list of the main points or key desires for the East Chipping Norton site.</p> <p><b>RESOLVED:</b> That the East Chipping Norton Working Group draft a list of key messages and strategic objectives for the site. (Carbon 0, affordable housing, infrastructure, green spaces, business development)</p> <p><b>RESOLVED:</b> That the East Chipping Norton Working Group draft a communications strategy for consultation with Chipping Norton residents.</p> <p><b>RESOLVED:</b> For the Clerk to draft a letter to the County Archaeologist for regular reports regarding the archaeology survey. For the Clerk to invite the County Archaeologist to come to a Town Council meeting.</p> <ol style="list-style-type: none"> <li>b. Cllrs considered sending a letter to Oxfordshire County Council and West Oxfordshire District Council regarding the Masterplan process</li> </ol> <p>Cllr Coleman proposed that the Town Council send the letter following amendments from Cllr Heyes and Foakes, Cllr Heyes seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> For Cllr Coleman to send the letter to Oxfordshire County Council and West Oxfordshire District Council regarding the Masterplan process following amendments from Cllr Heyes and Foakes.</p>
<b>FC30</b>	<p><b>Civic Announcements</b></p> <p>Cllrs received a report from The Mayor on Civic engagement and activities</p> <p>Cllr Coleman reported on that she had attended several meetings with OCC Officers to do with</p>

	<p>Highways and the crossings at New Street, along with a number of other events.</p> <p><b>RESOLVED:</b> That an agenda item is added to the Strategic Planning Committee on the 6<sup>th</sup> July 2022: LCWIP and road safety update.</p> <p>Cllr Coleman also attended the Women's Cycling Tour VIP breakfast. Cllr Coleman noted that there should be a legacy for the Women's Cycling Tour and noted that there is an issue with women's sporting in general in Chipping Norton and promoting sport for women in the town. Cllrs wanted to thank Cllr Walker for his work organising the Women's Cycling Tour and for his time and effort spent making this event go smoothly and successfully.</p>
<b>FC31</b>	<p><b>Flag Flying Protocol</b></p> <p>Cllrs received a draft protocol from The Clerk.</p> <p>Cllrs queried if we are still investigating putting a flagpole on the Town Hall. The Clerk confirmed that this was still being investigated but that certain restrictions have made it difficult to replace the flag on the Town Hall.</p> <p>Cllr Akers proposed that we formally adopt the flag flying protocol, and Cllr Poole seconded the proposal. Cllr Graves abstained, all other councillors in favour. Motion Carried.</p> <p><b>RESOLVED:</b> That the Council adopts the flag flying protocol as drafted.</p> <p>Cllr Akers proposed to approve a small budget of £200 to purchase approximately 4 flags. Seconded by Cllr Coleman. All in favour. Motion Carried.</p> <p><b>RESOLVED:</b> That the Town Council approves a budget of £200 to purchase flags.</p> <p>Cllr Coleman proposed bringing a flag calendar to the next meeting, and then publicising the calendar via the newsletter. Cllr Graves proposed that the first flag to be flown will be the NHS flag in July for the NHS' Birthday. Seconded by Cllr Walker. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That a proposal for a flag calendar is brought to the next meeting and then publicised via the upcoming Town Council newsletter, and that the next flag flown on the flagpole is the NHS flag in July for the NHS' Birthday.</p>
<b>FC32</b>	<p><b>Mayoral Board</b></p> <p>Cllrs received a report about the format of how names should be displayed on the Mayoral Board in the future.</p> <p>Cllr Walker proposed the names on the Mayoral Board will be Cllr First Name Surname going forward, seconded by Cllr Graves. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the names on the Mayoral Board will be Cllr First Name Surname going forward.</p> <p>Cllr Bradley proposed that going forward the Councillor names on the Minutes should be noted as Cllr First Name Surname. Seconded by Cllr Walker. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Councillor names on the Minutes for meetings will be noted as Cllr First Name Surname going forward.</p>
<b>FC33</b>	<p><b>To receive the accounts and balance sheet for 2021/22</b></p> <p>Cllrs received the accounts for year ending 31<sup>st</sup> March 2022 and noted the Clerk's report. Cllrs noted that these documents were reviewed at the meeting of the Finance and Resources Committee on the 15<sup>th</sup> June 2022.</p> <p>Cllr Walker proposed that the Council approves the accounts and balance sheet for year ending 31<sup>st</sup> March 2022, seconded by Cllr Coleman. Motion Carried.</p> <p><b>RESOLVED:</b> That the Council approves the accounts and balance sheet for year ending 31<sup>st</sup> March 2022.</p>
<b>FC34</b>	<p><b>To receive the internal auditor's report for 2021/22</b></p> <p>Cllrs received and noted the report from the internal auditor.</p> <p>The Clerk explained that the new website was not published in time for the internal audit report, but it has since been published and is compliant.</p> <p>Thanks was noted to the Finance Officer for the work that has gone into this.</p>

<b>FC35</b>	<p><b>AGAR Section 1 Governance Statement</b>  Cllrs received the AGAR Section 1 Governance Statement  Cllr Walker proposed that the Council approves the AGAR Section 1 Governance Statement, seconded by Cllr Poole. Motion carried.  <b>RESOLVED:</b> That the AGAR Section 1 Governance Statement be approved, and that the statement be signed by the Clerk and the Mayor.</p>
<b>FC36</b>	<p><b>AGAR Section 2 Accounting Statements</b>  Cllrs received the AGAR Section 2 Accounting Statements.  Cllr Graves proposed that the Council approves the AGAR Section 2 Accounting Statements, seconded by Cllr Butterworth. Motion carried.  <b>RESOLVED:</b> That the AGAR Section 2 Accounting Statements be approved, and that the statements should be signed by the Clerk and the Mayor.</p>
<b>FC37</b>	<p><b>Notice of Public Rights and the Publication of the AGAR</b>  Members noted that following this meeting, Council will issue the Notice of Public Rights and the Publication of the Annual Governance and Accountability Return.</p>
<b>FC38</b>	<p><b>Councillors Surgeries</b>  Cllrs received an update from Cllr Foakes on the plan for holding regular Councillor Surgeries in the Town Hall. They will be held in the Lower Hall or the Council Chamber on the last Saturday of the month from 10am-12pm. There will not be any surgeries held on bank holiday weekends (August and December).</p>
<b>FC39</b>	<p><b>Planning Applications</b></p> <p><b>APPLICATION NO:</b> <a href="#">22/01538/HHD</a>  <b>LOCATION:</b> 28 Park Road Chipping Norton Oxfordshire  <b>PROPOSAL:</b> Erection of single storey front extension</p> <p>No objection</p> <p><b>APPLICATION NO:</b> <a href="#">22/01523/LBC</a>  <b>LOCATION:</b> Hitchman Mews, 2 West Street Chipping Norton  <b>PROPOSAL:</b> Urgent structural repairs to west elevation and roof structure</p> <p>Cllrs are very supportive of remedial and urgent structural repairs to a historic building in the town centre.</p> <p><b>APPLICATION NO:</b> <a href="#">22/01551/HHD</a>  <b>LOCATION:</b> 22 Cross Leys Chipping Norton  <b>PROPOSAL:</b> Replace garage with single storey extension</p> <p>No objection</p>
<b>FC40</b>	<p><b>Date of the next meeting</b>  Wednesday 20<sup>th</sup> July 2022, 6:30pm</p>

The Mayor closed the meeting at 8:00pm



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## Minutes of the Community Committee Meeting held on the 29<sup>th</sup> June 2022 at 6:30pm in The Council Chamber of Chipping Norton Town Hall

### Present:

Cllrs Sandra Coleman (Chair), Jo Graves, Archie Miles, Rachel Foakes and Rizvana Poole.

### Also Present:

Luci Ashbourne, Town Clerk  
Paulo Oliveri, Maintenance Operative  
Three members of the public

<b>CC18</b>	<b>Apologies for Absence</b> Apologies were received from Cllrs Akers, Whitmill and Tuckwell.
<b>CC19</b>	<b>Declarations of Interest</b> No declarations of interest were received.
<b>CC20</b>	<b>Minutes</b> Pending the following amendments: <ul style="list-style-type: none"><li>• CC6 on page 2 change "Holiday activity funds include" to "Holiday funds support activities including"</li><li>• CC8 on page 3 change "with" to "under"</li></ul> <p>That the minutes of the Community Committee meeting held on the 25<sup>th</sup> May 2022 were approved and signed as a correct record by the Chair</p> <p>All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 25<sup>th</sup> May 2022 are signed as an accurate record of the meeting by the Chair.</p>
<b>CC21</b>	<b>Public Participation</b> Jonny Akroyd from Beaumont Rivers addressed the Council regarding a feasibility study that he has submitted to Committee for consideration. Mr Akroyd outlined the process and challenges in terms of funding and bureaucracy. Mr Akroyd stressed that the project would be great for biodiversity. Due to the fact that Pool Meadow is an Ancient Scheduled Monument, Mr Akroyd has already spoken to Historic England who have attended a site visit and were very positive and have put forward some suggestions. They were particularly excited by the idea of re-directing the stream and are in agreement with the proposal in principle. A document outlining the architectural significance will be drawn up.  Mr Akroyd then talked through the steps in the paper and explained the process in more detail.  The item will be discussed in confidential session but members were able to ask questions. Members suggested that Mr Akroyd is put in touch with the rest of the Pool Meadow Working Party.  Members asked questions to clarify some technical issues - such as how deep the pool would be.



	Mr Akroyd confirmed that this would be less than 1 metre.
<b>CC22</b>	<p><b>Committee Strategic Plan</b></p> <p>Committee received a draft action plan. Cllr Poole proposed that the plan is adopted; Cllr Coleman seconded.</p> <p>All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Committee adopts the action plan, and that it feeds into the Council's overall strategic planning process.</p>
<b>CC23</b>	<p><b>Town Hall</b></p> <p>Members received an update from the Chair following recent visits to the Corn Exchange in Witney and the Town Hall in Brackley. Brackley Town Hall is a similar Palladian style building. They applied for Heritage Lottery funding and were awarded £3.5m. They have restored the building beautifully. The café/wine bar is run by a commercial project - which was part of the Heritage funding criteria.</p> <p>The Corn Exchange is run by Witney Town Council as an Arts and Community Centre. There is a bar/café in the lobby which is open to the public and available for hirers to use.</p> <p>The office is submitting a pre-application to the Heritage Lottery fund to ascertain if an full application would be considered.</p> <p>The Clerk updated members regarding the building survey and informed members that the measured survey is being drawn up at the moment.</p>
<b>CC24</b>	<p><b>Cemetery</b></p> <p>a. Cllrs received and considered a request for a shared headstone to be installed in Worcester Road Cemetery.</p> <p><b>RESOLVED:</b> That permission is granted.</p> <p>b. Members received and noted a document regarding Cemetery Burials and Traditions for Gypsy and Traveller Communities.</p> <p>Cllr Coleman talked about how many requests come through for kerb-sets and proposed that one area of the Cemetery is kept for graves with kerb-sets and that an extra charge is applied for graves with kerb-sets for grounds maintenance.</p> <p>The Clerk talked about ensuring that a person understands the Council are not responsible for maintenance of the kerb-sets.</p> <p>Cllr Foakes seconded Cllr Coleman's proposal.</p> <p>All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Allotments Manager scopes out a plan for allowing kerb-sets in the cemetery. Both in terms of locations and cost for grounds maintenance.</p> <p>c. Members discussed the need for a new Cemetery welcome and regulations noticeboard. Cllr Graves proposed a budget of £2,000 for a noticeboard to be designed and installed; Cllr Foakes seconded.</p> <p>All in favour, motion carried.</p> <p><b>RESOLVED:</b> That a budget of £2,000 is agreed to cover to cost of a new noticeboard to be</p>

	installed in the Cemetery.
<b>CC25</b>	<p><b>Play areas</b></p> <p>a. Members received costings for play park health and safety repairs. Cllr Poole proposed that these costing are approved; Cllr Graves seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the costing for the heath and safety repairs of £6,265.35 are approved and taken from the Ear Marked Reserves for play park repairs.</p> <p>b. The Chair proposed that it would be helpful for a group of Councillors, along with the Clerk and the Maintenance Operative, to visit the recreation sites to carry out an audit and plan for new equipment.</p> <p><b>RESOLVED:</b> That committee members visit the recreation sites with the Maintenance Operative and a report is brought back to committee. Cllr Coleman to circulate a Doodle Poll.</p> <p>c. Members considered a request from youth workers Got2b to carry out summer activities in New Street and Cotswold Crescent Play areas.</p> <p><b>RESOLVED:</b> That permission is granted to Got2B to use New Street play area on 16<sup>th</sup> August and Cotswold Crescent play area on 2<sup>nd</sup> August.</p>
<b>CC26</b>	<p><b>Grants</b></p> <p>Members received a grant application for £2,500 from Chipping Norton Theatre’s outreach team. Members noted that the Council usually considers grants during the GTVB annual initiative, but that the policy allows for ad-hoc requests where the time scales do not fit. The policy also outlines that only one grant can be given to an organisation in a twelve month period. Members noted that Chipping Norton Theatre plan on submitting a grant request as part of the GTVB scheme.</p> <p>Members noted that the application was for a very specific piece of outreach work supporting some of the most in-need families in the community over the summer holidays.</p> <p>Members discussed whether or not supporting this application would mean that the Theatre wouldn’t be able to put in application during the main Grants To Voluntary Bodies Scheme. Members debated the merits and risks and agreed that because this application is so specifically targeted at supporting children and their families who are suffering the cost of living crisis that it can be supported in isolation.</p> <p>Members also noted that at the last meeting the Committee invited the Theatre to submit this application.</p> <p>Cllr Foakes proposed that the application is supported; Cllr Graves seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the application for £2,500 is approved, and a recommendation is sent to Full Council to use £2,500 from the Council’s reserves in order that the GTVB funding still sits at £26,000.</p>
<b>CC27</b>	<p><b>Confidential Session</b></p> <p><b>RESOLVED:</b> In view of the confidential nature of the business to be transacted, the press and</p>

	public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.
<b>CC28</b>	<p><b>Pool Meadow</b>  Cllrs received a feasibility study proposal and related costings for Pool Meadow. Members supported the proposal warmly.</p> <p>Cllr Poole proposed that the study is accepted; Cllr Graves seconded the proposal. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Feasibility Study is accepted at a cost of £3,425.00</p>
<b>CC29</b>	<p><b>Date of the next meeting</b>  Wednesday 7<sup>th</sup> September 2022</p>

The Chair closed the meeting at 8:14pm

Signed and as accurate record.....

Date.....

DRAFT



# CHIPPING NORTON TOWN COUNCIL

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## **Minutes of a Strategic Planning Committee meeting held on the 6<sup>th</sup> July 2022, at 6:30pm in the Council Chamber of Chipping Norton Town Hall**

Present:

Cllrs Steve Akers (Standing in), Rachel Foakes (acting Chair), Chris Butterworth, Sandra Coleman

Also Present:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

<b>SPC15</b>	<b>Apologies for Absence</b> Apologies were received from Cllrs David Heyes, Emily Holmes, Jo Graves, Archie Miles, and Mark Walker.
<b>SPC16</b>	<b>Declaration of Interests</b> No declarations of interest were received
<b>SPC17</b>	<b>Minutes</b> The Minutes of the Committee meeting held on the 8 <sup>th</sup> June 2022 were approved with no amendments. <b>RESOLVED:</b> That the Chair signs and approves the Minutes as a correct record of the meeting.
<b>SPC18</b>	<b>Public Participation</b> None received.
<b>SPC19</b>	<b>Committee Strategic Plan</b> Cllrs received the Committee Strategic Plan which notes the committee priorities for the ensuing municipal year and beyond. Some discussion ensued about the 20mph speed limit and the HGV sign budget. Cllr Butterworth would like to log an objection to paying for signs re-routing the HGVs. The Clerk noted that this is a fluid document of projects with actions that will change throughout the municipal year.
<b>SPC20</b>	<b>East Chipping Norton Development</b> Cllrs received and considered draft terms of reference and budget for the ECN Working Party. Cllr Akers proposed that the Council adopts the terms of reference with the following amendment, "Meetings no more than once a month with no meetings in August or December, unless new developments warrant an extraordinary meeting." <b>RESOLVED:</b> That the Council approves the amended draft terms of reference for the ECN Working Party. Cllrs discussed the budget and suggested that the ECN Working Party draft a formal proposal to bring to a future committee meeting.

	<p>Cllr Akers proposed to earmark £250 for the field trip minibus hire and fuel budget as an immediate measure. Seconded by Cllr Coleman. Motion carried.</p> <p><b>RESOLVED:</b> That the Council earmarks £250 for the Build Chippy Better field trip minibus hire and fuel budget as an immediate measure.</p>
<b>SPC21</b>	<p><b>LCWIP and Road Safety Update</b></p> <p>Cllrs received an update following the recent LCWIP meeting and site visit by OCC officers to review pedestrian crossings in the town. Cllr Foakes gave a verbal update about a meeting 3 weeks ago and had received a positive response from OCC about the LCWIP. Cllrs had received draft plans of possible pedestrian crossings at West St and New St with possible layouts. Next meeting planned for the 7<sup>th</sup> July 2022.</p>
<b>SPC22</b>	<p><b>HGV Diversion Signs</b></p> <p>Cllrs received visuals, locations and costings for HGV re-routing signs and agree next steps. Cllrs queried if the Town Council is pushing for A44 re-routing if these signs would be considered redundant in a short period. The Clerk has communicated with OCC and has confirmed that these signs would remain in place. The Clerk noted that the OCC Highways Officer stated that these signs are purely advisory and cannot be enforced. Councillors suggested we request advice from the officer about the wording "advisory" and how this could further be enforced. Cllr Butterworth noted that the flashing signs near Holy Trinity are much more effective than the static signs. Cllr Foakes proposed that the Council approves the sign designs and locations with one amendment adding Chipping Norton to the roundabout sign. Motion carried.</p> <p><b>RESOLVED:</b> That the Council approves the HGV re-routing signs and locations with one amendment.</p>
<b>SPC23</b>	<p><b>20mph Scheme for Towns</b></p> <p>Cllrs received an update from The Clerk who noted OCC have launched a survey for Witney as a pilot scheme. The Clerk will be putting together a survey for the Town Council website modelled on the Witney survey with the results to be given back to OCC. The County Council will cover the costs of implementing the 20mph scheme (excluding the survey collection and analysis). Councillors suggested to make clear that 30&gt;20mph everywhere in Chipping Norton and that the survey is to determine whether residents support this. Cllrs suggested sending the future survey to schools and to close responses at the end of August.</p>
<b>SPC24</b>	<p><b>Walterbush Road Bus Shelter</b></p> <p>Cllrs received an update from The Clerk about adding Perspex sides to the existing bus shelter at Walterbush Road. Cllrs agreed the proposed design. <b>RESOLVED:</b> For the Clerk to implement the agreed design to the bus shelter at Walterbush Road.</p> <p>The Clerk reported that the planters have been emptied and will be filled with soil in the coming days ready for planting. A resident has suggested that the Brownies take over care of the planters. Councillors were very enthusiastic and supportive of this proposal.</p>

	<p>Cllrs discussed planting the sedum as an interim measure or wait for the Brownies to choose the planting scheme. Cllrs agreed to delegate Cllr Coleman to investigate.</p> <p><b>RESOLVED:</b> That Cllr Coleman is delegated to liaise with the Brownies to investigate planting and caretaking schemes.</p>
<b>SPC25</b>	<p><b>Parking Funding from WODC</b></p> <p>Cllrs received a report regarding the use of parking funding from WODC. WODC would approve the use of this funding for cycling parking and/or pedestrian signage from the Albion St car park into the town centre. The Clerk has received communication from the Parking Officer that approval has been granted for cycle parking but not for signage. The Chair has expressed an interest in installing a bicycle repair station in town as part of the cycle parking initiative. Cllrs were happy to go ahead but would like to delegate the location to be guided by Cllr Walker. Cllrs queried who would use this bicycle repair station and if there is a natural point in the town where cyclists would see and use it. Cllr Butterworth is in favour of using the funding for the cycle parking but objects to the cycle repair station. The Clerk noted that it is necessary to identify where the cycle parking needs to be, and if the repair station should be included in this remit. Cllrs agreed to delegate a site visit to Cllr Walker and either Cllr Coleman or Foakes.</p> <p><b>RESOLVED:</b> To delegate Cllr Walker and either Cllr Coleman or Foakes to do a site visit to identify locations for cycle parking and if the cycle repair station should be included in this remit.</p>
<b>SPC26</b>	<p><b>Request for a Memorial Bench</b></p> <p>Cllrs received a request for a memorial bench to be placed in the town centre. In principle Councillors were very supportive of this proposal. Cllrs queried the installation cost, and the Clerk noted that she had included this because that is the cost required if hard standing needs to be installed. Cllrs queried the location as the verge is sloped, narrow, and close to a busy road. Cllrs agreed to approve this request, subject to the Oxfordshire County Council risk assessment.</p> <p><b>RESOLVED:</b> That the Council, in principle, approves the request for the memorial bench subject to Oxfordshire County Council's risk assessment.</p>
<b>SPC27</b>	<p><b>Planning Applications</b></p> <p>Planning Appeal (to note)  Original Application Number: <a href="#">21/03496/HHD</a>  Description: Erection of two-storey and first floor rear extensions (amended.)  Address: 64 Dunstan Avenue Chipping Norton Oxfordshire</p> <p>Cllrs noted this planning appeal</p> <p><b>APPLICATION NO:</b> <a href="#">22/01583/HHD</a>  <b>PROPOSAL:</b> Demolition of existing front entrance porch and construction of two storey extension. Alterations to existing driveway inside the property boundary.  <b>LOCATION:</b> 58 Churchill Road Chipping Norton Oxfordshire</p>

	Cllrs have no objection to this planning application.
<b>SPC28</b>	<b>Date of Next Meeting</b> Wednesday 14 <sup>th</sup> September 2022

The Chair closed the meeting at 7:58pm

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# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

## **Minutes of a Finance & Resources Committee meeting held on Wednesday 13<sup>th</sup> July at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

Present:

Cllrs Sandra Coleman, David Heyes, Sharon Wheaton, Ruth Fisher (Chair)

Also Present:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

FR13	<b>Apologies for Absence</b> Apologies were received from Cllrs Natasha Whitmill and Georgia Mazower
FR14	<b>Declaration of Interests</b> None received
FR15	<b>Minutes</b> Cllrs approved the Minutes of the committee meeting held on the 15 <sup>th</sup> June 2022. <b>RESOLVED:</b> That the Chair signs and approves the Minutes of the meeting held on the 15 <sup>th</sup> June 2022 as an accurate record.
FR16	<b>Public Participation</b> None received
FR17	<b>Committee Strategic Plan</b> Cllrs received the Committee Strategic Plan defining the priorities for the ensuing municipal year and beyond. The Clerk reported that this a fluid document which will be a standing item on this committee's agenda going forward.
	<b>Income and Expenditure dated 30<sup>th</sup> June 2022</b> Cllrs received detailed income and expenditure reports by budget heading. Cllrs queried: P3 - 6130 – Watering and sewerage for Town Hall at 84.4%. The RFO noted that this now includes Legionella testing and needs to inform next years' budget. The Clerk noted that utility prices are increasing as well. P3 – Overspend on cemetery repairs but that is difficult to predict in advance. P5 – The definition of "occasional events". The Clerk clarified it was one-off events like the Jubilee. Cllrs queried if the Honorary Citizen event comes from this. Some discussion arising about the Honorary Citizen ceremony and policy.
	<b>Schedule of Payments for Approval</b> Cllrs received and approved the schedule of payments from the 31 <sup>st</sup> May 2022 – 30 <sup>th</sup> June 2022.
	<b>Forward Work Programme</b> Cllrs received the following draft policies: a. Absence Policy Cllrs queried the sick pay wording as it referred to Statutory Sick Pay and a four day qualifying period. The Clerk noted that SSP only becomes relevant once the standard Town Council sick pay ceases (which depends on length of service) and means that the qualifying period is covered by the Council's own pay scheme. Cllr Coleman proposed to adopt this policy with no amendments. Seconded by Cllr Wheaton. All in favour, motion carried.



	<p><b>RESOLVED:</b> That the Council adopts the Absence Policy with no amendments.</p> <p>b. Expenses Policy Cllrs noted that every other level of government allows claiming for care costs. The Clerk reported that she had investigated this and that sadly it is still not lawful for Councillors at the Town and Parish Council level to claim back care expenses. Cllr Coleman proposed to adopt the Expenses Policy with no amendments, seconded by Cllr Fisher. All in favour, motion carried. <b>RESOLVED:</b> That the Council adopts the Expenses Policy with no amendments.</p> <p>c. Vexatious Complaints Policy Cllrs have no concerns or queries about this policy. Cllr Wheaton proposed to adopt the Vexatious Complaints Policy with no amendments and Cllr Coleman seconded. Motion carried. <b>RESOLVED:</b> That the Council adopts the Vexatious Complaints Policy with no amendments.</p> <p>d. Member Training Needs Assessment The Clerk noted that this is a self-selecting assessment and not mandatory. Cllr Heyes proposed to adopt Member Training Needs Assessment with no amendments and Cllr Coleman seconded. All in favour, motion carried. <b>RESOLVED:</b> That the committee approves and adopt the Member Training Needs Assessment with no amendments.</p>
	<p><b>To review the following policies:</b></p> <p>a. Investment Strategy Cllr Fisher said that the objectives of the Investment Strategy should be amended to include that they will be 'ethical investments.' Investments will consider lower carbon emissions, ethical labour management, and greater board diversity". Cllr Coleman proposed the investment strategy with the above amendments. Seconded by Cllr Fisher. Motion carried. <b>RESOLVED:</b> That the committee adopts the Investment Strategy with the above amendments.</p> <p>b. FOI Publication Policy, Scheme and Procedures The Clerk reported that she had updated the scheme and policy to reflect the new changes, including that the information storage procedures reflect the new website. Some discussion surrounding publishing the allotments information as the management is the responsibility of the William Fowler Allotment Trust and not the Town Council. The Clerk noted that this is because the Town Council publishes allotment information on the website and the Council office is the point-of-contact for residents. Proposed by Cllr Coleman and seconded by Cllr Fisher. Motion carried. <b>RESOLVED:</b> That the committee approve and adopt the above policies with no amendments.</p>
	<p><b>Communication Strategy</b> Cllrs received a draft Communication and Engagement Strategy. Cllrs approve of this document recommend that it be considered at the next Full Council meeting.</p>
	<p><b>Date of next meeting</b> Wednesday, 21<sup>st</sup> September 2022 at 6:30pm</p>

The Chair closed the meeting at 7:34 pm



# CHIPPING NORTON TOWN COUNCIL

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Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Staffing Sub-Committee** held on **Wednesday 13<sup>th</sup> July 2022 at 16:00pm**

The following members were present:

Cllr Sandra Coleman (Chair)

Cllr David Heyes

Cllr Steve Akers

Cllr Jo Graves (arrived at 16:08)

Also in attendance:

Luci Ashbourne, Town Clerk

## **SSC1. Election of Chair**

Nominations were received for the election of the Chair of the Staffing Sub-Committee for the ensuing municipal year.

Cllr Coleman proposed Cllr Akers; Cllr Heyes seconded.

All in favour, motion carried

**RESOLVED:** That Cllr Akers is elected Chair of the Staffing Sub-Committee for 22/23.

Cllr Akers proposed that Cllr Coleman Chair this meeting due to his loss of voice at present. All in favour.

**RESOLVED:** That Cllr Coleman Chair this meeting.

## **SSC2. Election of Vice-Chair**

Nominations were received for the election of the Vice-Chair of the Staffing Sub-Committee for the ensuing municipal year.

Cllr Coleman proposed Cllr Whitmill; Cllr Heyes seconded.

All in favour, motion carried

**RESOLVED:** That Cllr Whitmill is elected Vice-Chair of the Staffing Sub-Committee for 22/23.

## **SSC3. Apologies for absence.**

Apologies were received from Cllr Natasha Whitmill.

## **SSC4. Declaration of interests.**

There were no declarations.

## **SSC5. Minutes**

**RESOLVED:** That pending Cllr Poole's apologies being added, that the minutes of the last meeting held on 4<sup>th</sup> May 2022 be approved as a correct record and signed by the Chair.

## **SSC6. 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.

**SSC7. Staffing matters**

Members received and noted a confidential report from the Town Clerk. This report outlined recommendations from the Organisational Review; the Council's aspirations regarding the Town Hall and events in general; that the Council have increased the salary budget adequately; and that the Council has a strong business case to start recruitment of a Facilities and Events Officer. Members discussed this in depth.

Cllr Akers proposed that the recommendation from the Clerk be approved; Cllr Heyes seconded. At this time Cllr Graves expressed a wish to wait until the job description had been reviewed before taking a view and chose to abstain at this juncture of the meeting.

3 in favour, 1 abstention. Motion carried.

Members reviewed the draft job description and person specification provided in depth. Cllr Akers proposed that the job description for the facilities and events manager is approved. Cllr Coleman seconded the proposal.

All in favour, motion carried.

The final recommendation from the Clerk was that, due to the demands of the role and the flexibility required, the hours should be 30 per week, and the salary set at LC2 SCP J8 24-28 £29,174 - £32,798 (£23,655-£26,593 pro-rata). Members discussed this in detail. Cllr Akers proposed that the role is advertised at 30 hours per week at the salary scale recommended; Cllr Coleman seconded.

All in favour, motion carried.

Members discussed the recruitment and selection process and agreed that this should commence in August, with interviews taking place mid- September.

**RESOLVED:** That a recommendation to Full Council that the Facilities and Events Manager recruitment process is started.

Members received an update of all of the approved recommendations from the organisational review and noted that these were either completed or in progress.

**SSC8. Date of next meeting**

Wednesday 14<sup>th</sup> September at 4pm.

The Chair closed the meeting at 5:35

Signed as an accurate record:

Chair .....

Date.....

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## Minutes of the Traffic Advisory Sub-Committee held in the Council Chambers of the Chipping Norton Town Hall on the 14<sup>th</sup> July 2022 at 1:30pm

The following members were present:

Cllr Jo Graves  
Cllr Mark Walker  
Cllr Sandra Coleman  
Cllr Geoff Saul (member for OCC and WODC)  
Mike Dixon (Public Transport Users Representative)  
Cllr Mike Cahill (member for WODC)  
Jacqui Cox (OCC)  
Mike Walsey (OCC)  
Cllr Steve Akers (Sub for Cllr Rachel Foakes)

Also in attendance:

Luci Ashbourne – Town Clerk

One member of the public.

TAC1	<p><b>Election of Chair</b></p> <p>Nominations were received for the election of the Chair of the Sub-Committee for the ensuing municipal year.</p> <p>Cllr Jo Graves proposed Cllr Mark Walker, Cllr Sandra Coleman seconded.</p> <p>All in favour, motion carried.</p> <p><b>RESOLVED:</b> That Cllr Mark Walker is Chair of the Traffic Advisory Sub-Committee for 22/23</p> <p>The committee thanked Councillor Jo Graves for her Chairship and hard work over the years.</p>
TAC2	<p><b>Election of Vice-Chair</b></p> <p>Cllr Mark Walker thanked the Committee for electing him as Chair and outlined some of the priorities for the sub-committee.</p> <p>The were no nominations for Vice Chair received. Members were keen to support Cllr Steve Akers becoming a member of the Sub-Committee and agreed that a recommendation should be sent to Full Council that membership should be considered.</p> <p>All in favour, motion carried.</p> <p><b>RESOLVED:</b> That a recommendation is sent to Full Council that consideration be given to the proposal that Cllr Akers become a member of the Traffic Advisory Sub-Committee.</p>

TAC3	<p><b>Apologies for Absence</b></p> <p>Apologies were received from Maria Wheatley Milton Eldridge, Cllr Rachel Foakes and Cllr Nova Bradley.</p>
TAC4	<p><b>Declaration of interests</b></p> <p>No declarations of interest were received.</p>
TAC5	<p><b>Minutes and matters arising</b></p> <p>Pending grammatical amendments on the following minute lines:  Page 2 – TAC 53  Page 3 – TAC 55  Page 65 – LCWIP and not LC WIT</p> <p><b>RESOLVED:</b> That the minutes from the 24<sup>th</sup> March 2022 were approved and signed by the Chair.</p> <p>Matters arising.</p> <p>Members enquired if there were any updates on the potential for a mirror to be installed at the top of The Leys. The Clerk confirmed that no communication had been received about this.</p> <p>Members enquired about the parking survey. Cllr Saul confirmed that he transfer on enforcement and regulatory work to Oxfordshire County Council isn't until April 2023.</p> <p>Members enquired whether the meeting with the wheeled sports group have taken place. Cllr Sandra Coleman confirmed that it had not been able to take place yet, but that it will happen in the near future.</p>
TAC6	<p><b>Public Participation</b></p> <p>None received</p>
TAC7	<p><b>County Officer's Report</b></p> <p>The Traffic and Road Safety report from OCC Officer was noted. The report now identifies things that the officer is directly responsible for and other planned works.</p> <ul style="list-style-type: none"> <li>• Lining works – this work is either complete or partially complete. Members can help feed into planned works for 23/24.</li> <li>• Albion Street. The officer noted that it would be difficult to install a zebra crossing. Human Resource is a problem but this is being worked on as a matter of urgency. A timeline for the planned works will be possible once the resources are in place.</li> </ul> <p>Members received the highways and drainage area ops team report. The officer confirmed that reporting blocked drains to Fix My Street is helpful and means this gets logged and assigned to the appropriate officer.</p> <p>Members agreed that the crossing on Albion Street is dangerous because a person has to step into the road to be able to see well enough to cross. The officer noted this and confirmed that as soon as resources are in place this should be looked at.</p> <p>Cllr Steve Akers asked that a note of thanks is passed on for the responsive of the area highways officer that has been following up on fix my street reports. Particularly on the speed limit signs and verges.</p>

	<p>Cllr Steve Akers added that that signage and bollards are in poor state across the town.</p> <p>It was noted that the Station Road junction needs lineage for to give way from station road to A44. B4450 – Churchill road into 30mph zone – re do 30mph roundel. The officer confirmed that if the Town Council have expressed an interest in 20mph scheme for towns and that it may not be a prudent use of resources in the short term.</p> <p>The Committee noted the planned works carriage way. Cllr Akers confirmed that after lineage was completed, unfortunately the surface dressing melted in the heat and had obscured the lines and roundels. This was noted by the officer.</p> <p>Cllr Mike Cahill stressed he would not be surprised if Albion Place would be discussed because similarly to Wards Road there is nothing to enable people coming out of the road to see if there is anything coming the other way and no give way sign. The officer confirmed that if the lack of visibility is due to houses and walls there is not much that can be done, but a give way sign might be possible.</p> <p>LCWIP policy has been adopted at OCC full council on Tuesday 12<sup>th</sup> July 2022. The next step will be to implement across the local area to de-carbonise transport and encourage active and safe travel.</p> <p>The Corridor Strategy is being scoped out in August. A stakeholder event will take place. This will consider the function of A44 – focusing on active travel, public transport mobility hubs, HGVs. Although this will be starting in Witney and Woodstock, a lot of work is coming forward in Chipping Norton through the LCWIP. A programme of priorities will be coming forward. The Government is expecting OCC to have area strategies in place spring 2024.</p> <p>The Corridor Strategy links very closely to the Freight Strategy.</p> <p>The stakeholders will soon be identified – officers asked members to make suggestions about who should be involved. Cllr Jo Graves suggested freight reps, local business, farmers, schools. Cllr Steve Akers asked if health service reps should be included in relation to air pollution. Cllr Mark Walker agreed and added that the stress-related challenges of living at that pinch point should be considered.</p> <p>This report will be circulated to members once it is ready.</p>
TAC8	<p><b>District Officer’s Report</b></p> <p>The Clerk informed members that the WODC officer had been in touch to say that due to being an hour away, in person meetings held in Chipping Norton are difficult to attend. The officer has asked that members provide a steer on what information they would like to receive, and that a written report can be submitted. If meetings were held remotely during the daytime then that would make them accessible to the officers.</p> <p>The officer read the minutes of the last meeting and confirmed the following via email.</p> <p>WODC have started to carry out spot check counts for their car parks in the district in June. The spot checks are carried out at irregular times and dates and should be used as indicative information only.</p> <p>During June the average for whole district is just under 60% of the capacity was being used.</p>

	<p>For New Street the average was 72% and Albion Street 88%. WODC do not hold information on the usage of on-street parking.</p> <p>WODC are currently recruiting for an Enforcement Officer as we are holding a vacancy.</p> <p>The officer confirmed they're unable to advise on whether a park and ride would work for Chipping Norton, however they do know that they usually run at a loss therefore there needs to be on-going funding in place.</p> <p>Members welcomed this report and agreed that because the officer invited manages parking, it might be helpful to identify if there is another WODC officer that can also be invited regarding other matters. Cllr Geoff Caul agreed to investigate and report back.</p>
TAC9	<p><b>Update from Cllr Saul on OCC Highways matters including the HGV working group</b></p> <p>Cllr Geoff Saul encouraged all members to read the Local Transport and Connectivity Plan July 2022, and the Freight and Logistics Strategy 2022-2050.</p> <p>Cllr Geoff Saul noted that the updated draft is much improved – he particularly noted the change in status of the road through Chipping Norton as a road that should only be driven on by HGV's as a connection to local towns.</p> <p>Cllr Saul noted that the strategy promotes use of a HGV route map, working with GPS system developers. It also covers enforcement. Overall this is a positive piece of work and will feed into the corridor and area strategies.</p> <p>The HGV group has also been looking at minor re-routing. The met with Rollright and other areas. Rollright stones road has been so difficult, with so many obstacles. The Area of Outstanding Natural Beauty officer wasn't completely negative and gave examples of other road schemes enhancing areas of natural beauty, but confirmed that it would be a major project that would need substantial funding and political will to happen.</p> <p>Gloucestershire officers had approached OCC officers on the back of the Burford weight restrictions being removed. They discussed the role of the A44, and that other counties would also be interested. Enforcement is crucial, as is the buy in of the hauliers.</p> <p>Members noted that the freight strategy encompasses a lot in terms of the climate commitments of Councils over recent years and asked if this can now be a commitment to the GPS recommendation that the GPS route is the preferred route. Cllr Geoff Saul confirmed that this is an action in the freight strategy.</p> <p>The Chair asked about the timeframe for these strategies. Cllr Geoff Saul confirmed that a programme is being looked at, but it is hard to tell. Members agreed that managing expectations would be helpful.</p> <p>Mike Dixon noted that heavy lorries coming from London won't go down the A40 because it is cheaper to come through Chippy. Increase in fuel costs will increase supply prices. Members agreed that this is important to remember.</p> <p>Members noted that the Town Council have now approved the design and location of new re-routing signs and these are on order.</p> <p>Members discussed the wellbeing of HGV drivers and noted that there are more rest stops and laybys on the A40 which is a good incentive to take that route.</p>
TA10	<b>Cycling and active travel</b>

	<p>The Chair updated members on the LCWIP which is progressing. The officer conducted a site visit, and the documents that has been created to feed into it has been received. Current focus is on where cycle routes where there might be challenges. Cllr Sandra Coleman asked if there are any funds to support the LCWIP. Jacqui Cox confirmed that there is Government funding and having an LCWIP plan in place will help. Full draft by the end of October to be approved through committee and OCC Full Council early 2023.</p>
TAC11	<p><b>Road Safety</b></p> <p>Cllr Sandra Coleman enquired about private hedges that are obstructing the road. Cllr Saul confirmed that reporting on Fix-My-Street will prompt an enforcement letter, which will be followed by action.</p> <p>Cllr Steve Akers shared a Speedwatch update on behalf of Milton Eldridge. On Inspecting the A44 route key locations for new speed indicator devices (SIDS) would be:</p> <ul style="list-style-type: none"> <li>• New Street both ways (on the hill)</li> <li>• West Street into town</li> <li>• Horsefair to Market Place</li> <li>• Market Square to Horsefair.</li> </ul> <p>Cllr Akers proposed that a recommendation should be sent to Full Council that these five SIDS are purchased.</p> <p><b>RESOLVED:</b> That Cllr Akers will investigate costs and bring a report to the next Strategic Planning Committee meeting in September.</p> <p>Mike Walsey reminded members that SIDS are not intended to be permanent. permanent.</p>
TAC12	<p><b>20mph Speed Limits</b></p> <p>The Clerk shared with members that the Council’s consultation is being prepared by the website developers and should be ready to publish imminently.</p> <p>The Clerk also received information from OCC officers that outlined the process for application. It would be wise for Council to make that formal application now due to the length of the list of parishes and towns on the list already, and run the consultation alongside it.</p> <p>The Clerk will recommend that Full Council resolve to formally apply for the scheme at the meeting on 20<sup>th</sup> July 2022.</p>
TAC59	<p><b>Any other business</b></p> <p>Mike Dixon attended a meeting of parish transport reps. Stagecoach reported that passenger number have only picked up to 85%. The Covid subsidy end in August and means the there may be drastic cuts from September.</p> <p>Stagecoach have been taken over by Infomobility Tag Master UK.</p> <p>Members discussed how difficult any further cuts to services will be, especially with the push for people to use buses instead of cars.</p> <p>Cllr Jo Graves reminded members that Road Safety Week 2022 will be from Monday 14<sup>th</sup> – Saturday 19<sup>th</sup> November 2022.</p>



	Cllr Sandra Coleman asked who has placed a Traffic Survey Camera at the top of The Leys approach. Mike Walsey confirmed that Traffic survey Cameras have a number to call to find out who they are.
TAC60	<b>Date of next meeting</b> Thursday 29 <sup>th</sup> September, 2pm.  Meeting closed at 3:16pm

Signed by the Chair: .....

Date.....

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## **Agenda item 9 – Civic Announcements**

- 25<sup>th</sup> June Councillor Surgery
- 27<sup>th</sup> June **Festival Committee Review Meeting**
- 4<sup>th</sup> July **Carter Jonas meeting**
- 5<sup>th</sup> July **NHS flag raised with Health centre staff**
- 6<sup>th</sup> July Strategic Planning Committee
- 7<sup>th</sup> July **Met officers to discuss LCWIP**
- 9<sup>th</sup> July **Shop opening , Bumble and Fawn**
- 13<sup>th</sup> July **Showed judge around allotments**  
Met members of community to prepare for BCB meeting
- 14<sup>th</sup> July **Early morning walk with officers on walk to school routes**  
**Traffic Advisory Committee**
- 15<sup>th</sup> July **BCB Field Trip to Bicester and Oxford**
- 16<sup>th</sup> July **Fire station Open Day**
- 18<sup>th</sup> July BCB Working Group
- 20<sup>th</sup> July Full Council

## Chipping Norton Town Council – Action and Strategic Plan

**Key Themes:**

<b>BT</b>	<b>A vibrant, safe and beautiful town</b>
<b>OS</b>	<b>Improved open spaces</b>
<b>CS</b>	<b>Improving Community Services</b>
<b>CE</b>	<b>Community engagement</b>
<b>MC</b>	<b>A Modern, safe and forward thinking Council</b>

**Committees:**

<b>FC:</b>	<b>Full Council</b>
<b>CC:</b>	<b>Community Committee</b>
<b>SP:</b>	<b>Strategic Planning</b>
<b>FR:</b>	<b>Finance and Resources</b>
<b>TAC:</b>	<b>Traffic Advisory Sub-Committee</b>

Key	Action	Responsible Committee	Whose involved?	Budget	Commen cement	Completion	Notes/Comment
CS1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	SP	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	Jan-22	Need to pull together various consultations
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Working group/		Ong oing	Ongoing	LCWIP
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC //working group/Community First		Ong oing	Ongoing	Master-planning process paused. Letter sent to OCC and WODC.
CE1							
BT2	20mph scheme for Chipping Norton	SP/TAC	CNTC/OCC	N/A	April 22	April 23	Consultation with residents being drawn up
CE2	Chippy Phone Box	SP	CNTC staff/CNarts	N/A	Jul-21	Ongoing	CNTC are managing the rota.
BT3	Using WODC's parking funding to promote active travel in the town	SP	CNTC/WODC/Contractors	£4000 EMR	May 21	May-23	Agreed by cabinet member and officer. Location and quotes required.
CS2	New bus shelter at Walterbush road	SP	CNTC/OCC	£106	2020	April 23	New shelter installed. Quotes for sides/seats on way. Planting scheme to be agreed.
CS3	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	Street Scene budget and EMR	May 21	May 23	Ten benches complete. Second phase to be drawn up
BT4	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/worki ng group	£8000 for re-routing signs	Ong oing	Ongoing	HGV re-routing signage. Working with OCC to help identify safer HGV routes.
BT5	Road Safety	SP/TAC	CNTC/OCC/		Ong oing	Ongoing	Awaiting consultation on proposed new crossings in town centre from OCC
CS4	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/worki ng party	EMR £277,486	Jun-22	Dec-24	Quinquennial review is complete. Measured survey is being drawn up. CNTC exploring potential to apply for National Lottery Heritage funding

CS5	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clubs	Youth opportunity funding Youth Council: 22/23 £1000 EMR £1500	Nov 21	Ongoing	The Council are funding Got2B for two years and actively seek opportunities to promote, support and facilitate better provision for young people in the town
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	CC	CNTC/Contractors	22-23 £1000 EMR £4174	Ongoing	Ongoing	New regulations approved. Noticeboard to be installed.
OS1	Undertake a condition survey of CNTC recreation areas, then prepare and adopt a planned improvement and upgrade plan Large Project	CC	CNTC	22/23 £5000 EMR £28,895	Jul 22	Nov 24	Actions to be agreed at this meeting.. New Park signs being designed ready for order.
CE/OS1	Cemetery clean up days	CC	CNTC Staff, Cllrs and Volunteers	N/A	Ongoing	Ongoing	Two clean up days – April and October
MC/OS1	Pesticide free Chipping Norton	CC	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	Three year action plan adopted. Implementing first year now.
CE3	Sport awards Ceremony	CC	CNTC/Volunteers/Clubs/Schools	£500			Date for 2023 to be agreed
OS2	Improving access and biodiversity at Pool meadow Large Project	CC	CNTC/Approved consultants/Working Party	22/23 £7000 EMR £2880	2020	Sept 24	Feasibility study to be considered. Active Pool meadow working party.
BT6	Christmas lights scheme	CC	CNTC	£15,000 per year	October 22	Feb 25	Tenders due back 1st August 22. Little trees organised by the community/CNTC
OS3	Fixing pathways in the closed Churchyard	CC	CNTC/St Mary's Church	22-23 £1500	ASAP	ASAP	Pothole repair work needs to be carried out asap. CNTC staff are trying to identify a contractor
CE4	Providing grants to voluntary bodies/organisations in Chipping Norton	CC	CNTC/Organisations/Clubs/Community groups	22-23 £26000	July 22	October 22	Posters and advertisements to be published in July 2022
MC1	Managing Greystones leases	CC	CNTC/tenants		Jul 22	Jan 23	One lease needs to be renewed by January 2023
CS/MC1	Public space safety and compliance	CC	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety testing underway – Memsafe Tree Survey underway – Canopy Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete
MC2	Health and Safety Audit	FR	CNTC/Approved consultants		May 21	Sept 22	All recommendations following the H&S audit are now either complete or in progress.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC		May 19	Jan 22	A full list of policies are on the F&R forward work programme and are being worked through systematically.

CE5	Flying flags to mark national and local events and commemorations	FC	CNTC	£200 for the purchase of flags	Jun 22	Ongoing	Protocol agreed June FC. NHS flag to be flown on 5 <sup>th</sup> July22. Calendar in progress.
MC4	Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	Website launched in June 22. Continuing development
MC5	Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/STL Systems		May 21	Ongoing	The Council's IT and phone systems are managed by STL Solutions
MC6	Review the Council's fees and charges annually	FR	CNTC		Ongoing	Ongoing	January 2023
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Ongoing	To be reviewed September 2022
CE6	Develop a Communications Strategy	FR	CNTC	n/a	July 22		Adopted at F&R 13 <sup>th</sup> July 22
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC		Ongoing	Ongoing	New website launched. Policies in place. FOI procedures adopted at F&R 13 <sup>th</sup> July
MC8	Ensure that the Council's finances are invested wisely	FR/FC	CNTC				Review investment strategy and identify advisor
MC9	Ensure that staff and members are suitably trained	FR/FC	CNTC/training providers	£3000	July 22		Carry out needs assessment

## Chipping Norton Town Council

### Flag Flying for Events, Campaigns & Commemorations Policy

Calendar of Events – NB the Union Flag will fly as standard, but dates where it must fly are included in the Calendar to ensure that other proposals are considered around these dates.

Some suggestions for consideration have been highlighted in yellow.

Date	Occasion	Flag/Lighting	Agreed	Donated by
09 January	Birthday, Duchess of Cambridge	Union Flag	n/a	
20 January	Birthday, Countess of Wessex	Union Flag	n/a	
06 February	Her Majesty's Accession	Union Flag	n/a	
19 February	Birthday, Duke of York (stc)	Union Flag	n/a	
1 <sup>st</sup> Mon in March	Commonwealth Day	Commonwealth Flag		
8 <sup>th</sup> March	International Women's Day	Suffrage Flag		
10 March	Birthday, Earl of Wessex	Union Flag	n/a	
21 April	Birthday, Her Majesty the Queen	Union Flag	n/a	
22 April	Earth Day	Earth Day Flag		
23 April	St George's Day	St George's Flag		
02 June	Coronation Day	Union Flag	n/a	
1 <sup>st</sup> Sat in June	Pride	Rainbow Flag		
10 June	Birthday, Duke of Edinburgh	Union Flag	n/a	
2nd Sat in June	Official celebration of Her Majesty's birthday	Union Flag	n/a	
21 June	Birthday, Duke of Cambridge	Union Flag	n/a	
End of June	Armed Forces Day	Armed Forces Flag	n/a	
5 <sup>th</sup> July	NHS Birthday	NHS Flag	Full Council – FC31 22.06.22	Council
17 July	Birthday, Duchess of Cornwall	Union Flag	n/a	
15 August	Birthday, Princess Royal	Union Flag	n/a	
Remembrance Day	Second Sunday in November	Union Flag	n/a	
14 November	Birthday, Prince of Wales	Union Flag	n/a	
20 November	Her Majesty's Wedding Day	Union Flag	n/a	

#### The Union Flag will also be flown:

- The day of the opening of a Session of the Houses of Parliament by Her Majesty

These dates are subject to change so the calendar will be regularly updated

### Agenda item 12 – Christmas 2022

a. The Council's Christmas Light's specification has been published. Tenders are due back on the 1<sup>st</sup> August 2022.

Following this a report will be prepared and submitted to Community Committee on the 7<sup>th</sup> September 2022 to agree design, scheme and provider.

As some of the infrastructure that the contractor will be using belongs to the Town Council it would be wise for the Council to approve a contingency budget of £2000 in case that any brackets/power supplies/eyebolts etc need to be repaired or replaced. Testing of the infrastructure is part of the contract, but it is important that if there are any health and safety issues, the installation of lights is not slowed down by lack of access to appropriate funding if required.

b. In the past the community have organized a late night shopping/Victorian evening at Christmas-time. It is understood that this has not happened in a few years. It may be that the Council wish to lead on a switch-on/Christmas event in town. If so, this will need to be scoped out and planned in advance and a budget provided.

### Recommendations:

a. That a contingency budget of £2000 is approved if any health and safety issues belonging to The Council arise during the installation of the Christmas Lights.

b. That the Council consider if it wishes to organise a Christmas Event in Town and agree next steps.



# Chipping Norton Town Council

## ABSENCE POLICY

Adopted on xxx  
Review date xxx



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## What to do if you are unwell

If you are away from work because of sickness you must:

- Telephone the Clerk, before your contractual (or normal start time for work) on the first day of absence providing details and how long you expect to be off. If you are unable to call personally, someone else may call for you. It is your responsibility to ensure the Council is notified. You must then telephone again each day (unless otherwise agreed with the Clerk).
- If you are the Clerk, you must inform the Deputy Clerk as stated above.
- If you are away for seven days or less (including weekends and other non-working days), you must complete a self-certification form and provide it to the council when you are back at work.
- If you are away for more than seven days (including weekends and other non-working days), you must send in a 'fit to work' statement from your doctor and continue to do so as each new certificate is issued to you. This certificate gives details as to whether you are too ill to work or whether you are well enough to work with suitable support from the Council. This gives you and the Council the opportunity to discuss suitable arrangements which will support your return to work. The form also gives more space for the doctor to provide information about your condition and helpful tick boxes to suggest common ways to help you return to work.
- All sickness or injury absence will be entered on your employment record and will be monitored from time-to-time.

## Return-to-work meetings

On the first day back at work after a period of sickness absence your manager may want to meet informally. If this is not possible on your first day back, the meeting may take place later. The return-to-work meeting should take place in a private place, and all discussions should be private and confidential. The meeting would normally include:

- a welcome back to work;
- outline the purpose of the return-to-work meeting; which is to manage and monitor absence and attendance to identify any problem areas and offer support where appropriate;
- a discussion about the reasons for absence, in a supportive way and to understand whether the council can take any steps to help the employee's attendance;
- explain that the absence will be recorded;
- establish if medical advice has been sought (if appropriate);
- ensure the self-certification form has been completed or a fit note from the doctor has been provided;
- a discussion on absence over the last 52 weeks, the impact on pay and any next steps; and
- a handover of work where appropriate.

## Medical appointments

The council recognises that employees will, from time to time, need to attend medical appointments. Please try to arrange medical appointments in your own time or, if this is not possible, at times that will cause the minimum amount of absence from work or inconvenience to the council. The council will allow reasonable time off work for such appointments, and expects the time to be made up as soon as possible.

## **Statutory Sick Pay**

If you are ill and unable to attend work, you may be entitled to Statutory Sick Pay (SSP). SSP is currently paid after 4 Qualifying Days absence from work. The Qualifying Days are your normal working days that are in your contract. Tax and National Insurance will be deducted from SSP and if you earn below the lower earnings limit, you will not qualify for SSP.

## **Council's Sick Pay**

It is the Council's policy to pay you your normal basic rate of pay exclusive of overtime/allowances during periods of sickness absence as stated in your contract (see note 1). This occupational sick pay will be for absences due to sickness calculated over the previous 52 weeks and will include your entitlement to SSP.

Payment is, however, conditional upon you complying with the council's procedure for notifying your manager of the absence, attending an interview with your manager on request to discuss the absence, and completing a self-certification form on return to work or providing a fit-note when requested. We may also ask you to attend an interview/examination with a nominated doctor at the request of the Council.

We may not pay you occupational sick pay where:

- you have failed to comply with the Council's sickness absence notification and evidence requirements;
- you unreasonably refuse to attend a sickness absence meeting with the Council on request;
- you are unable to work because you hurt yourself in dangerous sports / activities or any other occupation you have;
- you have misled the council about your fitness to work;
- you have resigned; or
- where disciplinary proceedings are pending against you.

## **Medical advice**

The Council may want to obtain advice on your fitness for work from occupational health advisers or medical practitioners. Examples of when the Council might refer to occupational health or a medical practitioner include the following:

- to seek a medical report on your illness or injury;
- to establish when you might be able to return to work;
- to understand when you are likely to be fully fit to resume your normal duties;
- to understand what alternative duties you might be fit to undertake if you are unfit to resume your normal duties;
- to understand when you are likely to be fit to undertake any alternative duties;
- to ask for guidance on your condition, for example if there is a possibility that you are disabled or ambiguity as to the exact nature of the condition;
- to ask what reasonable adjustments could be made to working conditions or premises to facilitate a return to work;
- to understand the likely recurrence of the illness or injury once you have returned to work; and
- to discuss any adjustments that could be made to accommodate your disability, if you are disabled.

The Council will pay the cost of the report and you will have the right to see it. The Council will also be provided with a copy of the report and once we have seen it, we will want to meet you to discuss the findings and consider options available to you.

If you choose not to consent to an Occupational Health referral, any decisions in relation to your employment may be made without the benefit of access to medical reports.

## **Persistent short-term absence**

Persistent short-term absence is where an employee is frequently absent from work for relatively short periods due to sickness. We understand most employees will have some short-term sickness absence from time to time. However, if you are frequently and persistently absent from work, this can damage efficiency and productivity, and place an additional burden of work on your colleagues and Councillors.

Therefore, it is essential that frequent absence is dealt with promptly and consistently and in some circumstances, the Council may begin a capability or disciplinary procedure as part of the absence management process. If we do so, we will meet with you to set attendance targets. Following a review meeting we may issue a formal warning if those targets are not met. You will be given written notice in advance of any formal meeting and you can be accompanied by a work colleague or trade union representative. You may appeal against a formal warning. If your absence remains unacceptable after a second formal warning, the council may bring your employment to an end following consultation with you.

If frequent absence is due to an underlying long-term health condition then we will also request, with consent, a medical report either from an Occupational Health Physician or your G.P. or consultant to establish further information about your health and how the council can support your attendance.

When considering the reasons for absence, and deciding on whether a formal meeting is appropriate, the council will not consider any pregnancy related absence. The council will also make adjustments where absences are related to a disability by allowing a higher level of absence before considering whether disciplinary action is appropriate.

The council will consider any alternative employment options before making any decision about ending employment. You will have the right to be accompanied by a work colleague or trade union representative at formal meetings and a right of appeal against a formal warning or dismissal sanction. The monitoring of absence operates on a rolling 52-week period.

Where it appears that there is no acceptable reason for an absence or if you have not followed the correct absence notification procedure, the matter should be treated as a conduct issue and dealt with under the disciplinary procedure.

## **Long-term absence**

As a guide, long-term absence is any absence which lasts or is expected to last over 4 weeks. In all cases of long-term absence, it is essential for the Council to maintain contact with you. In cases where the return date is less certain this will take the form of consultation and will include:

- Discussions at the start of the absence and periodically throughout
- Obtaining better information on your health and likely prognosis, ideally through an Occupational Health Physician
- Where appropriate alerting you to the fact that your absence is becoming a problem, and
- Allowing you the opportunity to state your opinion of your condition and giving consideration to that opinion

Where ill-health means that you are unlikely to return to work for a long period of time, the council may need to consider bringing your employment to an end. In these circumstances, the council will:

- Review your absence record to assess whether or not it is sufficient to justify dismissal
- Consult with you
- Obtain up-to-date medical advice

- Advise you in writing as soon as it is established that termination of employment has become a possibility
- Discuss whether you may be able to access benefits from the Local Government Pension Scheme (where appropriate).
- Meet with you to discuss the options and consider your views on continuing employment before any decisions are made, allowing you to be accompanied by a work colleague or trade union representative
- Review if there are any alternative jobs that you could do prior to taking any decision on whether or not to dismiss
- Allow a right of appeal against any decision to dismiss you on grounds of long-term ill health
- Following this meeting, inform you of the final decision

## **Absence as a result of disability**

Where you experience sickness absence as a result of a disability it will be treated in line with the provisions contained within the Equality Act 2010 (formerly as part of the Disability Discrimination Act 1995). This will include considering whether any reasonable adjustments can be made.

## **Data protection**

The Council will treat personal data collected during the absence management process in accordance with its data protection policy on processing special categories of personal data. Information about how your data is used and the basis for processing your data will be provided in our employee privacy notice. When relying on legitimate interests as the legal ground for processing your data, you can object to the processing.

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

### **Important notice**

This document is modelled on a document commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils.

Please contact them on 01403 240 205 for information about their services.

## **Notes**

### **1. Green Book terms**

If the council adopts Green Book terms and conditions of employment, employees are entitled to receive sick pay for the following periods: -

During 1st year of service

1 month's full pay and (after completing 4 months service)

2 months half pay

During 2nd year of service

2 months full pay and

2 months half pay

During 3rd year of service

4 months full pay and

4 months half pay

During 4th and 5th year of service

5 months full pay and

5 months half pay

After 5 years' service

6 months full pay and

6 months half pay

The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.

Periods of full pay will include SSP. In periods of half pay, employees receive half pay in addition to SSP provided the total does not exceed normal pay.

If an employee abuses the sickness scheme or is absent on account of sickness due or attributable to deliberate conduct prejudicial to recovery or the employee's own misconduct or neglect or active participation in professional sport or injury while working in the employee's own time on their own account for private gain or for another employer sick pay may be suspended.

### **2. Council's Sick Pay**

The legal requirement is to pay Statutory Sick Pay (subject to eligibility) and anything additional is for the council to decide. Any additional sick pay is known as 'occupational sick pay' (OSP). The council will need to commit to paying any OSP it decides to offer and take into account the cost of National Insurance and the cost of any temporary staff required to cover the absence.

It would be unusual to bring an employment contract to an end before the occupational sick pay expires.

If a member of staff already has a paid sick leave entitlement, Council cannot unilaterally change their entitlement. Councils can change the policy for all new staff joining after a defined date provided this is consistently applied.

### **3. Return-to-work meetings**

Return to work meetings should ideally take place following every absence, with notes taken, agreed and stored on file. They are especially important if the absence has been caused by, or related to incidents at work. Having a written record of a return-to-work meeting may help the council defend later claims or allegations.

Sometimes it is not practical to have return-to-work interviews after every absence so councils may decide to do so only after 2 absences in a 2-month period, or where the absence is work-related.

### **4. Medical appointments**

There is no legal requirement to pay time off for medical appointments, except antenatal appointments. Staff should make up time as soon as possible.

## **5. Medical advice**

Health information is considered to be personal sensitive information under Data Protection legislation and particular care must be taken when processing medical information. The Information Commissioner website (<https://ico.org.uk>) contains guidance.

An Occupational Health report can comment on an individual's health in relation to the employee's role. It will be important to provide the OH physician or nurse a referral form with full details of the employee's job, the concerns you have about their health in relation to their work and be specific about the questions you need answering. Any report should then be discussed with the employee before the council decides on any follow up actions. If the report makes recommendations, these must be carefully considered and discussed with the employee.

## **6. Health and wellbeing**

All employers have duty to provide a safe place of work which includes the physical environment as well as mental health. There are a range of initiatives that can promote health and wellbeing (see Fit for Work: <https://fitforwork.org>). Also, the Health and Safety Executive has useful information on their website including a stress risk assessment ([www.hse.gov.uk/stress/risk-assessment.htm](http://www.hse.gov.uk/stress/risk-assessment.htm)).

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# CHIPPING NORTON TOWN COUNCIL

## Expenses Policy & Procedure

### Purpose

This policy sets out Council's rules on how employees and Councillors can claim for reasonable expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that legitimate expenses are properly reimbursed and to ensure that these expenses are treated appropriately for tax purposes.

### General procedure

Council will reimburse actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties undertaken in the course of Council business. To claim for expenses, Council's expenses claim forms must be used setting out the reasons why the expense was incurred on the claim form. (Refer to the appendix for the Councillors' claim form.)

Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless the claim is for mileage). When claiming for travel expenses on public transport, tickets should be enclosed showing the departure point and destination of the journey, where possible. Credit and debit card statements will not be accepted. VAT receipts should set out:

- the name and VAT registration number of the retailer or service provider;
- the goods and services provided; and
- the amount of VAT payable.

Once completed and signed, expense forms should be submitted to the Clerk for approval. Once approved the claim form should be sent to the RFO for payment.

Claims must be submitted within 60 days of the expense being incurred. If this is not practical, written approval for any extension will be required from the Clerk. Council reserves the right to withhold any payment where prior written approval has not been given.

Council may return an expense claim form without payment if it is completed incorrectly or lacks supporting evidence.

Council will pay claims for authorised expenses by BACS transfer into the individual's designated account or by cheque.

In general, expenses should not be incurred other than in the categories listed below. Any uncertainty on expenditure eligibility should be discussed in advance with the Clerk and confirmed in writing. Council will accept email as written approval where it is required in this policy.

### Training

Attendees on training courses may claim travel expenses for the difference in their usual home to work costs, where applicable. Where the training takes place outside contracted daily hours, part-time employees should be paid on the basis that time spent on training is working time.



## **Travel**

Individuals should consider whether or not travel is necessary or if there are less expensive means (for example digital-meeting/conferencing). For local meetings and events the first option to consider is making use of Council's own vehicle when it is available.

### Rail

Only standard class rail fares will be reimbursed. Where possible, rail journeys should be arranged in advance to benefit from any discounts for early booking.

### Use of own car

It may be appropriate and cost-effective for individuals to use their own car when travelling on Council business, for example where there is limited public transport to the destination, or the journey time is significantly shorter than using public transport. Any use of their own car on Council business is subject to the individual:

- holding a full UK driving licence;
- ensuring that their car is roadworthy and fully registered; and
- holding comprehensive motor insurance; for employees this must also provide cover for business use.

In the case of staff, prior authorisation should be sought from the Clerk (or the Chair in the case of the Clerk), before an individual should use their own car on business. Council accepts no liability for any accident, loss, damage or claim arising out of any journey made on Council business. Council will not pay for the cost of any insurance policy on an individual's own car (except insofar as the payable mileage rate is deemed to be inclusive).

Council will pay a mileage allowance of 45p per mile for mileage or such other rate as set out from time to time by HM Revenue and Customs. Council will pay for tolls, congestion charges and parking costs incurred, where applicable. If the claimant carries another employee or Councillor in their own car or van on a business journey, the passenger payment rate is 5p per mile.

### Use of own bicycle or motorcycle

If use is approved, mileage allowances respectively of 20p and 24p per mile are claimable. Any use of an individual's own motorcycle on business is subject to the same requirements as a car (see above).

### Taxis

Unless in the case of unexpected circumstances (for example failure of public transport), any use of taxis will require prior approval and will only be given in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several individuals travelling together on Council business; or
- where personal security and safety is an issue, for example taxis may be permitted after 9.30pm.

Receipts must be obtained with details of the date, place of departure and destination of the journey.

### Joint travel

Where more than one member of staff and/or Councillor are attending the same event or otherwise travelling to the same destination in the undertaking of Council-related duties every effort should be made to share the means of transport where it is vehicular in order to minimise costs and adhere to Council's environmental objectives.

## **Overnight accommodation**

As a guideline for travel on Council business accommodation should be booked equivalent to three-star hotel standard or less. A maximum of £120 per night in a major city and £100 elsewhere applies. It is the individual's responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

## **Meals**

Where required to be away from home on Council business, the individual may claim up to:

- £10 for breakfast (if this is not included in the hotel room rate);
- £15 for lunch;
- £20 for dinner; and
- a daily allowance of £5 per night for general incidental costs such as a newspaper or telephone calls.

The maximum amounts above are inclusive of drinks. Alcohol cannot be reclaimed under any circumstances.

Receipts/invoices should be supplied for all hotel and meal expenses.

## **Entertainment/gifts**

Council has strict rules about offering or receiving both entertainment and gifts. Any gifts, rewards or entertainment offered should be reported immediately to the Clerk](or the Chair in the case of the Clerk). As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

## **Annual events**

Council may decide to hold a staff event, such as a Christmas meal or other celebration. Except where agreed to the contrary, attendance is not compulsory, and individuals remain responsible for any expenses incurred.

## **Expenses that will not be reimbursed**

Council will not reimburse for:

- the cost of any employee travel between home and usual place of work (except in exceptional circumstances for early morning/late night transport as set out above);
- the cost of any travel undertaken for personal reasons;
- the cost of any travel for a partner or spouse;
- any fines or penalties incurred while on Council business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- alcohol; and
- cash advances or withdrawals from an ATM machine.

Individuals are required to pay for any travel costs incurred by their partner or spouse in the event that he or she accompanies them on Council business.

## **False claims**

If Council considers that any expenditure claimed was not legitimately incurred on its behalf, it may request further details. Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from an employee's salary or seek reimbursement in the case of a Councillor.

Any abuse of Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts without them having been declared; and
- receipt of hospitality and/or gifts from contacts that may be perceived to influence an individual's judgment.

Council may take disciplinary action in the case of an employee, and in all cases report the matter to the police for investigation and criminal prosecution.

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

Adopted: July 2022

Next review due: July 2024 (unless the document below changes sooner)

[Based on the National Association of Local Councils (NALC) model dated December 2019.]

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**Councillor Expenses Claim Form for Councillor .....** *(insert name)*

**(For guidance refer to the Chipping Norton Town Council Expenses Policy & Procedure)**

**A: - Details of Mileage claim**

<u>Event</u>	<u>Date</u>	<u>Return Mileage (total miles)</u>	<u>Total claim (45p per mile/5p per passenger)</u>
<b>Total A</b>			£

**B: -Details of other expenses**

<u>Event</u>	<u>Date</u>	<u>Expense detail</u>	<u>Total claim £</u>	<u>Receipt attached</u>
<b>Total B</b>			£	

<b>Total A + B</b>	£
--------------------	---

Payment preference:      **Cheque:**       **BACS:**

**For expenses to be received via BACS payment – please complete.**

Account name .....

Sort Code ..... Account number.....

**Signed by Councillor** .....

**Date** .....

<b>Authorisation only:</b>	
Authorised by (1) .....	Authorised by (2) .....
Print name: .....	Print name .....
Payment date by Cheque .....	BACS .....



## Chipping Norton Town Council

### Vexatious Complaints Policy

#### A policy for dealing with abusive, persistent or vexatious complaints and complainants

##### 1. Introduction

1.1 This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatious. The following clauses form the Council policy for ways of responding to these situations.

1.2 In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'. This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.

1.3 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.

1.4 Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

1.5 Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

1.6 The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

##### 2. Habitual or Vexatious Complainants

2.1 For the purpose of this policy the following definitions of habitual or vexatious complainants will be used: *The repeated and/or obsessive pursuit of:*

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(2) *reasonable complaints in an unreasonable manner.*

2.2 Prior to considering its implementation the Council will send a *summary* of this policy to the complainant to give them prior notification of its possible implementation.

2.3 Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the staff and Staffing-Sub committee will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complaints.

2.4 The Clerk on behalf of the Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken. District and County Councillors for Chipping Norton Town Council will also be informed that a constituent has been designated as an habitual or vexatious complainant.

2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

### **3. Definitions**

3.1 Chipping Norton Town Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints.

The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

3.2 Examples include the way in which, or frequency with which, complainants raise their complaints with staff or how complainants respond when informed of the Council's decision about the complaint.

3.3 Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

#### **An unreasonably persistent and/or vexatious complainant may:**

- have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that they do not admit or make obvious)
- refuse to specify the grounds of a complaint despite offers of assistance
- refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure
- refuse to accept that issues are not within the power of the Council to investigate, change or influence

- insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
- make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced
- make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints
- make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or e-mails)
- harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media
- raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on
- change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- deny statements he or she made at an earlier stage in the complaint process
- are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved
- adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors
- refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure
- persistently approach the Council through different routes or other persons about the same issue
- persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons
- refuse to accept documented evidence as factual
- complain about or challenge an issue based on an historic and/or an irreversible decision or incident
- combine some or all of these features.

## **4. Imposing Restrictions**

4.1 The Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.

4.2 In the first instance the Clerk will consult with the Mayor and the Chair of the Staffing Sub-Committee prior to issuing a warning to the complainant. The Clerk will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.

4.3 If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. The Clerk will make this decision in consultation with the Mayor and Chair of the Staffing Sub-Committee and inform the complainant in writing of what procedures have been put in place and for what period.

4.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis, or at the next Full Council Meeting.

4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:

- banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf
- banning the complainant from sending emails to individuals and/or all Council Officers and insisting they only correspond by postal letter
- requiring contact to take place with one named member of staff only
- restricting telephone calls to specified days and/or times and/or duration
- requiring any personal contact to take place in the presence of an appropriate witness
- letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read future correspondence).

4.6 When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:

- why the decision has been taken
- what action has been taken
- the duration of that action.

4.7 The Clerk will enclose a copy of this policy in the letter to the complainant.

4.8 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chair of the Council and the Chair of the



Communications Committee may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

4.9 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

## **5. New complaints from complainants who are treated as abusive, vexatious or Persistent**

5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk, the Mayor and Chair of the relevant committee will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.

5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

## **6. Review**

6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Clerk, the Mayor and Chair of the relevant committee after three months, and at the end of every subsequent three months within the period during which the policy is to apply, or by the next Full Council Meeting.

6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

## **7. Record Keeping**

7.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- the name and address of each member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant
- when the restrictions came into force and ends
- what the restrictions are
- when the person and Council were advised.

7.2 Full Council be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

CHIPPING NORTON TOWN COUNCIL

COUNCILLOR.....

**TRAINING NEEDS ASSESSMENT**

<b>Roles and Responsibilities</b>	Feel confident in this area	Require some training in this area	Require full training in this area
Understanding the role of Members or how to be a good councillor			
Understanding the role of Officers or how to ensure staff are used effectively			
Understanding the Council's Code of Conduct or how to behave			
A knowledge of the Council's Core Values and how to put them into practice			
<b>Procedures</b>			
Ability to Chair meetings			
Ability to contribute effectively at meetings			
Understanding the Council's Standing Orders			
Managing working groups			
<b>Law</b>			

The powers & duties of Town Council			
The General Power of Competence			
<b>Finance</b>			
Budget setting and monitoring			
Financial Governance including audit			
The Annual Accounts			
<b>Planning</b>			
Commenting on planning applications			
Local/Neighbourhood plans			
<b>Community Leadership</b>			
Building effective relations with residents and partners			
Championing the interests of local community			
<b>General</b>			
Presentation and public speaking skills			
Negotiation and influencing skills			

IT skills			
Working together with differences / agreeing to disagree / conflict resolution			

If there are any other areas not covered above please list them below:

.....

Please return this form to the Clerk by.....

DRAFT

## **CHIPPING NORTON TOWN COUNCIL**

### **INVESTMENT STRATEGY**

**Adopted by the Town Council on 19 October 2020**

#### **1. INTRODUCTION**

1.1 Chipping Norton Town Council (the Council) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty. This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioner's Guide 2018.

The Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment.
- For the purpose of prudent management of its financial affairs.

1.2 The Council defines its treasury management activities as “the management of the Council’s cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”

#### **2. POLICY**

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council’s treasury management activities and the associated risks and should be read in conjunction with the Council’s Financial Regulations.

#### **3. INVESTMENT OBJECTIVES**

3.1. The Council’s investment priorities are:

- the security of its reserves,
- adequate liquidity of its investments, and
- the return on investment – the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- Investments will consider lower carbon emissions, ethical labour management, and greater board diversity”.

3.2 All investments will be made in sterling.

3.3 The Department of Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

3.4 The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies.

3.5 Investments will be spread over different providers where appropriate to minimise risk.

#### 4. SPECIFIED INVESTMENTS

4.1 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

4.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Chipping Norton Town Council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- Other approved public sector investment funds.

4.3 The choice of institution and length of deposit will be at the approval of the Finance and General Purposes Committee.

4.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

#### 5. NON SPECIFIED INVESTMENTS 5.1

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.

#### 6. LIQUIDITY OF INVESTMENTS

6.1 The Finance and General Purposes Committee in consultation with the Responsible Financial Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

6.2 Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

#### 7. LONG TERM INVESTMENTS

7.1 Long term investments are defined in the Guidance as greater than 12 months.

7.2 The Council does not currently hold any funds in long term investments.

#### 8. INVESTMENT STRATEGY 22-23

8.1 For 2022-23 the Council will continue to invest as much of its balances as possible in low risk products in order to achieve its investment objectives. This includes any balances that need to be invested being held in the CCLA Public Sector Deposit Fund.

#### 9. END OF YEAR INVESTMENT REPORT

9.1 Investment forecasts for the coming financial year will be accounted for when the budget is prepared. At the end of the financial year, the Responsible Financial Officer will report on investment activity to the Finance and General Purposes Committee.

#### 10. REVIEW AND AMENDMENT OF REGULATIONS

10.1 The Council's Investment Strategy shall be reviewed annually and revised if considered necessary.

10.2 The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Council. Any variations will be made available to the public

#### 11. FREEDOM OF INFORMATION

11.1 In accordance with the Freedom of Information Act 2000, the Council's Investment Strategy will be published on the Town Council's website <https://www.chippingnorton-tc.gov.uk> and is also available as hard copy from the Town Council Offices.



# 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 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.

## Information available from Chipping Norton Town Council under the publication scheme

Information to be published	How the information can be obtained
<p><b>Class 1 – Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(Hard copy and/or Website)</p> <p>Hard copy and Website or via Email if practicable</p>
Who's Who on the Council and its Committees	Hard copy and Website
Contact details for The Mayor and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and Website
Location of main Council office and accessibility details	Hard copy and Website
Staffing structure	Hard copy and Website
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	
Annual return form and report by auditor	Hard copy
Finalised budget	Hard copy and website
Precept	Hard copy and website
Borrowing Approval letter	Hard copy (where applicable)
Financial Standing Orders and Regulations	Hard copy and website

Grants given and received	Hard copy and website
List of current contracts awarded and value of contract	Hard copy
Members' expenses	Hard copy
Members' allowances	Not applicable

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Neighbourhood Plan (Chipping Norton Town Council Neighbourhood Plan)	Hard copy and website
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy
Quality status	Hard copy
Local charters drawn up in accordance with DCLG guidelines	Not applicable
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Current and previous council year as a minimum	Hard copy and website
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website
Agendas of meetings (as above)	Hard copy and website
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and website
Responses to consultation papers	Hard copy where available

Responses to planning applications	Hard copy and website
Bye-laws	Hard copy
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy and website
Current information only	
Policies and procedures for the conduct of council business:	Hard copy and website
Procedural standing orders	Hard copy and website
Committee and sub-committee terms of reference	Hard copy and website
Delegated authority in respect of officers	Hard copy and website
Code of Conduct	Hard copy and website
Policy statements	Hard copy and website
Policies and procedures for the provision of services and about the employment of staff:	Hard copy
Internal policies relating to the delivery of services	
Equality and Diversity policy	Hard copy and website
Health and Safety policy	Hard copy
Recruitment policies (including current vacancies)	Hard copy
Policies and procedures for handling requests for information	Hard copy and Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Hard copy and website
Information security policy	Hard copy
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Hard copy and website

Schedule of charges (for the publication of information)	Hard copy
<b>Class 6 – Lists and Registers</b>	(hard copy; some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list	Hard copy
Asset Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town Councils)	Hard copy
Register of members' interests	Hard copy
Register of gifts and hospitality	Hard copy
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)
Current information only	Hard copy and Website
Allotments	Hard copy and website
Burial grounds and closed churchyards	Hard copy and website
Town Hall	Hard copy and website
Parks, playing fields and recreational facilities	Hard copy and website
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy

**Contact details:**

The Town Clerk  
Chipping Norton Town Council  
The Guildhall  
Goddards Lane  
Chipping Norton  
Oxfordshire  
OX7 5NJ

Tel: 01608 642341 Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk) Website: [www.chippingnortontowncouncil.oc.uk](http://www.chippingnortontowncouncil.oc.uk)

**SCHEDULE OF CHARGES**

- (i) One copy of any available document will be supplied free of charge to any resident within Chipping Norton
- (ii) Multiple copies of any available document will be supplied to any resident within the Civic Parish of Chipping Norton on payment of the actual cost of copying and postage.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Chipping Norton or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

# Chipping Norton Town Council

## Freedom of Information Procedure

### 1. Introduction

- 1.1 The Freedom of Information (FOI) Act was introduced to encourage public organisations to publish more information proactively and develop a greater culture of openness. The Act gives a general right of access to information held by the Town Council, subject to certain exemptions outlined in the Act. It applies to information that is held:
- Electronically
  - On paper
- 1.2 Information, which is readily available to members of the public, are those documents listed in the Town Council's Publication Scheme, which is published on the Town Council's website and ensures transparency. Documents within the Publication Scheme are not subject to the Freedom of Information Act.
- 1.3 Requests for information will be considered under the Freedom of Information Act (FOI) 2000 and the Environmental Information Regulations (EIR) 2004.

### 2. Procedure for Dealing with Requests for Information

- 2.1 Members of the public have a general right of access to information held by the Town Council. This means that they have the following rights:
- To be told whether or not the information is held by the Town Council,
  - And if it is, to have the information communicated to them.
- 2.2 There are certain exemptions and limitations on this general right, but just because a document is marked "Confidential" does not automatically mean that it is exempt information, but it may be covered by certain exemptions. Each case will be dealt with on its merits. Personal information will not be provided if it is in breach of the Data Protection Act 2018.
- 2.3 Requests for information must be in writing, must give the applicant's name, an email address, telephone number and a return address and must describe the information requested with a clear description in such a way that we are able to locate it. A written request includes an e-mail.
- 2.4 All written requests for information will be logged on a separate record sheet. Receipt will be acknowledged but if it is possible to respond with the information requested, this will be done instead. If further information is required in order to locate the information requested, this will be undertaken as quickly as possible. All correspondence, phone calls, e-mails etc., that follow the original request will be recorded.

### 3. Timescales

- 3.1 The Town Council has 20 working days in which to deal with a request for information. If it is not clear what information is required, the 20 day period does not begin until clarification is received from the applicant as to exactly what is required.



- 3.2 The Town Council will inform the individual if we require longer than the 20 days to apply the public interest test and the individual will be informed at that point what exemptions are being looked at and how long it will take. If more time is require then up to a maximum of a further 20 days can be added so the total time will be 40 working days.

#### **4. Refusal**

- 4.1 The Town Council may refuse a request if we consider that:
- it is vexatious (designed to cause disruption or annoyance rather than having a serious purpose)
  - to comply would exceed the statutory cost limit (£450 with staff time charged at £25 an hour which is the statutory rate). If we believe it will exceed the cost limit we will issue a refusal notice and invite the applicant, if possible, to revise the request to make it less expensive
  - it falls within an exemption under the legislation

#### **5. Charging**

- 5.1 If a charge is going to be made for photocopying and disbursements, a fee notice will be sent detailing the costs. The requestor has three months in which to pay and once payment has been received, the 20 working day period becomes effective

A charge will be made for the photocopying of information requested as follows:  
20p per single A4 size

- 5.2 If the Town Council does not receive the fee within three months, we are not obliged to comply with the request. However, the Town Council may consider whether it can release any information without charge.

#### **6. Clarification**

- 6.1 The Town Council can seek clarification about what is being requested. The time limit for responding stops whilst we wait for a response to our request for clarification.

#### **7. Exemptions**

- 7.1 The most common exemptions are:
- Section 21 – information reasonably accessible to the applicant by other means. There is a duty to confirm or deny whether we hold it and to tell the requestor where they can find it. This is an absolute exemption which means the public interest test does not need to be applied, (see below).
  - Section 22 – information intended for future publication. This means it is in draft, still being worked on but when completed, or approved, it will be published. The public interest test must be applied here.
  - Section 31 – prejudicial to law enforcement (preventing crime, collecting tax)
  - Section 36 – prejudicial to the effective conduct of public affairs.
  - Section 40 – personal data
  - Section 42 – legal professional privilege
  - Section 43 – commercial sensitivity

- 7.2 All except section 21 are qualified exemptions requiring the application of the public interest test. This means weighing up whether the public interest is best served by disclosing the information, or not disclosing it.

## **8. General Requests for Information**

- 8.1 The Town Council will continue to deal with routine requests for information as it does currently. Routine information which is freely available to members of the public is that listed in the Town Council's Publication Scheme on the website.
- 8.2 Any requests for information that is not contained in the Publication Scheme on the website will be passed to the Town Clerk to deal with under the FOI Act. A certain amount of guidance on dealing with requests is held by the Town Clerk, but it may be necessary that further specific guidance will be required from the Information Commissioner's office. If a member of staff is unsure as to whether a request for information is routine or not, they will refer to the Town Clerk. The use of personal information is covered by the Data Protection Act 2018.
- 8.3 The Town Clerk will act as the Freedom of Information Officer and has a responsibility to ensure that data subjects have appropriate access, upon written requests, to details regarding personal information relating to them.
- 8.4 The applicant will be kept informed at all stages of the process of supplying the information requested, particularly if it is a complex request, when guidance may have to be sought from other agencies.

## **9. Environmental Information Requests 2004 (EIR)**

- 9.1 Environmental Information broadly relates to:
- Air, atmosphere, water, soil, land, landscape, plants, animals, biological diversity and genetically modified organisms
  - Emissions, discharges, noise, energy, radiation, waste, recycling, and pollution
  - Measures and activities such as policies, plans and agreements
  - Reports, cost benefit analysis and economic analysis
  - The state of human health and safety, contamination of the food chain
  - Cultural sites and built structures ( the effect of the environment on the human world
  - Planning and development, building control, construction and renovation, floods and flooding issues, land use, traffic, parking, location of mobile phone masts and demolition of buildings
- 9.2 It covers documents, photos or maps. There is no distinction between formal approved documents, and anything else. The duty is to make the information available. This is not the same as the duty to disclose under FOI.
- 9.3 There are 20 working days to respond to the request. Unlike FOI there is no extension to the time limit for consideration of the public interest test. A further 20 days is permitted though if the request is complex, or there is a large amount of information involved. There is no right to charge for inspection. Cost recovery is permitted with reasonable charges published in advance.

## **10. Exceptions EIR**

- 10.1 There are exceptions to the requirement to disclose, these exceptions are subject to the public interest test like FOI. The exceptions are:
- personal data
  - information not held when the request was made
  - the request is manifestly unreasonable (similar to “vexatious” under FOI but with “manifestly unreasonable” used instead. The courts have treated both in the same way)
  - the request is too general
  - information is in draft or is unfinished
  - information is an internal communication
  - disclosure would adversely affect the course of justice or commercial confidentiality.
- 10.2 There is a lot of guidance, and case law, on the use of both FOI exemptions and EIR exceptions which can be found on the Information Commissioner’s website at [www.ico.org.uk](http://www.ico.org.uk).

## **11. Data Protection**

- 11.1 The will act as the Data Protection Officer and is responsible for gathering and disseminating information and issues relating to information security, the Data Protection Act 2018 and other related legislation.

## **12. Publication Scheme**

- 12.1 This is a scheme available via the website, setting out the classes of information that will be made routinely available and any charges. This includes policies and procedures, minutes of meetings, annual reports and financial information. This information is easily and quickly available.

## **13. Appeal Process**

- 13.1 If unhappy with the way their request has been dealt with an internal review can be requested. This will be carried out within 20 working days of the request for a review being received. If the individual remains unhappy with the result of the review the individual can ask the Information Commissioner to look at their concerns. The Town Council will provide details of the internal review process when it is requested. The process will vary depending on the type of request and who is available to review the process within the timescales.

## **14. Vexatious Requests**

- 14.1 Whilst the Town Council wishes to be open and transparent and to provide as much information as possible about the work it does there are occasions when it might be necessary to decide that a request is “vexatious” within the meaning of the legislation. There have been a number of legal cases which have helped to clarify what is meant, legally, by “vexatious” and which have stated that we have limited resources and that our obligations under the legislation must be proportionate to those resources.

- 14.2 Public authorities do not have to comply with vexatious requests. There is no requirement to carry out a public interest test or to confirm or deny whether the requested information is held.
- 14.3 The key question is whether the request is likely to cause a disproportionate or unjustified level of disruption, irritation or distress. There is no exhaustive list of circumstances. Every case is unique and judged within the context and history of that specific situation.
- 14.4 “Vexatious” Indicators
- Abusive or aggressive language
  - Burden on the authority
  - Personal grudges
  - Unreasonable persistence
  - Unfounded accusations
  - Intransigence
  - Frequent/overlapping requests
  - Deliberate intention to cause annoyance
  - Scattergun approach
  - No obvious intent to obtain information
  - Futile request

## **15. Process the Town Council will follow to determine if a request is vexatious**

- 15.1 The Town Clerk deals with all requests for information on behalf of Chipping Norton Town Council. If a request is considered to be potentially vexatious the Clerk will prepare a summary setting out the context and history to the request. This summary will be reviewed by members at Full Council.

## **16. The Review**

- 16.1 The following will be considered:
- The purpose and value of the request
  - Whether the purpose and value justifies the impact on the public authority
  - The context and history so, for example, if there has been a long and frequent series of requests the most recent request, though not obviously vexatious in itself, will contribute to the aggregated burden
  - Have there been numerous follow-up enquiries no matter what is supplied? This will be balanced against how clear our responses have been, has contradictory or inconsistent information been supplied or is a legitimate grievance being pursued?
  - Whether there are alternatives to the vexatious route. If it is too expensive then section 12 (costs in excess of £450) will be used. The Information Commissioner permits the total costs for all requests from one person (or several acting in concert) to be aggregated during a period of sixty days so long as they are requests for similar information
  - Is this a round robin, a “fishing” expedition or part of an orchestrated campaign? None of these make it vexatious but are factors

## **17. Final Warning**

- 17.1 If, having considered all of the above, the Town Council thinks there is a case for treating the request as vexatious then consideration will be given to a “final warning”. This is a letter, or email, to the person making the request explaining the impact the request(s) are having and asking that their behaviour be moderated. This “final” warning will not be appropriate in all cases but, if it is possible that the person making the request has not appreciated the impact of what they are doing, then it may assist.

## **18. Advice and Assistance**

- 18.1 In addition the Town Council may want to ask the person making the request whether advice and assistance would help in clarifying what exactly they wish the organisation to provide. Again this may not be appropriate in every circumstance but will be considered.

## **19. Report to Members**

- 19.1 The history of the matter will go forward as part of a report to Full Council setting out the evidence and reasoning behind the recommendation to propose that the request be treated as vexatious.
- 19.2 The decision to declare a request vexatious will be taken by the Town Council. This decision should be taken within 20 working days of receipt of the request. This time limit should be achievable in normal circumstances, however, if there is no meeting scheduled within that timescale then the decision will be formally delegated by the adoption of this procedure to the Mayor of the Council (in consultation with the Deputy Mayor).
- 19.3 Under section 14(1) of the Freedom of Information Act the refusal notice will set out the Council’s internal review procedure and the right of appeal to the Information Commissioner’s Office. However, under section 17(6) if the Town Council has issued a previous refusal notice for a vexatious request (and it would be unreasonable to provide another one) it is not necessary to do so. This will be done where the complainant has already been warned that further requests on the same, or similar topics, will not receive any response.
- 19.4 Please note that if a request is found to be vexatious and further requests are received on the same topic no response will be provided

## **20. Responsibilities**

- 20.1 The Town Clerk will act as the Freedom of Information Officer and has a responsibility to ensure that data subjects have appropriate access, upon written requests, to detail regarding personal information relating to them.

## **21. Review**

- 21.1 This procedure will be reviewed as necessary when there is a change in the law and in line with the Freedom of Information Policy.



# COMMUNITY ENGAGEMENT POLICY & STATEMENT OF INTENT

## Inform Consult Involve Engagement Action

### INTRODUCTION

To achieve its vision for Chipping Norton, the Town Council is committed to working closely with the public. Everyone should be involved in making Chippy the type of community they want it to be, whether they are a resident, a local group or business. Informing, consulting and involving people in the work of the Town Council is key when it comes to decision-making; securing better services; the local democratic process, and creating an empowered and active citizenship.

### AIMS

The Town Council strives to:

**Inform** by providing information about what is happening to help local people – including young people and hard-to-reach groups - understand an issue, service or planned actions, options or solutions. This will be done by:

- Posters, fliers, banners, advertising and publications
- Local newspaper press releases, publications, radio and TV, interviews
- Monthly newsletter, letters, leaflets
- Information stalls, i.e. at Town Council events/open days/exhibitions
- Public and specific meetings, presentations, briefings
- Town Council website detailing all Council services, activities and up to date articles
- Facebook and other social media

**Consult** by asking for feedback, advice or opinions on a particular issue. This will be done by:

- Questionnaires and surveys, feedback forms
- Online surveys and questionnaires
- Face-to-face interviews/telephone interviews
- Residents', user panels and community groups
- Discussion/focus groups/forums
- Written consultation through letter or email
- Consultation events/workshops/exhibitions/general events/shows



- Online consultation
- Public, neighbourhood or specific meetings or surgeries
- Documents or information available at The Guildhall, The Town Hall, The Chippy Larder and online.

**Involve** by ensuring that concerns and aspirations are understood and considered, encouraging people to put forward ideas, options, initiatives and actions. This will be done by:

- Public or specific targeted discussion meetings with interested parties
- Public or stakeholder workshops to identify issues and shape options
- Public events, interactive displays
- Community-led plans and working groups
- Comments and complaints
- Councillor Surgeries
- Interaction with Town Councillors and staff, District and County Councillors and other local government-led organisations

**All forms of communication will be clear, factual and appropriate; use plain English and, where appropriate, adhere to the Town Council's corporate design and logo.**

The Town Council will inform, consult with and involve our partners and stakeholders, and co-ordinate our community engagement efforts, through:

Actively being involved in various community organisations who offer front line services to people the Town Council often find hard to reach, including:

- The Chippy Larder
- The Branch
- Aspire Chipping Norton
- The Chippy Theatre
- Chipping Norton Youth Services
- Citizen's Advice West Oxfordshire
- CNarts
- Sports clubs



The profile of the Town Council will be raised through:

- Inviting residents to be actively involved in our meetings via Public Participation.
- Encouraging residents to link to the Town Council's Facebook page, and other social media feeds
- Widely publicising the Annual Town Meeting
- Encouraging use of the Council's new website
- Issuing press releases covering activities of the Council
- Involving residents in events and activities such as the Town Festival, The Christmas lights event and Remembrance Sunday.
- Production of a monthly newsletter
- Communication and networking with Chippy News

Every Town Councillor will be enabled in maximising their role as elected representatives and community leaders through:

- Receipt of a comprehensive new members information pack and a tailored induction programme.
- Mentoring for new Councillors
- Making copies of agendas and minutes of Council meetings widely available
- Encouraging Councillors to represent the Town Council on community groups and organisations

Every employee will be enabled in understanding the Town Council's priorities through:

- Regular team meetings
- Regular Performance Management Reviews
- Being encouraged to provide input into the decision-making process
- Being encouraged actively to represent the Town Council at community events

## **ENGAGEMENT**

Listed below are the individuals/organisations with whom the Council wishes actively to engage:

- Residents of Chipping Norton
- Businesses and business organisations
- Community, voluntary, special interest and residents' groups
- Older people
- Young people
- Hard-to-reach groups
- Public and private sector stakeholders
- Schools
- Health Agencies (commissioners and providers)
- Visitors





## ACTION PLAN

Action Plan item	Task	Responsibility	Status / Frequency
Mayor	The Mayor to fulfil a community leadership role and encourage community organisations to be involved with initiatives.	Mayor/Deputy Mayor	Ongoing
Minutes	Ensure copies of Minutes are available - hard copy, electronically, and on the Town Council website	Town Clerk	Ongoing
Office Opening Hours	Publicise office opening hours in newsletter and on website and notice boards	Town Clerk	Ongoing
Annual Town Meeting	Publicise the meeting and liaise with stakeholders to encourage good attendance	Councillors Town Clerk	Annually
Public Forum	Encourage residents to raise any matters of interest or concern via public participation element of all Full Council and Committee meetings	Staff and Town Councillors	Ongoing
Notice boards	Regularly update notice boards with Town Council and community activities	Deputy Clerk	Ongoing
Website	Maintain website with information on Town Council services and activities	Clerk's Office	Ongoing
Newsletter	Produce a regular newsletter	Clerk's Office in consultation with Mayor and Deputy Mayor	Monthly
Businesses	Engage with businesses and business organisations.	Designated Town Councillors	Ongoing
Local Democracy	Encourage residents to both vote at and stand for the Town Council in Local Council elections	Clerk's Office and Town Councillors	Ongoing but higher priority in six months leading to local elections
Press	Liaise regularly with the press sending details of Council meetings and	Clerk's Office	Ongoing



Liaison Meetings	Meet with Cabinet member for Stronger, Healthier Communities at WODC	Clerk	Quarterly
Social Media	Use Facebook and other social media to promote Town Council meetings, activities and events	Deputy Clerk	Ongoing
Councillor Surgeries	Encourage residents to visit Cllr surgeries	Town, District and County Councillors	Last Saturday of the month
Consultations	20mph speed limit for town's	OCC and Clerk's Office	Launch consultation in July 22
Build Chippy Better Working Group	Encourage residents to take part	Deputy Clerk and designated Town Cllrs	Fortnightly

DRAFT

## Planning Applications

1. **APPLICATION NO:** [22/01732/HHD](#)

**PROPOSAL:** Alterations including: Remodel the entrance hall and bathroom, erection of a two-storey extension, rebuild the conservatory as a garden room on the same footprint. The proposal also includes small increases to the area of hard surface for the entrance driveway.

**LOCATION:** 3 Cox Lane, Chipping Norton Oxfordshire