



# 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

1<sup>st</sup> December 2022

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

TO: All Members of Chipping Norton Town Council

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: Wednesday 7<sup>th</sup> December 2022

TIME: 6:30pm

Luci Ashbourne  
Town Clerk

### Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

## A G E N D A

### **1. Apologies for absence.**

To consider apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk ([townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)) prior to the meeting, stating the reason for absence.

### **2. Declaration of interests.**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct

### **3. Minutes**

To approve the Minutes of the Full Council meeting held on 5<sup>th</sup> October 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 any related recommendations:

- a. Extraordinary Community Committee – 19<sup>th</sup> October 2022
- b. Staffing Sub-Committee – 20<sup>th</sup> October 2022
- c. Planning Sub-Committee – 8<sup>th</sup> November 2022
- d. Community Committee – 9<sup>th</sup> November 2022
- e. Strategic Planning Committee – 16<sup>th</sup> November 2022
- f. Finance and Resources Committee – 23<sup>rd</sup> November 2022
- g. Planning Sub-Committee – 29<sup>th</sup> November 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 note

## **11. Budget 2023-2024**

To receive a report and proposed budget from The Finance Committee and agree an estimated budget for 2023-24.

## **12. To Formally Declare the Precept for 2023-2024**

To formally declare the precept for 2023-2024.

## **13. Audit Report**

To receive and note the interim audit report for 2022-23 from the Council's internal auditors.

## **14. Correspondence**

To receive and note any correspondence

## **15. Request to reproduce photograph**

To receive a request for the Council to grant permission regarding a photograph of a painting in Chipping Norton Town Hall.

## **16. Memorial Request**

To receive a request regarding a memorial in Worcester Road Cemetery.

## **17. Local Council Award Scheme**

To receive a report from The Clerk regarding NALC's Local Council Foundation Awards

## **18. Policies**

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

- a. Social Media and Electronic Communications Policy
- b. Anti-Fraud and Corruption Policy

## **19. Planning Applications**

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

**20. 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 21 and 22.

**21. East Chipping Norton Development Trust**

To receive a fee proposal regarding setting up an East Chipping Norton Development Trust.

**22. Staffing Matters**

To receive an update.

**23. Date of the next meeting – Wednesday 22nd February 2023**



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

## **Minutes of a Chipping Norton Town Council meeting held on the 5<sup>th</sup> October 2022 in the Council Chamber, Chipping Norton Town Hall at 6:30pm**

**PRESENT:** Cllrs. Sandra Coleman (Town Mayor), Steve Akers, Nova Bradley (entered at FC65, 6:35pm), Chris Butterworth, Ruth Fisher (entered after FC64, 6:34pm), Jo Graves, David Heyes, Rizvana Poole, Mark Walker, Sharon Wheaton and Natasha Whitmill (entered at FC68, 7pm)

Cllr Geoff Saul, OCC/WODC

Police Inspector Chris Ball

**ALSO PRESENT:** Luci Ashbourne (Town Clerk), Katherine Jang (Deputy Town Clerk)

2 members of the public

<b>FC61</b>	<b>Apologies for absence</b> Apologies for absence were received from Cllrs Emily Holmes, Archie Miles, Rachel Foakes, and Mike Cahill. Cllr Coleman proposes that Holmes is approved a 6-month leave of absence, seconded by Cllr Walker, all in favour. Motion carried. <b>RESOLVED:</b> That the Council approves a leave of absence for six months for Cllr Emily Holmes.
<b>FC62</b>	<b>Declaration of interests</b> No declarations of interest were received.
<b>FC63</b>	<b>Minutes</b> <b>RESOLVED:</b> That the Minutes of the Full Council meeting held on the 20 <sup>th</sup> July 2022 were signed by the Chair as an accurate record of the meeting.
<b>FC64</b>	<b>Public Participation</b> None received
<b>FC65</b>	<b>West Oxfordshire District Councillors update</b> Members received updates and information from Chipping Norton's Ward Councillors sitting on WODC. Cllr Poole gave a verbal update noting that there has been a delay in meetings, but that the Youth Needs Assessment report and Cost of Living Crisis are current priority areas.
<b>FC66</b>	<b>Oxfordshire County Councillors update</b> Members received updates and information from Chipping Norton's Ward Councillors sitting on OCC. Cllr Saul reminded everyone about the Your Voice Counts consultation which closed on the 5 <sup>th</sup> Oct (date of meeting). Cllr Saul reported that there is funding being made available from the County and District Councils for the Cost of Living

	<p>Crisis, especially for Warm Spaces. There is also extended Council Tax support funding and a fuel poverty fund, details to come.</p> <p>Cllr Akers requested that the Town Council linked to the support funding on the website and social media.</p>
<b>FC67</b>	<p><b>Community Policing update</b></p> <p>Members received an update from Inspector Chris Ball, who mentioned that Chipping Norton is a low crime area, but they continue to work on reducing underage drinking and drugs within the town. Inspector Ball mentioned that with anti-social behaviour there are groups that have been identified within the town. Cllr Akers extended thanks to Inspector Ball on the work that he and his team have done within the town.</p>
<b>FC68</b>	<p><b>Committee Minutes</b></p> <p>Members noted the following draft minutes of the following meeting and considered related recommendations:</p> <p>a. Community Committee, 7<sup>th</sup> September 2022.</p> <p>Recommendations –</p> <ol style="list-style-type: none"> <li>1) CC36: Money to be spent at St Mary’s Church repairing the car park and path. Cllr Graves proposed to cover the cost of the pathway and car park repairs from General Reserves, seconded by Cllr Poole. All in favour, motion carried. <b>RESOLVED:</b> To repair the pathway and car park for the cost of £3600 to be taken from General Reserves.</li> <li>2) CC38 War Memorial Repair: Cllr Akers proposed to repair the War Memorial from General Reserves, seconded by Cllr Graves. All in favour, motion carried. <b>RESOLVED:</b> To repair the War Memorial using the imitation stone concrete at the cost of £2300 from General Reserves.</li> <li>3) The Chair updated members about Got2B Youth Workers’ plans to use the Lower Hall, Town Hall for an LGBTQ+ Youth Group. Members agreed the use of the space as proposed. <b>RESOLVED:</b> For the Got2B Youth Workers to use the Lower Hall free of charge for the purposes of an LGBTQ+ Youth Group in 2022/23.</li> </ol>
<b>FC69</b>	<p><b>East Chipping Norton Development</b></p> <p>Members received an update on the status of the East Chipping Norton Development.</p> <p>The Chair gave an update about Build Chippy Better which has not met since the last meeting in July due to the delay in Liaison meetings and the period of National Mourning. The next meeting is on the 17<sup>th</sup> October 2022.</p> <p>The Town Clerk noted that the letter that was sent to WODC and OCC regarding land trusts has been acknowledged but no official response has been received.</p>
<b>FC70</b>	<p><b>Civic Announcements</b></p> <p>Members received a report from The Mayor on Civic engagement and activities.</p> <p>The Chair proposed that the Town Council pay £150 to have a band play at the Remembrance Sunday event on the 13<sup>th</sup> November 2022. Seconded by Cllr Graves. All in favour, motion carried. <b>RESOLVED:</b> To pay £150 for the band to play at Remembrance Sunday.</p>

	<p>The Chair updated members that Tania Kirby has been hired as the Town Hall Facilities and Events Manager, starting on the 24<sup>th</sup> October 2022 and will be based in the Town Hall.</p> <p>The Chair noted a number of future events including planning to have a Christmas Card made by students from Chipping Norton School, and Cemetery Clear Up and Wildflower Planting day on the 15<sup>th</sup> October.</p> <p>Cllr Walker gave an update about Road Safety Week at the end of November (21<sup>st</sup>-25<sup>th</sup>) and noted that he was recruiting volunteers.</p>
<b>FC71</b>	<p><b>Council Action Plan</b> Members noted the ongoing Council Action Plan.</p>
<b>FC72</b>	<p><b>Membership of the Traffic Advisory Sub-Committee</b> Members considered a proposal from the Traffic Advisory Sub-Committee that Cllr Steve Akers is approved as a member. Cllr Fisher proposed that the Scheme of Delegation is updated to say that the Traffic Advisory Sub-Committee is increased from 5 to 6 Town Councillors. Seconded by Cllr Poole. All in favour, motion carried. Cllr Graves proposed that Cllr Akers is approved as a member of the Traffic Advisory Sub-Committee, seconded by Cllr Poole. Motion carried. <b>RESOLVED:</b> That Cllr Steve Akers is approved as a member of the Traffic Advisory Sub-Committee and that the Scheme of Delegation is updated to state that "The Committee shall consist of 6 Town Councillors."</p>
<b>FC73</b>	<p><b>Civility and Respect Pledge</b> Members considered the Civility and Respect Pledge as requested by The National Association of Local Councils and the Society of Local Council Clerks. Cllr Poole proposed to pass a resolution to sign up to the pledge, seconded by Cllr Akers. Motion carried. <b>RESOLVED:</b> That the Council passes a resolution to sign up to the Civility and Respect Pledge.</p>
<b>FC74</b>	<p><b>Code of Conduct</b> Members considered the new code of conduct for members. <b>RESOLVED:</b> That the Council adopts the new code of conduct for members.</p>
<b>FC75</b>	<p><b>General Power of Competence</b> Members received a report from The Town Clerk and considered Chipping Norton Town Council adopting the General Power of Competence. Cllr Heyes proposed that the Town Council adopts the General Power of Competence, seconded by Cllr Fisher. All in favour. Motion carried. <b>RESOLVED:</b> That the Town Council adopts the resolution of the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils Order 2012.</p> <p><i>Chipping Norton Town Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence. If adopted, the GPC will remain in place until the annual meeting to</i></p>

	<i>be held in 2023 immediately after Town council elections are concluded. If then, again approved, it will remain in force until the annual meeting immediately following the next elections for the Town council.</i>
<b>FC76</b>	<p><b>Accounts</b></p> <ul style="list-style-type: none"> <li>a. Members received a verbal report from the Chair of The Finance and Resources Committee.</li> <li>b. Members received the schedule of payments</li> <li>c. Members received detailed income and expenditure reports by budget heading</li> </ul> <p>ClIr Whitmill proposed to approve the schedule of payments and income and expenditure reports, seconded by ClIr Fisher. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Council approves the schedule of payments and income and expenditure reports.</p>
<b>FC77</b>	<p><b>External Audit Report and Certificate</b></p> <p>Members received the report from the Council's external auditor and noted the statement of conclusion of audit.</p> <p>The Town Clerk would like to formally thank the RFO for her work for the audit report, with no faults to note this year.</p> <p>ClIr Akers formally proposed to note the Council's thanks to the RFO for her work on the annual audit.</p>
<b>FC78</b>	<p><b>Flag Flying Request</b></p> <p>Members received and considered a request from CN Amnesty International Group regarding flying the United Nations Flag on the 24<sup>th</sup> October for United Nations Day and on the 10<sup>th</sup> December for Human Rights Day.</p> <p>ClIr Graves proposed to accept this request, seconded by ClIr Coleman. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Town Council flies the United Nations Flag on the 24<sup>th</sup> October and the 10<sup>th</sup> December at the Millennium Garden.</p>
<b>FC79</b>	<p><b>Cost of Living Crisis</b></p> <p>Members discussed sending a letter to WODC and OCC with ideas for support for residents to ease the Cost of Living crisis.</p> <p>ClIr Akers proposed three main points for the letter:</p> <ul style="list-style-type: none"> <li>1) That social rents are frozen</li> <li>2) That tenants are not evicted if in rent arrears</li> <li>3) That the energy supplies are not cut off if they are in arrears with utility services</li> </ul> <p>ClIr Coleman proposed to send this letter as written, seconded by ClIr Poole. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Town Council sends the letter to WODC and OCC including the proposals for the three main points as above.</p>
<b>FC80</b>	<p><b>20mph Scheme for Towns Consultation</b></p> <p>Members received a report and analysis following the 20mph consultation and agreed next steps.</p> <p>The Town Clerk noted that the next step would be to send this to the County Officer.</p>

	<p><b>RESOLVED:</b> That the Town Clerk will forward the 20mph Scheme for Towns report to the Oxfordshire County Council Officer.</p>
<p><b>FC81</b></p>	<p><b>Planning Applications</b> Members received and considered a schedule of planning applications from West Oxfordshire District Council.</p> <p><b>APPLICATION NO:</b> <a href="#">22/02450/HHD</a> <b>PROPOSAL:</b> Installation of solar panels to the front roof elevation (Retrospective) <b>LOCATION:</b> 7 West End, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p><b>APPLICATION NO:</b> <a href="#">22/02457/HHD</a> <b>PROPOSAL:</b> Construction of detached garden room. <b>LOCATION:</b> 2 Albion Yard, Albion Street, Chipping Norton</p> <p>No objection, no comment</p> <p><b>APPLICATION NO:</b> <a href="#">22/02506/HHD</a> <b>PROPOSAL:</b> Conversion of existing garage to create bedroom (retrospective). <b>LOCATION:</b> 17 Ackerman Road, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p><b>APPLICATION NO:</b> <a href="#">22/02320/HHD</a> <b>PROPOSAL:</b> Erection of single, first floor and two storey extensions to existing bungalow to form a four bedroom house with living space in roof. Works to include construction of a detached hobby/outbuilding. <b>LOCATION:</b> 12 The Leys, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p><b>APPLICATION NO:</b> <a href="#">22/02458/FUL</a> <b>PROPOSAL:</b> Erection of single storey extension to accommodate ancillary store room and provision of first floor balcony above together with associated works. <b>LOCATION:</b> Cotswold Club, Chipping Norton, Southcombe, Chipping Norton</p> <p>No objection, no comment</p> <p><b>APPLICATION NO:</b> <a href="#">22/02325/FUL</a> <b>PROPOSAL:</b> Demolition of existing single storey dwelling and garage. Construction of new 1.5 storey dwelling together with associated landscaping works and provision of pedestrian access. <b>LOCATION:</b> Oldner Lodge, Charlbury Road, Chipping Norton</p> <p>No objection, no comment</p> <p><b>APPLICATION NO:</b> <a href="#">22/02438/FUL</a> <b>PROPOSAL:</b> Erection of extension to existing warehouse and workshop. <b>LOCATION:</b> Royal Label Factory, Station Yard, The Leys, Chipping Norton</p>



	<p>No objection, no comment</p> <p><b>APPLICATION NO:</b> <a href="#">22/02429/FUL</a>  <b>PROPOSAL:</b> Construction of eight custom build semi-detached dwellings, along with formation of a new access, landscaping and associated works.  <b>LOCATION:</b> Play Area, Walterbush Road, Chipping Norton</p> <p>Supportive, very supportive of affordable zero-carbon houses being developed in Chipping Norton.</p> <p><b>APPLICATION NO:</b> <a href="#">22/02380/S73</a>  <b>PROPOSAL:</b> Variation of condition 2 to planning permission <a href="#">19/02946/FUL</a> to allow alterations to be made to the approved design of the communal garaging (upper and lower carports).  <b>LOCATION:</b> Heythrop Hunt Kennels, Kennels Lane, Chipping Norton</p> <p>Difficult to discern what the difference is in the planning applications as this is the third associated planning application for the same location.</p> <p><b>APPLICATION NO:</b> <a href="#">22/02132/FUL</a>  <b>PROPOSAL:</b> Erection of a first floor extension and associated works  <b>LOCATION:</b> Cotswolds Hotel and Spa, Southcombe, Chipping Norton</p> <p>No objection, no comment</p>
<p><b>FC82</b></p>	<p><b>Confidential Session</b>  <b>RESOLVED:</b> 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(2) of the Public Bodies (Admission to Meetings) Act 1960.</p>
<p><b>FC83</b></p>	<p><b>Legal Matters</b>  Members received a request from Chipping Norton Swifts for an extension to be granted on their lease in order that they can apply for grant funding with security of tenure. The Town Clerk advised that the leases need updating, scale plans drawn up, and valuation carried out. There is another lease due to renewal in the coming months, and therefore it would be cost effective to instruct the solicitor to complete this work together.</p> <p><b>RESOLVED:</b> That a budget of £2300 is approved to cover the legal costs required in drawing up compliant leases.</p> <p>The Town Clerk reported that WODC has been in touch to ask if the Town Council would like to lease for the entire building of the Guildhall from April 2023. Cllr Butterworth noted that the Town Council has a licence to occupy the office space in the Guildhall and that the Town Council pays for a percentage of utilities.</p> <p>Cllrs noted that the upstairs area is not DDA accessible, and that there is currently enough capacity for Town Council staff in the current offices and therefore the Council have no business case to take on the extra space.</p>

	<p>Clr Walker proposed not to rent the Guildhall, seconded by Clr Whitmill. Clr Bradley abstained. Motion carried.</p> <p><b>RESOLVED:</b> That the Council decline WODC's offer to lease the entire Guildhall building from April 2023.</p>
<b>FC84</b>	<p><b>East Chipping Norton Development Trust</b></p> <p>Members received a fee proposal regarding setting up an East Chipping Norton Development Trust.</p> <p>The Chair gave a verbal overview of the benefits of setting up an East Chipping Norton Development Trust in terms of managing biodiversity, managing social housing and maintaining it as affordable housing, and noted that Community First Oxfordshire would meet with the Council and advise further.</p> <p>Clr Coleman proposed that the Town Clerk sends a positive message to Community First Oxfordshire and to set a separate meeting to discuss setting up a land trust for Chipping Norton and next steps. Seconded by Clr Walker.</p> <p><b>RESOLVED:</b> That the Town Clerk will send an email to Community First Oxfordshire to set up a separate meeting to discuss setting up a land trust for Chipping Norton.</p>
<b>FC85</b>	<p><b>Date of the next meeting</b> – Wednesday 7<sup>th</sup> December 2022</p>

The Chair closed the meeting at 8:30pm.



# 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

## Minutes of an Extraordinary Community Committee Meeting held on the 19<sup>th</sup> October 2022 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

**PRESENT:** Cllrs Sandra Coleman (Chair), Steve Akers (Vice-Chair) Rachel Foakes, Rizvana Poole

### **ALSO PRESENT:**

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

1 member of the public

<b>CC45</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Jo Graves and Archie Miles
<b>CC46</b>	<b>Declaration of interests</b> Declarations were received from Cllr Coleman – Community Suppers and Little Footsteps, and St Mary's Church
<b>CC47</b>	<b>Minutes</b> <b>RESOLVED:</b> That the Minutes of the Committee meeting held on the 7 <sup>th</sup> September 2022 were approved and signed by the Chair as an accurate record of the meeting.
<b>CC48</b>	<b>Public Participation</b> None received
<b>CC49</b>	<b>Grants to Voluntary Bodies</b> Cllrs received a report from the Deputy Clerk concerning grant applications for the Council's Grants to Voluntary Bodies fund and agreed allocation of funding. Members were reminded that the budget for the Grants to Voluntary Bodies Scheme (101/7670) for the financial year is £26,000.  Members asked if the groups working with young people or vulnerable people would submit their safeguarding policies. The Clerk said that she would take advice as the grant awarding policy doesn't state that this would be a requirement.  The Chair suggested reviewing the Grant Application round deadline to align better with the school year. The Clerk suggested to review grants on a rolling basis as they come in. The Chair noted that the grant policy should be reviewed at a later point during the year.  Members discussed whether organisations under the same overarching organisation should be considered one organisation, and if more than one grant should be considered in these cases.

Cllr Foakes and Akers – Viewed as separate voluntary bodies and therefore eligible for more than one grant if they maintain separate bank accounts.  
 Cllr Poole – Should be viewed as the same organisation and therefore eligible for only one grant.  
 Cllr Coleman – abstained due to being a member of the Community Church.  
**RESOLVED:** That community groups under the same overarching organisation should be viewed as separate voluntary bodies and therefore eligible for more than one grant if they maintain separate bank accounts.

Community Organisation	Amount Requested	Awarded 2022-2023
1:1 Mentoring, St Mary's Church, CN	£1,200	£1,200
4 Shires Swimming Club	£1,555.35	£500
Armed Forces Trust, CN	£1,000	£500
Cleanslate	£750	£750
Community Suppers (CN Community Church)	£250	£250
Green Gym	£1,000	£1,000
Lido, CN	£6,500	£5,000
Literary Festival, CN	£680	£680
Little Footsteps, CN	£2,000	£1,500
Mini's, CN	£500	£500
Music Festival, CN	£1,000	£1,000
Parkrun	£500	£500
Rainbows	£500	£500
Remix Youth Club, CN	£2,000	£1,500
Swifts Football, CN	£1,800	£1,800
Theatre, CN	£3,000	£3,000
Thrive North Oxfordshire	£2,000	£2,000
Volunteer Link Up	£2,000	£2,000
CN School PTA (Missed application deadline)	£5,000	£1,820
Lawrence Home Nursing Team, CN (Missed application deadline)	£2,000	£0
	<b>Total Requested</b>	<b>Total Awarded</b>
	£32,235.35	£26,000.00

Cllr Poole proposed to award the grants to community organisations as agreed above, seconded by Cllr Coleman. All in favour, motion carried.

**RESOLVED:** That the grants are awarded as above, to the total of £26,000.

**CC50 Date of the next meeting**

9<sup>th</sup> November 2022

Signed as an accurate record .....

Date.....



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

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

Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Thursday 20<sup>th</sup> October 2022 at 2pm**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr David Heyes

Also in attendance:

Luci Ashbourne, Town Clerk

## **SSC9. Apologies for absence.**

Apologies were received from Cllrs Natasha Whitmill and Jo Graves.

## **SSC10. Declarations of interest**

There were no declarations.

## **SSC11. Minutes**

**RESOLVED:** That the minutes of the meeting held on 13<sup>th</sup> July 2022 are approved as a correct record and signed by the Chair.

## **SSC12. 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.

## **SSC13. Staffing matters**

a. The sub-committee received a model contract, job description and recommend pay scale NJC grade 5 (SP 12-17) for the role of Maintenance Operative.

Cllr Coleman proposed that the contract, job description and salary scale be approved and commence on 1<sup>st</sup> December 2022 pending consultation - Seconded by Cllr Heyes. All in favour, motion carried.

b. The sub-committee received a model contract, job description and recommend pay scale NJC grade 5 (SP 12-17) for the role of Town Hall Keeper.

Cllr Akers proposed that the contract, job description and salary scale be approved and commence on 1<sup>st</sup> December 2022 pending consultation - Seconded by Cllr Coleman. All in favour, motion carried.

Members agreed that any feedback or proposed amendments are considered by the Clerk, in consultation with The Chair.

c. Holiday pay

Members received a report regarding annual leave due to staff and the recommendation that the backpay of annual leave is paid to relevant staff members in November salaries. Proposed by Cllr Heyes, seconded by Cllr Coleman. All in favour, motion carried.

d. Members received a report following the news that the RFO and Allotments/Cemetery manager will be leaving the Council. It was agreed to launch recruitment in November, with a view to interview early December and hope to start someone to shadow in January. It was agreed to amend the job title to be "Responsible Finance Officer and Estates Manager"

**SSC14.** Date and time of the next meeting will be set when needed.

Signed as an accurate record

Chair .....

Date.....

DRAFT



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE, OX7 5NJ

Tel: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm  
[www.chippingnortontowncouncil.co.uk](http://www.chippingnortontowncouncil.co.uk)

TOWN CLERK: Ms Luci Ashbourne

## **Minutes of a Planning Sub-Committee Meeting held on the 8<sup>th</sup> November 2022, at 2pm in The Council Chamber, Chipping Norton Town Hall**

**PRESENT:** Cllrs David Heyes (Chair), Sandra Coleman, Jo Graves

### **ALSO PRESENT:**

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

12 Members of the public

<b>PSC7</b>	<b>Apologies for absence</b> No apologies for absence were received.
<b>PSC8</b>	<b>Declarations of interest</b> No declarations of interest were received.
<b>PSC9</b>	<b>Minutes</b> <b>AGREED:</b> That the Minutes of the sub-committee meeting held on the 17 <sup>th</sup> August 2022 were approved as an accurate record of the meeting by the Chair.
<b>PSC10</b>	<b>Applications for consideration and planning appeals</b>  <b>APPLICATION NO:</b> <a href="#">22/02681/HHD</a> <b>PROPOSAL:</b> Replacement of existing timber windows with aluminum secondary windows, PCVU vertical sliding sash windows and PVCU casement windows together with replacement timber door with new PVCU entrance door. <b>LOCATION:</b> Fenton House, Banbury Road, Chipping Norton  No objection, no comment.  <b>APPLICATION NO:</b> <a href="#">22/02680/FUL</a> <b>PROPOSAL:</b> Construction of a pair of semi-detached dwellings with associated vehicular access. <b>LOCATION:</b> Land to the rear of 58 West Street Chipping Norton, Oxfordshire  <i>"Re: Planning Application 22/02680/FUL This is a collective objection from the residents of Bell Yard. Bell Lane, West Street, Chipping Norton.</i>  <i>The residents strongly object to the proposed development of two 3-bedroom 3-storey houses on Bell Lane. The lane is a narrow, private lane and the building site has been achieved by garden-grabbing with an entrance made by knocking down an historic stone wall without permission. There has never been legal access to the site from the lane.</i>



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE, OX7 5NJ

Tel: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm

[www.chippingnortontowncouncil.co.uk](http://www.chippingnortontowncouncil.co.uk)

TOWN CLERK: Ms Luci Ashbourne

*The proposed building is completely overbearing being about 9.5m to the ridge, completely overshadowing No. 2 Bell Yard, and only 6m from this house wall, severely compromising privacy as all windows are habitable rooms. The height of the building would completely block all natural light to this property. The building would overlook the back of properties on West Street and Vernon Court, even more so because of a bizarre balcony on the first floor of one property, totally out of keeping with surrounding properties.*

*The lane is only 4m wide, narrowing at Burford Road end. Construction traffic would be extremely hazardous. There are zero places to park, unload or turn as required for Health and Safety/Building Regulations. Emergency vehicles would not be able to access Bell Yard, and scaffolding would cause a major and dangerous obstruction on private land to all residents and pedestrians.*

*Surface water from the new build would greatly impact the Listed Building on the lane, which has already been flooded.*

*The two parking spaces on the Plan, apart from being inadequate, are unlikely to be accessed without trespassing onto private land, and again there is no turning space for them to exit their parking spaces in a forward motion, which is required by Building Regulations. Next to one space is a telegraph pole which would impede exit and visibility. The same safety concerns resulted in The Old Farm House on West Street having permission refused to make a parking space exiting onto West Street.*

*Bell Lane is signposted "Permissive Pedestrian Pathway" only and has a barrier which can be erected from time to time to remind people of this. The lane is used daily by school children, and children play outside.*

*We hope that you will support our objections, all of which have been posted on the WODC Planning site and request that the Application is considered by the Uplands Planning Sub-Committee where it can be pointed out that there are many more discrepancies in the Planning Application.*

*We will be attending the meeting on 8th November, and Mr Terry Bartholomew has registered to speak."*

The Chair suspended standing orders to hear public participation:

Public Participation: Residents strongly object to the planning application above due to numerous reasons. There is no legal access to the site other than the private lane. The proposed development is out of scale with existing dwellings and would block natural light to #2 Bell Yard and would overlook properties on West Street. There is no parking and unloading/turning space. Emergency vehicles would not be able to access Bell Yard.

Residents cite West St Farm House having an application refused due to the lack





# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE, OX7 5NJ

Tel: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm

[www.chippingnortontowncouncil.co.uk](http://www.chippingnortontowncouncil.co.uk)

TOWN CLERK: Ms Luci Ashbourne

of safe parking. The resident also note multiple discrepancies in the planning application documents.

The Chair resumed standing orders to discuss the above planning application:

Objection – Chipping Norton Town Council strongly objects to this application. The relevant material considerations include:

Overlooking/loss of privacy:

The front wall of this proposal is 6 metres from 2 Bell Yard, with windows facing occupied rooms on both floors in number 2.

In addition the proposed dwelling overlooks the rear of numbers 58-64 West Street and some of the properties in Vernon Court.

Loss of light or overshadowing:

At a proposed height of 9 metres, a mere 6 metres to the south of 2 Bell Yard, the loss of light would be substantial and unreasonable.

Parking:

While there is provision for a single parking place for each house, there is no other parking available nearby. In addition, the width of the lane at that point would suggest it will not be possible to enter or leave the parking places in a single sweep.

Highway safety:

The western entrance to Bell Yard occurs at a pinch point in West Street. As such it forms a dangerous blind exit, impassable to larger vehicles. The eastern half of Bell Lane is extremely narrow, and therefore impassable to all but cars.

It is difficult to see how construction vehicles could access the site.

There is serious concern that emergency vehicles are unable to access Bell Lane.

Noise:

Bell Yard, West Street and Vernon Court form an area of very dense housing. Noise from this development, particularly during construction, will be very intrusive and disrupting.

Effect on listed building and conservation area:

1 Bell Yard and 43 West Street, both listed buildings, have been affected by flooding from heavy rain flowing down Bell Yard. This development can only worsen that issue.

Layout and density of building:

In the view of the Council, to build two additional houses in this area of very dense housing, constitutes over-development. The land lies within the Conservation Area and the AONB.

Other considerations:



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE, OX7 5NJ

Tel: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm  
[www.chippingnortontowncouncil.co.uk](http://www.chippingnortontowncouncil.co.uk)

TOWN CLERK: Ms Luci Ashbourne

Bell Lane is a private road, believed to be in the ownership of 1 Bell Yard. The proposer of this planning application does not have a right of way to access the property. While not, strangely, a formal planning consideration, it would seem strange to grant permission, thus leaving the residents to argue it out in the courts.

Chipping Norton Town Council would like to recommend that a site visit is undertaken by both Oxfordshire County Council's Highways Officer and Uplands Planning Committee members to view the material concerns noted above and to consult with residents.

**APPLICATION NO:** [22/02610/FUL](#)

**PROPOSAL:** Change of use of land to site one shepherd hut, one bell tent together with conversion of a chicken shed to a kitchen/shower room for short term holiday use – Retrospective.

**LOCATION:** Priory Barn, Oxford Road, Southcombe, Oxfordshire

No objection, no comment (outside Parish boundary).

**APPLICATION NO:** [22/02807/FUL](#)

**PROPOSAL:** Change of use from printers (Use of Class B2) to hot food takeaway (sui generis), external works including plant and ventilation equipment.

**LOCATION:** 13 Worcester Road, Industrial Estate, Chipping Norton, Oxfordshire

No objection, no comment.

**APPLICATION NO:** [22/02828/OUT](#)

**PROPOSAL:** Outline planning application to demolish the existing cottage and erect a two-storey detached dwelling, with garage for two cars and annexe above, outdoor swimming pool and a garden office pod in rear garden (with all matters reserved).

**LOCATION:** Ash Tree Farm Cottage, Burford Road, Chipping Norton, Oxfordshire

Objection – The proposed dwelling is adjacent to well-used sports and leisure facilities. Members are concerned that if granted, this sets a precedent for further dwellings in that area.

**APPLICATION NO:** [22/02967/HHD](#)

**PROPOSAL:** Erection of rear conservatory

**LOCATION:** 1 Lords Piece Road, Chipping Norton, Oxfordshire

No objection, no comment.

**APPEAL REF:** APP/D3125/W/22/3301266



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE, OX7 5NJ

Tel: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm  
[www.chippingnortontowncouncil.co.uk](http://www.chippingnortontowncouncil.co.uk)

TOWN CLERK: Ms Luci Ashbourne

**APPLICATION NO:** 22/00583/FUL

**LOCATION:** 31 Worcester Road, Chipping Norton, Oxfordshire OX7 5YF

**DECISION:** The appeal is dismissed

This appeal decision is to note.

The Chair closed the meeting at 3.00 pm.



# 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

### Minutes of a Community Committee Meeting held on the 9<sup>th</sup> November 2022 at 6:30pm in The Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Chair), Steve Akers (Vice-Chair), Jo Graves, Rizvana Poole (left at 7:46pm), Natasha Whitmill (left at 7:46pm), Georgia Mazower (substituting)

ALSO PRESENT:

Luci Ashbourne, Town Clerk  
Katherine Jang, Deputy Town Clerk  
Tania Kirby, Facility and Events Officer  
Paolo Oliveri, Maintenance Operative  
2 Members of the public

<b>CC51</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Archie Miles and Rachel Foakes.
<b>CC52</b>	<b>Declaration of interests</b> No declarations of interest were received.
<b>CC53</b>	<b>Minutes</b> <b>RESOLVED:</b> That the Minutes of the Extraordinary Community Committee meeting held on the 19 <sup>th</sup> October 2022 were signed by the Chair as an accurate record of the meeting.
<b>CC54</b>	<b>Public Participation</b> Graham Beacham spoke about the Sports Awards and prospective plans for 2023.
<b>CC55</b>	<b>Committee Action Plan</b> Members noted the ongoing Committee Action Plan.
<b>CC56</b>	<b>Sports Awards</b> To agree a date, budget and format for the Sports Awards 2023. Cllrs mentioned that they were supportive of the Sports Awards and if it could be more inclusive – held outdoors in the summer to align with better timing for sports clubs and competition season. Members agreed that the £500 budget is sufficient for the event, and the date set for after easter. <b>RESOLVED:</b> To delegate to the Facility and Events Officer and Graham Beacham to meet and to set a date for the Sports Awards after Easter.
<b>CC57</b>	<b>Town Hall</b> a. To receive a verbal update from the Facilities and Events Officer. The Facility and Events Officer spoke about meeting with the Youth Workers and purchasing a pool table for the Lower Town Hall. Members agreed that further research and costings would be required, but that in principle were happy to receive options.

	<p><b>RESOLVED:</b> That the Facility and Events Officer investigate options for purchasing a pool table and snug for the Lower Town Hall and then bring options with costings to a future council meeting in January.</p> <p>b. Members received a report outlining options for purchasing a digital piano for the Town Hall as requested by the Chipping Norton Choral Society. Cllr Steve Akers proposed to set a budget of £2000 and consult with local groups and pianists to decide the digital piano for the Town Hall. Seconded by Cllr Poole. Cllr Graves abstained. Motion carried. <b>RESOLVED:</b> To set a budget of £2,000 for a Town Hall piano, for the Deputy Clerk to consult with local groups and pianists if the options are suitable.</p>
<p><b>CC58</b></p>	<p><b>Cemetery</b> Members received a report from the Clerk following the memorial safety testing. A small number of memorials had failed the safety testing works and the approved memorial contractor has quoted £2,035 to complete all works to the British Standard 8415. Cllr Whitmill proposed to allocate £2,035 as quoted by Memsafe to make the memorials safe, seconded by Cllr Graves. All in favour, motion carried. <b>RESOLVED:</b> For the Cemeteries manager to write to the grave owners to notify them of the works taking place, and their right to appoint their own approved stonemason at their own cost. To approve the quote from Memsafe to fix all memorials at a cost of £2,035.</p>
<p><b>CC59</b></p>	<p><b>Play Areas</b> a. To receive a report regarding Cotswold Crescent. Members received a verbal report from the Chair about upgrading play equipment at Cotswold Crescent Play Park. Members discussed the need to consult with residents in the area, as the play park is in poor condition and installing equipment that is unwanted might not lead to a satisfactory result. The Maintenance Operative noted that children have requested the swings, goalposts for football, and a seesaw. Cllr Mazower proposed to earmark £60,000 and appoint a play parks consultant to design and manage the project over a number of years. Seconded by Cllr Graves. All in favour, motion carried. <b>RESOLVED:</b> To bring to Full Council the proposal to earmark £60,000 and appoint a play parks consultant to design and manage the Cotswold Crescent Play Park project over 2-3 years.</p> <p>Cllrs discussed installing a notice board for the youth workers at the Cotswold Crescent Play Park. Cllr Graves proposed a budget of £500 to install a notice board, seconded by Cllr Mazower. All in favour, motion carried. <b>RESOLVED:</b> To install a notice board for the youth workers at Cotswold Crescent Play Park for £500.</p> <p>b. To receive a request from Chipping Norton Theatre for use of New Street Recreational Ground on Sunday 24 September 2023. Cllr Mazower proposed to allow Chipping Norton Theatre to use New Street Recreational Ground as proposed on Sunday 24<sup>th</sup> September 2023, seconded by Cllr Mazower. All in favour, motion carried. <b>RESOLVED:</b> To allow Chipping Norton Theatre to use the New Street Recreational ground and to write to inform Field Reeves in advance.</p>

<b>CC60</b>	<p><b>War Memorial</b></p> <p>Members received a verbal report from the Clerk. Cllrs discussed setting the budget for War Memorial repairs. The Clerk has met with the stonemason who recommended that the walls need fixing along with the coping stones, and that the Royal British Legion has committed to match funding the budget set by the Town Council.</p>
<b>CC61</b>	<p><b>Youth Work</b></p> <p>Members received a verbal report from the Clerk. The Clerk reported that Got2B will be starting youth work in the Town Hall starting in Dec 2022. The Clerk also raised the community consultation work that Chippy Exchange has done and will circulate the report to all Cllrs, as it contains many concrete suggestions from residents about improving Chipping Norton.</p>
<b>CC62</b>	<p><b>Grant Policy</b></p> <p>To agree membership of a task and finish group to review the grant giving policy and report back. Members discussed that the grant giving policy needs to include safeguarding policies as the groups involve vulnerable groups and children. Cllrs Coleman, Akers, and Graves volunteered to join the Grant policy task and finish group and will report back at a future meeting. <b>RESOLVED:</b> That the task and finish group membership will include Cllr Coleman, Akers and Graves, who will review the Chipping Norton Grants to Voluntary Bodies policy and report back at a future Committee meeting.</p>
<b>CC63</b>	<p><b>Waste Bins</b></p> <p>Members received communication from WODC following the waste bin replacement and renewal programme, and the new charging scheme. The Clerk noted that members of the public can now ask WODC to fit in new bins. If the bins meet WODC criteria, then WODC will pay for installation and emptying fees. However, if they are on Town Council land, then WODC will pay for installation only and the Town Council will fund the emptying. The Clerk suggested adding one more bin to the TC budget to be decided during budget setting at the next Full Council meeting.</p>
<b>CC64</b>	<p><b>Events</b></p> <p>To receive a report from the Deputy Clerk and review the budget set to support the Christmas in Chippy event. The Deputy Clerk noted that this year the scope of the Christmas event is much larger as the high street will be closed, and that they will be hiring a stage. Cllr Mazower proposed to increase the total budget for Christmas in Chippy to £2,200. Seconded by Cllr Graves. <b>RESOLVED:</b> To raise the budget for Christmas in Chippy to £2,200.</p>
<b>CC65</b>	<p><b>Committee Budget</b></p> <p>Members received a report from the Responsible Finance Officer. Play Park maintenance - £10,000 (separate from £60,000 EMR for Cotswold Crescent Play Park) Litter bins - £3,500 Pool Meadow - £25,000 for pool meadow project (plus tree works as a separate item) Cllr Akers proposed the draft budget with the amendments above, seconded by Cllr Graves.</p>

	<p><b>RESOLVED:</b> That the draft Community Committee budget is brought to the next Full Council meeting to discuss and approve, with the amendments above.</p>
<b>CC66</b>	<p><b>Motion</b> To consider the following motion proposed by Councillor Steve Akers (Seconder to be confirmed):</p> <p><i>We recognise the vital role that Royal Mail postal delivery workers play and the service they provide to our local community. This goes far beyond the delivery of letters and parcels. This was demonstrated fully at the height of the Covid pandemic when they were praised as key workers.</i></p> <p><i>We are concerned that the actions of Royal Mail Group in the current postal dispute represent a threat to this, and to the Royal Mail Universal Service Obligation.</i></p> <p><i>We agree to write to the Royal Mail CEO and Board urging them to reach a negotiated settlement and agree change with the CWU, rather than impose changes which will be detrimental to the public and Royal Mail workers.</i></p> <p><i>We agree to send a copy of this letter to the CWU, the Secretary of State for Business, the Chair of the CWU Parliamentary Group, the Leader of His Majesties Opposition, the local MP for Witney, and the leaders of OCC and WODC.</i></p> <p>Members discussed the role of Postal Workers and were highly supportive of the Postal Workers strike. Cllr Mazower seconded the motion. All in favour. Motion carried.</p> <p><b>RESOLVED:</b> For the Clerk to take legal counsel and if positive, then to formally endorse the motion to support the Postal Workers strike. For Cllr Akers to draft a letter which will be signed by the Town Mayor.</p>
<b>CC67</b>	<p><b>Confidential Session</b> <b>RESOLVED:</b> 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.</p>
<b>CC68</b>	<p><b>The Town Hall</b> Cllrs received a fee proposal from Ingham Pinnock Associates and agreed next steps. Cllr Graves proposed to accept their proposal as received, Cllr Akers seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> To retain Ingham Pinnock Associates for their initial consultation fee of £1,500 to progress with their options study and to apply for further funding schemes.</p>
<b>CC69</b>	<p><b>Date of the next meeting</b> Wednesday 18<sup>th</sup> January 2023</p>

The Chair closed the meeting at 8:25 pm.



# 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

## **Minutes of a Strategic Planning Committee meeting held on the 16<sup>th</sup> November 2022 at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Sandra Coleman (acting Chair), Chris Butterworth, David Heyes, and Cllr Steve Akers (substituting, arrived 6:35pm)

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk

1 member of the public

<b>SPC29</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Mark Walker, Rachel Foakes, Archie Miles, Emily Holmes.  Cllrs resolved to elect an acting Chair for the meeting. Cllr Heyes proposed to elect Cllr Coleman as acting Chair, seconded by Cllr Butterworth. All in favour, motion carried. <b>RESOLVED:</b> That Cllr Sandra Coleman is elected acting Chair for the duration of the Committee meeting.
<b>SPC30</b>	<b>Declaration of interests</b> None received.
<b>SPC31</b>	<b>Minutes</b> a. <b>RESOLVED:</b> That the Minutes of the Committee meeting held on 6 <sup>th</sup> July 2022 were signed as an accurate record of the meeting by the Chair.  b. Cllrs noted the following sub-committee meetings: a. Traffic Advisory meeting held on 14 <sup>th</sup> July 2022 b. Planning Sub-Committee meeting held on 17 <sup>th</sup> August 2022 c. Planning Sub-Committee meeting held on 8 <sup>th</sup> November 2022.
<b>SPC32</b>	<b>Public Participation</b> None received.
<b>SPC33</b>	<b>Committee Action Plan</b> Cllrs noted the ongoing Committee Action Plan.
<b>SPC34</b>	<b>East Chipping Norton Development</b> Members received a verbal update from the Chair and Cllr Heyes. An abbreviated vision statement has now been made, which will be used to inform the developers and residents about the desires for the new development. Councillors mentioned that they are concerned the developers are putting profits above the needs of residents and community members.



<p><b>SPC35</b></p>	<p><b>Town Centre Benches</b></p> <p>Cllrs received a verbal report from the Deputy Clerk about town centre benches. The second phase of bench restorations is being undertaken and should be completed over the coming weeks.</p> <p>New memorial benches have been approved and will be installed in early December, at New Street near Diston’s Lane, the New Street recreation area, and the Millennium Garden.</p> <p>Cllrs discussed the new curved bench for the Millennium Garden.</p> <p>Cllrs discussed the basing medium for the bench and noted that the permeable plastic pavers might require more maintenance over the years. Cllrs preferred a solid surface such as engineered rubber or bonded gravel and agreed that concrete should be the alternative choice if the other two choices were not suitable.</p> <p>Members agreed that the 3-unit bench would be suitable for the area due to the shape and capacity.</p> <p>In principle, Cllrs are happy with the location chosen by Cllrs Walker and Coleman subject to the size of the 3-unit bench.</p> <p>Cllr Heyes proposed that a 3-unit bench should be chosen and that the Clerk should investigate quotes for alternative bases and bring to a future meeting, seconded by Cllr Butterworth. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That a 3-unit curved bench is chosen, and to delegate to the Clerk to investigate and receive further quotations for engineered rubber, bonded gravel, and concrete bases for the bench.</p> <p>Cllrs queried whether there has been a ceremony unveiling new memorial benches. Cllrs agreed that a Ceremony with a ribbon unveiling should be arranged for the new memorial benches at New Street on the same day.</p>
<p><b>SPC36</b></p>	<p><b>Road Safety Week</b></p> <p>Cllrs received a verbal update from Cllr Akers. Cllr Akers relayed that Road Safety Week had a gazebo on Topside which was manned by Town Councillors and OCC Highways Officers.</p> <p>Cllr Akers noted that they received good engagement from pedestrians, most saying that more crossings were required, and advocacy from grandparents and parents for a crossing at the bottom of New St near the playground as it is quite dangerous. They have had strong positive feedback about the new 20mph speed limit. Cllrs suggested that the Town Council staff analyse the written feedback received from community engagement.</p> <p>Cllrs noted that more volunteers would be beneficial for Saturday 19<sup>th</sup> Nov.</p>
<p><b>SPC37</b></p>	<p><b>Active Travel</b></p> <p>Cllrs received a verbal report from Marcus Simmons from Transition Chipping Norton regarding crossings and improved pavements in town, active travel, and exploratory ideas for a Cyclocross Course in Chipping Norton.</p> <p>Crossings and improved pavements: Cllrs mentioned that the crossings on Banbury Rd near The Pillars need to be added to the document.</p>

	<p><b>RESOLVED:</b> Cllr Heyes proposed that the Committee formally supports these proposals and that the presentation is sent to OCC Highways Officers for consideration, seconded by Cllr Butterworth. All in favour, motion carried.</p> <p>Active travel: Cllrs mentioned the potential for funding from West Oxfordshire District Council's Prosperity fund to pay for signage through the town. Cllrs suggest working with Top School to promote safe cycling for children through town, and to liaise with OCC Highways Officers to promote cycling and walking paths through town.</p> <p><b>RESOLVED:</b> Cllr Akers proposed that the Committee formally supports these actions and that the document is sent to LCWIP Officer, Highways Officers, and WODC Market Towns Officer, seconded by Cllr Butterworth. All in favour, motion carried.</p> <p>Cyclocross Course: Cllrs suggested that Transition Chipping Norton continues initial scoping research work and submits a proposal to the Council at a later date.</p>
<b>SPC38</b>	<p><b>Chipping Norton LCWIP</b> Members received a verbal update from the Chair. No report has yet been received from Oxfordshire County Council's Transport Planner. The Chair noted that they had an LCWIP meeting with OCC Officer Natalie Moore the previous week. Woodstock's LCWIP plan will be implemented before Chipping Norton's so there will be learnings to be made from that.</p>
<b>SPC39</b>	<p><b>LTCP: Part Two Timetable and A44 Corridor Strategy</b> No report has yet been received from Oxfordshire County Council's Transport Planner.</p>
<b>SPC40</b>	<p><b>Budget</b> Members received a draft committee budget from the Responsible Finance Officer. This budget is subject to change based on the overall picture and will need to be agreed at the next Full Council meeting. Cllrs mentioned that it is important to demarcate professional fees from the general administration budget. Cllr Akers proposed to bring the draft Committee budget as prepared by the Responsible Finance Officer to the next Full Council meeting to be approved with no further amendments, seconded by Cllr Heyes. All in favour, motion carried. <b>RESOLVED:</b> That the draft committee budget is brought to the next Full Council meeting to be agreed, subject to the overall picture.</p>
<b>SPC41</b>	<p><b>Chipping Norton Town Video</b> Cllrs received a verbal report from the Deputy Clerk about the Chipping Norton Town video which has been produced and paid for by West Oxfordshire District Council. The video has been finished but includes music rather than a voiceover about the town. Cllrs discussed paying £180 for a professional voiceover as this video will be used on the Town Council website and <a href="http://www.cotswolds.com">www.cotswolds.com</a> as a promotional tool for the town. Cllr Heyes proposed to pay for the professional voiceover, seconded by Cllr Akers. All in favour, motion carried.</p>

	<p><b>RESOLVED:</b> That the Council will pay £180 for professional voiceover for the Chipping Norton Town Video.</p>
<b>SPC42</b>	<p><b>Supplementary Planning Consultation</b>  Cllrs received and responded to a consultation from West Oxfordshire District Council regarding the Revised Developer Contributions Supplementary Planning Document survey.</p> <p>Cllrs agreed that the draft survey response was adequate with the following amendments below:</p> <p><b>Affordable Housing:</b> Some contradictory information has been received about affordable housing, and it would be beneficial to have more clarity about the provision of affordable housing in new developments. It is unclear if affordable housing will need to be provided onsite or offsite, and whether this will be included at the master planning stage.  There also needs to be a consistent definition about what affordable housing is and be stated clearly in the SPD.</p> <p><b>Emergency services:</b> Ambulance service is slow and poor as there is no local station.</p> <p><b>Waste and recycling:</b> There is a lack of waste and recycling centres near to Chipping Norton. The facilities which used to be provided in the car parks (New St) have been removed. There is a need for a replacement for what has been removed from the car parks which could augment the kerbside collections. A drive-in centre near Greystones by the depot would be an ideal location.</p> <p><b>Utilities:</b> Water and sewage are both problems for Chipping Norton. Thames Water cannot cope with the current capacity, let alone the additional lode from the East Chipping Norton development. More cooperation between gas, water, and electricity companies is required.</p>
<b>SPC43</b>	<p><b>Planning applications</b></p> <p>APPLICATION NO: <a href="#">22/02897/HHD</a>  PROPOSAL: Replace the existing single storey rear extension and the addition of 2 rear velux windows.  LOCATION: 21 Distons Lane, Chipping Norton, Oxfordshire</p> <p>No objection: Cllrs mentioned that the proposed application for the rear extension will be an improvement to what was previously on the site.</p> <p>APPLICATION NO: <a href="#">22/02899/HHD</a>  PROPOSAL: Erection of a Garage office, including an electric car charging point  LOCATION: The Old Piggery, Toy Lane, Chipping Norton, Oxfordshire</p> <p>No objection: No comment.</p>
<b>SPC44</b>	<p><b>Date of next meeting</b>  Wednesday 25<sup>th</sup> January 2023</p>

--	--

The Chair closed the meeting at 8:00 pm.

DRAFT



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

## Minutes of a Finance and Resources Committee meeting held on the 23<sup>rd</sup> November 2022 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs David Heyes (Vice-Chair), Sandra Coleman, Natasha Whitmill and Sharon Wheaton.

### ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Sonia Murgia, Responsible Finance Officer

<b>FR24</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Ruth Fisher and Emily Holmes. In the absence of the Chair, the Vice-Chair (Cllr David Heyes) will assume the role of acting Chair for the duration of the meeting.
<b>FR25</b>	<b>Declaration of interests</b> None received.
<b>FR26</b>	<b>Minutes</b> <ol style="list-style-type: none"><li><b>RESOLVED:</b> That the Minutes of the Committee meeting held on the 13<sup>th</sup> July 2022 were approved and signed by the Chair as an accurate record of the meeting.</li><li>Cllrs noted the minutes of the following staffing sub-committee meetings:<ol style="list-style-type: none"><li>13<sup>th</sup> July 2022</li><li>20<sup>th</sup> October 2022</li></ol></li></ol>
<b>FR27</b>	<b>Public Participation</b> None received.
<b>FR28</b>	<b>Committee Action Plan</b> Members received an update and considered any related recommendations.  Cllrs queried if the Town Council has any say in the internal auditor (AGAR) as a previous recommendation noted that best practice would regularly rotate the internal auditor. The Clerk reported that the internal auditor is assigned to the Town Council by an external body, and that due to a shortage in internal auditors the Town Council has been assigned the same internal auditors for a few years.
<b>FR29</b>	<b>Income and Expenditure</b> Members received detailed income and expenditure reports up to 31 <sup>st</sup> October 2022 by budget heading. Members discussed the Grit Bins underspend, maintenance of the Millennium Gardens and the Town Hall water rates. Cllr Wheaton proposed to accept the income and expenditure report, seconded by Cllr Coleman. All in favour, motion carried. <b>RESOLVED:</b> That the Income and Expenditure report to the 31 <sup>st</sup> October 2022 is approved.

<p><b>FR30</b></p>	<p><b>Schedule of Payments for Approval</b>  Members received the schedule of payments between 13<sup>th</sup> Sept and 31<sup>st</sup> October 2022.  Members queried the following payments:</p> <p>Hire and Haulage – This charge was for moving the storage container from the industrial estate to Greystones.  Kettering play safe – This charge was for safety works and matting at the play parks, which had been approved by Community Committee.  Cllr Wheaton proposed to accept the payments for approval, seconded by Cllr Coleman. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Schedule of Payments for Approval from 13<sup>th</sup> Sept to 31<sup>st</sup> October 2022 is approved.</p>
<p><b>FR31</b></p>	<p><b>Forward Work Programme</b></p> <p>a. Members received an update about the Committee’s forward work programme from the Clerk.  Members queried the insurance policy and if it would need to be renewed in March 2023 - the Clerk noted that the policy has been fixed for 3 years.</p> <p>b. Members received the following policies:</p> <p>a. Anti-Fraud and Corruption Policy  3.1.5 – Members mentioned that the DBS check should be removed from the policy as this is not regularly undertaken by the Council.  Members agree to accept the policy subject to checking with SLCC about the DBS check.  Proposed by Coleman, seconded by Cllr Wheaton, all in favour, motion carried.  <b>RESOLVED:</b> That the Anti-Fraud and Corruption Policy is approved subject to advice from SLCC.</p> <p>b. Social Media Policy  Members pointed out that the policy should be expanded to include email etiquette – that cc’ing and the reply all option should be used as sparingly as possible.  Final bullet point on page 2 should be reworded to “allegations of a breach...”  Cllr Whitmill proposed to accept the policy with the above amendments, seconded by Cllr Coleman. All in favour, motion carried.  <b>RESOLVED:</b> That the Social Media Policy is accepted with the above amendments.</p>
<p><b>FR32</b></p>	<p><b>Budget setting for 23/23</b>  Members received a report regarding the budget setting for 23/24 and to send a recommended draft budget to the next Full Council meeting.  Members discussed the office staff salaries, the possibility of reviewing Greystones and Manorial Land (Pace Petroleum) in the coming year, and reviewing the Cemetery Internment and Grave purchases in the coming year.</p> <p>The Clerk informed members that starting next year the Little Christmas trees will be taken over by the Town Council Christmas Lights contractor, as Pat Lake will be retiring from his longstanding volunteer role.</p>

7670 Grants to Voluntary Bodies – Members discussed the possibility of raising the Grants budget for the following year. The Clerk recommended to leave it as is this year, perhaps raising it by a few thousand pounds. The Clerk mentioned that it is possible to give fixed grants to regular grants for a period of years, and then budget for them. Cllrs agree to raise the Grants budget to £28,000 per year.

Proposed by Cllr Heyes, seconded by Cllr Wheaton. All in favour, motion carried.

**RESOLVED:** That the proposed Grants budget is raised to £28,000 per year.

Cllr Coleman proposed to accept the budget with the single amendment of increasing the Grants budget to £28,000, seconded by Cllr Wheaton. All in favour, motion carried.

**RESOLVED:** To bring the proposed budget as prepared by the Responsible Finance Officer to be approved at the next Full Council meeting with the single amendment of increasing the Grants budget to £28,000.

Cllrs discussed the overall budget and precept.

The Clerk noted that with the additional £2000 to Grants, there is a shortfall of £16,000. This shortfall can be taken from general reserves, by raising the precept, or a combination of the two.

Cllr Coleman proposes to bring the recommendation to Full Council that the shortfall is taken from general reserves. Seconded by Cllr Whitmill. All in favour, motion carried.

**RESOLVED:** That the recommendation is brought to Full Council that the budget shortfall is taken from general reserves rather than raising the precept.

Earmarked reserves

Members discussed the earmarked reserves and whether any should be returned to general reserves.

Wheeled Sports – Members agreed to move these earmarked funds into general reserves.

Greystones – Members agreed to move these earmarked funds into general reserves.

Street Scene – Amend the earmarked reserves to £10,000

Youth Council – Members agreed to move these earmarked funds into general reserves.

Defibrillators – Keep as budgeted in earmarked reserves.

War Memorial – Members agreed to move these earmarked funds into general reserves.

**FR33**

**Date of next meeting**

Wednesday 1<sup>st</sup> February 2023

The Chair closed the meeting at 8:00pm.



# 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  
[www.chippingnortontowncouncil.co.uk](http://www.chippingnortontowncouncil.co.uk)

## **Minutes of a Planning Sub-Committee Meeting held on the 29<sup>th</sup> November 2022, at 2pm in The Council Chamber, Chipping Norton Town Hall**

**PRESENT:** Cllrs David Heyes (Chair), Sandra Coleman, Chris Butterworth

**ALSO PRESENT:**

Katherine Jang, Deputy Town Clerk

<b>PSC11</b>	<b>Apologies for absence</b> No apologies for absence were received.
<b>PSC12</b>	<b>Declarations of interest</b> No declarations of interest were received.
<b>PSC13</b>	<b>Minutes</b> <b>AGREED:</b> That the Minutes of the sub-committee meeting held on the 8 <sup>th</sup> November 2022 were approved and signed as an accurate record of the meeting by the Chair.
<b>PSC14</b>	<b>Applications for consideration and planning appeals</b>  1. <b>APPLICATION NO:</b> <a href="#">22/03115/ADV</a> <b>PROPOSAL:</b> Erection of an internally illuminated fascia sign along with the relocation of the existing unit number. <b>LOCATION:</b> 23 Worcester Road Industrial Estate, Chipping Norton, Oxfordshire  No objection, no comment.  2. <b>APPLICATION NO:</b> <a href="#">22/02983/S73</a> <b>PROPOSAL:</b> Variation of conditions 2 and 3 of permission <a href="#">22/00427/HHD</a> to allow an additional dormer to the South East Elevation and insertion of roof lights along with changes to the tiles and pitch of the roof and reduction of ground floor extension on North East elevation along with a canopy over access door to lobby. <b>LOCATION:</b> 18 Common Lane, Chipping Norton, Oxfordshire  No objection, no comment.  3. <b>APPLICATION NO:</b> <a href="#">22/02980/FUL</a> <b>PROPOSAL:</b> Demolition of the existing buildings. Construction of twelve dwellings with associated access, parking and amenity. <b>LOCATION:</b> Bliss, Brassey and Wilkins House, Hailey Avenue, Chipping Norton, Oxfordshire





# 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  
[www.chippingnortontowncouncil.co.uk](http://www.chippingnortontowncouncil.co.uk)

	<p>No objection, although Cllrs had queries about the design and materiality of the flats. Residents have expressed a desire for a sustainable, 0 carbon development built to passivhaus standards, and Cllrs queried if more could be done to build the houses to this standard. Cllrs also noticed that the layout of the flats show the bin storage and mobility scooter areas located far away from the flats, which could pose a problem for those with mobility issues. The wording in the Design and Access statement notes that the flats will be for “affordable housing” and social rents, but that it would be useful to have more clarity about these terms.</p> <p>Additionally, Cllrs hoped that the paved areas would be porous and permeable.</p> <p>4. <b>APPLICATION NO:</b> <a href="#">22/03205/HHD</a> <b>PROPOSAL:</b> Construction of replacement garden room. <b>LOCATION:</b> 44 New Street, Chipping Norton, Oxfordshire</p> <p>No objection, no comment.</p> <p>5. Pre-Application comments only <b>PROPOSAL:</b> Upgrade of existing telecoms base station installation at Cornerstone <b>LOCATION:</b> Chipping Norton Football Club, Hailey Road, Chipping Norton, Oxfordshire, OX7 5DQ</p> <p>Supportive, in principle Cllrs are supportive of this upgrade in view of the upcoming East Chipping Norton development.</p>
--	--

The Chair closed the meeting at 2:15 pm.

## **Agenda item 9 – Mayoral Engagements**

- 12<sup>th</sup> October Met with Fiona Brown Community First Oxfordshire- to discuss Land Trust proposal  
Meeting of William Fowler Trust
- 13<sup>th</sup> October Meeting with Christmas Lights Contractor  
Attended Willow Gardens opening event
- 14<sup>th</sup> October Met with St Marys Youth Worker
- 15<sup>th</sup> October Cemetery Work Party to plant yellow rattle seeds
- 17<sup>th</sup> October Met with Cllr Ruth Fisher and RFO to perform bank reconciliation.  
Build Chippy Better meeting
- 19<sup>th</sup> October Community Committee- grants applications
- 20<sup>th</sup> October Staffing Subcommittee
- 24<sup>th</sup> October Chipping Norton Amnesty Group-United Nations flag raising
- 8<sup>th</sup> November Planning Sub-committee  
Judged art competition at Chipping Norton School for Mayor's Christmas card
- 9<sup>th</sup> November Community Committee
- 11<sup>th</sup> November Remembrance Day at War Memorial- laid wreath on behalf of Town Council  
LCWIP meeting with Natalie Moore (OCC)
- 13<sup>th</sup> November Remembrance Sunday- parade, church service with wreath laying and reception
- 16<sup>th</sup> November Supported Road Safety Week stand with Cllr Steve Akers  
WODC Cabinet on Tour  
Strategic Planning
- 17<sup>th</sup> November Glyme Hall Trustees
- 19<sup>th</sup> November Oxfordshire Youth Awards Ceremony

22<sup>nd</sup> November Community First Oxfordshire online meeting

23<sup>rd</sup> November Finance Committee

27<sup>th</sup> November Helped volunteers with Christmas tree lights

28<sup>th</sup> November Chippy News AGM

29<sup>th</sup> November Planning Sub-committee  
Met representative from Alder King

30<sup>th</sup> November Short listing meeting for RFO

1<sup>st</sup> December Opened Christmas Tree Festival at Methodist Church

6<sup>th</sup> December Oxford Freemasons panto trip to Oxford Playhouse for disadvantaged and disabled children

**Additional notes:**

The WODC Cabinet meeting in Chipping Norton was a good opportunity to meet with our District Councillors and present them with some of the issues we face and build better relationships. We were able to raise the poor maintenance of the Leisure Centre- action promised- and issues around Master Plan process for East Chipping Norton- less progress.

On 5<sup>th</sup> November the Town Council hosted the Honorary Citizen Ceremony for Pat Lake. Unfortunately I was ill with Covid so Cllr Mark Walker presented the award in my place- thank you Mark!

We are building a strong relationship with Natalie Moore from OCC who is leading on the Local cycling and Walking infrastructure Plan (LCWIP). Natalie was able to attend our Road Safety Awareness stand on both Wednesday and Saturday with Highways Officer Jamie Smith, and hear first hand from local residents about their concerns.

## 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. Awaiting reports from WODC.
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 complete. Report published. Awaiting roll out of scheme by OCC
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 permissions submitted.
CS2	New bus shelter at Walterbush road	SP	CNTC/OCC	£106	2020	April 23	New shelter installed. Quotes for sides/seats on way. Planters have been plated with herbs.
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. There are five more to restore. Second phase has started. The Covid Memorial bench for The Millennium Garden will be delivered and installed soon. Both memorial benches are due to be delivered week commencing 12 <sup>th</sup> December.
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 have been installed.
BT5	Road Safety	SP/TAC	CNTC/OCC/		Ong oing	Ongoing	Awaiting consultation on proposed new crossings in town centre from OCC. Road safety week was a success.

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 complete. Specification for works are almost complete. Expect works to take place in the spring/early summer. CNTC working with Ingham and Pinnock associates on grant funding and an options appraisal. New facilities and events officer has been in post 6 weeks.
CS5	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/c lubs	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 LGBTQ+ group in the Town Hall over the winter.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	CC	CNTC/Contractors	22-23 £1000 EMR £4174	Ong oing	Ongoing	New regulations approved. Noticeboard has been 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	Park signs have been installed. Health and safety works are complete or in progress. Youth workers have been consulting with young people at Cotswold Crescent play area. Proposed earmarked budget on this agenda.
CE/OS1	Cemetery clean up days	CC	CNTC Staff, Cllrs and Volunteers	N/A	Ong oing	Ongoing	Two clean up days – April and October.
MC/OS1	Pesticide free Chipping Norton	CC	CNTC/Contractors /landowners/clu bs	N/A	May 22	May 25	Three year action plan adopted. Implementing first year now. Wildflower area has been sown in the cemetery.
CE3	Sport awards Ceremony	CC	CNTC/Volunteers/ Clubs/Schools	£500			Date for 2023 to be agreed with the events officer. Suggestion summertime to enable more people to participate.
OS2	Improving access and biodiversity at Pool meadow Large Project	CC	CNTC/Approved consultants/Work ing Party	22/23 £7000 EMR £2880	202 0	Sept 24	Feasibility study is underway. First interim report has been received. Funding secured for planning stage.
BT6	Christmas lights scheme	CC	CNTC	£15,000 per year	Octo ber 22	Feb 25	The Council are in a three year contract with Millennium Quest LTD. Little trees organised by the community/CNTC 2022 lights are installed and on. Positive feedback from the community.
OS3	Fixing pathways in the closed Churchyard	CC	CNTC/St Mary's Church	22-23 £1500	ASA P	ASAP	The pathways have been repaired.
CE4	Providing grants to voluntary bodies/organisations in Chipping Norton	CC	CNTC/Organisatio ns/Clubs/Comm unity groups	22-23 £26000	July 22	October 22	Closed on 25 <sup>th</sup> September. 2022 Grants have now been awarded.
MC1	Managing Greystones leases	CC	CNTC/tenants		Jul 22	Jan 23	Ongoing.

CS/MC1	Public space safety and compliance	CC	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. Works to be completed before end of 2022. Tree Survey complete and priority works undertaken. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Fixed wire testing in the Town Hall is now 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> July 22. Calendar agreed.
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
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
MC10	Apply for the NALC Foundation Award	FC	CNTC				Council now meets the criteria. On the agenda for this meeting

Annual Budget - By Committee (Actual YTD Month 8)

		<u>2021/2022</u>		<u>2022/2023</u>					<u>2023/2024</u>			
		<u>Budget</u>	<u>Actual</u>	<u>Brought</u>	<u>Net</u>	<u>Agreed</u>	<u>EMR</u>	<u>Total</u>	<u>Actual</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried</u>
<b><u>Finance &amp; resources</u></b>												
<b>100</b>	<b><u>Administration</u></b>											
3210	Admin Charges	6,000	7,683	0	0	5,000	0	5,000	0	9,000	0	0
3211	C N History Trail	0	27	0	0	0	0	0	0	0	0	0
3290	Miscellaneous Income	0	12,933	0	0	0	0	0	1,811	0	0	0
3291	Tourist Information	50	0	0	0	51	0	51	0	0	0	0
	<b>Total Income</b>	<b>6,050</b>	<b>20,643</b>	<b>0</b>	<b>0</b>	<b>5,051</b>	<b>0</b>	<b>5,051</b>	<b>1,811</b>	<b>9,000</b>	<b>0</b>	<b>0</b>
4100	Salaries/Superann/Ni	100,000	96,080	0	0	132,000	0	132,000	63,405	150,000	0	0
5110	Stationery	1,000	620	0	0	1,000	0	1,000	293	600	0	0
5120	Photocopying Costs	2,600	2,617	0	0	2,600	0	2,600	2,061	2,300	0	0
5125	Tourist Information	500	229	0	0	500	0	500	0	0	0	0
5127	C N History Trail	0	0	0	0	0	0	0	-6	0	0	0
5200	Postage	700	251	0	0	700	0	700	84	300	0	0
5210	Telephone and Comms	1,200	4,620	0	0	3,800	0	3,800	2,930	6,000	0	0
5310	Office Equipment	0	141	0	0	2,000	0	2,000	1,803	1,000	0	0
5340	Website Costs	2,500	4,496	0	0	1,000	0	1,000	1,520	500	0	0
5360	Computer Hardware/Software	2,000	2,078	0	0	3,000	0	3,000	3,397	3,000	0	0
6200	Rent	3,305	1,150	0	0	1,150	0	1,150	0	2,500	0	0
6210	Rates	2,695	2,695	0	0	2,700	0	2,700	1,795	2,700	0	0
7100	Travel & Subsistance	200	0	0	0	200	0	200	158	200	0	0
7200	Hospitality & Entertaining	200	0	0	0	0	0	0	0	0	0	0
7300	Staff & Councillors Training	2,100	2,698	0	0	3,000	0	3,000	1,480	2,000	0	0
7500	Legal & Professional Fees	1,500	695	0	0	1,500	0	1,500	160	14,000	0	0
7510	Audit Fees	2,500	2,265	0	0	2,500	0	2,500	2,498	2,700	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 8)

		<u>2021/2022</u>		<u>2022/2023</u>					<u>2023/2024</u>			
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
7600	Subscriptions	1,000	1,827	0	0	2,000	0	2,000	1,985	2,000	0	0
7630	Bank Charges	0	200	0	0	100	0	100	105	300	0	0
7650	Insurance	1,800	1,458	0	0	1,800	0	1,800	1,800	1,800	0	0
7710	Election Expenses	0	0	0	0	4,404	0	4,404	4,404	6,100	0	0
7720	Other Miscellaneous Expenses	1,500	794	0	0	1,500	0	1,500	731	1,000	0	0
	<b>Overhead Expenditure</b>	<b>127,300</b>	<b>124,913</b>	<b>0</b>	<b>0</b>	<b>167,454</b>	<b>0</b>	<b>167,454</b>	<b>90,601</b>	<b>199,000</b>	<b>0</b>	<b>0</b>
	<b>100 Net Income over Expenditure</b>	<b>-121,250</b>	<b>-104,269</b>	<b>0</b>	<b>0</b>	<b>-162,403</b>	<b>0</b>	<b>-162,403</b>	<b>-88,791</b>	<b>-190,000</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	0	0	0	0	0	0	625	0	0	0
6001	less Transfer to EMR	0	12,810	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(121,250)</b>	<b>(117,079)</b>			<b>(162,403)</b>		<b>(162,403)</b>	<b>(88,166)</b>	<b>(190,000)</b>		
<b>102</b>	<b>Miscellaneous</b>											
3100	Precept Income	315,055	315,055	0	0	340,840	0	340,840	340,840	344,684	0	0
3180	Interest Receivable	1,000	244	0	0	200	0	200	3,932	3,600	0	0
3230	Manorial Land (Pace Petroleum)	15,000	15,000	0	0	15,000	0	15,000	7,500	15,000	0	0
3290	Miscellaneous Income	0	6,000	0	0	0	0	0	6,405	0	0	0
3292	Christmas Market Income	0	0	0	0	0	0	0	3,159	2,500	0	0
	<b>Total Income</b>	<b>331,055</b>	<b>336,299</b>	<b>0</b>	<b>0</b>	<b>356,040</b>	<b>0</b>	<b>356,040</b>	<b>361,836</b>	<b>365,784</b>	<b>0</b>	<b>0</b>
4100	Salaries/Superann/Nl	17,000	16,255	0	0	15,700	0	15,700	9,528	18,000	0	0
6405	Christmas Market Expenses	1,000	130	0	0	1,000	0	1,000	1,000	0	0	0
6407	Xmas Lights/Trees	3,200	13,732	0	0	15,000	0	15,000	608	15,000	0	0
6418	Defibrillators	0	0	0	0	0	500	500	296	0	500	0
6460	Streetscene	5,000	11,989	0	0	0	10,000	10,000	274	0	10,000	0
6461	HGV signs	8,000	0	0	0	0	8,000	8,000	0	0	0	0

Continued on next page



Annual Budget - By Committee (Actual YTD Month 8)

		<u>2021/2022</u>		<u>2022/2023</u>					<u>2023/2024</u>			
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
6462	Grit Bins/Snow	1,000	0	0	0	3,500	0	3,500	0	2,000	0	0
6490	Trees/Flower Beds Middle Row	2,500	258	0	0	2,500	0	2,500	777	1,000	0	0
6495	Street Furniture	3,000	2,752	0	0	3,000	0	3,000	1,565	0	0	0
6498	Contingency Fund	10,000	-1,394	0	0	10,000	0	10,000	2,648	10,000	0	0
7100	Travel & Subsistance	0	927	0	0	1,600	0	1,600	1,128	1,600	0	0
7500	Legal & Professional Fees	45,000	23,831	0	0	29,000	0	29,000	3,133	0	0	0
7720	Other Miscellaneous Expenses	1,250	1,291	0	0	1,250	0	1,250	784	1,200	0	0
	<b>Overhead Expenditure</b>	<u>96,950</u>	<u>69,771</u>	0	0	<u>82,550</u>	<u>18,500</u>	<u>101,050</u>	<u>21,741</u>	<u>48,800</u>	<u>10,500</u>	<u>0</u>
	<b>102 Net Income over Expenditure</b>	<u>234,105</u>	<u>266,528</u>	0	0	<u>273,490</u>	<u>-18,500</u>	<u>254,990</u>	<u>340,095</u>	<u>316,984</u>	<u>-10,500</u>	<u>0</u>
6000	plus Transfer from EMR	0	7,530	0	0	0	0	0	273	0	0	0
6001	less Transfer to EMR	0	4,000	0	0	0	0	0	6,405	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>234,105</u>	<u>270,058</u>			<u>273,490</u>		<u>254,990</u>	<u>333,963</u>	<u>316,984</u>		
<b>104</b>	<b>Youth</b>											
5322	Expenses	0	6,405	0	0	0	19,215	19,215	6,405	0	0	0
	<b>Overhead Expenditure</b>	<u>0</u>	<u>6,405</u>	0	0	0	19,215	19,215	6,405	0	0	0
6000	plus Transfer from EMR	0	6,405	0	0	0	0	0	6,405	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>			<u>0</u>		<u>(19,215)</u>	<u>0</u>	<u>0</u>		
<b>200</b>	<b>Mayors Allowance</b>											
7200	Hospitality & Entertaining	3,000	2,385	0	0	3,000	0	3,000	52	1,500	0	0
7690	Mayors Allowance	2,800	2,730	0	0	2,800	0	2,800	232	1,500	0	0
	<b>Overhead Expenditure</b>	<u>5,800</u>	<u>5,115</u>	0	0	<u>5,800</u>	<u>0</u>	<u>5,800</u>	<u>284</u>	<u>3,000</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>(5,800)</u>	<u>(5,115)</u>			<u>(5,800)</u>		<u>(5,800)</u>	<u>(284)</u>	<u>(3,000)</u>		

## Annual Budget - By Committee (Actual YTD Month 8)

	<u>2021/2022</u>		<u>2022/2023</u>						<u>2023/2024</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Brought</u>	<u>Net</u>	<u>Agreed</u>	<u>EMR</u>	<u>Total</u>	<u>Actual</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried</u>
<b>Finance &amp; resources - Income</b>	337,105	356,943	0	0	361,091	0	361,091	363,647	374,784	0	0
<b>Expenditure</b>	230,050	206,204	0	0	255,804	37,715	293,519	119,032	250,800	10,500	0
<b>Net Income over Expenditure</b>	<u>107,055</u>	<u>150,739</u>	<u>0</u>	<u>0</u>	<u>105,287</u>	<u>-37,715</u>	<u>67,572</u>	<u>244,615</u>	<u>123,984</u>	<u>-10,500</u>	<u>0</u>
plus Transfer from EMR	0	13,935	0	0	0	0	0	7,303	0	0	0
less Transfer to EMR	0	16,810	0	0	0	0	0	6,405	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>107,055</u>	<u>147,864</u>			<u>105,287</u>		<u>67,572</u>	<u>245,513</u>	<u>123,984</u>		
<b><u>Community</u></b>											
<b>101 Grants</b>											
7670 Grants-Voluntary Organisations	26,000	31,000	0	0	26,000	0	26,000	28,500	28,000	0	0
7680 Youth Council	0	0	0	0	1,500	1,000	2,500	0	0	0	0
<b>Overhead Expenditure</b>	<u>26,000</u>	<u>31,000</u>	<u>0</u>	<u>0</u>	<u>27,500</u>	<u>1,000</u>	<u>28,500</u>	<u>28,500</u>	<u>28,000</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(26,000)</u>	<u>(31,000)</u>			<u>(27,500)</u>		<u>(28,500)</u>	<u>(28,500)</u>	<u>(28,000)</u>		
<b>110 Town Hall</b>											
3115 Lettings Income	16,000	20,059	0	0	26,000	0	26,000	19,899	30,000	0	0
3140 WODC Water Rates Contrib	200	81	0	0	100	0	100	102	100	0	0
3290 Miscellaneous Income	3,000	0	0	0	0	0	0	133	0	0	0
<b>Total Income</b>	<u>19,200</u>	<u>20,140</u>	<u>0</u>	<u>0</u>	<u>26,100</u>	<u>0</u>	<u>26,100</u>	<u>20,134</u>	<u>30,100</u>	<u>0</u>	<u>0</u>
4100 Salaries/Superann/Ni	19,500	22,715	0	0	19,800	0	19,800	10,188	42,000	0	0
5140 Promotion	1,500	0	0	0	1,500	0	1,500	0	1,500	0	0
5210 Telephone and Comms	300	545	0	0	630	0	630	299	1,000	0	0
6110 Heat and Light	5,750	6,016	0	0	6,000	0	6,000	2,591	7,000	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 8)

		<u>2021/2022</u>		<u>2022/2023</u>					<u>2023/2024</u>			
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
6130	Water & Sewerage	670	657	0	0	680	0	680	1,034	1,500	0	0
6210	Rates	10,000	10,230	0	0	10,230	0	10,230	6,822	10,230	0	0
6230	Window Cleaning	800	725	0	0	800	0	800	395	500	0	0
6240	Alarm/Fire Extinguisher Insp	1,500	2,348	0	0	1,600	0	1,600	923	1,600	0	0
6310	Cleaning / Sanitary Expenses	1,000	1,180	0	0	1,500	0	1,500	903	1,800	0	0
6330	Waste Disposal	600	555	0	0	600	0	600	582	600	0	0
6400	Repairs and Maintenance	10,000	2,906	0	0	10,000	20,000	30,000	14,440	10,000	0	0
6402	Town Hall Restoration Fund	0	0	0	0	0	0	0	0	0	250,000	0
6408	New Equipment	1,500	0	0	0	2,500	0	2,500	889	2,500	0	0
7610	Licences	735	605	0	0	800	0	800	620	800	0	0
7650	Insurance	3,750	2,834	0	0	3,000	0	3,000	2,800	3,000	0	0
7720	Other Miscellaneous Expenses	750	567	0	0	500	0	500	228	500	0	0
	<b>Overhead Expenditure</b>	<b>58,355</b>	<b>51,882</b>	<b>0</b>	<b>0</b>	<b>60,140</b>	<b>20,000</b>	<b>80,140</b>	<b>42,713</b>	<b>84,530</b>	<b>250,000</b>	<b>0</b>
	<b>110 Net Income over Expenditure</b>	<b>-39,155</b>	<b>-31,742</b>	<b>0</b>	<b>0</b>	<b>-34,040</b>	<b>-20,000</b>	<b>-54,040</b>	<b>-22,579</b>	<b>-54,430</b>	<b>-250,000</b>	<b>0</b>
6000	plus Transfer from EMR	0	0	0	0	0	0	0	4,715	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(39,155)</b>	<b>(31,742)</b>			<b>(34,040)</b>		<b>(54,040)</b>	<b>(17,864)</b>	<b>(54,430)</b>		
<b>120</b>	<b>Greystones</b>											
3110	Rents Receivable	2,040	2,040	0	0	2,040	0	2,040	1,000	2,040	0	0
3111	Rugby Club Right Of Access	175	175	0	0	175	0	175	175	175	0	0
	<b>Total Income</b>	<b>2,215</b>	<b>2,215</b>	<b>0</b>	<b>0</b>	<b>2,215</b>	<b>0</b>	<b>2,215</b>	<b>1,175</b>	<b>2,215</b>	<b>0</b>	<b>0</b>
6210	Rates	375	60	0	0	375	0	375	126	375	0	0
6400	Repairs and Maintenance	2,500	1,519	0	0	2,500	0	2,500	1,176	2,500	0	0
7650	Insurance	300	227	0	0	300	0	300	300	300	0	0

## Annual Budget - By Committee (Actual YTD Month 8)

		<u>2021/2022</u>		<u>2022/2023</u>					<u>2023/2024</u>			
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
	<b>Overhead Expenditure</b>	3,175	1,805	0	0	3,175	0	3,175	1,602	3,175	0	0
	<b>Movement to/(from) Gen Reserve</b>	(960)	410			(960)		(960)	(427)	(960)		
<b>130</b>	<b><u>Cemetery</u></b>											
3190	Interments & Memorials	11,000	14,969	0	0	11,200	0	11,200	9,175	14,000	0	0
3191	Grave Purchase	3,500	7,040	0	0	4,000	0	4,000	3,675	4,000	0	0
3290	Miscellaneous Income	0	0	0	0	0	0	0	50	0	0	0
	<b>Total Income</b>	14,500	22,009	0	0	15,200	0	15,200	12,900	18,000	0	0
6130	Water & Sewerage	20	69	0	0	100	0	100	30	100	0	0
6210	Rates	800	1,258	0	0	1,000	0	1,000	963	1,500	0	0
6400	Repairs and Maintenance	1,000	200	0	0	1,000	0	1,000	8,216	10,000	0	0
6465	Contract	12,500	11,156	0	0	12,500	0	12,500	4,965	10,000	0	0
6471	Skips for cemetery	600	720	0	0	600	0	600	380	600	0	0
7650	Insurance	600	454	0	0	600	0	600	500	500	0	0
7720	Other Miscellaneous Expenses	500	314	0	0	500	0	500	313	500	0	0
	<b>Overhead Expenditure</b>	16,020	14,171	0	0	16,300	0	16,300	15,367	23,200	0	0
	<b>130 Net Income over Expenditure</b>	-1,520	7,838	0	0	-1,100	0	-1,100	-2,467	-5,200	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	6,774	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(1,520)	7,838			(1,100)		(1,100)	4,307	(5,200)		
<b>140</b>	<b><u>Closed Churchyard</u></b>											
6400	Repairs and Maintenance	1,000	1,515	0	0	1,500	0	1,500	740	3,000	0	0
6465	Contract	0	0	0	0	0	0	0	163	2,000	0	0
6468	Maintenance incl. drains	1,000	2,234	0	0	3,700	0	3,700	1,651	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 8)

		<u>2021/2022</u>		<u>2022/2023</u>					<u>2023/2024</u>			
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
	<b>Overhead Expenditure</b>	2,000	3,749	0	0	5,200	0	5,200	2,553	5,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	(2,000)	(3,749)			(5,200)		(5,200)	(2,553)	(5,000)		
<b>151</b>	<b><u>Recreation</u></b>											
6200	Rent	1,000	1,000	0	0	1,000	0	1,000	1,000	1,000	0	0
6400	Repairs and Maintenance	4,500	1,983	0	0	4,500	0	4,500	13,523	4,500	0	0
6410	New Equipment	10,000	7,955	0	0	5,000	25,000	30,000	6,603	10,000	60,000	0
6413	Sports Awards	500	305	0	0	500	0	500	0	500	0	0
6420	Litter/Dog Bin Emptying	6,500	4,364	0	0	6,500	0	6,500	3,062	3,500	0	0
6465	Contract	5,200	7,341	0	0	5,200	0	5,200	2,450	5,000	0	0
7100	Travel & Subsistance	20	0	0	0	0	0	0	0	0	0	0
7650	Insurance	2,700	2,700	0	0	2,700	0	2,700	2,225	2,500	0	0
7720	Other Miscellaneous Expenses	1,000	447	0	0	1,000	0	1,000	586	1,000	0	0
	<b>Overhead Expenditure</b>	31,420	26,095	0	0	26,400	25,000	51,400	29,449	28,000	60,000	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	9,023	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(31,420)	(26,095)			(26,400)		(51,400)	(20,426)	(28,000)		
<b>160</b>	<b><u>Events</u></b>											
6414	Events	0	0	0	0	9,500	0	9,500	2,841	10,000	0	0
6419	Occasional Events	0	0	0	0	2,500	0	2,500	2,100	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	12,000	0	12,000	4,941	10,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(12,000)		(12,000)	(4,941)	(10,000)		
<b>180</b>	<b><u>Pool Meadow</u></b>											
6417	Maintenance	3,000	120	0	0	7,000	0	7,000	6,072	5,000	0	0

Annual Budget - By Committee (Actual YTD Month 8)

		<u>2021/2022</u>		<u>2022/2023</u>					<u>2023/2024</u>			
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
6430	Restoration Project	0	0	0	0	0	0	0	0	0	25,000	0
	<b>Overhead Expenditure</b>	3,000	120	0	0	7,000	0	7,000	6,072	5,000	25,000	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	2,597	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(3,000)</u>	<u>(120)</u>			<u>(7,000)</u>		<u>(7,000)</u>	<u>(3,475)</u>	<u>(5,000)</u>		
<b>185</b>	<b><u>Millennium Garden</u></b>											
6417	Maintenance	0	11	0	0	0	0	0	0	1,000	0	0
6465	Contract	2,300	1,266	0	0	1,500	0	1,500	402	500	0	0
	<b>Overhead Expenditure</b>	2,300	1,277	0	0	1,500	0	1,500	402	1,500	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(2,300)</u>	<u>(1,277)</u>			<u>(1,500)</u>		<u>(1,500)</u>	<u>(402)</u>	<u>(1,500)</u>		
<b>186</b>	<b><u>War Memorial</u></b>											
6465	Contract	200	127	0	0	200	0	200	0	0	0	0
6470	War Memorial	500	400	0	0	500	0	500	0	2,500	0	0
	<b>Overhead Expenditure</b>	700	527	0	0	700	0	700	0	2,500	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(700)</u>	<u>(527)</u>			<u>(700)</u>		<u>(700)</u>	<u>0</u>	<u>(2,500)</u>		
	<b>Community - Income</b>	35,915	44,364	0	0	43,515	0	43,515	34,209	50,315	0	0
	<b>Expenditure</b>	142,970	130,627	0	0	159,915	46,000	205,915	131,599	190,905	335,000	0
	<b>Net Income over Expenditure</b>	<u>-107,055</u>	<u>-86,263</u>	<u>0</u>	<u>0</u>	<u>-116,400</u>	<u>-46,000</u>	<u>-162,400</u>	<u>-97,390</u>	<u>-140,590</u>	<u>-335,000</u>	<u>0</u>
	plus Transfer from EMR	0	0	0	0	0	0	0	23,109	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(107,055)</u>	<u>(86,263)</u>			<u>(116,400)</u>		<u>(162,400)</u>	<u>(74,281)</u>	<u>(140,590)</u>		

**Chipping Norton Town Council Current Year  
Annual Budget - By Committee (Actual YTD Month 8)**

	<u>2021/2022</u>		<u>2022/2023</u>					<u>2023/2024</u>			
	Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
<b>Total Budget Income</b>	373,020	401,307	0	0	404,606	0	404,606	397,856	425,099	0	0
<b>Expenditure</b>	373,020	336,831	0	0	415,719	83,715	499,434	250,631	441,705	345,500	0
<b>Net Income over Expenditure</b>	<u>0</u>	<u>64,476</u>	<u>0</u>	<u>0</u>	<u>-11,113</u>	<u>-83,715</u>	<u>-94,828</u>	<u>147,225</u>	<u>-16,606</u>	<u>-345,500</u>	<u>0</u>
plus Transfer from EMR	0	13,935	0	0	0	0	0	30,412	0	0	0
less Transfer to EMR	0	16,810	0	0	0	0	0	6,405	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>61,601</u>			<u>(11,113)</u>		<u>(94,828)</u>	<u>171,232</u>	<u>(16,606)</u>		

## **Agenda item 10 – Budget setting for 23/24**

Attached is the draft budget for 23/24 as reviewed and proposed by the Finance and Resources Committee. We have now received the tax base and election expenses from West Oxfordshire District Council. Income based on current band D precept would be **£344,684**

The Council's Standing Committees have put forward their budgets, which have been incorporated into the overall picture. This budget has also been informed by previous expenditure and income, and expectations over the coming year.

We have streamlined the budget as much as possible and taken into consideration costed grounds maintenance, tree works and utilities.

Salaries have been calculated taking into account this year's National Joint Council pay agreement, room for a possible new pay agreement next year, current pay scales, and on-costs including pension and national insurance contributions.

If the precept remains as it is now with an income of £344,684, this budget at £361,290 leaves £16,606 to either be used from general reserves; or that the Council agree to put the precept up 4.8% to cover it completely; or approve a combination of both precept increase and general reserves.

The Council has a substantial general reserve, and the expectation is that this year's budget will be underspent, and leave a current year reserve of around £50,000 based on predicted spend.

General Reserves - £300,650

Current Earmarked Reserves - £351,336

### Recommendation

Agenda item 10

- a. That the Council approve a final budget for 2023/24
- b. That the Council agree whether any shortfall will be covered by general reserves, a raise in precept or a combination of both.

Agenda item 11

That the Council formally declare the precept for 2023/24



# **Chipping Norton Town Council**

*Internal Audit Report: Interim 2022-23*

---

*Adrian Shepherd-Roberts*

*Auditing Solutions Ltd*

## **Background**

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

This report sets out the work undertaken in relation to the 2022-23 financial year to date which was completed by 27<sup>th</sup> October 2022. We have again undertaken our initial review for the year remotely. We wish to thank the Finance Officer who assisted us in the process, providing all necessary additional documentation in electronic format to facilitate completion of our review. We have still ensured governance and financial controls remain effective.

## **Internal Audit Approach**

In conducting our review for 2022-23, we have had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover, as applied to all clients, is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over several internal control objectives.

## **Overall Conclusion**

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

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

# Detailed Report

## Maintenance of Accounting Records & Bank Reconciliations

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

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

To assess the adequacy, accuracy and appropriateness of transactions for 2022-23, we have:

- Ensured the accurate carry forward of the prior year closing balances, as reported in the year's AGAR, as opening balances in the accounting software for 2022-23;
- Ensured that an appropriate coding structure is in place to facilitate reporting of budgetary performance throughout the year;
- Ensured that the Omega ledgers remain in balance at the financial year-end;
- Checked and agreed transactions on the Current account for April 2022 and September 2022 by reference to supporting bank statements;
- Verified the accuracy of bank reconciliations on the Current, and Petty Cash accounts as at 30<sup>th</sup> April and 30<sup>th</sup> September 2022; and
- Previously examined and considered the robustness of the Council's IT back-up and restore arrangements, noting that regular back-ups occur to an external hard drive which is taken off site daily, also noting that periodic attempts are and have been made to successfully restore data.

### Conclusions

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

## Review of Corporate Governance

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

We have examined the Council and Standing Committee minutes for 2022-23 meetings as posted on the Council's website to establish whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability and are pleased to record that no such concerns exist currently.

## *Conclusions*

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

## **Review of Expenditure**

Our aim here is to ensure that: -

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

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

We also note that VAT returns continue to be completed in a timely and accurate manner, with electronic "on-line" submission now in place, in line with HMRC requirements. We have examined the quarterly reclaims to September 2022 confirming that the detail correlates to that in the Omega VAT control account.

## *Conclusions*

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

## **Assessment and Management of Risk**

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

We are pleased to note the existence of a register of potential risks facing the Council, also noting it has been approved by Full Council at its May 2022 meeting.

We have examined the Council's 2022-23 insurance policy schedule with Zurich, noting that Employer's, Public Liability cover are in place at £10 million, £15 million respectively, together with Fidelity Guarantee (FG) cover currently at £1 million.

### *Conclusions*

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

## **Precept Determination and Budgetary Control**

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

The Council will commence consideration of the 2023-24 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

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

### *Conclusions*

*We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2023-24 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.*

## **Review of Income**

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

- We note that the schedules of Council's fees and charges were reviewed for the Cemetery, for 2022-23 applicable from September 2022.
- As noted elsewhere in this report, we have tested a sample of cashbook receipts from Omega records to relevant bank statements for seven months;
- We have also reviewed a sample of the burial records and relevant nominal ledger and acknowledge that the records are maintained in a satisfactory manner; and
- Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant long-standing debts exist of which officers and members are unaware

### *Conclusions*

*We have reviewed the Cemetery receipts and burial records at this initial review. We will undertake further work at our interim update and final review.*

## Petty Cash Account

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

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

### *Conclusions*

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

## Review of Staff Salaries

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

We note that the Council's payroll is managed in-house agreeing detail of the gross salaries paid to them by reference to the September 2022 payslips.

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

### *Conclusions*

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

## Investments and Loans

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

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

### *Conclusions*

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

#### Agenda item 14 – Correspondence

The Council has received several emails and letters to note. Attached to this agenda item are:

- a. A response from the leader of West Oxfordshire District Council and the Leader of Oxfordshire County Council following the letter written by Cllr Coleman on behalf of the Council regarding the Cost of Living Crisis
  
- b. A response from Royal Mail HQ following a motion agreed at Community Committee to send a letter in support of the striking postal workers.
  
- c. Mr Pat Lake has also been in touch with The Clerk and has asked that his thanks be shared with the Council following his Honorary Citizen Event. Mr Lake was very pleased with the whole evening.

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

**Councillor Liz Leffman  
Leader of the Council**

**13<sup>th</sup> October 2022**

Cllr Sandra Coleman  
Town Mayor  
Chipping Norton Town Council  
The Guildhall  
Chipping Norton  
Oxfordshire  
OX7 5NJ

By email

Dear Sandra

**Re: Cost of living crisis**

Many thanks for your letter of October 7<sup>th</sup>.

OCC is not a social landlord, but we fully support your intention and hope that the District and City councils, which are responsible for managing housing, will want to support your proposals.

OCC has made available a fund totalling £2 million, which is specifically targeted towards helping residents manage during the current energy crisis. This includes keeping our libraries open as warm spaces, and a fund into which local communities can bid for help with keeping other public buildings open and warm. I hope that Chipping Norton will consider making a bid. We have also kick-started a fund with the Oxfordshire Community Foundation so that people who are able can donate their energy rebate for redistribution to those in need. The details of all of our plans can be found on our website:

<https://news.oxfordshire.gov.uk/cost-of-living-help/>

OCC also held a very productive Cost of Living Round Table meeting last week, where we were able to hear from a number of our voluntary and community service partners, including the Chippy Larder, as well as from our partners in the City and District councils. We were able to exchange ideas about how we can support vulnerable residents through the crisis.



Many thanks for your letter, and for the initiatives that you are taking to support Chipping Norton residents.

Yours sincerely,

A handwritten signature in black ink that reads "Liz Leffman". The signature is written in a cursive style with a large initial 'L' and a long, sweeping underline.

Cllr Liz Leffman  
Leader, Oxfordshire County Council  
[liz.leffman@oxfordshire.gov.uk](mailto:liz.leffman@oxfordshire.gov.uk)

**COUNCILLOR ANDY GRAHAM**

**Leader of the Council**

**Telephone:** 01993-861617

**E-mail:** [andy.graham@westoxon.gov.uk](mailto:andy.graham@westoxon.gov.uk)

**Council Offices**

Woodgreen,

WITNEY,

Oxfordshire,

OX28 1NB

Tel: 01993 861000

[www.westoxon.gov.uk](http://www.westoxon.gov.uk)



**WEST OXFORDSHIRE  
DISTRICT COUNCIL**

12 October 2022

Cllr Sandra Coleman  
Town Mayor  
Chipping Norton Town Council

Dear Councillor Coleman

**COST OF LIVING CRISIS**

Thank you for your letter of 7 October 2022 regarding the above.

The Cabinet Members discussed your letter at their meeting this morning, and I can confirm that Councillor Joy Aitman, Cabinet Member for Stronger Healthy Communities, will be in contact with you shortly to discuss the matters you have raised.

Yours sincerely

A handwritten signature in black ink that reads "Andy Graham".

ANDY GRAHAM  
Leader

21 November 2022



Cllr Sandra Coleman

Royal Mail Headquarters  
185 Farringdon Road  
LONDON  
EC1A 1AA

Dear Cllr Coleman

Thank you for your communication dated 21 November, sent to Simon Thompson, CEO of Royal Mail, about Industrial Relations at Royal Mail.

In a joint statement on 4 November, Royal Mail and the CWU said they both recognise that it is crucial to the future of the company and the long-term job security of its employees that we reach agreement to resolve the current pay and change disputes.

But this does not change the financial position of the company. On 14 October 2022, International Distributions Services plc published a trading update and full year estimate for the performance of its UK business, Royal Mail. As the trading update made clear, the long-term decline in letter volumes and the resistance of the CWU to changes in working practices have meant that in the first half of 2022-23 losses amounted to £1.2m a day.

Royal Mail announced an adjusted operating loss of £219 million in the first half of this financial year. Royal Mail expects to incur a full year adjusted operating loss of around £350 million, excluding any costs associated with voluntary redundancy. This may increase to around a £450 million loss if customers move their mail to our competitors for longer periods following the initial disruption cause by strikes. Some independent analysts have even predicted that Royal Mail could make losses of over £900m in this financial year.

In response, we have started the process of consulting on rightsizing the business. This is a very sad time for all of us at Royal Mail and it pains me to say that our operational frontline workforce will need to reduce by around c.10,000 by the end of August 2023. This is ultimately to grow the business, ensure job stability and serve the next generations of our country.

This is not a decision we have taken lightly. Wherever possible, we will look to achieve this through reductions in overtime, temporary staff and natural attrition. However, based on current estimates, we anticipate that c.5,000-6,000 of the frontline roles in delivery and

Cont...

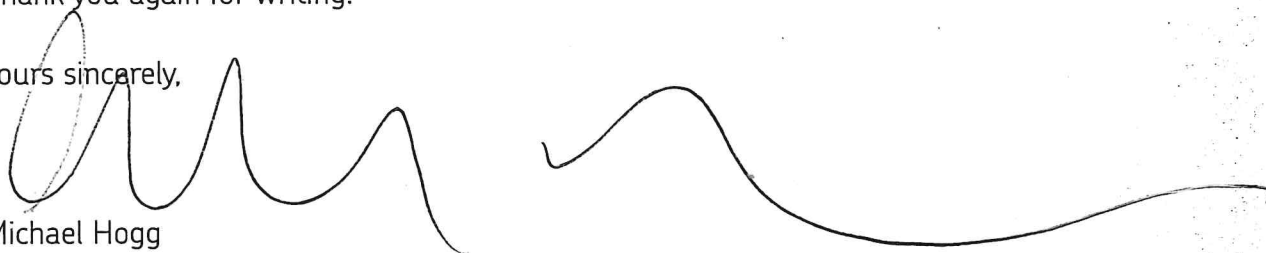
processing may, regrettably, need to be realised through redundancy. We will do all we can to avoid compulsory redundancies, including offering a voluntary redundancy scheme.

These results further highlight the need for significant and urgent change at Royal Mail. We will continue to take forward a range of initiatives to improve efficiency over the medium term to secure our long-term prospects. We want to protect well-paid, permanent jobs and retain our place as the industry leader on pay, terms and conditions.

Following our joint statement with the CWU on Friday 4 November, we are now in an intensive period of negotiations on all aspects of pay and change in an attempt to do so. The pay and change offer tabled on Monday 31 October (which includes a 7% salary increase over two years, plus a lump sum payment of 2% of pay this year) will now be subject to further discussion and negotiation including revision activity.

Thank you again for writing.

Yours sincerely,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Michael Hogg  
Senior External Affairs Manager

**From:**  
**To:** [Luci Ashbourne](#)  
**Subject:** Permission to reproduce photograph  
**Date:** 02 November 2022 17:54:42

---

Hello

I am writing to ask permission to reproduce a photograph taken three years ago of the portrait of James Haughton Langston, which hangs in Chipping Norton town hall. (Attached).

We took the photograph to illustrate a local history project in Churchill and at the time you kindly gave your permission to reproduce it.

I would now like to reproduce the image in a history book to be published shortly and would be grateful for your permission - which of course will be credited.

I look forward to hearing from you.  
With thanks.

Yours sincerely

Name redacted  
Independent researcher



**Item 16: Request for matching memorials**

*I believe you have spoken to [Plot Owner - Name Redacted] regarding the graves of [Wife] and [Son].*

*I attach two applications for your attention.*

*[Plot owner - Name Redacted] has explained to us and I believe to you that he has purchased numerous graves in Chipping Norton Cemetery, Old Section, he believes this number to be around 12. His plan is to have all the graves matching with the same memorials and ledger bases. His son was buried in 1997. [Son] has an existing memorial stone that has a kerb surround which is currently 8ft long. [Plot Owner] hopes to dispose of the kerb surround and place a ledger stone in its place. The ledger stone would actually be shorter in length. Maximum 7 ft long.*

*He has requested his wife then has exactly the same in the grave next to [Son].*

*I attach the applications, a photo of [Son's] grave and also a detailed drawing of what he requires. [Plot Owner – Name Redacted] has not yet signed these. I will get him to sign them once your decision is made at your meeting.*

*I hope this is all in order for you to make a decision.*

*we look forward to hearing from you*

**BACKGROUND:**

The Plot Owner purchased an area of graves back in the 1970's and has since interred both his wife and son. He wishes to purchase and install a matching Bible headstone so that his wife's grave matches his existing son's headstone, which are larger than the current cemetery regulations allow. He also intends to install matching Bible headstones for any future family graves in the remaining plot area.

The Bible headstones are a standard size and cannot be made smaller to comply with the current cemetery regulations. The regulations have changed since the plot owner had installed his son's grave and when he purchased the plots in the 1970's. The memorial will be polished dark grey granite – 36" wide x 84" high x 2" thick.

The Cemetery regulations currently state that memorials should not exceed 24" in width and 36" in height.

The family graves are located in the Section 4 of the Worcester Rd Cemetery and are the only plots remaining in that section. Therefore, installing the Bible headstones will not interfere with any future interments or graves.

**RECOMMENDATION:**

That the Council consider granting permission for the the plot owner to install matching memorials for this current request, and future requests in this family plot. This recommendation has been made with the understanding that this is the only plot remaining in the old section, and therefore granting this request will have little impact on other memorials or plots.

### Agenda item 17 – Local Council Award Scheme

Chipping Norton Town Council now meets the criteria to be able to apply for the NALC Local Council Foundation Award. This award is a nationally recognised mark of quality for a Council.

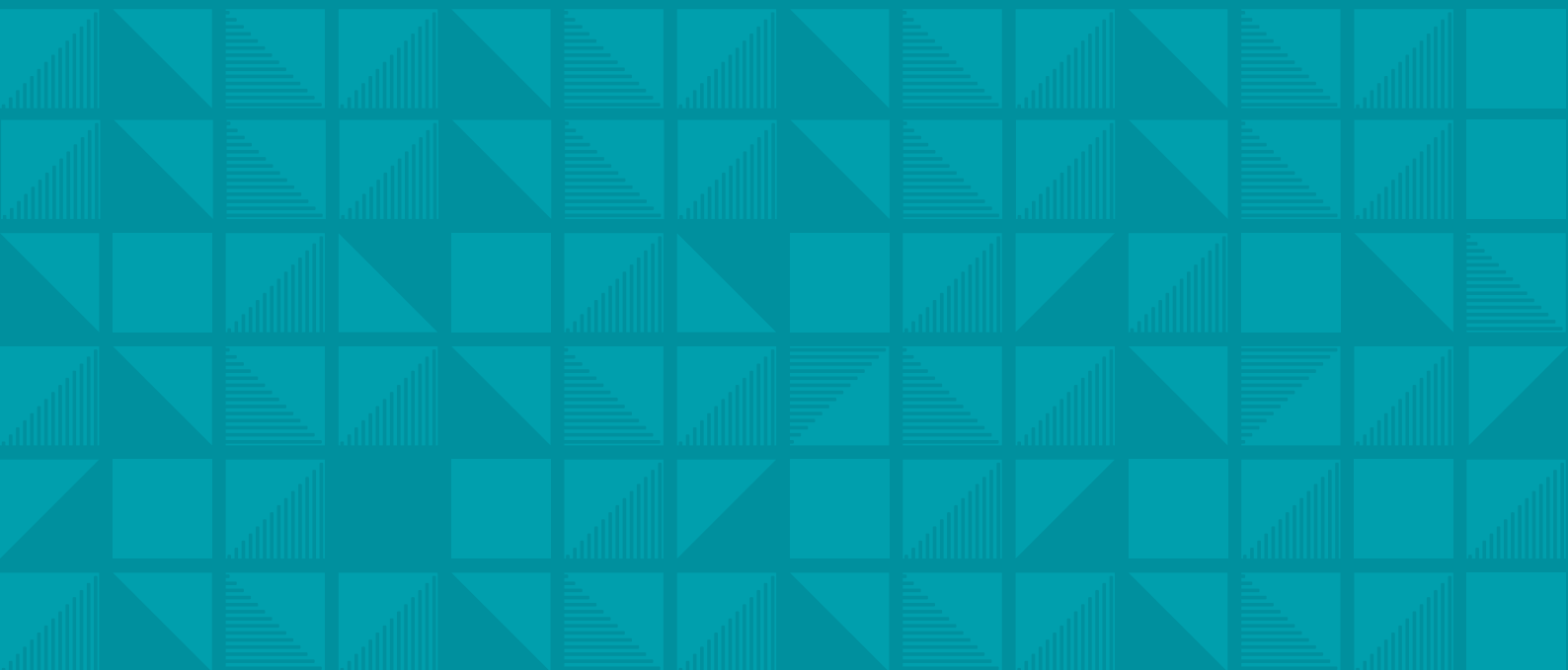
The fee for submission would be £80.00.

The Clerk has included the information booklet which outlines the process and criteria in more detail.

#### Recommendation:

That the Council register its intention to apply for the NALC Award Scheme

# A guide to the Local Council Award Scheme





## THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL.

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels:

**The Foundation Award** demonstrates that a council meets the requirements for operating lawfully and according to standard practice.

**The Quality Award** demonstrates that a council achieves good practice in governance, community engagement and council improvement.

**The Quality Gold Award** demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Quality Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

Published by National Association of Local Councils (NALC)

109 Great Russell Street  
London  
WC1B 3LD

020 7637 1865  
nalc@nalc.gov.uk  
www.nalc.gov.uk

Unless otherwise indicated, the copyright of material in this publication is owned by NALC. Reproduction and alteration in whole or part of *A guide to the Local Council Award Scheme* is not permitted without prior consent from NALC. If you require a license to use NALC materials in a way that is not hereby permitted or which is restricted by the Copyright, Designs and Patents Act 1988, then contact NALC. Subject to written permission being given, we may attach conditions to the licence.

Every effort has been made to ensure that the contents of this publication are correct at the time of printing. NALC does not undertake any liability for any error or omission.

NALC cannot be held responsible for the failure of advertisers to provide the services or products advertised.

## CONTENTS

### 06 AWARD CRITERIA

This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.

### 18 ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

This section outlines guidance for County Associations (CALCs) managing the process for accreditation. These are not strict rules, and CALCs can tailor this to local need in consultation with NALC.

### 21 FEES

There are two fees:

- A registration fee paid to NALC
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

### 22 EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the Local Council Award Scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

A COUNCIL CAN REGISTER TO TAKE PART IN THE LOCAL COUNCIL AWARD SCHEME BY VISITING [WWW.NALC.GOV.UK/LOCALCOUNCILAWARDScheme](http://WWW.NALC.GOV.UK/LOCALCOUNCILAWARDScheme)

THE STEP BY STEP PROCESS FOR APPLYING TO THE AWARD SCHEME CAN BE FOUND IN THE ACCREDITATION PROCESS SECTION ON PAGE 18.

THE CRITERIA IN THIS BOOKLET APPLY TO COUNCILS SUBMITTING THEIR APPLICATIONS TO THEIR LOCAL ACCREDITATION PANEL. THE CRITERIA FOR THE LOCAL COUNCIL AWARD SCHEME ARE REVIEWED ANNUALLY.

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders	Council contact details and councillor information in line with the Transparency Code	
Its financial regulations	Its action plan for the current year	
Its Code of Conduct and a link to councillors' registers of interests	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its last annual return	Evidence of participating in town and country planning	
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		
Its accessibility statement		
Its privacy notice		

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy		Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Contracts for all members of staff		A record of all training undertaken by staff and councillors in the last year
Up-to-date insurance policies that mitigate risks to public money		A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

## WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.  
It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.
- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.

- The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.
- The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
- The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.
- Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
- The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
- Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published. The contract(s) for staff can be provided in redacted format, or if there are reasons why the contract cannot be shared then the council provides a statement from a full council meeting confirming that all staff are employed under an appropriate contract. The risk management policy shows the council has considered health and safety of staff, councillors and others as appropriate.
- A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications. Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

TO ACHIEVE THE QUALITY AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT. THE QUALITY AWARD CRITERIA INCLUDE THE ELIGIBILITY CRITERIA FOR THE GENERAL POWER OF COMPETENCE.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Draft minutes of all council and committee meetings within four weeks of the last meeting	A community engagement policy involving two-way communication between council and community	
A Health and Safety policy	Councillor profiles	
Its policy on equality	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	
	Evidence of helping the community plan for its future	

The council also confirms by resolution at a full council meeting that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election	A qualified clerk
	An annual report that is actively shared with the community	A formal appraisal process for all staff
	Evidence of a customer service in how the council handles correspondence with the public	A training policy and record for all staff and councillors

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

## WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Foundation Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Foundation award less than a year ago. Then the panel does not check the Foundation criteria again, but the council still confirms in a public meeting that it meets these criteria.

It then considers the additional criteria for the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel may ask to see the evidence if it is considered necessary.

- All council policies should comply with current legislation and guidance and note the date of the next review.
- Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.
- A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a grant awarding policy.
- Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
- The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.
- Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
- The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money.
- The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.

- The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.
- The panel seeks evidence from council documents and online information that it supports the community in planning for its future. This can include at least one contribution to creating, implementing or reviewing a parish or town plan, a design statement or a neighbourhood plan, holding community planning events, facilitating debate in the community about planning applications or registering community assets. The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.
- The panel also seeks evidence of promoting elections and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.
- At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.

Total council seats

5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

4 4 5 6 6 7 8 8 9 10 10 11 12 12 13 14

Two thirds

- The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.
- The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates the council's commitment to customer service.
- A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.
- The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 Continuous Professional Development Points every year. The CPD guidance on how points are allocated can be downloaded from NALC's or SLCC's websites.

TO ACHIEVE A QUALITY GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AND QUALITY AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	An annual report, online material, news bulletins and other council communications with evidence of: <ul style="list-style-type: none"> <li>– Engaging with diverse groups in the community using a variety of methods</li> <li>– Community engagement influencing council activity and priorities</li> <li>– A wide range of council activities, including innovative projects, that produce positive outcomes for the community</li> <li>– Co-operating constructively with other organisations</li> </ul>	

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of the council as a corporate body
	Engages with the community on issues related to the environment and climate change	Manages the performance of each individual staff member to achieve its business plan

The council notifies the accreditation panel when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online, and the prepared statements.

## WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Quality Gold. The exception to this is if the council received a Foundation or Quality award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Quality Gold level. Complying with the guidance below, the panel confirms that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information or talk to councillors and staff. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.
- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
- The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
- The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.
- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.
- The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.

- The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money.
- The panel seeks evidence that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.
- The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real® or community conferences. The statement should include the council's approach to neighbourhood planning.
- Finally, the statements on performance management explain the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statements also include confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.



## A GUIDE TO THE ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of a local accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

### REGISTRATION

1. The council registers its intention to apply for a specified award online at [www.nalc.gov.uk/localcouncilawardscheme](http://www.nalc.gov.uk/localcouncilawardscheme)
2. Contact NALC at [lcas@nalc.gov.uk](mailto:lcas@nalc.gov.uk) or on 020 7637 1865.
3. The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.
4. NALC provides the applicant with a template application form and the contact details of the co-ordinator of the appropriate accreditation panel.
5. NALC provides the panel co-ordinator with information of the council's application.
6. When a council is ready to make its application to the accreditation panel, its clerk notifies the panel co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and submits a completed application form with any additional documentation required.
7. The council pays the accreditation fee which covers the costs administering the local service.
8. The local panel co-ordinator keeps a record of all applications and monitors their progress.
9. When the accreditation panel makes its decision it informs the council. It also completes an online form to allow NALC to update national records.

### ONLINE CONNECTIVITY

The Award Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publishing council documents.

### THE ACCREDITATION PANEL

The accreditation panel is set up by a County Association or a regional group of County Associations. The aim of any panel arrangement is to facilitate training, promote consistency and help manage the workload. Where an individual County Association is unable to support the scheme, a council will be able to submit their application

to an appropriate neighbouring or regional panel.

County Association's may adapt the accreditation process to fit local need. They are able to discuss this with the Improvement and Development Manager at NALC, for support and guidance.

The panel co-ordinator manages a pool of up to ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government.

Panel membership should be reviewed by the panel co-ordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use email or an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

The accreditation panel determines

how often an accreditation process occurs,

or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of ten applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met from application fees. So, to minimise costs, the panel can convene and conduct its business remotely rather than face-to-face. The resources provided by NALC will support this way of working.

The local panels have discretion

over the detail of how they organise the accreditation process.

In consultation with the panel co-ordinators, NALC will provide regularly updated guidance and support for accreditation panels.

### THE ACCREDITATION PROCESS

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website. Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a form showing their responses to the co-ordinator. The co-ordinator reviews the completed forms from the panel which decides whether additional information or documents are required.

Panel members do not need to examine every document in detail but are advised to carry out spot-checks enabling them to make recommendations.

For Quality Gold, the panel may wish to discuss the council’s activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

**THE OUTCOME**

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel should let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieved the award, and the council should be given some time to respond to that feedback.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included in a published list. NALC issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the council and panel co-ordinator.

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee) if it feels that the panel’s decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB’s decision is final.

**UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION**

Accreditation lasts for four years.

**Applying for a higher award:**

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

**Re-accreditation:**

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before four-year end-date, it loses its award.

**Removal of accreditation:**

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council’s poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.
- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

**FEES**

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The registration fee paid to NALC is £50 paid by all councils for each level regardless of size.<sup>1</sup>

The accreditation fee<sup>2</sup> varies according to:

- The award applied for
- The income of the council
- The council’s accreditation history.

	ANNUAL INCOME UNDER £25,000	ANNUAL INCOME OVER £25,000
Foundation Standard	£50	£80
Quality Standard	£80	£100
Quality Gold	£100	£200

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications. Those services and fees will be determined locally.

The IDB will review fee levels annually.

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

<sup>1</sup> All figures quoted are excluding VAT.

<sup>2</sup> The figures quoted are the discounted rates for members of NALC. Both the registration fee and accreditation fee are reduced by 50% for member councils. Non-member councils must pay the full fee ie double the figures quoted in this grid.

## EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

### QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.

The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

### EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

### IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every year.

These reviews will alternate between:

- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.
- The IDB will oversee all changes to the scheme.





## Chipping Norton Town Council

### Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page, Instagram page, Twitter account and uses email and Mailchimp to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council's social media intends to provide information and updates regarding activities and opportunities within our Town and promote our community positively.

#### **Communications from the Council will meet the following criteria:**

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by the Clerk and Deputy Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarly, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged,  
but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.

- Stay on topic.
- Refrain from using the Council's social media for commercial purposes or to advertise market or sell products

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via social media will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council staff and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene, harmful or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Allegations of a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received.

Any information or comments posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page.

If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

### **Town Council Website.**

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

### **Town Council email.**

Email accounts are monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

Officers are responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk or Deputy Clerk, and/or otherwise will always be copied to the Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with residents in relation to their own personal views, if appropriate, copy to the Clerk.

NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

Staff and Councillors should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed if possible.

### **SMS (texting).**

Members and staff may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

### **Video Conferencing.**

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

**Internal communication and access to information within the Council.** The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

### **Responsibilities of Members**

Councillors must remember that they are personally responsible for the content they publish on any form of social media.

It is good practice for councillors to clearly separate professional, personal, or political aspects of their communication.

Councillors must ensure that they are familiar with the guidance that is set out within this policy and that their use of social media is not damaging to the reputation of the authority.

Social media sites are in the public domain and it is important that councillors are confident about the nature of the information they publish. They must not publish or report on meetings or discussions that are meant to be private or internal to the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

### **Responsibilities of Officers**

Officers using social media in a personal capacity must ensure that this use is strictly personal, and not professional or political.

As members of the public may nevertheless recognise officers as employees of the Council it is important that officers ensure that their personal use of social media is not damaging to the reputation of the Council.

If an officer receives any threats, abuse or harassment from members of the public through their use of social media then they must report such incidents to the Town Clerk.

Where officers use social media in a professional capacity to represent the town council, the town council's corporate identity will be used and not that of any individual officer.

Town council email addresses will be used.

The use will be non-party political.

Officers must not download any software, shareware or freeware, unless this has been approved and authorised by the Town Clerk.

Failure to comply with the guidelines could result in disciplinary action being taken

### **Accessibility**

These guidelines are intended to help the Council create social media content that is accessible to people with disabilities. Since, in many cases, there are limitations to the accessibility of a platform, one should check its associated documentation to determine which of its features support accessibility.



## **Alternative Text Descriptions for Images**

When social media platforms allow for alternative text descriptions on images, you should provide them. Such text descriptions of images will be read aloud to non-sighted or low-sighted users who rely on screen readers to consume social media content.

Note that alternative text is only available to screen reader users. If there is visible text in your image that is small, low-contrast or low-resolution (cannot be enlarged), low-vision users who do not use a screen reader may not be able to read it.

### **Captioning of Videos**

For video content, the Council should provide captions of the audio for the benefit of those without hearing, who are hard-of-hearing, and who are non-native speakers. Captions can be either closed captions (where a user can turn them on and off) or open captions (where the text is embedded into the video and cannot be turned on or off).

### **Context for Animated GIFs**

On platforms that allow for alternative text descriptions on GIFs, the Council should provide them in the same manner as for still images.

Note that this alternative text is only available to screen reader users. Many users who do not use screen readers may have trouble reading images of text in a GIF that are low-resolution, low-contrast, distorted or only shown briefly.

In either case, make sure the post can be understood through its non-graphical text alone, even if this means the text seems visually redundant to the image.

### **CamelCase Hashtags**

Hashtags are an important component of social media posts. When authoring hashtags that are made up of multiple words, use initial capitalization, also known as CamelCase. Utilizing this simple technique makes the hashtag easier to read for all users and is more consumable by screen readers since their synthesized voices can recognize and pronounce individual words, and won't concatenate and garble them.

# Chipping Norton Town Council



## Anti-Fraud and Corruption Policy

Reviewed by:  
Adopted by Council:  
Review date:

## Chipping Norton Town Council Anti-Fraud & Corruption Policy

### **1. Introduction:**

- 1.1 Chipping Norton Town Council is one of the larger Parish Councils within its County. It has assets, interests and annual transactions running into many thousands of pounds per annum.
- 1.2 In administering its responsibilities, the Council will operate financial control systems which mitigate against fraud and corruption, whether it is attempted from outside or inside the Council. The Council is committed to an effective anti-fraud and corruption strategy designed to:-
  - Encourage prevention
  - Promote detection
  - Identify a clear pathway for investigation.
- 1.3 The Council expects to lead by example and the propriety and accountability of members and staff at all levels will ensure adherence to all legal requirements, rules, procedures and practices.
- 1.4 The Council also expects those individuals in outside organisations (e.g. suppliers, contractors, services providers) with which it comes into contact, to act with integrity and to assist the Council in implementing measures designed to prevent fraud and corruption.
- 1.5 The Council's anti-fraud and corruption strategy is based on a series of comprehensive and interrelated procedures, designed to frustrate any attempted fraudulent or corrupt act.

This covers:

  - Culture
  - Prevention
  - Detection and Investigation
  - Training
- 1.6 The Council is subject to a high degree of external scrutiny of its affairs by a variety of bodies and people, including:
  - Internal Auditor
  - External Auditor
  - The Public/Council Tax Payer – Annual inspection of the accounts.
  - HM Revenue and Customs

As part of the External Auditor's duty, he or she is required to ensure that the Town Council has in place adequate arrangements for the prevention and

detection of fraud and corruption.

## **2. Culture**

- 2.1 Chipping Norton Town Council is determined that the culture and tone of the organisation is one of honesty and opposition to fraud and corruption. There is an expectation and requirement that the many individuals and organisations associated with the Council will act with integrity, and that Council members and employees at all levels will lead by example in these matters.
- 2.2 The Council's employees are an important element in preventing fraud and corruption, and they are positively encouraged and expected to raise any concerns that they may have on these issues where they are associated with the Council's activities. This they can do in the knowledge that such concerns will be treated in confidence, properly investigated and fairly dealt with. Members of the public are also encouraged to report concerns through the Town Clerk or via Councillors.
- 2.3 The Town Clerk is responsible for implementing the investigation of any allegation of fraud or corruption and will do so through clearly defined procedures. Where appropriate they will appoint an independent investigator and will inform the Police at the appropriate and earliest possible stage of the investigation. The Town Clerk will also:
- Deal promptly with the matter
  - Record all evidence received
  - Ensure that evidence is sound and adequately supported
  - Ensure security of all evidence collected
  - Contact Auditors
  - Implement Council disciplinary procedures, where appropriate.
- 2.4 The Town Clerk is expected to deal swiftly and firmly with those who defraud the Council or who are corrupt and will inform the Police at the earliest possible stage of the proceedings. The Council, including members, will be robust in dealing with financial malpractice.
- 2.5 There is, of course, a need to ensure that any investigation process is not misused and, therefore, any abuse, such as raising unfounded malicious allegations, will be dealt with as a disciplinary matter and is likely to be viewed as Gross Misconduct.
- 2.6 No information will be given to the media regarding fraud and corruption investigations until such times as the matter becomes public knowledge, usually through criminal proceedings in the courts.

## **3. Prevention**

### **3.1 Employees**

- 3.1.1 The Council recognises that a key preventive measure in the fight against fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the previous records of potential employees, in terms of their propriety and integrity. In this regard temporary and contract employees will be treated in the same manner as permanent employees.
- 3.1.2 Employee recruitment will be in accordance with the procedures laid down in the Councils Recruitment and Retention Policy and, in particular, the Council will obtain written references regarding known honesty and integrity of potential employees before employment offers are made.
- 3.1.3 Employees of the Council are expected to follow any code of conduct introduced by their own professional body or institute, and also by the Council's code of conduct for employees or guidelines contained in the staff handbook. The Council has in place disciplinary procedures that cover all employees. The role that all employees are expected to play in the Council's framework for internal control is explained as part of the induction process.
- 3.1.4 Employees must disclose any financial interests in contracts relating to the Town Council. Employees are also reminded that they may not accept any fees or rewards whatsoever, other than proper remuneration.
- 3.1.5 New employees will be asked to disclose any criminal convictions as part of the recruitment process. Existing employees should also declare any convictions whilst employed by the Council.

### **4. Members:**

- 4.1 Members are required to operate within the constraints of the following regulations:
- The Councils adopted Code of Conduct.
  - Chapter 7 of the Localism Act.
  - The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I. 2012/1464).

## **5. Internal Control Systems:**

- 5.1 The Council has Standing Orders and Regulations in place that set standards for employees when dealing with Council affairs.
- 5.2 The Town Clerk and Responsible Finance Officer have a statutory responsibility to ensure the proper arrangement of the Council's financial affairs, and has developed financial codes of practice and accounting instructions, which underpin financial regulations and outline the system, procedures and responsibilities of employees in relation to the Council's financial activity.
- 5.3 The Council has developed financial systems and procedures which incorporate efficient and effective internal controls. This includes adequate separation of duties to ensure that, as far as possible, financial impropriety is prevented. The Town Clerk will ensure that such controls, including those in a computerised environment, are properly maintained and effective, including documentation and review of the controls.
- 5.4 An external qualified accountant independently monitors the existence, appropriateness and effectiveness of these internal controls.

## **6. Detection and Investigation.**

- 6.1 The internal control systems within the Council have been designed to provide indicators of any fraudulent activity, although generally they should be sufficient in themselves to deter fraud. It is the responsibility of the Town Clerk and RFO to ensure that arrangements are in place to give reasonable assurances of detection and prevention of fraud. However, it is often the alertness of employees and the public that identifies that fraud or corruption may have been committed or is in progress.
- 6.2 If fraud and/or corruption is reported then the following responses will occur:
  - Consistent and confidential treatment of information regarding fraud and corruption
  - Investigation by an independent and experienced person
  - When appropriate, submission of a full report to the Police
  - Implementation of a fraud response investigation plan
  - Optimum protection of the Town Council's interest
- 6.3 Depending on the nature and the anticipated extent of the allegation, the Internal Auditor will normally work closely with the Town Clerk and other agencies, such as the Police, to ensure that all allegations and evidence are properly investigated and reported upon and, where appropriate, maximum recoveries are made for the Council.

6.4 The Council's disciplinary procedures will be used where the outcome of the investigation indicates improper behaviour. Where financial impropriety is discovered, the Police **will** be called in. The Crown Prosecution Service determines whether a prosecution will be pursued.

6.5 The External Auditor has the power to independently investigate fraud and corruption, and the Town Council may use their services for this purpose.

## **7. Training**

7.1 The Council recognises that the continuing success of its anti-fraud and corruption strategy, and its general credibility, will depend largely on the effectiveness of programmed training and the responsiveness of employees throughout the organisation.

7.2 To facilitate this the Council supports the concept of induction training, together with detailed and specific training for employees involved in internal control systems, to ensure that their responsibilities and duties in this respect are regularly highlighted and reinforced. The possibility of disciplinary action against employees who ignore such training and guidance is made clear within this strategy.

## **8. Conclusion**

8.1 The Council has in place a clear network of systems and procedures to assist in the fight against fraud and corruption. It is determined that this arrangement will keep pace with any future development, in both preventative and detection techniques regarding fraudulent or corrupt activities that may affect its operation or related responsibilities.

**This policy statement will be subject to review to ensure its currency.**

## Item 19 – Planning Applications

### Planning Appeal Decisions to Note:

1. Land Off Toy Lane, Chipping Norton - [21/02515/FUL](#)  
The appeal is dismissed.  
The main issues:
  - a. The effect of the proposal on the character and appearance of the area;
  - b. The effect on the living conditions of the occupiers of 16 Worcester Road with particular reference to privacy; and
  - c. The effect on highway safety on Toy Lane and Worcester Road
  
2. 64 Dunstan Avenue, Chipping Norton - [21/03596/HHD](#)  
The appeal is dismissed.  
The main issue: The main issue is the effect on the character and appearance of the area and whether the proposal would conserve and enhance the natural beauty of the Cotswold Area of Outstanding Natural Beauty (AONB).
  
3. 31 Worcester Road, Chipping Norton – [22/00583/FUL](#)  
The appeal is dismissed.  
Background and main issue: Planning permission has been granted for the erection of a detached dwelling at 31 Worcester Road. The appeal seeks permission to carry out the development without complying with condition 4 which requires the dwelling to not be occupied until the means to ensure a maximum water consumption of 110 litres use per person per day has been complied and then retained in perpetuity thereafter.  
Therefore, the main issue is whether the condition is reasonable and necessary in the interests of maximising resource efficiency, most notably water.

### Planning Applications:

4. Amended Planning Application  
LOCATION: Land to the rear of 58 West St, Chipping Norton  
APPLICATION NO: [22/02680/FUL](#)  
- Simplified and lowered roofline;  
- Fenestration altered to North elevation;  
- Metal-clad side element changed to timber
  
5. APPLICATION NO: [22/03293/NMA](#)  
LOCATION: 1 Over Norton Road, Chipping Norton, Oxfordshire  
PROPOSAL: Replace flat roof over front entrance porch and garage with pitched roof.  
Conversion of existing garage and construction of first floor extension above to create additional living space (Non Material Amendment to allow the installation of obscured glass to first floor ensuite bathroom window on front elevation.)