



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Minutes for **the Annual Meeting of Chipping Norton Town Council**, held on the **16<sup>th</sup> May 2022 at 7:15pm** in the Upper Hall of Chipping Norton Town Hall

## Present:

Cllr G Mazower  
Cllr S Coleman  
Cllr R Poole  
Cllr J Graves  
Cllr L Tuckwell  
Cllr M Walker  
Cllr S Wheaton  
Cllr D Heyes  
Cllr R Foakes  
Cllr R Fisher  
Cllr N Whitmill  
Cllr C Butterworth  
Cllr N Bradley

## Also Present:

Luci Ashbourne, Town Clerk  
Katherine Jang, Deputy Town Clerk  
Cllr Geoff Saul  
Cllr Mike Cahill  
11 members of the public

<b>FC1</b>	<p><b>Election of Town Mayor 2022/2023</b></p> <p>The Mayor, Cllr Mazower, welcomed everyone to the meeting and invited nominations for the position of Mayor of the Town Council. Cllr Fisher proposed Cllr S Coleman, Cllr Graves seconded. The proposal was carried unanimously in favour.</p> <p><b>RESOLVED:</b> That Cllr Coleman is elected Town Mayor for the ensuing municipal year.</p> <p>The meeting adjourned while Cllr Coleman put on the Mayoral robes and signed the Declaration of Acceptance of Office.</p> <p>The Mayor then read out a speech to Council thanking the previous Mayor for her service, outlining the successes and challenges of the previous year, and aspirations for the future.</p>
<b>FC2</b>	<b>Election of Deputy Mayor 2022/2023</b>

	<p>The Mayor invited nominations for the position of Deputy Mayor of the Town Council. Cllr Poole proposed Cllr Foakes, and Cllr Whitman seconded. The proposal was carried unanimously.</p> <p><b>RESOLVED:</b> That Cllr Foakes is elected Deputy Town Mayor for the ensuing municipal year.</p> <p>Cllr Foakes then signed the Declaration of Acceptance of Office.</p>
<b>FC3</b>	<p><b>Apologies for absence</b> Apologies were received from Cllrs Miles, Holmes and Akers.</p>
<b>FC4</b>	<p><b>Declaration of interests</b> There were no declarations received.</p>
<b>FC5</b>	<p><b>Minutes</b> <b>RESOLVED:</b> Subject to name corrections, the minutes of the Full Council meeting held on the 21<sup>st</sup> March 2022 were agreed as an accurate record of the meeting and it was agreed that the Mayor should sign them as such.</p>
<b>FC6</b>	<p><b>Public Participation</b> None received.</p>
<b>FC7</b>	<p><b>Minutes and reports from Committees</b></p> <ol style="list-style-type: none"> <li>a. The Council considered the draft minutes of the Finance and Resources Committee held on the 6<sup>th</sup> April 2022. There were no recommendations or amendments arising.</li> <li>b. The Council considered the draft minutes of the Strategic Planning Committee held on the 13<sup>th</sup> April 2022. There were no recommendations or amendments arising.</li> <li>c. The Council considered the draft minutes of the Staffing Sub-Committee held on the 22<sup>nd</sup> April 2022. There were no recommendations or amendments arising.</li> <li>d. The Council considered the draft minutes of the Staffing Sub-Committee held on the 4<sup>th</sup> May 2022. There were no recommendations or amendments arising.</li> </ol>
<b>FC8</b>	<p><b>Welcome to new Councillors</b> The Mayor welcomed Cllr Akers and Cllr Wheaton as newly elected Town Councillors as voting members of the council.</p> <p>Cllr Wheaton gave a short introduction and expressed gratitude for being elected as a Councillor in Chipping Norton.</p> <p>Both Councillors had signed their Declarations of Office prior to the meeting.</p>
<b>FC9</b>	<p><b>Welcome to the new District Councillor</b> The Mayor welcomed Cllr Poole as Chipping Norton's newly elected representative of West Oxfordshire District Council.</p>
<b>FC10</b>	<p><b>Standing Orders and Scheme of Delegation</b> The Council considered the Standing Orders and Scheme of Delegation. Cllr</p>

	<p>Mazower proposed that the Council adopts the Standing Orders and Scheme of Delegation without amendments, Cllr Heyes seconded. All in favour.</p> <p>Query about the process of election of the Mayor and if this should be included in the Standing Orders. The Clerk noted that the way the Mayor is elected has been set out in the Local Government Act 1972 and therefore does not need to be included in the Standing Orders.</p> <p><b>NB.</b> Post meeting note – Standing Order 5e states that the first business conducted at the annual meeting of the Council shall be the election of Mayor and Deputy Mayor of the Council</p> <p><b>RESOLVED:</b> That the Council adopts the Standing Orders and Scheme of Delegation with no further amendments.</p>
<p><b>FC11</b></p>	<p><b>Appointment of Members to Standing Committees and Sub-Committees</b></p> <p>The Clerk read out the proposed draft membership that she had prepared in advance of the meeting. Several amendments were agreed, and a final proposal was carried unanimously.</p> <p><b>Finance &amp; Resources Committee</b></p> <p>Cllr Coleman (Ex-Officio)  Cllr Fisher  Cllr Holmes  Cllr Bradley  Cllr Heyes  Cllr Mazower  Cllr Whitmill  Cllr Wheaton</p> <p>Proposed by Cllr Graves, seconded by Cllr Butterworth, all in favour. Motion carried.</p> <p><b>Community Committee</b></p> <p>Cllr Coleman (Ex-Officio)  Cllr Graves  Cllr Whitmill  Cllr Miles  Cllr Tuckwell  Cllr Poole  Cllr Foakes  Cllr Akers</p> <p>Proposed by Cllr Foakes, seconded by Cllr Butterworth, all in favour. Motion carried.</p> <p><b>Strategic Planning Committee</b></p> <p>Cllr Coleman (Ex-Officio)  Cllr Heyes  Cllr Graves  Cllr Butterworth  Cllr Miles  Cllr Foakes</p>

Cllr Holmes  
Cllr Walker

Proposed by Cllr Heyes, seconded by Cllr Walker, all in favour. Motion carried.

**Staffing Sub-Committee**

Cllr Coleman  
Cllr Graves  
Cllr Heyes  
Cllr Bradley  
Cllr Akers  
Cllr Whitmill

Proposed by Cllr Graves, seconded by Cllr Mazower. All in favour. Motion carried.

**Health & Safety Sub-Committee**

Cllr Bradley  
Cllr Heyes  
Cllr Tuckwell

The Clerk noted that the role of H&S is included in the Clerk's role and that the Sub-Committee has not met in over a year so that it may not be needed. Cllr Tuckwell would like more clarification about H&S support. The Clerk noted that we employ a H&S consultant who provides additional guidance and advice.

Cllr Heyes noted that it is very difficult to keep up with H&S legislation, and that it is helpful to have an external consultant.

Cllr Heyes proposed to remove the Health & Safety Committee and that the responsibilities of said committee are delegated as tasks arise, seconded by Cllr Graves. All in favour. Motion carried.

**RESOLVED:** That the Health and Safety sub-committee is disbanded and that Health & Safety responsibilities will be delegated as tasks arrive, supported by the external H&S consultant.

**Planning Sub-Committee**

Cllr Butterworth  
Cllr Heyes  
Cllr Coleman  
Cllr Graves  
Cllr Holmes  
Cllr Miles

Proposed by Cllr Fisher, Seconded by Cllr Mazower. All in favour. Motion carried.

**Traffic Advisory Sub-Committee**

Cllr Graves  
Cllr Walker  
Cllr Coleman  
Cllr Bradley  
Cllr Foakes

	Proposed by Cllr Graves, Seconded by Cllr Mazower. All in favour. Motion carried.
<b>FC12</b>	<p><b>Representatives to Outside Bodies</b></p> <p>Council noted the current Town Council representative for Chipping Norton Welfare Charities. The Clerk informed members that this position is decided at the beginning of each four-year term and will be selected again in May 2023.</p> <p>Cllr Benfield is no longer a Town Council rep for the Welfare Charities. As Cllr Coleman is Ex-Officio there is now space for 2 Councillors as Trustees.</p> <p>Cllr Coleman proposed that Cllr Poole is elected as a Trustee for the Welfare Charities for the municipal year 2022-2023, seconded by Cllr Graves. Motion carried.</p> <p>The second role to be filled at a later date.</p> <p><b>RESOLVED:</b> That Cllr Poole is elected as a Trustee for the Welfare Charities for the four-year term May 2022-May 2026.</p>
<b>FC13</b>	<p><b>Calendar of Meetings</b></p> <p>The Council received the previously agreed calendar of meetings for municipal year 2022-2023.</p> <p>Cllr Whitmill proposed that the Council adopts the Calendar of Meetings as previously agreed, seconded by Cllr Walker. Motion carried.</p> <p><b>RESOLVED:</b> That the Calendar of Meetings for municipal year 2022-2023 is adopted by the Council.</p>
<b>FC14</b>	<p><b>Financial Regulations</b></p> <p>The Council received the Council's Financial Regulations as reviewed by Finance Committee on the 6<sup>th</sup> April 2022.</p> <p>Cllr Mazower proposed that we accept the Financial Regulations, seconded by Cllr Poole. Motion carried.</p> <p><b>RESOLVED:</b> That the Council adopts the Council's Financial Regulations without any further amendments.</p>
<b>FC15</b>	<p><b>Risk Register</b></p> <p>The Council received the Council's Risk Register as reviewed by the Finance Committee on the 6<sup>th</sup> April 2022.</p> <p>Cllr Fisher proposed that we accept the Risk Register without amendments, seconded by Cllr Foakes. All in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council adopts the Council's Risk Register without any further amendments.</p>
<b>FC16</b>	<b>Correspondence</b>

	<p>The Council considered a request from the Bowls Club regarding obtaining permission to install an air source heat pump.</p> <p>Cllr Mazower visited the bowls club and is all in favour of the installation of the air source heat pump due to the environmental benefits and proposed location and scale. Cllr Mazower proposed that the Council gives consent to the proposed installation of the air source heat pump. Cllr Heyes seconded, all in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council give permission to the Bowls Club to install a heat pump on their premises, subject to normal planning application and permissions.</p>
<b>FC17</b>	<p><b>Cemetery Memorial Policy</b></p> <p>The Council received a draft of the Cemetery Memorial Policy.</p> <p>Cllr Mazower proposed that the Cemetery Memorial Policy is adopted without amendments, seconded by Cllr Graves. All in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council adopts the Cemetery Memorial Policy with no amendments.</p>
<b>FC18</b>	<p><b>Newsletter</b></p> <p>The Council received a report from Cllr Foakes regarding the Town Council publishing regular newsletters. Cllr Foakes noted that the aim of the newsletter would be to inform the town of what the Council was doing and to improve communications with the Town. Cllr Foakes proposed that it would be primarily an online newsletter with hard copies posted on the noticeboards, published every 6 weeks.</p> <p>The newsletter would be created by Cllr Foakes in collaboration with the Clerk, and other Councillors may join in on a voluntary basis.</p> <p>Cllr Whitmill proposed that the Town Council begins publishing the Town Council Newsletter as discussed, seconded by Cllr Walker. All in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council begins creating a Council newsletter, written by Cllr Foakes in collaboration with the Clerk.</p>
<b>FC19</b>	<p><b>Councillor Surgeries</b></p> <p>The Council received a proposal from Cllr Foakes regarding holding regular resident surgeries in the Town Hall. Cllr Foakes proposed holding surgeries with two Town Councillors from 10am-12pm in the Lower Hall every two months on a Saturday morning. This could be a space where residents can raise issues with their Councillors.</p> <p>Cllr Mazower proposed that it would be reviewed after a period of 3 months to see if they could be held more than every 6 weeks. Also proposed a venue like a coffee shop which may be more welcoming than the Town Hall.</p> <p>Cllr Poole noted that there are benefits to using the Town Hall. Residents would not feel pressured to purchase anything.</p>

	<p>Cllr Foakes to investigate the best venue and dates for the surgeries and to report back at a future meeting.</p> <p>The Clerk to investigate purchasing tea/coffee at the surgeries and to report back at a future meeting.</p> <p><b>RESOLVED:</b> That Cllr Foakes and the Clerk will investigate the venue and time for surgeries and to report back at a future meeting.</p>
<b>FC20</b>	<p><b>Planning Applications</b>  Application No: <a href="#">22/00856/S73</a>  Address: The Sycamores, Rock Hill, Chipping Norton Oxfordshire  Proposal: Variation of conditions 2 (to allow changes to garage design of Plot 3), 5 (drainage), 6 (protected species), 8 (electric vehicle charging), 9 (external lighting), and 10 (landscaping) of planning permission 21/00398/FUL.</p> <p>Cllr Cahill noted that residents in Coopers Close and Shepherds Way were not notified of the development, and that the proposed development significantly affects the privacy and outlook of neighbouring properties.</p> <p>Cllr Coleman proposed that the Council objects to the planning application for the above reasons, seconded by Cllr Tuckwell, all in favour. Motion carried.</p> <p><b>RESOLVED:</b> That West Oxfordshire District council be informed that this Council objects to the above application for the following reasons:</p> <ol style="list-style-type: none"> <li>a. The amendment to the garage design of Plot 3 represents an intrusion to adjacent properties at Coopers Close and Shepard Way.</li> <li>b. That the addition of an external staircase will have a negative effect on neighbouring properties in terms of overlooking, loss of light, and visual intrusion.</li> </ol>
<b>FC21</b>	<p>The next meeting of Full Council is on Wednesday the 22<sup>nd</sup> June 2022 at 6:30pm</p> <p>The Chair closed the meeting at 8:31pm.</p>