



# 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 Cllr Whitmill. Cllr 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 Cllr 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.