



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Full Council meeting held on Wednesday 7th December 2022 at 6:30pm, in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs. Sandra Coleman (Town Mayor), Steve Akers, Chris Butterworth, Ruth Fisher, Jo Graves, David Heyes, Rizvana Poole, Mark Walker, Sharon Wheaton

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Cllr Geoff Saul – Ward member for Oxfordshire County Council and West Oxfordshire District Council

Cllr Mike Cahill – Ward member for West Oxfordshire District Council

3 members of the public

FC86	Special Announcements The Mayor paid tribute to Councillor Rachel Foakes and shared the deep sense of sadness at the tragic and untimely loss of a committed, kind and dedicated member of the Council. The Council expressed their thoughts for her family at this devastating time. The Mayor shared some poignant words from them with all present. All present observed a minutes silence.
FC87	Apologies for absence Apologies were received from Cllrs Miles, Bradley and Whitmill.
FC88	Declaration of interests No declarations of interest were received.
FC89	Minutes RESOLVED: That the Minutes of the Full Council meeting held on the 5 th October 2022 were approved and signed by the Chair as an accurate record of the meeting.
FC90	Public Participation There was no public participation One member of the public had attended to listen to the debate regarding agenda item 16 – Memorial Request. The Chair proposed agenda item 16 is moved up to the top of the agenda due to the person requesting being present. All in favour.
FC91	West Oxfordshire District Councillors update Members received an update Chipping Norton's Ward Councillors sitting on WODC. Cllr Mike Cahill: <ul style="list-style-type: none">• Cost of Living Crisis - WODC are offering funding and use of storage facilities to the local food network, and funding for groups who are tackling isolation and wellbeing. Total fund of 200k for people most affected by the Cost of Living Crisis. Cllr Cahill noted that awareness and access to this support requires a person having access to the

	<p>internet. There is a need to reach people who do not regularly access the internet and ensure they don't fall through the net.</p> <ul style="list-style-type: none"> • Leisure Centre – WODC has obtained quotes for repair works to the leisure centre, and that an invasive roof investigation will take place. Final report due by end of January 2023. • Planning – There are several substantial planning applications to be seen at the next Uplands Planning Committee meeting. <p>Cllr Rizvana Poole:</p> <ul style="list-style-type: none"> • Confirmed that the work on the leisure centre will go ahead, but the works on the roof will likely be hugely expensive. Very positive that work is going ahead. • £50,000 of WODC's community facilities fund has been approved for The Branch. <p>Members agreed that the movement on the leisure centre is a huge step.</p> <p>Cllr Saul noted that the total works may not be in the 2023/2024 budget, but that the priority health and safety works will be carried out.</p>
FC92	<p>Oxfordshire County Councillors update</p> <p>Members received an update from Cllr Geoff Saul, Chipping Norton's Ward Councillor sitting on WODC:</p> <ul style="list-style-type: none"> • A44 Travel Plan – Consultants are looking at the A44 in the light of the principles of OCC's Transport and Freight Strategy. Consultants have looked at each stretch of the A44 and came up with short, medium and long term measures. Records for Chipping Norton include accidents, traffic and infrastructure. Cllr Saul was concerned that proposals for parking charges and workplace charging levies were being proposed, and has communicated to OCC officers that he feels this something that would not be meaningful for Chipping Norton. Weight restrictions and HGV alternative routes have been highlighted as a priority. There will be a distinct Chipping Norton Area Strategy incorporating active travel. • East Chipping Norton Development – Still awaiting the results from the Archaeological survey. Cllr Saul has submitted a question for the Cabinet Member for Finance Cllr Callum Miller to confirm that any housing built on the CN site that is owned and controlled by the County Council will operate net zero carbon principles. <p>Cllr Butterworth asked if Cllr Saul would continue to press on the town's parking issues. Cllr Saul confirmed that WODC are producing a new parking strategy to be published in 2023, and that he has had reassurances that particular focus will be put into Chipping Norton.</p> <p>Cllr Walker asked how the A44 travel strategy works alongside the HGV working group. Cllr Saul confirmed that the officers who support the HGV group are also the officer working on the strategy.</p>
FC93	<p>Committee Minutes</p> <p>Members noted the following draft minutes of the following meetings:</p> <ol style="list-style-type: none"> a. Extraordinary Community Committee – 19th October 2022 b. Staffing Sub-Committee – 20th October 2022 c. Planning Sub-Committee – 8th November 2022 d. Community Committee – 9th November 2022

	<p>e. Strategic Planning Committee – 16th November 2022 f. Finance and Resources Committee – 23rd November 2022 g. Planning Sub-Committee – 29th November 2022</p> <p>Cllr Butterworth asked if a new grants policy will be drafted. Cllr Coleman confirmed that this is in progress.</p> <p>Cllr Akers noted that that the memorial ceremonies planned will be held in the New Year and members would be kept informed. Discussions regarding the plaque for Rob Evans bench. The Mayor confirmed that a request has come in from someone close to Mr Evans to move the plaque to a bench away from the road – this is being reviewed. Members agreed that a memorial bench policy needs drafting.</p> <p>Cllr Graves noted a typo in the minutes of Community Committee on the 9th November. The Clerk assured members this would be amended before being taken to the next committee meeting for approval.</p>
FC94	<p>East Chipping Norton Development</p> <p>Members received an update on the status of the East Chipping Norton Development. Cllr Heyes noted that he felt that whatever the outcome of the survey that they would want to do more research. The local plan is being reviewed and part of this is to assess whether the current strategy of putting all large strategic development sites in the towns of West Oxfordshire is wise or whether it should be shared through the whole of West Oxfordshire.</p> <p>Cllr Heyes asked about the Masterplan at the Cabinet meeting in November - WODC confirmed that the developers were leading the process. Potential for covenants on the land have been discussed with the leader of the County Council.</p> <p>Cllr Walker noted that if there is a delay to build the houses there is an obligation on West Oxfordshire to build a certain number of houses and therefore could present a risk that other sites could be developed due to lack of 5 year land supply. Cllr Saul confirmed that speculative applications are a risk and that of the 5 strategic sites, 2 or 3 of them have not produced any houses yet. Cllr Saul confirmed that there is potential for development in Carterton which would bring with it needed S106 contributions for the town. Cllr Saul confirmed that the WODC cabinet are committed to building social housing in the future – possibly in partnership with a housing association.</p>
FC95	<p>Civic Announcements</p> <p>Members received a report from The Mayor on Civic engagements and activities. Cllr Poole asked what the youth worker engagement was about. Cllr Coleman confirmed that this was about antisocial behaviour.</p> <p>Cllr Poole asked what the meeting at Glyme Hall was focusing on. Cllr Coleman confirmed she had reached out to the Trustees of Glyme Hall to check in all is okay after noting some negative comments in Chipping Norton News.</p> <p>Cllr Walker updated members on road safety week. Cllr Walker noted that the new Facilities and Events officer delivered some great community engagement, having only started with the Council weeks before. Members noted thanks for the officer’s work on this.</p>
FC96	<p>Council Action Plan</p> <p>Members noted the ongoing council action plan.</p>
FC97	<p>Budget 2023-2024</p>

	<p>Members received a report and proposed budget from the Finance Committee and agreed an estimated budget of £361,290 for 2023-2024. Cllr Walker Proposed, Cllr Fisher seconded. All in favour Motion carried. RESOLVED: That the proposed budget is approved for municipal year 2023/24</p>
FC98	<p>To Formally Declare the Precept for 2023-2024 Members agreed that the precept would remain at the same rate for 2023-2024 and that the estimated shortfall of £16,606 be drawn from the Council's General Reserves of £300,650.</p> <p>Cllr Walker proposed, Cllr Poole seconded.</p> <p>Cllr Butterworth raised concerns about spending general reserves – The Clerk reassured members that the general reserve amount is more this year than it was last year, and that the current budget is expected to be underspent by circa £50,000. The Clerk reassured members that an increased estimated annual budget at this time is to be expected and that this increase is comprehensive in light of rising costs and inflation. The Clerk also reassured members that with such healthy reserves to draw on the Council can be confident in this approach.</p> <p>All in favour, motion carried.</p> <p>Cllr Heyes asked that a note thanks to the Finance Officer and The Clerk for managing the budget setting process so clearly be noted.</p> <p>Cllr Coleman proposed that the Council's precept remains the same for 2023/24. Cllr Fisher seconded. All in favour, motion carried.</p> <p>RESOLVED: That the report be noted and that the Town Clerk be authorised to sign and serve a precept on the West Oxfordshire District Council, in accordance with the appropriate provisions of the Local Government Act 1972 (as amended), requiring the District Council to pay the Town Council the sum of £344,684 in respect of Council Tax for the town during the financial year 2023/24</p>
FC99	<p>Audit Report Members received and noted the interim audit report for 2022-23 from the Council's internal auditors. Members noted thanks to the Finance Officer and The Town Clerk.</p>
FC100	<p>Correspondence Members received and noted the following correspondence:</p> <ul style="list-style-type: none"> 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. Cllr Akers proposed that The Council write to CEO WODC and asked that a round table meeting is called. Cllr Poole seconded. All in favour. Motion Carried. 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. Members were disappointed with this response, but many felt that the Council could not do any more. Cllr Akers noted that the letter did not address the initial question and felt it important that Royal Mail are pushed to answer those questions. Cllr Coleman proposed that a reply is sent to Royal Mail that notes their response does not answer the queries. Cllr Graves noted

	<p>concerns that there are many campaigns that the Council could write letters about and that the council should think of itself as a political lobbying organisation. Cllr Akers seconded Cllr Colemans proposal that a follow up letter be drafted and sent. 3 Against and 5 for – Motion Carried.</p> <p>c. Mr Pat Lake has also been in touch with The Clerk asking that his thanks be shared with the Council following his Honorary Citizen Event. Mr Lake was very pleased with the whole evening. Mr Lake extended special thanks to Cllr Walker for leading the event due to The Mayor isolation with Covid.</p>
FC101	<p>Request to reproduce photograph Members received and considered a request for the Council to grant permission regarding a photograph of a painting in Chipping Norton Town Hall. Members welcome this. Cllr Fisher asked if the Council could be given a copy of the book. Cllr Graves proposed, Cllr Poole Seconded. All in favour, motion carried.</p> <p>RESOLVED: That the request is granted and the Clerk enquire as to whether the Council could be supplied with a copy of the book.</p>
FC102	<p>Memorial Request Members received and considered a request regarding a memorial in Worcester Road Cemetery. Cllr Fisher Proposed, Cllr Butterworth seconded. All in Favour, motion carried.</p> <p>RESOLVED: That the request for the Memorial is approved.</p>
FC103	<p>Local Council Award Scheme Members received a report from The Clerk regarding NALC’s Local Council Foundation Awards and agreed next steps. Members welcomed this warmly and noted that it would be excellent for the Council to receive this mark of quality and good governance.</p> <p>Cllr Graves proposed, Cllr Fisher Seconded. All in Favour, Motion Carried.</p> <p>RESOLVED: That the Council submit an application to NALC for the Local Council Foundation Awards.</p>
FC104	<p>Policies Members received the following policies to approve as recommended by the Finance and Resources Committee:</p> <ul style="list-style-type: none"> a. Social Media and Electronic Communications Policy – Cllr Fisher noted that the email section is a key item to read in terms of breach of GDPR. b. Anti-Fraud and Corruption Policy Proposed by Cllr Walker, Seconded by Cllr Poole. All in favour, motion carried. <p>RESOLVED: That the Social Media and Anti-Fraud and Corruption policies are adopted.</p>
FC105	<p>Planning Applications Members noted the following planning applications from West Oxfordshire District Council:</p> <ul style="list-style-type: none"> a. Appeal Dismissed: Land off Toy Lane, Chipping Norton – 21/0215/FUL Members noted this appeal decision.

	<p>b. Appeal Dismissed: 64 Dunstan Avenue, Chipping Norton – 21/03596/HHD Members noted this appeal decision.</p> <p>c. Appeal Dismissed: 31 Worcester Road, Chipping Norton – 22/00583/FUL Members noted this appeal decision.</p> <p>d. Amended Planning Application APPLICATION NO: 22/02680/FUL LOCATION: Land to the rear of 58 West St, Chipping Norton, Oxfordshire AMENDMENTS: - Simplified and lowered roofline; - Fenestration altered to North elevation; -Metal-clad side element changed to timber Members felt that the amendments did not affect the comments that the planning sub-committee have already made. RESOLVED: That the planning officer is informed that the previous comments stand.</p> <p>e. 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.) RESOLVED: There were no objections to this planning application.</p>
FC106	<p>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.</p>
	<p>East Chipping Norton Development Trust Members received a fee proposal for engaging Community First Oxfordshire regarding setting up an East Chipping Norton Development Trust. Cllr Fisher summarised the benefits of setting up a community land trust following a meeting with Community First held at the end on November. Cllr Heyes provided some local examples of Community Land Trusts and noted that one advantage of a community land trust is that the land is protected by the trust deed. Members agreed that a Community Land Trust for Chipping Norton in general as opposed to an East Chipping Norton specific land trust. It was noted that a community land trust would be a completely separate entity to The Council. Members discussed the benefits and risk of starting this process. Cllr Akers proposed that the proposal for “Stewardship – Exploring the Options” is accepted at a cost of £1650 for three day support. Cllr Fisher seconded. All in favour, motion carried. RESOLVED: That the proposal for stewardship options is accepted at a cost of £1650.</p>
FC107	<p>Staffing Matters Members received a verbal update regarding recruitment of the Responsible Finance Officer and Estates Manager.</p>
FC108	<p>Date of the next meeting Wednesday 22nd February 2023</p>

The Chair closed the meeting at 8:30pm

Signed as an accurate record.....

Date.....

DRAFT