



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 Full Council Meeting held on the 20th July 2022 at 6:30pm in the Lower Hall, Chipping Norton Town Hall

Present:

Cllrs. Sandra Coleman (Town Mayor), Rizvana Poole, David Heyes, Ruth Fisher, Chris Butterworth, Jo Graves, Archie Miles, Sharon Wheaton, Natasha Whitmill (entered at 18:41), Lexy Tuckwell (entered at 7:02)

Also present:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Cllr Mike Cahill, WODC (left at 7:52 before confidential session)

Cllr Geoff Saul, OCC and WODC (left at 7:10 to attend another meeting)

FC41	Apologies for absence. Apologies were received from Cllrs Mark Walker, Rachel Foakes, Emily Holmes, Georgia Mazower, Nova Bradley, and Steve Akers.
FC42	Declaration of interests None received
FC43	Minutes Subject to amendments: FC26 – Capitalisation FC27 – Spelling error FC29 – There have been two working group meetings since the previous Town Council meeting and 12 in total. Councillors approved the Minutes of the Full Council meeting held on 22 nd June 2022. RESOLVED: That subject to the amendments above, that the Chair signs and approves the Minutes of the Full Council meeting held on the 22 nd June 2022 as an accurate record of the meeting.
FC44	Public Participation None received
FC45	West Oxfordshire District Councillors update Cllrs received a verbal report from Cllrs Mike Cahill who said that WODC has intentions to consult as widely as possible with several opportunities for public consultations. They will be starting with digital consultations in July/August and in person with Town and Parish councils in August. Cllr Geoff Saul noted that as a new administration they did not want to continue with the previous administration's agenda through to 2024. There is a new agenda written from scratch which would include public consultation.

	<p>Cllr Saul reported that they are awaiting a draft "Developer contributions supplementary planning document" on the 27th August 2022. This document will discuss how developers will contribute to any ongoing processes at the East Chipping Norton Strategic Development site. Cllrs noted that there is an issue with the lack of land where there will not be enough on-site provision.</p>
FC46	<p>Oxfordshire County Councillors update Cllr Geoff Saul's update about transport had been previously relayed to the Traffic Advisory Committee.</p>
FC47	<p>Committee Minutes Cllrs noted the draft minutes of the following meetings and considered related recommendations:</p> <ul style="list-style-type: none"> a. Community Committee held on Wednesday 29th June 2022 Members considered a recommendation regarding Grant funding: That the £2500 used for this funding is replenished from general reserves to return grants funding to £26000 for 2022/2023. Cllr Poole proposed the motion as described, seconded by Graves. All in favour. Motion carried. RESOLVED: That the Council replenishes the funding used for the Theatre school meals from general reserves to maintain £26000. b. Strategic Planning Committee held on Wednesday 6th July 2022 c. Finance and Resources Committee held on Wednesday 13th July 2022 d. Staffing Sub-Committee held on Wednesday 13th July 2022 d. Traffic Advisory Sub-Committee held on Thursday 14th July 2022
FC48	<p>East Chipping Norton Development Cllrs received an update from Cllr Coleman on the status of the East Chipping Norton Development. The working party has sent a letter regarding community land trusts to OCC and WODC but have not received a response yet. Members heard that allotment holders are worried about the allotments and noted that it would be good to give some more reassurances that if the allotments are purchased to build a road that they would be required to be replaced within Chipping Norton. Cllr Coleman also reported on the Build Chippy Better field trip to recent developments in Oxfordshire.</p>
FC49	<p>Civic Announcements Cllrs received a report from The Mayor on Civic engagement and activities. Members discussed changing the picture frames in the Council Chamber to a uniform style but decided to retain existing frames.</p> <p>Cllr Coleman noted that there was an arson incident which had caused damage to the play park in Evan's Way. The Clerk noted that the damage had been fixed quickly and efficiently by the Town Council Maintenance Operative and contractors a few days after the event.</p> <p>Cllr Coleman also noted that the next Town Council newsletter will be released at the end of August. Members noted that the next Councillor surgery is on the 30th July 2022 and would be attended by Cllrs Fisher and Whitmill.</p>
FC50	<p>Council Action Plan Cllrs received a draft action plan from The Clerk, which informs the Council's Standing Committees for the ensuing municipal year and beyond. Cllr Coleman proposed to add the word 'sustainable' to the objectives, seconded by Cllr Whitmill. All in favour. Motion carried. RESOLVED: That the Council adopts the action plan as drafted to include the word 'sustainable' in the objectives.</p>

FC51	<p>Flag flying protocol</p> <p>Cllrs received the Council's draft flag flying calendar. Cllr Coleman noted that as a Council it is required to fly the Union Jack on certain days and is noted in the calendar.</p> <p>The Clerk reported that RAF Ensign asked to be flown on the 21st August to commemorate the air crash during WWII 80 years ago (flag to be provided). Cllr Foakes proposed to add the refugee flag.</p> <p>Cllr Heyes asked if Armistice Day should be added to the calendar as a standard Union Jack flag day.</p> <p>Cllr Poole has proposed to approve the flag flying protocol and calendar with the amendments above, Cllr Butterworth seconded. All in favour. Motion carried.</p> <p>RESOLVED: That the Council approves the Council's flag flying protocol and calendar.</p> <p>The Clerk recommended increasing the flag budget to £500 to purchase the rest of the flags requested.</p> <p>Cllr Graves proposed to increase the flag budget to £500, seconded by Cllr Miles. All in favour. Motion carried.</p> <p>RESOLVED: That the Council approves increasing the flag budget to £500.</p>
FC52	<p>Christmas 2022</p> <p>a. Cllrs received an update regarding the Christmas Light's tender. The Clerk suggested that the Council approve a contingency budget of £2000 as some of the infrastructure that the Christmas lights contractor will use belongs to the Town Council. The funds would be used to repair or replace any brackets/power supplies/eyebolts if required so the installation of lights is not slowed down by lack of access to appropriate funding.</p> <p>Cllr Tuckwell proposed to approve a contingency budget as recommended, seconded by Cllr Whitmill. Cllr Butterworth abstained. Motion carried.</p> <p>RESOLVED: That Cllrs agree to approve a contingency budget of £2000 to repair or replace any existing infrastructure used by the Christmas lights if required.</p> <p>b. Cllrs discussed whether the Council wish to manage a Christmas event. Members discussed having a Christmas event and were positive about having another one after pausing for a few years due to COVID. Members discussed previous events and involving local businesses, schools, and community groups. Cllr Graves proposed that the Council investigate holding a Christmas event in Nov/Dec 2022, seconded by Cllr Whitmill. All in favour.</p> <p>RESOLVED: That Cllrs agree to manage a Christmas event in Chipping Norton 2022.</p> <p>Cllrs Whitmill, Tuckwell and Fisher to form a working group for the Christmas event.</p>
FC53	<p>Memorial Bench</p> <p>Cllrs received and considered the following proposal from Cllr Steve Akers:</p> <p><i>I would like to propose to the Town Council that we formally support the purchase and installation of a Memorial Bench to our late colleague, Cllr Eve Coles.</i></p> <p><i>This would be in recognition of Eve's long years of service and many achievements as a Town and District Councillor, and the huge contribution she made to the life and politics of Chipping Norton.</i></p>

	<p><i>This has widespread support, including from Eve's family and her close colleague and former County Councillor for Chipping Norton, Dave Barbour.</i></p> <p><i>The favoured location is for it to be in the New Street Playground overlooking the Muga.</i></p> <p>Cllr Heyes proposed installing the memorial bench, seconded by Cllr Poole. All in favour. Motion carried.</p> <p>RESOLVED: That the Council installs a memorial bench in the proposed location in memorial for Cllr Eve Coles.</p> <p>Members delegated Cllrs Tuckwell, Coleman, and Cahill, to do a site visit to determine the best location for the memorial bench.</p> <p>RESOLVED: Cllr Graves proposed a bench budget of £1000 to install a recycled plastic bench, and if the budget was not sufficient to purchase a standard Eastgate bench, seconded by Cllr Tuckwell. All in Favour. Motion carried.</p>
FC54	<p>20mph Scheme for Towns</p> <p>Cllrs received a report from the Clerk about the 20mph Scheme for Towns. Cllr Tuckwell proposed to progress with plans to implement the survey for the 20mph scheme, seconded by Cllr Miles. All in favour. Motion carried.</p> <p>RESOLVED: That the Council agree to submit the application for Oxfordshire County Council's 20mph Scheme for Towns and launch the public consultation on the Town Council website.</p>
FC55	<p>Policies</p> <p>Cllrs received the following policies as reviewed and approved by the Finance and Resources Committee:</p> <ul style="list-style-type: none"> a. Absence Policy b. Expenses Policy c. Vexatious Complaints Policy d. Member Training Needs Assessment e. Investment strategy f. FOI Publication Policy, Scheme and Procedures g. Communication and Engagement Strategy <p>Cllr Whitmill proposed adopting the above policies as reviewed and approved by the Finance and Resources Committee, seconded by Cllr Butterworth.</p> <p>RESOLVED: That the Council adopts the above policies without further amendments.</p>
FC56	<p>Planning Applications</p> <p>Cllrs received a schedule of planning applications from West Oxfordshire District Council.</p> <p>APPLICATION NO: 22/01732/HHD</p> <p>PROPOSAL: Alterations including: Remodel the entrance hall and bathroom, erection of a two-storey extension, rebuild the conservatory as a garden room on the same footprint. The proposal also includes small increases to the area of hard surface for the entrance driveway.</p> <p>LOCATION: 3 Cox Lane, Chipping Norton Oxfordshire</p> <p>Cllrs noted it would be beneficial to include permeable drainage for the driveway area as proposed.</p> <p>Cllrs have no objections to this planning proposal.</p>

FC57	<p>Confidential Session</p> <p>Cllrs resolved to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of items 18 and 19.</p>
FC58	<p>National Protocol</p> <p>Cllrs received and considered a confidential report from The Clerk</p> <p>Cllr Miles proposed that the Council accepts the National Protocol with the agreed amendments. Seconded by Cllr Tuckwell. All in favour. Motion carried.</p> <p>RESOLVED: That the Council formally adopts the National Protocol with proposed amendments.</p>
FC59	<p>Staffing matters</p> <p>Cllrs received a report from The Clerk in relation to the recruitment of a new Facilities and Events Officer as recommended by the organisational review undertaken at the end of 2021.</p> <p>Cllr Whitmill proposed that recruitment of the officer commences as soon as possible, seconded by Cllr Wheaton. All in favour.</p> <p>RESOLVED: That the Council recruit for a new Facilities and Events Officer on SCP 24-28 £23,655-£26,593 pro-rata.</p>
FC60	<p>Date of the next meeting</p> <p>Wednesday 5th October 2022</p>

The Chair closed the meeting at 8:08pm