



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

## Minutes of the Full Council meeting held in the Council Chamber of Chipping Norton Town Hall on the 22<sup>nd</sup> June 2022 at 6:30pm

### PRESENT:

Cllrs Sandra Coleman (Town Mayor), Steve Akers, Chris Butterworth, Ruth Fisher, Rachel Foakes (Deputy Mayor), Jo Graves, David Heyes, Archie Miles, Rizvana Poole, Mark Walker, Nova Bradley

### ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Cllr Geoff Saul (OCC)

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| <b>FC22</b> | <b>Apologies for Absence</b><br>Apologies were received from Cllrs Whitmill, Holmes, and Wheaton.   |
| <b>FC23</b> | <b>Declaration of Interests</b><br>None received  |
| <b>FC24</b> | <b>Minutes</b><br>The Minutes of the Full Council meeting held on the 16 <sup>th</sup> May 2022 were approved without amendments.<br><b>RESOLVED:</b> That the Chair signs and approves the Minutes of the Full Council meeting held on the 16 <sup>th</sup> May 2022 as an accurate record of the meeting.   |
| <b>FC25</b> | <b>Public Participation</b><br>None received  |
| <b>FC26</b> | <b>West Oxfordshire District Councillors update</b><br>Cllrs received a verbal update from Cllr Poole, Chipping Norton's Ward Councillor sitting on WODC.<br>Cllr Poole shared that after being notified about a number of redundancies at Owen Mumford, she had investigated and had an update from Cllr Duncan Enright. Cllr Enright stated that Owen Mumford are not going ahead with redundancies and that instead some jobs will be relocated to Woodstock and Witney.   |
| <b>FC27</b> | <b>Oxfordshire County Councillors update</b><br>Cllrs received a verbal update from Cllr Saul, Chipping Norton's Ward Councillor sitting on OCC. Cllr Saul noted that there has been a lot of change since the last meeting and that he now has the housing portfolio in the district.<br><br>There will be a new development of 8 custom build, net 0 carbon, affordable homes at Walterbush Road. Currently £2.7 million pounds is set aside for affordable housing in District Council. A paper is being prepared by officers to investigate any restrictions on this money for affordable housing priorities which include new housing and retrofitting existing housing stock. Other affordable housing schemes are being investigated.<br><br>Cllrs questioned on the self-build plots at Walterbush Road; if there are already people on a list for the houses, if it will be limited to local residents, and how it will be ensured to be net 0 carbon. Cllr Saul reported that WODC has a list of people who are interested in self-build, net 0 housing, so they will be chosen from that list and that local families on that list will be |

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|             | <p>prioritised. Cllr Saul explained that the custom build units will be overseen by the architects and built to Passivhaus standards offsite.</p> <p>Cllrs asked about CIL. Cllr Saul has asked for it to be reviewed, especially the 0 rating for all of the strategic development sites including Chipping Norton. The review may not guarantee that the current policy will be changed.</p>  |
| <b>FC28</b> | <p><b>Committee Minutes</b></p> <p>Cllrs noted the draft minutes of the following meetings and considered related recommendations:</p> <ol style="list-style-type: none"> <li>a. Community Committee held on 25<sup>th</sup> May 2022</li> <li>b. Strategic Planning Committee held on 8<sup>th</sup> June 2022</li> <li>c. Finance and Resources Committee held on 15<sup>th</sup> June 2022</li> </ol> <p>The Clerk gave an update about the time change for the upcoming Traffic Advisory Meeting on the 14<sup>th</sup> July – it will now be held in the Council Chamber at 1:30pm.</p>  |
| <b>FC29</b> | <p><b>East Chipping Norton Development</b></p> <ol style="list-style-type: none"> <li>a. Cllrs received an update from the East Chipping Norton Development group</li> </ol> <p>Cllr Heyes gave a verbal update about the East Chipping Norton Development working group. Cllr Saul reported that there is a substantial Roman site at the Glyme Farm site but how this will affect the development site is unknown at this time. Cllr David Heyes noted that there have been 2 working group meetings since the 16<sup>th</sup> May 2022, the second meeting attended by WODC and OCC Cabinet members. Cllr Heyes also gave a brief overview of the East Chipping Norton stall at the Platinum Jubilee festival.</p> <p>There will be a visit to housing developments on the 15<sup>th</sup> July 2022.</p> <p>Cllr Akers suggest that we formally request the OCC archaeology to update on what has been found going forward to that the Town Council is kept informed.</p> <p>Cllrs agreed that it would be useful to have a short, bulleted list of the main points or key desires for the East Chipping Norton site.</p> <p><b>RESOLVED:</b> That the East Chipping Norton Working Group draft a list of key messages and strategic objectives for the site. (Carbon 0, affordable housing, infrastructure, green spaces, business development)</p> <p><b>RESOLVED:</b> That the East Chipping Norton Working Group draft a communications strategy for consultation with Chipping Norton residents.</p> <p><b>RESOLVED:</b> For the Clerk to draft a letter to the County Archaeologist for regular reports regarding the archaeology survey. For the Clerk to invite the County Archaeologist to come to a Town Council meeting.</p> <ol style="list-style-type: none"> <li>b. Cllrs considered sending a letter to Oxfordshire County Council and West Oxfordshire District Council regarding the Masterplan process</li> </ol> <p>Cllr Coleman proposed that the Town Council send the letter following amendments from Cllr Heyes and Foakes, Cllr Heyes seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> For Cllr Coleman to send the letter to Oxfordshire County Council and West Oxfordshire District Council regarding the Masterplan process following amendments from Cllr Heyes and Foakes.</p> |
| <b>FC30</b> | <p><b>Civic Announcements</b></p> <p>Cllrs received a report from The Mayor on Civic engagement and activities</p> <p>Cllr Coleman reported on that she had attended several meetings with OCC Officers to do with</p>  |

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|             | <p>Highways and the crossings at New Street, along with a number of other events.</p> <p><b>RESOLVED:</b> That an agenda item is added to the Strategic Planning Committee on the 6<sup>th</sup> July 2022: LCWIP and road safety update.</p> <p>Cllr Coleman also attended the Women's Cycling Tour VIP breakfast. Cllr Coleman noted that there should be a legacy for the Women's Cycling Tour and noted that there is an issue with women's sporting in general in Chipping Norton and promoting sport for women in the town. Cllrs wanted to thank Cllr Walker for his work organising the Women's Cycling Tour and for his time and effort spent making this event go smoothly and successfully.</p>  |
| <b>FC31</b> | <p><b>Flag Flying Protocol</b></p> <p>Cllrs received a draft protocol from The Clerk.</p> <p>Cllrs queried if we are still investigating putting a flagpole on the Town Hall. The Clerk confirmed that this was still being investigated but that certain restrictions have made it difficult to replace the flag on the Town Hall.</p> <p>Cllr Akers proposed that we formally adopt the flag flying protocol, and Cllr Poole seconded the proposal. Cllr Graves abstained, all other councillors in favour. Motion Carried.</p> <p><b>RESOLVED:</b> That the Council adopts the flag flying protocol as drafted.</p> <p>Cllr Akers proposed to approve a small budget of £200 to purchase approximately 4 flags. Seconded by Cllr Coleman. All in favour. Motion Carried.</p> <p><b>RESOLVED:</b> That the Town Council approves a budget of £200 to purchase flags.</p> <p>Cllr Coleman proposed bringing a flag calendar to the next meeting, and then publicising the calendar via the newsletter. Cllr Graves proposed that the first flag to be flown will be the NHS flag in July for the NHS' Birthday. Seconded by Cllr Walker. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That a proposal for a flag calendar is brought to the next meeting and then publicised via the upcoming Town Council newsletter, and that the next flag flown on the flagpole is the NHS flag in July for the NHS' Birthday.</p> |
| <b>FC32</b> | <p><b>Mayoral Board</b></p> <p>Cllrs received a report about the format of how names should be displayed on the Mayoral Board in the future.</p> <p>Cllr Walker proposed the names on the Mayoral Board will be Cllr First Name Surname going forward, seconded by Cllr Graves. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the names on the Mayoral Board will be Cllr First Name Surname going forward.</p> <p>Cllr Bradley proposed that going forward the Councillor names on the Minutes should be noted as Cllr First Name Surname. Seconded by Cllr Walker. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Councillor names on the Minutes for meetings will be noted as Cllr First Name Surname going forward.</p>   |
| <b>FC33</b> | <p><b>To receive the accounts and balance sheet for 2021/22</b></p> <p>Cllrs received the accounts for year ending 31<sup>st</sup> March 2022 and noted the Clerk's report. Cllrs noted that these documents were reviewed at the meeting of the Finance and Resources Committee on the 15<sup>th</sup> June 2022.</p> <p>Cllr Walker proposed that the Council approves the accounts and balance sheet for year ending 31<sup>st</sup> March 2022, seconded by Cllr Coleman. Motion Carried.</p> <p><b>RESOLVED:</b> That the Council approves the accounts and balance sheet for year ending 31<sup>st</sup> March 2022.</p>  |
| <b>FC34</b> | <p><b>To receive the internal auditor's report for 2021/22</b></p> <p>Cllrs received and noted the report from the internal auditor.</p> <p>The Clerk explained that the new website was not published in time for the internal audit report, but it has since been published and is compliant.</p> <p>Thanks was noted to the Finance Officer for the work that has gone into this.</p>  |

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| <b>FC35</b> | <p><b>AGAR Section 1 Governance Statement</b><br/> Cllrs received the AGAR Section 1 Governance Statement<br/> Cllr Walker proposed that the Council approves the AGAR Section 1 Governance Statement, seconded by Cllr Poole. Motion carried.<br/> <b>RESOLVED:</b> That the AGAR Section 1 Governance Statement be approved, and that the statement be signed by the Clerk and the Mayor.</p>   |
| <b>FC36</b> | <p><b>AGAR Section 2 Accounting Statements</b><br/> Cllrs received the AGAR Section 2 Accounting Statements.<br/> Cllr Graves proposed that the Council approves the AGAR Section 2 Accounting Statements, seconded by Cllr Butterworth. Motion carried.<br/> <b>RESOLVED:</b> That the AGAR Section 2 Accounting Statements be approved, and that the statements should be signed by the Clerk and the Mayor.</p>  |
| <b>FC37</b> | <p><b>Notice of Public Rights and the Publication of the AGAR</b><br/> Members noted that following this meeting, Council will issue the Notice of Public Rights and the Publication of the Annual Governance and Accountability Return.</p>  |
| <b>FC38</b> | <p><b>Councillors Surgeries</b><br/> Cllrs received an update from Cllr Foakes on the plan for holding regular Councillor Surgeries in the Town Hall. They will be held in the Lower Hall or the Council Chamber on the last Saturday of the month from 10am-12pm. There will not be any surgeries held on bank holiday weekends (August and December).</p>   |
| <b>FC39</b> | <p><b>Planning Applications</b></p> <p><b>APPLICATION NO:</b> <a href="#">22/01538/HHD</a><br/> <b>LOCATION:</b> 28 Park Road Chipping Norton Oxfordshire<br/> <b>PROPOSAL:</b> Erection of single storey front extension</p> <p>No objection</p> <p><b>APPLICATION NO:</b> <a href="#">22/01523/LBC</a><br/> <b>LOCATION:</b> Hitchman Mews, 2 West Street Chipping Norton<br/> <b>PROPOSAL:</b> Urgent structural repairs to west elevation and roof structure</p> <p>Cllrs are very supportive of remedial and urgent structural repairs to a historic building in the town centre.</p> <p><b>APPLICATION NO:</b> <a href="#">22/01551/HHD</a><br/> <b>LOCATION:</b> 22 Cross Leys Chipping Norton<br/> <b>PROPOSAL:</b> Replace garage with single storey extension</p> <p>No objection</p> |
| <b>FC40</b> | <p><b>Date of the next meeting</b><br/> Wednesday 20<sup>th</sup> July 2022, 6:30pm</p>   |

The Mayor closed the meeting at 8:00pm

Signed.....

Date.....