



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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TOWN CLERK: Luci Ashbourne

Minutes of The Annual Meeting of Chipping Norton Town Council, held on the 15th May 2023, at 6:30pm in the Upper Hall, Chipping Norton Town Hall

PRESENT: Sandra Coleman (Town Mayor), Jo Graves, Mike Rowe, Steve Akers, Ian Finney, Mike Cahill, Athos Ritsperis, Sharon Wheaton, Dom Rickard, Ben Bibby, Rachel Andrews, Natasha Whitmill

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Ali Packer, Responsible Finance Officer

Tania Kirby, Facilities and Events Officer

Terry Palmer, Town Hall Caretaker

Paolo Oliveri, Maintenance Operative

Inspector Chris Ball and PC Chris Cochrane, Thames Valley Police

Cllr Rizvana Poole (WODC)

Cllr Geoff Saul (OCC)

FC1	Election of Town Mayor 2023/24 The Mayor, Cllr Coleman, welcomed everyone to the meeting and invited nominations for the position of Mayor of the Town Council. Cllr Akers proposed Cllr Coleman, Cllr Finney seconded. No other nominations were received. The proposal was carried unanimously in favour. RESOLVED: That Cllr Coleman is elected Town Mayor for the ensuing municipal year 2023/24. The meeting adjourned while Cllr Coleman signed the Declaration of Acceptance of Office.
FC2	Election of Deputy Mayor 2023/24 The Mayor invited nominations for the position of Deputy Mayor of the Town Council. Cllr Coleman proposed Cllr Akers, and Cllr Wheaton seconded. No other nominations were received. The proposal was carried unanimously.

	<p>RESOLVED: That Cllr Akers is elected Deputy Town Mayor for the ensuing municipal year 2023/2024.</p> <p>Cllr Akers then signed the Declaration of Acceptance of Office.</p>
FC3	<p>Apologies for absence Apologies were received from Cllrs Mark Walker and Alex Keyser.</p>
FC4	<p>Declaration of interests There were no declarations received.</p>
FC5	<p>Minutes RESOLVED: That the Minutes of the Full Council meeting held on the 19th April 2023 were signed as an accurate record of the meeting by the Mayor.</p>
FC6	<p>Public Participation Members received an update from the Community Policing Team. Inspector Chris Ball and PC Chris Cochrane were present to give a verbal update about crime – The main issues that they are dealing with are shoplifting and drug dealing in town. The team is working with the schools to implement drug awareness.</p> <p>Cllr Graves queried if County Lines was still in progress – PC Cochrane responded that they believe Chipping Norton is in line with Banbury and other bigger towns in Oxfordshire. PC Cochrane reported that it is helpful for residents to report anything unusual and suspicious to the police. Officer Cochrane noted that there are three vacancies for PCSOs in Chipping Norton – only one position is filled at the moment. PC Cochrane reported that rural communities and farms are also being targeted for burglaries – teams from up north are targeting rural locations as these communities are isolated. BMW/MERC/AUDI keyless entry cars are also being targeted in Chipping Norton.</p> <p>Cllr Rowe asked about the roundabout near the petrol station, and loud vehicles in Chipping Norton. PC Cochrane said that he would feed back to the district council about CCTV.</p>
FC7	<p>Minutes and reports from Committees a. Members noted the draft minutes from the Traffic Advisory Sub-Committee on the 27th April 2023. There were no recommendations or matters arising.</p>
FC8	<p>Welcome to new Councillors</p>

	<p>The Mayor welcomed all Cllrs as voting members of the council. The Mayor extended a special welcome to incoming Cllrs Andrews, Bibby, Finney, Keyser, Rickard, Ritsperis, and Rowe.</p> <p>All Councillors had signed their Declarations of Office prior to the meeting.</p>
FC9	<p>Welcome to the new District Councillor</p> <p>The Mayor welcomed Cllr Walker as Chipping Norton's newly elected representative of West Oxfordshire District Council.</p>
FC10	<p>East Chipping Norton Development</p> <p>Members received a verbal update on the status of the East Chipping Norton Development.</p>
FC11	<p>Civic Announcements</p> <p>Members received a report from the Mayor on Civic engagement and activities.</p>
FC12	<p>Council Action Plan</p> <p>Members noted this ongoing action plan.</p>
FC13	<p>Correspondence</p> <p>Members received correspondence from the Chipping Norton Theatre who thanked the Council for supporting their Free School Meals scheme.</p>
FC14	<p>Standing Orders</p> <p>Members received a draft copy of the Council's Standing Orders as reviewed and amended by the Finance and Resources Committee on the 29th March 2023.</p> <p>Cllr Akers proposed to adopt the Standing Orders, Cllr Finney seconded. All in favour to adopt the standing orders.</p> <p>RESOLVED: That the Council adopts the Standing Orders as proposed.</p>
FC15	<p>Scheme of Delegation</p> <p>Members received a copy of the Scheme of Delegation (including terms of reference for Committees) as reviewed by Full Council in April 2023.</p> <p>Cllr Coleman proposed that the Strategic Planning Committee is renamed to Place Shaping Committee.</p> <p>Cllr Cahill counter-proposed Planning and Development Committee.</p> <p>Cllr Coleman proposed that at the first meeting of Strategic Planning Committee, the decision is delegated to the Committee. Seconded by Cllr Akers. Motion carried.</p> <p>RESOLVED: That the Strategic Planning Committee name is to be reviewed and decided at the next Strategic Planning Meeting. To delegate this decision to the current members of the Strategic Planning Committee.</p> <p>Cllr Akers proposed to adopt the Scheme of Delegation, seconded by Cllr Graves.</p>

	<p>RESOLVED: That the Council adopts the Scheme of Delegation as proposed.</p>																																																			
<p>FC16</p>	<p>Appointment of Members to Standing Committees and Sub-Committees Members discussed the appointment of members to the Standing Committees and Sub-Committees for the municipal year 2023/24.</p> <p>Standing Committees</p> <table border="1" data-bbox="328 504 1385 943"> <thead> <tr> <th data-bbox="328 504 683 580">Finance and Resources Ctte</th> <th data-bbox="683 504 1034 580">Community Ctte</th> <th data-bbox="1034 504 1385 580">Strategic Planning Ctte</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 580 683 618">Sandra Coleman</td> <td data-bbox="683 580 1034 618">Sandra Coleman</td> <td data-bbox="1034 580 1385 618">Sandra Coleman</td> </tr> <tr> <td data-bbox="328 618 683 656">Sharon Wheaton</td> <td data-bbox="683 618 1034 656">Natasha Whitmill</td> <td data-bbox="1034 618 1385 656">Mark Walker</td> </tr> <tr> <td data-bbox="328 656 683 694">Natasha Whitmill</td> <td data-bbox="683 656 1034 694">Steve Akers</td> <td data-bbox="1034 656 1385 694">Jo Graves</td> </tr> <tr> <td data-bbox="328 694 683 732">Dom Rickard</td> <td data-bbox="683 694 1034 732">Ben Bibby</td> <td data-bbox="1034 694 1385 732">Alex Keyser</td> </tr> <tr> <td data-bbox="328 732 683 770">Ian Finney</td> <td data-bbox="683 732 1034 770">Alex Keyser</td> <td data-bbox="1034 732 1385 770">Dom Rickard</td> </tr> <tr> <td data-bbox="328 770 683 808">Athos Ritsperis</td> <td data-bbox="683 770 1034 808">Athos Ritsperis</td> <td data-bbox="1034 770 1385 808">Mike Cahill</td> </tr> <tr> <td data-bbox="328 808 683 846"></td> <td data-bbox="683 808 1034 846">Mike Cahill</td> <td data-bbox="1034 808 1385 846">Ian Finney</td> </tr> <tr> <td data-bbox="328 846 683 884"></td> <td data-bbox="683 846 1034 884">Rachel Andrews</td> <td data-bbox="1034 846 1385 884">Michael Rowe</td> </tr> <tr> <td data-bbox="328 884 683 922"></td> <td data-bbox="683 884 1034 922">Jo Graves</td> <td data-bbox="1034 884 1385 922"></td> </tr> </tbody> </table> <p>Cllr Whitmill proposed the appointment of members to the Standing Committees as above, seconded by Cllr Finney. All in favour, motion carried.</p> <p>RESOLVED: That the members are appointed to the Standing Committees as above for the municipal year 2023/24.</p> <p>Sub-Committees</p> <table border="1" data-bbox="328 1249 1385 1568"> <thead> <tr> <th data-bbox="328 1249 683 1326">Staffing Sub-Ctte</th> <th data-bbox="683 1249 1034 1326">Planning Sub-Ctte</th> <th data-bbox="1034 1249 1385 1326">Traffic Advisory Sub-Ctte</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 1326 683 1364">Sandra Coleman</td> <td data-bbox="683 1326 1034 1364">Sandra Coleman</td> <td data-bbox="1034 1326 1385 1364">Sandra Coleman</td> </tr> <tr> <td data-bbox="328 1364 683 1402">Steve Akers</td> <td data-bbox="683 1364 1034 1402">Mike Cahill</td> <td data-bbox="1034 1364 1385 1402">Mark Walker</td> </tr> <tr> <td data-bbox="328 1402 683 1440">Mike Cahill</td> <td data-bbox="683 1402 1034 1440">Ian Finney</td> <td data-bbox="1034 1402 1385 1440">Steve Akers</td> </tr> <tr> <td data-bbox="328 1440 683 1478">Natasha Whitmill</td> <td data-bbox="683 1440 1034 1478">Rachel Andrews</td> <td data-bbox="1034 1440 1385 1478">Jo Graves</td> </tr> <tr> <td data-bbox="328 1478 683 1516">Jo Graves</td> <td data-bbox="683 1478 1034 1516">Dom Rickard</td> <td data-bbox="1034 1478 1385 1516">Alex Keyser</td> </tr> <tr> <td data-bbox="328 1516 683 1554">Ian Finney</td> <td data-bbox="683 1516 1034 1554"></td> <td data-bbox="1034 1516 1385 1554">Michael Rowe</td> </tr> </tbody> </table> <p>Cllr Finney proposed that the membership of the above Sub-Committees is as above, seconded by Cllr Akers. All in favour, motion carried.</p> <p>RESOLVED: That members are appointed to the Sub-Committees as above for the municipal year 2023/24.</p>	Finance and Resources Ctte	Community Ctte	Strategic Planning Ctte	Sandra Coleman	Sandra Coleman	Sandra Coleman	Sharon Wheaton	Natasha Whitmill	Mark Walker	Natasha Whitmill	Steve Akers	Jo Graves	Dom Rickard	Ben Bibby	Alex Keyser	Ian Finney	Alex Keyser	Dom Rickard	Athos Ritsperis	Athos Ritsperis	Mike Cahill		Mike Cahill	Ian Finney		Rachel Andrews	Michael Rowe		Jo Graves		Staffing Sub-Ctte	Planning Sub-Ctte	Traffic Advisory Sub-Ctte	Sandra Coleman	Sandra Coleman	Sandra Coleman	Steve Akers	Mike Cahill	Mark Walker	Mike Cahill	Ian Finney	Steve Akers	Natasha Whitmill	Rachel Andrews	Jo Graves	Jo Graves	Dom Rickard	Alex Keyser	Ian Finney		Michael Rowe
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<p>FC17</p>	<p>Representatives to Outside Bodies Members discussed the election of Cllrs as representatives to Outside Bodies in which the Town Council acts as Trustees.</p> <p>William Fowler Allotment Trust</p>																																																			

	<ul style="list-style-type: none"> • Town Mayor (Ex-Officio) – The Mayor gave an update about the Board of Trustees for the William Fowler Trust. In the past all Town Councillors were automatically appointed Trustees to the Trust. However due to advice a smaller number of Trustees may be appointed at the first meeting of the William Fowler Trust. The Mayor encouraged all Cllrs to attend this meeting to agree membership at the first meeting. <p>William Fowler Allotment Trust Committee</p> <ul style="list-style-type: none"> • Town Mayor (Ex-Officio) • Cllr Rachel Andrews • Cllr Ben Bibby • Cllr Sharon Wheaton <p>Chipping Norton Welfare Charities</p> <ul style="list-style-type: none"> • Cllr Poole (Term 2022-2026) • Town Mayor (Ex-Officio) • Cllr Athos Ritsperis <p>Field Reeves</p> <ul style="list-style-type: none"> • Town Mayor (Ex-Officio) • Cllr Graves • Cllr Whitmill • Cllr Rickard <p>Oxfordshire Association of Local Councils</p> <ul style="list-style-type: none"> • Cllr Whitmill proposed Steve Akers, seconded by Cllr Graves. <p>Cllr Whitmill proposed these appointments to outside bodies, seconded by Cllr Graves. All in favour, motion carried. RESOLVED: That the membership and appointment of Cllrs to outside bodies is accepted as above.</p>
FC18	<p>Calendar of meetings Members noted the previously agreed calendar of meetings for the municipal year 2023/24.</p>
FC19	<p>Financial Regulations Members received the Council’s Financial Regulations as reviewed and amended by the Finance and Resources Committee on the 29th March 2023. Cllr Finney reported that the Financial Regulations need modernising as the Town Council no longer uses cash, etc. Cllr Wheaton proposed to accept the current Financial Regulations, seconded by Cllr Bibby. All in favour, motion carried. RESOLVED: That the Council adopts the current Financial Regulations as proposed.</p>

<p>FC20</p>	<p>Risk Register Members received the Council’s Risk Register as reviewed by the Finance and Resources Committee on the 29th March 2023. Cllr Finney proposed to accept the Risk Register as proposed, seconded by Cllr Graves. All in favour, motion carried. RESOLVED: That the Council adopts the Risk Register as proposed.</p>
<p>FC21</p>	<p>General Power of Competence Members received an overview of the General Power of Competence from the Town Clerk. Cllr Finney proposed, seconded by Cllr Whitmill. All in favour. RESOLVED: That the Council adopts the following resolution:</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 be held in May 2027 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></p>
<p>FC22</p>	<p>Banking Arrangements Members received a report from the Town Clerk who recommended the following:</p> <ul style="list-style-type: none"> • That the Members of Finance and Resources Committee be authorised signatories on the Unity account. • That the members of the Finance and Resources Committee be authorised signatories on the CCLA account. • That those who are no longer members of the Council or the Finance and Resources Committee are removed as signatories on all Council accounts. <p>Cllr Finney proposed to accept the recommendations as stated, seconded by Wheaton. All in favour. RESOLVED: That the Council accepts the three recommendations as set out above.</p>
<p>FC23</p>	<p>Councillor Surgeries Members received a report from the Town Clerk about Cllr Surgeries and discussed holding them for the municipal year 2023/24. Cllrs agreed that having Cllr Surgeries are valuable and should continue, but that the time and venue should be revised. For Cllr Wheaton, Cahill and Rowe to have a separate discussion and bring a few options to the next meeting in June. RESOLVED: For Cllrs Wheaton, Cahill and Rowe to have a separate discussion and bring a few options for Cllr Surgeries at the next FC meeting in June.</p>

<p>FC24</p>	<p>Councillor Co-option policy and procedure Members received a draft Co-option policy and report from the Town Clerk. Cllr Akers proposed to accept the Co-Option policy as written, seconded by Cllr Graves. All in favour, motion carried. RESOLVED: That the Council adopts the Co-Option policy as written.</p>
<p>FC25</p>	<p>Planning Applications Members received a schedule of planning applications from West Oxfordshire District Council.</p> <p>APPLICATION NO: 23/00999/HHD PROPOSAL: Single-storey rear extension. New solar panels LOCATION: Silverdale, 62 Over Norton Road, Chipping Norton</p> <p>RESOLVED: No objection, no comment.</p>
<p>FC26</p>	<p>Date of the next meeting Monday 19th June 2023</p>

The Mayor closed the meeting at 7:40 pm.

Signed as an accurate record.....

Date.....