



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Mon – Fri 9am – 1pm

## **Minutes of a Full Council meeting held on the 19<sup>th</sup> June 2023 at 6:30pm, in the Upper Hall, Chipping Norton Town Hall**

**PRESENT:** Cllrs. Sandra Coleman (Town Mayor), Rachel Andrews, Ben Bibby, Mike Cahill, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Sharon Wheaton, Tom Festa (joined the meeting at 7:21pm), Emily Weaver (joined the meeting at 7:21pm)

### **ALSO PRESENT:**

Luci Ashbourne, Town Clerk & Chief Executive Officer

Katherine Jang, Deputy Town Clerk

Cllr Rizvana Poole, WODC

Cllr Mark Walker, WODC / Town Council

Cllr Geoff Saul, OCC

Paolo Oliveri, General Maintenance Operative

5 members of the public

<b>FC27</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Steve Akers, Natasha Whitmill
<b>FC28</b>	<b>Declaration of interests</b> None received
<b>FC29</b>	<b>Minutes</b> <b>RESOLVED:</b> That subject to the amendment below, that the minutes of the meeting held on the 15 <sup>th</sup> May 2023 were signed and approved by the Chair as an accurate record of the meeting.  Amendments: P1 – During public participation there was an additional conversation about Speedwatch.  Matters arising: P6 – Councillor Surgeries: Cllr Mike Cahill proposed to hold Councillor Drop-Ins in the Chippy Larder once/month on a Saturday morning, and in the Red Mill on a Wednesday morning. Cllr Cahill suggested that Cllrs put up a laminated poster few days before the event to advertise the event. Some discussion arose about the possibility of using the Coop for an alternative location. Members agreed for Cllr Cahill to draw up a rota and schedule for the Cllr Drop-In events.
<b>FC30</b>	<b>West Oxfordshire District Councillors Update</b> Members received updates and information from Chipping Norton's Ward

	Councillors sitting on WODC (see item FC31).
<b>FC31</b>	<p><b>Oxfordshire County Councillors update</b></p> <p>Members received updates and information from Chipping Norton's Ward Councillors sitting on OCC.</p> <p>Cllrs thanked Cllr Saul for his written report and were particularly happy about the news regarding the refurbishment of the Leisure Centre.</p>
<b>FC32</b>	<p><b>Public Participation</b></p> <p>None received</p>
<b>FC33</b>	<p><b>Minutes and reports from Committees</b></p> <p>Members noted and considered any recommendations from the following Committee and Sub-Committee meetings:</p> <ul style="list-style-type: none"> <li>a) Community Committee, 22<sup>nd</sup> May 2023 No comments or recommendations arising.</li> <li>b) Strategic Planning Committee, 5<sup>th</sup> June 2023 No comments or recommendations arising.</li> <li>c) Finance and Resources Committee, 12<sup>th</sup> June 2023 Members received a recommendation to create a Task and Finish Group to arrange the proposed Community Awards for Chipping Norton.</li> </ul> <p><b>RESOLVED:</b> Cllr Cahill proposed that Cllrs Keyser, Graves, Ritsperis, and Coleman are delegated to the Community Awards Task and Finish Group, seconded by Cllr Bibby. All in favour, motion carried.</p> <ul style="list-style-type: none"> <li>d) Staffing Sub-Committee, 13<sup>th</sup> June 2023 Members received recommendations that the Facilities and Events Officer role is changed from a part-time to a full-time position (37hr) from the 1<sup>st</sup> July 2023, with the increased cost of £5,850 to the council is taken from general reserves for the rest of the financial year (July 23-March 24). Additionally that the accrued time off in lieu is paid as salary at the cost of £459.42. The Salaries budget will be adjusted accordingly next year. Cllr Walker proposed to accept the recommendation as stated, seconded by Cllr Finney. All in favour, motion carried.</li> </ul> <p><b>RESOLVED:</b> That the Facilities and Events Officer moves into a full time from 1<sup>st</sup> July, at an increased cost of £5,850 to the council, and that the time off in lieu will be paid as salary (£459.42).</p> <p>Members received a recommendation that, following the Town Hall booking for the Barclay's Bank, that a Venue Assistant Role is created to cover hours outside of current staff capacity.</p> <p>The role would be for 20hrs per week on salary scale LC1 SCP 7-12 (£11.59 - £12.70 per hour).</p> <p>The recommendation delegated the recruitment of said Venue Assistant to the Town Clerk and Facilities and Events Officer.</p> <p>Cllr Cahill proposed to accept the recommendation as stated, seconded by Cllr Finney. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Town Council will begin recruitment for the Venue</p>

	<p>Assistant role as stated above for 20hrs per week on salary scale LC1 SCP 7-12 (£11.59 - £12.70 per hour), delegated to the Town Clerk and Facilities and Events Officer.</p> <p>Members also noted the title change for the "Town Clerk" to "Town Clerk and Chief Executive Officer" in order to fully represent the breadth of responsibilities undertaken.</p>
<b>FC34</b>	<p><b>Councillor Co-option</b></p> <p>Members received four applications for the two council vacancies following the uncontested election.</p> <p>Chipping Norton Town Council's adopted Co-option policy set out the following process:</p> <ul style="list-style-type: none"> <li>- That each candidate is given 5 minutes to speak, with the other candidates having left the room.</li> <li>- That all candidates are asked the same question, "We recently had Town Council elections in May, why did you not choose to stand then and what has changed since that time?"</li> <li>- That candidates will present alphabetically by surname.</li> <li>- That candidates will be appointed by majority vote via a transparent process in view of the public and all candidates.</li> </ul> <p><b>RESOLVED:</b> That Tom Festa and Emily Weaver are co-opted Councillors for Chipping Norton Town Council.</p> <p>Cllrs Festa and Weaver signed their Declarations of Office and joined the ensuing meeting at 7:21pm.</p>
<b>FC35</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 Town Council has received a reply from Historic England following the comments on the recommendation report which will be sent to the Department for Culture Media and Sport (DCMS). Historic England will be submitting their report to DCMS at the end of August 2023 - there is no timescale or predicted date for the decision by DCMS.</p>
<b>FC36</b>	<p><b>Civic Announcements</b></p> <p>Members received a report from The Mayor on Civic engagement and activities.</p> <p>Upcoming Events:</p> <ul style="list-style-type: none"> <li>- Chippy Pride 1<sup>st</sup> July</li> <li>- Civic Service at St Mary's Church, 9<sup>th</sup> July</li> </ul>
<b>FC37</b>	<p><b>Reports from representatives of outside bodies</b></p> <p>Members received an update from members who sit on outside bodies.</p> <p>The Town Clerk reported that Cllr Akers is the Town Council's representative for OALC, which has an AGM on the 3rd July and he and/or the Town Clerk will attend.</p>
<b>FC38</b>	<p><b>Council Action Plan</b></p> <p>Members received the updated action plan following review by the Council's standing committees.</p> <p>Members noted a new theme which notes the ongoing partnerships that the Town</p>

	<p>Council undertakes. Cllr Graves proposed to adopt the working document, seconded by Cllr Walker. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the council adopts the working document of the Council Action Plan.</p>
<b>FC39</b>	<p><b>Correspondence</b> Members received correspondence from Rediscover Nature who have been doing youth work in William Fowler Wood.</p>
<b>FC40</b>	<p><b>Committee Membership</b> Members considered a request from Cllr Cahill to become a member of the Finance and Resources Committee. Cllr Coleman proposed to accept Cllr Cahill as a voting member of the Finance and Resources Committee, seconded by Cllr Finney. All in favour, motion carried. <b>RESOLVED:</b> That Cllr Cahill is added as a voting member to the Finance and Resources Committee.</p>
<b>FC41</b>	<p><b>Town and Parish Council Biodiversity Study</b> Members received the Town and Parish Council Biodiversity Study from WODC and discussed a response. That the Town Council office will fill out the survey from WODC, noting that the Town Council already fulfills many initiatives set out by the biodiversity study, and that any funding, if available, is requested to be allocated to the ongoing Pool Meadow restoration project. Cllrs mentioned that there is a lack of practical knowledge for the Town Council to independently start and monitor the quantitative impact of new projects, and that any toolkits or practical advice would be welcomed.</p>
<b>FC42</b>	<p><b>Accounts and balance sheet for 2022/23</b> Members received the accounts for year ending 31<sup>st</sup> March 2022 and noted the Clerk's report. Members noted that these documents were reviewed at the meeting of the Finance and Resources Committee on the 12<sup>th</sup> June 2023. Members agreed to accept the balance sheet as a correct record. The Mayor signed and dated the balance sheet.</p>
<b>FC43</b>	<p><b>Internal auditor's report for 2022/23</b> Members received and noted the report from the internal auditor. Members noted thanks to staff for the work carried out to ensure a positive report.</p>
<b>FC44</b>	<p><b>AGAR Section 1 Governance Section</b> Members considered and approved the AGAR Section one Governance Statement. Cllr Keyser proposed that the council approves the AGAR Section one Governance Statement, seconded by Cllr Walker. All in favour, motion carried. The Governance statement was then signed by the Town Clerk and Mayor.</p>
<b>FC45</b>	<p><b>AGAR Section 2 Accounting Statements</b> Members considered and approved the Section two AGAR Accounting Statements. Cllr Graves proposed that the council approves Section Two AGAR Accounting Statement, seconded by Cllr Bibby. All in favour, motion carried. The Accounting Statements were then signed by the Town Clerk and the Mayor.</p>

<b>FC46</b>	<b>Notice of Public Rights and the Publication of the AGAR</b> Council noted the issue of the Notice of Public Rights and the Publication of the Annual Governance and Accountability Return.
<b>FC47</b>	<b>Grants</b> <ul style="list-style-type: none"> <li>a) Members considered a report from the Town Clerk and agreed next steps. That members agree in principle with the proposed process for the Town Council to agree core funding for organisations and for that funding to be allocated on separate budget lines rather than come from the main grants pot during future budget setting. It was noted that these core grants will need to come from the agreed grants pot or the Council's general reserves this year.</li> <li>b) Members received a request from Chipping Norton Lido. That the council supports a core funding grant application over £2000 considered by the Finance and Resources Committee, pending the addition of the supporting documents.</li> </ul>
<b>FC48</b>	<b>Planning Applications</b> Members received a schedule of planning applications from West Oxfordshire District Council  <b>APPLICATION NO:</b> <a href="#">23/01460/ADV</a> <b>PROPOSAL:</b> Erection of signage, including internally illuminated signage <b>LOCATION:</b> 29-30 High Street, Chipping Norton , Oxfordshire  Comments: No objection - That in principle, members have no concerns about the design of the sign. Members noted that this is in a conservation area and on a Grade II listed building, so the relevant planning officers should be consulted as to the suitability of the design. Members also noted that the OCC Highways and Transport Officers should be consulted to ensure that the illumination of the sign is not distracting to drivers and does not create glare. Members also requested clarification about the duration and timing of the illumination of the signage each day.
<b>FC49</b>	<b>Date of the next meeting</b> Monday 24 <sup>th</sup> July 2023

The Chair closed the meeting at 8:08pm.

Signed as an accurate record.....

Date.....