



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Town Clerk and CEO: Luci Ashbourne

9<sup>th</sup> April 2024

## **SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: Lower Hall, Chipping Norton Town Hall

DATE: Monday 15<sup>th</sup> April 2024

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor), Steve Akers (Deputy Mayor), Rachel Andrews, Ben Bibby, Mike Cahill, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

Luci Ashbourne Town  
Clerk and CEO

### Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

## A G E N D A

### **1. Apologies for absence.**

To consider apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk ([townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)) prior to the meeting, stating the reason for absence.

### **2. Declaration of interests.**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

### **3. Minutes**

To approve the Minutes of the Full Council meeting held on the 19<sup>th</sup> February 2024.

### **4. West Oxfordshire District Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

### **5. Oxfordshire County Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on OCC.

## **6. Public Participation**

The meeting will adjourn for this item

Members of the public may speak for a maximum of five minutes each during the period of public participation.

## **7. Minutes and reports from Committees**

To note the draft minutes and consider any recommendations of the following committee and sub-committee meetings:

- (a) Staffing Sub-Committee, 15<sup>th</sup> Feb 2024
- (b) Community Committee, 11<sup>th</sup> March 2024
- (c) Strategic Planning Committee, 18<sup>th</sup> March 2024
- (d) Staffing Sub-Committee, 21<sup>st</sup> March 2024
- (e) Finance and Resources Committee, 25<sup>th</sup> March 2024

## **8. East Chipping Norton Development**

To receive an update on the status of the East Chipping Norton Development.

## **9. Civic Announcements**

To receive a report from The Mayor on Civic engagement and activities.

## **10. Reports from representatives of outside bodies.**

To receive an update from members who sit on outside bodies.

## **11. Council action plan**

To note the Council action plan

## **12. Correspondence**

To receive and note any correspondence

## **13. Policies and Governance**

- a. To adopt the following policy as recommended by the Strategic Planning Committee
  - i. Worcester Road Cemetery: Memorial Trees and Benches Policy
  
- b. To adopt the following policies as recommended by the Finance and Resources Committee:
  - i. Open space hire policy and procedure

## **14. Local Council Awards Scheme**

To receive a report from the Town Clerk regarding the Local Council's Quality Award and agree next steps.

## **15. Planning Applications**

To receive a schedule of planning applications from West Oxfordshire District Council.

## **16. Confidential Session**

To resolve 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 item 17.

## **17. Staffing matters**

To receive a confidential report and agree next steps.

## **18. Date of the next meeting – Monday 13<sup>th</sup> May 2024 (The Annual Meeting of The Council)**