



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

13th February 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 19th February 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.

AGENDA

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) 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 4th December 2023.

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) Planning Sub-Committee, 8th January 2024
- (b) Community Committee, 22nd January 2024
- (c) Traffic Advisory Sub-Committee, 25th January 2024
- (d) Strategic Planning Committee, 29th January 2024
- (e) Finance and Resources Committee, 5th February 2024
- (f) Staffing Sub-Committee, 5th February 2024

8. East Chipping Norton Development

To receive confirmation from Historic England regarding land on the eastern edge of Chipping Norton being added to the list of Ancient Scheduled Monuments.

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. Annual Town Meeting

To note the upcoming meeting of the Town.

14. Policies and Governance

- a. To approve the following policies and governance documents as reviewed by the Finance and Resources Committee:
 - i. Community Grant Policy
 - ii. CNTC Standing Orders
 - iii. Financial Regulations
 - iv. Scheme of Delegation
- b. To adopt the following policies as recommended by the Finance and Resources Committee:
 - i. Menopause Policy
 - ii. Community Awards Policy and Procedure

15. Calendar of meetings

To receive a report and a proposed calendar of meetings for municipal year 2024-25.

16. Interim Audit Report

To receive the interim report from the Council internal Auditor.

17. British Sign Language Training

To receive a report from the Town Clerk regarding specialist BSL training.

18. Skatepark

- a. To receive the results of the skatepark community consultation
- b. To delegate approval of the preferred contractor tender specifications to Community Committee.

19. Civic Regalia

To receive a report regarding the Mayoral Chain of Office and agree next steps.

20. Community First Oxfordshire Membership

To consider whether the Council would like to continue to be a member of CFO Oxfordshire for 2024-25.

21. Planning Applications

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

22. 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 23.

23. Staffing matters

To receive a confidential report and agree next steps.

24. Date of the next meeting – Monday 15th April 2024.