



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

Town Clerk and CEO: Luci Ashbourne

28<sup>th</sup> November 2023

## **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 4th December 2023

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 9<sup>th</sup> October 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) Community Committee, 6<sup>th</sup> November 2023
- (b) Strategic Planning Committee, 13<sup>th</sup> November 2023
- (c) Finance and Resources Committee, 20<sup>th</sup> November 2023
- (d) Cycling Action Group, 28<sup>th</sup> November 2023

**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. Budget 2024-2025**

To receive a report and proposed budget from the Finance and Resources Committee and agree an estimated budget for 2024-25.

**14. To Formally Declare the Precept for 2024-2025**

To Formally Declare the Precept for 2024-2025

**15. Policies and Governance**

To adopt the following policies as reviewed by the Finance and Resources Committee:

- (a) Volunteer policy and agreement

**16. Local Council Awards Scheme**

To note correspondence and certification from NALC confirming that Chipping Norton Town Council has received the Foundation Award.

**17. Cycle to Work Scheme**

To receive a report regarding the Council joining the Cycle to Work Scheme.

**18. Pool Meadow**

To receive a final report from Beaumont Rivers on the Pool Meadow Restoration project.

**19. Planning Applications**

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

**20. Date of the next meeting – Monday 19<sup>th</sup> February 2024.**



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## **Minutes of a Chipping Norton Town Council Meeting held on the 9<sup>th</sup> October 2023, at 6:30pm in the Lower Hall, Chipping Norton Town Hall**

### PRESENT:

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

### ALSO PRESENT:

Luci Ashbourne, Town Clerk & CEO  
Katherine Jang, Deputy Town Clerk and Estates Manager  
Paolo Oliveri, General Maintenance Operative  
6 members of the public

<b>FC72</b>	<b>Apologies for Absence</b> Apologies were received from Cllrs Poole (WODC), Saul (OCC), Cllr Bibby and Chris Ball TVP Inspector
<b>FC73</b>	<b>Declaration of interests</b> A declaration of interest was received from Cllr Coleman regarding Item FC87 – Grants, due to her husband being the Chairman for Transitions Chipping Norton. Cllr Coleman will abstain from voting during Item FC87 – Grants.
<b>FC74</b>	<b>Minutes</b> <b>RESOLVED:</b> That the Minutes of the Full Council meeting held on the 24 <sup>th</sup> July 2023 were signed and approved as an accurate record of the meeting by the Chair.
<b>FC75</b>	<b>Update from Thames Valley Policing Team</b> Apologies received from the TV Policing Team representative due to illness. Members wished to enquire about the two vacancies for PCSOs in Chipping Norton, and how they are being advertised to local people. Cllr Akers proposed to write to Chris Ball and the Community Policing Team to receive their recruitment strategy. Cllr Walker asked about their recruitment strategy for broader police officers. Cllr Cahill raised the shoplifting issues in Chipping Norton, officially raised 62 incidents in 2023, but Cllrs report that through discussion with retailers in Chipping Norton they are aware that many reported crimes have not been assigned a Crime Reference Number and therefore may not be recorded in the crime statistics. Other Cllrs have reported that a retailer noted the most expensive item in their shop had been stolen, and due to ongoing shoplifting they may need to close their shop after Christmas this year. Cllrs reported that anti-social driving through town creating disturbance and noise has been becoming a regular occurrence.  <b>RESOLVED:</b> For the Deputy Town Clerk to write a letter to Chris Ball, response taken to Community Committee if received.



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<b>FC76</b>	<p><b>West Oxfordshire District Councillors update</b>  Members received an update from Cllr Walker about the 2041 WODC Local Plan.  The following WODC events/meetings will be held:</p> <ul style="list-style-type: none"> <li>• Leader of WODC, Cllr Andy Graham will be in the Lower Hall on Thursday 6-7</li> <li>• Crowd funding online meeting on 16<sup>th</sup> October</li> <li>• Open consultation at Glyme Hall on the 23<sup>rd</sup> October</li> </ul>
<b>FC77</b>	<p><b>Oxfordshire County Councillors update</b>  Cllr Geoff Saul gave apologies.</p>
<b>FC78</b>	<p><b>Public Participation</b></p> <p>a. A resident spoke regarding the letter sent to the Town Council regarding traffic and pedestrian safety in town. Cllrs gave an update about work being done in town about the LCWIP and HGV Freight Strategy being developed by the County Council.</p>
<b>FC79</b>	<p><b>Minutes and reports from Committees</b>  Members noted the draft minutes of the following committees and considered any recommendations:</p> <p>a. Community Committee, 11<sup>th</sup> Sept 2023  Members received a proposal for benches at Cotswold Crescent and Proposed by Cllr Akers, seconded by Cllr Whitmill.  <b>RESOLVED:</b> To purchase two Westpoint three-seater benches for Cotswold Crescent play park and one for Cornish Road play park at a cost of £2,056.68.</p> <p>b. Strategic Planning Committee, 18<sup>th</sup> Sept 2023  c. Finance and Resources Committee, 25<sup>th</sup> Sept 2023  d. Traffic Advisory Sub-Committee, 28<sup>th</sup> Sept 2023</p>
<b>FC80</b>	<p><b>East Chipping Norton Development</b>  No new updates received.</p>
<b>FC81</b>	<p><b>Civic Announcements</b>  Members received a report from The Mayor on Civic engagement and activities. Cllr Akers gave a verbal update about the community litter pick which took place on the 7<sup>th</sup> Oct 2023, which was very well-attended. Cllr Akers also gave thanks to our maintenance operative for restoring the cast iron signs.  The Mayor reminded members about the Cemetery Clean Up Day planned for 14<sup>th</sup> October 2023</p>
<b>FC82</b>	<p><b>Reports from representatives of outside bodies</b>  None received.</p>
<b>FC83</b>	<p><b>Council Action Plan</b>  Members noted the ongoing council action plan. Following a discussion about the Community Awards Event, it will provisionally be scheduled for Sept/Oct 2024.</p>



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	<p>The Town Clerk reported that the skate park user group has been identified following a social media call out.</p>
<b>FC84</b>	<p><b>Correspondence</b>  Members noted correspondence:</p> <ol style="list-style-type: none"> <li>a. Members noted correspondence from a resident regarding the air quality in Chipping Norton and implementing further crossings in the town centre.</li> <li>b. Members noted correspondence from two residents regarding the bus shelter at Walterbush Road, which has recently been reinstated. Members noted one letter in support of and one letter against the reinstatement of the bus shelter. Members reported that no further anti-social behaviour had been reported since the reinstatement of the bus shelter.</li> <li>c. Members received a letter regarding the annual town awards.</li> </ol> <p>Cllr Mike Cahill left the meeting at 7:15pm</p>
<b>FC85</b>	<p><b>West Oxfordshire District Council Local Plan 2041</b>  Members responded to the local plan consultation from WODC and discussed the draft plan at length.  Cllrs were happy for Cllr Coleman to respond to the first part of the document as stated in her summary report. Additions to this included:</p> <ul style="list-style-type: none"> <li>• Comment under Section B – dispersed growth, Chipping Norton is on the edge of the AONB</li> <li>• Green Spaces and green corridors – to make a point that this should be accessible where possible.</li> <li>• Members feel that Chipping Norton needs new homes that meet the needs of the town, such as starter homes, smaller homes, etc. to address the changing demographics in the town, with fewer retirement homes.</li> </ul>
<b>FC86</b>	<p><b>Policies and Governance</b>  Members considered the following policies as reviewed by the Finance and Resources Committee:</p> <ol style="list-style-type: none"> <li>a. Risk Management Strategy</li> <li>b. Corporate Risk Register</li> <li>c. Staff and Councillor Training and Development Policy</li> <li>d. CCTV Compliance Policy</li> </ol> <p>Cllr Finney proposed to adopt the policies as reviewed and recommended by the Finance and Resources Committee, seconded by Cllr Wheaton, all in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Council adopts the above policies as recommended by the Finance and Resources Committee.</p>
<b>FC87</b>	<p><b>Grants</b>  Members considered a grant application from Transition Chipping Norton.  Cllr Walker queried if there is a demand for youth work to take place at the Town Hall. The Town Clerk reported that this came about due to the Facilities and Events Officer speaking with young people who sit on the Town Hall steps, along with the youth workers in town.</p>



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	<p>Cllr Coleman abstained from voting due to noting a conflict of interest as above. Cllr Whitmill noted that there is a gap for youth provisions for teens in town, rather than young children. Members queried if any consultation has been undertaken with the schools, and Cllr Whitmill replied that not that she is aware of. Cllr Weaver noted that by age 14-15 many of the young people who need support the most will not be in regular school, so targeting schools may not be the correct angle. Members request that Transition Chipping Norton collects quantitative data and report back with the results from their youth work sessions.</p> <p>For the Town Clerk to circulate the Youth Needs Assessment report undertaken by WODC in 2021. Cllr Graves proposed to take the £2000 from reserves for the Youth Working grant request by Transitions Chipping Norton, seconded by Cllr Whitmill. All in favour, motion carried. <b>RESOLVED:</b> That a grant of £2000 is approved to fund youth work provided by Transition Chipping Norton in the Town Hall.</p>
<p><b>FC88</b></p>	<p><b>Flag Flying Request</b> Members received and considered a request from Chipping Norton Royal British Legion to fly the RBL flag on the 28<sup>th</sup> October to mark the launch of the town's annual Poppy Appeal. Cllr Graves proposed this request be supported, seconded by Cllr Finney.</p> <p>All in favour, motion carried. <b>RESOLVED:</b> That the Royal British Legion flag is flown from the Millennium Garden flagpole on 28<sup>th</sup> October 2023.</p>
<p><b>FC89</b></p>	<p><b>Retail Update</b> Members received a verbal update from Cllrs Cahill and Wheaton from the retailers group. Cllr Wheaton reported that a new Whatsapp group has been set up for retailers in Chipping Norton to share news and updates. Retailers have been sharing news about shoplifting in the town to make other shops aware when instances occur. Thames Valley Police and WODC have completed a survey for a new CCTV scheme in the town centre. Plainclothes police officers in town, and shopkeepers given a number to ring in case of any shoplifting. The outcome was that a shoplifter was caught in action in Boots.</p>
<p><b>FC90</b></p>	<p><b>Planning Applications</b> Members received a schedule of planning applications from West Oxfordshire District Council:</p> <ol style="list-style-type: none"> <li><b>APPLICATION NO:</b> <a href="#">23/01737/FUL</a> <b>PROPOSAL:</b> Conversion of garage building to create a single dwelling and garaging to serve 2 Churchill Road with associated works to include formation of a new access. <b>ADDRESS:</b> 2 Churchill Road, Chipping Norton, Oxfordshire <b>RESOLVED:</b> No objection, no comment</li> </ol>



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	<p>2. <b>APPLICATION NO:</b> <a href="#">23/02483/HHD</a> <b>PROPOSAL:</b> Alterations and installation of internal flue <b>ADDRESS:</b> 25 Rowell Way, Chipping Norton, Oxfordshire <b>RESOLVED:</b> No objection, although members would like to clarify with the planning officer if flues meet the local air quality action plan objectives.</p> <p>3. <b>APPLICATION NO:</b> <a href="#">23/02435/OUT</a> <b>PROPOSAL:</b> Outline planning application to demolish the existing cottage and erect a two-storey detached dwelling, with garage for two cars and annexe above, outdoor swimming pool and a garden office pod in rear garden (with all matters reserved). <b>ADDRESS:</b> Ash Tree Farm Cottage, Burford Road, Chipping Norton <b>RESOLVED:</b> No objection, Residents should be aware that there will be noise and disturbance from the neighbouring football pitch and rifle range.</p> <p>4. <b>APPLICATION NO:</b> <a href="#">23/02275/FUL</a> <b>PROPOSAL:</b> Part conversion of office space to create two self-contained flats, with associated works to include the addition of roof lights and the construction of dormer window. <b>ADDRESS:</b> 10 Market Place, Chipping Norton, Oxfordshire <b>RESOLVED:</b> To contact the planning officer to note concern about the provision of car parking</p>
<b>FC91</b>	<b>Confidential Session</b> <b>RESOLVED:</b> That the Council moves 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 19.
<b>FC92</b>	<b>Property and Leases</b> <p>a. Members received and approved the final lease agreement for Chipping Norton Swifts at the Greystones site. <b>RESOLVED:</b> That the lease is approved and sign by both parties before the commencement date of 1<sup>st</sup> November 2033.</p> <p>b. Members considered the costs of tree works at the Greystones site Cllr Walker proposed to delegate the decision to the chair and the Town Clerk, seconded by Cllr Keyser. All in favour, motion carried.</p>
<b>FC93</b>	<b>Date of the next meeting</b> Monday 4 <sup>th</sup> December 2023

The Chair closed the meeting at 8:30pm.

Signed as an accurate record.....

Date.....





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## **Minutes of a Community Committee meeting held on the 6<sup>th</sup> November 2023 at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Sandra Coleman (Chair), Steve Akers, Emily Weaver, Jo Graves, Ben Bibby, Mike Cahill, Athos Ritsperis, Michael Rowe (substituting), Natasha Whitmill (entered at 6:33pm), Alex Keyser (entered at 6:35pm)

### ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Tania Kirby, Facilities and Events Officer

Paolo Oliveri, General Maintenance Operative

1 Member of the public

<b>CC39</b>	The Council observed a minutes' silence in remembrance of the conflict in Israel and Gaza  <b>Apologies for absence</b> Apologies were received from Cllr Rachel Andrews.
<b>CC40</b>	<b>Declaration of interests</b> None received.
<b>CC41</b>	<b>Minutes</b> <b>RESOLVED:</b> That subject to amendment: P2. CC34 Play Areas – addition of Cllr Bibby's title that the minutes of the committee meeting held on the 11 <sup>th</sup> September 2023 were signed as an accurate record of the meeting by the Chair.
<b>CC42</b>	<b>Public Participation</b> None received.
<b>CC43</b>	<b>Committee Action Plan</b> Cllrs discussed "No Mow May" and if it may be appropriate to adopt it for certain areas in Chipping Norton. The Town Clerk suggested adding an item to discuss at the next committee meeting.  Cllrs discussed whether there may be more funding for youth workers in Chipping Norton. The Town Clerk noted that organisations delivering

	<p>youth work in the town have applied for and been awarded community grant funding from the Town Council. The youth working CIC that delivered detached youth work in Chipping Norton is no longer operating and therefore had not applied for further funding for 2024/25.</p>
<p><b>CC44</b></p>	<p><b>Town Hall</b></p> <p>a. Members received a report from the Facilities and Events Officer. Members queried the report about quotes for chairs. The Facilities and Events Officer reported that she has sought several different types of seating as options to consider going forward and for decision in the upcoming year.</p> <p>b. Members received and considered quotes for:</p> <p>a. Hearing loop system  Members discussed the difference between the three quotes, and that the third option was the cheapest but didn't offer training. Members discussed that beyond staff training, there are good reasons to have ongoing support included. Cllr Ritsperis proposed the quote from Contractor 2 is accepted, seconded by Cllr Coleman.  All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the quote from Logical AV of £5,058.00 to install hearing loops in the town hall is approved.</p> <p>b . Emergency lighting and fire alarm/smoke detectors</p> <p>The Facilities and Events Officer noted that the same three contractors submitted quotes for both emergency lighting and the smoke detector/fire alarm system, and that it would be prudent for the committee to select one contractor to deliver both pieces of work.  Cllr Ritsperis proposed contractor 3 for both the emergency lighting and Smoke detectors / fire alarm system, seconded by Cllr Whitmill.  9 in favour, 1 abstention. Motion carried.</p> <p><b>RESOLVED:</b> That the quotes from Broadsword of £1,546.00 to update the emergency lighting and £2,148 to update the smoke detector/fire alarm system in the town hall is approved.</p> <p>Cllrs discussed whether to take these funds from general reserves or the earmarked restoration fund.  Cllr Coleman proposed to take the funds from the earmarked restoration fund, seconded by Cllr Graves. Motion carried.  <b>RESOLVED:</b> That the funding from the three above quotations are taken from the earmarked restoration fund.</p>

<p><b>CC45</b></p>	<p><b>Events</b>  Members received a report from the Facilities and Events Officer. The Town Hall and Events Officer had received very positive feedback from the Motown event, and the bar takings also made a large profit for the Town Hall.  The Mayor reminded Cllrs that there will be services on at Remembrance services at the Church and War Memorial.</p>
<p><b>CC46</b></p>	<p><b>Play Areas</b>  Members received a verbal report from the Town Clerk about benches in the play areas. The benches for the play areas have now been ordered and are awaiting the installation of the bases for the benches.</p> <p>Members considered repainting the children’s play equipment (elephant, etc.) by a local artist, and whether the painting scheme should be a basic flat colour scheme or a more detailed and colourful design. Cllr Akers proposed the more expensive and detailed painting design, seconded by Cllr Graves. Motion Carried.  <b>RESOLVED:</b> That the £250 detailed painting design is approved for the children’s play equipment in New St rec area.</p>
<p><b>CC47</b></p>	<p><b>Keep Chippy Beautiful</b>  Members received a verbal report from Cllr Akers. The Big Chippy Clean Up event was very well-attended and successful. 22 people attended and 30 bags of rubbish were collected from the town centre.</p> <p>Cllr Akers proposed another event in Spring, with a view to run them quarterly. The Chair suggested termly, as it is difficult to organise during the winter months.</p> <p>Cllr Akers recommended writing a letter to the landlords of buildings in Town Centre of Chipping Norton to please keep their frontage clean and tidy.</p> <p>Cllr Akers proposed investigating installing metal grills or grating at the top of the Town Hall ramp, which is being used as a dumping ground for rubbish.</p> <p>Members agreed for Cllr Akers and the Town Clerk to arrange a schedule for litter picks going forward.</p>
<p><b>CC48</b></p>	<p><b>Skatepark</b>  Members received an update from the Town Clerk about the formation of a Skatepark User Group.</p> <p>The Town Clerk has since had a further meeting with 4 skatepark user</p>

	<p>group members about putting together an ongoing community consultation with a view to gather community insights about the proposed skatepark. The skatepark user group will have a stall at the Christmas lights switch on event to talk to residents in town and gather views.</p>
<b>CC49</b>	<p><b>Committee Budget 2024/25</b></p> <p>Members received a report from the Responsible Finance Officer and discussed the committee spending priorities for 2024/25 to help inform the overall budget.</p> <p>The Town Clerk's covering report notes important things to note, such as income from the Town Hall which has increased significantly from the previous year. The Christmas lights budget now takes into account the new lights scheme and includes a contingency fund. The Town Hall salaries line now takes into account the new members of staff and the national salary increases.</p> <p>Cllrs queried if the banking hubs were likely to renew their yearly rent, and the Town Clerk reported that due to how busy the sessions are and the take-up from residents that it seems likely.</p> <p>Cllr Akers proposed to bring the budget as proposed to the Finance and Resources Committee and include for extra staff (increased £7,500) to cover the increased hours to cover the Town Hall open hours. Seconded by Cllr Coleman. All in favour, motion carried.</p> <p><b>RESOLVED:</b> To bring the committee budget to the next Finance and Resources Committee to approve and include the cost for increased staff hours (£7,500) to cover the Town Hall opening hours.</p>
<b>CC50</b>	<p><b>Date of the next meeting</b></p> <p>Monday 22<sup>nd</sup> January 2024</p>

The Chair closed the meeting at 7:50pm.



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## **Minutes of a Strategic Planning Committee meeting held on the 13<sup>th</sup> November 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Dom Rickard (Chair), Tom Festa, Jo Graves, Ian Finney, Sandra Coleman, Michael Rowe, Alex Keyser

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Paolo Oliveri, General Maintenance Operative

Cllr Mark Walker (WODC)

3 Members of the public

<b>SPC39</b>	<b>Apologies for absence</b> Apologies were received from Cllr Mike Cahill.
<b>SPC40</b>	<b>Declaration of interests</b> None received Cllr Coleman declared an interest due to being a neighbour of one of the planning applications. Cllr Coleman will abstain from voting during said item for discussion.
<b>SPC41</b>	<b>Minutes</b> <ol style="list-style-type: none"><li><b>RESOLVED:</b> That the minutes of the committee meeting held on the 18<sup>th</sup> September 2023 were approved and signed as an accurate record by the Chair.</li><li>Members noted the minutes of the Traffic Advisory Sub-Committee held on the 28<sup>th</sup> September 2023.</li><li>Members noted the minutes from the Cycling Action Group held on the 2<sup>nd</sup> October 2023.</li></ol>
<b>SPC42</b>	<b>Public Participation</b> None received
<b>SPC43</b>	<b>Committee action plan</b> Members noted the committee action plan.  Matters arising: The Town Clerk reported that the SID for Churchill Road has now arrived and will be installed by OCC.  Cllrs requested any updates on the damaged West St bus shelter. The Town Clerk reported that the roof had been safely removed by OCC contractors and will be reinstalled by OCC Highways. The Town Clerk is also liaising with the Town Council insurance providers. The Town Clerk thanked OCC Highways for their fast response to the initial roof problem.
<b>SPC44</b>	<b>East Chipping Norton Development</b> No further updates received

	<p>Cllr Walker noted that the report from Historic England is now with the Secretary of State, however, the decision has no timeline.</p> <p>Cllr Coleman reported that the District Council has changed the way the 5 year land supply is calculated, which may impact future speculative development applications. Cllr Walker reported that the initial calculation gives a 5.5 year land supply, which means that future speculative development applications may not need to be immediately approved.</p>
<b>SPC45</b>	<p><b>Pool Meadow</b></p> <p>Members received a report from Beaumont Rivers on the Pool Meadow Restoration Project.</p> <p>Cllrs queried where the unidentified sewage stream comes from. J Ackroyd reported that it only flows during very heavy rains, and at other times barely flows or does not flow at all. Water quality testing has also been undertaken which shows that the water quality is not terrible – and this small pipe will also be capped during the works. He believes this comes from on top of the Mount, or a small overflow from the top of the land. J Ackroyd plans to connect this pipe to mains sewers.</p> <p>J Ackroyd mentioned that Historic England has been very supportive of the project so far. Two interpretation boards are planned – one on ecology at the site, and another on the history at the site including an illustration of the site as imagined in the Middle Ages.</p> <p>Cllrs asked if there are any plans to introduce the site to local schools – J Ackroyd noted that all schools within a 10-mile radius were contacted and invited to Pool Meadow.</p> <p>The Town Clerk thanked J Ackroyd for leading on the project, as his expertise and enthusiasm has been invaluable.</p>
<b>SPC46</b>	<p><b>Cemetery</b></p> <p>Members received a report from the Deputy Clerk and Estates Manager regarding benches at the cemetery and closed churchyard.</p> <p>a. Worcester Road Cemetery</p> <p>Members received a proposal to replace the plastic chairs at the Muslim and Unconsecrated section of Worcester Road Cemetery with a wooden bench. Cllr Walker proposed to set aside £1000, seconded by Rickard. All in favour.</p> <p>Cllr Rowe offered to sponsor the bench. The Town Clerk thanked Cllr Rowe and suggested setting a meeting to discuss the possibility.</p> <p><b>RESOLVED:</b> For the Town Clerk to arrange a meeting with Cllr Rowe to discuss sponsorship of the bench in the Muslim and Unconsecrated section at Worcester Road Cemetery.</p> <p>Should this not be permitted for reasons pertaining to conflict of interests, the committee also resolved to budget £1000 for a bench.</p> <p>b. Closed Churchyard at St Mary the Virgin Church</p> <p>Members received a proposal to replace the broken Guides bench outside the entrance of St Mary’s Church with a commemorative bench, with a view to use the bench as a place to put several commemorative plaques (subject to Oxfordshire Diocese approval). Cllr Coleman proposed to set a budget of £500 for the bench, seconded by Cllr Walker. All in favour.</p> <p><b>RESOLVED:</b> That a budget of £500 is set to replace the bench outside the entrance of St Mary’s Church, subject to Oxfordshire Diocese approval.</p>
<b>SPC47</b>	<p><b>Benches</b></p> <p>Members received a report from the Town Clerk about benches in the Town. The General Maintenance Operative reported that only about 7 of the remaining benches are suitable for restoration, and the rest will be removed.</p>

	<p>The Town Clerk reported that this work will be done with the General Maintenance Operative planning this into his workload over the next coming months, subject to weather, priority works, etc.</p> <p>Cllr Coleman proposed that the General Maintenance Operative plans this into his general workload, seconded by Cllr Rickard. All in favour.</p> <p><b>RESOLVED:</b> For the General Maintenance Operative to restore and remove (as required) the green metal benches at the edge of the town.</p>
<p><b>SPC48</b></p>	<p><b>Town Partnership</b></p> <p>Members received notes from a Chipping Norton Town Partnership Meeting led by West Oxfordshire District Council.</p> <p>Cllr Coleman went on a site visit with WODC to complete a wayfinding and signage audit to determine redundant signage in town. They noted that Albion Street Carpark has no signage towards the town centre.</p> <p>The Town Clerk reported that bringing together all the attendees was very significant. A sense of civic pride is important to Chipping Norton residents, and things such as hanging baskets, bunting in town were also discussed.</p>
<p><b>SPC49</b></p>	<p><b>Committee budget 2024/25</b></p> <p>Members received a report from the Responsible Finance Officer and agreed committee spending priorities for 2024/25 to help inform the overall budget.</p> <p>Cllrs queried the cost to maintain Pool Meadow this year at £11,000 – the Town Clerk reported that this was for one-off tree works.</p> <p>Cllr Coleman proposed to take these figures to the Finance and Resources Committee to approve. Seconded by Cllr Graves, all in favour.</p> <p><b>RESOLVED:</b> That the proposed committee budget is taken to the next Finance and Resources Committee to approve without amendment.</p>
<p><b>SPC50</b></p>	<p>Planning Applications</p> <ol style="list-style-type: none"> <li> <p><b>APPLICATION NO:</b> <a href="#">23/02588/LBC</a></p> <p><b>PROPOSAL:</b> Works to rebuild an existing stone retaining wall</p> <p><b>LOCATION:</b> 20 Market Place, Chipping Norton, Oxfordshire</p> <p><b>RESOLVED:</b> Support, Cllrs were pleased that the existing stone wall will be rebuilt as originally designed.</p> </li> <li> <p><b>APPLICATION NO:</b> <a href="#">23/02736/HHD</a></p> <p><b>PROPOSAL:</b> Erection of rear single storey extension, replacement roof over garage, rear raised patio and screening, rebuild and enlargement of front entrance porch and bay window and proposed rendering.</p> <p><b>LOCATION:</b> 18 Tilsley Road, Chipping Norton, Oxfordshire</p> <p><b>RESOLVED:</b> No objection, no comments</p> </li> <li> <p><b>APPLICATION NO:</b> <a href="#">23/02409/HHD</a></p> <p><b>PROPOSAL:</b> Proposed flue, proposed part garage conversion and large rear bifold doors</p> <p><b>LOCATION:</b> 9 Ackerman Road, Chipping Norton, Oxfordshire</p> <p><b>RESOLVED:</b> No objection, no comments.</p> </li> </ol>

	<p>4. <b>APPLICATION NO:</b> <a href="#">23/02625/ADV</a>  <b>PROPOSAL:</b> Installation of two externally illuminated fascia signs, along with a wall mounted menu sign and a hanging sign (both non-illuminated).  <b>LOCATION:</b> 7 Middle Row, Chipping Norton, Oxfordshire</p> <p><b>RESOLVED:</b> Neutral, Cllrs were pleased that previous feedback had been taken on board and have no objection to the current proposals.</p> <p>5. <b>APPLICATION NO:</b> <a href="#">23/02481/HHD</a>  <b>PROPOSAL:</b> Erection of a single storey rear extension  <b>LOCATION:</b> 35 Parkers Circus, Chipping Norton, Oxfordshire</p> <p><b>RESOLVED:</b> No objection, no comment</p> <p>6. <b>APPLICATION NO:</b> <a href="#">23/02616/HHD</a>  <b>PROPOSAL:</b> Erection of front extension to existing garage  <b>LOCATION:</b> 16 Scarsbrook Crescent, Chipping Norton, Oxfordshire</p> <p>7. <b>RESOLVED:</b> No objection, Members noted that there has been a precedent set by a similar extension next door.</p> <p>8. <b>APPLICATION NO:</b> <a href="#">23/02580/HHD</a>  <b>PROPOSAL:</b> Erection of single storey rear and side extensions to existing bungalow  <b>LOCATION:</b> 33 Lords Piece Road, Chipping Norton, Oxfordshire</p> <p><b>RESOLVED:</b> No objection, no comment</p>
<b>SPC51</b>	<p><b>Date of the next meeting</b>  Monday 29<sup>th</sup> January 2024</p>

The Chair closed the meeting at 8:10 pm.





# CHIPPING NORTON TOWN COUNCIL

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TEL: 01608 642341 Fax: 01608 645206

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

## **Minutes of a Finance & Resources Committee meeting held on the 20<sup>th</sup> November 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Ian Finney (Chair), Dom Rickard, Sandra Coleman, Sharon Wheaton, Mike Cahill, Jo Graves (substituting), Emily Weaver (substituting)

ALSO PRESENT:

Luci Ashbourne, Town Clerk & CEO

Alison Packer, Responsible Finance Officer (RFO)

2 Members of the public

<b>FR39</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Ritsperis and Whitmill
<b>FR40</b>	<b>Declaration of interests</b> None received
<b>FR41</b>	<b>Minutes</b> <b>RESOLVED:</b> That the Chair signs the minutes of the committee meeting held on the 25 <sup>th</sup> September 2023 as an accurate record.
<b>FR42</b>	<b>Public participation</b> The Chair invited Martin Jarratt to speak to agenda item 8a regarding a request to increase the current funding of £2,000 per annum to £3,500 for the Chipping Norton Museum. The Chair proposed moving agenda item 8 up the agenda.
<b>FR43</b>	<b>Committee action plan</b> Members noted the committee action plan.
<b>FR44</b>	<b>Income and expenditure</b> Members received and considered detailed current income and expenditure reports by budget heading. Members noted the movement between professional fees and Christmas Lights which was an accounting correction. Members thanked the RFO for her work on these reports.
<b>FR45</b>	<b>Schedule of payments for approval</b> Members received and noted the schedule of payments.
<b>FR46</b>	<b>Grants</b> <b>a.</b> Members received and considered a proposal for core funding from the Chipping Norton Museum. Members discussed this, and agreed that while the consensus is to support this application, due diligence requires supporting accounts to help inform formal consideration and approval. <b>RESOLVED:</b> That the request is adjourned to the February 2024 meeting in order to see audited/examined accounts and that £3500 is earmarked in the draft budget to facilitate the funding once the accounts are received and considered.

	<p><b>b.</b> Members received and considered a one-off grant application from the Villager Bus. Members welcomed the news that these electric buses are soon to be on the market. Members discussed the timing of the application and agreed to adjourn formal consideration until charging infrastructure sites have been agreed, and that a recently launched Government funding initiative is explored.</p> <p><b>RESOLVED:</b> That the request is looked at again after Government grant funding is explored and the charging infrastructure is confirmed.</p>
<p><b>FR47</b></p>	<p><b>Forward work programme</b> Members received and considered the following policies:</p> <p>a. Volunteer policy and agreement Approval of this was proposed by Cllr Sandra Coleman, seconded by Cllr Mike Cahill. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the volunteer policy and agreement is approved and sent to Full Council for adoption.</p>
<p><b>FR48</b></p>	<p><b>Committee Budget 2024/25</b> Members received a report from the Responsible Finance Officer and considered committee spending priorities for 2024/25.</p> <p><b>RESOLVED:</b> That the committee budget is agreed in principle and the detail is looked at during the annual budget item.</p>
<p><b>FR49</b></p>	<p><b>Draft annual budget setting for 2024/25</b> Members received a report regarding the budget setting for 2024/25 in order to send a recommended draft budget to the next Full Council meeting. The Chair proposed that the suggested amendments are made to the annual budget, bringing net expenditure down £25,000, seconded by Cllr Coleman. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the draft budget is amended to reflect the changes to the following budget lines:</p> <ul style="list-style-type: none"> <li>• Community grants - £16,500</li> <li>• CN Museum grant - £3,500</li> <li>• Pool Meadow maintenance - £2,500</li> <li>• Contingency - £7500</li> <li>• Town Hall Income - £70,000</li> </ul> <p>Cllr Graves proposes that a recommendation is sent to Full Council to increase the precept by 8% or £9.67 per year, Cllr Coleman seconded. All in favour, motion carried. Members noted that these figures are all based on using the tax base information available, and that any changes this year will be factored into the final decision once this information has been circulated by West Oxfordshire District Council.</p> <p><b>RESOLVED:</b> That Full Council receive a recommendation in principle that the precept is increase by £9.67 per household, per annum, and the rest of the budget required of approx £17,000 is taken from the Council's general reserves.</p>

	<p>The committee review the Council’s earmarked reserves. Agreed the recommendation from the Town Clerk and RFO in the report. This was proposed by Cllr Coleman, seconded by Cllr Finney. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the balance of the following Earmarked Reserves are returned to General Reserves at the end of financial year:</p> <ul style="list-style-type: none"> <li>• 2152 Professional Fees</li> <li>• 2153 Contingency</li> </ul> <p>And that 2154 Town Hall Repairs is changed to Town Hall New Equipment and increased to £12,500 in line with a recommendation from Community Committee.</p>
<b>FR50</b>	<p><b>Date of next meeting</b> Monday 5<sup>th</sup> February 2024</p>

The Chair closed the meeting at 7:33pm.



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Minutes of the **Chipping Norton Cycling Improvements Action Group**  
(Working Group to Traffic Advisory Sub-Committee) held on **Monday 27<sup>th</sup> November 2023 at 5:30pm** in Chipping Norton Town Hall

Mission: To make cycling safer, easier, and a more viable option for everyone in Chippy and its surrounding routes by identifying locally deliverable actions.

Present: Cllr Tom Festa (Chair)  
Cllr Sandra Coleman  
Cara Hedges – Transition Chipping Norton  
Jonathan Thomas – Chipping Norton Secondary School  
Neil Broadhurst  
Matthew Hall

Also present:  
Katherine Jang, Deputy Town Clerk and Estates Manager

## 17. Apologies

Apologies were received from Charlotte Livingston and Cllrs Mark Walker and Mike Cahill.

## 18. Minutes

### Matters arising

Cllr Festa mentioned that a request had been made to ask the Traffic Advisory Committee to pass on requests for further signage on Churchill Road to give cyclists extra space on the road.

The Windrush Bike Project, based in Witney, has offered to extend the bike lending facilities to users in Chipping Norton.

**AGREED:** That the minutes of the meeting held on the 2<sup>nd</sup> October are approved as and accurate record and signed by The Chair.

## 19. The Rusty Rider Saturday Clinic

Cllr Festa noted that the CN Leisure Centre is happy for their venue and car park to be used for these sessions.

Members queried what would happen should someone turn up with an unsuitable / dangerous bike? Cllr Festa answered that his initial idea would be to point them to TY Cycles or Windrush Bike Project.

NB: The Rusty Rider Cytech qualified mechanics would attempt to make any bike presented safe.

### 19.1 Insurance update

Cllr Festa explained that individual insurance providers covering the instructors would be unlikely to extend their policies toward this event. Therefore, further

insurance cover needs to be put in place prior to the events taking place. The Town Clerk is seeking a referral from the Town Council's insurance provider to confirm if an extended policy could be put in place to cover these activities.

Cara Hedges believes that Transition Chipping Norton's insurance would cover off-road bike rides (eg. School fields) should the appropriate risk assessments be put in place prior to the event. Members agree for Cara Hedges to have an initial chat with her insurance provider to enquire if this might be possible, and to receive quotations.

Cllr Festa also offered to speak to Charlotte Livingston to find out if British Cycling Breeze would cover on road riding if accompanied by a Breeze qualified Champion.

Cllr Festa mentioned that the bike rides would only be open to adults and then older teenagers / younger riders with parental supervision.

**AGREED:** For Cara Hedges to enquire about what Transition Chipping Norton's policy would cover (eg. Off or On-Road bike riding) and to receive a quote for this cover. Should the insurance policy be suitable for the event and provide adequate coverage, for members to consider moving the proposed start date to earlier in February 2024.

Should this not be suitable, for the initial event to take place on the 16<sup>th</sup> March 2024 using the Town Council's (Zurich) extended insurance policy, providing that the insurance provider agrees that these activities can be covered.

### 19.2 Proposed Monthly Dates

Should the insurance need to be provided by the Town Council the initial starting dates should begin in March 2024.

Members discussed possible dates and Neil's availability:

- **3<sup>rd</sup> February 2024**
- **16<sup>th</sup> March 2024**
- **27<sup>th</sup> April 2024**
- **8<sup>th</sup> June 2024**
- **20<sup>th</sup> July 2024**
- **14<sup>th</sup> September 2024**

Members mentioned that these proposed dates have no pattern and that it would be best to have a regularly repeated date, eg. First Saturday of the month.

**AGREED:** To have a proposed launch date of the 16<sup>th</sup> March 2024, with a dry run on the 3<sup>rd</sup> February – 10am at the Leisure Centre car park, and for Cllr Festa to plan a schedule for each session.

Any proposed start dates for the Rusty Rider sessions would need to be ratified by the Strategic Planning Committee.

### 19.3 Promotion ideas

Members came up with a list of local organisations and groups to promote the Rusty Rider sessions:

- Chippy News
- CNTC website and social media
- Nextdoor (Transition Chipping Norton's account)



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- Transition Chipping Norton's existing WhatsApp groups
- CN Leisure Centre, including their existing spinning classes
- Parents of CN schoolchildren
- CN Health Centre (high blood pressure groups)
- St Mary's Church
- CN Opticians

## 20. Cycle to School Initiative

Members discussed that the 20mph extension now covers all local schools.

Members suggested giving visual demonstrations showing 1.5m distance away from cyclists as dictated by the new highway code.

### 20.1 Top School perspective

Jonathan Thomas mentioned that school gates are now much more strictly policed and that as such there is not enough staff levels to increase the number of gates at the school. Burford Road is also situated on quite a steep hill and some cyclists would struggle to navigate this.

Members discussed the possibility for a once monthly cycle to school morning, and that this could be organised in a group setting so that children feel safer. There is a school cycle bus scheme – Cllr Festa to bring this information to a future meeting.

### 20.2 Road Safety Week

Jonathan Thomas mentioned that anti-bullying week is at the same time as Road Safety Week so this had taken precedence.

## 21. Windrush Bike Project

The Windrush Bike Project has generously agreed to extend their Bike Library Scheme to Chipping Norton children, and members discussed whether any restrictions needed to be made to restrict the offer. Members discussed if there was a need to have any sort of restriction whatsoever, as many families may struggle to afford to purchase their children a bike.

However, members queried if the Windrush Bike Project would have a problem with having no restrictions to the offer. Cllr Festa reported that the WBP would not have a problem with this, but members did not want to overwhelm WBP with requests.

Jonathan Thomas mentioned that there is storage available at the school, to store 6 bicycles in advance of the Rusty Rider bike clinics.

**AGREED:** To get 6 bicycles from the Windrush Bike Project in advance of the first Rusty Rider clinic and store them in the school's locked shed.

## 22. LCWIP

Cllr Coleman reported that the Local Cycling and Walking Infrastructure Plan is in progress with Oxfordshire County Council. The intention is that once the footpaths and cycling paths are identified, that once section 106 funding is identified then these paths are already researched and can be put in place. At the moment the

priority is on pedestrian paths within Chipping Norton including key walking routes to schools, but the scheme could also be expanded to include cycling paths.

### **23. CNTC Cycling Website proposal**

Cllr Festa shared a document with potential content to include on the website:

- Events coming soon and celebrating major cycling events in town
- Members suggested making the page local and specific to Chippy, eg. Bike repair stations and cycle shops
- Engagement link / survey on cycling in Chippy

### **24. Cycling grants/funding**

Cllr Festa reported that there are opportunities for further funding and brought a few to discuss:

- <https://www.activeoxfordshire.org/funding>
- GWR Customer and Community Improvement Fund Guidance
- Members suggested getting in touch with British Cycling for further grant opportunities and schemes. Cllr Festa to have a further conversation with Charlotte Livingston.

### **25. WhatsApp Group – Chippy Cycling Action Group**

Cllr Festa proposed starting a WhatsApp Group for the Chippy Cycling Action group. All members present agreed to join.

**AGREED:** To start a Chippy Cycling Action WhatsApp group for all interested members to join.

### **26. Date of next meeting**

**AGREED:** (Not suitable - Monday 12<sup>th</sup> February, 5:30pm, Council Chamber)

Members have low availability during this date due to half-term so have requested that the Town Clerk suggest a provisional secondary date, possibly in the first week of February.

### **27. AOB**

There was no other business to discuss.

The Chair closed the meeting at 7:00 pm.

## Agenda item 9 – Civic Announcements

### **Mayors Report December 2023**

Thank you to everyone who has attended our town events. It was good to share with the British Legion on Remembrance Weekend, both at the War Memorial on Saturday and at St Marys Church on Sunday. I am also very grateful to the Ukrainian ladies who prepared a delicious spread for everyone after the parade- a true demonstration of how different nationalities can work together. Thank you also to those Councillors who were able to respond to our Events Officer's request for volunteers to help at the Christmas Lights Switch On- this event was well supported by the community and I hope will be repeated next year.

Thank you to our fantastic staff team who have worked so hard over the last couple of months to make these events happen whilst still completing the normal day to day tasks. The Christmas Lights project has involved many hours of staff time across much of the year- and the town is now beautiful for Christmas as a result. All these events are the result of positive communications and good relationship building by staff and councillors.

Whilst our emphasis as a Town Council is rightly on our own community, there is much suffering around the world which will impact, sometimes personally, on our residents, many of whom actively support relief efforts for those in need and campaign for peace and justice around the world. Later this month we will support our local Amnesty Group raise the Human Rights flag to remind people of this important legislation. Last month a number of us independently attended a Peace Vigil in Banbury to demonstrate our support for a peaceful solution to this conflict demonstrating our concern for matters beyond the boundaries of the town.

### **Mayors Diary**

9 <sup>th</sup> October	Full Council
10 <sup>th</sup> October	High Sheriff Law Lecture
12 <sup>th</sup> October	Field Reeves
16 <sup>th</sup> October	Welfare Charities
17 <sup>th</sup> October	Town Partnership
18 <sup>th</sup> October	WODC Local Plan Workshop
19 <sup>th</sup> October	LCWIP site meeting
	William Fowler Allotment Committee
24 <sup>th</sup> October	UN flag raising- attended by Deputy Mayor
30 <sup>th</sup> October	Skate Park User Group
31 <sup>st</sup> October	Town Partnership signage audit
6 <sup>th</sup> November	Community Committee
7 <sup>th</sup> November	Pool Meadow site visit
8 <sup>th</sup> November	Rural Mental Health Round-table
13 <sup>th</sup> November	Strategic Planning Committee
17 <sup>th</sup> November	Budget preparation
20 <sup>th</sup> November	Finance and Resources Committee
21 <sup>st</sup> November	Climate Change Mitigation
23 <sup>rd</sup> November	Christmas Lights Switch On
27 <sup>th</sup> November	Cycling Working Group
	Chippy News AGM



30<sup>th</sup> November                      Allotment Inspection

**Future Events:**

10.00 am 10<sup>th</sup> December      Human Rights Flag

Steve and I would like to take this opportunity to wish you all

**A very merry Christmas and a Happy New Year!**

## Agenda item 11 - Chipping Norton Town Council Action and Strategic Plan

This action plan has been updated following a review by Committee.

### Key Themes:

<b>BT</b>	<b>A vibrant, safe and beautiful town</b>
<b>OS</b>	<b>Improved open spaces</b>
<b>CS</b>	<b>Improving community services</b>
<b>CE</b>	<b>Community engagement</b>
<b>MC</b>	<b>A modern, safe and forward thinking Council</b>
<b>WP</b>	<b>Working in partnership</b>

### Committees:

<b>FC:</b>	<b>Full Council</b>
<b>CC:</b>	<b>Community Committee</b>
<b>SP:</b>	<b>Strategic Planning</b>
<b>FR:</b>	<b>Finance and Resources</b>
<b>TAC:</b>	<b>Traffic Advisory Sub-Committee</b>

Key	Action	Responsible Committee	Whose involved?	Budget	Commencement	Completion	Notes/Comment
CS1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	SP	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	Ongoing	WODC's sports and pitch provision strategy has been approved and is in the public domain. Jan 2022.  Awaiting meeting confirmation from WODC Exec member Cllr Joy Aitman.
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Cycling Action Group		Ongoing	Ongoing	LCWIP. A Cycling Action group has been established by the Traffic Advisory Sub-Ctte.
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC// working group/Community First		Ongoing	Ongoing	Master-planning process paused. Letter sent to OCC and WODC. Build Chippy Better group meeting regularly.  Historic England have submitted an application for the archaeological site to become a scheduled monument.  Community First have produced the Community Land Trust Document. The recommendations in this report are now being processed by interested parties.
BT2	20mph scheme for Chipping Norton	SP/TAC	CNTC/OCC	N/A	April 22	April 24	TC consultation complete. Report published. Roll out of 20mph scheme in Chipping Norton has started.
CE1	Chippy Phone Box	SP	CNTC	N/A	Jul-21	Ongoing	CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town.
CS2	New bus shelter at Walterbush road	SP	CNTC/OCC	S106	2020	Sept 23	New shelter installed. Quotes for sides/seats approved. Installation now complete. Planters have been relocated to the Town Centre.
CS3	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	Street Scene	May 21	May 24	Ten benches complete. Second phase underway. Benches from New Street are complete and back in place.

				budget and EMR			Curved bench for Millennium Garden has now been installed. Bench for Spring Street has been installed.
BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing		Working with OCC to help identify safer HGV routes.
BT4	Road and Pedestrian Safety	SP/TAC	CNTC/OCC/		Ongoing	Ongoing	Awaiting consultation on proposed new crossings in town centre from OCC – design are being drawn up Road Safety week was held on – 21 <sup>st</sup> -25 <sup>th</sup> November 2022. Planning for 2023 to commence in the summer. Proposed improvements for Albion Street have been approved. Speen Indicator Device consultation (Churchill Road) complete. OCC Councillor Priority Funding has been approved and received. The SID has been delivered. OCC are installing a post. Once that is complete the SID can be installed and in operation.
CS4	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/working party	EMR £277,486	Jun-22	Dec-24	Quinquennial review is complete. Measured survey has been carried out and we now have floorplans Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have been completed. First phase internal decoration is complete. Awaiting roof report to assess costs and agree next phase of works.
CS5	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clubs		Nov 21	Ongoing	Got2B were trialling after school LGBTQ+ groups in The Lower Hall during the winter term and moved into open spaces during spring and summer. Got2B have now ceased operations.  Chippy Pride event held on 1 <sup>st</sup> July 2023.  Family event for the Coronation a huge success.  The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours.  Transition Chipping Norton have started a weekly youth group in the Town Hall, funded by CNTC.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	SP	CNTC/Contractors	22-23 £1000 EMR £4174	Ongoing	Ongoing	New regulations approved. New noticeboard has been installed.  First stage memorial safety testing complete - safety works complete. Awaiting second area survey results.

							Wildflower meadow complete. Yellow rattle growing well. New bench for the Muslim area has been approved.
OS1	Undertake a condition survey of CNTC recreation areas, then prepare and adopt a planned improvement and upgrade plan Large Project	CC	CNTC	22/23 £5000 23/24 EMR for Cotswold Crescent : £25,000 CNTC £10,000 NLF £26,000 S106	Jul 22	Nov 24	New park signs have been installed. Approved H&S works have now been carried out. RoSPA inspection booked for July 2023. New equipment at Cotswold Crescent has now been installed. New benches for Cotswold Crescent and Cornish Road have been agreed and ordered. Awaiting contractor to install the foundations.
CE/OS1	Cemetery clean up days	SP	CNTC Staff, Cllrs and Volunteers	N/A	Ongoing	Ongoing	October 2023 clean up day and wildflower planting went ahead. Not many volunteers joined this session.
MC/OS1	Pesticide free Chipping Norton	CC	CNTC/Contractors/I andowners/clubs	N/A	May 22	May 25	Three year action plan adopted. First year implemented, second year review and implementation to take place. Wildflower area in the Cemetery is establishing well, with yellow rattle flowers in bloom during June. This area has been strimmed, and new wildflowers will be sown.
CE2	Sport awards Ceremony	CC	CNTC/Volunteers/Cl ubs/Schools	£500		Ongoing	The Sports Awards Ceremony were held on 14 <sup>th</sup> July 2023. 2024 Town Awards event will include a Sport Awards section.
OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants/Workin g Party	£25,000 EMR	2020	Sept 24	Feasibility study has been approved and is progressing. Final report is imminent.
BT5	Christmas lights scheme	CC	CNTC	£19,500 per year	October 22	Feb 25	The Christmas lights switch on event was a huge success and only possible through the new infrastructure and the use of professional lights and contractors. Feedback on the lights has been very positive.
CE3	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations /Clubs/Community groups	22-23 £26000			New grant policy approved. Grants were considered by the Finance and Resources Committee in July 23 Second tranche to be considered in Feb 24.
MC1	Managing Greystones leases	FR	CNTC/tenants		Jul 22	Asap	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. Final agreements to be approved at this meeting.
CS/MC1	Public space safety and compliance	CC	CNTC/Approved consultants/contrac tors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. First phase works complete. Second section to be carried out during November 2023.

							Tree Survey complete - priority works complete. Medium term priority works underway. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company. RoSPA inspection complete. Town Hall FRA complete. Town Hall Fixed Wire test and actions complete. Town Hall alarm and emergency lighting system being updated. Quotes approved. Hearing loop being updated. Quotes approved.
MC2	Health and Safety Audit	FR	CNTC/Approved consultants		May 21	Ongoing	All recommendations following the H&S audit are now either complete or in progress. Next health and safety audit due June 2024.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC		May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.
CE4	Flying flags to mark national and local events and commemorations	FC	CNTC	£200 for the purchase of flags	Jun 22	Ongoing	Protocol agreed June FC. Calendar agreed. Upcoming flags: Human Rights Flag – 10 <sup>th</sup> December
MC4	Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	Website launched in June 22. Continuing development.
MC5	Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/STL Systems		May 21	Ongoing	The Council's IT and phone systems are managed by STL Solutions
MC6	Review the Council's fees and charges annually	FR	CNTC		Ongoing	Ongoing	Town Hall and Cemetery Charges were reviewed by Community Committee on 15 <sup>th</sup> March 2023
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Ongoing	Internal audit 2023 complete. Year ending 2024 to commence soon. . External audit complete.
CE5	Develop a Communications Strategy	FR	CNTC	n/a	July 22		Adopted at F&R 13 <sup>th</sup> July 22
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC		Ongoing	Ongoing	New website launched. Policies in place. FOI procedures adopted at F&R 13 <sup>th</sup> July Transparency webpage complete.
MC8	Ensure that the Council's finances are invested wisely	FR	CNTC				Investment Strategy Approved July 2022. Review investment strategy and identify advisor
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£3000	July 22		Staff needs assessment complete. All staff training up to date. Member needs assessment has been circulated. Staff and Cllr training policy approved..
MC10	Apply for the NALC Foundation Award	FC	CNTC				The Council has been awarded the NALC Local Council Foundation Award
CE/WP1	Chippy Pride	CC	CNTC/Got2b		July 23	Ongoing	The Chippy Pride event was a huge success.

							Plans to establish and hand over to a community led group in an inclusive and appropriate manner.
CE/OS/C S1	Skatepark feasibility project Large project	CC	CNTC/Consultants	EMR £30,000 Potential \$106 funding £55,000	April 23		Site identified – New Street Recreation Area. Community Petition launched Pop-up skatepark held at picnic in the park event. Site identified and agreed in principle – at New Street Rec. Tender for partner to project manage to be drawn up following formation of user group and community consultation which is now underway.
CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	Webpage launched. Volunteers have been contacted. People who have signed up to organise a clean up day have been put in touch with one another. Initial planning meeting organised for early August. Posters designed and resources ordered. First Clean-up day 7 <sup>th</sup> Oct.
OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordsh ire County Council	April 23	May 24	Sign design competition underway with primary schools and scouts. Submissions received. Panel to meet to select the winning design.
WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre		May 23		Trial partnership events underway.
CS6	Feasibility for a “rock school” for Chipping Norton	CC	CNTC/partners				Scope out ideas
WP2	Collaboration/dialogue with The Branch Community Hub	CC	CNTC/The Branch				Scope out ideas
CS7	Summer event – picnic in the park	CC	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide and annual open air event.
CE6	Community Awards event	FC	CNTC	TBC	September 2024		General principle discussed by Finance and Resource Committee. Plan to build sport awards into Town Awards ceremony for 2024.

This is for Council to adopt. It is important to note that this is a working document that will be updated as new projects are agreed, and as works progress.

## Agenda item 12 – Correspondence

The following items of correspondence has been received for the Council's attention:

- a. In response to questions asked at the last Full Council regarding community safety. TVP Inspector Chris Ball replied:

*Hi Katherine*

*Thank you for your questions and I am sorry I missed that meeting, please let me know future dates and I will try and attend, in answer to your questions:*

- 1. There are currently still two vacancies, we are attending job fairs and the roles are being pushed centrally but it is a competitive market and we are seeing few applicants. Anything town council can do to assist would be greatly appreciated.*
- 2. Victims should always be issued with a crime reference number if they have not please pass details to Philippa Payne and I will ask her to look into why they haven't and make sure they are provided with a number. If they have no number then officially it has not been reported and we are unaware of it.*
- 3. With regards to anti-social driving I would ask that it is reported into us, I would also ask that vehicle details are passed so we can actively target the bad drivers*
- 4. We are aware of the issues in Cotswold Crescent and there is a piece of work taking place to target the issues, once we have some concrete results I will update you.*

This is for Council to note.

- b. The following offer has been received from The Rural Services Network:

*We are the Rural Services Network, a membership organisation that provides a national campaigning voice for rural communities. We have over 500 organisations in membership, and support both rural local authorities, and rural Town and Parish Councils.*

*We would like to invite you to join our Rural Market Town Group, a grouping of the larger Parishes and Market Towns in England where we aim to share best practice and enable the group to contribute to our national campaigning work. Rural Local Authorities have been underfunded by successive Governments, leaving rural residents living in your town and in rural areas generally, receiving significantly less in Government funding, paying higher council tax and receiving less services which cost more to provide.*

*Our primary aim is to campaign for fairer funding for rural areas, however we also work on other key issues such as affordable housing, the rural economy, access to health and care services and public transport.*

[This link provides more information about the group and the services that we provide.](#)

*These services include:*

- *Weekly Rural Bulletin delivered to your inbox setting out key rural news stories and monthly Funding Digest highlighting potential funding opportunities for you and your local organisations.*
- *Free attendance at RSN seminar programme – 8 events held online annually.*
- *Opportunity to share your news and good practice with the group and the wider RSN.*
- *Dedicated RMTG newsletter six times a year.*
- *Two bespoke meetings a year for Councillors and Clerks.*
- *Discounted access to tickets for online RSN National Rural Conference*

*We are currently offering free membership for six months to those joining the group, (from September 2023 to end of February 2024) and after that date, IF you chose to stay with us, the subscription varies between £97 and £133 depending on your population size. There is no requirement to join us after the free period. Your town council will decide then.*

*If you'd like to take us up on this free offer for towns to join please let us know and we will put you on service straight away.*

*Alternatively, if you'd welcome a chat to find out more, let us know and we can arrange a time that suits.*

Recommendation:

- a. That Council decide whether to enter into the free trial with the Rural Services Network until end of Feb 2024.



### Agenda item 13 – Annual Budget 2024-2025

The draft budget attached is as recommended by the Finance and Resources Committee who discussed and agreed a final recommendation after each Committee had submitted their proposals.

This budget includes the precept income based on the recommendation from the Finance and Resources Committee that the precept is increased by £9.67 (8%) per band D property, per annum to £130.51 per annum.

WODC have now circulated the taxes for 2024-25. This has increased slightly from 2852.4 to 2879.72. The calculations below show the precept income for 2024-25 if the recommended budget and precept amount is agreed:

Tax base	2879.72
Current precept per band D property	120.84
With increase of £9.67 (8%) per household per annum	130.51
Precept income for 2024-25	£375,832

If this is agreed then this would leave £13,503 from general reserves.

The Council has a current general reserve of £357,769. It is sensible for the Council to keep at least 3 months net expenditure in general reserves, which based on this draft budget would be £97,333. We also expect to spend approximately £120,000 before the end of this year. Which leaves £140,436.

It should be noted that this would be the amount remaining for any new projects over the year that have not been factored into the budget.

Council could choose to balance the budget using a different combination of general reserves/precept income.

Percentage increase	Annual increase per band D property	Total annual cost per band D property	Total annual precept income	General reserves required to balance the budget
1%	£1.21	£122.05	£351,470	£37,865.17
2%	£2.42	£123.26	£354,954	£34,380.71
3%	£3.63	£124.47	£358,439	£30,896.25
4%	£4.83	£125.67	£361,894	£27,440.59
5%	£6.04	£126.88	£365,379	£23,956.13
6%	£7.25	£128.09	£368,863	£20,471.67
7%	£8.46	£129.30	£372,348	£16,987.20
8%	£9.67	£130.51	£375,832	£13,502.74
9%	£10.88	£131.72	£379,304	£10,031.32
10%	£12.08	£132.92	£382,784	£6,551.46

#### Recommendation:

- For Council to receive the draft budget from the Finance and Resources Committee and approve the final budget for 2024-2025.
- For Council to agree the precept income and general reserves needed to balance the budget in preparation for formally declaring the precept during agenda item 14.

**Chipping Norton Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 7)**  
**Note: Draft Budget 2024-25\_V1.3\_211123**

		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>100</b>	<b><u>Administration</u></b>											
3210	Admin Charges	5,000	7,457	0	0	9,000	0	9,000	56	5,000	0	0
3211	C N History Trail	0	6	0	0	0	0	0	0	0	0	0
3290	Miscellaneous Income	0	2,212	0	0	0	0	0	25	0	0	0
3291	Tourist Information	51	0	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>5,051</b>	<b>9,675</b>	<b>0</b>	<b>0</b>	<b>9,000</b>	<b>0</b>	<b>9,000</b>	<b>81</b>	<b>5,000</b>	<b>0</b>	<b>0</b>
4100	Salaries/Superann/Nl	132,000	120,593	0	0	150,000	0	150,000	86,463	175,000	0	0
5110	Stationery	1,000	526	0	0	600	0	600	508	1,000	0	0
5120	Photocopying Costs	2,600	3,413	0	0	2,300	0	2,300	1,451	3,200	0	0
5125	Tourist Information	500	0	0	0	0	0	0	0	0	0	0
5200	Postage	700	84	0	0	300	0	300	8	150	0	0
5210	Telephone and Comms	3,800	5,291	0	0	6,000	0	6,000	4,423	8,400	0	0
5310	Office Equipment	2,000	1,803	0	0	1,000	0	1,000	366	1,000	0	0
5340	Website Costs	1,000	1,520	0	0	500	0	500	924	1,000	0	0
5360	Computer Hardware/Software	3,000	3,591	0	0	3,000	0	3,000	2,013	3,000	0	0
6200	Rent	1,150	119	0	0	2,500	0	2,500	7,584	5,500	0	0
6210	Rates	2,700	2,695	0	0	2,700	0	2,700	1,528	2,700	0	0
7100	Travel & Subsistance	200	158	0	0	200	0	200	167	200	0	0
7300	Staff & Councillors Training	3,000	3,058	0	0	2,000	0	2,000	1,065	3,000	0	0
7500	Legal & Professional Fees	1,500	1,654	0	0	14,000	0	14,000	16,754	10,000	0	0
7510	Audit Fees	2,500	2,498	0	0	2,700	0	2,700	1,530	2,500	0	0
7600	Subscriptions	2,000	4,688	0	0	2,000	0	2,000	798	2,300	0	0
7630	Bank Charges	100	285	0	0	300	0	300	126	250	0	0

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**Chipping Norton Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 7)**  
**Note: Draft Budget 2024-25\_V1.3\_211123**

		<u>2022/2023</u>				<u>2023/2024</u>				<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
7650	Insurance	1,800	1,800	0	0	1,800	0	1,800	1,498	9,500	0	0
7710	Election Expenses	4,404	4,404	0	0	6,100	0	6,100	0	6,100	0	0
7720	Other Miscellaneous Expenses	1,500	965	0	0	1,000	0	1,000	1,028	1,000	0	0
	<b>Overhead Expenditure</b>	167,454	159,144	0	0	199,000	0	199,000	128,234	235,800	0	0
	<b>100 Net Income over Expenditure</b>	-162,403	-149,468	0	0	-190,000	0	-190,000	-128,153	-230,800	0	0
6000	plus Transfer from EMR	0	625	0	0	0	0	0	8,580	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(162,403)</u>	<u>(148,843)</u>			<u>(190,000)</u>		<u>(190,000)</u>	<u>(119,573)</u>	<u>(230,800)</u>		
<b>101</b>	<b>Grants</b>											
7670	Grants-Voluntary Organisations	26,000	28,500	0	0	28,000	0	28,000	31,112	16,500	0	0
7671	Grant Theatre C/N	0	0	0	0	0	0	0	0	3,000	0	0
7672	Grant Lido C/N	0	0	0	0	0	0	0	0	5,000	0	0
7673	Grant Museum	0	0	0	0	0	0	0	0	3,500	0	0
7680	Youth Council	2,500	0	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	28,500	28,500	0	0	28,000	0	28,000	31,112	28,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(28,500)</u>	<u>(28,500)</u>			<u>(28,000)</u>		<u>(28,000)</u>	<u>(31,112)</u>	<u>(28,000)</u>		
<b>102</b>	<b>Miscellaneous</b>											
3100	Precept Income	340,840	340,840	0	0	344,684	0	344,684	344,684	375,832	0	0
3180	Interest Receivable	200	9,319	0	0	3,600	0	3,600	13,441	20,000	0	0
3230	Manorial Land (Pace Petroleum)	15,000	15,000	0	0	15,000	0	15,000	7,500	15,000	0	0
3290	Miscellaneous Income	0	6,405	0	0	0	0	0	0	0	0	0
3292	Christmas Market Income	0	4,777	0	0	2,500	0	2,500	0	0	0	0

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**Chipping Norton Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 7)**  
**Note: Draft Budget 2024-25\_V1.3\_211123**

		<u>2022/2023</u>				<u>2023/2024</u>				<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
3320	S106/grant income	0	0	0	0	0	0	0	37,761	0	0	0
	<b>Total Income</b>	356,040	376,342	0	0	365,784	0	365,784	403,386	410,832	0	0
4100	Salaries/Superann/NI	15,700	18,141	0	0	18,000	0	18,000	10,673	20,000	0	0
6405	Christmas Market Expenses	1,000	1,000	0	0	0	0	0	0	0	0	0
6407	Xmas Lights/Trees	15,000	13,480	0	0	15,000	0	15,000	19,126	19,000	0	0
6418	Defibrillators	500	596	0	0	0	500	500	191	500	0	0
6460	Streetscene	10,000	4,208	0	0	0	10,000	10,000	7,665	0	0	0
6461	HGV signs	8,000	5,987	0	0	0	0	0	0	0	0	0
6462	Grit Bins/Snow	3,500	654	0	0	2,000	0	2,000	0	1,000	0	0
6463	General Maintenance Supplies	0	0	0	0	0	0	0	0	750	0	0
6490	Trees/Flower Beds Middle Row	2,500	877	0	0	1,000	0	1,000	515	1,000	0	0
6495	Street Furniture	3,000	3,760	0	0	0	0	0	616	3,000	0	0
6498	Contingency Fund	10,000	2,648	0	0	10,000	0	10,000	0	7,500	0	0
7100	Travel & Subsistance	1,600	1,712	0	0	1,600	0	1,600	1,160	1,600	0	0
7500	Legal & Professional Fees	29,000	11,564	0	0	0	0	0	0	0	0	0
7720	Other Miscellaneous Expenses	1,250	811	0	0	1,200	0	1,200	96	1,200	0	0
	<b>Overhead Expenditure</b>	101,050	65,438	0	0	48,800	10,500	59,300	40,042	55,550	0	0
	<b>102 Net Income over Expenditure</b>	254,990	310,904	0	0	316,984	-10,500	306,484	363,344	355,282	0	0
6000	plus Transfer from EMR	0	10,475	0	0	0	0	0	8,160	0	0	0
6001	less Transfer to EMR	0	6,405	0	0	0	0	0	37,011	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>254,990</u>	<u>314,974</u>			<u>316,984</u>		<u>306,484</u>	<u>334,493</u>	<u>355,282</u>		
<b>104</b>	<b>Youth</b>											

Continued on next page

**Chipping Norton Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 7)**  
**Note: Draft Budget 2024-25\_V1.3\_211123**

12:07

		<u>2022/2023</u>		<u>2023/2024</u>					<u>2024/2025</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5322	Expenses	19,215	12,810	0	0	0	0	0	6,405	0	0	0
	<b>Overhead Expenditure</b>	19,215	12,810	0	0	0	0	0	6,405	0	0	0
6000	plus Transfer from EMR	0	12,810	0	0	0	0	0	6,405	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(19,215)</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
<b>110</b>	<b><u>Town Hall</u></b>											
3115	Lettings Income	26,000	33,989	0	0	30,000	0	30,000	17,855	70,000	0	0
3140	WODC Water Rates Contrib	100	102	0	0	100	0	100	0	100	0	0
3290	Miscellaneous Income	0	133	0	0	0	0	0	0	2,500	0	0
	<b>Total Income</b>	26,100	34,224	0	0	30,100	0	30,100	17,855	72,600	0	0
4100	Salaries/Superann/Nl	19,800	31,722	0	0	42,000	0	42,000	26,213	72,500	0	0
5140	Promotion	1,500	0	0	0	1,500	0	1,500	0	1,500	0	0
5210	Telephone and Comms	630	838	0	0	1,000	0	1,000	744	1,250	0	0
6110	Heat and Light	6,000	7,260	0	0	7,000	0	7,000	4,843	14,000	0	0
6130	Water & Sewerage	680	1,609	0	0	1,500	0	1,500	753	1,650	0	0
6210	Rates	10,230	10,230	0	0	10,230	0	10,230	6,404	11,500	0	0
6230	Window Cleaning	800	500	0	0	500	0	500	220	500	0	0
6240	Alarm/Fire Extinguisher Insp	1,600	1,276	0	0	1,600	0	1,600	623	1,600	0	0
6310	Cleaning / Sanitary Expenses	1,500	1,317	0	0	1,800	0	1,800	1,872	3,000	0	0
6330	Waste Disposal	600	582	0	0	600	0	600	0	1,000	0	0
6400	Repairs and Maintenance	30,000	16,885	0	0	10,000	0	10,000	6,889	10,000	0	0
6402	Town Hall Restoration Fund	0	30,700	0	0	0	250,000	250,000	67,747	0	0	0
6408	New Equipment	2,500	3,766	0	0	2,500	0	2,500	2,155	2,500	12,500	0

Continued on next page

**Chipping Norton Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 7)**  
**Note: Draft Budget 2024-25\_V1.3\_211123**

		<u>2022/2023</u>				<u>2023/2024</u>				<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
7610	Licences	800	800	0	0	800	0	800	691	800	0	0
7650	Insurance	3,000	2,800	0	0	3,000	0	3,000	2,309	0	0	0
7720	Other Miscellaneous Expenses	500	565	0	0	500	0	500	0	500	0	0
	<b>Overhead Expenditure</b>	80,140	110,850	0	0	84,530	250,000	334,530	121,463	122,300	12,500	0
	<b>110 Net Income over Expenditure</b>	-54,040	-76,626	0	0	-54,430	-250,000	-304,430	-103,607	-49,700	-12,500	0
6000	plus Transfer from EMR	0	37,330	0	0	0	0	0	73,672	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(54,040)</u>	<u>(39,296)</u>			<u>(54,430)</u>		<u>(304,430)</u>	<u>(29,935)</u>	<u>(49,700)</u>		
<b>120</b>	<b>Greystones</b>											
3110	Rents Receivable	2,040	2,040	0	0	2,040	0	2,040	0	2,540	0	0
3111	Rugby Club Right Of Access	175	175	0	0	175	0	175	0	175	0	0
	<b>Total Income</b>	2,215	2,215	0	0	2,215	0	2,215	0	2,715	0	0
6210	Rates	375	190	0	0	375	0	375	55	100	0	0
6400	Repairs and Maintenance	2,500	1,773	0	0	2,500	0	2,500	658	2,500	0	0
7650	Insurance	300	300	0	0	300	0	300	250	0	0	0
	<b>Overhead Expenditure</b>	3,175	2,263	0	0	3,175	0	3,175	962	2,600	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(960)</u>	<u>(48)</u>			<u>(960)</u>		<u>(960)</u>	<u>(962)</u>	<u>115</u>		
<b>130</b>	<b>Cemetery</b>											
3190	Interments & Memorials	11,200	13,775	0	0	14,000	0	14,000	3,980	15,000	0	0
3191	Grave Purchase	4,000	5,980	0	0	4,000	0	4,000	35	4,500	0	0
3290	Miscellaneous Income	0	50	0	0	0	0	0	75	0	0	0

Continued on next page

**Chipping Norton Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 7)**

**Note: Draft Budget 2024-25\_V1.3\_211123**

	<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Total Income</b>	15,200	19,805	0	0	18,000	0	18,000	4,090	19,500	0	0
6130 Water & Sewerage	100	60	0	0	100	0	100	48	100	0	0
6210 Rates	1,000	1,447	0	0	1,500	0	1,500	2,018	3,500	0	0
6400 Repairs and Maintenance	1,000	11,606	0	0	10,000	0	10,000	6,135	12,500	0	0
6465 Contract	12,500	7,447	0	0	10,000	0	10,000	4,344	10,000	0	0
6471 Skips for cemetery	600	825	0	0	600	0	600	205	600	0	0
7650 Insurance	600	500	0	0	500	0	500	374	0	0	0
7720 Other Miscellaneous Expenses	500	2,291	0	0	500	0	500	1,025	500	0	0
<b>Overhead Expenditure</b>	16,300	24,176	0	0	23,200	0	23,200	14,149	27,200	0	0
<b>130 Net Income over Expenditure</b>	-1,100	-4,371	0	0	-5,200	0	-5,200	-10,059	-7,700	0	0
6000 plus Transfer from EMR	0	6,774	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(1,100)</u>	<u>2,403</u>			<u>(5,200)</u>		<u>(5,200)</u>	<u>(10,059)</u>	<u>(7,700)</u>		
<b>140 Closed Churchyard</b>											
6400 Repairs and Maintenance	1,500	5,144	0	0	3,000	0	3,000	3,120	5,000	0	0
6465 Contract	0	0	0	0	2,000	0	2,000	1,138	2,000	0	0
6468 Maintenance incl. drains	3,700	3,636	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	5,200	8,780	0	0	5,000	0	5,000	4,258	7,000	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(5,200)</u>	<u>(8,780)</u>			<u>(5,000)</u>		<u>(5,000)</u>	<u>(4,258)</u>	<u>(7,000)</u>		
<b>151 Recreation</b>											
6200 Rent	1,000	1,000	0	0	1,000	0	1,000	1,125	1,000	0	0
6400 Repairs and Maintenance	4,500	15,896	0	0	4,500	0	4,500	4,087	4,500	0	0

Continued on next page

**Chipping Norton Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 7)**  
**Note: Draft Budget 2024-25\_V1.3\_211123**

12:07

		<u>2022/2023</u>				<u>2023/2024</u>				<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6410	New Equipment	30,000	6,603	0	0	10,000	60,000	70,000	63,467	10,000	0	0
6413	Sports Awards	500	0	0	0	500	0	500	0	0	0	0
6420	Litter/Dog Bin Emptying	6,500	3,819	0	0	3,500	0	3,500	653	1,000	0	0
6465	Contract	5,200	3,675	0	0	5,000	0	5,000	2,144	5,000	0	0
7650	Insurance	2,700	2,225	0	0	2,500	0	2,500	3,829	0	0	0
7720	Other Miscellaneous Expenses	1,000	688	0	0	1,000	0	1,000	386	1,000	0	0
	<b>Overhead Expenditure</b>	<b>51,400</b>	<b>33,906</b>	<b>0</b>	<b>0</b>	<b>28,000</b>	<b>60,000</b>	<b>88,000</b>	<b>75,691</b>	<b>22,500</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	9,023	0	0	0	0	0	61,410	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(51,400)</b>	<b>(24,883)</b>			<b>(28,000)</b>		<b>(88,000)</b>	<b>(14,281)</b>	<b>(22,500)</b>		
<b>160</b>	<b>Events</b>											
3330	Fundraising Income	0	1,800	0	0	0	0	0	0	0	0	0
3331	Events income	0	0	0	0	0	0	0	1,988	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>1,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,988</b>	<b>0</b>	<b>0</b>	<b>0</b>
6414	Events	9,500	8,379	0	0	10,000	0	10,000	7,515	10,000	0	0
6415	Mowing (151 Repairs)	0	0	0	0	0	0	0	10	0	0	0
6419	Occasional Events	2,500	2,100	0	0	0	0	0	0	1,000	0	0
6480	Fundraising Expenditure	0	1,800	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>12,000</b>	<b>12,279</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>7,525</b>	<b>11,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(12,000)</b>	<b>(10,479)</b>			<b>(10,000)</b>		<b>(10,000)</b>	<b>(5,537)</b>	<b>(11,000)</b>		
<b>180</b>	<b>Pool Meadow</b>											
3290	Miscellaneous Income	0	6,794	0	0	0	0	0	0	0	0	0

Continued on next page



**Chipping Norton Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 7)**

**Note: Draft Budget 2024-25\_V1.3\_211123**

		<u>2022/2023</u>		<u>2023/2024</u>					<u>2024/2025</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Total Income</b>		0	6,794	0	0	0	0	0	0	0	0	0
6417	Maintenance	7,000	11,039	0	0	5,000	0	5,000	0	2,500	0	0
6430	Restoration Project	0	2,113	0	0	0	25,000	25,000	0	0	0	0
<b>Overhead Expenditure</b>		7,000	13,152	0	0	5,000	25,000	30,000	0	2,500	0	0
<b>180 Net Income over Expenditure</b>		-7,000	-6,358	0	0	-5,000	-25,000	-30,000	0	-2,500	0	0
6000	plus Transfer from EMR	0	7,307	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	6,794	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(7,000)</u>	<u>(5,845)</u>			<u>(5,000)</u>		<u>(30,000)</u>	<u>0</u>	<u>(2,500)</u>		
<b>185</b>	<b><u>Millennium Garden</u></b>											
6417	Maintenance	0	0	0	0	1,000	0	1,000	1,120	1,200	0	0
6465	Contract	1,500	629	0	0	500	0	500	175	500	0	0
<b>Overhead Expenditure</b>		1,500	629	0	0	1,500	0	1,500	1,295	1,700	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(1,500)</u>	<u>(629)</u>			<u>(1,500)</u>		<u>(1,500)</u>	<u>(1,295)</u>	<u>(1,700)</u>		
<b>186</b>	<b><u>War Memorial</u></b>											
6465	Contract	200	0	0	0	0	0	0	0	0	0	0
6470	War Memorial	500	0	0	0	2,500	0	2,500	0	5,000	0	0
<b>Overhead Expenditure</b>		700	0	0	0	2,500	0	2,500	0	5,000	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(700)</u>	<u>0</u>			<u>(2,500)</u>		<u>(2,500)</u>	<u>0</u>	<u>(5,000)</u>		
<b>200</b>	<b><u>Mayors Allowance</u></b>											

Continued on next page

**Chipping Norton Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 7)**  
**Note: Draft Budget 2024-25\_V1.3\_211123**

		<u>2022/2023</u>		<u>2023/2024</u>					<u>2024/2025</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
7200	Hospitality & Entertaining	3,000	2,769	0	0	1,500	0	1,500	0	1,500	0	0
7690	Mayors Allowance	2,800	800	0	0	1,500	0	1,500	326	1,500	0	0
<b>Overhead Expenditure</b>		<b>5,800</b>	<b>3,569</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>326</b>	<b>3,000</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(5,800)</b>	<b>(3,569)</b>			<b>(3,000)</b>		<b>(3,000)</b>	<b>(326)</b>	<b>(3,000)</b>		
<b>Total Budget Income</b>		<b>404,606</b>	<b>450,854</b>	<b>0</b>	<b>0</b>	<b>425,099</b>	<b>0</b>	<b>425,099</b>	<b>427,400</b>	<b>510,647</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>		<b>499,434</b>	<b>475,494</b>	<b>0</b>	<b>0</b>	<b>441,705</b>	<b>345,500</b>	<b>787,205</b>	<b>431,461</b>	<b>524,150</b>	<b>12,500</b>	<b>0</b>
<b>Net Income over Expenditure</b>		<b>-94,828</b>	<b>-24,640</b>	<b>0</b>	<b>0</b>	<b>-16,606</b>	<b>-345,500</b>	<b>-362,106</b>	<b>-4,061</b>	<b>-13,503</b>	<b>-12,500</b>	<b>0</b>
plus Transfer from EMR		0	84,343	0	0	0	0	0	158,227	0	0	0
less Transfer to EMR		0	13,199	0	0	0	0	0	37,011	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<b>(94,828)</b>	<b>46,505</b>			<b>(16,606)</b>		<b>(362,106)</b>	<b>117,154</b>	<b>(13,503)</b>		



Chipping Norton Town Council  
Volunteer Policy and Agreement



# **CHIPPING NORTON TOWN COUNCIL**

**THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ**

TEL: 01608 642341  
Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)  
Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

## **INTRODUCTION**

Chipping Norton Town Council ('The Council') recognises that volunteers can make a valuable contribution to the Council's work in the community and understands the importance of volunteers feeling that the time they give freely is appreciated. A committed group of volunteers are a valuable asset to the town.

## **POLICY STATEMENT**

This policy applies to individuals undertaking work or duties on behalf of the Council in a voluntary capacity. It does not apply to councillors, officers or those who have a contractual relationship with the Council. The relationship with volunteers is non-contractual and no working relationship is created or implied at any time, however, the Council recognises the importance of having clear guidelines in place to manage expectations of both the Council and volunteers.

The aim of this policy is to ensure that all volunteers remain safe and feel valued when volunteering on Council projects. It provides a framework within which the Council will manage volunteers and what the volunteers can expect in return from the Council.

Whilst officers and councillors may identify volunteering opportunities, these must be approved by the Town Clerk and CEO.

## **PRINCIPLES**

The Council appreciates that volunteers contribute their time, skills and knowledge freely for many reasons and will support personal aspirations and professional ambitions wherever it is reasonably practicable and appropriate to do so.

The Council values volunteers and recognise that they should be provided with satisfying roles and the opportunity for personal development as well as the support, training and equipment to undertake these tasks effectively and safely. A volunteer coordinator will be appointed for each volunteering activity and will have primary responsibility for volunteers involved in that activity.

## **WHO CAN VOLUNTEER**

The Council will not discriminate on the basis of any protected characteristics such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and is committed to providing equal opportunities to all volunteers from all



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backgrounds and recognises that having a broad, diverse group of volunteers brings a variety of knowledge, skills, creativity and experience and promotes social and community cohesion.

The Council's Equality and Diversity policy will always be adhered to in relation to the recruitment and support of volunteers.

If a volunteering opportunity arises where, for example, reasons of health and safety or safeguarding issues, a volunteer may not be suitable, the Council will make reasonable adjustments, insofar as is practicable. Where it is not possible to place a volunteer in their requested role, efforts will be made to find a suitable alternative.

Having a criminal record will not necessarily preclude anyone from volunteering with the Council however this will depend on the nature of the volunteer role and the nature and circumstances of the offence.

The majority of volunteer roles will not require a DBS (Disclosure and Barring Service) check. However, should this be a requirement of the volunteer role, the Council will confirm this at the outset.

## RECRUITMENT AND INDUCTION

The Council may recruit volunteers using a range of methods such as word of mouth, advertising, talking with other organisations. It may also directly approach those who have previously assisted the Council with its work.

All volunteers will be required to:

- sign a volunteer agreement, attached as (Appendix A)
- complete a volunteer contact form (Appendix B) and ensure that any changes to their contact details are communicated to either the activity supervisor or the Town Clerk in a timely manner

Completed agreements and contact details will be retained by the Town Clerk in accordance with the Data Protection Act 2018.

All volunteers will receive an appropriate induction prior to commencing the role assigned to them which will include:

- a brief overview of the work and policies of the Council
- a discussion on volunteer code of conduct and confidentiality
- guidance on health and safety measures and risk assessments associated with their role



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- any task related training that is required to enable them to fulfil their role

## **VOLUNTEER SUPPORT**

All volunteers will have a named person as their point of contact.

The Council will invite volunteers to provide feedback on the activity they are engaged in, including evaluation of events and projects and will encourage volunteers to proactively make suggestions for how things might be improved in the future.

Where appropriate, or where required for health and safety purposes or compliance with any other statutory requirement, the Council may offer training to assist volunteers.

Where volunteers are under the age of 18, additional support will be provided and checks undertaken, as necessary.

## **HEALTH AND SAFETY**

The Council has a duty of care to all volunteers and each activity supervisor will complete and share a risk assessment and safety briefing.

Volunteers have a responsibility to themselves and others who might be affected by their actions and must always follow the Council's Health and Safety policies and procedures.

Volunteers must disclose to the activity supervisor, details of any medical conditions that may affect their ability to undertake certain activities.

The Council will always inform volunteers of any specific health and safety measures that must be undertaken during a volunteer activity and, if required, will provide volunteers with the necessary personal protective equipment ('PPE').

Volunteers must report any accidents or incidents to the activity supervisor as soon as practicable.

Volunteers are covered by the Council's insurance policy whilst undertaking official duties on behalf of the Council. Insurance cover is not provided for unauthorised actions or any actions undertaken outside of the volunteer agreement.

Volunteers who are required to use their car as part of their volunteering, but not including travel to and from a place of volunteering, must inform their own



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insurers to arrange suitable cover. This does not usually incur an additional charge but in the unlikely event that it does, and the cost would present a barrier to volunteer, this will need to be brought to the attention of the Town Clerk.

## EXPENSES

Volunteers will be reimbursed for any out-of-pocket expenses incurred on behalf of the Council where this has been approved in advance. Receipts must always be provided.

## VOLUNTEER CONDUCT

Volunteers represent the Council and must comply with the following:

- undertake volunteering duties to the best of their abilities
- treat other volunteers, members of the public and anyone else they encounter in the course of volunteering, fairly and courteously
- adhere to decisions taken by the Council or its officers and follow all reasonable instructions
- comply with all health and safety procedures and wear and PPE provided
- wear appropriate clothing, including footwear, provide identification if required and take necessary steps to protect themselves in the environment they are working in. For example, through the use of sunscreen and a hat
- not behave in a way that could bring the Council into disrepute, this includes behaving in an appropriate manner online and when using social media.
- return any equipment / clothing supplied at the end of their volunteer activity

Volunteers may, from time to time, have access to personal data or sensitive information about the work of the Council, its volunteers and staff and other organisations. Volunteers will only be given access to personal or sensitive information if it is required to fulfil the specific activity for which they are volunteering and any such disclosure will be approved, in advance, by the Town Clerk. It is an absolute requirement, both during and after volunteering, that confidentiality is maintained and that no information is passed to another individual or third party, unless required to do so by law.

In the event of a serious complaint or inappropriate or dangerous behaviour, the nominated activity supervisor will discuss this directly with the Town Clerk, who



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will advise on an appropriate course of action.

The Council reserves the right not to assign further activities to a volunteer if, in the absolute discretion of the Town Clerk, it is considered in the best interests of the volunteer, the Council or the wider public. The Council will always act transparently and fairly.

## **RIGHT TO LEAVE**

Volunteers are not contracted and are under no obligation to give notice if they no longer wish to give their time. However, it is greatly appreciated if volunteers can provide advance notice if they are unable to undertake their volunteer role or wish to end their volunteer agreement with the Council. This not only means the Council is able to reallocate the task but also provides the Council with the opportunity to thank the individual for their volunteer contributions.





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## **CHIPPING NORTON TOWN COUNCIL VOLUNTEER AGREEMENT**

**ONCE COMPLETED, THIS FORM MUST BE GIVEN TO THE TOWN CLERK**

<b>Task Name:</b>			
<b>Task Date:</b>		<b>Start time:</b>	<b>Finish time:</b>
<b>Location:</b>			
<b>Named Supervisor:</b>			
<b>Description of activity:</b>			
<b>Tools / Equipment required:</b>			
<b>Specific health and safety measures:</b>			



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<b>First Aid:</b>	<ul style="list-style-type: none"><li>• In the event of an injury (cuts and grazes), the supervisor will be notified. A first aid kit is held by the supervisor.</li><li>• In the case of a serious injury, immediate first aid should be administered, and the supervisor informed.</li><li>• The supervisor is expected to carry with them a mobile phone and if necessary, will contact emergency services</li></ul>
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## Volunteer Agreement:

- I understand the scope of work described by the supervisor and agree to abide by the direction given relating to this work and, further understand, that should I not comply with such directions then the Council's policy of insurance may not cover my activities.
- I agree to comply with all health and safety direction and training that I am given in support of this work.
- I agree that I am fit and health to undertake this work.
- I agree to make the supervisor aware of any changes to my contact details or health.
- I understand that this agreement is not intended to create any contractual relationship between myself and the Council.
- I understand that all resources, designs, and branding associated with any tasks I undertake in my role are a volunteer are assets owned by the Council.



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<b>Volunteer Name:</b>	
<b>Signature:</b>	
<b>Changes to contact details:</b>	

## Additional Comments:

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## CHIPPING NORTON TOWN COUNCIL VOLUNTEER CONTACT DETAILS

This list is maintained by the Town Clerk. All information will be kept in accordance with the Data Protection Act 2018.

It is essential that a volunteer advises the activity supervisor of any medical condition that could put the safety of themselves and others at risk. Where a volunteer can no longer support the work of Chipping Norton Town Council, they are to contact the Town Clerk and request that their details are destroyed in line with the Council's data protection policy.

### Volunteer Contact Details:

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Emergency contact details:</b> <i>(name, relationship to volunteer, contact telephone number)</i>	
<b>Volunteer signature:</b>	
<b>Date:</b>	

## Agenda item 16 – NALC Local Council Foundation Award

Last year the Council resolved to apply for the NALC Foundation Level Award Scheme. This has now been awarded to the Council:

*Dear Luci*

*Congratulations, on achieving your Foundation award as part of the Local Council Award Scheme. Receiving the award is a really, excellent achievement!*

*Please find attached your award certificate and a letter from our NALC Chair Keith Stevens. These have been designed to allow you to print on white paper or card. If you could check that all the details on both documents match your records (council name, award level and dates) and let me know if a correction is needed. I can then update our records and re-issue them for you.*

*You will find the award logos as well as other resources to help you make the most of this achievement at <http://www.nalc.gov.uk/congratulations>*

*Well done for the work put into your application. If you require any further advice and support, please feel free to contact us at [LocalCouncilAwardScheme@nalc.gov.uk](mailto:LocalCouncilAwardScheme@nalc.gov.uk) or your local CALC directly.*

*Kind Regards*

*Lisa*

*Local Council Award Scheme*

The Council are in a strong position to apply for the Quality Award in 2024. The only criteria that is not fully met for the quality level is:

1. For the Council to produce and Annual report – the first one is being drafted for Annual meeting of the Town in March.
2. For the Council to publish Councillor profiles – we have been doing this through newsletters, and can use these as a good starting point. The Town Clerk will contact individual Councillors about this in January 2024.

Once these tasks are complete then the Council can consider resolving to apply for the Quality Award.

This report is to note

## LOCAL COUNCIL AWARD SCHEME – FOUNDATION AWARD ACHIEVEMENT

**October 2023**

Dear Luci

As chair of the National Association of Local Councils (NALC), it is with great pleasure that I confirm that **Chipping Norton Town Council** has achieved the Foundation Award.

Receiving the Foundation Award is an excellent achievement showing that your local (parish and town) council achieves good practices in governance, community engagement and council improvement. Furthermore, this award shows that your council has gone above and beyond the legal obligations; you lead your community and continuously seek opportunities to improve and develop even further. Therefore, the council is to be congratulated immensely.

I want to express my sincere thanks to you **Luci Ashbourne**, for your hard work submitting the Foundation Award application and the additional work throughout the assessment process.

My expression of thanks is also given to **Chipping Norton Town Council**. Your service to your community and supporting your Local Council Award Scheme application are recognised and reflected in your achievement.

As your council has shown its commitment to continuous improvement and development, I very much look forward to **Chipping Norton Town Council** applying for the Quality Award and celebrating more achievements.

Yours sincerely,



NALC Chair



LOCAL COUNCIL  
AWARD SCHEME  
FOUNDATION

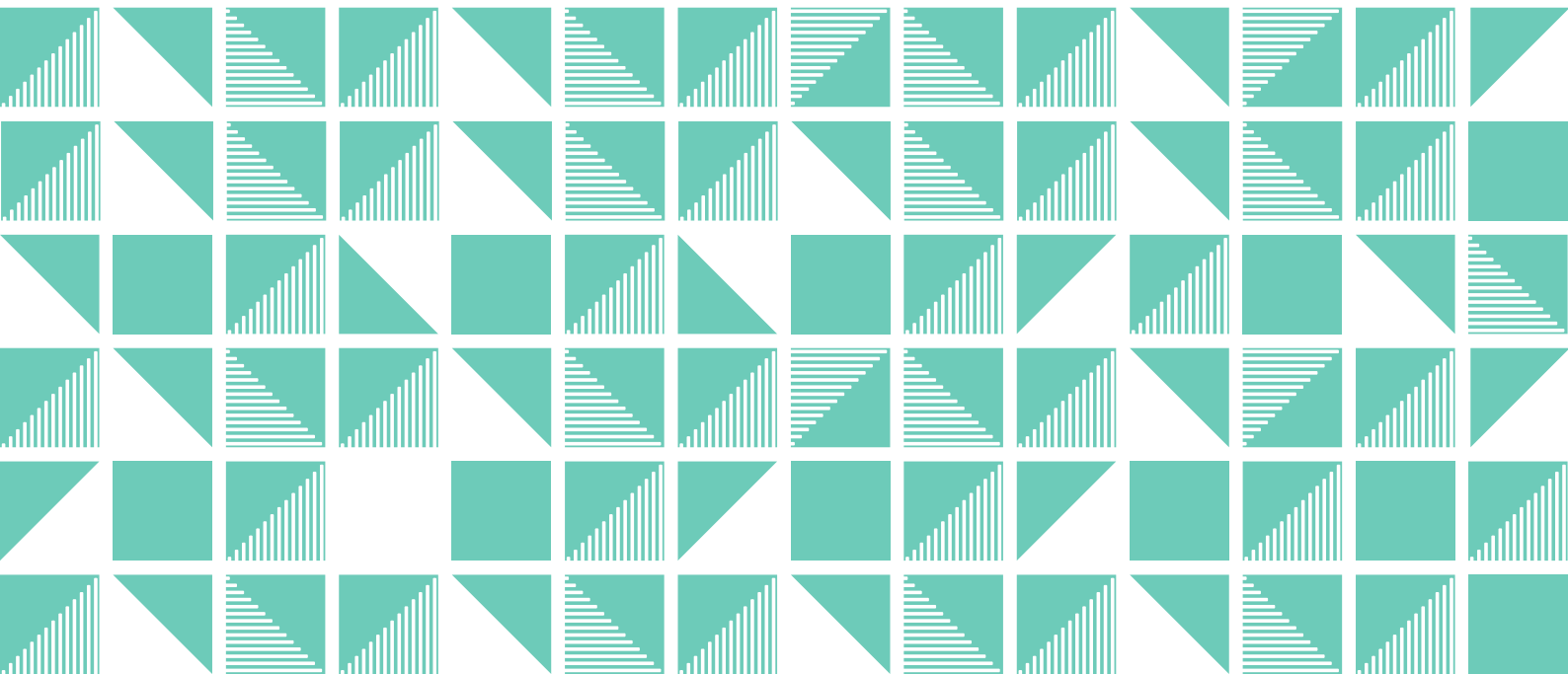


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start date

valid until

The Foundation Award demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.



## **Agenda item 17 – Cycle to Work Scheme**

The Cycle to Work scheme is a Government initiative designed to encourage more people to cycle to work on a regular basis. The cycle to work scheme is a salary sacrifice arrangement, to partake in the scheme a person must:

- Be 16 or over
- Earn at least minimum wage after the salary sacrifice has been taken from their pay
- Be paid and taxed via Pay As You Earn (PAYE) system

All CNTC staff currently meet this criteria.

Employees are expected to use the bike and accessories for commuting for at least 50% of its usage, however this is not logged.

Through the Cycle to Work Scheme, employees can purchase a bike and accessories – sometimes for a reduced price, and instead of paying up front, they can use a PIN number provided by their employer. They will need to select from an approved participating business (both local and online are available). An invoice and hire agreement will be sent to the employer by the Scheme. Both the employer and employee sign the hire agreement. A payment is made to the scheme which releases a voucher for the employee to collect their new bike/equipment. The employer then can have the purchase deducted from their salary before NI and Tax over a period of months.

As well as bikes and e-bikes, accessories can be purchased through the scheme. For instance:

Safety accessories - helmets, bike lights, reflectors, mirrors, bells, locks.

Essential accessories - clothing and shoes, mudguards, panniers, backpacks, child safety seats.

Components and parts - pumps, puncture repair kits, cycle tool kits, tyre sealant, groupsets, wheels, cranksets, cassettes.

Items can be purchased any one of over 2,000 Cyclescheme retailers - in-store, online, click & collect and brand direct.

NB. Action cameras or GPS computers are not available as part of the scheme.

Historically the cycle to work scheme limit was £1,000 to be repaid over 12 months.

However, in 2019 the Government announced its intention to allow scheme providers such as Cyclescheme to work with employers to offer staff cycle to work packages of any value.

Higher limits improve access to e-bikes, cargo bikes, handcycles and Bromptons.

There is more information on this here <https://www.cyclescheme.co.uk/cycle-to-work-scheme-any-price>



If approved the Council should consider an appropriate limit, and what the repayment length will be. This can be managed in several ways:

- Keep the standard 12 month repayment scheme
- Make the standard scheme longer than 12 months (18 or 24 months for example)
- Have multiple schemes that allow employees to choose between the options you wish to offer them

Once signed, the Hire Agreement is non-cancellable following a cooling-off period of 14-working days following collection of the goods. This means that if an employee leaves or is made redundant from their employment during the hire period they are obliged to pay the remaining salary sacrifice amount in full from net pay i.e. without any tax exemptions.

The full brochure can be read here:

[Employer brochure Mar 2017 Edits Small \(cyclescheme.co.uk\)](#)

#### Financial implications:

There is additional administration attached to a salary sacrifice scheme although this can be reasonably automated once the agreement is in place and the cycle loan payment is taken from the employee's salary on a monthly basis.

The benefit for the employer is a saving of up to 13.8% National Insurance contribution and it is able to claim back VAT on any bike purchases.

#### Recommendations

1. That the Council consider joining the Cycle to Work Scheme. If approved:
2. That the Council agree a spend limit and repayment scheme.

### **Item 19: Planning Applications**

- 1. APPLICATION NO:** [23/02874/LBC](#)  
**PROPOSAL:** Internal works including adjustments of non-original timber partition walls, reconfiguration and redecoration and amendments to electrics, heating and ventilation  
**ADDRESS:** 22A High Street, Chipping Norton, Oxfordshire
- 2. APPLICATION NO:** [23/02904/CLP](#)  
**PROPOSAL:** Certificate of Lawfulness (Conversion of existing two dwellings to create one single dwelling with a single self contained unit along with alterations to replace two rear windows with doors)  
**ADDRESS:** Cotshill Hospital Houses, London Road, Chipping Norton
- 3. APPLICATION NO:** [23/02871/CLP](#)  
**PROPOSAL:** Certificate of Lawfulness to ascertain commencement of development and therefore, confirm planning permission [19/03318/FUL](#) (Change of use and extension of vacant bank building to Class C1 boutique hotel and restaurant, including excavation of rear garden, reconfiguration of interiors and provision of soft and hard landscaping) is extant.  
**ADDRESS:** 18-19 Market Place, Chipping Norton, Oxfordshire
- 4. APPLICATION NO:** [23/03074/CND](#)  
**PROPOSAL:** Proposed window details 372-400, proposed door details 372-401  
**ADDRESS:** Hitchmans Mews, Albion Street, Chipping Norton, Oxfordshire

**As relating to approved:**  
**APPLICATION NO:** [20/03012/LBC](#)  
**APPROVED PROPOSAL:** Internal and external alterations to convert four commercial units (with ancillary first floor accommodation) to four two storey dwellings to include changes to fenestration.  
**ADDRESS:** Hitchmans Mews, Albion Street, Chipping Norton, Oxfordshire
- 5. APPLICATION NO:** [23/03029/HHD](#)  
**PROPOSAL:** Conversion of detached garage to create annex.  
**ADDRESS:** 16 Park Road, Chipping Norton, Oxfordshire
- 6. APPLICATION NO:** [23/03054/S73](#)  
**PROPOSAL:** Variation of condition 2 of Planning Permission [22/00583/FUL](#) to amend the garage design and add solar panels.  
**ADDRESS:** Hunters Retreat, Kennels Lane, Chipping Norton, Oxfordshire
- 7. APPLICATION NO:** [23/02860/HHD](#)  
**PROPOSAL:** Conversion of one half of adjoining double garage into a habitable room.  
**ADDRESS:** 82 Evans Way, Chipping Norton, Oxfordshire
- 8. APPLICATION NO:** [23/02663/FUL](#)  
**PROPOSAL:** External lighting to footpaths and car park in relation to planning permission 21/01204/FUL. (Retrospective)  
**ADDRESS:** 29 High Street, Chipping Norton, Oxfordshire