



# 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

## **Minutes of a Full Council meeting held on the 19<sup>th</sup> February 2024 at 6:30pm in the Lower Hall, Chipping Norton Town Hall**

PRESENT: Cllrs Sandra Coleman (Town Mayor), Steve Akers (Deputy Mayor), Ben Bibby, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Emily Weaver and Sharon Wheaton.

### ALSO PRESENT:

Luci Ashbourne, Town Clerk & CEO

Cllr Geoff Saul, WODC and OCC

4 Members of the public

<b>FC114</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Cahill, Festa, Walker and Whitmill.
<b>FC115</b>	<b>Declaration of interests</b> None received
<b>FC116</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the Full Council meeting held on the 4 <sup>th</sup> December 2023 were signed by the Chair as an accurate record of the meeting.
<b>FC117</b>	<b>West Oxfordshire District Councillors update</b> Members received an update from Chipping Norton's Ward Councillors sitting on WODC. Cllr Saul noted that WODC will be approving the 2024-25 budget at the next Full Council meeting. He noted that it is a balanced budget with lots of positive aspects. Cllrs Coleman asked if there has been any progress with temporary emergency housing. Cllr Saul confirmed there are 22 units, and with around 50 families in need at any one time, so there is a gap which means that WODC are using units in neighbouring Councils, and local hotels and B&Bs. The aspiration is to manage more accommodation in the district which will benefit families and bring a long-term cost saving. There are some talks with Oxford City about accommodation for single adults.
<b>FC118</b>	<b>Oxfordshire County Councillors update</b> Members received an update from Chipping Norton's Ward Councillors sitting on OCC. Cllr Saul noted that he has been working with Cllr Walker to try to progress various infrastructure issues in Chipping Norton. There should be a draft LCWIP document consultation in the summer, ahead of being approved in the autumn. Design work for Albion Street/London road Junction is happening now, and should be included in the 2024-25 budget for completion. OCC have allocated funds towards a scoping study to help identify design solutions to make the New Street junction safer. Initial meetings have been held by the freight strategy steering group have been focusing on scoping what needs to come next. This will include data collection



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	<p>around HGV travel, which should help produce re-routing or weight limit options. It is hoped this could be implemented from March 2025.</p> <p>Consultants have completed some work on the A44 Corridor Plan, but a report has not yet been published. Members asked if there have been any discussions about one-way or other re-routing systems, and if there has been any discussion around the double roundabout. Cllr Saul confirmed that this has not been discussed in detail, but could be put on the agenda.</p> <p>Cllr Saul confirmed that he has been in discussion with OCC's car parking team who have confirmed that if there are any issues that don't work or could work better then they would be open to discussion around this.</p> <p>Members agreed that the scoping exercise should happen as soon as possible, as was discussed in the Traffic Advisory Sub-Committee meeting in January.</p> <p>Members agreed that it is frustrating when individuals choose not to drive safely or adhere to speed limits.</p>
<b>FC119</b>	<b>Public Participation</b> None received
<b>FC120</b>	<b>Minutes and reports from Committees</b> Members noted the draft minutes and related recommendation of the following committee and sub-committee meetings: <ul style="list-style-type: none"><li>a) Planning Sub-Committee, 8<sup>th</sup> January 2024</li><li>b) Community Committee, 22<sup>nd</sup> January 2024</li><li>c) Traffic Advisory Sub-Committee, 25<sup>th</sup> January 2024</li><li>d) Strategic Planning Committee, 29<sup>th</sup> January 2024</li></ul> <p>Cllr Akers noted thanks to Cllr Wheaton for the work she is carrying out with retailers and Thames Valley Police re shoplifting as this is a serious issue.</p> <p>Members noted that the invitation to WODC's Licensing Officer needs to be followed up on.</p> <ul style="list-style-type: none"><li>e) Finance and Resources Committee, 5<sup>th</sup> February 2024 <b>Recommendation:</b> That the Council agrees additional core funding for The CN History Society and Museum for a period of 3 years, from £2,000 per annum to £3,500 per annum. Proposed by Cllr Akers, seconded by Cllr Finney. 9 in favour, 1 against, 1 abstention. Motion carried. <b>RESOLVED:</b> That the Council provides £3,500 per annum to the CN History Society and Museum for a period of three years from 2023-24.</li><li>f) Staffing Sub-Committee, 5<sup>th</sup> February 2024.</li></ul>
<b>FC121</b>	<b>East Chipping Norton Development</b> Members received confirmation from Historic England regarding land on the eastern edge of Chipping Norton being added to the list of Scheduled Ancient Monuments. The Mayor noted the significance of this, and noted thanks to everyone involved in progressing this.



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<b>FC123</b>	<b>Civic Announcements</b> Members received a report from The Mayor on Civic engagement and activities. The Mayor noted that the Council will be flying the Commonwealth Flag on Monday 11 <sup>th</sup> March 2024. The Mayor's event at the Lido will be held on the 13 <sup>th</sup> April 2024. This is a daytime fundraising event and an event to encourage people to attend the opening.  Cllr Akers noted Keep Chippy Beautiful spring clean up event on 23 <sup>rd</sup> March and encouraged Cllrs to come along.  The Mayor noted that she has been having meetings with WODC Market Towns Officer about improving signage in the town.  The Mayor and Cllr Finney attended a meeting about the Oxfordshire Charter.
<b>FC124</b>	<b>Reports from representatives of outside bodies</b> Members received an update from members who sit on outside bodies.
<b>FC125</b>	<b>Council action plan</b> Members noted the ongoing Council action plan.
<b>FC126</b>	<b>Correspondence</b> None received.
<b>FC127</b>	<b>Annual Town Meeting</b> Members noted the date of the upcoming meeting of the Town taking place on Monday the 4 <sup>th</sup> March 2024 and that CHARG will be sending a guest speaker to talk about the work they do and update residents on the scheduling of the land to the East of Chipping Norton. The Town Clerk noted that the Council's annual report will be ready in time for this meeting also.  Cllr Graves left the meeting at 19:11pm.
<b>FC128</b>	<b>Policies and Governance</b> a. Members received and approved the following policies and governance documents as reviewed by the Finance and Resources Committee: i. Community Grant Policy ii. CNTC Standing Orders iii. Financial Regulations The Town Clerk drew members attention to a further amendment that covers petty cash in the town hall. iv. Scheme of Delegation  Cllr Akers proposed that the policies are approved, Cllr Finney Seconded. 10 members voted in favour, 1 abstention (on the basis that the member had not had time to read the documents in full).  Motion Carried.



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	<p><b>RESOLVED:</b> That the reviewed policies listed are adopted.</p> <p>b. Members adopted the following policies as recommended by the Finance and Resources Committee:</p> <ol style="list-style-type: none"> <li>i. Menopause Policy</li> <li>ii. Community Awards Policy and Procedure</li> </ol> <p>Cllr Akers proposed that both policies are approved, Cllr Finney seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Council adopts the Menopause Policy, and the Community Awards Policy and Procedure.</p>
<p><b>FC129</b></p>	<p><b>Calendar of meetings</b></p> <p>Members received a report from the Town Clerk regarding a proposed calendar of meetings for municipal year 2024-25.</p> <p>Cllr Akers proposed that the calendar be approved and adopted, Seconded by Cllr Bibby. All in favour, motion carried.</p> <p>The Mayor recorded a note of thanks to the staff for putting this together.</p> <p><b>RESOLVED:</b> That the calendar of meeting is approved.</p>
<p><b>FC130</b></p>	<p><b>Interim Audit Report</b></p> <p>Members received the interim report from the Council’s internal Auditor. The Mayor noted thanks to the staff for the work that has lead to this positive report.</p>
<p><b>FC131</b></p>	<p><b>British Sign Language Training</b></p> <p>Members received a report from the Town Clerk regarding specialist BSL training.</p> <p>The course fees would be on a reduced rate for a corporate course, allowing up to 20 students for a total of £2,600 (£130 per head), or up to 30 students for £3,000 (£100 per head).</p> <p>Members discussed the benefits of this and all agreed this would be a positive course for Chipping Norton.</p> <p>Members discussed the issue of it only being available during the daytime and agreed that it would be good to scope out options.</p> <p>Cllr Rowe proposed that a budget of £3000 is approved in principle, Cllr Weaver seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That a budget of £3000 is approved for British Sign language training pending scoping timings and attendance.</p>
<p><b>FC132</b></p>	<p><b>Skatepark</b></p> <ol style="list-style-type: none"> <li>a. Members received the results of the skatepark community consultation. Members noted thanks to the skatepark users group for the work on the skatepark consultation. Members discussed health and safety and liability of having a skatepark. The Town Clerk reassured members that the Council would carry out the proper inspections and the appropriate signage would be in place.</li> <li>b. Members discussed delegating the approval of the preferred contractor tender specifications to Community Committee.</li> </ol>



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	<p>Cllr Akers proposed that the recommendation is approved, Cllr Rickard Seconded, all in favour, motion carried.</p> <p><b>RESOLVED:</b> That Community Committee approve the tender specification and design principles for the skatepark project.</p>
<b>FC133</b>	<p><b>Civic Regalia</b> Members received a report and quotes regarding the Mayoral Chain of Office.</p> <ul style="list-style-type: none"><li>• Mount the chain onto velvet - £680.00 (colours available black, navy, maroon &amp; dark green)</li><li>• Silver gilt retaining chain – £430.00</li><li>• Handmade bespoke box for the mounted chain - £800.00.</li></ul> <p>Members discussed the benefits of this, but noted that the cost of the bespoke box seems expensive. Members noted that musical instrument cases are also expensive and are probably similar in design. Cllr Akers noted that this would be an investment and proposed that this should be progressed. Cllr Bibby seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Mayor’s chain be mounted onto velvet, a chain attached and a bespoke box be made. The amount of £1,910 be taken from the professional fees budget.</p>
<b>FC134</b>	<p><b>Community First Oxfordshire Membership</b> Members considered whether the Council would like to continue being a member of CFO for the year 2024-25. Membership for Town Council (population over 5001) - £85 per annum. Cllr Akers proposed, Cllr Finney seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Council remain a member of Community First Oxfordshire from April 2024 at a cost of £85.</p>
<b>FC135</b>	<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>1. <b>APPLICATION NO:</b> <a href="#">24/00124/HHD</a> <b>PROPOSAL:</b> Removal of existing conservatory and utility room and erection of single storey rear extension. <b>ADDRESS:</b> 47 The Leys, Chipping Norton, Oxfordshire <b>RESOLVED:</b> No comment, no objection.</li><li>2. <b>APPLICATION NO:</b> <a href="#">24/00206/HHD</a> <b>PROPOSAL:</b> Single storey rear extension <b>ADDRESS:</b> 30 Lewis Road, Chipping Norton, Oxfordshire <b>RESOLVED:</b> No comment, no objection.</li></ol>
<b>FC136</b>	<p><b>Confidential Session</b> <b>RESOLVED:</b> That the Council moved into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to</p>



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	Meetings) Act 1960. The public and press left the meeting during the consideration of the following item.
<b>FC137</b>	<b>Staffing matters</b> Members received a confidential report from the Town Clerk and discussed next steps. a. Cllr Akers proposed that the Town Clerk and CEO job is evaluated using Local Council Consultancy at a cost of £525. This to be taken from professional fees. Cllr Ritsperis seconded. All in favour, motion carried. Cllr Rickard queried how often this should happen as standard and members agreed that the staffing sub-committee should put together a schedule. <b>RESOLVED:</b> That the cost proposal from Local Council Consultancy of £525 is approved for the evaluation of the Town Clerk and CEO role.  b. The Town Clerk presented a report to members outlining options regarding the provision of the council's grounds maintenance. <b>RESOLVED:</b> That a fee proposal for an options paper and recommendations for grounds maintenance is produced and brought back to council.
<b>FC138</b>	<b>Date of the next meeting</b> Monday 15 <sup>th</sup> April 2024

The Chair closed the meeting at 20:15pm.

Signed as an accurate record.....

Date.....