



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

## Minutes of a Full Council meeting held on the 4<sup>th</sup> December 2023, at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Town Mayor), Steve Akers (Deputy Mayor), Athos Ritsperis, Jo Graves, Mike Cahill, Ian Finney, Ben Bibby, Michael Rowe, Natasha Whitmill, Dom Rickard, Alex Keyser, Mark Walker.

ALSO PRESENT:

Cllr Rizvana Poole, WODC

Cllr Mark Walker, WODC

Cllr Geoff Saul, WODC and OCC

Luci Ashbourne, Town Clerk & CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Paulo Oliveri, General Maintenance Operative

0 Members of the public

<b>FC94</b>	<p><b>Apologies for Absence</b> Apologies were received from Cllrs Rachel Andrews, Tom Festa, Sharon Wheaton and Emily Weaver.</p>
<b>FC95</b>	<p><b>Declaration of interests</b> None received</p>
<b>FC96</b>	<p><b>Minutes</b> <b>RESOLVED:</b> That subject to: P1 – Amendment to wording “Broader recruitment strategy for police constables” that the minutes of the meeting held on the 9<sup>th</sup> October 2023 were signed by the Chair as an accurate record.</p>
<b>FC97</b>	<p><b>West Oxfordshire District Councillors update</b> Members received an update from Cllrs Walker and Poole, Chipping Norton’s Ward Councillors sitting on WODC.</p> <ul style="list-style-type: none"> <li>- Chipping Norton Leisure Centre is now having work to refurbish the roof. Cllr Poole has also sought to have further funding set aside to refurbish any equipment which has been damaged from years of prior neglect.</li> <li>- The Shared Prosperity Fund has had further meetings to determine areas of focus in Chipping Norton. Certain areas such as updating signage and the markets are being prioritised.</li> <li>- The Market Town Strategy is underway with the town being consulted, with a recommendation that an independent company manage the markets in Chipping Norton, potentially relocating the market to Topside and Middle Row. Members queried why this would not be managed in house by WODC – District Cllrs reported that this is due to a staffing shortage and would give an opportunity to expand the markets more widely (eg. Christmas Markets, more regular markets, rather than just once per month). Members stressed the need to retain blue badge parking spots.</li> <li>- The 20mph signs are awaiting lining completion prior to unveiling the final signage. At the moment there is no predicted date for the unveiling.</li> </ul>
<b>FC98</b>	<p><b>Oxfordshire County Councillors update</b> Members received an update from Cllr Saul, Chipping Norton’s Ward Councillor sitting on OCC.</p> <ul style="list-style-type: none"> <li>- Cllr Saul reported that WODC is renewing their relationship with Publica, more staff to be employed solely by WODC or Cotswold District Council.</li> <li>- WODC has decided to move forward with GreenAxis to build the zero-carbon, affordable homes at Walterbush Road. The revised scheme will now provide 7 homes rather than 8 and will be set at a 15% discount on market rate prices.</li> </ul>

	<ul style="list-style-type: none"> <li>- 23 additional units in Carterton have been secured to support Ukrainian Refugees and asylum seekers, which would then be returned to the housing stock for affordable housing with WODC. A new strategic housing officer vacancy also been advertised.</li> <li>- Community Safety Partnership has secured government funding to tackle rural crime in partnership with South Oxfordshire and the Vale (£200,000) – to be spent on recruiting a rural crime advisor, additional signage, smart water for marking possessions.</li> <li>- HGV Steering Group – The former Town Council representative has since retired (Cllr Butterworth), so are recruiting another Town Council representative to volunteer. The HGV Pilot Study will also include Chipping Norton, a positive step toward an area weight limit to help with HGVs coming through Chipping Norton.</li> <li>- Cllrs thanked Cllr Saul for giving his Councillor Priority Funding to fund the Speed Indicator Device on Churchill Road.</li> </ul>
<b>FC99</b>	<b>Public Participation</b> None received
<b>FC100</b>	<b>Minutes and reports from Committees</b> Members received the draft minutes and reports from the following committee and sub-committee meetings and considered any recommendations. <ol style="list-style-type: none"> <li>a. Community Committee, 6<sup>th</sup> November 2023  The Town Clerk reported that a Town Hall Heritage at Risk grant application appears to be suitable for the Town Hall roof repairs, and if Cllrs were happy to move forward with this, that she would begin the application process. Cllrs agreed that they were happy to apply for the Heritage at Risk grant funding should the Town Hall be eligible for the fund.</li> <li>b. Strategic Planning Committee, 13<sup>th</sup> November 2023</li> <li>c. Finance and Resources Committee, 20<sup>th</sup> November 2023</li> <li>d. Cycling Action Group, 28<sup>th</sup> November 2023  Cllr Walker queried if the insurance policies for the Rusty Rider clinic have been secured, and the Town Clerk responded that she would confirm with relevant parties.</li> </ol>
<b>FC101</b>	<b>East Chipping Norton Development</b> No updates received.
<b>FC102</b>	<b>Civic Announcements</b> Members received a report from the Mayor on Civic engagement and activities. Members noted that David Cameron is now Lord Cameron of Chipping Norton. Future events to note: <ul style="list-style-type: none"> <li>- Raising the Human Rights Flag on the 10<sup>th</sup> December 2023</li> <li>- Cllr Akers reported that he attended the Vigil for Peace in Gaza in Banbury.</li> </ul>
<b>FC103</b>	<b>Reports from representatives of outside bodies</b> Members received reports from members who sit on outside bodies. Cllrs Coleman and Graves attended a Field Reeves meeting and noted that a governance review will be undertaken. Cllr Whitmill updated that the Chippy Skatepark user group had a stall at the Christmas Lights switch on event, with a forthcoming meeting with Skateboard GB.
<b>FC104</b>	<b>Council action plan</b> Members noted the council action plan. Matters arising: The Town Clerk reported that the Speed Indicator Device has been delivered to the Town Council's offices. The post to mount it on will be installed by OCC contractors at no cost to the Town Council.
<b>FC105</b>	<b>Correspondence</b> Members received and noted correspondence from: <ol style="list-style-type: none"> <li>a. TVP Inspector Chris Ball following questions from Cllrs asked at the last Full Council regarding community safety.</li> <li>b. An offer from The Rural Services network offering a free trial subscription to their services until the end of February 2024.</li> </ol>

	<p>Cllr Finney proposed to join for 1 year, seconded by Cllr Coleman. Cllr Coleman noted that a Cllr should be put forward to monitor the free trial to determine value-for-money and whether a full membership should be taken forward. <b>RESOLVED:</b> That the Council joins the Rural Services Network for 1 year, with a review undertaken by the Strategic Planning Committee to determine ongoing membership.</p>
<b>FC106</b>	<p><b>Budget 2024 – 2025</b> Members received a proposed budget from the Finance and Resources Committee. Cllr Finney proposed the budget, seconded by Cllr Akers, all in favour. <b>RESOLVED:</b> That the Council adopted the estimated budget</p>
<b>FC107</b>	<p><b>To Formally Declare the Precept for 2024 – 2025</b> Members noted a report and recommendations from the Finance and Resources Committee. The current Band D precept charge is £120.84 per annum. The proposal was increase the precept by £9.67 (8%) to £130.51 per annum (per Band D property) for 2024-2025.  Cllr Walker proposed to declare the precept of £375,832, seconded by Cllr Akers. All in favour.  <b>RESOLVED:</b> That the report be noted and that the Town Clerk be authorised to sign and serve a precept on the West Oxfordshire District Council, in accordance with the appropriate provisions of the Local Government Act 1972 (as amended), requiring the District Council to pay the Town Council the sum of £375,832 in respect of Council Tax for the town during the financial year 2024-25.</p>
<b>FC108</b>	<p><b>Policies and Governance</b> Members received and considered the following policies as reviewed by the Finance and Resources Committee: a. Volunteer policy and agreement Cllr Akers noted that there were 22 volunteers for the Keep Chippy Beautiful event and that having a relevant policy is necessary to keep them safe, seconded by Cllr Graves. All in favour. The Town Clerk reported that this policy would only apply to regular volunteers or for those taking on roles at events. <b>RESOLVED:</b> That the Council adopts the Volunteer Policy and Agreement as written.</p>
<b>FC109</b>	<p><b>Local Council Awards Scheme</b> Members noted correspondence and certification from NALC confirming the Chipping Norton Town Council has received the Foundation Award. Cllrs queried if the council would be reaching for the next level of the award, and the Town Clerk confirmed that this is in hand. The next stage of the award would require Cllr profiles and an annual town report.</p>
<b>FC110</b>	<p><b>Cycle to Work Scheme</b> Members received a report regarding the Council joining the Cycle to Work Scheme. The Town Clerk reported that this is paid through a salary sacrifice scheme, and the Town Council would save in paying National Insurance payments while also supporting the Council’s environmental pledge. Cllr Coleman proposed a limit of £2,000 with a loan payback period of 18 months. Cllr Akers proposed, seconded by Cllr Coleman. <b>RESOLVED:</b> That the Council adopts the Cycle to Work Scheme, with a limit of £2,000 and a loan payback period of up to 18 months.</p>
<b>FC111</b>	<p><b>Pool Meadow</b> Members received a response from Beaumont Rivers that unfortunately due to a delay in assessment by WODC’s Ecology Officer, the final report is not ready for review. WODC is in the process of recruiting a new Ecology Officer and the Town Council will need to find alternative solution in the meantime. The next step will require Beaumont Rivers to obtain 3 quotes for an ecology report to be carried out.</p>
<b>FC112</b>	<p><b>Planning Applications</b> To receive a schedule of planning applications from West Oxfordshire District Council.  1. <b>APPLICATION NO:</b> <a href="#">23/02874/LBC</a> <b>PROPOSAL:</b> Internal works including adjustments of non-original timber partition walls, reconfiguration</p>

and redecoration and amendments to electrics, heating and ventilation

**ADDRESS:** 22A High Street, Chipping Norton, Oxfordshire

**RESOLVED:** No objection, no comment.

**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

**RESOLVED:** No objection, no comment.

**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

**RESOLVED:** Members noted that the planning consent for this application had lapsed, however, there had been further applications since. No objection, no comment.

**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

**RESOLVED:** No objection, no comment.

**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

**RESOLVED:** No objection, no comment. Members mentioned that the scanned plans were very faint and difficult to read.

**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

**RESOLVED:** No objection, no comment.

**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

**RESOLVED:** No objection, no comment.

**8. APPLICATION NO:** [23/02663/FUL](#)

**PROPOSAL:** External lighting to footpaths and car park in relation to planning permission 21/01204/FUL.

	(Retrospective) <b>ADDRESS:</b> 29 High Street, Chipping Norton, Oxfordshire <b>RESOLVED:</b> No objection, no comment.
<b>FC113</b>	<b>Date of the next meeting</b> Monday 19 <sup>th</sup> February 2024

The Chair closed the meeting at 7:44pm



