



**Minutes of a Full Council meeting held on the 15<sup>th</sup> April 2024 at 6:30pm**  
**in the Lower Hall, Chipping Norton Town Hall**

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

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Cllr Geoff Saul, OCC

9 Members of the public

<b>FC139</b>	<b>Apologies for absence</b> Apologies were received from Cllr Natasha Whitmill
<b>FC140</b>	<b>Declaration of interests</b> None received
<b>FC141</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the Full Council meeting held on the 19 <sup>th</sup> February 2024 were signed as an accurate record by the Chair.
<b>FC142</b>	<b>West Oxfordshire District Councillors update</b> Members received a verbal update from Chipping Norton's Ward Councillors sitting on WODC. Cllrs received a verbal update from Cllr Mark Walker: <ul style="list-style-type: none"><li>- Housing: The Local Plan 2041 is under review, the scheduled ancient monument pushing for a meeting with WODC and Historic England. The Town Council can stress that an overall strategic plan is needed for Chipping Norton.</li><li>- Air Quality: Draft submission plan due to be submitted to DEFRA on the 21<sup>st</sup> May 2024.</li><li>- Planning: New St planning application for turning their front garden to parking has been refused. Working with planning officers to understand how this can be enforced.</li></ul> Cllr Geoff Saul has been trying to receive answers about the East Chipping Norton site. There is some discussion about how the development could occur around the scheduled site. Cala Homes is challenging the Historic England listing of the site. Should OCC decide to start with a smaller development at the northern point of the site, this could be challenged by Cala Homes as the site is required to have a masterplan for the whole site.
<b>FC143</b>	<b>Oxfordshire County Councillors update</b> Members received an update from Chipping Norton's Ward Councillors sitting on OCC.



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	<p>Members noted that the police and district council had identified where CCTV cameras should be placed in Chipping Norton, which was due in March 2024. Cllr Saul reported that this has been postponed until June 2024.</p> <p>Cllrs queried if the Albion St junction funding is in the budget for 2024-25 – Cllr Saul confirmed this is the case.</p>
<b>FC144</b>	<p><b>Public Participation</b></p> <p>Members received the following public participation:</p> <ul style="list-style-type: none"> <li>• A resident came to speak about the Heythrop Hunt boxing day meet. The Town Clerk noted that the Hunt meets in town and not on town council land, and therefore the town council does not have any authority to . The Town Mayor agreed to make some enquiries on the Town Council’s behalf and will report back to Linda.</li> <li>• A resident came to speak about support for independent shops in the town center – the owner of Bumble &amp; Fawn came to ask if the Town Council could do anything to promote local businesses, such as providing town maps which showcase local shops. The Town Mayor reported that she would invite the resident to a meeting with our District Council officer to share her ideas.</li> <li>• A resident came to speak about the pictures and paintings in the Town Hall. The Town Clerk reported that care needed to be taken to digitize the photos as some of them were sunbleached and damaged. There is also the ongoing issue with damp near the stairs, which could damage the artwork, which the Town Council is keen to avoid. Members reassured Martin that the pictures would be put back in the Town Hall once they have been re-framed.</li> </ul>
<b>FC145</b>	<p><b>Minutes and reports from Committees</b></p> <p>Members noted the draft minutes of the following committees and sub-committees:</p> <ol style="list-style-type: none"> <li>a. Staffing Sub-Committee, 15<sup>th</sup> Feb 2024</li> <li>b. Community Committee, 11<sup>th</sup> March 2024</li> <li>c. Strategic Planning Committee, 18<sup>th</sup> March 2024</li> <li>d. Staffing Sub-Committee, 21<sup>st</sup> March 2024</li> <li>e. Finance and Resources Committee, 25<sup>th</sup> March 2024</li> </ol>
<b>FC146</b>	<p><b>East Chipping Norton Development</b></p> <p>No updates received</p>
<b>FC147</b>	<p><b>Civic Announcements</b></p> <p>Members received a written report of civic engagements from the Mayor. The Mayor thanked staff and Trustees of the Lido for putting on a great fundraising event on Saturday 13<sup>th</sup> April.</p> <p>The Mayor reminded everyone that there is a cemetery clean up day on the 27<sup>th</sup> April at Worcester Road Cemetery.</p>
<b>FC148</b>	<p><b>Reports from representatives of outside bodies</b></p> <p>No updates received</p>
<b>FC149</b>	<p><b>Council Action Plan</b></p> <p>Members noted the ongoing Council action plan</p>



<b>FC150</b>	<p><b>Correspondence</b></p> <p>None received</p>
<b>FC151</b>	<p><b>Policies and Governance</b></p> <p>Members received the following policy as recommended by the Strategic Planning Committee:</p> <ol style="list-style-type: none"> <li>a. Worcester Road Cemetery: Memorial Trees and Benches Policy  Cllrs queried if this included benches in town or just the cemetery? The Town Clerk reported that as the land in town would need to seek permission from OCC Highways this would require a different policy.  Cllr Finney proposed to adopt the policy as written, seconded by Cllr Akers. All in favour, motion carried.  <b>RESOLVED:</b> That the Memorial Trees and Benches Policy is adopted as written.</li> </ol> <p>Members received the following policy as recommended by the Finance and Resources Committee:</p> <ol style="list-style-type: none"> <li>a. Open Space Hire policy and procedure  Cllrs queried if there was a policy required for an appeal? The Town Clerk reported that the appeal would come to a committee for a decision.  Cllr Rickard proposed to adopt the policy as written, seconded by Cllr Graves. All in favour, motion carried.  <b>RESOLVED:</b> That the Open Space Hire policy and procedure is adopted as written.</li> </ol>
<b>FC152</b>	<p><b>Local Council Awards Scheme</b></p> <p>Members received a report from the Town Clerk regarding the Local Council's Quality Award and discussed next steps.</p> <p>The Town Clerk noted that the Town Council has achieved all the requirements to apply for the second level of the LCQA awards, after receiving the Foundation level this year.</p> <p>Cllr Coleman proposed that the Town Council moves forward with the application to achieve the next level of the LCQA, seconded by Cllr Finney. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Town Council confirms that it meets the following criteria and will proceed with the Local Council Quality Awards application.</p> <p>Criteria demonstrating good governance in managing the business and finances of a council:</p> <ul style="list-style-type: none"> <li>• Draft minutes of all council and committee meetings within four weeks of the last meeting</li> <li>• A Health and Safety policy</li> <li>• A policy on equality</li> <li>• A scheme of delegation</li> </ul> <p>Criteria representing a council's role in the community and how it engages with the community:</p> <ul style="list-style-type: none"> <li>• A community engagement policy involving two-way communication between council and community</li> <li>• Councillor profiles</li> <li>• A grant awarding policy</li> </ul>



	<ul style="list-style-type: none"> <li>• Evidence showing how electors contribute to the Annual Parish or Town Meeting</li> <li>• An action plan and related budget responding to community engagement and setting out a timetable for action and review</li> <li>• Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins</li> <li>• Evidence of helping the community plan for its future</li> <li>• At least two-thirds of its councillors who stood for election</li> <li>• An annual report that is actively shared with the community</li> <li>• Evidence of a customer service in how the council handles correspondence with the public</li> </ul> <p>Criteria representing council improvement through the management and development of staff and councillors:</p> <ul style="list-style-type: none"> <li>• A qualified Clerk</li> <li>• A formal appraisal process for all staff</li> <li>• A training policy and record for all staff and councillors</li> </ul>
<p><b>FC153</b></p>	<p><b>Planning Applications</b></p> <p><b>APPLICATION NO:</b> <a href="#">24/00769/OUT</a></p> <p><b>PROPOSAL:</b> Outline planning application, with all matters reserved other than principal means of access to the highway, for the construction of up to 104 residential dwellings, together with the provision of open space, landscaping and associated infrastructure.</p> <p><b>LOCATION:</b> Land South of Charlbury Road, Chipping Norton</p> <p>Objection – Cllrs Bibby, Graves, Rowe, Coleman, Akers, Weaver, Keyser, Rickard, Cahill, Finney, Wheaton  Supporting – 0  Abstaining- Cllrs Walker, Ritsperis, and Festa</p> <p>Comment:  <b>RESOLVED:</b> Objection – Chipping Norton Town Council would like to preface their objection by noting that it has always been supportive of the right housing in the right place for Chipping Norton but have concerns with this application and its context in light of other recent housing developments in town. Councillors believe that the housing allocation can be met from land already allocated to housing within the strategic plan.</p> <p>The Town Council notes that this application is outside the strategic plan and on non-allocated land, on the edge of the Cotswolds Area of Outstanding Natural Beauty. The position at the edge of town creates a vista leading to open natural landscapes from Burford Road out of the town, which Councillors would like to preserve.</p>



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	<p>Councillors also have concerns over the planned roads and infrastructure within the site. The proposed road layout clashes with the indicative road layout for the strategic development area site of East Chipping Norton 'Tank Farm' to the north of the site. Councillors noted that there needs to be better provision for pedestrians and cyclists into Chipping Norton, including the consideration for junctions and coordinating with the existing road layout. In particular, the provision for a pedestrian exit from the estate onto Charlbury Road has poor sightlines. The existing right-of-way has been preserved within the estate, but a walker would need to cross four roads to continue on the footpath. Finally, should the application be approved Councillors would request that Grampian conditions are imposed on the site to ensure that sewage and infrastructure upgrades are in place prior to the rest of the development going ahead.</p>
<p><b>FC154</b></p>	<p><b>Confidential Session</b>  <b>RESOLVED:</b> That the Council resolves to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press left the meeting during the consideration of the following item.</p>
<p><b>FC155</b></p>	<p><b>Staffing matters</b>  Members received a report and discussed next steps:</p> <ul style="list-style-type: none"> <li>Review of the Town Clerk's job description and salary scale  The Town Clerk's role has been evaluated by the Local Council Consultancy and has suggested that the Town Clerk is moved from SCP 36 to SCP 38 with effect from April 2024.  Cllr Akers proposed to accept the recommendation from the Local Council Consultancy seconded by Cllr Finney. All in favour, motion carried.  <b>RESOLVED:</b> That the Town Clerk is moved from SCP 36 to SCP 38 with effect from April 2024, and will move incrementally up the salary scale.</li> <li>Recruitment for an Administration and Customer Service Assistant  Cllrs discussed that the need for this post had been identified by the Local Council Consultancy since 2018.  Members discussed if there was any flexibility in the role's core hours and the Town Clerk reported that since the office is open 9am-1pm, the role's hours were arranged around then, and has suggested a wording amendment to the job description.  Cllrs queried if agencies have been investigated. Cllr Akers responded that agencies had been discounted as the Town Council would like to recruit someone to fulfill the role for longer than agencies could provide.  Cllr Akers proposed, seconded by Finney. All in favour, motion carried.  <b>RESOLVED:</b> That the Council moves ahead with the recruitment for an Administration and Customer Service Assistant, subject to one amendment to the role's hours.</li> </ul>
<p><b>FC156</b></p>	<p><b>Date of the next meeting</b>  13<sup>th</sup> May 2024 (The Annual Meeting of The Council)</p>



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The Chair closed the meeting at 8:14 pm.

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