



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

7th May 2024

SUMMONS TO ATTEND THE ANNUAL MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Monday 13th May 2024

TIME: 6:30pm

Cllrs. Steve Akers, Rachel Andrews, Ben Bibby, Mike Cahill, Sandra Coleman, 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

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. Election of Town Mayor 2024/25

To elect the Town Mayor and Chair of the Council, and to receive the Mayor's Declaration of Acceptance of Office.

2. Election of Deputy Mayor 2024/25

To elect the Deputy Town Mayor and Vice-Chair of the Council, and to receive the Deputy Mayor's Declaration of Acceptance of Office.

3. Apologies for absence.

To consider apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk (townclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for absence.

4. 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.

5. Minutes

To approve the Minutes of the Full Council meeting held on 15th April 2024.

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 any related recommendations of the following committee and sub-committee meetings:

- a. Traffic Advisory Sub-Committee – 25th April 2024
- b. Staffing Sub-Committee – 8th May 2024.

8. Welcome to the new District Councillor

The Mayor to welcome Chipping Norton's newly elected representative of West Oxfordshire District Council.

9. Policing Matters

- a. To receive an update on policing matters from local Thames Valley Police representatives.
- b. For Council to nominate a representative to liaise with TVP and provide regular updates to Council.

10. East Chipping Norton Development

To receive an update on the status of the East Chipping Norton Development.

11. Civic Announcements

To receive a report from The Mayor on Civic engagement and activities.

12. Correspondence

To receive and note any correspondence

13. Standing Orders

To note the Council's Standing Orders as reviewed and approved in February 2024.

14. Scheme of Delegation.

To note the Scheme of Delegation (including terms of reference for Committees) as reviewed in February 2024

15. Financial Regulations

To note Council's Financial Regulations as reviewed in February 2024.

16. Code of Conduct

To note the Councillors Code of Conduct.

17. Appointment of Members to Standing Committees and Sub-Committees

To appoint Members to the Standing Committees, Sub-Committees for the municipal year 2024/25.

18. Representatives to Outside Bodies

To appoint Council representatives to outside bodies.

19. Calendar of meetings

To receive the previously agreed calendar of meetings for the municipal year 2024/25.

20. Risk Register

To receive and approve the Council's Corporate risk register and risk management policy.

21. Flag flying for the 80th Anniversary of D-day

To consider the purchase and raising of a commemorative flag to mark the 80th anniversary of D-Day on 6th June 2024.

22. Activities Report from Chipping Norton Theatre

To receive an update report from Chipping Norton Theatre regarding the free school lunches programme that the Council supporting with funding.

23. Health and Safety

To receive and consider a proposal from the Council's Health and Safety Advisor.

24. Dual Bin Request

To receive and consider a request regarding the installation and emptying of a dual bin at the entrance of the Community Orchard.

25. Planning Applications

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

26. Date of the next meeting – Monday 10th June 2024



Minutes of a Full Council meeting held on the 15th 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

FC139	Apologies for absence Apologies were received from Cllr Natasha Whitmill
FC140	Declaration of interests None received
FC141	Minutes RESOLVED: That the minutes of the Full Council meeting held on the 19 th February 2024 were signed as an accurate record by the Chair.
FC142	West Oxfordshire District Councillors update 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">- 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.- Air Quality: Draft submission plan due to be submitted to DEFRA on the 21st May 2024.- 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. 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.
FC143	Oxfordshire County Councillors update 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>
FC144	<p>Public Participation</p> <p>Members received the following public participation:</p> <ul style="list-style-type: none"> • 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 make any decisions regarding the event . The Town Mayor agreed to make some enquiries on the Town Council’s behalf and will report back to Linda. • A resident came to speak about support for independent shops in the town center – the owner of Bumble & 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. • 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.
FC145	<p>Minutes and reports from Committees</p> <p>Members noted the draft minutes of the following committees and sub-committees:</p> <ol style="list-style-type: none"> a. Staffing Sub-Committee, 15th Feb 2024 b. Community Committee, 11th March 2024 c. Strategic Planning Committee, 18th March 2024 d. Staffing Sub-Committee, 21st March 2024 e. Finance and Resources Committee, 25th March 2024
FC146	<p>East Chipping Norton Development</p> <p>No updates received</p>
FC147	<p>Civic Announcements</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 13th April.</p> <p>The Mayor reminded everyone that there is a cemetery clean up day on the 27th April at Worcester Road Cemetery.</p>
FC148	<p>Reports from representatives of outside bodies</p> <p>No updates received</p>
FC149	<p>Council Action Plan</p> <p>Members noted the ongoing Council action plan</p>



FC150	<p>Correspondence None received</p>
FC151	<p>Policies and Governance Members received the following policy as recommended by the Strategic Planning Committee:</p> <p>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. RESOLVED: That the Memorial Trees and Benches Policy is adopted as written.</p> <p>Members received the following policy as recommended by the Finance and Resources Committee:</p> <p>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. RESOLVED: That the Open Space Hire policy and procedure is adopted as written.</p>
FC152	<p>Local Council Awards Scheme Members received a report from the Town Clerk regarding the Local Council's Quality Award and discussed next steps. 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. 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. RESOLVED: That the Town Council confirms that it meets the following criteria and will proceed with the Local Council Quality Awards application. Criteria demonstrating good governance in managing the business and finances of a council:</p> <ul style="list-style-type: none"> • Draft minutes of all council and committee meetings within four weeks of the last meeting • A Health and Safety policy • A policy on equality • A scheme of delegation <p>Criteria representing a council's role in the community and how it engages with the community:</p> <ul style="list-style-type: none"> • A community engagement policy involving two-way communication between council and community • Councillor profiles • A grant awarding policy



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	<ul style="list-style-type: none"> • Evidence showing how electors contribute to the Annual Parish or Town Meeting • An action plan and related budget responding to community engagement and setting out a timetable for action and review • Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins • Evidence of helping the community plan for its future • At least two-thirds of its councillors who stood for election • An annual report that is actively shared with the community • Evidence of a customer service in how the council handles correspondence with the public <p>Criteria representing council improvement through the management and development of staff and councillors:</p> <ul style="list-style-type: none"> • A qualified Clerk • A formal appraisal process for all staff • A training policy and record for all staff and councillors
<p>FC153</p>	<p>Planning Applications</p> <p>APPLICATION NO: 24/00769/OUT</p> <p>PROPOSAL: 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>LOCATION: 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: RESOLVED: 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>



	<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>FC154</p>	<p>Confidential Session RESOLVED: 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>FC155</p>	<p>Staffing matters Members received a report and discussed next steps:</p> <ul style="list-style-type: none"> 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. RESOLVED: 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. 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. RESOLVED: That the Council moves ahead with the recruitment for an Administration and Customer Service Assistant, subject to one amendment to the role's hours.
<p>FC156</p>	<p>Date of the next meeting 13th May 2024 (The Annual Meeting of The Council)</p>



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The Chair closed the meeting at 8:14 pm.

DRAFT



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Minutes of a Traffic Advisory Sub-Committee meeting held online on the

25th April 2024 via TEAMS

PRESENT: Cllrs Mark Walker (Chair), Sandra Coleman, Steve Akers, Alex Keyser, Michael Rowe, Tom Festa

ALSO PRESENT: Katherine Jang, Deputy Town Clerk and Estates Manager

Cllr Geoff Saul, OCC & WODC

Odele Parsons, Place, Planning and Coordination Team Leader OCC

James Wright, Traffic & Traffic Schemes Technical Officer OCC

Maria Wheatley, WODC Officer

2 members of the public

TAC43	Apologies for absence Apologies were received from Cllr Jo Graves, Mike Dixon (Bus Users Representative)
TAC44	Declaration of interests None received
TAC45	Minutes <ul style="list-style-type: none">a. RESOLVED: That the minutes of the sub-committee meeting held on the 29th January 2024 were signed and approved by the Chair as an accurate record of the meeting.b. Members noted the minutes of the Cycling Action Group held on the 22nd April 2024.
TAC46	Public Participation From Nigel Rose <ul style="list-style-type: none">1. <i>I am fully supportive of the 20mph zone. However, I share the concerns expressed by the Town Council about aspects of the implementation by the County Council. Could you please advise on the progress that has been made by the Town Council with officers to resolve the outstanding issues including the lack of repeaters, the location of the start of the zone on Banbury Road and the Speed Indicating Device (SID) by M&S still showing 30mph.</i> <p>Cllr Walker responded that Town Councillors have invited Lee Turner (OCC Officer) to have a meeting about the 20mph signage and implementation issues and are awaiting a reply. James Wright (OCC Officer) noted that the implementation TRO has now been signed off, and that changes to the plan would need to be amended.</p> <p>Nigel Rose followed up by saying that he completely understands the legal changes that would take time but queried problems with implementation (eg. SID displaying the wrong number).</p>



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	<p>Cllrs agreed for the Town Council to set up a meeting with Lee Turner (OCC) as a matter of urgency.</p> <p>2. <i>Speedwatch</i> <i>Thames Valley Police have stated that they do not have the resources to enforce the 20mph limit.</i> <i>Building on the example of residents of New Street, could you please advise what progress the Town Council has made with encouraging more residents groups to get involved with Speedwatch and the establishment of training courses, the provision of the necessary scanning equipment and the arrangements for notifying the authorities of non-compliance.</i></p> <p>Cllr Akers reported that due to his current workload, he has not yet taken the Speedwatch initiative forward, but that this could be taken on by interested volunteers in the town. Cllr Rowe noted that he has previous experience with Speedwatch. Cllrs agreed to bring this for discussion with other Cllrs to determine if any capacity remained to take on the Speedwatch programme.</p> <p>From Charlotte Bird</p> <p>1. <i>How and when are OCC measuring/monitoring the effectiveness of the whole 20 mph scheme in Chippy, and are they looking at all at enforcement measures...do they have a view already on how it is going??</i></p> <p>Cllr Walker did not believe there has been a survey or monitoring scheme in place by OCC. The Town Council has been in touch with Thames Valley Police regarding speeding in town.</p> <p>2. <i>What's happened to the SID being installed in Churchill Road (agreed 12 months back and Geoff Saul was paying for it out of his Councillors' fund (links with you speedwatch piece)</i></p> <p>The post has now been installed and the Town Council's Maintenance Operative will be installing the SID within the next few weeks.</p>
TAC47	LCWIP Odele Parsons reported that Natalie Moore had prepared a written update which would be circulated to Cllrs after the meeting. OCC is currently undertaking background research and looking at the network for walking in detail, including mapping. The next step would be looking at cycling in more detail. This will lead to a list of infrastructure improvements to be made in Chipping Norton. It would need to be taken to the Cabinet member in OCC for endorsement and approval.



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	<p>Cllr Walker thanked Odele for the update and was wondering if timings could be shared with the Town Council.</p> <p>Cllr Festa asked if there was scope for the Town Council to have input and share with the LCWIP prior to the consultation paper. Odele Parsons confirmed that this is possible and noted that the consultation paper will not be the first time the Town Council has input on the key priorities for infrastructure in town. Odele noted this workshop could be undertaken in early June 2024.</p> <p>Cllr Coleman asked about the cameras in place at the New St junction and what this is monitoring. Odele Parsons answered that this is likely a traffic counter as this had been requested for the New St junction.</p> <p>Odele Parsons noted that there is a small amount of funding to look at the New St junction this year. As this is being undertaken by external contractors, it is difficult to estimate timings at this point.</p> <p>Cllrs thanked Odele for joining the meeting and for the update.</p>
TAC48	<p>County Officer’s Report</p> <p>Nothing new to report from James Wright. He noted that lining and sign maintenance work is being undertaken in Chipping Norton.</p> <p>Cllr Coleman noted that there is a defunct sign on Churchill Road which leads to a business which no longer exists. James Wright requested that Cllr Coleman send him a photograph and location of the sign and that it can be changed.</p> <p>Cllr Akers asked if it would be possible for OCC to provide a list of pothole and road maintenance works on the schedule for Chipping Norton. James Wright said that unfortunately this is not possible from him as this is not his area, but that Paul Wilson and Vanessa Bowler (OCC) are the officers who may be able to help further.</p> <p>Cllr Saul reported that the OCC website has a forward works plan and map: https://oxfordshire.highway-iams.uk/Live/PBLC_ANON/PIP/?cg=scheme</p>
TAC49	<p>District Officer’s Report</p> <p>Maria Wheatley discussed updates to New St car park. Tickets are no longer being issued for exceeding the limits as many residents who live in the area use this car park as residential parking. She reported that only 3 tickets had been issued, 2 for being parked out of the marked bays, and 1 for parking in a disabled bay without having a pass.</p> <p>Members queried if there is any scope to have further disabled bays on New St outside the Sainsbury’s? Maria reported that this needs to be taken forward by the County Council. Happy to receive questions via: parking@westoxon.gov.uk</p>
TAC50	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group</p> <p>Members received a progress report from Cllr Saul. The Town Council’s HGV working group is currently dormant, as the Windrush Valley HGV study whose scope is much wider and includes Chipping Norton is taking place.</p> <p>The initial stakeholder scoping and engagement has been finished, and now working on data collection and options appraisal. Implementation from March 2025 onwards.</p>



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	<p>Cllr Festa queried if the cameras on the High Street are part of the HGV survey? Odele Parsons confirmed that this is simply to count traffic as part of the New St junction study.</p> <p>For Cllr Saul to share the actions from the HGV steering group minutes so that this can be discussed by the Town Council.</p>
TAC51	<p>Cycling</p> <p>Cllr Festa gave an update about the Rusty Riders initiative. The Town Council has published a cycling page on the website, including local information for cyclists. The County Council has kindly given the Town Council new signage for roads and the car parks, which will be put up in the coming month.</p> <p>Members are mapping out safe cycle routes in the town for CycleOx, which should complement the LCWIP's research.</p> <p>Cllr Akers thanked Cllr Festa for taking on the road safety signage project.</p> <p>James Wright noted that during COVID, OCC purchased a stock of bike racks to be installed near bus stops – these stocks have been depleted but Town Council could petition these to be brought back.</p>
TAC52	<p>Pedestrian and Road Safety</p> <p>Cllr Akers reminded members of Road Safety Week (17-24 Nov 2024).</p>
TAC53	<p>Parking</p> <p>Cllr Akers thanked Maria Wheatley for her report on parking in New St car park. Maria Wheatley noted that the signage has been refreshed at Albion St car park, but that nothing to do with enforcement or parking limits will change.</p> <p>Cllr Keyser queried if there has been any research done to change New St car park to a multi-level car park. Cllrs and Officers were not aware if this has ever been discussed, but from a budgetary point of view this would be unlikely, but some funding could come from S106 in future.</p> <p>Odele Parsons agreed to bring an on-street parking report to the next TAC meeting.</p> <p>Cllr Coleman noted that The Branch has worked hard to ensure their contractors used New St car park throughout the development.</p>
TAC54	<p>Date of the next meeting – Thursday 27th June 2024</p>

The Chair closed the meeting at 3:25pm.



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Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Wednesday 8th May at 2pm**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Jo Graves

Cllr Ian Finney

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

SSC27	Apologies for absence. Apologies were received from Cllrs Whitmill and Coleman. Cllr Cahill confirmed he would be late.
SSC28	Declarations of interest There were no declarations.
SSC29	Minutes RESOLVED: That the minutes of the meeting held on 21 st March 2024 are approved as a correct record and signed by the Chair.
SSC30	Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.
SSC31	Staffing matters Members received a confidential report regarding staffing matters regarding the Deputy Clerk and Estates Manager having gained the Certificate in Local Council Administration. Members noted congratulations to the officer for this achievement in their continuous professional development. Cllr Finney proposed a salary increase of two points from 26 to 28, widening the salary scale to 30 in that the officer can continue to progress over the next two years. Seconded by Cllr Akers. All in favour, motion carried. RESOLVED: That the Deputy Clerk and Estates Manager moved to salary point 26 (£36,648 per annum) in line with the contract agreement following the CiLCA qualification being achieved, and the top of the salary scale now sits at point 30.
SSC32	Date of next meeting. To be confirmed.

The meeting closed at 14:17pm.

Signed as an accurate record

Chair.....

Date.....



Department for Levelling Up,
Housing & Communities

Simon Hoare MP
Minister for Local Government
2 Marsham Street
London
SW1P 4DF

Leaders of Local Authorities in England

21 March 2024

Dear Leader,

Accommodating councillors with need of maternity, paternity or neonatal care leave

The Neonatal Care (Leave and Pay) Act 2023 makes provisions for employees with responsibility for children receiving neonatal care. This expands on existing statutory family-related leave and pay entitlements available to employees, such as maternity, paternity, adoption, and shared parental leave and pay. Councillors are not in scope of these provisions by virtue of the fact that they are not legally classified as employees.

Whilst appreciating that many councils will already have relevant policies in place, I am keen to ensure that councils consider the provisions at Section 85 (1) of the Local Government Act 1972 as a means of providing flexibility to those councillors who may need to care for their children, including those who are receiving neonatal care.

Section 85 (1) requires a member of a local authority to attend at least one meeting of that authority within a six-month period, unless the authority has approved their period of absence for any reason it deems necessary. This effectively gives authorities the discretion to allow longer periods of absence as needed by members with children requiring neonatal care, with no loss of their basic allowance, or, if relevant, a Special Responsibility Allowance, as long as the request is approved before the end of the six-month absence period.

Councillors who wish to apply for this dispensation should write to the appropriate officer. The Government encourages councils to look sympathetically at accommodating such requests, and to show understanding and flexibility to councillors who need to care for their children, including those who are receiving neonatal care.

I hope you agree that this is the right thing for councillors. I would be grateful if you could bring the contents of this letter to the attention of all current members of your council, the town and parish councils within your area, and your council's Chief Executive and Monitoring Officer.

This letter will be published on gov.uk for guidance purposes.

*With my best wishes,
Yours,
Simon*

SIMON HOARE MP
Minister for Local Government

Agenda items 13-15 – Council Governance Documents

It is standard practice for the Council to review the following documents at the Annual meeting of the Council:

- Standing Orders
- Scheme of Delegation
- Financial Regulations

As all three of these documents have been reviewed in detail by the Finance Committee in February, and approved by Full Council in March, it is not felt that a full review is required at the meeting. Therefore in order to reduce the size of the supporting documents pack, and less printing required, a link to each of these documents that are published on the Council's website will be provided below, with one hard copy brought to the meeting.

It is unlikely that any amendments needs to me made so close to the detailed review. However, if Council have any proposals for amendments they can be considered.

- Agenda item 13
<https://www.chippingnorton-tc.gov.uk/wp-content/uploads/2024/05/CNTC-Standing-Orders-Reviewed-Feb-2024-2.pdf>
- Agenda item 14
<https://www.chippingnorton-tc.gov.uk/wp-content/uploads/2024/05/CNTC-Scheme-of-Delegation-reviewed-Feb-2024.pdf>
- Agenda item 15
<https://www.chippingnorton-tc.gov.uk/wp-content/uploads/2024/05/CNTC-FINANCIAL-REGULATIONS-Reviewed-Feb-2024-1.pdf>

Recommendation

1. That the Council's Standing Orders, Scheme of Delegation and Financial Regulations are noted and approved.

Agenda item 14 - Member Code of Conduct

1.0 Introduction

The Council has a duty to promote and maintain high standards of conduct by members and co-opted members of the Council, and formally adopt a code of conduct, in accordance with the *Localism Act 2011*.

2.0 Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of the Councillor and in Local Government.

3.0 Definitions

For the purposes of this Code of Conduct, a “Councillor” means a member or co-opted member of the local authority. A “co-opted member” is defined in the *Localism Act 2011 Section 27(4)* as “a person who is not a member of the authority but who

3.1 is a member of any committee or sub-committee of the authority, or;

3.2 is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

4.0 General Principles of Councillor Conduct

Everyone in public office and all who serve the public or deliver public services, including Councillors and local authority officers, should uphold the Seven Principles of Public Life, also known as the Nolan Principles, (see Appendix A).

Building on these principles of selflessness, objectivity, accountability, openness, honesty and integrity and leadership, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in Councillors, on all occasions a Councillor shall:

- act with integrity and honesty
- act lawfully
- treat all persons fairly and with respect; and
- lead by example and act in a way that secures public confidence in the role of Councillor.
- impartially exercise their responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently in accordance with the local authority's requirements and in the public interest.

These general principles have been incorporated into the obligations of the Code of Conduct as set out below.

5.0 Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including at face-to-face meetings, at online or telephone meetings, in written communication, in verbal communication, in non-verbal communication and in electronic and social media communication, posts, statements and comments.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

6.0 Standards of Councillor Conduct

This section sets out the obligations (in bold below), which are the minimum standards of conduct required of a Councillor. Should a Councillor's conduct fall short of these standards, a complaint may be made against them, which may result in action being taken.

Guidance is also included below each obligation to help explain the reasons for the obligations and how they should be followed.

6.1 Respect

A Councillor:

6.1.1 Shall treat everyone, including other Councillors and members of the public with respect.

6.1.2 Shall treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behavior from everyone. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the relevant social media provider and/or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councilor- officer protocol.

6.2 Bullying, Harassment and Discrimination

A Councillor:

6.2.1 Shall not bully any person.

6.2.2 Shall not harass any person.

6.2.3 Shall promote equalities and not discriminate against any person.

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Discrimination is where someone is treated unfairly because of a protected

characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Legislation places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

6.3 Impartiality of Officers of the Council

A Councillor:

6.3.1 Shall not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral, (other than political assistants where applicable). They should not be coerced or persuaded to act in a way that would undermine their neutrality. A Councillor may question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, a Councillor must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

6.4 Confidentiality and access to information

A Councillor:

6.4.1 Shall not disclose information either given to them in confidence by anyone or acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, unless

- i. They have received the consent of a person authorised to give it; or**
- ii. They are required by law to do so; or**
- iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
- iv. the disclosure is reasonable and in the public interest; and also made in good faith and in compliance with the reasonable requirements of the local authority and consultation with the Monitoring Officer has taken place prior to its release.**

6.4.2 Shall not improperly use knowledge gained solely as a result of their role as a Councillor for the advancement of themselves, their friends, family members, employer or business interests.

- 6.4.3 Shall not prevent anyone from getting information that they are entitled to by law.**
- 6.4.4 When making decisions on behalf of, or as part of, the Council shall have due regard to any professional advice provided by the Council's Officers.**

6.5 Disrepute

A Councillor:

- 6.5.1 Shall not bring their role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions.

6.6 Use of position

A Councillor:

- 6.6.1 Shall not use, or attempt to use, their position improperly to the advantage or disadvantage of anyone.**

A Councillor should not take advantage of opportunities, responsibilities and privileges to further their own or others' private interests or to disadvantage anyone unfairly.

6.7 Local authority Resources and Facilities

A Councillor:

- 6.7.1 Shall not misuse council resources.**
- 6.7.2 Shall, when using the resources of the local authority or authorising their use by others, act in accordance with the local authority's requirements; and ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which they have been elected or appointed.**

A Councillor may be provided with resources and facilities by the local authority to assist them in carrying out their duties as a Councillor. Examples may include office support, stationery, equipment such as phones, computers and transport and access and use of local authority buildings and rooms.

6.8 Compliance with the Code of Conduct

A Councillor:

- 6.8.1 Shall undertake Code of Conduct training as required by the local authority.**
- 6.8.2 Shall cooperate with any Code of Conduct assessment, investigation, hearing and/or determination.**
- 6.8.3 Shall not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 6.8.4 Shall comply with any sanction imposed on them following a finding that they have breached the Code of Conduct.**

It is extremely important for a Councillor to demonstrate high standards, to have your actions open to scrutiny and not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

7.0 Registering and Declaring Interests

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

7.1 Disclosable Pecuniary Interests

A Councillor must, within 28 days of taking office as a member or co-opted member, notify the Council's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State (see Appendix B), where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You must disclose the interest at any meeting of the Council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'. If it is a 'sensitive interest', you must disclose the fact that you have an interest but do not have to disclose the nature of it. (A sensitive interest is an interest which, in the opinion of the Monitoring Officer, if disclosed, could lead to the Councillor, or a person connected with them, being subjected to violence or intimidation.) You are personally responsible for deciding whether or not you should disclose an interest in a meeting.

Following any disclosure of an interest not on the Council's register, or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, by the Monitoring Officer, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

Where you have a disclosable pecuniary interest on a matter to be considered or being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

You must ensure that your register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Appendix B is a criminal offence under the Localism Act 2011.

7.2 Other Registerable Interests

You must also register your other registerable interests with the Monitoring Officer within 28 days of taking office and ensure these are kept up to date by notifying any changes within 28 days.

Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Appendix C), you must disclose the interest. Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have an Other Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

7.3 Non-Registerable Interests

Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests at 7.1 above), or the financial interest or wellbeing of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a sensitive interest you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which **affects** your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests as set out at 7.2 above and appendix C you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have a Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

8.0 Gifts and Hospitality

A Councillor:

- 8.1 Shall not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

- 8.2 Shall register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 8.3 Shall register with the Monitoring Officer any significant gift or hospitality that they have been offered but have refused to accept.**

The presumption should always be not to accept significant gifts or hospitality but there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered.

You do not need to register gifts and hospitality which are not related to your role as a Councillor.

It is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor.

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B: Disclosable Pecuniary Interests

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in the table below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged. (c)

Subject	Description
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.</p>
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issues share capital of that class.</p>

* ‘Director’ includes a member of the committee of management of an industrial and provident society.

* ‘Securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix C: Disclosure of Other Registrable Interests

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any Body
 - (i) exercising functions of a public nature
 - (ii)** directed to charitable purposes or
 - (iii)** one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Agenda item 17 - membership of Standing Committees and Sub-Committees for the Municipal Year 2024-25

The Council have the following standing committees

- Community Committee
- Strategic Planning
- Finance and Resources

And the following Sub-Committees

- Traffic Advisory (Strategic Planning)
- Planning (Strategic Planning)
- Staffing (Finance and Resources)

It is useful for the standing committees to be balanced in terms of membership numbers, as this means that each committee is equally represented by Councillors. A good number is 8, but can be more if Council see fit. Less than 8 is not advisable as this leads to a risk of low attendance or even a meeting being inquorate.

Sub-Committees should have 6 members, and ideally some of the members should sit on the standing committee that oversees the sub-committee.

The Town Clerk has been communicating with Councillors to be able to come to the meeting with a starting point for committee membership. This starting point is attached.

Recommendation

1. That the Council agree and approve membership of the Council's standing committees and sub-committees for the municipal year 24-25.

Appendix 1. Draft Committee and Sub-Committee Memberships

The Mayor sits on each standing committee ex-officio. This list is based on expressions of interest received and/or membership of committees for the previous year.

Standing Committees:

Community Committee
Alex Keyser
Athos Ritsperis
Ben Bibby
Emily Weaver
Jo Graves
Mike Cahill
Michael Rowe
Rachel Andrews
Sandra Coleman
Steve Akers
Total: 10

Strategic Planning Committee
Alex Keyser
Dom Rickard
Ian Finney
Jo Graves
Mark Walker
Michael Rowe
Mike Cahill
Sandra Coleman
Sharon Wheaton
Tom Festa
Total: 10

Finance and Resources Committee
Athos Ritsperis
Dom Rickard
Emily Weaver
Ian Finney
Natasha Whitmill
Sandra Coleman
Mike Cahill
Total: 7

Sub-Committees:

Planning Sub-Committee (Strategic Planning)
Dom Rickard
Ian Finney
Mike Cahill
Rachel Andrews
Sandra Coleman
Total: 5

Traffic Advisory Sub-Committee (Strategic Planning)
Alex Keyser
Jo Graves
Mark Walker
Michael Rowe
Sandra Coleman
Steve Akers
Tom Festa
Total: 7

Staffing Sub-Committee (Finance and Resources)
Ian Finney
Jo Graves
Mike Cahill
Natasha Whitmill
Sandra Coleman
Total: 5

Agenda item 18 - Representatives to outside bodies

The Council need to nominate representatives to sit on the Chipping Norton Welfare Charities Board. The Mayor sits on the board as an ex-officio member, and there are three other vacancies. The representatives are often, but do not have to be Town Council members, but they do need to be approved by the Council and the position is for 4 years unless a member steps down.

- Cllr Rizvana Poole is a board member until May 2026.
- Cllr Athos Ritsperis has asked that he step down from the board as the meetings are held during the day and it has not been possible to attend them.

Therefore, along with the Mayor, there are two vacancies to fill.

Recommendation

1. That the Council receive nominations and approve two representatives to sit on the board of Trustees for the Chipping Norton Welfare Charities from May 2024-2028.



Calendar of meetings 2024/25

May 2024

Monday 13th May, 6:30pm
Annual Meeting of The Council

Thursday 23rd May, 6:30pm
William Fowler Allotments Committee

June 2024

Monday 3rd June, 6:30pm
William Fowler Trust Board Meeting

Monday 10th June, 6:30pm
Full Council (AGAR)

Monday 17th June, 6:30pm
Community Committee

Thursday 27th June, 2pm (online)
Traffic Advisory Sub-Committee

July 2024

Monday 1st July 6:30pm
Strategic Planning Committee

Monday 8th July 6:30pm
Finance and Resources Committee

Monday 22nd July 6:30pm
Full Council

August 2024

Wednesday 14th August 6:30pm
Planning Sub-Committee (if required)

Sept 2024

Monday 9th Sept 6:30pm
Community Committee

Monday 16th Sept 6:30pm
Strategic Planning Committee

Thursday 19th September, 6:30pm
William Fowler Allotments Ctte

Monday 23rd September, 6:30pm
Finance and Resources Committee

Monday 30th Sept 6:30pm
William Fowler Trust Board Meeting

Oct 2024

Thursday 3rd October, 2pm (online)
Traffic Advisory Sub-Committee

Monday 7th Oct, 6:30pm
Full Council

Nov 2024

Monday 4th November, 6:30pm
Community Committee

Monday 11th November, 6:30pm
Strategic Planning Committee

Monday 18th November, 6:30pm
Finance and Resources Committee

Thursday 22nd November, 6:30pm
William Fowler Allotments Ctte

Dec 2024

Monday 2nd December, 6:30pm
William Fowler Trust Board Meeting

Monday 9th December, 6:30pm
Full Council (budget)

Jan 2025

Wednesday 15th January
Planning Sub-Committee (if required)

Thursday 16th January, 2pm (online)
Traffic Advisory Sub-Committee

Monday 20th January, 6:30pm
Community Committee

Monday 27th January, 6:30pm
Strategic Planning Committee

Feb 2025

Monday 3rd February, 6:30pm
Finance and Resources Committee

Monday 10th February, 6:30pm
Full Council

Thursday 13th February, 6:30pm
William Fowler Allotments Ctte

Monday 24th February, 6:30pm
William Fowler Trust Board Meeting

March 2025

Monday 3rd March, 6:30pm
Community Committee

Monday 10th March, 6:30pm
Strategic Planning Committee

Monday 17th March, 6:30pm
Finance and Resources Committee

Thursday 27th March, 2pm (online)
Traffic Advisory Sub-Committee

Monday 31st March 6:30pm:
Full Council

April 2025

Monday 28th April, 7pm
The Annual Meeting of The Town

Agenda item 20 – Corporate Risk Register and Strategy

The Council approved a new Corporate Risk Register and Strategy in October 2023.

It is standard practice that the risk register is approved at the annual meeting of the Council.

The Town Clerk has reviewed this and has recommended two additions be made to the register, in order that it is up to date. These amendments are highlighted in red and recognise that the Deputy Clerk is now CiLCA Qualified, and that the Council has Cyber Security in place.

No amendments to the strategy have been identified.

Recommendation:

1. That the Council approve the corporate risk register with the proposed amendments included.

CORPORATE RISK REGISTER

Category	AREA OF RISK	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	CONTROL MEASURES	MITIGATION NOTES
Which category of risk is this?	Give a brief summary of the risk.	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY) Address the highest first.	What is currently in place to reduce the risk	What can be done to further lower or eliminate the impact or probability?
Business continuity	Business interruption	Council services impacted or stopped	5	1	5	Business Interruption insurance cover. IT systems and infrastructure able to facilitate home working for all admin staff	Develop a business continuity plan
Legal and assets	Council records (hard copies): Loss through theft, fire, damage, flood	Loss of irreplaceable Council records	5	1	5	Fire Risk Assessment and procedures in place. Documents kept locked and secured. Historical, valuable or sensitive documents to be kept in the firesafe	Papers over 4 years old to be archived with County records office.
Legal and assets	Council records (electronic)	Loss of irreplaceable Council records	5	1	5	Cloud-based server in place, managed by third party IT provider. Council agendas, papers and minutes published online and therefore retrievable.	

Financial and legal	Imposed liability through partnership working	Financial loss, legislation breach or reputational risk	5	1	5	Officers to clarify legal position and seek advice where necessary. Formal agreements held on file following resolution by Council or Committee.	
Financial and continuity	Precept setting	The precept not being adequate enough to cover the functions of the Council	5	1	5	<p>Sound budget setting to inform precept demand.</p> <p>The Finance and Resources Committee receive budget monitoring reports.</p> <p>Committees consider budgets to help inform overall budget required ahead of precept setting meeting in December.</p>	Develop a five-year financial plan

Financial	Insurance: Adequacy, cost, compliance and fidelity	Financial loss due to lack of insurance cover or cost of policy	5	1	5	<p>Insurance policy reviewed annually, with new quotes and contracts entered into once every three years. Includes assets, public liability, legal and professional support.</p> <p>Risk assessments carried out for events and other Council work where required.</p> <p>Town Clerk and CEO, and the RFO in touch with the account manager to ensure any new information is shared with them, and advice taken when needed</p>	
Financial	Banking	Financial loss due to lack of security or inputting error.	5	1	5	<p>Dual authentication required for payments.</p> <p>All details kept secure in safe.</p> <p>Robust procedures in place.</p>	Existing procedures adequate

Financial	Cash	Loss or theft of cash	3	3	9	<p>Minimal petty cash held in the office.</p> <p>All cash received kept in the safe and banked as soon as practical.</p> <p>All cash used at events to be supervised by an officer and locked away securely.</p> <p>Float for Town Hall kept locked securely away.</p>	Introduction of cashless system for events
Financial	Financial controls and records	Inadequate controls and management resulting in financial loss	5	1	5	<p>Online payments require dual authorisation</p> <p>Accounts reconciled by a councillor each month against published finance statement.</p> <p>Fully compliant with recommendations made by appointed Internal Auditor Accounts externally audited annually.</p> <p>Internal controls in place</p>	Existing procedures adequate
Legal	Freedom of Information	Inability to provide information relating to freedom of information requests.	3	1	3	<p>FOI policy and procedure in place and published online.</p> <p>Councillors use gov.uk email addresses.</p>	Existing procedures adequate

Human Resources, Business Continuity and Financial	Head of paid service	Loss of the Town Clerk and CEO	5	1	5	Deputy Clerk in position. Shared responsibilities for most activities. Connections with locum services if required	Putting "key staff" insurance policy in place.
Financial and reputational	Fraud	Financial and reputation loss due to fraud	4	1	4	Anti Fraud and Corruption Policy in place	Existing procedures adequate
Financial	Election costs	Unplanned costs due to contested by-election taking place	3	2	6	Provision for an election to be included in the annual budget	
Human Resources	Non-payment of salaries	Staff not receiving salaries on the expected day	4	1	4	At least two members of staff are trained in calculating, submitting and setting up payments	Existing procedures adequate
Financial	Significant unexpected expenditure	Lack of funds to meet costs of unexpected expenditure	5	2	10	Contingency included in the budget. At least 6 months annual costs held in reserves	
Sites and assets	Security of buildings	Loss due to criminal or accidental damage.	5	1	5	Fire Alarms and CCTV cameras on Town Hall and Guildhall. Intruder alarm on Guildhall. Photographic record held of the pictures hung in the Town Hall. Photographic evidence of chains.	

Sites and Assets	Damage to property	Damage to the Town Hall or other Council assets	5	2	10	Buildings and contents insurance taken out.	
Sites and Assets, Financial	Fire risk	Risk of fire in the Town Hall	5	1	5	Fire Risk Assessment in place and adhered to. Fire alarms tested weekly. All staff receive fire warden training. CCTV in place	
Legal	Legal liability	Risk of carrying out actions outside of legal remit	5	1	5	The Clerk and Deputy Clerk are CILCA Qualified and the Council has a General Power of Competence. All decisions made by Committee and Council resolution. Member/Officer protocol in place. Membership of OALC in place to obtain advice if required	
Legal	Accuracy of Minutes and Statutory Documents	Inaccurate documents being published and stored	3	1	3	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements.	

Legal, financial and reputational	Public Liability	Risk to third party property or individuals	3	1	3	Insurance in place. Inspection of items in the public realm (play equipment etc) in place and adhered to.
Human Resources, Legal and Financial	Employer Liability	Non-compliance with the law	5	1	5	All staff on NALC model contracts. Staff handbook in place and adhered to. Staffing Sub-Committee in place
Legal	Document control	Non-compliance with statutory requirements	4	1	4	Document retention policy in place
Business continuity, reputational, financial	Loss of adequate internment space	Not being able to meet the needs of the town with regard to internments	5	1	5	Additional land has been aquired
Financial and legal	Memorial safety	Risk of injury due to unsafe memorials	5	1	5	Memorial safety policy in place. Third party contractor carrying out inspections and repairs
Human Resources, reputational	Vexatious Complaints	Staff time, reputational risk and impact on Staff and Councillor wellbeing	3	2	6	Vexatious complaints policy in place
Assets, Human Resources and Financial	Cyberattack	Councillor or council staff emails compromised due to a phishing attempt	3	2	6	Councillor and staff education about recognising phishing attempts. Accounts can be restored centrally by third party IT provider. Cyber-security is in place.



**Chipping
Norton**
Town Council

CHIPPING NORTON TOWN COUNCIL RISK MANAGEMENT STRATEGY

1. Risk Management Policy Statement

Chipping Norton Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses and to minimise uncertainty.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk management is an integral part of The Council's management processes. Risk management is not just about financial management it is about ensuring the achievement of objectives to deliver high quality services.

2. Objectives

The objectives of the Risk Management Strategy are to:

- Integrate risk management into the culture of the Council.
- Identify risks.
- Manage risk in accordance with best practice.
- Consider and respond to changing social environmental and legislative requirements.
- Put in controls to minimise risk.

These objectives will be achieved by:

- Establishing clear roles and responsibilities.
- Awareness and training as appropriate.
- Consideration of risk management when dealing with new projects.
- Monitoring.

3. Categories

Risks have been put into the following categories:

- Financial.
- Legal.
- Technological.
- Environmental.
- Sites and Assets.
- Human Resources.
- Business Continuity.
- Reputational.

4. Risk Identification

Assessments have been prepared based on the risk management document reviewed by The Council on an annual basis. These are shown in the Risk Register at Appendix A of this document.

5. Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – The circumstances from which the risk arises are removed so that the risk no longer exists;
- **Reduction** – Loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;
- **Transfer** – The financial impact is passed to others e.g. by revising contractual terms;
- **Sharing** – The risk is shared with another party;
- **Insuring** – Insure against some or all of the risk to mitigate financial impact; and
- **Acceptance** – Documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

6. Risk Monitoring

The risk management process does not finish with putting risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is

must be periodically advised of amber risks and the action planned and /or taken to control them.

Risks rated as red are not acceptable. Immediate action is required to bring the risk down to a lower category risk or, if this is not possible or desired, to terminate the activity that creates the risk. The Council must be immediately advised of red risks and regularly updated on the action planned and taken to control them until they are within the spectrum of reasonably acceptable risk.

8. Roles and Responsibilities

- 8.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the Council.
- 8.2 **Councillors** – Risk management is seen as a key part of Councillor’s stewardship role and there is an expectation that Councillors will lead and monitor the approach adopted, including the approval of the Risk Management Strategy and Risk Register.
- 8.3 **Employees** – will undertake their job within risk management guidelines ensuring that their skills, experience and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed information into the formal process. They will work to control risks or threats within their roles, monitor progress and report on task related risks to their line manager when necessary.
- 8.4 **Town Clerk and CEO** – will act as the lead officer on risk management, assisted by the Deputy Town Clerk, Responsible Financial Officer and the Events and Facilities Officer, and be responsible for overseeing the implementation of the Risk Management Strategy.
- 8.5 **Role of the Audit** – The Audit provides an important scrutiny role by carrying out audits to provide independent assurance that the necessary risk management systems are in place and all significant business risks are being managed effectively. The Audit assists the Council in identifying both its financial and operational risks and seeks to assist in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud
- 8.6 **Full Council**– Review and future development of the Risk Management Strategy and Risk Register will be overseen by the Full Council.
- 8.7 **Training** – The aim will be to ensure that both staff and directors have the skills necessary to identify, evaluate and control the risks associated with the services they provide. Risk Management training and development will be provided through

a range of methods such as workshops, literature and in-house service familiarisation.

8.8 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.

9. Conclusion - The adoption of a sound risk management approach should achieve many benefits for the Council It will assist in demonstrating that Chipping Norton Town Council is committed to continuous service improvement and effective corporate governance.

10. Review - This Risk Management Strategy was reviewed by the Finance and Resources Committee on 25th September 2023 and adopted by Full Council on 9th October 2023.

Review date: May 2025

11. Reference

- The Local Audit and Accountability Act 2014. Web site [Here](#)
- National Association of Local Councils (NALC). Web site: [Here](#)
- The Joint Panel on Accountability and Governance (JPAG). Web site [Here](#)

Agenda item 21 – Flag flying for the 80th Anniversary of D-Day 2024

Thursday June 6th 2024 is the 80th Anniversary of D-Day. The Chipping Norton British Legion are holding a memorial ceremony at the War Memorial in the evening, which all members of the Council are invited to.

In order to further mark the day on behalf of the Town, it is recommended that the Council purchases the official 80th anniversary peace flag:

<https://newtonnewtonflags.com/product/the-d-day-80-flag-of-peace/>

This flag can be flown at 10am on 6th June from the flagpole at the Millenium Garden. The Town Clerk has discussed this with the RBL, who would be happy to send some representatives to the flag raising.

Recommendation:

1. That the D-Day 80 Flag of peace is purchased and flown from the Council's flagpole on June 6th 2024.

FREE SCHOOL MEALS SUPPORT

Report for Town Council

April 2024

THE THEATRE CHIPPING NORTON

"We use the meal and craft packs, community films and free tickets to other shows and the youth musical theatre for 1 child at the theatre. My child enjoys the youth theatre group from performing to learning about the backstage side of productions. We as a family enjoy the watching of him on stage, knowing he helps behind the scenes too. The food packs/vouchers are a godsend and help with the awful high cost of food when budgets are so tight especially after my husband was made redundant. The craft packs are such a fab idea and to have all items and instructions included help this very tired mum be a fun mum with a ready-made craft idea! The kids love seeing what's inside the packs just as much as I do! Just a thank you to the funders! This resource is amazing and appreciated by so many families just managing to get by and often with little assistance available elsewhere. We can finally feel like someone does actually care."

Participant Feedback for the Free School Meal Cultural Programme

In April 2023, the Communities Committee of the Town Council generously gifted the Theatre the very significant sum of £3,120 to make our Free School Meals cultural programme possible. Our plan was to offer 4 free family films, 8 free arts and craft packs, 2 arts and craft workshops, a free family fun day at Cotswold Crescent in the summer and 4 taster performance workshops. I am thrilled to report that across the year, in addition to supporting food needs for 170 young people in every week of the holidays, we have been able to offer:

- **568 free tickets to 6 Free Family Films:** Indiana Jones and the Dial of Destiny, Clifford the Big Red Dog, Disney's Strange World, Wonka, The Super Mario Bros Movie, Trolls Band Together
- **965 free arts and craft packs given out (with collections for Easter still incoming) for 7 packs:** May flowers paper flower making, Summer paper theatre making and puppet making, October Dia de los Muertos Calvera craft, Christmas Ojos de Dios wool craft, Family Valentines trees in February and Easter bird origami
- **3 free arts and craft workshops at the Theatre:** in summer we ran in-person workshops on paper theatre and cork puppet making, and on making animal puppets, and at Christmas we had a huge Christmas ornament, cards and angel making workshop which had a very special guest – **Santa!** – who came with two elves to meet all the children and to gift them each a cone full of small toys
- **137 children from our FSM programme attended the Cotswold Crescent play day**, which we supported Oxfordshire Play Association to develop and via our Chippy Creatives network we were thrilled to welcome storytelling from the Library, forest craft with Learn2Sustain and theatre-making with Seedbed Theatre as well as FSM collection and free facepainting from the Theatre team. This was the first time OPA had returned to Chippy in years following low attendance, and they are now planning to be back in 2024!
- **70 free tickets to a special FSM Community Performance:** Cinderella Panto supported by Wise Investments
- **This Easter as well as an Easter trail with a large Easter egg for each child we are about to run two taster workshops**, one for our 0-6s Little Limelights programme which is very popular and one for our Youth Theatre, to encourage those who aren't yet signed up to our Bursary scheme to get involved and join us.
- Plus a brand new strand to the ladder of engagement for our FSM families: **373 free tickets to 6 live performances at the Theatre:** Splashtest Dummies, David Gibb, Bossy, the Nutcracker, Theatre showcases and Cinderella (in addition to FSM Community Performance)

MAY FREE LUNCHES

AT THE THEATRE, SPRING STREET

THIS MAY HALF TERM COLLECT YOUR ALDI VOUCHER & CRAFT PACKS FROM THE THEATRE BOX OFFICE 1-5 PM FRI 26TH OR TUES 30TH MAY



OCTOBER FREE LUNCHES

AT THE THEATRE, SPRING STREET

THIS OCTOBER HALF TERM COLLECT YOUR ALDI VOUCHER & CRAFT PACKS FROM THE THEATRE BOX OFFICE 1-5 PM FRI 20TH OR TUES 23RD OCTOBER



CHRISTMAS CRAFT MORNING



THE THEATRE CHIPPING NORTON TAKE PART



We are so incredibly grateful for the massive support of Town Council for this absolutely vital support for local families who are struggling in these really hard times. We are delighted to report that participants have also collected 1,107 food vouchers for families on low incomes - £10 per child for one week holidays, and £15 per fortnight per child for longer holidays – with the support of Wise Investments and Aldi. Our numbers of supported children have now grown to 170 young people.

The best success of our this year is how many of our families are now accessing all that the Theatre has to offer. We wrote in our application for support that our aims were to create “another step on the journey that gives people access to all that the Theatre can offer as our capacity to offer free access through bursaries grows”. It is wonderful to report that we have 29 young people from our free school meal programme engaging year-round, every week in bursary places in our youth theatre and youth musical theatre programme, as well as 35 young people from the programme engaging in our summer free school meal HAF activities over three weeks. However, you will note that we only offered two taster workshops rather than our originally planned four, and that we made a new addition to the cultural programme with a very significant 373 free tickets to six live performances. The reason behind this change was to stay responsive to feedback from participants. In July 2023 we ran a large scale survey with our FSM programme parents and carers, from which we learned:

- **100% of participants prefer to receive food vouchers** with comments such as ‘we love the vouchers and being able to choose the items that our children love’, with 91% favouring Aldi vouchers
- **Our most popular cultural offer is the free films**, with 92% requesting more, so we offered an additional two free films to our planned four and offered six free films this year
- Having initially been very reluctant to engage in our live programme, we were buzzing that barriers have been broken down and **67% requested more free theatre tickets!** This is a real change in the comfort levels of our families at the Theatre, and we were delighted to rise to this challenge and give out an addition 373 free community tickets to our FSM families this year.
- **Arts and Crafts remain popular** with 67% of participants requesting them
- **Only four respondents were interested in participatory or family theatre workshops**, hence our decision to reduce our offering in this area in order to increase our films and theatre offerings

We had some really lovely anonymous feedback from participants we are thrilled to share with the Town Council:

“We use school holiday lunches/vouchers, free craft sessions, free theatre shows. The lunches/vouchers have made a massive difference to budgeting for food over school holidays. The children have been able to access the theatre to see shows that we wouldn’t take them to normally due to cost. A massive THANK YOU. It makes such a difference to families.”

“We do Youth musical theatre, funky pants, free meals. The theatre bursary has been the most life changing for my anxious 8 year old who has not only made great friends but also gained confidence in herself and become a brilliant public speaker which will really help her all the way through her education. The extra money for food shops during holidays just make everyone that little bit happier with less stress surrounding food and what we can afford. We are so very grateful. Thank you very much.”

All of us at the Theatre would also like to say a huge thank you to the Community Committee of the Town Council for your incredibly generous and impactful support. This programme is not only supporting families who need help the most, but is radically changing who our Theatre is for and it is so exciting. The people who make the most use of our Theatre spaces, programme and activities are now our Free School Meal families. They engage year-round in every holiday through the supported cultural programme, and also in our year-round term-time bursary programme, in our SEN and Mental Health parent groups every month, in our HAF holiday projects and more. Our FSM families are now one of the most major stakeholders in the Theatre, and thanks to your support the Theatre really does belong to them. We would like this to continue for a long time, as its this work that places the Theatre at the heart of our community, supporting, helping and changing lives through the arts.

I hope you enjoy reading all about this programme, and seeing a few of the pictures we took this year. We are so grateful for what you have made possible. With all my thanks, from the bottom of my heart, and from all of us at the Theatre. Clare O’Hara, Head of Community









Luci Ashbourne
Town Clerk & CEO
Chipping Norton Town Council
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e gavin@ghsafety.co.uk
w www.ghsafety.co.uk

24th April 2024

Dear Luci,

Health & Safety Support Proposal - Competent H&S Advisor

I hope you and the team are well at CNTC.

GH Safety (Limited) has supported Chipping Norton Town Council for the last 3 years with health & safety advice and support on an ad-hoc basis. During this time, it is fair to say, primarily driven by yourself, improvements to risk management have been considerable. This has a direct benefit in reducing the risk of accidents for persons under your duty and care and will greatly assist in reducing the risk of criminal and civil action.

As required by the Management of Health at Work Regulations 1999, Chipping Norton Town Council is required to have competent advice on H&S matters, this can be an external or internal appointment. I appreciate you have internal competency with Tania's and yourself, however external support is beneficial from an impartial perspective. This proposal fulfils this role in the capacity of an external advisor.

Initial compliance audit

As the last formal audit was conducted in 2021, I believe it would be beneficial to carry out a further review covering workplace observations, employee consultation and documentation reviews. The audit report will track progress and help define what's working well and any potential improvements areas. This is included within the support fee.

To appoint GH Safety (Ltd) as your competent external advisors, the service will include:

1. To provide up to 2 hours advice and support on an unlimited number of queries throughout the support period
2. All documents provided by GH Safety (Ltd) will be reviewed and updated on an annual basis to meet your legal obligations as required by HSG65 (Policy, Risk Assessments, Guides)
3. To proactively contact you quarterly, to check how things are going and offer advice and support as required
4. To plan a quarterly on-site H&S support days with a pre-agreed agenda
5. To provide regular updates on legislation changes that impact of your business
6. To assist with accident, incident and near miss reporting activity and corrective action guidance
7. To assist with H&S campaigns to drive a positive safety culture

8. To assist with RIDDOR reporting and consultation with enforcement authorities and insurance providers as required.
9. To provide assistance with reviewing event risk assessments and event plans
10. To keep you informed we will send you a quarterly health & safety newsletter
11. To provide health & safety fact sheets and templates on any aspect of compliance on request
12. Interim compliance review and support with any training initiatives or DSE support activity.
13. To undertake an annual compliance review and prepare a report on compliance performance and improvement initiatives
14. Annual review and update of your Fire Risk Assessment complaint with the Regulatory Reform Fire Order 2005 for the Town Hall.

The above support proposal assumes 4 on-site support days a year plus 1 off site day a year. I will keep a schedule of all support tasks undertaken which we can review from time to time.

Monthly support fee **£251.25 plus VAT** collected via standing order.

CV, PL, EL and PI insurances plus references can be provided on request.

Fees are based on:

Hourly rate £85/hour
Travel time £20/hour
Fuel recovery £0.45/mile

If there is any aspect you wish to discuss, please do not hesitate to contact me.

I look forward to hearing from you.

Yours sincerely,



Gavin Hopkins, Director, GH Safety (Ltd) BSc Civil Eng, TechIOSH, APS, FPA

Agenda item 24 - Dual Bin Request

The Council has received a request from one of the businesses on the Elmsfield Industrial Estate that a dual waste bin be installed near the entrance to the Community Orchard.

The reason this request has come in is because this area is a well used dog walking route, and without a bin nearby people are choosing to put their dog waste in the industrial recycling bins, which means that they're unable to be collected without extra fees. The bins have been locked, but people are now hanging the dog waste bags from the bins.

The Town Clerk visited the site and there were indeed bags of dog waste left by the recycling bins. The nearest bin is in the Cemetery itself, or in New Street Recreation area.

Therefore the Town Clerk contacted West Oxfordshire District Council to enquire as to whether a bin can be installed on the road side next to the walkway to the Community Orchard. WODC have confirmed this can be done and Ubico can empty weekly. This would come at a cost of £8.37 per week (£435.24 per annum) to the Town Council.

The proposed location can be seen by clicking [this link](#).

Recommendation:

1. That Council consider the request for a bin to be installed at the proposed location, and if so approve the annual cost of the weekly empties.

Agenda item 25 - Planning Applications

1. **APPLICATION NO:** [24/00921/RES](#)
PROPOSAL: Reserved Matters application pursuant to Outline Planning Permission 23/00536/OUT for layout, scale, appearance, and landscaping for a development of 86 dwellings, parking, public open space and associated infrastructure.
LOCATION: Land South of Hit of Miss Farm, Banbury Road, Chipping Norton

2. **APPLICATION NO:** [24/00998/HHD](#)
PROPOSAL: Erection of single storey front and rear extensions
LOCATION: 28 Lords Piece Road, Chipping Norton

3. **APPLICATION NO:** [24/00945/LBC](#) and [24/00944/FUL](#)
PROPOSAL: Conversion of existing dwelling to form two flats with associated internal alterations
LOCATION: 22A High Street, Chipping Norton

4. **APPLICATION NO:** [24/00943/HHD](#)
PROPOSAL: Demolition of the existing garage and erection of single storey side extension
LOCATION: 36 Churchill Road, Chipping Norton

Updates:

None to note