



Minutes of a Full Council meeting held on the 13th May 2024 at 7pm in the Lower Hall, Chipping Norton Town Hall:
Annual Meeting of the Council

PRESENT: Cllrs. Sandra Coleman (Town Mayor), Rachel Andrews, Ben Bibby, Tom Festa, Ian Finney, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO
Alison Packer, Responsible Finance Officer
Terry Palmer, Mace Bearer, Town Hall Keeper
Tania Kirby, Events and Facilities Officer
Paolo Oliveri, Maintenance Operative
Chris Ball, Thames Valley Police Inspector
Cllr Geoff Saul, WODC and OCC
Cllr Rizvana Poole WODC

9 members of the public

FC1	Election of Town Mayor 2024/25 Members received nominations for election of Mayor. Cllr Walker proposed Cllr Coleman, Cllr Wheaton seconded. All in favour, motion carried. RESOLVED: That Cllr Coleman is elected Mayor for the municipal year 2024-25 and signed the declaration of acceptance of office.
FC2	Election of Deputy Mayor 2024/25 Members received nominations for election of Deputy Mayor. Cllr Coleman proposed Cllr Akers, Cllr Wheaton seconded. All in favour, motion carried. RESOLVED: That Cllr Akers is elected Deputy Mayor for the municipal year 2024-25. Cllr Akers will sign the declaration of acceptance of office at the next available opportunity.
FC3	Apologies for absence Apologies were received from Cllrs Akers, Graves and Cahill.
FC4	Declaration of interests None received.
FC5	Minutes



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	<p>RESOLVED: That the Minutes of the Full Council meeting held on the 19th February 2024 were signed as an accurate record by the Chair.</p>
FC6	<p>Public Participation None received.</p>
FC7	<p>Minutes and reports from Committees Members noted the draft minutes and considered related recommendations of the following committee and sub-committee meetings:</p> <ul style="list-style-type: none"> a. Traffic Advisory Sub-Committee, 25th April 2024 Cllr Walker enquired about why members of the public were named in the TAC minutes and not in the Full Council minutes, The Town Clerk to check with the Deputy Clerk. b. Staffing Sub-Committee, 8th May 2024 Cllr Coleman informed that Katherine Jang has passed her CiLCA, for which she is congratulated. Salary to increase in accordance with her contract by 2 points.
FC8	<p>Welcome to the new District Councillor The Mayor extended a welcome to Cllr Geoff Saul Chipping Norton's re-elected representative of West Oxfordshire District Council.</p>
FC9	<p>Policing Matters</p> <ul style="list-style-type: none"> a) Members received an update from Thames Valley Inspector Chris Ball on policing matters in Chipping Norton, during which he noted a recent spate of thefts from motor vehicles, ongoing work with the Community Safety Partnership re CCTV and shoplifting continuing to be an issue and that not all offences are being reported. <p>Cllr Rowe requested more enforcement of the 20mph speed limits. Inspector Ball explained this was not a priority with the resources available. Speed data is needed from Community Speed Watch.</p> <p>Cllr Walker asked what would be needed to change the policing priorities and whether speed data has helped in any areas. Inspector Ball explained that RTC data and Speed Watch data has been used elsewhere. He encouraged Councillors to volunteer with the Community Speed Watch</p> <p>Cllr Festa informed Inspector Ball that with increased visitors to Diddly Squat Farm, there were lots of 'super cars' with no registration plates on them.</p> <p>Cllr Ritsperis asked if Domestic Violence was high in this area. Inspector Ball had no statistics to hand but confirmed that it does occur.</p> <ul style="list-style-type: none"> b) Cllr Coleman nominated Cllr Wheaton, seconded by Cllr Rickard to act as representative to liaise with TVP, all in favour, motion carried. <p>RESOLVED: That Cllr Wheaton nominated as representative to liaise with TVP and provide regular updates to Council</p>



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FC10	<p>East Chipping Norton Development Cllrs noted that since the scheduling of the site by Historic England, the planning process has been paused so no further updates received.</p>																																	
FC11	<p>Civic Announcements Members received a report from The Mayor on Civic engagement and activities, including; Eid, Rugby Festival, Blossom Day, Lawrence Home Nursing’s 25 year anniversary and have flown flags for St Georges Day and Earth Day. She noted that the Council is one of only 1.5% of councils who have received the NALC Local Council Foundation Award.</p>																																	
FC12	<p>Correspondence Members noted correspondence from the Department for Levelling Up, Housing & Communities regarding care leave accommodation for councillors taking maternity, paternity, or neonatal care leave.</p>																																	
FC13	<p>Standing Orders Members noted that the Council’s Standing orders had been recently reviewed and approved in February 2024.</p>																																	
FC14	<p>Scheme of Delegation Members noted that the Council’s Scheme of Delegation (including terms of reference for Committees) was reviewed and approved in February 2024.</p>																																	
FC15	<p>Financial Regulations Members noted that the Council’s Financial Regulations were reviewed and approved in February 2024.</p>																																	
FC16	<p>Code of Conduct Members noted the Councillors Code of Conduct. Cllr Coleman explained the importance of the code.</p>																																	
FC17	<p>Appointment of Members to Standing Committees and Sub-Committees Members considered appointing members to the Standing Committees and Sub-Committees for the municipal year 2024/25.</p> <p>Standing Committee membership</p> <table border="1" data-bbox="209 1608 1289 2049"> <thead> <tr> <th data-bbox="209 1608 568 1682">Community Committee</th> <th data-bbox="568 1608 927 1682">Finance and Resources Committee</th> <th data-bbox="927 1608 1289 1682">Strategic Planning Committee</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 1682 568 1720">Alex Keyser</td> <td data-bbox="568 1682 927 1720">Athos Ritsperis</td> <td data-bbox="927 1682 1289 1720">Alex Keyser</td> </tr> <tr> <td data-bbox="209 1720 568 1758">Athos Ritsperis</td> <td data-bbox="568 1720 927 1758">Dom Rickard</td> <td data-bbox="927 1720 1289 1758">Dom Rickard</td> </tr> <tr> <td data-bbox="209 1758 568 1796">Ben Bibby</td> <td data-bbox="568 1758 927 1796">Ian Finney</td> <td data-bbox="927 1758 1289 1796">Jo Graves</td> </tr> <tr> <td data-bbox="209 1796 568 1834">Jo Graves</td> <td data-bbox="568 1796 927 1834">Natasha Whitmill</td> <td data-bbox="927 1796 1289 1834">Mark Walker</td> </tr> <tr> <td data-bbox="209 1834 568 1872">Mike Cahill</td> <td data-bbox="568 1834 927 1872">Sandra Coleman</td> <td data-bbox="927 1834 1289 1872">Michael Rowe</td> </tr> <tr> <td data-bbox="209 1872 568 1910">Rachel Andrews</td> <td data-bbox="568 1872 927 1910">Mike Cahill</td> <td data-bbox="927 1872 1289 1910">Mike Cahill</td> </tr> <tr> <td data-bbox="209 1910 568 1948">Sandra Coleman</td> <td data-bbox="568 1910 927 1948">Emily Weaver</td> <td data-bbox="927 1910 1289 1948">Sandra Coleman</td> </tr> <tr> <td data-bbox="209 1948 568 1986">Emily Weaver</td> <td data-bbox="568 1948 927 1986">Ben Bibby</td> <td data-bbox="927 1948 1289 1986">Tom Festa</td> </tr> <tr> <td data-bbox="209 1986 568 2024">Steve Akers</td> <td data-bbox="568 1986 927 2024"></td> <td data-bbox="927 1986 1289 2024">Sharon Wheaton</td> </tr> <tr> <td data-bbox="209 2024 568 2049">Michael Rowe</td> <td data-bbox="568 2024 927 2049"></td> <td data-bbox="927 2024 1289 2049"></td> </tr> </tbody> </table>	Community Committee	Finance and Resources Committee	Strategic Planning Committee	Alex Keyser	Athos Ritsperis	Alex Keyser	Athos Ritsperis	Dom Rickard	Dom Rickard	Ben Bibby	Ian Finney	Jo Graves	Jo Graves	Natasha Whitmill	Mark Walker	Mike Cahill	Sandra Coleman	Michael Rowe	Rachel Andrews	Mike Cahill	Mike Cahill	Sandra Coleman	Emily Weaver	Sandra Coleman	Emily Weaver	Ben Bibby	Tom Festa	Steve Akers		Sharon Wheaton	Michael Rowe		
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Cllr Rickard proposed membership of the Community Committee as listed above, seconded by Cllr Ritsperis, all in favour, motion carried

Cllr Bibby proposed membership of the Strategic Planning Committee as listed above, seconded by Cllr Weaver, all in favour, motion carried.

Cllr Finney proposed membership of the Finance and Resources Committee as listed above, seconded by Cllr Wheaton, all in favour, motion carried.

Sub-Committee Membership

Traffic Advisory Sub-Committee	Planning Sub-Committee	Staffing Sub-Committee
Alex Keyser	Dom Rickard	Ian Finney
Jo Graves	Ian Finney	Jo Graves
Mark Walker	Mike Cahill	Mike Cahill
Michael Rowe	Rachel Andrews	Natasha Whitmill
Tom Festa	Sandra Coleman	Steve Akers
Sandra Coleman	Michael Rowe	Sandra Coleman
Steve Akers		

Cllr Wheaton proposed membership of the Planning Sub-Committee as listed above, seconded by Cllr Whitmill, all in favour, motion carried.

Cllr Rickard proposed membership of the Traffic Advisory Sub-Committee as listed above, seconded by Cllr Finney, all in favour, motion carried.

Cllr Festa proposed membership of the Staffing Sib-Committee as listed above, seconded by Cllr Rowe, all in favour, motion carried.

RESOLVED: That the Council agreed and approved membership of the Council’s standing committees and sub-committees for the municipal year 2024-2025

FC18 Representatives to Outside Bodies

Members appointed Council representatives to outside bodies.

Chipping Norton Welfare Charities:

Cllr Athos Ritsperis is unable to attend daytime meetings and therefore would like to stand down. This means there are two CNTC spaces on the board of Trustees to fill.

Noted interest in the two CNTC spaces on the Board of Trustees received from:

- Cllr Ben Bibby
- Cllr Emily Weaver
- Cllr Michael Rowe

Members voted for vacant position 1 as follows; Cllr Rowe 1, Cllr Bibby 9, Cllr Weaver 3

Cllr Bibby is appointed onto the first position.

Members voted for vacant position 2 as follows; Cllr Rowe 3, Cllr Weaver 9.



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	<p>RESOLVED: That Cllrs Bibby and Weaver are appointed to sit on the Board of Trustees for the Chipping Norton Welfare Charities from May 2024-2028</p>
FC19	<p>Calendar of Meetings Members received the previously agreed calendar of meetings for the municipal year 2024/25.</p>
FC20	<p>Risk Register Members received the Council’s Corporate Risk Register and Risk Management Policy which was last approved October 2023. Two amendments recommended by the Town Clerk: Reference to the Deputy Clerk is now CiLCA qualified and that the Council now has Cyber Security in place.</p> <p>Cllr Walker proposed that the Risk Register and Risk Management Policy be approved with the two noted amendments, seconded by Cllr Whitmill. All in favour, motion carried.</p> <p>RESOLVED: That the Council approves the corporate Risk Register with the proposed amendments included.</p>
FC21	<p>Flag Flying for the 80th Anniversary of D-Day Members considered purchasing and raising a commemorative flag to mark the 80th anniversary of D-Day on the 6th June 2024.</p> <p>Cllr Bibby proposed that a flag is purchased for raising, seconded by Cllr Walker. 8 in favour, 1 abstention, motion carried.</p> <p>RESOLVED: That the D-Day 80 Flag of Peace is purchased and flown from the Council’s flagpole on 6th June 2024.</p>
FC22	<p>Activities Report from Chipping Norton Theatre Members received an update report from the Chipping Norton Theatre regarding the free school lunches programme that the Council supported with funding.</p>
FC23	<p>Health and Safety Members received and considered a proposal from the Council’s Health and Safety Advisor, to provide an initial audit and ongoing support at a cost of £251.25 per month. Cllr Festa proposed that GH Safety are appointed as external Health and Safety Advisors for a year and evaluated annually, seconded by Cllr Keyser. All in favour, motion carried.</p> <p>RESOLVED: That GH Safety are appointed as the Council’s external Health and Safety Advisors at a cost of £251.25 plus VAT per month.</p>
FC24	<p>Bin Request Members considered a request regarding the installation of a dual bin at the entrance of the Community Orchard in order to provide a bin for dog walkers to use. WODC will cover the installation and the Town Council would need to cover the cost of emptying which is £8.37 per week or £435.24 per annum. Cllr Finney proposed, seconded by Cllr Wheaton</p> <p>RESOLVED: That a dual bin is installed at the entrance to the Community Orchard at a cost of £435.24 per annum.</p>



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FC25	Planning Applications Members received a schedule of planning applications from West Oxfordshire District Council: 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 CNTC Comment: Chipping Norton Town Council supports the comments from housing Dept at WODC, and the recommendation re disability access. 2. APPLICATION NO: 24/00998/HHD PROPOSAL: Erection of single storey front and rear extensions LOCATION: 28 Lords Piece Road, Chipping Norton CNTC Comment: Support & no comment 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 CNTC Comment: Neutral – Consideration given to parking 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 CNTC Comment: Support – No comment
FC26	Date of the next meeting Monday 10 th June 2024

The Chair closed the meeting at 7.36pm

Signed as an accurate record.....

Date.....