



Minutes of a Full Council meeting held on the 12th May 2025 at 6.30pm
in the Lower Hall, Chipping Norton Town Hall:
Annual Meeting of the Council

PRESENT: Cllrs. Sandra Coleman (Town Mayor), Rachel Andrews, Ben Bibby, Mike Cahill, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

ALSO PRESENT:

Katherine Jang, Town Clerk and CEO
Alison Packer, Responsible Finance Officer
Heidi Davies, Admin and Customer Service Assistant
Terry Palmer, Mace Bearer and Town Hall Keeper
Paolo Oliveri, Maintenance Operative
Wesley Smith, PCSO Thames Valley Police
Lucy Anderson-Slater, PO Thames Valley Police
Cllr Geoff Saul, WODC and OCC
Cllr Mike Baggaley WODC

Members of the public: 10

FC1	Election of Town Mayor 2025/26 Members received nominations for election of Mayor. Cllr Finney proposed Cllr Coleman, Cllr Graves seconded. No other nominations were received. All in favour, motion carried. RESOLVED: That Cllr Coleman is elected Mayor for the municipal year 2025-26 and signed the declaration of acceptance of office.
FC2	Election of Deputy Mayor 2025/26 Members received nominations for election of Deputy Mayor. Cllr Coleman proposed Cllr Akers, Cllr Bibby seconded. No other nominations were received. All in favour, motion carried. RESOLVED: That Cllr Akers is elected Deputy Mayor for the municipal year 2025-26 and will sign the declaration of acceptance of office at the next available opportunity.
FC3	Apologies for absence Cllr Tom Festa, Mark Walker and Steve Akers (Deputy Mayor)
FC4	Declaration of interests None received.
FC5	Minutes



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	<p>Cllr Graves proposed to accept the minutes of the Full Council meeting held on the 31st March 2025 without amendment, seconded by Cllr Rickard.</p> <p>All in favour, motion carried.</p> <p>RESOLVED: That the Minutes of the Full Council meeting held on the 31st March 2025 were signed as an accurate record by the Chair.</p>
FC6	<p>Public Participation</p> <p>None received</p>
FC7	<p>Minutes and reports from Committees</p> <p>No meetings of committees or sub-committees have taken place since the previous Full Council meeting held on the 31st March 2025.</p>
FC8	<p>Welcome to the new District Councillor</p> <p>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 PCSO Wesley Smith on policing matters in Chipping Norton. b. Council to nominate a representative to liaise with TVP and provide regular updates to Council. Cllr Coleman proposed Cllr Wheaton. Seconded by Cllr Cahill. All in favour. <p>RESOLVED: That Cllr Wheaton is elected as the Council's representative to liaise with TVP and provide regular updates to the Council.</p>
FC10	<p>East Chipping Norton Development</p> <p>No updates.</p>
FC11	<p>Civic Announcements</p> <p>Members received a report from The Mayor on Civic engagement and activities.</p>
FC12	<p>Correspondence</p> <p>None received.</p>
FC13	<p>Standing Orders</p> <p>Members considered the Council's Standing Orders. Cllr Finney proposed to accept the Council's Standing orders. Seconded by Cllr Graves. All in favour, motion carried.</p> <p>RESOLVED: That the Council's Standing orders are approved.</p>
FC14	<p>Scheme of Delegation</p> <p>Members considered the Scheme of Delegation (including terms of reference for committees) Cllr Bibby proposed to accept the Scheme of Delegation (including terms of reference for committees). Seconded by Cllr Wheaton. All in favour, motion carried.</p> <p>RESOLVED: That the scheme of Delegation (including terms of reference) is approved.</p>



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FC15	<p>Financial Regulations</p> <p>Members considered the Council’s Financial Regulations. Cllr Weaver proposed to accept the Council’s Financial Regulations. Seconded by Cllr Finney. All in favour, motion carried.</p> <p>RESOLVED: That the Council’s Financial Regulations are approved.</p>																																																						
FC16	<p>Code of Conduct</p> <p>Councillors noted the Councillors Code of Conduct. Cllr Graves proposed to accept the Councillors Code of Conduct. Seconded by Cllr Wheaton. All in favour.</p> <p>RESOLVED: That the Code of Conduct is approved.</p>																																																						
FC17	<p>Appointment of Members to Standing Committees and Sub-Committees</p> <p>Members considered appointing members to the Standing Committees and Sub-Committees for the municipal year 2025/26.</p> <p>Standing Committee membership</p> <table><tr><th>Community Committee</th><th>Finance and Resources Committee</th><th>Strategic Planning Committee</th></tr><tr><td>Alex Keyser</td><td>Athos Ritsperis</td><td>Alex Keyser</td></tr><tr><td>Athos Ritsperis</td><td>Dom Rickard</td><td>Dom Rickard</td></tr><tr><td>Ben Bibby</td><td>Ian Finney</td><td>Jo Graves</td></tr><tr><td>Jo Graves</td><td>Natasha Whitmill</td><td>Mark Walker</td></tr><tr><td>Mike Cahill</td><td>Sandra Coleman</td><td>Michael Rowe</td></tr><tr><td>Rachel Andrews</td><td>Mike Cahill</td><td>Mike Cahill</td></tr><tr><td>Sandra Coleman</td><td>Emily Weaver</td><td>Sandra Coleman</td></tr><tr><td>Emily Weaver</td><td></td><td>Tom Festa</td></tr><tr><td>Steve Akers</td><td></td><td></td></tr><tr><td>Michael Rowe</td><td></td><td></td></tr></table> <p>Sub-Committee Membership</p> <table><tr><th>Traffic Advisory Sub-Committee</th><th>Planning Sub-Committee</th><th>Staffing Sub-Committee</th></tr><tr><td>Alex Keyser</td><td>Dom Rickard</td><td>Ian Finney</td></tr><tr><td>Jo Graves</td><td>Ian Finney</td><td>Jo Graves</td></tr><tr><td>Mark Walker</td><td>Mike Cahill</td><td>Mike Cahill</td></tr><tr><td>Michael Rowe</td><td>Rachel Andrews</td><td>Natasha Whitmill</td></tr><tr><td>Tome Festa</td><td>Sandra Coleman</td><td>Steve Akers</td></tr><tr><td>Sandra Coleman</td><td></td><td>Sandra Coleman</td></tr></table> <p>Cllr Keyser proposed membership of Committee’s as listed above. Seconded by Cllr Rickard. All in favour.</p> <p>RESOLVED: That the members of the Council’s Standing Committees and Sub-Committees are approved for the municipal year 2025/26.</p>	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		Tom Festa	Steve Akers			Michael Rowe			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	Tome Festa	Sandra Coleman	Steve Akers	Sandra Coleman		Sandra Coleman
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FC18	<p>Representatives to Outside Bodies</p>																																																						



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	<p>Members appointed Council representatives to outside bodies.</p> <p>William Fowler Allotment Committee: Cllr Keyser put himself forward to join the committee. All in favour of Cllr Keyser to join the William Fowler Allotment Committee.</p> <p>RESOLVED: Cllr Keyser is elected as a Trustee to the William Fowler Allotment Committee.</p> <p>Welfare Charities: Cllr Whitmill announced her intention to step down. Cllr Keyser volunteered to take her place. All in favour.</p> <p>RESOLVED: Cllr Keyser is elected as a Town Council representative for the Chipping Norton Welfare Charities.</p>
FC19	<p>Calendar of Meetings Members received the previously agreed calendar of meetings for the municipal year 2025/26. Cllr Graves proposed to accept the calendar meetings for the municipal year 2025/26, seconded by Cllr Finney. All in favour.</p> <p>RESOLVED: That the Calendar of Meetings for the municipal year 2025/26 is approved.</p>
FC20	<p>Risk Register Members received the Council's Corporate Risk Register and Risk Management Policy. Cllr Cahill proposed to accept the Council's Corporate Risk Register and Risk Management Policy. Seconded by Cllr Whitmill. All in favour.</p> <p>RESOLVED: That the Corporate Risk Register and Risk Management Policy is approved.</p>
FC21	<p>Asset Register Members received the Council's asset register. It was noted that that during budget setting for FY 2026-27 that the replacement costs for equipment and assets will be budgeted in and taken to the Finance & Resources Committee for consideration. Cllr Rickard proposed to accept the Asset Register. Seconded by Cllr Whitmill. All in favour.</p> <p>RESOLVED: That the Asset Register is approved.</p>
FC22	<p>Planning Applications Members received a schedule of planning applications from West Oxfordshire District Council:</p> <p>1. APPLICATION NO: 25/01001/FUL PROPOSAL: Replacement of refrigeration plant equipment and associated enclosure and fencing, installation of air source heat pumps and associated fencing with associated works. LOCATION: Aldi Stores Ltd Banbury Road Chipping Norton</p>



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	<p>CNTC Comment: Support</p> <p>2. APPLICATION NO: 25/01023/HHD PROPOSAL: Construction of a glazed veranda to rear elevation LOCATION: 21 Morris Close Chipping Norton Oxfordshire CNTC Comment: No comment</p> <p>3. APPLICATION NO: 25/00929/FUL PROPOSAL: Construction of a single storey commercial warehouse and workshop LOCATION: Land North East Of Station Yard The Leys Chipping Norton CNTC Comment: The Council should urge for permeable paving to reduce the chance of surface flooding and drainage problems.</p> <p>4. APPLICATION NO: 25/00908/HHD PROPOSAL: Erection of single storey front extension and decking platform LOCATION: 5 Tilsley Road Chipping Norton Oxfordshire CNTC Comment: No comment</p> <p>5. APPLICATION NO: 25/00706/HHD PROPOSAL: Construction of 'in-fill' and single storey extensions to rear elevation, erection of extension to existing rear dormer to create additional living space and provision of new front entrance porch. LOCATION: 26 Walterbush Road Chipping Norton Oxfordshire CNTC Comment: No comment</p> <p>6. APPLICATION NO: 25/00821/HHD PROPOSAL: Proposed single storey rear and two storey side extensions, replacement garage/workshop and associated works. LOCATION: 2 Bell Piece Cottage Burford Road Chipping Norton CNTC Comment: No comment</p> <p>7. APPLICATION NO: 25/00761/HHD PROPOSAL: Erection of detached garage and provision of new vehicular access. LOCATION: 19 Lewis Road Chipping Norton Oxfordshire CNTC Comment: Concerns that the entrance/exit locations have not been clearly specified and seek further clarification.</p> <p>8. APPLICATION NO: 25/00339/OUT PROPOSAL: Outline planning application for residential development at land off Evans Way, Chipping Norton with all matters reserved except access and layout. LOCATION: Chipping Norton Football Club Walterbush Road Chipping Norton CNTC Comment: The application does not include any affordable housing, and Thames Water has stated that the sewage works will not function as required. Concerns were raised regarding the adequacy of the proposed houses, as well as the limited number of available football pitches in Chipping Norton. The council agreed that its response should support the opinions and objections of residents.</p>
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FC26	Date of the next meeting Monday 9 th June 2025
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The Chair closed the meeting at 7.25 pm

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