



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

Minutes of an extraordinary Full Council meeting held on the 1st September 2025, 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, Dom Rickard, Athos Ritsperis, Mark Walker, Sharon Wheaton and Mark Walker.

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, RFO & Deputy Clerk (Minutes)

No members of the public were present

FC64	Apologies for absence Ben Bibby and Emily Weaver.
FC65	Declaration of interests None received.
FC66	Minutes RESOLVED: That the minutes of the Full Council Meeting held on the 21st July 2025 are signed by the Chair as an accurate record.
FC67	Public Participation None.
FC68	Reports from representatives of outside bodies. There were no reports from representatives of outside bodies. Cllr. Cahill provided an update on the £5,000 for CCTV paid to WODC. He advised the delay in action was due to Thames Valley Police deciding where to site the cameras.
FC69	Correspondence Chipping Norton Rugby Club Cllrs reviewed a request to offer camping on the Chippy Swifts football pitch adjacent to the scout hut during the festival of rugby in April 2026. The Swifts have already approved the request but the Town Council owns the land. Cllr. Finney raised concerns regarding who would pay for any damage to the pitch in the process of camping. It was agreed that Officer would respond in



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	writing granting permission, stipulating there should be no fires, risk assessments should be in place along with safeguarding policies, litter and waste disposed of and any damage repaired. Poppy Appeal Cllrs discussed a request from the Legion to sponsor a temporary plaque to remember one of 28 fallen men from Chipping Norton who lost their lives in WW2. Cllr. Akers proposed the TC approved the request. This was seconded by Cllr Finney. Grant funding thank-you's Cllrs reviewed letters of thanks received from The Chippy Larder and Chipping Norton and District Cricket Club. Cllrs. raised the issue of following up on the grants issued to ensure they are used in line with the applications. The Town Clerk and RFO will work to ensure this is completed before the end of the financial year.
FC70	Council action plan Members received the updated action plan which has been updated following committee action plan reviews. Upcoming dates to note: Community Award Ceremony Friday 26/09/2025 7.00pm Litter pick 27/09/2025 Cllrs invited to tour OCC depot 27/09/2025
FC71	Planning applications APPLICATION NO: 25/01865/FUL PROPOSAL: Change of use from retail to a dwelling LOCATION: Matchless House Hitchmans Mews Albion Street. Cllrs support the application without objection. APPLICATION NO: 25/01754/HHD PROPOSAL: Demolition of existing porch and UPVC lean to, and the construction of a replacement two storey extension, garage and associated internal alterations. Construction of garden retaining/ flood protection walls, associated landscaping LOCATION: Valley Cottage Mill Road Chipping Norton. Cllrs support the application without objection however Cllr Finney asked whether their flood defences would impact anyone else. APPLICATION NO: 25/01901/HHD PROPOSAL: Construction of carport and erection of a single storey extension LOCATION: Hunts View 43B Worcester Road Chipping Norton. Cllrs support the application without objection.
FC72	External audit report and certificate



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	Cllrs reviewed the external audit report to accompany the Annual Governance and Accountability Return for the year ended 31 March 2025. The auditor noted and recommended the following points: • Incomplete information was provided with the initial supporting data submitted for review with regards to significant variances, which was later provided on request. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission. • The box 7 and 8 reconciliation originally provided on the initial submission did not equal box 7 or 8 of Section 2. A revised reconciliation was submitted which agrees to boxes 7 and 8 of Section 2 and therefore no further concerns arise in this area. Please would the council ensure going forwards that the box 7 and 8 reconciliation submitted reconciles to the figures per Section 2. Cllrs thanked the previous RFO, Ali Packer for her diligent work.
FC73	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.
FC74	Property and estates A written update was provided by the Property and Estates Manager in advance of the meeting. <u>Vehicles</u> Cllr. Festa raised the issue of vehicles being underutilised and proposed a full review of the operations in 12 months. Seconded by Cllr. Graves. <u>Town Hall restoration</u> Several Mechanical & Electrical consultants assessed the Town Hall from carbon emissions/ reduction perspective. The committee considered several reports and quotations. All quotations were similar in price and Hoare Lea are the preferred service provider. Cllrs. agreed the service was required to ensure the restoration project is a successful one. Cllr. Festa proposed the Council accept the quote. Seconded by Cllr. Rickard. Cllrs requested Hoare Lea attend a council meeting to brief councillors on the report when it has been received. Cllrs considered the draft Terms of Reference for the Town Hall working groups: Town Hall Restoration and Marketing and Operations. Cllr Cahill requested that minutes of meetings were circulated in good time as soon



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	as possible after each meeting. Cllr Graves proposed the new terms were approved and adopted. This was seconded by Cllr Rickard. Cllr Graves proposed the new terms are approved and adopted. - Seconded Cllr Rickard. RESOLVED: That the Terms of Reference for the Town Hall working groups are adopted. <u>The Depot</u> Cllrs received and considered a quotation for the installation of a Fire Panel and associated smoke detectors/heat sensors and monitoring. Cllr Akers asked for confirmation of compliance after installing these. Confirmation to be received from the Property and Estates Manager. Cllr Rickard proposed the TC accepts the quote. This was seconded by Cllr Wheaton. <u>Glyme Hall</u> Cllrs received and considered a quotation for monitoring the fire alarms. Cllr Coleman proposed the quote was accepted. This was seconded by Cllr Graves. Cllrs requested that the Property and Estates Manager liaise with the chosen service provider to bring all contracts under one contract and negotiate a lower rate if possible.
FC75	Internal auditor Cllrs Reviewed two quotes for the procurement of an internal auditor. Cllrs Festa and Akers raised concerns about reporting carbon emissions and asked that we establish when we might need to legally do this. Cllr Akers proposed Mulberry appointed as the internal auditor. This was seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That Mulberry LAS is appointed as the Council's internal auditor for one year.
FC76	Date of the next meeting Monday 13th October 2025

The Chair closed the meeting at 8:15pm

SIGNED _____ DATE _____