



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 a Full Council meeting held on the 9th June 2025, at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Mike Cahill, Emily Weaver, Ian Finney, Alex Keyser, Dom Rickard, Athos Ritsperis, and Michael Rowe.

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Heidi Davies, Admin and Customer Service Advisor

Paolo Oliveri, Maintenance Operative

Mike Baggailey – WODC District Councillor

Geoff Saul – WODC and OCC Councillor

2 members of the public

FC27	Apologies for absence Cllr Festa, Cllr Graves, Cllr Bibby, Cllr Whitmill, Cllr Wheaton and Cllr Andrews
FC28	Declaration of interests None
FC29	Minutes The following amendments were agreed: FC8: Welcome to our re-elected Oxfordshire County Councillor Geoff Saul. FC3: Add Cllr Rowe apologies. FC17: Include Cllr Finney on the Strategic Planning Committee. Include Cllr Akers on the Traffic Advisory Sub-Committee RESOLVED: That the minutes of the Annual Council Meeting held on the 12 th May 2025 are signed by the Chair as an accurate record.
FC30	Public Participation None
FC31	West Oxfordshire District Councillors update Cllr Saul provided information on the recent publication of the draft Local Plan 2041, outlining the vision for Chipping Norton, including plans for development and growth. The focus for East Chipping Norton Development will likely shift north of London Road, with a revised housing allocation of 750 homes instead of the previously proposed 1,250. Cllr Saul confirmed that Chipping Norton Town Council will have the opportunity to comment on the draft plan and suggested a joint meeting between WODC/OCC councillors and the Town Council to discuss in further detail. It was noted that the Town Clerk & CEO will arrange a meeting for councillors. The relevant papers for Chipping Norton in the draft Local Plan 2041 can be found on pages 130–141.
FC32	Oxfordshire County Councillors update Cllr Saul provided information on the HGV Analysis Report: The report indicates that a significant number of HGV trips are stopping within the area. <ul style="list-style-type: none">• Smaller HGVs (3.5 to 7.5 tonnes): Only five vehicles per day are passing



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	<p>through without stopping.</p> <ul style="list-style-type: none"> • Medium HGVs (7.5 to 18 tonnes): Approximately 12 vehicles per day travel through the area without stopping. • Large HGVs (18 tonnes and above): Around 40 vehicles per day pass through without stopping within five miles of Chipping Norton. <p>There is potential for rerouting to address these patterns. Further actions will be introduced in the coming months.</p>
FC33	<p>East Chipping Norton Developments</p> <p>No updates</p>
FC34	<p>Civic announcements</p> <p>The Mayor provided an update on her recent engagements and town activities by a written report.</p> <p>Cllr Akers encouraged the members to attend the raising on the NHS flag on 5th July 2025 and the Town Council to invite relevant people in the NHS that work in Chipping Norton. Cllr Ritsperis enquired whether representatives from the Armed Forces would be present for the raising of the Armed Forces Day Flag on 28th June. It was agreed that the Admin and Customer Services Assistant would look into the matter and ensure that appropriate individuals are invited to attend the occasion.</p>
FC35	<p>Reports from representatives of outside bodies</p> <p>Cllr Cahill reported on crime matters in the absence of Cllr Wheaton.</p> <p>Cllr Rowe informed members that speed watch conducted a session on London Road near Willow Gardens.</p>
FC36	<p>To receive the accounts and balance sheet for 2024-25</p> <p>Members received and noted the accounts for year ending 31st March 2025. Members expressed thanks to council staff for their hard work.</p>
FC37	<p>To receive the internal audit reports for 2024-25</p> <p>Members received and noted a report from the internal auditor.</p>
FC38	<p>AGAR Section 1 – Governance Statements</p> <p>Members approved the AGAR Section one Governance Statement. Cllr Finney proposed to approve the AGAR Section One Governance Statement, seconded by Cllr Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the Council approves the AGAR Section One Governance Statement. The statement was signed by the Town Clerk and the Mayor.</p>
FC39	<p>AGAR Section 2 – Accounting Statements</p> <p>Members approved the AGAR Section One Accounting Statements. Cllr Finney proposed to approve the AGAR Section One Accounting Statements, seconded by Cllr Akers. All in favour, motion carried.</p> <p>RESOLVED: That the Council approves the AGAR Section One Accounting Statements. The statements were signed by the Responsible Finance Officer and the Mayor.</p>
FC40	<p>Notice of public rights and the publication of the AGAR</p> <p>The Council noted the issue of the Notice of Public Rights and the publication of the Annual Governance and Accountability Return. This notice would be published on Wednesday, 11th June 2025.</p>



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FC41	<p>Correspondence</p> <p>Members engaged in a discussion regarding correspondence received about the football pitch on Walterbush Road. It was agreed that further discussion would be deferred to the next Full Council meeting, when more councillors are expected to be in attendance.</p> <p>The Town Clerk & CEO informed members that the public engagement is now live regarding the two unitary proposals for Oxfordshire.</p> <p>Members also discussed correspondence regarding new parking restrictions on Rock Hill. It was suggested that Town Council staff should first determine whether these works were carried out by OCC.</p>
FC42	<p>Policies</p> <p>Members considered the Redundancy policy as reviewed by the Staffing Committee. Cllr Akers proposed deferring the decision until further clarification is obtained on whether the enhanced Redundancy is offered as standard to Local Government employees. Members agreed for Cllr Akers and the Town Clerk to meet and discuss outside the meeting.</p>
FC43	<p>Tree Survey</p> <p>Members considered a quotation for 3-year programme of works for the trees that the Council maintains.</p> <p>Cllr Coleman proposed that the council accept this quotation and schedule this work on a recurring three-year basis. Seconded by Cllr Rickard. All in favour motion carried.</p> <p>RESOLVED The quotation was approved, and the programme of works will be diarised accordingly.</p>
FC44	<p>Yellow lining request at Chipping Norton Health Centre</p> <p>Members considered a request from Chipping Norton Health Centre regarding the implementation of yellow single-lining to address parking issues.</p> <p>Cllr Akers proposed deferring the matter to the next Full Council meeting to gather additional information. It was noted that the Town Clerk & CEO will write a response to the Health Centre.</p>
FC45	<p>Planning Applications</p> <p>1. APPLICATION NO: 25/01307/CLP PROPOSAL: Certificate of Lawfulness (Proposed) for the erection of a single storey rear extension. Town and Country Planning Act LOCATION: 18 The Leys Chipping Norton Oxfordshire CNTC comment: The Town Council requires further information before providing a formal comment. A request for clarification will be sent to the planning officer.</p> <p>2. APPLICATION NO: 25/01256/LBC PROPOSAL: Demolition of stone boundary wall due to health and safety concerns (urgent works) Planning (Listed Building and Conservation Areas) Act LOCATION: 17 - 18 High Street Chipping Norton Oxfordshire CNTC comment: no comment as withdrawn</p> <p>3. REFERENCE NO: W/25/00536/PRMA PROPOSAL: LICENSING ACT 2003 Application for New Premises Licence LOCATION: Chipping Norton Lido Ltd Open Air Swimming Pool</p>



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	<p>Fox Close Chipping Norton Oxfordshire OX7 5BZ</p> <p>CNTC comment: Support</p> <p>No updates to note since 12th May 2025</p>
FC46	<p>Date of the next meeting</p> <p>Monday 21st July 2025</p>

The Chair closed the meeting at 8.10pm

DRAFT