



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 8th December 2025, at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Town Mayor), Mike Cahill, Sharon Wheaton, Jo Graves, Michael Rowe, Tom Festa, Steve Akers, Ian Finney, Emily Weaver, Dom Rickard, Ben Bibby, Cora Schor-Brener, Natasha Whitmill

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, Responsible Finance Officer and Deputy Clerk

Cllr Mike Baggaley, WODC

Cllr Geoff Saul, WODC and OCC

6 Members of the public

FC94	Apologies for absence Apologies were received from Cllrs Keyser, Walker and Ritsperis
FC95	Declaration of interests None received
FC96	Minutes RESOLVED: That the Chair signs the minutes of the Full Council meeting held on the 13 th October 2025 as an accurate record.
FC97	Public Participation A member from the Skatepark User Group came to speak to Council expressing a desire to move forward with the skatepark plan and continue the momentum with the project. Cllrs agreed and confirmed a forthcoming meeting with the Skatepark User Group and newly appointed Assets and Estates Officer to determine a funding strategy.
FC98	West Oxfordshire District Councillors update Cllr Saul gave a brief verbal update on behalf of WODC. He reported that the new housing development proposed on London Road has a full-sized football pitch included, as this is something that the Town Council has been advocating for in recent years. Cllrs welcomed this news.
FC99	Oxfordshire County Councillors update Members received any updates and information from Chipping Norton's Ward Councillors sitting on WODC. Cllr Coleman queried the closure of the Ace Centre nursery - Cllr Saul responded that there is a consultation which ends on the 12 th December. He urged anyone who used the service to make their voices heard. Members agreed to formally oppose the closure of the Ace Centre nursery. Members from the Chipping Norton Fire Service spoke about the proposed cuts to the service, noting that staff in the fire service had not been consulted about any proposed changes. They expressed concerns that the plans equate to cuts in Woodstock and Eynsham and 42 firefighter posts, leading to reduced nighttime cover for Oxfordshire and slower response times.

	<p>Cllr Saul is pushing for two fire engines to be stationed in the Chipping Norton fire station, as 50% of call out responses require two fire engines and the response is better if stationed at the same station.</p> <p>Cllr Akers proposed that the TC formally opposes the cuts to the fire service and relays a response at the meeting to be held later in December 2025. Seconded by Mike Cahill, Cllrs Graves, Festa, and Finney abstained from voting. Motion carried.</p> <p>RESOLVED: That the Town Council will officially oppose the cuts to the Oxfordshire Fire Service and Chipping Norton branch, and that Cllr Steve Akers will represent the Town Council at the meeting in December 2025.</p>
FC100	<p>Civic announcements</p> <p>Members received a report from The Mayor on Civic engagement and activities.</p> <p>Members agreed for the Town Clerk to check progress on agreed pavement improvements with OCC Officer Chris Grain.</p>
FC101	<p>Reports from representatives of outside bodies</p> <p>Members received an update following a Stinholders meeting for Field Reeves.</p> <p>Cllr Cahill gave an update on Thames Valley policing. There has been a spike in shoplifting from the Shell garage. Theft from motor vehicles at beauty spots is still high. TVP are urging residents not to have anything valuable on show in vehicles.</p>
FC102	<p>Minutes and reports from Committees</p> <p>Members noted the draft minutes of the following committee and sub-committee meetings:</p> <ol style="list-style-type: none"> 1. Staffing Sub-Committee, 3rd December 2025 2. Community Committee, 3rd November 2025 3. Strategic Planning Committee, 10th November 2025 4. Finance and Resources Committee, 17th November
FC103	<p>Correspondence</p> <p>a. Oxfordshire Pension Fund</p> <p>Cllr Finney proposed to accept the draft valuation rates, and to confirm the reduced employer contribution rates from April 2026. Cllr Finney proposed to decline to respond to the optional Funding Strategy Statement, seconded by Cllr Rickard. Schor-Brener abstained. All other members in favour.</p> <p>RESOLVED: That members agree to respond to the Oxfordshire Pension Fund consultation as above and confirm the reduced employer contribution rates from April 2026.</p> <p>b. Members noted a response from Ministry of Housing & Local Government following Cllr Coleman’s letter emphasising the need to protect town and parish councillor’s personal details and home addresses. The letter confirmed that the current law (s.32 of the Localism Act 2011) required publication of such details unless a member has a reasonable exception, however, this will be examined in due course to clarify legislation and confirm that members’ home addresses should not be made public unless the member specifically requests that this information is published.</p>
FC104	<p>Council Action Plan</p> <p>Members noted the ongoing Council Action Plan.</p>
FC105	<p>Local Plan 2043</p>



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	<p>Members considered a response to the Local Plan 2043 consultation from WODC.</p> <p>Cllr Graves expressed disappointment with the planning process in Chipping Norton and the impact of small piecemeal developments contributing to urban sprawl with no provision of additional infrastructure or services to the town.</p> <p>Cllr Saul responded saying that the County Officers are not ready to have the strategic site land added into the Local Plan 2043. However, they are aware that there is need for an additional primary school and improved biodiversity. Officers are concerned about the scope due to the listing of the site and existence of archaeological remains. Anything written into the Local Plan 2043 would need to be deliverable in nature.</p> <p>Cllr Akers proposed that the Council submits the proposed draft response written by Cllrs Coleman and Rickard. Seconded by Cllr Finney. All in favour, motion carried.</p> <p>RESOLVED: That the Council submits a response to the Local Plan 2043 consultation as written by Cllrs Coleman and Rickard.</p>
<p>FC106</p>	<p>Internal Auditor's Report 2025-26</p> <p>Members received the Internal Auditor's Report and noted that due to the new Assertion 10 requirements, an IT Policy would need to be agreed and the website audited to ensure compliance with accessibility standards.</p>
<p>FC107</p>	<p>Budget 2026-2027</p> <p>Members received a report and proposed budget from The Finance and Resources Committee and agree an estimated budget for 2026-27.</p> <p>Cllr Finney, Chair of the Finance & Resources Committee spoke to the budget setting process and proposed precept figure.</p> <p>Cllr Finney proposed to accept the budget for 2026-27, seconded by Cllr Rickard. Cora Schor-Brener abstained, all other in favour. Motion carried.</p> <p>RESOLVED: That the proposed budget for 2026-27 is accepted.</p>
<p>FC108</p>	<p>To Formally Declare the Precept for 2026-2027</p> <p>Cllr Coleman proposed to formally declare the precept for 2026-2027, seconded by Cllr Finney. Cllr Schor-Brener abstained, all other members in favour. Motion carried.</p> <p>RESOLVED: That the report be noted and that the Town Clerk be authorised to sign and serve a precept on West Oxfordshire District Council, in accordance with the appropriate provisions of the Local Government Act 1972 (as amended), requiring the District Council to pay the Town Council the sum of £515,250 in respect of Council Tax for the town during the financial year 2026-27.</p>
<p>FC109</p>	<p>Planning Applications</p> <p>To receive a schedule of planning applications from West Oxfordshire District Council.</p> <p>1. APPLICATION NO: 25/02705/FUL</p> <p>PROPOSAL: Change of use of the ground floor shop space to residential accommodation.</p> <p>LOCATION: 17 - 19 West Street Chipping Norton Oxfordshire</p> <p>Cllr Graves proposed to object to the application, seconded by Cllr Bibby. Cllrs Rickard and Cahill voted against the proposal. All other members abstained from voting.</p> <p>RESOLVED: That no comment is made.</p>

	<p>2. APPLICATION NO: 25/02731/ADV PROPOSAL: Installation of new externally illuminated fascia signage and non-illuminated hanging sign to front elevation. LOCATION: 19 High Street</p> <p>Providing that the signage is in keeping with the conservation area and heritage building Cllrs have no problems with this. Members also raised the need for disabled access to the shop.</p> <p>3. APPLICATION NO: 25/02729/FUL PROPOSAL: Alterations to side elevation doors and steps, installation of condenser units to rear elevation and new shopfront signage.</p> <p>APPLICATION NO: 25/02730/LBC PROPOSAL: Internal and external alterations to side elevation doors and steps, proposed installation of condenser units to rear elevation and new shopfront signage. LOCATION: 19 High Street Chipping Norton Oxfordshire</p> <p>4. APPLICATION NO: 25/02764/HHD PROPOSAL: Removal of existing conservatory and erection of single storey front and rear extensions LOCATION: 3 Insall Road Chipping Norton Oxfordshire No comment, no objection</p> <p>5. 25/02875/OUT Outline planning application for up to 350 residential dwellings, including up to 40% affordable housing, creation of new vehicular access off London Road and provision of public open space with associated landscape planting, infrastructure, drainage measures and all other associated works (all matters reserved) Land Southwest Of Chapel House Farm Chipping Norton Oxfordshire</p> <p>Members agreed that due to the scope and nature of this planning application a separate meeting is held to discuss and formulate an appropriate response. Cllrs agreed that the Town Clerk would circulate a Doodle poll to arrange a suitable meeting date and invite members of the public to attend.</p>
FC110	<p>Forward Working Plan Members received the draft Procurement Policy and Procedure and noted that this a working document that will be amended annually. Cllr Coleman proposed to accept the policy as written, seconded by Cllr Finney. Cllr Schor-Brener abstained, all other Cllrs in favour, motion carried. RESOLVED: That the Council adopts the Procurement Policy and Procedure as drafted.</p>
FC111	<p>Confidential Session RESOLVED: To resolve 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 should leave the meeting during the consideration of item FC112.</p>
FC112	<p>Property and Estates</p> <ol style="list-style-type: none"> a. Members received an update report from the Assets and Operations Officer b. Members considered a report and quotations relating to the Town Hall loft access and roof repairs. Cllr Finney proposed to accept the quotation, seconded by Cllr Coleman. Cllr Whitmill opposed, and Cllr Schor-Brener abstained from voting. All other members voted in favour. Motion carried.



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	<p>RESOLVED: That the quotation of £3,627+VAT to replace broken slates and associated roof works for the Town Hall is accepted.</p> <p>c. Members receive a quotation to purchase the Council's Christmas Lights scheme, as this would decrease the cost for the Council's Christmas Lights scheme and installation for the foreseeable future.</p> <p>Cllr Finney proposed to purchase the discounted Christmas Lights noting that repair or replacement should be factored in during budget-setting, seconded by Cllr Whitmill. Cllr Schor-Brener abstained, all other Cllrs in favour. Motion carried.</p> <p>RESOLVED: That the Council purchases the Christmas Lights scheme at a cost of £4,120+VAT and will factor in the cost to repair or replace during budget-setting (Nov 2026).</p>
FC113	Date of the next meeting Monday 9 th February 2026

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The Chair closed the meeting at 8:20pm

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