



CHIPPING NORTON TOWN COUNCIL

TOWN HALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NA

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk Office Hours: Mon/Weds/Fri, 9am-5pm

MINUTES OF A MEETING OF CHIPPING NORTON TOWN COUNCIL HELD ON 20 JULY 2026, AT 6:30PM IN THE LOWER HALL, CHIPPING NORTON TOWN HALL

PRESENT: Cllrs Steve Akers (Deputy Mayor), Jo Graves, Dom Rickard, Michael Rowe, Alex Keyser, Ian Finney, Emily Weaver

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, Responsible Finance Officer and Deputy Clerk

Cllr Geoff Saul, WODC and OCC (entered at 6:53pm)

Paolo Oliveri, Maintenance Operative

1 Member of the public

FC46. Apologies for absence

Apologies were received from Cllrs Geoff Saul (OCC/WODC), Sandra Coleman, Cora Schor-Brener, Tom Festa, Mark Walker, Ben Bibby and Sharon Wheaton.

FC47. Declarations of interest

None received.

FC48. Minutes

Members noted the following amendments/clarifications to the minutes of the previous meeting:

FC33 - Keep Chippy Beautiful.

FC40 - Cllr Coleman proposed that Andy's Man Club be awarded a fixed-term grant for three months, after which any further support would be reviewed through the grants process.

RESOLVED: Subject to the amendments/clarifications above, to approve the minutes of the Full Council meeting held on Monday 8 June 2026.

FC49. Public participation

None received.

FC50. West Oxfordshire District Councillors update

Members noted a written update from Cllr Coleman.

Cllr Saul gave a brief update on the Draft Local Plan 2043.

FC51. Oxfordshire County Councillors update

Cllr Akers gave an update on the County Council's Fire Service reform proposals. The proposal to change Chipping Norton's Fire Service to a daytime-only on-call service remained under consideration. Members noted that the current on-call firefighters hold permanent employment elsewhere and that the proposed arrangements could therefore



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prevent them from continuing in their current Fire Service roles, with associated financial implications.

FC52. Chipping Norton development

Members received an update regarding development in Chipping Norton.

The Local Plan 2043 had been published and was not under public consultation.

Members also noted that a three-unitary reorganisation had been agreed by central government.

FC53. Civic announcements

Members received a written report from the Mayor on civic engagement and activities, including Picnic in the Park on 22 August.

FC54. Reports from representatives of outside bodies

Members received a written report from Cllr Wheaton on her activities as the Thames Valley Police liaison.

ACTION: The Town Clerk to pass on the Council's thanks to Cllr Wheaton for her report.

FC55. Minutes and reports from Committees

Members noted the draft minutes and any related recommendations of the following committee and sub-committee meetings:

- a. Community Committee, 15 June 2026
- b. Traffic Advisory Sub-Committee, 25 June 2026
Cllr Akers referred to the County Officer's report and noted that the Worcester Road maintenance scheme would start on 11 August. An overnight road closure and diversions would be in place for three nights. The Town Council would make the Worcester Road Cemetery car park available for residents to use for parking.
- c. Strategic Planning Committee, 6 July 2026
- d. Finance & Resources Committee, 13 July 2026
Cllr Finney noted that the first tranche of grants had been agreed.
- e. Staffing Sub-Committee, 9 July 2026
- f. Town Hall Restoration Sub-Committee, 17 July 2026

FC56. Correspondence

No correspondence was recorded.

FC57. Council Action Plan

Members received and reviewed the Council Action Plan, which had been updated following committee action plan reviews.

FC58. Community Awards Event

Members discussed whether the Community Awards should be held every year or on a bi-annual basis. Cllr Rickard reminded Members that the Community Awards had arisen from the Sports Awards, which were traditionally held annually, and that this tradition should continue to be represented.

RESOLVED: To hold the Community Awards on 23 October 2026 and to review the frequency of the event at a follow-up meeting after the October awards.



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FC59. Planning applications

Members considered the following planning application from West Oxfordshire District Council:

APPLICATION NO: 26/01615/HHD

PROPOSAL: External alterations to include changes to fenestration and rendering of external walls (retrospective).

LOCATION: 1 The Green, Chipping Norton, Oxfordshire.

No comment; no objection.

FC60. Confidential session

RESOLVED: 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 were asked to leave the meeting during consideration of items 16-19.

FC61. Employee Assistance Programme

Members considered confidential quotations for employee mental health and counselling support.

Cllr Finney proposed acceptance of the recommendation, seconded by Cllr Weaver. All Members voted in favour and the motion was carried.

RESOLVED: To accept the recommendation contained in the confidential report.

FC62. Town Council venues

Members received a report and considered confidential quotations for a robo-vacuum for Glyme Hall.

Cllr Akers proposed, seconded by Cllr Graves, that officers review both domestic and commercial machines and bring a revised proposal to the next Full Council meeting. Cllrs Keyser and Finney abstained; all other Members voted in favour and the motion was carried.

RESOLVED: Officers to review domestic and commercial machines and bring a revised proposal to the next Full Council meeting.

ACTION: Include comments from current hirers about the cleanliness of the building and floor in future venue promotional information.

FC63. Christmas Lights

Members considered confidential quotations for the installation and removal of the Council's Christmas Lights scheme for 2026/27.

Cllr Rickard proposed the recommendation, seconded by Cllr Finney. Cllr Keyser abstained; all other Members voted in favour.

RESOLVED: To proceed in accordance with the recommendation contained in the confidential report.

FC64. Date of the next meeting

Monday 7 September 2026.

The Chair closed the meeting at 8:13pm.