



CHIPPING NORTON TOWN COUNCIL
TOWN HALL, CHIPPING NORTON, OXFORDSHIRE, OX7 5NA

TEL: 01608 642 341

Email: Townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon/Weds/Fri, 9am-5pm

Minutes of the Annual Meeting of Chipping Norton Town Council, held on the 11th
May 2026 at 6:30pm in the Upper Hall, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Town Mayor), Dom Rickard, Alex Keyser, Sharon Wheaton, Emily Weaver, Steve Akers, Jo Graves, Mark Walker, Michael Rowe, Athos Ritsperis

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO
Louise Warren, Responsible Finance Officer and Deputy Clerk
Cllr Geoff Saul, OCC and WODC
Terry Palmer, Town Hall Keeper and Ceremonial Macebearer
6 Members of the public

FC1. Election of Town Mayor 2026/27

Members received nominations for the election of Town Mayor 2026-27. Cllr Akers proposed Cllr Coleman, seconded Cllr Graves.

No other nominations were received.

All in favour, motion carried.

RESOLVED: That Cllr Sandra Coleman is elected Town Mayor for the municipal year 2026-27 and signed the Declaration of Acceptance of Office.

FC2. Election of Deputy Mayor 2026/27

Members received nominations for the election of Deputy Mayor 2026-27. Cllr Coleman proposed Cllr Akers, seconded by Cllr Weaver.

No other nominations were received.

All in favour, motion carried.

RESOLVED: That Cllr Akers is elected Deputy Mayor for the municipal year 2026-27 and signed the Declaration of Acceptance of Office.

FC3. Apologies for absence

Apologies were received from Cllrs Tom Festa, Ian Finney, Mike Cahill, Cora Schor-Brener, and Ben Bibby.

FC4: Declaration of interests

None received

FC5. Minutes



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Members considered the minutes of the Full Council meeting held on 23rd March 2026. No amendments were proposed.

RESOLVED: That the Chair signs the minutes as an accurate record.

FC6. Public Participation

None received.

FC7. Minutes and reports from Committees

Members considered recommendations from the Committee and Sub-Committee meetings held on:

a. Traffic Advisory Sub-Committee, 26th March 2026

Members considered a recommendation from the Sub-Committee to approve the installation of a new SID on Burford Road, and replacement of existing VAS on London Road.

Cllr Coleman proposed to accept the recommendations, seconded by Cllr Rickard, All in favour. Motion carried.

RESOLVED: That the installation of a new SID on Burford Road and replacement of existing VAS on London road are approved.

FC8. Welcome to the new District Councillor

Cllr Walker introduced this agenda item as a representative of West Oxfordshire District Council and welcomed Cllr Coleman as Chipping Norton's second District Council representative.

FC9. Policing Matters

a. Cllr Wheaton presented a verbal update on local policing matters in the absence of PCSO Wes Smith as he had been called away to another parish meeting. Cllr Wheaton noted that the crime in Chipping Norton had been similar over the past few months and that there had been a significant decline in the theft from vehicles.

b. Members considered nominations for Council representatives to liaise with TVP and provide regular updates to Council. Cllr Coleman asked if Cllr Wheaton would be happy to carry on with the role for another year, which Cllr Wheaton agreed and noted that she has enjoyed building links with the Thames Valley Police. Cllr Coleman proposed that Cllrs Wheaton and Cahill carry on as TVP liaisons for CNTC, seconded by Cllr Graves. All in favour, motion carried.

RESOLVED: That Cllrs Wheaton and Cahill are appointed as TVP liaisons for the municipal year 2026-27.

FC10. Chipping Norton Development

Members received communication from the Chipping Norton Skatepark CIC requesting that the Town Council signs a letter of support for the proposed Skatepark on New Street and the proposed Community Sports Hub on OCC/Field Reeves land.

Cllr Ritsperis asked if the proposal for the new Community Sports Hub might limit the opportunities for a new Secondary School in town. The Town Mayor replied that it would not as the land is also owned by the Field Reeves and would not be a natural fit for a



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new school in that location.

Cllr Coleman proposed that the Council gives authority to the Town Clerk to sign the letter on the Town Council's behalf, seconded by Cllr Graves. All in favour, motion carried.

RESOLVED: That the Town Clerk is authorised to sign the letter of support for the new skatepark and proposed Community Sports Hub on behalf of the Town Council.

FC11. Civic Announcements

Members received a report from The Mayor on Civic engagement and activities. Cllr Coleman gave a quick update on the Town Council's recent charity fundraiser on behalf of the Chippy Larder, which raised over £1,000.

FC12. Correspondence

None received.

FC13. Standing Orders

Members considered and reviewed the Council's Standing Orders for 2026-27. Cllr Coleman proposed to accept the amended Standing Orders, seconded by Cllr Walker. All in favour, motion carried.

RESOLVED: That the Council adopts the Standing Orders for 2026-27.

FC14. Scheme of Delegation.

Members considered and reviewed the Scheme of Delegation (including terms of reference for Committees) for 2026-27.

Members requested that a Disposal policy and procedure to be brought to the next Full Council meeting for approval. No other amendments were proposed.

Cllr Coleman proposed to adopt the Scheme of Delegation as proposed, seconded by Rickard. All in favour, motion carried.

RESOLVED: That the Council adopts the Scheme of Delegation for 2026-27.

FC15. Financial Regulations

Members considered Council's Financial Regulations 2026-27 as reviewed by the Finance and Resources Committee.

Cllr Coleman proposed to accept the Financial Regulations without further amendment, seconded by Cllr Weaver. All in favour, motion carried.

RESOLVED: That the Council adopts the Financial Regulations 2026-27.

FC16. Code of Conduct

Members noted the Councillors Code of Conduct.

FC17. General Power of Competence

Members reaffirmed that the Council meets the criteria to exercise the General Power of Competence.

Cllr Graves proposed to reaffirm the statement confirming GPC as stated below, seconded by Cllr Ritsperis. All in favour, motion carried.



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RESOLVED: That Chipping Norton Town Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence. If adopted, the GPC will remain in place until the annual meeting to be held in May 2027 immediately after Town council elections are concluded. If then, again approved, it will remain in force until the annual meeting immediately following the next elections for the Town council.

FC18. Appointment of Members to Standing Committees and Sub-Committees

Members discussed appointment to the Standing Committees and Sub-Committees for the municipal year 2026/27.

Standing Committee Membership 2026-27

Community Committee	Finance & Resources Committee	Strategic Planning Committee
Town Mayor (ex-officio) Sandra Coleman	Town Mayor (ex-officio) Sandra Coleman	Town Mayor (ex officio) Sandra Coleman
Athos Ritsperis	Athos Ritsperis	Alex Keyser
Ben Bibby	Dom Rickard	Dom Rickard
Jo Graves	Natasha Whitmill	Ian Finney
Michael Rowe	Emily Weaver	Jo Graves
Alex Keyser	Ben Bibby	Mark Walker
Emily Weaver	Ian Finney	Michael Rowe
Steve Akers		Sharon Wheaton
		Tom Festa
		Cora Schor-Brener
		Steve Akers

Sub-Committee Membership 2026-27

Planning Sub-Committee	Traffic Advisory Sub-Committee	Staffing Sub-Committee
Sandra Coleman	Alex Keyser	Steve Akers
Dom Rickard	Jo Graves	Ian Finney
Ian Finney	Mark Walker	Jo Graves
Michael Rowe	Sandra Coleman	Natasha Whitmill
	Steve Akers	Sandra Coleman
	Tom Festa	Tom Festa
	Cora Schor-Brener	

Cllr Akers proposed to accept the membership to committees and sub-committees as outlined above, seconded by Cllr Walker. All in favour, motion carried.

RESOLVED: That the Council appoints membership for Committees and Sub-



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Committees 2026-27 as outlined above in FC18.

FC19. Representatives to Outside Bodies

Members discussed appointment of Council representatives to outside bodies for 2026-27.

Welfare Charities	Field Reeves	William Fowler Allotments Trust
Town Mayor (ex-officio) Sandra Coleman	Town Mayor (ex-officio) Sandra Coleman	Town Mayor (ex-officio) Ben Bibby
Emily Weaver	Jo Graves	Emily Weaver
Ben Bibby	Dom Rickard	Sharon Wheaton
Dom Rickard	Natasha Whitmill	Alex Keyser
	Alex Keyser	Jo Graves
		Ian Finney

Cllr Weaver proposed to appoint Council representatives to outside bodies as outlined above, seconded by Cllr Akers. All in favour, motion carried.

RESOLVED: That the Council appoints representatives to outside bodies 2026-27 as outlined above in FC19.

FC20. Risk Register

Members received the Council’s Corporate risk register and risk management policy as reviewed by the Finance & Resources Committee.

Cllr Coleman proposed to accept the recommended risk register and risk management policy, seconded by Rickard. All in favour, motion carried.

RESOLVED: That the Council adopts the Corporate Risk Register and Risk Management Policy 2026-27.

FC21. Asset Register

Members received the Council’s asset register as reviewed by the Finance & Resources Committee.

Cllr Coleman noted that this asset register is a work in progress. Cllr Coleman proposed to accept the Council’s asset register, seconded by Cllr Wheaton. All in favour, motion carried.

RESOLVED: That the Council adopts the Asset Register 2026-27.

FC22. Terms and Conditions of hire

Members received the amended Terms and Conditions of hire for the Council’s venues as reviewed by the Community Committee.

Cllr Graves proposed to accept the Terms and Conditions of hire as amended, seconded by Ritsperis. All in favour, motion carried.

RESOLVED: That the Council adopts the Terms and Conditions of hire for the Council’s venues 2026-27.

FC23. Planning Applications



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26/00749/LBC: Internal alterations to include removal of stud wall, blocking up of internal doorway and replacement of kitchen units (retrospective)

LOCATION: 5 Norton Park, Cotshill Gardens, Chipping Norton

No objection, no comment

26/00759/FUL: Overclad existing double pitched roof using single skinned profiled metal sheeting including barge eaves and ridge flashings with the re-use of existing gutters and downpipes and the insertion of new roof lights. LOCATION: Jewson Building Supplies, Station Road, Chipping Norton

No objection, no comment

26/00792/ADV: Replacement hanging (externally illuminated) and wall sign together with fascia sign (Externally illuminated) and awning, all to front elevation.

LOCATION: 6 Market Place, Chipping Norton

No objection, no comment

FC24. Date of the next meeting – Monday 8th June 2026