



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 Full Council meeting held on the 8th June 2026, at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Sandra Coleman (Town Mayor), Steve Akers, Jo Graves, Sharon Wheaton, Dom Rickard, Alex Keyser, Mike Cahill, Michael Rowe, Tom Festa, Athos Ritsperis, Ian Finney, Natasha Whitmill, Emily Weaver, Ben Bibby (left at 19:30), Cora Schor-Brener

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO
Louise Warren, Responsible Finance Officer & Deputy Clerk
Cllr Geoff Saul, WODC and OCC
Tatiana Bell, WODC (left at 19:04)
Martha Holland, WODC (left at 19:04)
2 Members of the public

FC25. Apologies for absence

None received

FC26. Declaration of Interests

No declarations of interest were received

FC27. Minutes

Members considered the minutes of the Full Council meeting held on the 11th May 2026.

RESOLVED: That the minutes of the meeting held on the 11th May 2026 be approved and signed by the Mayor as a correct record, subject to the following amendment:

- Page 5, William Fowler Allotments Trust membership – to add Cllr Coleman under "Town Mayor Ex-Officio"

FC28. Public Participation

No matters were raised.

FC29: West Oxfordshire District Councillors update

Members received an update from Chipping Norton's Ward Councillors serving on West Oxfordshire District Council.

Cllr Ritsperis asked whether Cllr Coleman was still able to act as a Town Councillor and undertake both duties. Cllr Coleman confirmed that she could and was complying with declaration requirements when involved with discussions that affect Chipping Norton. She reported that she had undertaken induction training and briefing sessions in relation to her new role.

FC30: Oxfordshire County Councillors update

Members received an update from Chipping Norton's Ward Councillors serving on Oxfordshire County Council.

Cllr Saul provided an update on the proposed Sports Hub in Chipping Norton. He advised that Oxfordshire County Council's planning application for its site was well advanced and was likely to be submitted later in the



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summer. As such, it would be too late to adapt the County Council's plans to incorporate alternative proposals. However, he believed that that County Council would be supportive of proposals brought forward for the Field Reeves land.

Cllr Coleman asked whether there were any particular Councillors or officers who should be approached regarding the project. Cllr Saul suggested that the officers involved in the planning process would be key contacts.

Members noted that there would be an opportunity to speak during public participation at the relevant Oxfordshire County Council meetings and that cabinet member Dan Levy may also be an important contact.

It was agreed that the Town Clerk would invite Sean Woodcock MP to the council-facilitated meeting discussing the vision for the potential Sports Hub on the 18th June 2026.

FC31: Chipping Norton development

There were no updates to report.

FC32: Cotswold Crescent

Members considered a proposal from WODC for an outdoor classroom at Cotswold Crescent play area.

Officers Tatiana Bell and Martha Holland from WODC came to present their proposal for the play area.

Members noted that the playground is owned by Cottsway and the Town Council simply leases the land.

Cllr Ritsperis expressed support for the proposal in principle but questioned why Cotswold Crescent had been selected rather than New Street Recreation Area. Officers advised that the project had been developed using Indices of Multiple Deprivation (IMD) data and that Cotswold Crescent had been identified as a priority location.

Cllr Coleman asked whether local families would be consulted before installation. Officers confirmed that engagement with local residents would form part of the project.

Cllr Finney proposed that permission be granted for the installation of the outdoor classroom using Oxfordshire County Council Public Health funding, subject to the project being designed with and supported by local families. Officers also confirmed that they would liaise with Cottsway Housing prior to installation. Seconded by Cllr Akers. This motion was carried unanimously.

RESOLVED: That permission be granted for the installation of an outdoor classroom at Cotswold Crescent Play Area using Oxfordshire County Council Public Health funding, and subject to consultation with and support from local families and confirmation from Cottsway Housing Association.

FC33. Civic announcements

Members received a report from The Mayor on Civic engagement and activities.

Cllr Akers gave an update on the Keep Chippy Initiative, which now extends beyond the regular litter-picking programme. He highlighted the forthcoming Summer Spruce Up 30th June and 7th July – Staff, Cllrs, and Volunteers will be attending.

FC34. Reports from representatives of outside bodies

Members received updates from councillors serving on outside bodies.



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Members received a written report from Cllr Wheaton in her role as Thames Valley Police Liaison representative. She reported on work being undertaken to address parking on double-yellow lines within the town.

Cllrs Coleman and Graves reported on recent Field Reeves meetings attended in their capacity as Trustees, where discussions had continued regarding the proposed Sports Hub project.

FC35. To receive the accounts and balance sheet for 2025-26

Members received the accounts and balance sheet for the year ending 31 March 2026.

The RFO reported that queries had been raised regarding the omission of the Public Works Loan from the balance sheet. She had sought clarification from the Council's Internal Auditor who noted that "the loan balance is not included due to the fact that the liabilities are set against the Local Government requirements and are not like a set of company accounts. It is the same rationale for the different treatment of depreciation of assets. As you say, the AGAR correctly includes the outstanding PWLB balance, and this is the only statutory financial return the council has to submit".

Cllr Rickard queried the level of interest receivable as shown in the accounts. The RFO advised that the budget appeared to have been set too high in previous years.

Cllr Festa asked about miscellaneous income. The RFO explained that the Public Works Loan proceeds had initially been coded to miscellaneous income when received before subsequently being transferred to the appropriate earmarked reserve.

RESOLVED: that the accounts and balance sheet for the year ended 31 March 2026 be received and noted.

FC36. To receive the internal audit reports for 2025-26

Members received the Internal Auditor's report for 2025/26. Cllr Graves queried why one box had been ticked "not completed" and the Town Clerk noted that this was due to an administrative oversight where the Conclusion of Audit was posted on the Town Council's website late, but that this would not happen again. Cllr Coleman thanked officers for their hard work throughout the financial year.

RESOLVED: That the Internal Audit report for 2025/26 be received and noted.

FC37. AGAR Section 1 – Governance Statements

Members considered the Annual Governance Statement for 2025/26.

Cllr Akers proposed that the statement be signed and approved, seconded by Cllr Finney. This motion was carried unanimously.

RESOLVED: That the Annual Governance Statement (Section 1 of the AGAR) for 2025/26 be approved. The statement was signed by the Town Clerk and the Mayor.

FC38. AGAR Section 2 – Accounting Statements

Members considered the Accounting Statements for 2025-26.

The statements had been signed in advance by the Responsible Finance Officer in accordance with the regulations. Cllr Graves proposed to approve the Accounting Statements (Section 2 of the AGAR), seconded by Cllr Finney. This motion was carried unanimously.



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RESOLVED: That the Accounting Statements (Section 2 of the AGAR) for 2025/26 be approved. The Accounting Statements were signed by the Mayor.

FC39. Notice of public rights and the publication of the AGAR

Members noted the issue of the Notice of Public Rights and the Publication of the Annual Governance and Accountability Return.

FC40. Correspondence

a. Andy's Man Club

Alex Keyser spoke about the proposal which will support men's mental health in a very low-pressure environment and without judgement. Cllr Coleman noted that this is a national initiative and the nearest other session runs in Witney.

Cllr Coleman proposed to give a fixed-term and then be reviewed, and then apply via the grants system. 3 months free hire, and then assessed through. Seconded by Cllr Akers.

All in favour, Cllr Keyser abstained, no votes against. Motion carried.

RESOLVED: That Andy's Man Club be granted free room hire for a period of 3 months, after which any ongoing support should be considered through the Council's Grants to Voluntary Bodies scheme.

b. National Climate Emergency Briefing

Members considered a request for free use of Glyme Hall for a screening of the National Climate Emergency Briefing.

Cllr Akers proposed to accept the proposal for free hire, seconded by Cllr Graves. The motion was carried unanimously.

RESOLVED: That free use of Glyme Hall be granted for the screening of the National Climate Emergency Briefing.

c. Chipping Norton Improvement Survey

Members noted the survey launched by Sean Woodcock MP regarding improvements to Chipping Norton.

d. Renewable Energy Payments – Oxfordshire County Council

Members noted correspondence from Oxfordshire County Council asking CNTC to respond to a survey regarding Renewable Energy Payments. It was agreed that Cllr Festa would prepare a draft response for circulation to councillors prior to submission.

e. Chipping Norton Age Concern

Members received correspondence regarding proposed changes to the charity's objects. Members expressed support for retaining community assets for local benefit. However, concerns were raised regarding the proposed transfer of assets, including the Highlands building, to Chipping Norton Theatre and the implications for the charity's trustees.

f. Memorial Dispensation request

Members considered a request for a new memorial at Worcester Road Cemetery which exceeded the height regulations set by the Council. As this memorial was planned to match an existing memorial in the adjacent space, Councillors agreed that this request be approved.

Cllr Akers proposed to accept the request for the memorial dispensation, seconded by Cllr Rickard. This motion was carried unanimously.

RESOLVED: That the request for a new memorial which exceeds current regulations is approved.

FC41. Town Hall Restoration Sub-Committee

Members considered draft Terms of Reference for a Town Hall Restoration Sub-Committee.



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Cllr Coleman proposed to adopt the Terms of Reference without amendment, seconded by Cllr Finney. The motion was carried unanimously.

The following members were appointed to the Sub-Committee:

- Cllr Sandra Coleman
- Cllr Tom Festa
- Cllr Ian Finney
- Cllr Mike Cahill
- Cllr Michael Rowe
- Cllr Jo Graves

FC42. Planning Applications

To receive a schedule of planning applications from West Oxfordshire District Council.

1. APPLICATION NO: 26/01201/HHD

PROPOSAL: Conversion of existing detached double garage to form games room

LOCATION: 20 Howes Lane Chipping Norton Oxfordshire

No comments, no objection.

2. APPLICATION NO: 26/01069/HHD

PROPOSAL: Erection of a single storey rear extension

LOCATION: 1 Fowlers Court Chipping Norton Oxfordshire

No comments, no objection.

FC43. 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 FC44.

FC44. Mayor's Medals

Members considered quotations for the purchase of a Mayor's replica Chain of Office badge, Councillor badges, and Past Mayor badges.

Following discussion, Cllr Keyser proposed to accept the quotation from Spurcroft Civic for £240 + VAT for the purchase of a Mayor's badge only. This was seconded by Cllr Finney.

Cllr Coleman, Cllrs Graves, and Cllr Rickard abstained. There were no votes against.

Motion carried.

RESOLVED: That the Council purchases a single replica Mayor's Badge from Spurcroft Civic at a cost of £240+VAT.

Cllr Finney proposed that the Council discontinue the practice of providing Past Mayor badges. This was seconded by Cllr Rickard.

Cllrs Schor-Brener, Ritsperis and Akers voted against. Cllrs Coleman and Rowe abstained. Motion carried.

RESOLVED: That the Council cease providing Past Mayor badges and seeks to honour past Mayors in a different way. Further options to be considered at a later date.

Members also discussed the provision of councillor badges. Members noted that all CNTC councillors are issued with a lanyard and badge, and that this should be sufficient for identifying themselves at any events.



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FC45. Date of the next meeting – Monday 21st July 2025

The Town Mayor closed the meeting at 20:30

DRAFT