



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

ACTING TOWN CLERK & CEO:

Katherine Jang

25th March 2025

SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Lower Hall, Chipping Norton Town Hall

DATE: Monday 31st March 2025

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Rachel Andrews, Ben Bibby, Mike Cahill, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

Katherine Jang
Acting Town Clerk &
CEO

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

A G E N D A

1. Apologies for absence.

To consider apologies for absence.

Members who are unable to attend the meeting should notify the Town Clerk (townclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for absence.

2. Declaration of interests.

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. Minutes

To approve the minutes of the Extraordinary Full Council Meeting held on the 3rd March 2025.

4. Public Participation

The meeting will adjourn for this item

Members of the public may speak for a maximum of five minutes each during the period of public participation.

5. West Oxfordshire District Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

6. Oxfordshire County Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

7. Civic announcements

To receive a report from The Mayor on Civic engagement and activities.

8. Reports from representatives of outside bodies

To receive an update from members who sit on outside bodies.

9. Minutes and reports from Committees

To note the draft minutes and any related recommendations of the following committee and sub-committee meetings:

- a. Community Committee, 3rd March 2025
- b. Strategic Planning Committee, 10th March 2025
- c. Staffing Sub-Committee, 13th March 2025
- d. Finance and Resources Committee, 17th March 2025
- e. Traffic Advisory Sub-Committee, 27th March 2025

10. Correspondence

To receive any correspondence for Council to note or respond to.

11. Council Action Plan

To note the Council Action Plan

12. Town Hall Restoration project

To receive an update about the Town Hall restoration project and maintenance.

13. Skatepark

To receive an update

14. Pool Meadow

To receive an update

15. Policies and Governance

- a. To approve the following policies and governance documents as reviewed by the Finance and Resources Committee:
 - I. Health and Safety Policy

16. Christmas Lights

To consider correspondence from the Council's Christmas Lights contractor and agree next steps.

17. Mayor and Leader of the Council

To consider a proposal to separate the Leader and Mayoral roles within the Council

18. Insurance renewal

To consider a quotation to renew the Council's insurance policy for FY 2025-26.

19. Grounds Maintenance

To receive an update

20. Planning Applications

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

21. Date of the next meeting – Monday 12th May 2025