



Minutes of a Full Council meeting held on the 7th October 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

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

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Cllr Geoff Saul, WODC and OCC

Paolo Oliveri, General Maintenance Operative

5 Members of the public

FC65	Apologies for Absence Apologies were received from Cllrs Festa and Andrews
FC66	Declaration of interests None received
FC67	Minutes RESOLVED: That the Town Mayor signed the minutes of the meeting held on the 22 nd July 2024 as an accurate record of the meeting.
FC68	Public Participation None received
FC69	West Oxfordshire District Councillors update Members received a written update from Cllr Saul, WODC. Cllrs asked if there are any updates about the bins on Market St in Chipping Norton – Cllr Saul responded that there has been a consolidation of bins on Market Street and a number of unused bins removed. Cllr Walker, WODC noted that the Chipping Norton group “Chippy Creatives” is meeting regularly. There is also a meeting for the Local Plan scheduled for this week, and the work is ongoing.
FC70	Oxfordshire County Councillors update Members received an update from Cllr Saul as above. Some members expressed disappointment at the slow progress with the work toward a new junction layout for the High Street / New Street junction. Members noted that a full report regarding traffic issues had been received at the Traffic Advisory Meeting (3 rd October 2024.)
FC71	Civic Announcements Members received a report on events attended by the Town Mayor. Notable events included the Community Awards Ceremony, and the autumn town centre litter pick. She mentioned that this would be the last meeting for the Town Clerk prior to her departure mid-November and gave sincere thanks for all her hard work.



	Members noted that Cllr Rizvana Poole has submitted her resignation as a District Councillor, and was also a member for the Welfare Charities, so a Trustee vacancy has arisen.
FC72	<p>Reports from representatives of outside bodies</p> <p>Members received updates from members who sit on outside bodies.</p> <p>Cllr Akers gave a verbal update as the representative on the Keep the Horton campaign. Cllr Akers proposed to display a “Keep the Horton” banner outside the Town Hall while informing the Cotswold Birth Centre making sure they are aware that this does not mean taking births away from Chipping Norton.</p> <p>Cllr Rowe gave a verbal update about his Speedwatch activities on Churchill Road.</p> <p>Cllr Wheaton gave a verbal update as the Town Council’s Police Liaison. Members requested Cllr Wheaton to ask how many of the crime statistics were committed by repeat offenders.</p>
FC73	<p>Minutes and reports from Committees</p> <p>Members noted the draft minutes and any related recommendations of the following committee and sub-committee meetings:</p> <ol style="list-style-type: none"> a. Staffing Sub-Committee, 13th August 2024 b. Planning Sub-Committee, 14th August 2024 c. Community Committee, 9th September 2024 d. Strategic Planning Committee, 16th September 2024 e. Finance and Resources Committee, 23rd September 2024 f. Staffing Sub-Committee, 1st October 2024 g. Traffic Advisory Sub-Committee, 3rd October 2024
FC74	<p>Correspondence</p> <p>Members received the following correspondence:</p> <ul style="list-style-type: none"> - Thank you letter from Cllr Alison Rooke, Chair of Oxfordshire County Council, to express her heartfelt thanks for the wonderful Community Awards Ceremony held on the 27th September 2024. - Request from the Rosewood Nursery manager regarding the use of the fenced-off grass area opposite the Bowls Club at Greystones. <p>Cllr Coleman proposed to suggest a 6-month trial, with a revision at the end. Seconded by Cllr Finney. All in favour, motion carried.</p> <p>RESOLVED: That the Rosewood Nursery is granted a 6-month trial period to use the fenced-off grass area opposite the Bowls Club at Greystones with a view to consider extending after that.</p>
FC75	<p>Council Action Plan</p> <p>Members received the ongoing updated Council action plan.</p> <p>Members noted the London Road > should be changed to West St/New St</p>
FC76	<p>CCTV in Chipping Norton</p> <p>Members received a recommendation from the Strategic Planning Committee that the Council contributes £5,500 toward WODC’s funding shortfall to install CCTV in Chipping Norton.</p>



	<p>Cllr Akers proposed to accept the recommendations, seconded by Cllr Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the Council contributes £5,500 toward the CCTV scheme in Chipping Norton.</p>
FC77	<p>The Local Council Awards Scheme</p> <p>Members received and noted the official awarding letter and certificate confirming that the Council has received the Quality Award as part of the Local Council's Award Scheme.</p>
FC78	<p>Sustainability Roadmap</p> <p>Members received a proposal from Cllr Festa regarding next steps for establishing a sustainability roadmap.</p> <ul style="list-style-type: none"> - Working party - Cllr Akers proposed to adopt the recommendations within the report, seconded by Cllr Rickard. All in favour, motion carried. <p>RESOLVED: That</p>
FC79	<p>Planning Applications</p> <ol style="list-style-type: none"> 1. APPLICATION NO: 24/02035/LBC PROPOSAL: Replacement shop front door, two windows and a rear door LOCATION: 14 New Street, Chipping Norton, Oxfordshire Comment: No objection, pleased to see the use of traditional materials within the conservation area. 2. APPLICATION NO: 24/02429/HHD PROPOSAL: Removal of single storey rear extensions and erection of single storey rear extension LOCATION: 47 The Leys, Chipping Norton, Oxfordshire Comment: No objection, no comment. 3. APPLICATION NO: 24/01506/HHD PROPOSAL: Erection of store shed at side of property (retrospective) LOCATION: Bliss Lodge, Worcester Road, Chipping Norton *This application is adjacent to the Worcester Road Cemetery, which the Town Council owns and manages. Comment: Objection, as this planning application is so close to the cemetery, the Town Council wishes that they were consulted prior to construction. Cllrs requested that the Planning Officers check the covenants and whether there is a wayleave etc. The visual impact of the shed affects the setting of the cemetery. 4. APPLICATION NO: 24/02448/HHD PROPOSAL: Demolition of existing single storey side extension and erection of new two storey extension, insertion of addition dormer in existing front elevation and rooflights in West (side) elevation together with the installation of solar panels, replacement rear windows and replace existing concrete roof tiles with reconstructed stone tiles. Removal of one chimney. Associated hard



	<p>and soft landscaping. LOCATION: 34 Churchill Road, Chipping Norton, Oxfordshire Comment: No comment, no objection.</p>
FC80	<p>Confidential Session RESOLVED: That the Council moves into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p>
FC81	<p>Christmas Lights Members discussed whether to extend the existing contract with Millennium Quest to include the additional elements for the remainder of the three-year term. Cllr Finney proposed to accept the recommendation, seconded by Cllr Graves. All in favour, motion carried. RESOLVED: That the contract with Millennium Quest is extended for another year for the remainder of their three-year term.</p>
FC82	<p>Property and Estates Members received a formal offer from Oxfordshire County Council to take over the management of Glyme Hall under the following terms:</p> <ul style="list-style-type: none"> • Lease Type: Full Repairing and Insuring (FRI) lease. • Lease Start Date: 1st January 2025. • Term: 7 years. • Rent: £4,244 per annum, payable quarterly in advance. • Rent Review: CPI-based rent review on the 5th anniversary of the lease commencement. • Permitted Uses: The hall must support community-focused activities such as adult learning, youth activities, health and wellbeing programmes, and job-related training. <p>Members noted that current users would be able to continue hiring the hall, but that the hiring rates, and terms and conditions would be subject to change.</p> <p>The Town Clerk reported that the current lease with the hirers is due to end on the 31st December. The Town Clerk would publish a news article reassuring hirers and also making sure that the decisions were open and publicised with all members of the public.</p> <p>Cllr Cahill queried what happens to the current management company and charity. The Town Clerk reported that the charity and management company would be dissolved, and the funds disbursed according to the charity commission regulations. The Town Council would then take over the management of the Town Hall.</p> <p>Cllrs were excited about the opportunity for the community. They asked if there was any room to negotiate with the length of the lease, and if there was any opportunity to extend longer. The Town Mayor noted that there is not much time to renegotiate prior to the expiry of the lease with the current hirers.</p>



	<p>Cllr Walker proposed to accept the lease as written, seconded by Cllr Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the Town Council takes on the management of Glyme Hall for a period of 7 years, under the terms stated above.</p>
FC83	<p>Grounds and General Maintenance</p> <p>Members received a detailed report from RW Consultancy Services entailing the procurement strategy, timeframe, and budget required to begin taking the grounds maintenance in-house.</p> <p>Members raised some concerns about the impact on the precept and residents. The Mayor acknowledged the impact on the precept, but that the ambition of Cllrs and the Town is clear. The impact on civic pride would be . Members noted the number of complaints received over the growing season regarding the state of the town centre, verges, etc. which at the moment the Town Council has no opportunity to address.</p> <p>Cllr Cahill proposed to accept the report and recommendations within, seconded by Cllr Walker.</p> <p>Cllr Graves abstained. Motion carried.</p> <p>RESOLVED: That the Council authorizes officers to begin working through the action plan and steps outlined in the report, including writing to the current contractor and securing a depot;</p> <p>That the Council authorizes officers to include costs in the budget proposals during the upcoming budget setting process in December and;</p> <p>That the Council agrees a working party of Cllrs (Akers, Cahill, Rickard, Coleman, Bibby, Ritsperis, Keyser) to meet with officers to discuss and agree the details of the specifications and scope of the provision and any other matters relating to this report.</p>
FC84	<p>Staffing matters</p> <p>Following the resignation of Town Clerk Luci Ashbourne (effective 15th November 2024), members received the approved transition plan from the Staffing Sub-Committee.</p> <p>Interim leadership: From Monday 4th November 2024 the current Deputy Clerk will assume the role of Acting Town Clerk and CEO until January 2025 with a view to extending to the end of March if more time is required to assess the longer-term plans.</p> <p>Administrative Support: Our Admin and Customer Service Assistant has offered to work temporary full-time hours (9am-5pm) at the Guildhall in order to take on some administrative duties and to provide support during the interim period.</p> <p>Locum Support: Due to the staffing adjustments listed above, the need for locum assistance has been significantly reduced, and will only be required for 1 day per week.</p> <p>Recruitment of a new Town Clerk and CEO: External recruitment for the Town Clerk and CEO role has been postponed until it is determined whether the Deputy Clerk will take on the role more permanently.</p> <p>Next Steps: The transition plan in place ensures that the Council’s work will continue uninterrupted during this period with the key projects and operations remaining on</p>



	<p>track. The Town Clerk will also be creating a robust handover pack and the Town Clerk and Deputy Clerk will be providing staff training where required.</p> <p>Members thanked Luci Ashbourne for all her hard work these past years, and for ensuring that the handover goes smoothly.</p>
FC85	Date of the next meeting Monday 9 th December 2024

Signed as an accurate record.....

Date.....

DRAFT