



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:

K. Jang

3rd December 2024

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 9th December 2024

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

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 Full Council Meeting held on 7th October 2024.

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

- a. To receive an update from members who sit on outside bodies.
- b. To nominate a representative to sit on the board of the Chipping Norton Welfare Charities.

9. Minutes and reports from Committees

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

- a. Staffing Sub-Committee, 25th October 2024
- b. Community Committee, 4th November 2024
- c. Strategic Planning Committee, 11th November 2024
- d. Finance and Resources Committee, 18th November 2024

10. Correspondence

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

- a. To consider a letter from Chipping Norton Freemasons
- b. To consider requests for subsidised use of the Town Hall: Abingdon and Witney College, and Transitions Chipping Norton Youth Club

11. Council Action Plan

To note the Council Action Plan

12. Replacement tree for Middle Row

To receive a quotation regarding the replacement of the horse chestnut tree in Middle Row.

13. Consultation on remote attendance and proxy voting at local authority meetings

To consider a response to the Ministry of Housing, Communities & Local Government's consultation

14. Budget 2025-2026

To receive a report and proposed budget from The Finance and Resources Committee and agree an estimated budget for 2025-26.

15. To Formally Declare the Precept for 2025-2026

To formally declare the precept for 2025-2026.

16. Planning Applications

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

17. Date of the next meeting – Monday 10th February 2025



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

Policing Report for CNTC Dec 2024

Expansion of Shop Watch

Frustratingly this has stalled due to Co-op HQ asking for a licence to be drawn up for the installation of an aerial transmitter on their roof. The transmitter is needed to improve the signal beyond what can be achieved reliably with 4G.

Co-op HQ envisages a legal cost of approx. £800 - £1000 which would have to be passed onto the stores involved. This really is not feasible so we are looking at alternatives and will report back in due course. Unfortunately, the Co-op roof provides the best flat roof in the vicinity, so we are bit stuck for other locations.

Police Statistics and more background information.

Although the police cannot divulge confidential information on their statistics, I did have an interesting conversation with Sergeant Phillipa Moore on how they are compiled and some background insights.

- **For the year 1/10/23 to 27/10/24** there were 317 incidents of violence reported in Chipping Norton. 196 individuals were responsible for these incidents of violence and sexual offences. The offences are classified as: Domestic Incidents – verbal arguments, Incidents related to controlling behaviour, violence or threats of violence and sexual offences.
- As an example, in the last 12 months a male who lives away but visits his girlfriend in Chipping Norton has committed 5% of the domestic violent offences in our town. When not in prison he continues to offend and on arrest is also violent to the police officers on duty.
- There are seven incidents involving a female who is both a suspect and a victim, living a chaotic life, dependent on drugs. Her shoplifting in the town has quietened down in the last year which is encouraging.
- Seven repeat offenders of domestic violence were responsible for 29 offences in the last year.
- Interestingly in the statistics for this year, there is no cross over between people who commit domestic violence and those committing sexual offences.
- There were 45 sexual offences reported in the year. All victims were female, and some were female on female sexual abuse. No cases of male victims although these are known to be under reported.

Responses to these offences are graduated:

- Community resolution
- Caution
- Prosecution leading to community service, suspended sentence, fines and imprisonment

Statistics for September 2024

Violent and sexual offences 16	Theft 11
Vehicle crime 11	Criminal damage and arson 4

Operation Vamoose has been organised due to the continuing rise of house burglaries to obtain car keys and then steal parked vehicles.

Force Reorganisation in Oxfordshire

- The force has been streamlined so that there is now only one Chief Superintendent instead of three.
- Staffing on neighbouring teams has been increased and Chipping Norton's team is now able to focus on our town rather than having to cover other areas. **This a is a big plus.**

Our team consists at present of:

Sgt Phillipa Moore, PC Lucy Henderson Slater (line manager for the PCSOs), PC Bruce Claridge, PCSO Wes Smith and PCSO Lisa Lavington.

Cllr Sharon Wheaton



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Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Friday 25th October at 10:15am**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Ian Finney

Cllr Mike Cahill

Cllr Natasha Whitmill

Cllr Jo Graves

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Clerk and Estates Manager

SSC16	Apologies for absence. No apologies were received.
SSC17	Declarations of interest There were no declarations.
SSC18	Minutes RESOLVED: That the minutes of the meeting held on 1st October 2024 are approved as a correct record and signed by the Chair.
SSC19	Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.
SSC20	Staffing matters Members discussed an update from the Town Clerk and CEO regarding handover and locum support Cllr Finney proposed that Reg Williams Consultancy be the locum support as outlined in the proposal. Cllr Cahill seconded. All in favour, motion carried. RESOLVED: That Reg Williams Consultancy provides locum support for the Council, Cllr Whitmill left the meeting at 10:42am. The Town Clerk confirmed that the Council's HR advisors had provided a template casual contract which will enable the Council to take on staff for trial shifts in the Town Hall. It was recommended that this be trialed with two staff members, and that the monthly budget does not exceed the current vacancy for the venue assistant. This should be reviewed in early 2025. Cllr Cahill proposed that the council introduce the casual contact under the terms outlined above, Cllr Coleman Seconded. All in favour, motion carried. RESOLVED: That the Council introduces a casual contract to employ staff to work at the town hall. Members received a capability policy and procedure as drafted by the HR adviser. Cllr Coleman proposed that the policy be approved, Seconded Cllr Finney. All in favour, motion

	carried.
	RESOLVED: That the Capability policy and procedure is approved.
SSC21	Date of next meeting. To be confirmed.

The meeting closed at 11:30pm

Signed as an accurate record

Chair.....

Date.....

DRAFT



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Minutes of a Community Committee meeting held on the 4th November 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Chair), Steve Akers, Mike Cahill, Alex Keyser, Athos Ritsperis, Michael Rowe, Jo Graves and Emily Weaver

ALSO PRESENT:

Katherine Jang, Acting Town Clerk & CEO
Heidi Davies, Customer Services and Admin Assistant
Tania Kirby, Events Officer
Paolo Oliveri, Maintenance Operative

4 members of the public

CC28	Apologies for absence Apologies were received from Cllr Bibby
CC29	Declaration of interests Cllr Coleman, declared that she is a Trustee of the Community Church the hires Glyme Hall – regarding minute line CC34
CC30	Minutes RESOLVED: That the minutes of the committee meeting held on the 9 th September 2024 were signed as an accurate record by the Chair
CC31	Public Participation <ul style="list-style-type: none">• Glyme Hall: A resident sought reassurance that the existing classes will be able to continue. <p>Cllr Coleman (Chair) explained that there could be a week or two before classes can begin.</p> <p>Tania Kirby responded that all booking requests from current and new users will be considered fairly.</p> <p>Discussions then took place regarding the use of the spaces and councillors acknowledged the need for further discussions with staff and users.</p>
CC32	Committee Action Plan review The Town Clerk noted that the Smoke Free Oxfordshire funding still has not been spent (£750). The Town Clerk recommended that the signage design and installation is delegated to officers. <p>Cllr Akers proposed the above, seconded by Cllr Graves. All in favour, motion carried.</p>



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	<p>RESOLVED: That the committee agrees to delegate the design and installation of the Smoke Free Oxfordshire signage to Town Council officers to ensure that the £750 funding from WODC is spent.</p>
CC33	<p>Town Hall Members received a report from the Facilities and Events Officer.</p> <p>Members discussed the proposal set out by Alder King regarding a temporary roof fix for the Town Hall and the two cost options.</p> <p>Cllr Akers proposed go ahead with the temporary roof fix at £6,900 + VAT and to have Alder King oversee these works at an additional cost of £1,000 Seconded by Cllr Graves. All in favour, motion carried.</p> <p>RESOLVED: That the committee agrees to have the interim roof Town Hall works carried out at a cost of £6,900 + VAT and to appoint Alder King to oversee these works.</p> <p>The Town Mayor proposed to add a separate item of "Town Hall Roof Works" added as a standing item to all future Town Hall reports. All members in agreement.</p>
CC34	<p>Glyme Hall Members received a draft booking form, list of fees and charges, and terms and conditions for booking Glyme Hall from the Facilities and Events Officer. Members received a recommendation that the storage fees for Glyme Hall are delegated to the Facilities and Events Officer following the site visit on the 4th November.</p> <p>It was suggested to change the following:</p> <ul style="list-style-type: none">• page 1 of 3 from fly posting to posters and banners.• Booking confirmation suggest to the first bullet point sentence in first. Page 1• Charges and fees, suggest nonprofits with community groups.• Number 2 charges and fee aligning with Glyme Hall should say Town hall• Paragraph 8 – alcohol consumption – amend the sub bullets and then a proper bullet point.• Page 4 booking to clarify the daily rate with all facilities <p>Cllr Coleman proposed to adopt the booking form, list of fees and charges, and the terms and conditions of hire for the Town Hall as stated above. Seconded by Cllr Weaver. All in favour, motion carried.</p>



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	<p>RESOLVED: That the committee adopts the proposed set of fees and charges, booking form, and terms and conditions of hire for Glyme Hall including the amendments as above.</p>
CC35	<p>Events Members received a report from the Facilities and Events officer.</p> <p>The Facilities and Events Officer advised that the committee that there are problems with the windows as the Christmas lights will affect vision of the artwork. Working group to arrange the unveiling of the artwork.</p> <p>The Facilities and Events Officer advised the committee that more volunteers are required for Christmas light switch on and Christmas Market and requested that volunteers contact her directly should they wish to get involved. All volunteers will have the opportunity for an in-person training meeting prior to the events but will be issued a training document if they cannot make the meeting.</p> <p>There was some discussion raised about the naming of the events, and the Facilities and Events Officer confirmed that the umbrella term for all Christmas events is "Christmas in Chippy" for both planned events.</p>
CC36	<p>Play Areas Members received a written update report from the Town Clerk. The next set of ROSPA inspections will take place in the coming weeks, with the agreed disability and access survey taking place at the same time.</p> <p>It was noted that the basket swing has not yet been repaired as some items have not arrived yet.</p> <p>Cllr Coleman noted that is important that Cllrs familiarise themselves with Council assets and suggested monthly walk arounds should be scheduled.</p> <p>Cllr Akers raised that a resident had been in touch to raise concerns about the surface of the MUGA and had requested that the council considers alternative surfacing. The Town Clerk to enquire about alternative surfacing and to report back at a future committee meeting.</p>
CC37	<p>Skatepark Project Members received an update following the meetings Maverick Industries had with the Skatepark Users Group and nearby residents. The final design has been decided, following input from the two meetings.</p> <p>The next steps will be for Maverick Industries to submit a planning application to WODC and for the Town Clerk to apply for relevant S106 and associated funding.</p> <p>The final design plans were shown to the committee.</p>



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	<p>Drainage was raised as a concern. The acting Town Clerk will check this with Maverick and report back at the next meeting.</p>
CC38	<p>Keep Chippy Beautiful Members received a verbal update following the successful autumn litter pick event. Members noted that it had been well-attended by residents and that they plan to have another event take place in Spring. It was suggested that next date will be 21st March.</p> <p>Cllr Akers thanks Heidi Davies, Admin and Customer Service Assistant for organising the event and the Cllrs that volunteered. It was noted that more volunteers are needed next time and that future dates are for clean ups already arranged so to inform the volunteers.</p> <p>Discussions then took place about the bins for market street and Victoria residents as they were not informed which bins they should be using. Better communication from WODC is required with the residents.</p> <p>Another discussion took place about cigarette ends being a problem and leaves on the footpaths.</p> <p>It was suggested that it would be good idea for the Hi-Viz clothing to be branded with the Town Council and it was also suggested that these could also be used for stewarding. The purchasing of the Hi-Viz was delegated to Town Council officers.</p>
CC39	<p>Public Art Project Members received an update following the two workshops taking place at the Town Hall and the Pillars development with artist Luke Embden. The next step will be for the Town Clerk to apply for the remaining S106 funding set aside for Public Art in Chipping Norton to release the funding required to print and install the finished artwork.</p>
CC40	<p>Committee Budget 2025/26 Members received a report from the Responsible Finance Officer with spending priorities for 2025/26 to help inform the overall budget.</p> <p>Members received notice that the Town Hall electricity supplier was due for renewal and received options to switch from the current energy supplier SSE GREEN.</p> <p>Cllr Akers proposed to switch the Town Hall energy supplier to EON GREEN for 24 months, seconded by Cllr Cahill. All in favour, motion carried. RESOLVED: That the Town Hall energy supplier is fixed for the following 24 months with provider EON GREEN.</p> <p>Members discussed the proposed committee budget provided by the Responsible Finance Officer.</p>



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	<p>Members noted that there are two windows in need of repair, likely within the next 12 months. Cllr Akers proposed to increase the Town Hall Restoration Budget Code (6402) to £30,000, seconded by Cllr Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the proposed Community Committee budget is sent to the Finance and Resources Committee for approval.</p> <p>Members noted that the committee budget may be adjusted further once the full budget is received by the Finance and Resources Committee, prior to being sent to Full Council for approval.</p>
CC41	<p>Date of the next meeting Monday 20th January 2025</p>

The Chair closed the meeting at 20.17pm.



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Minutes of a Strategic Planning Committee meeting held on Monday the 11th November 2024 at 6:30pm, in the Council Chamber, Chipping Norton Town Hall

Present: Cllrs Mike Cahill (Chair), Sharon Wheaton, Ian Finney, Tom Festa, Alex Keyser, Dom Rickard, Sandra Coleman, Michael Rowe

Also present:

Katherine Jang, Acting Town Clerk

Heidi Davies, Admin and Customer Services Assistant

Paolo Oliveri, Maintenance Operative

1 Member of the public

SPC30	Apologies for absence Apologies were received from Cllr Jo Graves
SPC31	Declaration of interests None received
SPC32	Minutes <ol style="list-style-type: none">RESOLVED: That the Chair signs and approves the minutes of the Committee meeting held on the 16th September 2024.To note the minutes of the Traffic Advisory Sub-Committee held on the 3rd October 2024.
SPC33	Public Participation None received
SPC34	Committee Action Plan members noted the committee action plan. Cllr Cahill commented that Cllr Rachel Crouch is a member of the Witney Ward and not Chipping Norton as stated in the notes. Acting Town Clerk has actioned this to be amended. Cllr Coleman informed the members that Honorary Citizen Dr Shelia Parker who has recently passed away has a bench already in situ next to her husband Dr Bruce Parker located outside Jaffe and Neale. The Acting Town Clerk will organise a plaque in her remembrance to be placed on the bench. Also discussed that the Town Council will fly the flag at half mast on the day of Dr Shelia Parkers funeral at 10am as requested by the family.
SPC35	East Chipping Norton Development No updates received
SPC36	Cemetery Members received a report from the Acting Town Clerk on Worcester Road Cemetery and the Closed Churchyard at St Mary the Virgin Church.



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

	<p>The Acting Town Clerk informed the members that burials have started in the new section of the Worcester Road Cemetery.</p> <p>A discussion took place regarding the continued pest control. The Acting Town Clerk advised the members that new signage has been ordered reminding residents not to feed the wildlife. Also discussed that a resident is persistently feeding the wildlife and that a sensitive conversation will need to be held with them to discourage this. Cllr Keyser has volunteered to talk to this resident.</p> <p>An issue was raised by Cllr Rowe regarding a grass slope that he slipped on whilst gaining access to a grave. He asked members to consider a path to be installed. The Acting Town Clerk will investigate this.</p> <p>The Acting Town Clerk advised the members about the hole that has opened at the Closed Churchyard and informed them that the report by TigerGeo stated that the hole is in fact a vault which is halfway filled with water and that an underwater camera study may have to take place to see if there are burials in there. The Acting Town Clerk has been looking into possible family of 14 that could be buried in the vault, and this is still being investigated. It was discussed that there could be other vaults that need to be identified, and it was suggested that a survey should be done on the entire Closed Churchyard. The Acting Town Clerk advised the members that TigerGeo have already spotted above ground vaults that will need investigating. The Acting Town Clerk will bring this to the next Full Council Meeting.</p> <p>Cllr Cahill along with all the members thanked The Acting Town Clerk on the investigation work she has put into this.</p>
<p>SPC37</p>	<p>Pool Meadow restoration project Members received an update from Beaumont Rivers.</p>
<p>SPC38</p>	<p>Climate and Ecology Emergency</p> <p>a. To receive a proposal from Cllr Festa regarding the establishment of a Climate and Ecology working group, including the draft Terms of Reference. Cllr Festa noted that there is a desire to be a forward-thinking town and that organisations such as Transitions Chipping Norton have volunteered to join the working group.</p> <p>Members requested one change to the draft Terms of Reference, that no minimum number of Cllrs are required for the Working Group. This would not change the minimum 2 Cllrs to reach a quorum for meetings.</p> <p>Cllr Festa proposed to accept the draft Terms of Reference with the amendments as stated above, seconded by Cllr Cahill.</p>



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	<p>All in favour, motion carried.</p> <p>RESOLVED: That a Climate and Ecology working group is established, with member Cllr Festa.</p> <p>b. Members received a verbal update about progress towards installation of the Living Moss Filter on Horse Fair by Cllr Festa.</p>
<p>SPC37</p>	<p>Committee Budget 2025/26</p> <p>Members received a report from the Responsible Finance Officer and discussed committee spending priorities for 2025/26 to help inform the overall budget.</p> <p>Members noted that the cemetery income had been decreased to be more in line with the income from the previous two years. The budget for War Memorial repairs had also been decreased to reflect that the repairs had recently been undertaken.</p> <p>Cllr Finney proposed to accept the committee budget as stated without amendment. Seconded by Cllr Rickard, all in favour, motion carried.</p> <p>RESOLVED: That the draft committee budget is sent to the Finance and Resources Committee for review.</p>
<p>SPC38</p>	<p>Planning Applications</p> <p>1. APPLICATION NO: 24/02367/HHD PROPOSAL: Erection of rear extensions to create additional ground and first floor living space, along with construction of a front porch. ADDRESS: 26 Walterbush Road, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>2. APPLICATION NO: 24/02518/CLP PROPOSAL: Certificate of lawfulness (to allow the installation of air source heat pumps). ADDRESS: Chipping Norton Library, Goddards Lane, Chipping Norton</p> <p>Support</p> <p>3. APPLICATION NO: 24/02582/HHD PROPOSAL: Single storey rear extension. ADDRESS: 12 Coopers Square, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>4. APPLICATION NO: 24/02546/LBC PROPOSAL: External alterations to replace damaged stone and repointing. ADDRESS: 26 High Street, Chipping Norton, Oxfordshire</p>



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	<p>Support</p> <p>5. APPLICATION NO: 24/02554/HHD PROPOSAL: Conversion of store and stables to gym, guest bedroom and studio annex. ADDRESS: The Elm, Church Lane, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>6. APPLICATION NO: 24/02594/HHD PROPOSAL: Erection of infill and first floor extensions. Works to include alterations to fenestration, construction of a flat roof dormer extension and installation of roof lights. ADDRESS: The Cottage, 33 West Street, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>7. APPLICATION NO: 24/02614/ADV PROPOSAL: Installation of flat cut aluminum letters applied to existing non-illuminated fascia board (painted white) ADDRESS: 12 High Street, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>8. APPLICATION NO: 24/02729/LBC PROPOSAL: External alterations to change the signage on front elevation. ADDRESS: 12 High Street, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>9. APPLICATION NO: 24/02701/FUL PROPOSAL: Erection of a summerhouse on land adjacent to Albion Place ADDRESS: 4 Albion Place, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>10. APPLICATION NO: 24/02649/FUL PROPOSAL: First floor extension to existing bar area and ground floor extension to function suite with roof terrace over ADDRESS: Cotswolds Club, Chipping Norton, Southcombe, Chipping Norton</p> <p>No objection, no comment</p>
SPC39	Date of Next Meeting Monday 27 th January 2025



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The Chair closed the meeting at 7.15pm

Signed as an accurate record.....

Date.....

DRAFT



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Minutes of a Finance and Resources Committee meeting held on the 18th November 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Ian Finney (Chair), Dom Rickard, Sandra Coleman, Mike Cahill, Emily Weaver, Alex Keyser (Substituting)

ALSO PRESENT:

Katherine Jang, Acting Town Clerk & CEO

Alison Packer, Responsible Finance Officer

Heidi Davies, Admin & Customer Service Assistant

Paolo Oliveri, Maintenance Operative

No Members of the public were present

FR27	Apologies for absence Apologies received from Cllr Ritsperis, Cllr, Bibby and Cllr Whitmill
FR28	Declaration of interests None
FR29	Minutes <ul style="list-style-type: none">a. RESOLVED. The Chair signed and approved the minutes of the Finance and Resources Committee Meeting as an accurate record held on the 23rd September 2024.b. Members noted the minutes of the Staffing Sub-Committee held on the 1st October 2024c. Members noted the minutes of the Staffing Sub-Committee held on 25th October 2024
FR30	Public Participation None
FR31	Committee Action Plan Members noted the ongoing committee action plan. Members discussed investments and would like more information on how investments can be more ethically handled. The Responsible Finance Officer will investigate this and provide a summary for the members at the next meeting.
FR32	Correspondence Members noted correspondence from Chipping Norton Theatre regarding the work being done with the Core Funding provided by the Town Council.



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	<p>The letter comprised all the community work that the Theatre are currently undertaking with the core funding from the Town Council. Members received an indication that Theatre may need more core funding starting financial year 2026/27</p>
FR33	<p>Income and Expenditure Members received detailed current income and expenditure reports by budget heading.</p>
FR34	<p>Schedule of payments for approval Members received the schedule of payments and did not raise any queries for the RFO</p>
FR35	<p>Forward Work Program Members reviewed the following policy: <ul style="list-style-type: none"> a. CCTV Compliance <p>RESOLVED: That no further amendments are required.</p> <p>Members received drafts of the following policies to approve: <ul style="list-style-type: none"> a. Flexible Working Requests Policy b. Hybrid Working Policy c. Maternity Leave Policy d. Paternity Leave Policy e. Shared Parental Leave Policy f. Parental Bereavement Leave Policy g. Adoption Leave Policy <p>Members discussed whether to provide statutory or enhanced pay for the Maternity, Paternity, Shared Parental Leave, Bereavement, and Adoption Leave policies. RESOLVED: Members agreed to provide enhanced pay for the Maternity, Paternity, Shared Parental Leave, Bereavement, and Adoption Leave policies.</p> </p></p>
FR36	<p>Interim Audit Report Members received the interim audit report from the Council's Internal Auditor The audit report did not raise any concerns.</p>
FR37	<p>Committee Budget 2025-26 Members received a report from the Responsible Finance Officer and discussed the detailed budget lines. Query raised over the Income over expenditure total – RFO checked master copy and corrected a clerical error shown on printed copy.</p> <p>Members requested that £20,000 to be removed from Town Hall Restoration code (6402) and noted that any works for the Town Hall could be taken from the existing Town Hall EMR.</p>



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FR38	Draft annual budget setting for 2025/26 Committee members received a report from the Responsible Finance Officer and agreed spending priorities for 2025/26 to help inform the overall budget. Members discussed the overall budget and the various options for precept which will be dependent on available reserves and yet to be confirmed Tax Base figures from WODC. The budget and precept will be decided at the Full Council Meeting on 9 th December 2024.
FR39	Date of the next meeting Monday 3 rd February 2025

The Chair closed the meeting at 7.47pm.

Signed as an accurate record.....

Date.....

DRAFT

CHIPPING NORTON FREEMASONS

Chipping Norton Freemasons
Masonic Hall
Over Norton Road
Chipping Norton
OX7 5NR

Dear Tania

We are writing to express our sincere interest in securing a long-term loan of the chairs from the council chambers. We deeply appreciate the rich history and significance these chairs hold within our community.

Our intention is to honour this heritage by placing them in our Masonic lodge during our festive board gatherings. Specifically, we would like to reserve these distinguished chairs for the three most important individuals within the lodge during our ceremonies and events.

By incorporating these historic chairs into our lodge, we aim to not only preserve their legacy but also to enhance the experience of our members and guests. We believe that having these chairs as part of our celebrations will serve as a poignant reminder of the values we uphold and the traditions we cherish.

We would like to celebrate the chairs coming into our lodge by holding an event where we would like to invite you all to come and visit our lodge and see them in their grandeur.

Yours Sincerely



Item 10b: Request from organisations regarding the subsidised use of the Town Hall

The following two organisations have requested either subsidised or free use of the Town Hall during their sessions. Normally, these requests would be taken to the Finance & Resources Committee to consider during the Grants to Voluntary Bodies meetings. However, they would like to resume sessions before the next Finance & Resources Committee meeting (5th Feb 2025) and therefore are requesting this from Full Council.

- West Oxfordshire District Council, on behalf of Abingdon and Witney College

- Purpose: as per email from Emma Phillips, WODC Market Towns Officer:

“Abingdon and Witney College have received funding to [run free ‘green skills’ courses to residents in West Oxfordshire](#). There are some brilliant courses, some of which are open to those who are just environmentally conscious and eager to learn, they are not all for tradespeople.

The programme launched in September, but unfortunately, enrolment has been lower than anticipated. To boost participation, the college is planning a ‘Green Skills’ event to showcase the courses and other green skills and electrical initiatives. They could hold this event at their Witney campus, but I was thinking a neutral venue one in the north of the district might mean they reach more people. They are looking for a venue where they can bring some equipment to showcase some of the machines and talk about what they can offer at the college. Unfortunately, they have 0 budget so I hope you wouldn’t mind my asking—would it be possible for them to use the town hall for this event? I totally understand if this is not an option but thought I would ask!”

- Space for hire: Upper Hall
 - Hire dates/times: TBC
- Transitions Chipping Norton Youth Club
 - Purpose: To resume the Youth Club at the Town Hall. This had previously been given free hire of the Town Hall (2023/4) but had stopped due to lack of funding to be able to host outdoor activities in Cotswold Crescent and in Town Hall through the summer
 - Space for hire: Lower Hall
 - Hire dates/times: One day per week to be agreed due to current scheduling – would like this to be on a Tuesday, but will work with F & E officer to select an appropriate time)

RECOMMENDATION: That the Council considers whether to grant the organisations either subsidised or free use of the Town Hall, specifically for the purposes and dates outlined above.

Chipping Norton Town Council Action and Strategic Plan

This action plan has been updated following a review by Committee.

Key Themes:

BT	A vibrant, safe and beautiful town
OS	Improved open spaces
CS	Improving community services
CE	Community engagement
MC	A modern, safe and forward thinking Council
WP	Working in partnership

Committees:

FC:	Full Council
CC:	Community Committee
SP:	Strategic Planning
FR:	Finance and Resources
TAC:	Traffic Advisory Sub-Committee

Key	Action	Responsible Committee	Whose involved?	Budget	Commencement	Completion	Notes/Comment
CS1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	SP	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	Ongoing	WODC's sports and pitch provision strategy has been approved and is in the public domain. Jan 2022. Exec member for stronger, healthy communities is now Cllr Rachel Crouch.
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Cycling Action Group		Ongoing	Ongoing	LCWIP in progress. A Cycling Action group has been established by the Traffic Advisory Sub-Committee. Rusty Riders initiative currently paused for a winter break.
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC// working group/Community First		Ongoing	Ongoing	Part of the ECN site is registered as an ancient scheduled monument. This has been appealed. The outcome of this appeal will be decided by Historic England in due course. The Chipping Norton Community Land Trust has been set up as a formal group independent of the Town Council.
BT2	20mph scheme for Chipping Norton	SP/TAC	CNTC/OCC	N/A	April 22	April 24	TC consultation complete. Report published. Roll out of 20mph scheme in Chipping Norton is now complete.
CE1	Chippy Phone Box	SP	CNTC	N/A	Jul-21	Ongoing	CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town.
CS2	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	£500 from street furniture budget	July 24	March 25	The metal benches in town are now be part of the works schedule. TBC this year.
BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing	Ongoing	Working with OCC to help identify safer HGV routes. A Windrush Valley Area Study plan is now taking place(OCC)

BT4	Road and Pedestrian Safety	SP/TAC	CNTC/OCC/		Ongoing	Ongoing	OCC consultation on West Street/New Street junction commenced June 2024. Proposed improvements for Albion Street junction have been approved and should be installed this year. SID for Churchill Road is installed and operational.
CS3	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/workin g party	EMR £171,783	Jun-22	Jun 25	Quinquennial review is complete. Measured survey has been carried out and we now have floorplans Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have been completed. First phase internal decoration is complete. The second phase includes signage and decoration of external doors, decoration of the upper hall and roof repairs. Scoping work for PV solar for the roof has been completed.
CS4	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clu bs		Nov 21	Ongoing	The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours. Transition Chipping Norton have started a weekly youth group in the Town Hall, funded by CNTC.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	SP	CNTC/Contractors	£4000 from repairs and maintenance budget 24-25	Ongoing	Ongoing	New regulations approved. New noticeboard has been installed. Second stage memorial safety testing complete - safety works complete. Awaiting final section safety testing. Wildflower meadow complete. Yellow rattle growing well. Traditional Wildflower mix has been sown to enhance the wildflower area.
OS1	Ensure that the recreation areas in Chipping Norton are safe, enjoyable and inclusive spaces for all.	CC	CNTC	24/25 Repairs £4,500 New Equipment £10,000	Ongoing	Ongoing	Most health and safety works have now been undertaken. Issues identified are resolved as soon as practicably possible. New play equipment at Cotswold Cresnet is well used by the community with youth activities taking place their too. The fitness equipment at New Street Rec is not in the ideal location. There is scope for this to be relocated within the site as part of the skatepark plans. Cornish Road play area has no vehicular access for emergency vehicles – this has been logged with South Central Ambulance Service who have assessed and signed off as suitable. They have a what3words location to alert medics that on foot access is required.
MC/OS1	Pesticide free Chipping Norton	CC		N/A	May 22	May 25	

			CNTC/Contractors/landowners/clubs				Three year action plan adopted. First year implemented, second year review and implementation to take place. Wildflower area in the Cemetery is establishing well, with yellow rattle flowers in bloom during June. This area has been strimmed, and new wildflowers have been sown.
OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants	£25,000 EMR	2020	Sept 24	Feasibility study complete. Awaiting final reports to support the planning application.
BT5	Christmas lights scheme	CC	CNTC	£19,000 per year £2,500 for switch on event (from events budget)	October 22	Feb 25	Christmas lights 2022 was a success. Little trees have brought in house and will be delivered by the Council's contractors. New infrastructure has been installed. The 2023 lights and switch on event were a huge success and the feedback from residents has been very positive. 2024 switch on held on Thursday 28 th November.
CE2	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations /Clubs/Community groups	24-25 £16,500	July 2024	Feb 2025	New grant policy approved. Grants were considered by the Finance and Resources Committee in July 24 Second tranche will be considered and allocated in Feb 25.
MC1	Managing Greystones leases	FR	CNTC/tenants		Jul 22	Asap	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. One lease complete To commence next lease update this year.
CS/MC1	Public space safety and compliance	CC/SP	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. First phase works complete. Second section complete. Tree Survey complete - priority works complete. Medium term priority works underway. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete Alarms system, emergency lighting and hearing loop are installed. Council H&S audit has taken place. Greystones health and safety have taken place.
MC2	Health and Safety Audit	FR	CNTC/GH Safety	£3000	June 2024	Ongoing	New Health and Safety Audit has taken place and actions being worked through systematically in priority order.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC	na	May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.

CE3	Flying flags to mark national and local events and commemorations	FC	CNTC	n/a	Jun 22	Ongoing	Protocol agreed June FC. Calendar agreed.
MC4	Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	New website working very well. CNTC staff to publish news articles/agendas and publications. Monthly newsletter
MC5	Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/Focus Group	£8400 Telephone and comms £3000 IT hardware/software	May 21	Ongoing	The Council's IT and phone systems are managed by Focus Group.
MC6	Review the Council's fees and charges annually	FR	CNTC	n/a	Ongoing	Ongoing	The fees and charges for 2024-25 were reviewed and amended in March 2024. Next review early 2025.
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Ongoing	The internal audit for 2023-24 is complete and has been received by Council. AGAR is complete. External Audit is complete. Internal auditor has been approved and the 2024-25 interim audit received.
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC	n/a	Ongoing	Ongoing	New website launched. FOI procedures approved 2022 and will be reviewed in 2024. Transparency page published. Financial management page published. The publication page demonstrates how much is now available to residents via the Council's website.
MC8	Ensure that the Council's finances are invested wisely	FR	CNTC				Investment Strategy Approved July 2022. RFO to bring update to this meeting.
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£3000	July 22	Ongoing	Staff needs assessment complete. All staff training up to date. Member needs assessment has been circulated. Staff and Cllr training policy approved.
MC10	Local Council awards	FR	CNTC	n/a	March 2024	September 2024	CNTC received the Local Council's Foundation Award in October 2023. CNTC received the Local Council Quality Award in August 2024. Next stage requires a three-year business strategy plan and robust community engagement.
CE/WP1	Chipping Norton Pride	CC	CNTC	TBC	July 23	Annually in June/July	2023 event a huge success. A Chipping Norton Pride group has been identified and worked with the Council to plan and deliver a successful 2024 event. The Chipping Norton Pride group are a formal CIC and will now manage the event and be expected to apply for grant funding for 2025.
CE/OS/C S1	Skatepark Design and Installation Project Large project	CC	CNTC/Maverick Industries/Skatepark Users Group	EMR £30,000	April 23	Summer 2025	Contractor Maverick Industries Ltd has undertaken a final consultation with residents 9 th October 2024, and have put forth a final design.

				Potential S106 funding £55,000 Budget £250,000			Next step will be for Maverick to proceed with the planning application. Once approved, the S106 funding can be released and further grant applications applied for.
CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	Recent litter pick held on the 5 th October 2024. Next to be held in Spring 2025, date TBA.
OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	Overdue	The signage design and installation was delegated to TC officers. Design completed and awaiting funding release from OCC.
WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre	n/a	May 23	Ongoing	Partnership events held in the Town Hall have gone well. To continue to develop this relationship.
CS5	Feasibility for a “rock school” for Chipping Norton	CC	CNTC/partners	Tbc	Not started	Not started	Scope out ideas
WP2	Collaboration/dialogue with The Branch Community Hub	CC	CNTC/The Branch	Na	Ongoing	Ongoing	The Town Clerk meets with The Branch CEO on a regular basis to share information and provide support where helpful.
CS6	Summer event – picnic in the park	CC	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.
CE4	Community Awards event	FC	CNTC	£1,500 from events budget	September 2024	Annually in September	The committee agreed to expand the sports awards into a wider community awards ceremony. An event policy and procedure has been agreed. First ceremony was held on 27 th September 2024 and was a huge success.
BT/CE2	Public Art Project	CC	CNTC/Luke Embden	£5805 of S106 funding granted for the town hall project to commence. £3000 printing funding available to apply for	July 2024	March 2025	Local graphic artist Luke Embden delivered community workshops in September 2024. Hundreds of people attended and contributed to the collaborative public art project to be displayed from the Town Hall windows. Installation date delayed so as not to compete with the Xmas lights installation (Jan 2025).
CE/WP2	Remembrance Day event	CC	CNTC/CN RBL	£1000 from events budget plus use of the Town Hall and staff to support.	Annually in November	Annually in November	Chipping Norton Remembrance Parade and services organised by the Chipping Norton Royal British Legion. Supported by the Town Council – use of the Town Hall, funding for catering and application for road closure are some examples of how CNTC contribute to this.
CE5	Rusty Riders Initiative	SP	CNTC/Cycling Action Group	n/a	Monthly ongoing	Monthly ongoing	The Rusty Riders cycling clinics take place on the first Saturday of each month (weather depending) and will encourage people to bring their bikes to be checked

							using the public bike repair station at the leisure centre; to receive proficiency training and to take part in a group ride. This initiative is going well. Rusty Riders is now on pause for the winter. To re-start in March 2025.
OS4	Improving Air Quality	SP	CNTC/WODC	Needs to be identified	Ongoing	Ongoing	<p>Council are working through a proposal to install a living moss filter in Chipping Norton to improve air quality.</p> <p>The Council promotes clean air initiatives as part of the clean air day campaign https://www.actionforcleanair.org.uk/campaigns/clean-air-day</p> <p>Climate Action Working Group set up.</p>
BT/CE/ WP1	Community Safety and Supporting Local business	SP	CNTC/TVP	n/a	May 24	Ongoing	Cllr Sharon Wheaton has been approved by Council as the CNTC/TVP liaison in order to meet and share information about local crime and community safety.
BT6	Town Centre Flower Beds	SP	CNTC/OCC/WODC	TBD	May 2024	May 2026	<p>The Town Council own the beds along Middle Row and by the Town Hall. A budget should be set aside beyond the scope of the current GM contract which includes only minimal maintenance.</p> <p>WODC own the other beds and there may be opportunities for CNTC to take them on with permission. For Committee to consider and agree before a conversation is initiated with WODC</p>

Adopted by Full Council on 22nd July 2024

Item 12: Middle Row Tree Replacement

The Council had approved to remove the diseased Horse Chestnut tree on the corner of Middle Row, which is due to be removed on the 8th January 2025 after the Christmas lights display is taken down.

For Canopy to provide, plant and stake a new specimen that will be approx 2m in height will be roughly £ 450.00 + vat, depending on the chosen species.

RECOMMENDATION: That the Council considers the cost of the replacement tree on Middle Row, depending on the suitability of the location and species.

Agenda Item 13: Consultation on enabling remote attendance and proxy voting at local authority meetings

The Ministry of Housing, Communities & Local Government has opened a consultation seeking views on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England.

They are consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances.

<https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings>

Ministerial foreword

The government has set out its intention to reset the relationship between central and local government as partners in delivering better outcomes for the communities we collectively represent. Key to this is supporting the sector to modernise democratic engagement, raise standards and widen the range of candidates standing for council by removing unnecessary barriers.

The attendance of elected members at local authority meetings is a core part of the democratic process at the local level and is integral to members carrying out their functions effectively. In addition to the value of members coming together to debate and discuss the issues which impact the lives of the people they represent; it is also important that local residents have the opportunity to engage directly with the people they have elected to take key decisions on their behalf.

At the same time, the government recognises that there are circumstances in which it may not always be possible for members to attend council meetings in person. It is with this in mind that the government intends to amend the law to introduce provisions for remote attendance at local authority meetings.

The intent is that this increased flexibility will strike the balance between the principle that significant in-person engagement remains vitally important, and a recognition that there will sometimes be a need to accommodate members' requirements to attend council meetings remotely. We hope it will encourage a wider diversity of people willing and able to stand and actively participate in local democracy by creating improved conditions where meetings are accessible and inclusive.

In addition, we are seeking views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely, for example during maternity, paternity or adoption leave.

In line with the government's commitment to working with local government to establish partnerships built on mutual respect, genuine collaboration, and meaningful engagement, this short consultation seeks your views on the detail and practical implications of this proposition to inform our ongoing policy development.

The consultation is open and will last for 8 weeks from 24 October 2024. Deadline 19th December 2024.

RECOMMENDATION: That the Council considers if they agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings, and to delegate responsibility of responding to the consultation to the Town Clerk.

Agenda item 14 – Annual Budget 2025-2026

The draft budget attached is as recommended by the Finance and Resources Committee who discussed and agreed a final recommendation after each Committee had submitted their proposals.

This budget includes the precept income based on the recommendation from the Finance and Resources Committee that the precept is increased by £40.00 per band D property, per annum to £170.51 per annum.

WODC have now circulated the tax base for 2024-25. This has decreased slightly from 2879.72 to 2876.46. The calculations below show the precept income for 2025-26 if the recommended budget and precept amount is agreed:

Tax base	2876.46
Current precept per band D property	£130.51
With increase of £40.00 per Band D household per annum	£170.51
Precept income for 2025-26	£490,465.00

If this is agreed, then this would replenish the general reserves by £9,111.19, to cover unforeseen costs and some of the work at St Mary the Virgin Closed Churchyard.

For the purposes of the budget, any funds allocated to earmarked projects are not considered within the precept calculations. The Council has a current general reserve of £389,299 (as of the end of October 2024). It is sensible for the Council to keep at least 3 months net expenditure in general reserves, which based on this draft budget would be £120,000. We also expect to spend approximately £160,000 before the end of this year. Which leaves £102,299.

It should be noted that this would be the amount remaining for any new projects over the year that have not been factored into the budget.

Council could choose to balance the budget using a different combination of general reserves/precept income.

An annual increase per band D property of:	equals a weekly increase per band D of:	Total annual cost per band D property	Total annual precept income	General reserves required to balance the budget	Balance of available reserves
£10.00	£0.19	£140.51	£404,171.39	-77,182.61	32,116
£15.00	£0.29	£145.51	£418,553.69	-62,800.31	46,499
£20.00	£0.38	£150.51	£432,935.99	-48,418.01	60,881
£25.00	£0.48	£155.51	£447,318.29	-34,035.71	75,263
£30.00	£0.58	£160.51	£461,700.59	-19,653.41	89,646
£35.00	£0.67	£165.51	£476,082.89	-5,271.11	104,028
£40.00	£0.77	£170.51	£490,465.19	9,111.19	118,410
£45.00	£0.87	£175.51	£504,847.49	23,493.49	132,792
£50.00	£0.96	£180.51	£519,229.79	37,875.79	147,175

Recommendation:

- a. For Council to receive the draft budget from the Finance and Resources Committee and approve the final budget for 2025-2026.
- b. For Council to agree the precept income and general reserves needed to balance the budget in preparation for formally declaring the precept during agenda item 14.

**Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)**

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Note: Annual Budget

		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>FINANCE & RESOURCES</u>												
<u>100</u>	<u>Administration</u>											
3210	Admin Charges	9,000	9,756	0	0	5,000	0	5,000	3	9,600	0	0
3290	Miscellaneous Income	0	25	0	0	0	0	0	0	0	0	0
	Total Income	9,000	9,781	0	0	5,000	0	5,000	3	9,600	0	0
4100	Salaries/Superann/Nl	150,000	154,627	0	0	175,000	0	175,000	101,306	194,000	0	0
5110	Stationery	600	800	0	0	1,000	0	1,000	296	1,000	0	0
5120	Photocopying Costs	2,300	2,446	0	0	3,200	0	3,200	1,288	3,200	0	0
5200	Postage	300	96	0	0	150	0	150	3	100	0	0
5210	Telephone and Comms	6,000	7,572	0	0	8,400	0	8,400	4,691	8,500	0	0
5310	Office Equipment	1,000	1,107	0	0	1,000	0	1,000	528	500	0	0
5340	Website Costs	500	924	0	0	1,000	0	1,000	780	1,000	0	0
5360	Computer Hardware/Software	3,000	2,623	0	0	3,000	0	3,000	1,350	3,000	0	0
6200	Rent	2,500	7,584	0	0	5,500	0	5,500	13,554	8,000	0	0
6210	Rates	2,700	2,623	0	0	2,700	0	2,700	1,811	3,200	0	0
7100	Travel & Subsistance	200	177	0	0	200	0	200	49	200	0	0
7300	Staff & Councillors Training	2,000	2,435	0	0	3,000	0	3,000	1,239	2,500	0	0
7500	Legal & Professional Fees	14,000	17,573	0	0	10,000	0	10,000	22,445	5,000	0	0
7510	Audit Fees	2,700	2,030	0	0	2,500	0	2,500	1,865	2,500	0	0
7600	Subscriptions	2,000	2,017	0	0	2,300	0	2,300	2,149	2,500	0	0
7630	Bank Charges	300	277	0	0	250	0	250	197	300	0	0
7650	Insurance	1,800	1,623	0	0	9,500	0	9,500	10,121	11,500	0	0
7710	Election Expenses	6,100	6,100	0	0	6,100	0	6,100	200	0	0	0

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: Annual Budget

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		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
7720	Other Miscellaneous Expenses	1,000	1,288	0	0	1,000	0	1,000	355	750	0	0
	Overhead Expenditure	199,000	213,924	0	0	235,800	0	235,800	164,227	247,750	0	0
	100 Net Income over Expenditure	-190,000	-204,143	0	0	-230,800	0	-230,800	-164,225	-238,150	0	0
6000	plus Transfer from EMR	0	10,293	0	0	0	0	0	11,143	0	0	0
	Movement to/(from) Gen Reserve	<u>(190,000)</u>	<u>(193,851)</u>			<u>(230,800)</u>		<u>(230,800)</u>	<u>(153,081)</u>	<u>(238,150)</u>		
101	Grants											
7670	Grants-Voluntary Organisations	28,000	41,422	0	0	16,500	0	16,500	8,250	16,500	0	0
7671	Grant Theatre C/N	0	0	0	0	3,000	0	3,000	3,000	3,000	0	0
7672	Grant Lido C/N	0	0	0	0	5,000	0	5,000	5,000	5,000	0	0
7673	Grant Museum	0	0	0	0	3,500	0	3,500	3,500	3,500	0	0
	Overhead Expenditure	28,000	41,422	0	0	28,000	0	28,000	19,750	28,000	0	0
	Movement to/(from) Gen Reserve	<u>(28,000)</u>	<u>(41,422)</u>			<u>(28,000)</u>		<u>(28,000)</u>	<u>(19,750)</u>	<u>(28,000)</u>		
102	Miscellaneous											
3100	Precept Income	344,684	344,684	0	0	375,832	0	375,832	375,832	490,465	0	0
3180	Interest Receivable	3,600	24,335	0	0	20,000	0	20,000	13,145	25,000	0	0
3230	Manorial Land (Pace Petroleum)	15,000	15,000	0	0	15,000	0	15,000	7,500	15,000	0	0
3290	Miscellaneous Income	0	200	0	0	0	0	0	7,582	0	0	0
3292	Christmas Market Income	2,500	0	0	0	0	0	0	0	0	0	0
3320	S106/grant income	0	40,101	0	0	0	0	0	5,805	0	0	0
	Total Income	365,784	424,320	0	0	410,832	0	410,832	409,864	530,465	0	0
4100	Salaries/Superann/Nl	18,000	20,835	0	0	20,000	0	20,000	11,659	0	0	0

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: Annual Budget

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		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6407	Xmas Lights/Trees	15,000	19,698	0	-19,000	19,000	0	0	0	0	0	0
6418	Defibrillators	500	191	0	-500	500	0	0	0	0	0	0
6460	Streetscene	10,000	8,954	0	0	0	0	0	0	0	0	0
6462	Grit Bins/Snow	2,000	0	0	-1,000	1,000	0	0	0	0	0	0
6463	General Maintenance Supplies	0	0	0	0	750	0	750	743	750	0	0
6490	Trees/Flower Beds	1,000	640	0	-1,000	1,000	0	0	25	0	0	0
6495	Street Furniture	0	3,066	0	-3,000	3,000	0	0	0	0	0	0
6498	Contingency Fund	10,000	0	0	0	7,500	0	7,500	3,748	7,500	0	0
7100	Travel & Subsistance	1,600	1,915	0	0	1,600	0	1,600	1,252	0	0	0
7720	Other Miscellaneous Expenses	1,200	175	0	0	1,200	0	1,200	0	0	0	0
7730	CCTV Contribution	0	0	0	0	0	0	0	0	2,500	0	0
7735	HR Retained Service	0	0	0	0	0	0	0	0	2,500	0	0
7740	Health & Safety Services	0	0	0	0	0	0	0	0	2,500	0	0
	Overhead Expenditure	59,300	55,474	0	-24,500	55,550	0	31,050	17,427	15,750	0	0
	102 Net Income over Expenditure	306,484	368,847	0	24,500	355,282	0	379,782	392,437	514,715	0	0
6000	plus Transfer from EMR	0	11,773	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	39,351	0	0	0	0	0	13,387	0	0	0
	Movement to/(from) Gen Reserve	306,484	341,269			355,282		379,782	379,050	514,715		
104	Youth											
5322	Expenses	0	6,405	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	6,405	0	0	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	6,405	0	0	0	0	0	0	0	0	0

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: Annual Budget

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		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
120	<u>Greystones</u>											
3110	Rents Receivable	2,040	2,342	0	0	2,540	0	2,540	0	2,540	0	0
3111	Rugby Club Right Of Access	175	175	0	0	175	0	175	0	175	0	0
Total Income		<u>2,215</u>	<u>2,517</u>	<u>0</u>	<u>0</u>	<u>2,715</u>	<u>0</u>	<u>2,715</u>	<u>0</u>	<u>2,715</u>	<u>0</u>	<u>0</u>
6210	Rates	375	95	0	0	100	0	100	55	100	0	0
6400	Repairs and Maintenance	2,500	9,229	0	0	2,500	0	2,500	1,901	1,000	0	0
7650	Insurance	300	250	0	0	0	0	0	0	0	0	0
Overhead Expenditure		<u>3,175</u>	<u>9,573</u>	<u>0</u>	<u>0</u>	<u>2,600</u>	<u>0</u>	<u>2,600</u>	<u>1,955</u>	<u>1,100</u>	<u>0</u>	<u>0</u>
120 Net Income over Expenditure		<u>-960</u>	<u>-7,056</u>	<u>0</u>	<u>0</u>	<u>115</u>	<u>0</u>	<u>115</u>	<u>-1,955</u>	<u>1,615</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	7,352	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(960)</u>	<u>296</u>			<u>115</u>		<u>115</u>	<u>(1,955)</u>	<u>1,615</u>		
200	<u>Mayors Allowance</u>											
7200	Hospitality & Entertaining	1,500	770	0	0	1,500	0	1,500	0	0	0	0
7690	Mayors Allowance	1,500	1,150	0	0	1,500	0	1,500	557	1,500	0	0
Overhead Expenditure		<u>3,000</u>	<u>1,920</u>	<u>0</u>	<u>0</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>557</u>	<u>1,500</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(3,000)</u>	<u>(1,920)</u>			<u>(3,000)</u>		<u>(3,000)</u>	<u>(557)</u>	<u>(1,500)</u>		

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: Annual Budget

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	<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
FINANCE & RESOURCES - Income	376,999	436,618	0	0	418,547	0	418,547	409,867	542,780	0	0
Expenditure	292,475	328,717	0	-24,500	324,950	0	300,450	203,917	294,100	0	0
Net Income over Expenditure	<u>84,524</u>	<u>107,901</u>	<u>0</u>	<u>24,500</u>	<u>93,597</u>	<u>0</u>	<u>118,097</u>	<u>205,950</u>	<u>248,680</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	35,823	0	0	0	0	0	11,143	0	0	0
less Transfer to EMR	0	39,351	0	0	0	0	0	13,387	0	0	0
Movement to/(from) Gen Reserve	<u>84,524</u>	<u>104,372</u>			<u>93,597</u>		<u>118,097</u>	<u>203,706</u>	<u>248,680</u>		
<u>COMMUNITY</u>											
110 Town Hall											
3115 Lettings Income	30,000	47,172	0	0	70,000	0	70,000	33,073	80,000	0	0
3140 WODC Water Rates Contrib	100	178	0	0	100	0	100	0	100	0	0
3290 Miscellaneous Income	0	0	0	0	2,500	0	2,500	0	0	0	0
Total Income	<u>30,100</u>	<u>47,350</u>	<u>0</u>	<u>0</u>	<u>72,600</u>	<u>0</u>	<u>72,600</u>	<u>33,073</u>	<u>80,100</u>	<u>0</u>	<u>0</u>
4100 Salaries/Superann/Ni	42,000	53,279	0	0	72,500	0	72,500	31,059	57,375	0	0
5140 Promotion	1,500	753	0	0	1,500	0	1,500	331	750	0	0
5210 Telephone and Comms	1,000	1,322	0	0	1,250	0	1,250	816	1,250	0	0
6110 Heat and Light	7,000	10,970	0	0	14,000	0	14,000	4,773	9,000	0	0
6130 Water & Sewerage	1,500	1,489	0	0	1,650	0	1,650	802	1,150	0	0
6210 Rates	10,230	10,979	0	0	11,500	0	11,500	7,205	13,000	0	0
6230 Window Cleaning	500	325	0	0	500	0	500	460	600	0	0
6240 Alarm/Fire Extinguisher Insp	1,600	1,428	0	0	1,600	0	1,600	215	250	0	0
6310 Cleaning / Sanitary Expenses	1,800	4,145	0	0	3,000	0	3,000	1,880	3,000	0	0

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: Annual Budget

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		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6330	Waste Disposal	600	437	0	0	1,000	0	1,000	1,178	1,800	0	0
6400	Repairs and Maintenance	10,000	8,499	0	0	10,000	0	10,000	7,875	2,000	0	0
6402	Town Hall Restoration Fund	250,000	75,656	0	0	0	0	0	1,847	0	0	0
6408	New Equipment	2,500	4,494	0	0	2,500	12,500	15,000	1,328	5,000	0	0
6417	Maintenance	0	6	0	0	0	0	0	0	0	0	0
7610	Licences	800	891	0	0	800	0	800	2,158	2,500	0	0
7650	Insurance	3,000	2,309	0	0	0	0	0	0	0	0	0
7720	Other Miscellaneous Expenses	500	153	0	0	500	0	500	80	500	0	0
	Overhead Expenditure	334,530	177,135	0	0	122,300	12,500	134,800	62,007	98,175	0	0
	110 Net Income over Expenditure	-304,430	-129,785	0	0	-49,700	-12,500	-62,200	-28,934	-18,075	0	0
6000	plus Transfer from EMR	0	82,952	0	0	0	0	0	5,727	0	0	0
	Movement to/(from) Gen Reserve	(304,430)	(46,833)			(49,700)		(62,200)	(23,206)	(18,075)		
115	Glyme Hall											
3115	Lettings Income	0	0	0	0	0	0	0	0	45,000	0	0
	Total Income	0	0	0	0	0	0	0	0	45,000	0	0
4100	Salaries/Superann/Nl	0	0	0	0	0	0	0	0	19,125	0	0
5140	Promotion	0	0	0	0	0	0	0	0	750	0	0
5210	Telephone and Comms	0	0	0	0	0	0	0	0	750	0	0
6110	Heat and Light	0	0	0	0	0	0	0	0	6,000	0	0
6130	Water & Sewerage	0	0	0	0	0	0	0	0	600	0	0
6200	Rent	0	0	0	0	0	0	0	0	4,500	0	0
6210	Rates	0	0	0	0	0	0	0	0	15,000	0	0

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: Annual Budget

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		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6230	Window Cleaning	0	0	0	0	0	0	0	0	250	0	0
6240	Alarm/Fire Extinguisher Insp	0	0	0	0	0	0	0	0	250	0	0
6310	Cleaning / Sanitary Expenses	0	0	0	0	0	0	0	0	2,000	0	0
6330	Waste Disposal	0	0	0	0	0	0	0	0	1,000	0	0
6400	Repairs and Maintenance	0	0	0	0	0	0	0	0	1,500	0	0
6408	New Equipment	0	0	0	0	0	0	0	0	500	0	0
7610	Licences	0	0	0	0	0	0	0	0	1,000	0	0
7650	Insurance	0	0	0	0	0	0	0	0	700	0	0
7720	Other Miscellaneous Expenses	0	0	0	0	0	0	0	0	250	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	54,175	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(9,175)		
151	Recreation											
6200	Rent	1,000	1,125	0	0	1,000	0	1,000	1,125	1,150	0	0
6400	Repairs and Maintenance	4,500	8,438	0	0	4,500	0	4,500	1,698	2,000	0	0
6410	New Equipment	70,000	63,467	0	0	10,000	0	10,000	3,022	2,500	0	0
6413	Sports Awards	500	0	0	0	0	0	0	0	0	0	0
6420	Litter/Dog Bin Emptying	3,500	1,959	0	0	1,000	0	1,000	2,611	2,700	0	0
6440	ROSPA Inspection	0	0	0	0	0	0	0	0	700	0	0
6465	Contract	5,000	3,675	0	0	5,000	0	5,000	1,882	0	0	0
7650	Insurance	2,500	3,829	0	0	0	0	0	0	0	0	0
7720	Other Miscellaneous Expenses	1,000	468	0	0	1,000	0	1,000	0	0	0	0
	Overhead Expenditure	88,000	82,961	0	0	22,500	0	22,500	10,338	9,050	0	0
6000	plus Transfer from EMR	0	64,725	0	0	0	0	0	0	0	0	0

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: Annual Budget

16:09

		<u>2023/2024</u>		<u>2024/2025</u>					<u>2025/2026</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(88,000)</u>	<u>(18,235)</u>			<u>(22,500)</u>		<u>(22,500)</u>	<u>(10,338)</u>	<u>(9,050)</u>		
160	Events											
3331	Events income	0	3,665	0	0	0	0	0	2,932	3,000	0	0
	Total Income	0	3,665	0	0	0	0	0	2,932	3,000	0	0
6407	Xmas Lights/Trees	0	0	0	19,000	0	0	19,000	0	19,000	0	0
6414	Events	10,000	11,352	0	0	10,000	0	10,000	9,839	8,000	0	0
6415	Mowing (151 Repairs)	0	10	0	0	0	0	0	0	0	0	0
6419	Occasional Events	0	0	0	0	1,000	0	1,000	0	0	0	0
6455	Agency Staff	0	0	0	0	0	0	0	0	1,000	0	0
	Overhead Expenditure	10,000	11,362	0	19,000	11,000	0	30,000	9,839	28,000	0	0
	160 Net Income over Expenditure	-10,000	-7,697	0	-19,000	-11,000	0	-30,000	-6,907	-25,000	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	3,007	0	0	0
Movement to/(from) Gen Reserve		<u>(10,000)</u>	<u>(7,697)</u>			<u>(11,000)</u>		<u>(30,000)</u>	<u>(3,900)</u>	<u>(25,000)</u>		
COMMUNITY - Income		30,100	51,015	0	0	72,600	0	72,600	36,005	128,100	0	0
Expenditure		432,530	271,457	0	19,000	155,800	12,500	187,300	82,184	189,400	0	0
Net Income over Expenditure		<u>-402,430</u>	<u>-220,443</u>	<u>0</u>	<u>-19,000</u>	<u>-83,200</u>	<u>-12,500</u>	<u>-114,700</u>	<u>-46,179</u>	<u>-61,300</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	147,677	0	0	0	0	0	8,734	0	0	0
Movement to/(from) Gen Reserve		<u>(402,430)</u>	<u>(72,766)</u>			<u>(83,200)</u>		<u>(114,700)</u>	<u>(37,445)</u>	<u>(61,300)</u>		

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: Annual Budget

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		<u>2023/2024</u>				<u>2024/2025</u>			<u>2025/2026</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>STRATEGIC PLANNING</u>												
<u>130</u>	<u>Cemetery</u>											
3190	Interments & Memorials	14,000	7,034	0	0	15,000	0	15,000	4,100	7,000	0	0
3191	Grave Purchase	4,000	645	0	0	4,500	0	4,500	1,050	1,000	0	0
3290	Miscellaneous Income	0	75	0	0	0	0	0	150	0	0	0
	Total Income	18,000	7,754	0	0	19,500	0	19,500	5,300	8,000	0	0
6130	Water & Sewerage	100	85	0	0	100	0	100	45	100	0	0
6210	Rates	1,500	3,458	0	0	3,500	0	3,500	2,226	2,000	0	0
6400	Repairs and Maintenance	10,000	9,982	0	0	12,500	0	12,500	3,297	10,000	0	0
6417	Maintenance	0	57	0	0	0	0	0	28	0	0	0
6465	Contract	10,000	7,447	0	0	10,000	0	10,000	4,786	0	0	0
6469	Pest Control	0	0	0	0	0	0	0	0	1,500	0	0
6471	Skips for cemetery	600	635	0	0	600	0	600	470	700	0	0
7650	Insurance	500	374	0	0	0	0	0	0	0	0	0
7720	Other Miscellaneous Expenses	500	1,565	0	0	500	0	500	856	250	0	0
	Overhead Expenditure	23,200	23,604	0	0	27,200	0	27,200	11,708	14,550	0	0
	Movement to/(from) Gen Reserve	(5,200)	(15,850)			(7,700)		(7,700)	(6,408)	(6,550)		
<u>140</u>	<u>Closed Churchyard</u>											
6400	Repairs and Maintenance	3,000	5,013	0	0	5,000	0	5,000	2,100	2,500	0	0
6417	Maintenance	0	1,560	0	0	0	0	0	0	0	0	0
6465	Contract	2,000	1,950	0	0	2,000	0	2,000	1,169	0	0	0

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**Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)**

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Note: Annual Budget

	<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	5,000	8,523	0	0	7,000	0	7,000	3,269	2,500	0	0
Movement to/(from) Gen Reserve	<u>(5,000)</u>	<u>(8,523)</u>			<u>(7,000)</u>		<u>(7,000)</u>	<u>(3,269)</u>	<u>(2,500)</u>		
<u>145 StreetScene</u>											
4100 Salaries/Superann/NI	0	0	0	0	0	0	0	0	94,000	0	0
5210 Telephone and Comms	0	0	0	0	0	0	0	0	500	0	0
6110 Heat and Light	0	0	0	0	0	0	0	0	2,000	0	0
6130 Water & Sewerage	0	0	0	0	0	0	0	0	1,500	0	0
6200 Rent	0	0	0	0	0	0	0	0	21,500	0	0
6210 Rates	0	0	0	0	0	0	0	0	13,000	0	0
6240 Alarm/Fire Extinguisher Insp	0	0	0	0	0	0	0	0	2,500	0	0
6320 Vehicle Hire	0	0	0	0	0	0	0	0	8,500	0	0
6321 Vehicle Insurance	0	0	0	0	0	0	0	0	1,200	0	0
6322 Fuel	0	0	0	0	0	0	0	0	1,200	0	0
6323 Machinery Hire	0	0	0	0	0	0	0	0	10,000	0	0
6324 Tools & Equipment	0	0	0	0	0	0	0	0	200	0	0
6325 PPE	0	0	0	0	0	0	0	0	1,500	0	0
6330 Waste Disposal	0	0	0	0	0	0	0	0	2,000	0	0
6400 Repairs and Maintenance	0	0	0	0	0	0	0	0	500	0	0
6418 Defibrillators	0	0	0	500	0	0	500	261	500	0	0
6462 Grit Bins/Snow	0	0	0	1,000	0	0	1,000	0	0	0	0
6485 Plants & Sundries	0	0	0	0	0	0	0	0	2,500	0	0
6490 Trees/Flower Beds	0	0	0	1,000	0	0	1,000	391	1,000	0	0
6495 Street Furniture	0	0	0	3,000	0	0	3,000	12,289	1,500	0	0

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Note: Annual Budget

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		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
7410	Service Charges	0	0	0	0	0	0	0	0	1,445	0	0
7650	Insurance	0	0	0	0	0	0	0	0	915	0	0
	Overhead Expenditure	0	0	0	5,500	0	0	5,500	12,940	167,960	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	6,238	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>(5,500)</u>	<u>(6,702)</u>	<u>(167,960)</u>		
180	<u>Pool Meadow</u>											
6417	Maintenance	5,000	0	0	0	2,500	0	2,500	3,900	500	0	0
6430	Restoration Project	25,000	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	30,000	0	0	0	2,500	0	2,500	3,900	500	0	0
	Movement to/(from) Gen Reserve	<u>(30,000)</u>	<u>0</u>			<u>(2,500)</u>		<u>(2,500)</u>	<u>(3,900)</u>	<u>(500)</u>		
185	<u>Millennium Garden</u>											
6417	Maintenance	1,000	1,144	0	0	1,200	0	1,200	0	250	0	0
6465	Contract	500	300	0	0	500	0	500	179	0	0	0
	Overhead Expenditure	1,500	1,444	0	0	1,700	0	1,700	179	250	0	0
	Movement to/(from) Gen Reserve	<u>(1,500)</u>	<u>(1,444)</u>			<u>(1,700)</u>		<u>(1,700)</u>	<u>(179)</u>	<u>(250)</u>		
186	<u>War Memorial</u>											
6417	Maintenance	0	32	0	0	0	0	0	0	0	0	0
6470	War Memorial	2,500	0	0	0	5,000	0	5,000	2,877	500	0	0
	Overhead Expenditure	2,500	32	0	0	5,000	0	5,000	2,877	500	0	0
	Movement to/(from) Gen Reserve	<u>(2,500)</u>	<u>(32)</u>			<u>(5,000)</u>		<u>(5,000)</u>	<u>(2,877)</u>	<u>(500)</u>		

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: Annual Budget

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	<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
STRATEGIC PLANNING - Income	18,000	7,754	0	0	19,500	0	19,500	5,300	8,000	0	0
Expenditure	62,200	33,603	0	5,500	43,400	0	48,900	34,873	186,260	0	0
Net Income over Expenditure	<u>-44,200</u>	<u>-25,849</u>	<u>0</u>	<u>-5,500</u>	<u>-23,900</u>	<u>0</u>	<u>-29,400</u>	<u>-29,573</u>	<u>-178,260</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	0	0	0	0	6,238	0	0	0
Movement to/(from) Gen Reserve	<u>(44,200)</u>	<u>(25,849)</u>			<u>(23,900)</u>		<u>(29,400)</u>	<u>(23,335)</u>	<u>(178,260)</u>		
Total Budget Income	425,099	495,387	0	0	510,647	0	510,647	451,172	678,880	0	0
Expenditure	787,205	633,777	0	0	524,150	12,500	536,650	320,974	669,760	0	0
Net Income over Expenditure	<u>-362,106</u>	<u>-138,390</u>	<u>0</u>	<u>0</u>	<u>-13,503</u>	<u>-12,500</u>	<u>-26,003</u>	<u>130,198</u>	<u>9,120</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	183,500	0	0	0	0	0	26,115	0	0	0
less Transfer to EMR	0	39,351	0	0	0	0	0	13,387	0	0	0
Movement to/(from) Gen Reserve	<u>(362,106)</u>	<u>5,758</u>			<u>(13,503)</u>		<u>(26,003)</u>	<u>142,926</u>	<u>9,120</u>		

Item 16: Planning Applications

1. APPLICATION NO: [24/02840/HHD](#)

PROPOSAL: Conversion of existing integral garage to create additional living space along with installation of cladding to front elevation of dwelling

ADDRESS: 19 Lewis Road, Chipping Norton, Oxfordshire

2. APPLICATION NO: [24/02565/FUL](#)

PROPOSAL: Proposed development of two padel courts ancillary to the golf club, hotel and spa, with associated areas of hardstanding, means of enclosure, lighting and associate infrastructure

ADDRESS: Cotswolds Hotel and Spa, Southcombe, Chipping Norton

3. APPLICATION NO: [24/02751/FUL](#)

PROPOSAL: Erection of outbuilding and associated landscaping (retrospective).

ADDRESS: The Branch, The Old Bank, 16 Market Place, Chipping Norton

4. APPLICATION NO: [24/02825/FUL](#)

PROPOSAL: Change of use from Class E to Part Class E and Part Class C3 and conversion to form 4 flats.

ADDRESS: Barclays Bank, 15 High Street, Chipping Norton

5. APPLICATION NO: [24/02836/ADV](#)

PROPOSAL: Erection of a freestanding advertising display

ADDRESS: Wheelers Garage, London Road, Chipping Norton

Updates to note:

- **[Conversion of store and stable building in part to a gym, guest bedroom and studio annex.](#)**

The Elm Church Lane Chipping Norton Oxfordshire OX7 5NS

Ref. No: 24/02554/HHD | Validated: Fri 11 Oct 2024 | Status: Approve

CNTC: No objection, no comment

- **[External alterations to replace damaged stone and repointing.](#)**

26 High Street Chipping Norton Oxfordshire OX7 5AD

Ref. No: 24/02546/LBC | Validated: Tue 01 Oct 2024 | Status: Approve

CNTC: No objection, no comment

- **[Removal of single storey rear extensions and erection of single storey rear extension.](#)**

47 The Leys Chipping Norton Oxfordshire OX7 5HJ

Ref. No: 24/02429/HHD | Validated: Wed 25 Sep 2024 | Status: Approve

CNTC: No objection, no comment