



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

MINUTES OF AN EXTRAORDINARY MEETING OF CHIPPING NORTON TOWN COUNCIL HELD ON THE 3rd MARCH 2025, at 5pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Ben Bibby, Mike Cahill, Tom Festa, Ian Finney, Alex Keyser, Dom Rickard, Mark Walker, Sharon Wheaton, Athos Ritsperis

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

FC123	Apologies for absence Apologies were received from Cllrs Graves and Weaver
FC124	Declaration of interests None received
FC125	Minutes RESOLVED: That the minutes of the Full Council meeting held on the 10 th February 2025 are signed by the Chair as an accurate record.
FC126	Public Participation No members of the public were present.
FC127	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. The public and press should leave the meeting during the consideration of Item 6.
FC128	Grounds Maintenance Members received a confidential report on grounds maintenance vehicles and machinery. The Town Mayor reminded members that the Town Council had agreed to take the grounds maintenance of the town in-house and had set a budget to do so in December 2024. The Council aspires to set a new standard of sustainability, and the proposal set forth meets those aspirations as much as practicable, taking into consideration the Town Council's budget and policy to keep 6 months' expenditure within the general reserves. Members discussed the proposal to seek a public works loan to finance the capital purchase of the electric panel van, electric mowers, and diesel flatbed



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	<p>truck. The Council had agreed to set aside £10,000 within the current financial year for the purpose of purchasing vehicles, and the remaining amount (£162,000) to purchase both vehicles and two electric mowers would be sought through a Public Works Loan Board loan.</p> <p>Members agreed that they were happy to pursue options for pre-registered and ex-demo vehicles, but for the purposes of timescales and warranties, agreed not to pursue secondhand vehicles. Members also agreed for the Town Clerk to investigate options to extend the warranty for the vehicles and lawnmowers prior to purchasing.</p> <p>Cllr Finney proposed to move forward with the proposal as stated to move forward and seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a Public Works Loan Board loan of £162,000, seconded by Cllr Coleman.</p> <p>Cllr Bibby abstained. All other members in favour. Motion carried.</p> <p>RESOLVED: It was RESOLVED to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £162,000 over the borrowing term of 10 years for the capital purchase of the electric panel van, electric mowers, and diesel flatbed truck. The annual loan repayments will come to around £20,326.08.</p> <p>It is not intended to increase the council tax precept for the purpose of the loan repayments.</p> <p>Members discussed a Grounds Maintenance Vehicle Working Group: Cllrs Finney, Festa, Walker, Coleman and Akers volunteered to join the working group, with the key member being Cllr Walker appointed to arrange meetings.</p> <p>Cllrs discussed having a formal launch event for the Grounds Maintenance scheme. Cllr Akers proposed for the Town Clerk to arrange an event and circulate the details with Cllrs, seconded by Cllr Bibby. All in favour, motion carried.</p> <p>RESOLVED: For the Town Clerk to arrange a launch event for the Grounds Maintenance scheme (April 2025).</p>
FC129	Date of the next meeting Monday 31 st March 2025

The Chair closed the meeting at 6:10pm