



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk) Office Hours:

Mon – Fri 9am – 1pm

## **Minutes of a Full Council meeting held on the 9<sup>th</sup> December 2024, at 6:30pm in the Lower Hall, Chipping Norton Town Hall**

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

### ALSO PRESENT:

Katherine Jang, Acting Town Clerk and CEO  
Ali Packer, Responsible Finance Officer  
Paolo Oliveri, General Maintenance Operative  
Cllr Mike Baggaley, WODC  
Cllr Geoff Saul, WODC and OCC  
Police Inspector Chris Ball, Thames Valley Police  
4 members of the public

<b>FC86</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Walker, Festa, Keyser,
<b>FC87</b>	<b>Declaration of interests</b> Cllr Coleman declared a pecuniary interest as a paid member of staff of The Branch, regarding Item FC101 Planning Applications.
<b>FC88</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the Full Council meeting held on the 7 <sup>th</sup> October 2024 were signed and approved by the Chair as an accurate record.
<b>FC89</b>	<b>Public Participation</b> None received.
<b>FC90</b>	<b>West Oxfordshire District Councillors update</b> Cllr Walker provided a written update. <i>“The Local Plan 2041 working group met at the end of November and part of the discussion was looking at potential sites for housing allocation across the district. Indicative numbers were presented, the number for Chipping Norton in total has been reduced to 850 which reflects the challenges of developing the Tank Farm/ECND site following the scheduling of the Roman ruins by Historic England, and an unwillingness by County Council to engage in developing a masterplan for the strategic development site. I and others have also lobbied strongly for a lower</i>



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	<p>number on this site which is closer to the unmet housing needs for the Chipping Norton area.</p> <p><i>This has led to a pragmatic approach exploring land outside of the original allocated area, ie the area to the north and east of the original strategic area with development rights held by Rainier (700 homes); and the area south of the Charlbury Road with development rights held by Gleeson (up to 150 homes). This would bring different challenges, particularly how these new developments could be linked to the heart of Chipping Norton and retain the identity of the town, and how to ensure the correct infrastructure is in place for 850 new homes.</i></p> <p><i>My suggestion at this stage is to start thinking about what facilities/amenities we would like to lobby for s106 funding should this approach be adopted.”</i></p> <p>Cllr Baggaley gave a brief introduction as a new Councillor for WODC.</p> <p>Cllr Saul gave an update on Right to Buy housing and the Windrush Bike Project.</p> <p>Cllr Weaver gave an update noting that the Chippy Larder has been given some funding from the District Council to keep the Larder running.</p>
<p><b>FC91</b></p>	<p><b>Oxfordshire County Councillors update</b></p> <p>Cllr Saul provided a verbal update. OCC will be giving a substantial grant to the Scouts to improve their Scout Hut at Greystones.</p> <p>Cllr Finney enquired about the County Council budget. Cllr Saul reported that there is a £13 million shortfall, but that they have not yet heard back about the funding settlement from central government. Cllr Saul reported that there will be more funding going to more deprived areas of the country, of which Oxfordshire is not one. There will be more known in mid-December.</p>
<p><b>FC92</b></p>	<p><b>Civic Announcements</b></p> <p>The Mayor provided an update on her recent engagements and town activities.</p> <p>The Council extended their formal thanks to the emergency services regarding their work during the recent Storm Darragh. The Fire Service and Penhurst Gardens have helped rehome residents at the Prebendal Care Home during the storm, which had flooded.</p>



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	<p>Cllr Akers extended a formal thanks to the fire and ambulance service for their work helping rescue residents from a crash into a large fallen tree across the A44.</p> <p>Cllr Akers proposed to have a formal wash-up meeting with the fire service, and to revisit the Town Council’s emergency action plan in light of this incident. Seconded by Cllr Graves. All in favour, motion carried.</p> <p>Police Inspector Chris Ball volunteered to link up with this initiative and take part in the meeting.</p> <p>For the Town Clerk to arrange a meeting with Inspector Chris Ball.</p> <p><b>RESOLVED:</b> That the Town Clerk will arrange a meeting with Inspector Ball, Cllr Akers and the Fire Service to discuss emergency preparedness procedures within the town.</p>
<p><b>FC93</b></p>	<p><b>Reports from representatives from outside bodies</b></p> <p>a. Members received a written update from Cllr Wheaton as the Thames Valley Police representative for Chipping Norton Town Council. Shopwatch is continuing and is working well by connecting all the shops in town. Members raised concerns that only a small number of residents comprise most of the crimes in the area.</p> <p>Insp. Ball reported that the police are aware of repeat offenders in the town, and the team is redeploying efforts to tackle this issue. Two further PCSOs have been recruited. Unfortunately, Police Sergeant Philippa Payne is leaving the team for Gloucestershire.</p> <p>Insp. Ball reported that two CCTV units will be installed in Chipping Norton, one at the High Street and the other at New St car park. These are to target theft from vehicles and theft of tools from vans at New St car park.</p> <p>Insp. Ball requested that the Town Council publicise the CCTV units once they are installed.</p> <p>Cllr Cahill praised the new PCSO in Chipping Norton for forming bonds with residents in town.</p> <p>Cllr Akers gave an update as a representative for the Keep the Horton Campaign. The banner for the Horton has now been purchased and will be displayed on the Town Hall railings.</p> <p>b. Members nominated a representative to sit on the board of the Chipping Norton Welfare Charities.</p> <p>Cllr Coleman nominated Cllr Finney. Seconded by Cllr Bibby. All in</p>



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	<p>favour, motion carried.</p> <p><b>RESOLVED:</b> That Cllr Finney is appointed to sit as a representative on the board of Chipping Norton Welfare Charities.</p>
FC94	<p><b>Minutes and reports from committees</b></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"> <li>a. Staffing Sub-Committee, 25<sup>th</sup> October 2024</li> <li>b. Community Committee, 4<sup>th</sup> November 2024</li> <li>c. Strategic Planning Committee, 11<sup>th</sup> November 2024</li> <li>d. Finance and Resources Committee, 18<sup>th</sup> November 2024</li> </ol>
FC95	<p><b>Correspondence</b></p> <ol style="list-style-type: none"> <li>a. Members considered a letter from Chipping Norton Freemasons Cllr Akers proposed to defer this item to Community Committee meeting, seconded by Cllr Finney. All in favour, motion carried. <b>RESOLVED:</b> That this proposal is deferred to the next Community Committee meeting where there is more time to discuss.</li> <li>b. Members considered requests for subsidised use of the Town Hall.             <ol style="list-style-type: none"> <li>i) Abingdon and Witney College (WODC) Cllr Bibby proposed to accept the one day for their use, seconded by Cllr Finney. <b>RESOLVED:</b> That Abingdon and Witney College are given free use of the Town Hall to promote the Green Skills Course for one day.</li> <li>ii) Transitions Chipping Norton Youth Club Cllr Finney proposed to give them the Town Hall for free, seconded by Cllr Rickard. All in favour, motion carried. <b>RESOLVED:</b> That Transitions Chipping Norton Youth Club is allowed to continue their use of the Town Hall free of charge for another year.</li> </ol> </li> </ol>
FC96	<p><b>Council Action Plan</b></p> <p>Members noted the ongoing action plan</p>
FC97	<p><b>Replacement tree for Middle Row</b></p> <p>Members received a quotation from the Council’s arboriculturist to replace the mature Horse Chestnut tree that needs to be felled.</p>



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	<p>Cllr Akers proposed, budget of £650 larger than 2m as the budget allows, seconded by Cllr Bibby.</p> <p><b>RESOLVED:</b> That the Horse Chestnut tree on Middle Row is replaced with a tree, at a maximum budget of £650.</p>
<b>FC98</b>	<p><b>Consultation on remote attendance and proxy voting at local authority meetings</b></p> <p>Members considered the Ministry of Housing, Communities &amp; Local Government’s consultation on the possibility of allowing remote attendance and proxy voting at local authority meetings. Cllr Andrews said that the remote attendance proposal would allow people who have childcare responsibilities to</p> <p>Cllr Akers proposed to respond in favour of the consultation.</p> <p>Cllr Coleman mentioned there needs to be some associated funding should remote attendance is allowed. Broadly in principle</p> <p>Cllr Akers proposed, seconded by Cllr Andrews. Cllr Groves abstained. Motion carried.</p> <p><b>RESOLVED:</b> That the Council is in favour of the proposal and that the response to the consultation is delegated to the Town Clerk to submit.</p>
<b>FC99</b>	<p><b>Budget 2025-2026</b></p> <p>Members received a report and proposed budget from the Finance and Resources Committee.</p> <p>Cllr Akers proposed to adopt the recommended budget as proposed by the Finance and Resources Committee. Seconded by Cllr Graves. Cllr Finney abstained. All others in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Council adopts the proposed budget from the Finance and Resources Committee for financial year 2025-2026 with no amendments.</p>
<b>FC100</b>	<p><b>To formally declare the Precept for 2025-2026</b></p> <p>Members noted a report and recommendations from the Finance and Resources Committee. The current band D precept charge is £130.51 per</p>



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	<p>annum. The proposal was to increase the precept by £40.00 per annum to £170.51 per Band D property for 2025-26.</p> <p>The total precept demand would be £494,204.00.</p> <p>Cllr Coleman proposed to declare the precept of £494,204.00, seconded by Cllr Graves, all in favour, motion carried.</p> <p><b>RESOLVED:</b> That the report be noted and that the Town Clerk be authorised to sign and serve a precept on the West Oxfordshire District Council, in accordance with the appropriate provisions of the Local Government Act 1972 (as amended), requiring the District Council to pay the Town Council the sum of £494,204.00 in respect of Council Tax for the town during the financial year 2025-26.</p>
<p><b>FC101</b></p>	<p>Planning Applications</p> <p><b>APPLICATION NO:</b> 24/02840/HHD  <b>PROPOSAL:</b> Conversion of existing integral garage to create additional living space along with installation of cladding to front elevation of dwelling  <b>ADDRESS:</b> 19 Lewis Road, Chipping Norton, Oxfordshire          No objection, no comments</p> <p><b>2. APPLICATION NO:</b> 24/02565/FUL  <b>PROPOSAL:</b> 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  <b>ADDRESS:</b> Cotswolds Hotel and Spa, Southcombe, Chipping Norton          Support, no comments</p> <p><b>3. APPLICATION NO:</b> 24/02751/FUL  <b>PROPOSAL:</b> Erection of outbuilding and associated landscaping (retrospective).  <b>ADDRESS:</b> The Branch, The Old Bank, 16 Market Place, Chipping Norton          No objection, but Cllrs do not like retrospective planning applications. No concerns and are happy with what has been put in.</p> <p><b>4. APPLICATION NO:</b> 24/02825/FUL  <b>PROPOSAL:</b> Change of use from Class E to Part Class E and Part Class C3 and conversion to form</p>



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	<p>4 flats. <b>ADDRESS:</b> Barclays Bank, 15 High Street, Chipping Norton Members recalled the change of use to restaurant last year, as a commercial property.</p> <p>No comment, no objection.</p> <p><b>5. APPLICATION NO:</b> 24/02836/ADV <b>PROPOSAL:</b> Erection of a freestanding advertising display <b>ADDRESS:</b> Wheelers Garage, London Road, Chipping Norton</p> <p>Support</p>
<b>FC102</b>	<p><b>Date of the next meeting</b> Monday 10<sup>th</sup> February 2025</p>

Chair closed the meeting 8:10pm