

Charlbury Town Council

To: all Members of Charlbury Town Council

Friday 10th December 2021

The Town Council will meet on Wednesday 15th December 2021
 At 7.30pm at the Memorial Hall
 10 minutes are available for members of the public who wish to address the Council

AGENDA

1. To receive **Apologies for Absence**
2. To receive **Declarations of Interest:** *Members are asked to declare any prejudicial or personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting.*
3. Contributions from Members of Public
4. To receive Minutes of the Town Council Meeting dated 24th November 2021 and from Precept meeting dated 6th December
5. Matters arising from the Minutes (not elsewhere on the agenda)
6. Finance and Administration
 - a. To agree budget for 2022-23
 - b. To agree precept request to be sent to WODC
 - c. To resolve to carry elements of 2021-22 budget across into allocated reserves
 - d. To receive Payment schedule and authorise payments (see appendix 1)
 - e. To receive external audit report for 2019/20 and note recommendations
 - f. To resolve scheme of delegation (Covid)
 - g. To agree meeting dates for 2022
 - h. To note volunteer (Duke of Edinburgh scheme) on placement for 3 months
 - i. To adopt Bullying and Harassment Statement circulated by the Civility and Respect Project (NALC, SLCC)
 - j. To authorise clerk to set up pension scheme with NEST and to sign direct debit mandate
7. To receive Correspondence (see appendix 2)
8. **Planning**
 - a. **To consider planning applications:**

Ref no:	Address:	Proposal:
21/03837/FUL	Green Bank, Dyers Hill, Charlbury	Demolition of existing dwelling and erection of a replacement dwelling with associated car parking and landscaping
21/03867/HHD	Wayhill, Spelsbury Rd, Charlbury	Extensions and alterations including: two storey extension, single storey garden room and an oak-framed glazed staircase to the rear of the dwellinghouse. Erection of 3 bay garage plus all associated landscaping works
21/03795/HHD	Cranbrook, Stonesfield Lane, Charlbury	Erection of rear & side extensions together with conversion of existing attic space to create additional living space over 2 floors. Construction of a new entrance porch.
21/03910/HHD	21 Woodstock Road, Charlbury	Erection of side and rear extensions and construction of a detached outbuilding. Works to include demolition of garage and outbuildings, refurbishment of existing windows, doors and tiles on dwelling roof along with alterations to front driveway and access

b. Planning Outstanding:

Ref no:	Address:	Proposal:	TC Decision
21/03469/HHD	15 Ticknell Piece Road	Erection of rear single storey garden room extension and garage conversion (amended plans).	No objection

c. Planning Decisions:

Ref no:	Address:	Proposal:	Decision
21/03509/HHD	67 The Green, Charlbury	Erection of a first-floor extension and alterations to front elevation	PC -No objection WODC - Approved
21/01893/LBC	Market House, Church St	Replace four windows, 3 at rear and 1 at front of house, with wood frames and slim line double glazed glass in keeping with grade 2 listed requirements (amended description and plans)	TC - No objection WODC - Approved
21/02989/HHD	Ditchley Park Farm, Enstone	Erection of agricultural style pool building, walled garden, apple store, greenhouse, folly and shepherds hut	TC – No objection WODC - Approved
21/03259/HHD	37 Ticknell Piece Road	Insertion of two dormers in rear of roof and two roof lights in front roof (amended plans)	TC – No objection WODC - Approved
21/03227/HHD	Stoneleigh, Sturt Rd	Erection of replacement greenhouse	TC – No objection WODC - Approved

d. To note CLE" (Certificate of Lawfulness application): 21/03789/CLE - Caravan Site, Spelsbury Road

e. Building

i. To receive report on meeting with Green Axis (green building company)

9. Community

- a.** To consider award of ad hoc grants
- b.** To resolve to submit an ACV for The Bell
- c.** To consider re-implementation of councillor surgeries
- d.** To consider events for the Queen’s Platinum Jubilee in June 2022
- e.** To consider the Citizens Award Scheme and presentation event
- f.** Request for volunteering through Duke of Edinburgh scheme

10. To receive report on AGM of ONPA (Oxfordshire Neighbourhood Plans Alliance)

11. Transport

- a.** To consider adoption of draft Highways and Transport Strategy
- b. i.** To receive Speedwatch report
- ii.** To discuss the Community Speedwatch scheme

12. Amenities

- a.** Nine Acres
 - i.** To consider grant application for new play equipment
- b.** Ticknell Piece
 - i.** Play Park safety and maintenance
 - ii.** To consider grant application for new equipment (skate park)

13. Ecological

- a. Mill Field**
 - i.** Update on proposal for Hydro Electric Proposal for the Mill Field Sluice
- b. Land & Nature**
 - i.** To consider request for remainder of funds allocated to carbon survey of Mill Field (£500) to be put towards a carbon audit of the whole parish
- c. Strategic Plan** update (to include Climate Action)
- d.** To receive report on exploratory meeting with ECP (Evenlode Catchment Partnership) re: possible Community River Project
- e. Centenary Wood**
- f.** Update on terms of reference for working groups

All meetings are open to the public

Clerk to the Council
Lisa Wilkinson

Appendix 1

Payment Schedule

a. Payments received:

HMRC	VAT reclaim to October 21	£3,687.20
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b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's December salary	£tbc
	Clerk's expenses	£26.00
	ID mobile (December)	£8.00
	Total	£tbc
Kopyrite	Printing 10 copes Neighbourhood Plan	£200.00
Moore	External audit 2019-20	£960.00
OALC	Training course (L. Reason)	£66.00
Datashredders (Repay L Reason)	TC Paper Shredding	£10.00
Amazon EU (Repay P. Kenrick)	Key padlock (for mailbox at Corner House)	£12.63
Far East Direct UK Ltd (Repay P Kenrick)	Front Door Letter Cage	£17.98
SDEG Ltd (Repay P. Kenrick)	Wall mounted mailbox	£37.98
Castle Water	Allotments	£125.84
Corner House and War Memorial Hall	Room hire Oct 21	£34.00
Corner House and War Memorial Hall	Room hire Nov 21	£55.25
Ardington Archives	Shredding (October 21)	£9.24
House & Carriage	Removal filing cabinets (Council storage)	£91.84
SLCC	Annual membership	£262.00

c. Charlbury Town Council bank balances

To 30th November 2021	
Business Current Account	£100.00
Business Savings Account	£72,166.41

Appendix 2

Correspondence

Date received	Sender	Topic
24/11	Roy Scott	Request for Trustee of new CIO
27/11	Amanda Epps	Request for version of Charlbury map in black & white for visually impaired people
28/11	MAAPS Design & Architecture	Notice of planning application for Greenbank as owner of access road
1/12	Deborah Hofman	Concern about destruction of hedgerows towards Taston and Ditchley
	T. Widdows	Against cycling contraflow suggestion
7/12	Communities OCC	Request for Super user for fixmystreet
7/12	Mark Hofman	Green light above Co-op doorway
9/12	TVP Neighbourhood Policing	Number plate thefts in surrounding areas including Charlbury