

# Charlbury Town Council

To: all Members of Charlbury Town Council

Friday 21<sup>st</sup> January 2022

The Town Council will meet on Wednesday 26<sup>th</sup> January 2022  
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. Sergeant Phillipa Payne from Neighbourhood Policing Team
4. Contributions from Members of Public
5. To receive Minutes of the Town Council Meeting dated 15<sup>th</sup> December 2021
6. Matters arising from the Minutes (not elsewhere on the agenda)
7. **Finance and Administration**
  - a. To receive Payment schedule and authorise payments (see **Appendix 1**)
  - b. To approve Councillors' Code of Conduct
  - c. To adopt Social Media policy
  - d. To consider purchase of Arnold-Baker on Local Council Administration at the cost of £112
  - e. To resolve to pay for VAT advice if required
  - f. To authorise OALC training for 'Parks, Play areas and Equipment'
8. To receive Correspondence (see **Appendix 2**)
9. **Planning**
  - a. To receive report from planning committee (see **Appendix 3**)
10. **Transport**
  - a. **Highways**
    - i. To consider placement of sign on The Slade stating Crawborough is unsuitable for larger vehicles
    - ii. To consider contacting satnav companies to improve information provided
    - iii. Update on TRO and to note submission at the cost of £3483
  - b. **Journeys**
    - i. To consider proposal for Gateways Project- phase 1
11. **Communications**
  - a. To receive **County Councillors' report**
  - b. To receive **District Councillor's report**
  - c. To progress Communications policy
  - d. Council email addresses and website
  - e. To agree article for the Chronicle
12. **Community**
  - a. To consider award of ad hoc grants
  - b. To consider Annual Parish Meeting arrangements
  - c. Queen's Platinum Jubilee Celebrations
    - i. To adopt terms of reference for Jubilee Task and Finish Group
    - ii. To receive minutes of the first meeting
    - iii. To agree a budget for advertising/promotion of the event
  - d. Wilderness Festival
  - e. Update on Honoured Citizen Award Scheme
  - f. Request for permission to use the Mill Field for Riverside Festival on 30<sup>th</sup>/31<sup>st</sup> July
  - g. Update on new dual dog/litter bins and to note cost of emptying them

**13. Amenities**

**a. Nine Acres**

- i. To receive report
- ii. To consider paying the Contributing Third-Party funds (10.75%) of a grant application for new play equipment made by Nine Acres Management Committee
- iii. To resolve to hold the sinking fund for the hard surfaces from April 2022

**b. Ticknell Piece**

- i. To receive report on monthly inspection
- ii. To agree required maintenance
- iii. To adopt terms of reference for Skate Park Task and Finish Group

**c. Update on Welcome Back fund**

- d. To consider request from Bowls Club to erect a sign at the entrance to the car park

**14. Ecological**

**a. Mill Field**

- i. Update on Hydro Electric Proposal for the Mill Field Sluice
- ii. Repair to weir requested by Environment Agency

**b. Strategic Plan update**

- i. Climate Action Plans- a process

**c. Land and Nature**

- i. Proposal for management of grass cutting schedule
- ii. Update on Community River Project working with Evenlode Catchment Partnership (ECP)

**d. Wigwell**

**15. Town Council as Trustees/Representatives**

**a. Gifford Trust**

- ii. To consider appointment of Thomas Gifford Trust Trustee

**b. School**

All meetings are open to the public

Clerk to the Council  
Lisa Wilkinson

**Appendix 1**

**Payment Schedule**

**a. Payments received:**

Banbury Memorials Ltd	Memorial fees	£555.00
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**b. Accounts for authorisation and payment:**

Lisa Wilkinson	Clerk's January salary	£1,165.68
	Clerk's allowance	£26.00
	Clerk's expenses	£9.29
	<b>Total</b>	<b>£1,200.87</b>
Charlbury Christmas Trees	Supply of Christmas tree	£45.00
Welmedical	Replacement defib pads	£103.02
Oxford Green Print	Car Club survey printing	84.33
Charlbury Corner House & War Memorial Hall Management Committee	Room hire for Community River Project meeting	£16.00
Printerbase	Epson Printer/scanner	£385.19
Parish of Charlbury with Shorthampton	Delivery of Car Club flyers	£50.00
Walkers are Welcome CIC	Annual membership	£50.00

**c. Charlbury Town Council bank balances**

<b>To 31<sup>st</sup> December 2022</b>	
Business Current Account	£100.00
Business Savings Account	£69,028.44

**Appendix 2**

**Correspondence**

<b>Date received</b>	<b>Sender</b>	<b>Topic</b>
30/12/21	Mid-counties Co-op	Response/agreement to request to turn off traffic light system when the shop is closed
4/1/22	OALC	Queen's Platinum Jubilee celebrations
4/1/22	Amanda Epps	Priority post box overflowing
6/1/22	Gareth Epps	Highway code changes
6/1/22	Environment Agency	Repair to weir
6/1/22	WODC	Settlement Sustainability Report and Survey
7/1/22	Bill Oddy, WODC	List of dual bins in Charlbury and cost to be paid by TC
14/1/22	Licensing manager at Wilderness	Wilderness Festival
17/1/22	Virginia Fitzroy	Request for HGV sign at Crawborough
18/1/22	Christian Mauz OCC	'No Parking' proposal at Hixet Wood
19/1/22	Vashti Styles	Moles at cemetery/dogs on leads

**Appendix 3**

**Planning applications received:**

<b>Ref no:</b>	<b>Address:</b>	<b>Proposal:</b>
21/03936/HHD	Whistler, Fawler Rd	Demolition of existing stables. Erection of self-contained unit ancillary to existing dwelling

21/04062/HHD	39 The Green	Convert an existing garage and conservatory to a pitched roofed rear extension
21/04071/HHD	Lee Place Cottage, Hixet Wood	Single storey side and rear extensions
21/04117/FUL	Post Office, 8 Market Street	Alterations to existing ground floor commercial unit to include replacement shop front and windows, and installation of new rear kitchen extraction system together with the sub-division of existing first floor flat above to create two smaller flats

**Planning Outstanding:**

<b>Ref no:</b>	<b>Address:</b>	<b>Proposal:</b>	<b>TC Decision</b>
21/03469/HHD	15 Ticknell Piece Road	Erection of rear single storey garden room extension and garage conversion (amended plans).	No objection
21/03837/FUL	Green Bank, Dyers Hill, Charlbury	Demolition of existing dwelling and erection of a replacement dwelling with associated car parking and landscaping	Object
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	No objection
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	Object

**Planning Decisions:**

<b>Ref no:</b>	<b>Address:</b>	<b>Proposal:</b>	<b>Decision</b>
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.	TC - No objection WODC - Approved