

Charlbury Town Council

To: all Members of Charlbury Town Council

Friday 11th February 2022

The Town Council will meet on Wednesday 16th February 2022
At 7.30pm at the Corner House
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 26th January 2022 and the Planning meeting minutes dated 24th January and 14th February 2022
5. Matters arising from the Minutes (not elsewhere on the agenda)
 - a. Wilderness Festival
 - b. Welcome Back Fund
6. Finance and Administration
 - a. To receive Payment schedule and authorise payments (see **Appendix 1**)
 - b. To receive external audit report for 2020/21 and note recommendations
 - c. To consider purchase of sign at skate park at cost of £85.30 plus £70 for installation if required
 - d. To resolve to set up direct debit for BT
 - e. To resolve to place agreed expenditure for dragon's teeth (£2,366.54) into earmarked reserves
7. To receive Correspondence (see **Appendix 2**)
8. **Planning**
 - a. To receive report from planning committee (see **Appendix 3**)
 - b. To consider engagement statement for future planning applications
9. **Communications**
 - a. To consider draft Communications policy
 - b. Update on website and email hosting
10. **Strategic Plan**
 - i. To consider draft strategy- to include community, climate and ecological
11. **Community**
 - a. To consider Annual Parish Meeting arrangements
 - b. Queen's Platinum Jubilee Celebrations
 - i. To agree a budget
 - c. Operation London Bridge
 - d. Annual Boundary Walk
 - e. Honoured Citizen Awards
12. **Amenities**
 - a. **Nine Acres**
 - i. To receive report
13. **Transport**
 - a. **Traffic**
 - i. To adopt Traffic Committee terms of reference
 - ii. Report on Local Cycling and Walking Infrastructure Plan
 - b. **Journeys**
 - i. To receive report
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. Land and Nature**
 - i. To receive report
 - ii. Update on grass cutting management plan
- c. Centenary Wood**
- 15. Town Council as Trustees/Representatives**
 - a. The Corner House CIO – to receive report

All meetings are open to the public

Clerk to the Council
Lisa Wilkinson

Payment Schedule

a. Payments received:

Funeral Director	Burial & Memorial fees	£555.00
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b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's February salary	1165.58
	Clerk's allowance	£26.00
	Clerk's expenses	£111.21
	Total	£1302.79
Zurich	Local Council Insurance renewal	£7,019.48
Cotswold Landscaping	Grass cutting November 2021	£2460.00
BT	Phone bill	£224.57
Charlbury Corner House & War Memorial Hall Management Committee	December 2021	£88.75
	January 2022	£42.00
Boward Tree Surgery Ltd	Tree work at Mill Field	£1,680.00
SLCC	Community Engagement Summit	£54.00
Moore	External audit 2020/21	£480.00

c. Charlbury Town Council bank balances

To 31st January 2022	
Business Current Account	£655.00
Business Savings Account	£64,640.42

Appendix 2

Correspondence

Date received	Sender	Topic
24/1/22	Carolyn Connolly	Objection to Ivy House planning application
1/2/22	Andrew Marlow	Complaint about gravel on Mill Lane
29/1/22	Deeo Smith	Painting skate ramps
2/2/22	Rural Services Network	Local Councillor Panels - Rural Vulnerable Young and Older People
2/2/22	Andrew Marlow	Access to Mill Field
8/2/22	Amanda Epps	Small priority post-box being replaced with larger one
8/2/22	Thomas Gifford Trust Dementia Friendly Charlbury ATIC Wychwood Forest Trust	Thanks for grant funding
9/2/22	Resident	Request to make Wigwell accessible with buggy
10/2/22	Resident	Request for roadside verge from Baywell Cottage to Fiveways to be cut to enable access

Appendix 3

Planning applications received:

Ref no:	Address:	Proposal:
22/00043/HHD	Ivy House, Church Lane	Proposed pitched roof to outbuilding forming garage, garden store and amenity space
22/00071/HHD	3 Church Close	Single storey side extension

22/00176/S73	Churchill House, Wychwood Close	Variation of condition 2 of permission 21/02540/HHD (Loft conversion to create additional living space) to allow changes to the height of the rear roof
22/00280/HHD	4 Crawborough Villas, Crawborough	Erection of single storey rear and two storey side extensions

Planning Outstanding:

Ref no:	Address:	Proposal:	TC Decision
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
21/03910/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
21/04062/HHD	39 The Green	Convert an existing garage and conservatory to a pitched roofed rear extension	No objection
21/04071/HHD	Lee Place Cottage, Hixet Wood	Single storey side and rear extensions	Object
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	Support
21/02720/HHD 21/02736/LBC	The Willows, Church Lane	Restoration, including raising of roof height, of outbuilding to form workshop.	No objection
21/02973/S73	1 The Police House, Hixet Wood	Variation of conditions 3, 4, 5 and 13 of planning permission 17/00889/FUL to allow changes in materials relating to external walls, roofs, windows and driveways/parking bays.	Object
21/03058/HHD	2 Marlborough Cottages, Park St	Restoration and refurbishment of existing outbuilding to provide habitable accommodation	No objection

Planning Decisions:

Ref no:	Address:	Proposal:	Decision
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
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	TC - No objection WODC - Approved
21/03469/HHD	15 Ticknell Piece Road	Erection of rear single storey garden room extension and garage conversion (amended plans).	TC - No objection WODC - Approved
21/03936/HHD	Whistler, Fawler Rd	Demolition of existing stables. Erection of self-contained unit ancillary to existing dwelling	Application withdrawn

