

Charlbury Town Council

To: all Members of Charlbury Town Council

Friday 25th March 2022

The Town Council will meet on Wednesday 30th March 2022
At 7.30pm in the Green Room, 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 19th February 2022 and the Planning meeting minutes dated 28th March 2022
5. Matters arising from the Minutes (not elsewhere on the agenda)
6. Finance and Administration
 - a. To receive Payment schedule and authorise payments (see **Appendix 1**)
 - b. To authorise bank reconciliations and receive actual vs expenditure report
 - c. To receive Financial Statement from Charlbury Exhibition Foundation
 - d. To review Risk Management schedule
 - e. To adopt Information and Data Protection Policy
 - f. To review Asset Register
 - g. Clerk's salary and holiday
7. To receive Correspondence (see **Appendix 2**)
8. **Planning**
 - a. To receive report from planning committee (see **Appendix 3**)
9. **Communications**
 - a. To receive County Councillor report
 - b. To receive District Councillor report
 - c. To consider use of new logo for the Town Council
 - d. To approve Annual Report for distribution
 - e. To consider setting up an Internal Communications Task and Finish Group
 - f. To approve cost of printing map
10. **Strategy**
 - a. To approve updated strategy
11. **Community**
 - a. To consider Annual Parish Meeting arrangements
 - b. Queen's Platinum Jubilee Celebrations
 - i. To agree a budget
 - ii. To agree to apply for a Temporary Event Notice at the cost of £21
12. **Amenities**
 - a. **Nine Acres** - to receive report
 - i. To approve payment of cost of playground equipment before reimbursement by FCC
Communities funding
 - b. **Cemetery**
 - i. To review burial and memorial fees from April 2022
 - ii. To review Cemetery rules
 - c. **Allotments**
 - i. To review allotment rules
 - ii. To adopt allotment tenancy agreement
 - iii. To review allotment fees from April 2023

- d. Ticknell Piece playground**
 - i. To receive report
- 13. Ecological**
 - a. Wigwell**
 - b. Access to green spaces**
 - c. The Council recognises the importance of peat bog as a carbon-rich ecosystem and the contribution of peat extraction to the climate and ecological emergency. To consider:**
 - 1. write to local retailers calling on them to end their use and sale of peat-based compost immediately (within 2022)
 - 2. write to neighbouring parish councils in Ramsden, Finstock, Fawler, Cornbury & Wychwood, Leafield, Hailey and Crawley to invite them to co-sign the letter to retailers (or to write their own)
 - 3. provide information to residents on the importance of preserving peat bogs including by avoiding the use of peat-based compost
 - 4. Amend the Allotment Rules to prohibit the use of peat-based compost, chemical pesticides, weedkillers and slug pellets
- 14. Town Council as Trustees/Representatives**
 - a. The Corner House CIO – to receive report
- 15. Traffic**
 - a. Consultation on B4437 Forest Road (Charlbury) Proposed 30mph Speed Limit
 - b. Speedwatch
 - c. . LCWIP
 - d. Update on TRO
 - e. Journeys**
 - i. Update on e-bike to include insurance and approval of waiver form and Memorandum of Understanding
- 16. Energy**
 - a. Feasibility study for hydro turbine
 - b. To adopt terms of reference for Energy Working Group
- 17. Buildings**
 - a. To consider terms of reference for Buildings Working Group

All meetings are open to the public

Clerk to the Council
Lisa Wilkinson

Appendix 1

Payment Schedule

a. Payments received:

OCC (Councillor Priority Fund)	Purchase of e-bike	£1390.00
AL Sole and Sons	Cemetery fees	£665.00
Banbury Memorials	Memorial fees	£145.00

b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's March salary (to include backpay for cost-of-living rise)	£1,251.27
	Clerk's allowance	£26.00
	Expenses	£104.81
	Total	£1382.08
Nest	Clerk's pension	£78.35
HMRC	Income tax/NI Q4	£tbc
Tetbury Accounting	Payroll administration	£144.00
Charlbury Corner House & War Memorial Hall Management Committee	February room bookings	£50.00
	March room bookings	£48.00
Rob Jackson	Chain harrow Mill Field	£100.00
OALC	Annual membership	630.08
Public Works Loans Board (DD)	Loan repayment for Mem Hall/Play equipment	£2,017.56
Public Works Loans Board (DD)	Loan repayment for Community Centre	£2,182.84
Warlands Cycles	Purchase of e-bike and accessories	£2280.00
Fasthosts (repay G Harrison)	Webhosting	£132.00
Vistaprint (repay G Harrison)	APM banner	£38.39
Windrush Bike Project	Additional insurance cost for e-bike	£44.51
SLCC	Climate change summit	£54.00
Oxfordshire Playing Field Association	Membership renewal	£56.00
Ubico	Weekly emptying of litter bins/dog mess bins 1.10.21-31.3.22	£654.71
OCC	Annual rent Land off The Slade (skate park)	£165.00
OCC	Annual rent Bowls Club car park and play area	£1918.60

c. Charlbury Town Council bank balances

To 28th February 2022	
Business Current Account	100.00
Business Savings Account	47,702.19

Appendix 2

Correspondence

Date received	Sender	Topic
2/3/22	George Taylor	Complaint about motorbike noise on Sturt Road

18/2/22	Gerald Simper	Access to green spaces
21/2/22	Alison Collins	Access to green spaces
21/2/22	Charlbury Corner House	Increase in room hire charges for Corner House and Memorial Hall
11/3/22	Gareth Epps	Staffing at the station
12/3/22	Flora Gregory	Dog mess
15/3/22	Sarah Hutchinson	Removal of roses from Charlbury Cemetery

Appendix 3

Planning applications received:

Ref no:	Address:	Proposal:
22/00234/HHD	The Thatched Cottage, The Slade, Charlbury	Fencing to facilitate enclosure of garden at back of property, flattening of parking space and installation of electric car charging point
22/00508/FUL	Wayhill, Spelsbury Rd, Charlbury	Subdivision of house to create two dwellings together with associated works
22/00322/HHD	The Old Farmhouse, The Playing Close, Charlbury	To increase the height of part of the existing trellis fencing
22/0432/HHD	Took House, Sheep St, Charlbury	Erection of a single storey home office/store
22/00461/HHD	18 Sandford Park, Charlbury	Erection of ground floor and lower floor extensions (with undercroft area) and a detached garage with associated works (part retrospective)
21/00782/S73 Appeal reference: APP/D3125/W/21/3285397	1 Graces Court, The Slade, Charlbury	Variation of condition 14 of planning permission 17/00832/FUL to allow first floor bedroom window in West elevation (bedroom 1) to have clear glazing
22/00481/HHD	Kuznicks, Pooles Lane, Charlbury	Demolition of existing single storey rear kitchen/bathroom and erection of two storey rear and side extension to create new kitchen to ground floor and new bedroom to the first floor. Replacement front porch.

Planning Outstanding:

Ref no:	Address:	Proposal:	TC Decision
22/00043/HHD	Ivy House, Church Lane	Proposed pitched roof to outbuilding forming garage, garden store and amenity space	Object
22/00280/HHD	4 Crawborough Villas, Crawborough	Erection of single storey rear and two storey side extensions	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
21/03910/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
21/04071/HHD	Lee Place Cottage, Hixet Wood	Single storey side and rear extensions	Object
21/03936/FUL	Whistler, Fawler Rd, Charlbury	Demolition of existing stables. Erection of self-contained unit ancillary to the existing dwelling	Comment
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
21/04062/HHD	39 The Green	Convert an existing garage and conservatory to a pitched roofed rear extension	TC - No objection WODC - Approved
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	TC – Support WODC - Approved
22/00071/HHD	3 Church Close	Single storey side extension	TC - No objection WODC - Approved
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	TC -No objection WODC - Approved