



Charlbury Town Council

To: all Members of Charlbury Town Council

22nd April 2022

The Town Council will meet on Wednesday 27th April 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 from:
 - Planning meeting dated 28th March 2022
 - Town Council meeting dated 30th March 2022
 - Annual Parish meeting dated 8th April 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 accounts for financial year 2021-2022
 - c. To note opening of new bank account
7. To receive Correspondence (see **Appendix 2**)
8. **Planning**
 - a. To consider planning applications (see **Appendix 3**)
9. **Communications**
 - a. To consider quote for printing new map onto an aluminium backing
10. **Community**
 - a. Review of Annual Parish Meeting
 - b. Queen's Platinum Jubilee Celebrations
 - i. To note funding of up to £3250 from WODC has been applied for
 - c. Proposal for Caring Community Hub
 - d. Women's Tour of Britain Cycle Race
 - e. To consider membership of Rural Market Town Group at cost of £72
11. **Amenities**
 - a. **Nine Acres**
 - i. To approve the TC as the applicants as well as the Third-Party Funders for the application to the FCC Communities Fund
 - b. **Cemetery**
 - i. To review burial and memorial fees from April 2022
 - ii. To review cemetery rules
 - c. **Allotments**
 - i. To receive inspection report
 - d. Skate park
12. **Ecological**
 - a. Access to green spaces
13. **Town Council as Trustees/Representatives**
 - a. Thomas Gifford Trust – to receive report
 - b. To consider nominating a trustee for the Museum CIO once it is set up



14. Traffic

- a. Litter picking volunteers outside town boundaries
- b. Speedwatch
- c. LCWIP
- d. Update on TRO
- e. Journeys**
 - i. Children's Ride and Stride

15. Energy

- a. To resolve to sign the grant funding agreement from RCEF for the hydro-turbine feasibility project

16. Buildings

- a. To consider terms of reference for Buildings Working Group
- b. To receive report from Buildings Working Group
- c. To consider contributing to Zero Homes proposal with SusCha

All meetings are open to the public

Clerk to the Council
Lisa Wilkinson



Appendix 1

Payment Schedule

a. Payments received:

WODC	Precept first instalment	£63,723.00
Peter Smith & Son Funeral Directors	Burial fees	£1060.00

b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's April salary (to include extra hours worked January-March)	£1645.33
	Clerk's allowance	£26.00
	Expenses	£15.60
	APM expenses	£274.02
	Total	£1,960.95
Nest	Clerk's pension	£109.27
Bensons Fruit Juice Ltd	Apple Juice (APM)	£28.16
BT (DD)	Phone bill/Broadband	£145.15
Charlbury Corner House Management Committee	April room bookings	£48.00
WODC	Conduct of Parish/Town Elections 2021	£2,334.54
WODC	Elections 2021 – NPR 10 June	£2,769.65
Public Works Loans Board (DD)	Loan repayment	£4,027.23
Cotswold Frames	Framing for Honoured Citizen Award	£216.00
Barclays Bank	Mixed Payment Plan Charges	19.75
St Mary's Church	Prepare flyers & delivery with Leaflet (Big Lunch invite)	£60.00
Oxfordshire Neighbourhood Plans Alliance	Annual membership	£50.00
Charlbury Arts Society	Town Council grant	£1000.00
Charlbury Football Club	Town Council grant	£1000.00
Charlbury Pre-school	Town Council grant	£435.00
Dementia Friendly Charlbury	Town Council grant	£75.00
Wychwood Forest Trust	Town Council grant	£2000.00
Riverside Festival	Town Council grant	£5000.00
Thomas Gifford Trust	Town Council grant	£3050.00

c. Charlbury Town Council bank balances

To 31st March 2022	
Business Current Account	£168.75
Business Savings Account	£46,403.91

Appendix 2

Correspondence

Date received	Sender	Topic
	Residents	Support/congratulations for Annual Parish Meeting new format



Appendix 3

Planning applications received:

Ref no:	Address:	Proposal:
22/00500/FUL	Harebell Cottage, Church St, Charlbury	Installation of a sub-surface electric vehicle charge point in the public footway outside the property
22/00874/LBC	Kerby Cottage, Sheep Street, Charlbury	Construction of single storey rear extension. Replace 3 windows with slimline double glazed units

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
21/04071/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
22/00322/HHD	The Old Farmhouse, The Playing Close, Charlbury	To increase the height of part of the existing trellis fencing	Object
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)	Object

Planning Decisions:

Ref no:	Address:	Proposal:	Decision
22/00043/HHD	Ivy House, Church Lane	Proposed pitched roof to outbuilding forming garage, garden store and amenity space	TC – Object WODC - Refused
22/00280/HHD	4 Crawborough Villas, Crawborough	Erection of single storey rear and two storey side extensions	TC - No objection WODC - Approved
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	TC – Object WODC - Approved



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	TC – No objection WODC - Approved
22/00508/FUL	Wayhill, Spelsbury Rd, Charlbury	Subdivision of house to create two dwellings together with associated works	TC - No objection WODC - Approved
22/00432/HHD	Took House, Sheep St, Charlbury	Erection of a single storey home office/store	TC - No objection WODC - Approved
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.	TC - No objection WODC - Approved