



Charlbury Town Council

To: all Members of Charlbury Town Council

20th May 2022

The Town Council will meet on Wednesday 25th May 2022

For the Annual Meeting of the Council

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 elect chair of the Town Council and to receive chair's Declaration of Acceptance of Office
2. To elect vice chair of the Town Council and to receive vice chair's Declaration of Acceptance of Office
3. To receive **Apologies for Absence**
4. 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.*
5. Contributions from Members of Public
6. To receive Minutes from the Town Council meeting dated 27th April 2022
7. **Matters arising from the Minutes** (not elsewhere on the agenda)
8. Finance and Administration
 - a. To receive Payment schedule and authorise payments (see **Appendix 1**)
 - b. To receive internal audit report and note recommendations
 - c. To approve Annual Governance and Annual Return (AGAR)
 - i. To approve section 1 Annual Governance Statement
 - ii. To approve section 2 Accounting Statements
 - d. To receive personnel committee report
 - e. To elect councillor members of committees and working groups including chairs and team leads:
 - Committees:**
 - i. Finance
 - ii. Planning
 - iii. Traffic
 - iv. Allotments
 - v. Honoured Citizens Awards Panel.
 - Working Groups:**
 - i. Journeys
 - ii. Land and Nature
 - iii. Buildings
 - iv. Energy
 - v. Food
 - vi. Communications
- f. To adopt:
 - i. Health and Safety policy
 - ii. Complaints policy
 - iii. Retention and Disposal of Documents policy
- g. To elect representatives:
 - i. Corner House and Memorial Hall
 - ii. Chipping Norton School Trust Fund
 - iii. Conservation Area Advisory Committee



- iv. Day Centre Representative
- v. Wigwell Friends
- vi. Centenary Woodland
- vii. Nine Acres Management Committee
- viii. Street Fair Committee
- ix. Parish Transport Representative
- h.** To resolve councillor portfolios:
 - i. Town cemetery
 - ii. Mill Field
 - iii. Ticknell Piece playground and skate park
 - iv. Town maintenance
- i.** To authorise due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI and regular maintenance contracts (see **Appendix 2** for list)
- j.** To review bank mandate
- k.** To review Town Council insurance policy
- l.** To note receipt of two grants
- 9.** To receive Correspondence (see **Appendix 3**)
- 10. Planning**
 - a.** To consider planning applications (see **Appendix 4**)
- 11. Communications**
 - a. County Councillors' report**
 - b. District Councillors' report**
 - c.** To consider quote for printing new map onto an aluminium backing
 - d.** To receive report from Internal Communications Working Group
- 12. Community**
 - a.** Women's Tour of Britain Cycle Race
 - b.** To consider Town Council support for Ukrainian refugees
 - c.** To approve cost to add Honoured Citizen 2022 to the Honours board
 - d.** Access to Green spaces
- 13. Amenities**
 - a. Nine Acres**
 - i.** To consider installation of recycling bin
 - b. Football and Social Club (FSC)**
 - i.** To appoint a solicitor to draw up a lease between the Town Council and FSC
 - c. Cemetery**
 - i.** To review burial and memorial fees from May 2022
 - d.** To approve extra cost of accompanied ROSPA inspections for Ticknell Piece playground and skate park
- 14. Town Maintenance**
 - a.** Graffiti
 - b.** Repair to railings on Nine Acres Lane
- 15. Traffic**
 - a.** Update on dragons' teeth
 - b. Journeys**
 - i.** To receive report on e-bike

All meetings are open to the public



Appendix 1

Payment Schedule

a. Payments received:

Allotment tenants	Allotment rents	£185.00
A.L. Sole Funeral Directors	Memorial fees	£150.00
Co-operative Funeral Directors	Interment fees	£410.00
HMRC	VAT reclaim November 2021-March 2022	£2168.32

b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's May salary	£1386.38
	Clerk's allowance	£26.00
	Expenses	£29.00
	Total	£1441.38
Nest	Clerk's pension	£80.39
Little Wild Things	Willow craft resources (Big Lunch activity)	£50.00
OALC	Councillor training	£66.00
Charlbury Corner House Management Committee	May 2022 room hire	£60.00
OCC	Traffic Regulation Order	£3320.00
Michael Oliver	Hedge & grass cutting at Nine Acres	£420.00
Viking Direct	Stationery	£63.31
Cotswold Landscaping	Grass cutting/town maintenance	£3,878.62
Vistaprint (Repay Gary Harrison)	Big Lunch banner	£85.38
Rob Jackson	Mill Field grass cut	£200.00
Witney Signs	Replacement sign at skate park	£225.14

c. Charlbury Town Council bank balances

To 30th April 2022	
Unity Trust Current Account	£7,284.70
Unity Trust Instant Access Account	£0
Barclays Current Account	£77,255.11
Barclays Premium Account	£0

Appendix 2

List of payments as a result of a continuing contract:

- i. Clerk's salary & expenses
- ii. BT (until November)
- iii. ID mobile sim card
- iv. Cotswold Landscaping
- v. Grass cutting contractors
- vi. Castle Water – allotment & cemetery water bills
- vii. PWLB loan repayments
- viii. WODC – litter/dog bin emptying
- ix. Meeting room hire
- x. Training for clerk/councillors (within training budget)



Appendix 3

Correspondence

Date received	Sender	Topic
	Contributors to APM	Feedback on APM
7/5/2022	Jim Holah	Annual tidying & reurfing at Enstone Road crossroads
9/5/22	Jim Holah	Request to refurbish bus shelter
	Maryann Robertson	Land at Narrow Lane/Marlborough Place

Appendix 4

Planning applications received:

Ref no:	Address:	Proposal:
22/01168/HHD	2A The Slade, Charlbury	Remove existing conservatory & construct new single storey rear extension. Conversion of existing garages into habitable rooms, internal alterations and coloured render applied to existing external walls
22/01175/HHD	Stable Cottage, 2 Hixet Wood, Charlbury	Erection of two first floor extensions and a small lean-to ground floor extension
22/01123/HHD	Stonewalls, Sturt Rd, Charlbury	Alterations and single storey extension to existing garden room to create a studio

Planning Outstanding:

Ref no:	Address:	Proposal:	TC Decision
22/00500/FUL	Harebell Cottage, Church St, Charlbury	Installation of a sub-surface electric vehicle charge point in the public footway outside the property	No objection
22/00874/LBC	Kerby Cottage, Sheep Street, Charlbury	Construction of single storey rear extension. Replace 3 windows with slimline double-glazed units	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
21/03936/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
22/00461/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
22/00322/HHD	The Old Farmhouse, The Playing Close, Charlbury	To increase the height of part of the existing trellis fencing	TC – Object WODC - Refused
21/04071/HHD	Lee Place Cottage, Hixet Wood	Single storey side and rear extensions	TC – Object WODC - Approved

