



Charlbury Town Council

To: all Members of Charlbury Town Council

24th June 2022

The Town Council will meet on Wednesday 29th June 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 the Town Council meeting dated 25th May 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 appoint personnel committee
7. To receive Correspondence (see **Appendix 2**)
8. **Planning**
 - a. To consider planning applications (see **Appendix 3**)
9. **Communications**
 - a. To approve copy for July Chronicle
10. **Community**
 - a. Update on ACV at The Bell
 - b. Feedback on Jubilee Big Lunch
 - c. To review criteria for awarding grants
 - d. To appoint three representative trustees to the Parish Stock Charity
 - e. To consider request for grant to purchase books for the Teaching Ukrainians in Charlbury (TUC) programme
11. **Amenities**
 - a. **Nine Acres**
 - i. To receive report
 - 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 consider cost of maintenance
 - d. **Footpaths**
 - i. Spelsbury Footpath No 19 & No 21 (parts) and Charlbury Footpath No 3 (part) - Public Path Diversion and Definitive Map and Statement Modification Order 2022
 - e. **Green spaces**
12. **Town Maintenance**
 - a. Grass cutting schedule
13. **Traffic**
 - a. To consider TC response to Traffic Regulation Order
 - b. To consider proposal for build-out on Banbury Hill
 - c. **Journeys**
 - i. To receive report to include:
 - Traffic survey findings



- LCWIP update
 - Proposal to support Hiya Car scheme
 - d. Speed monitoring at entrances to town
 - e. Parking on Hundley Way
- 14. Land and Nature**
- i. To receive report to include:
 - River Day event at Riverside Festival – to consider expenses required
 - Nature Recovery Plan
 - Hedgerow Survey Training
 - ii. To consider use of glyphosate and request reduction in its use in Charlbury
- 15. Buildings**
- a. Draft business plan

All meetings are open to the public

Clerk to the Council
Lisa Wilkinson



Appendix 1

Payment Schedule

a. Payments received:

WODC	Jubilee Grant	£230.00
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b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk’s June salary, allowance & expenses	£1847.12
Nest	Clerk’s pension	£124.43
HMRC	Employment deductions	£1621.99
H J Hood	Internal audit	£480.00
Castle Water	Cemetery water supply	£13.57
Charlbury Corner House Management Committee	June 2022 room hire	£31.00
Basecamp (repay Liz Reason)	Basecamp monthly subscription	£81.66
Michael Oliver	Grass cutting at Nine Acres (May)	£126.00
Rural Market Town Group	Annual membership	£72.00
Wilson & Scott (Highways) Ltd	Dragons’ teeth road markings	£1,479.74
Rob Jackson	Mill Field grass cut	£200.00
Witney Signs	Welcome Back Map	£300.86
Charlbury Football and Social Club (repay Phil Morgan)	Big Lunch expenses	£44.00
Ady Podbery	Mowing Nine Acres Recreation Ground (May)	£309.60
FCC Community Foundation	Third Party Funding for playground equipment	£2,249.12
Community First	Annual membership	£70.00
BT	Quarterly business bill	£210.53

c. Charlbury Town Council balances

To 31st May 2022	
Unity Trust Current Account	£25,398.43
Unity Trust Instant Access Account	£19,996.00
Barclays Current Account	£48,036.76
Barclays Premium Account	£0

Appendix 2

Correspondence

Date received	Sender	Topic
	Residents	Overgrown grass at Fiveways
30/5/22	Roy Scott	Corner House & Memorial House constitution
	Residents	Comments on TRO consultation
3/6/22	Hundley Way resident	Complaint about parking at junction Hundley Way/Banbury Hill
6/6/22	Resident	Flooded road – Grammar School Hill
9/6/22	Residents	Ticknell Piece grass cutting



Appendix 3

Planning applications received:

Ref no:	Address:	Proposal:
22/01319/HHD	21 Woodstock Road, Charlbury	Internal changes to garage into a living space. Demolition of existing internal walls on ground floor to open space for lounge and utility. Additional one and a half storey rear extension from master bedroom (amendments to previous application 21/03910/HHD)
22/01366/S73	Yew Dell, Hixet Wood, Charlbury	Variation of condition 2 of planning permission 20/02343/FUL to allow design changes to garaging
22/01669/ HHD	Reeves Barn, Pound Hill, Charlbury	Alterations to existing barn conversion, and conversion of attached store building to Garden Room
22/01681/HHD	13 Hill Close, Charlbury	Single storey rear extension and replacement garage

Planning Outstanding:

Ref no:	Address:	Proposal:	TC Decision
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	Comment
22/01175/HHD	Stable Cottage, 2 Hixet Wood, Charlbury	Erection of two first floor extensions and a small lean-to ground floor extension	Comment
22/01123/HHD	Stonewalls, Sturt Rd, Charlbury	Alterations and single storey extension to existing garden room to create a studio	No objection
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

Planning Decisions:

Ref no:	Address:	Proposal:	Decision
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)	TC – Object Application withdrawn

