



Charlbury Town Council

To: all Members of Charlbury Town Council

22nd July 2022

The Town Council will meet on Wednesday 27th July 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 29th June 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 adopt updated code of conduct
 - c. To authorise bank reconciliations for first quarter of financial year 2022-2023
 - d. To receive income vs budget report for first quarter of financial year 2022-2023
 - e. To consider applying for Corporate Multipay card from Unity Trust
7. To receive Correspondence (see **Appendix 2**)
8. **Planning**
 - a. To receive minutes from planning meeting held on 25th July 2022 and approve planning committee's response to planning applications (see **Appendix 3**)
 - b. Update on Rushybank development
9. **Communications/Engagement**
 - a. To approve copy for July edition of The Chronicle
 - b. To consider internal communication working group's recommendations
 - c. To consider proposal for engagement working group
 - d. To adopt engagement working group terms of reference
10. **Community**
 - a. To review criteria for awarding grants
 - b. To consider TC presence at the Charlbury street fair
 - c. Provision of cost-of-living information by the TC, Cornerstone and ATIC
11. **Amenities**
 - a. **Nine Acres**
 - i. To receive report
 - ii. To receive report on playground training
 - iii. To authorise replacement of two toddler swing seats at cost of £356.84 plus VAT
 - b. **Millfield, Watery Lane and Bridges**
 - i. To receive report
 - ii. To consider purchase of Cotswold Wild Flora seed for £173
 - c. **Cemetery**
 - i. Spacing of plots
 - ii. To approve skip hire for removal of rubbish
 - d. **Green spaces**
 - i. To receive report
 - ii. To consider providing £1000 match funding to aid with application for TOE grant



e. OCC rent review for leases held by the Town Council (land at Charlbury Bowls Club, land off The Slade and car park)

12. Town Maintenance

- a. Grass cutting at Ticknell Piece and Fiveways
- b. To consider S101 grass cutting agreement with OCC
- c. Removal of dog poo bin at Narrow Lane
- d. To note purchase of graffiti wipes with emergency authorisation from chair and vice chair (due to the offensive nature of the graffiti)

13. Traffic

a. Journeys

- i. Proposal to support Hiya Car scheme
- b. Speed monitoring
- c. To approve purchase of steel cable for speed indicator device

14. Town Council as Trustees/Representatives

- a. Corner House and War Memorial Hall
- b. Thomas Gifford Trust

15. Charlbury Primary School

- a. To receive report

16. Food

- a. To approve print expenses for local food leaflet for Riverside Festival

All meetings are open to the public

Clerk to the Council
Lisa Wilkinson



Appendix 1 Payment Schedule

a. Payments received:

Banbury Memorials	Memorials/Additional inscriptions	£670.00
Charlbury Bowls Club	Quarterly rent	£68.75
S & R Childs Funeral Directors	Burial fees	£500.00

b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's July salary, allowance & expenses	£1720.92
Nest	Clerk's pension	£109.98
Warlands Cycles	Installation of new lock on e-bike	£50.00
Urban Hygiene (repay C. Wilding)	Graffiti wipes	£40.48
PWLB	Loan repayment	£2,182.84
Charlbury Corner House Management Committee	July 2022 room hire	70.00
Charlbury Corner House Management Committee	Room hire children's' bike rally planning meeting	£16.00
Basecamp (repay Liz Reason)	Basecamp monthly subscription	£87.62
Michael Oliver	Grass cutting at Nine Acres (May)	£126.00
Ady Podbery Grounds Care	Gang mow Nine Acres playing field x3 cuts (June)	£510.84
Rob Jackson	Mill Field grass cut – June & July	£400.00
Cotswold Line Promotion Group	Membership Renewal	£15.00
Scribe	Accounts Annual Software Licence	£676.80

c. Charlbury Town Council balances

To 30th June 2022	
Unity Trust Current Account	£39,179.99
Unity Trust Instant Access Account	£20,000.99
Barclays Current Account	22,965.89
Barclays Premium Account	£0.49

Appendix 2 Correspondence

Date received	Sender	Topic
8/7/22	Oxfordshire County Council	Winter preparedness
8/7/22	Resident of Market St	New parking spaces opposite old Post Office
8/7/22	Resident of Hixet Wood	Antisocial behaviour
11/7/22	Resident of the Slade	Speeding on the Slade
12/7/22	Resident of Sturt Rd	Grass cutting at Fiveways
14/7/22	Gary Harrison/WODC	EV charging at Spendlove car park
	Residents/WODC	Removal of bins at Narrow Lane and Cornbury Park



Appendix 3

Planning applications received:

Ref no:	Address:	Proposal:
22/01694/HHD	Wychwood View Stonesfield Lane Charlbury	Proposed installation of two gable fronted dormers to the front elevation of the property.
22/01631/S73	Kuzniks Pooles Lane Charlbury	Removal of condition 2 (approved plans) of planning permission 22/00481/HHD to allow for changes to fenestration and movement of wall
21/03837/FUL amended	Green Bank, Dyers Hill, Charlbury	Demolition of existing dwelling and erection of a replacement dwelling with associated car parking and landscaping
22/01842/LBC 22/01841/FUL	Flat 4 Bayliss Yard Charlbury	Replacement timber casement window and addition of 1No. external downpipe
22/01862/HHD	The Cottages, Church Lane, Charlbury	Ground floor single-storey rear extension and addition of 1no. conservation rooflight to rear roof slope

Planning Outstanding:

Ref no:	Address:	Proposal:	TC Decision
22/01366/S73	Yew Dell, Hixet Wood, Charlbury	Variation of condition 2 of planning permission 20/02343/FUL to allow design changes to garaging	No objection
22/01669/ HHD	Reeves Barn, Pound Hill, Charlbury	Alterations to existing barn conversion, and conversion of attached store building to Garden Room	No objection
22/01681/HHD	13 Hill Close, Charlbury	Single storey rear extension and replacement garage	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

Planning Decisions:

Ref no:	Address:	Proposal:	Decision
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)	TC - No objection
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	TC – Comment WODC - Approved

