



Charlbury Town Council

To: all Members of Charlbury Town Council

25th August 2022

The Town Council will meet on Wednesday 31st August 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 27th July 2022
5. **Matters arising from the Minutes** (not elsewhere on the agenda)
6. **Finance and Administration**
 - a. To resolve to set up direct debit for Data Protection fee to the Information Commissioner's Office
 - b. To receive Payment schedule and authorise payments (see **Appendix 1**)
 - c. Councillor training
7. To receive Correspondence (see **Appendix 2**)
8. **Planning**
 - a. To consider planning applications (see **Appendix 3**)
 - b. To approve Planning Committee terms of reference
9. **Communications/Engagement**
 - a. To receive report from Oxfordshire County Council
 - b. To receive report from West Oxfordshire District Council
 - c. NALC Civility and Respect pledge
 - d. To consider revised use of Basecamp
 - e. To receive update from engagement working group
 - f. To consider setting up a Charlbury Alerts system
 - g. To resolve to purchase Zoom licence
10. **Traffic**
 - a. Update on bus services
 - b. Update on current traffic issues
11. **Amenities**
 - a. **Nine Acres**
 - i. Update on lease between TC and Football and Social Club
 - b. **Millfield, Watery Lane and Bridges**
 - i. To consider applying to the Land Registry for possessory title of Watery Lane triangle
 - ii. Request for metal detecting on Mill Field
 - c. **Green spaces**
 - i. Update on access
 - ii. To consider taking on lease for Ticknell Piece field
 - d. **Bowls club**
 - i. To consider bowls club rent
12. **Town Maintenance**
 - a. Grass at Kendall Piece and The Green
 - b. To consider S101 grass cutting agreement with OCC
 - c. To consider replacing bin at Narrow Lane/Marlborough Place with associated costs.
 - d. Bus shelter maintenance

All meetings are open to the public

Clerk to the Council Lisa Wilkinson



Appendix 1

Payment Schedule

a. Payments received:

Banbury Memorials	Memorial stone	£185.00
Tony James Memorials	Additional inscription	£150.00

b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's August salary, allowance & expenses	£1757.42
Nest	Clerk's pension	£109.98
Ubico	Emptying bins twice weekly at Nine Acres (April – September)	£441.94
PWLB	Loan repayment (direct debit)	£2182.84
Play Safety Ltd	ROSPA reports Ticknell Piece and Nine Acres Recreation Ground	£273.00
Charlbury Corner House Management Committee	August 2022 room hire	
Castle Water	Water supply - Allotments (direct debit)	£5.00
Basecamp (repay Liz Reason)	Basecamp monthly subscription	£
Information Commissioner's Office	Data Protection fee (direct debit)	£35.00
Cotswold Landscaping	Grass cuttings x4, removal of Playing Close post	£5,427.00
Sutcliffe Play Ltd	Replacement toddler swing pods	£356.84

c. Charlbury Town Council balances

To 31 st July 2022	
Unity Trust Current Account	£61,764.68
Unity Trust Instant Access Account	£20,000.99
Barclays Current Account	£0- closed
Barclays Premium Account	£0- closed

Appendix 2

Correspondence

Date received	Sender	Topic
26/07/2022	WODC	Shaping the Future of West Oxfordshire Summit
3/8/2022	Neil Pakenham-Walsh	Request for metal detecting at Mill Field
8/8/2022	Resident	Holiday let businesses in Charlbury
10/8/2022	Gareth Epps	Streetlights on Dyers Hill and Church Lane obscured by undergrowth
12/8/2022	Peter Kenrick	Availability of the Pound Hill triangle for free, year-round overnight parking/camping
16/8/2022	Resident	Rubbish left after football matches on Nine Acres
16/8/2022	Residents	Request for 'Once You Know' screening
23/08/2022	Wild Oxfordshire	State of our rivers
24/08/2022	Oxfordshire County Council	Temporary Traffic Regulation Order -Temporary Road Closure at Charlbury, Hixet Wood
24/08/2022	Resident	Complaint about dogs on Mill Field



25/8/2022	Resident	Request for sponsorship
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Appendix 3

Planning applications received:

Ref no:	Address:	Proposal:
22/02181/LBC & 22/02180/HHD	Bell Barn Church Street Charlbury	Proposed single storey extension to create accessible accommodation
22/02079/S73	The Rise Hixet Wood Charlbury	Variation of condition 1 of planning permission 21/02652/HHD to allow the addition of an ensuite bathroom adjoined to the approved bedroom.
22/02202/HHD	1 Woodstock Road Charlbury	Rear ground and first floor extensions

Planning Outstanding:

Ref no:	Address:	Proposal:	TC Decision
22/01694/HHD	Wychwood View Stonesfield Lane Charlbury	Proposed installation of two gable fronted dormers to the front elevation of the property.	No objection
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	Object
22/01862/HHD	The Cottages, Church Lane, Charlbury	Ground floor single-storey rear extension and addition of 1no. conservation rooflight to rear roof slope	No objection
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
22/00874/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
22/01681/HHD	13 Hill Close, Charlbury	Single storey rear extension and replacement garage	TC -No objection WODC - Refused
22/01669/HHD	Reeves Barn, Pound Hill, Charlbury	Alterations to existing barn conversion, and conversion of attached store building to Garden Room	TC -No objection WODC - Approved
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	TC - No objection WODC - Approved
22/01842/LBC 22/01841/FUL	Flat 4 Bayliss Yard Charlbury	Replacement timber casement window and addition of 1No. external downpipe	TC - No objection WODC - Approved