



To: all Members of Charlbury Town Council

17th January 2023

**Town Council will meet on Wednesday 22nd February 2023 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 January 2023
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**)
7. **Planning**

22/03415/FUL Mullin Automotive Museum
8. **Town Maintenance**
 - a. Graffiti and bus shelter maintenance
 - b. To consider purchase of paint for goal posts at Ticknell Piece
9. **Town Council as Trustees/Representatives**
 - a. The Corner House CIO – to receive report
 - b. Thomas Gifford Trust – to receive report
10. **Correspondence** (see **Appendix 2**)
11. **Community**
 - a. Annual Boundary Walk on Rogation Sunday
 - b. To consider Annual Parish Meeting arrangements
 - c. Honoured Citizen Awards
 - d. Request for funding towards small wildlife area at Hughes Close (in conjunction with Cottsway)
12. **Engagement/Communication**
 - a. Proposal for engagement
 - b. Engagement with funding organisations in Charlbury
 - c. Great Big Green Week
 - d. To consider printing leaflet at the cost of £120 plus £50 for distribution with the Leaflet, to advertise:
 - Programme for Great Big Green Week
 - Open Homes Day
 - Citizen Science Saturday
 - Annual Parish Meeting
 - Coronation weekend events
 - e. To consider purchase of replacement headers for the Co-op noticeboards at cost of £100
 - f. To authorise purchase of two A-boards, two banners and a gazebo at the cost of £470
13. **Building**
 - a. To receive report on permitted development and rooftop solar
 - b. Open Homes Day: 1st April
14. **Amenities**
 - a. **Nine Acres**
 - b. **Ticknell Piece**
 - i. To consider rent of field at Ticknell Piece at peppercorn rent plus legal fees
 - ii. To consider providing skateboarding workshops



- iii. To consider improving safety/visibility at skate park
- c. Town Cemetery**
 - i. To consider policy on reservation bricks
 - ii. To consider purchase of wooden signs to prevent rubbish being dumped and/or planting scheme
 - iii. To authorise renewal of garden waste licence
- d. Bowls Club**
 - i. To consider planting scheme for bowls club car park
- 15. Traffic**
 - a. Journeys**
 - i. Update on Car Club
 - ii. Report on E-bike
 - iii. To consider requesting reinstatement of Stagecoach service N7
 - b. Local Cycling and Walking Infrastructure Plan**
 - i. To consider contribution to cost of telematics analysis (with OCC)
- 16. Energy**
 - a. Charlbury weir and fish pass feasibility study
- 17. Food Working Group**
 - a. Report on Charlbury market
- 18. Land and Nature**
 - a. Citizen Science Saturday

All meetings are open to the public.

Clerk to the Council
Lisa Wilkinson



Appendix 1

Payment Schedule

a. Payments received:

RCEF	2nd tranche of Micro-hydro feasibility project	£9,650.50
GWR	Station route signage funding	£2,280.55
FCC Communities	Installation of new play equipment funding	£5,082
Banbury Memorials	Memorial fees	£310.00
Funeral directors	Burial fees	£1,350.00
HMRC	VAT refund	£4,059.51

b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's February salary, allowance & expenses	£1,961.78
Nest	Clerk's pension	£129.10
Signway Supplies	Supply and Installation of station route signage	
Basecamp (Multipay card)	Monthly payment	£80.50
Corner House & WMH CIO	Room hire February	£30.00
Online Playgrounds	Steering wheel for child's tractor	£26.80
PWLB	Cemetery extension repayment	£2,017.56
Community First	Annual membership	£70.00
Charlbury Community Centre	Room hire for defib training	£40.00
Zoom (Multipay card)	Annual subscription	£143.88
Windrush Bike Project	E-bike insurance and repair	£137.72

c. Charlbury Town Council balances

To 31st January 2023	
Unity Trust Current Account	£55,899.28
Unity Trust Instant Access Account	£20,096.16

Appendix 2

Correspondence

Date received	Sender	Topic
27/1/2023	Resident Hughes Close	Request for funding for wildlife area
6/2/2023	Clean Slate	Request for funding
6/2/2023	Wigwell Friends	Request for permission to survey on TC land
6/2/2023	MOD, Brize Norton	Proposed redesign of current airspace
2/2/2023	Cornerstone/Dalcour McClaren	Pre-application consultation letter outlining a proposed upgrade at the existing telecommunications base station at Charlbury Fire Station
8/2/2023	Charity Commission	Charity Commission News
8/2/2023	OCC – Traffic & Road Safety	Consultation - Proposed Disabled Persons Parking Places
13/2/2023	Andy Graham, WODC	Climate & nature event at WODC
16/2/2023	Resident of Grammar School Hill	Request for Lee Place to clear debris