



To: all Members of Charlbury Town Council

23rd June 2023

**The Meeting of the Town Council
will be held on Wednesday 28th June 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. To include co-option of new councillor.
4. Chair's opening remarks
5. To receive minutes from the Town Council meeting dated 24th May 2023
6. **Matters arising from the Minutes** (not elsewhere on the agenda)
7. **Finance and Administration**
 - a. To agree training for the new chair at cost of £110 plus VAT
 - b. To consider funding room hire for defibrillator training (1st July and 2nd September)
 - c. To receive payment schedule and authorise payments (see **Appendix 1**)
 - d. To note dates of Notice of Exercise of Electors Rights
 - e. To elect members of the Personnel Committee
8. **Amenities**
 - a. **Ticknell Piece**
 - i. Hornets' nest
 - ii. To consider request for resident to organise a fund-raiser for improvements to the skate park.
 - iii. To consider request to cut back hedges and bushes around skatepark.
 - iv. To consider skateboard coaching request.
 - b. **Bowls Club**
 - i. To agree a planting scheme for bowls club car park
 - c. **Cemetery**
 - i. To consider placing additional garden and waste bins in the new cemetery extension
 - ii. To consider additional grass cutting
9. **Mill Field**
 - a. Update on potential bridge
 - b. To consider request for Riverside Festival to be held at Mill Field
 - c. To receive report on meeting held in conjunction with Land & Nature Group
10. **Town Maintenance**
11. **Nine Acres**
 - a. To review maintenance inspections of play equipment
 - b. To consider quote for repair of junior multiplay and basket swing
 - c. Repair of picnic table
12. **Traffic**
 - a. To agree reprinting updated bus stop maps
 - b. To consider proposal to install Real-Time Information systems at bus stops on Church St, Sturt Rd and at Fiveways and a bus shelter. To agree to seek funding for these.
13. **Journeys**
 - a. To note emergency purchase of replacement security jubilee clips and key for the SID
14. **Land & Nature**
 - a. To receive a report

**15. Access to Green Spaces****16. Community**

- a. To consider proposal for a 'One Charlbury' initiative
- b. Wilderness update and rail access
- c. To nominate trustee for Corner House and Memorial Hall
- d. To elect representative for Chipping Norton School Trust Fund
- e. To receive report from Chipping Norton School Trust fund
- f. To consider setting up Council surgeries
- g. First Aid training for volunteers
- h. Update on Parishes Together Meeting. To consider cost of providing refreshments

17. Food

- a. To adopt market policy

18. Communication

- a. Proposal to open a line of communication with the owners of Charlbury House estate.

19. Correspondence (see Appendix 2)

All meetings are open to the public.

Clerk to the Council
Lisa Wilkinson

Appendix 1**Payment Schedule****a. Payments received:**

Stonemasons	Memorial fees	£485.00
Funeral Directors	Burial fees	£400.00
Allotment holders	Allotment rent	£50.00

b. Payments:

Lisa Wilkinson	Clerk's May salary, allowance & expenses	£2073.93
Nest	Clerk's pension (Direct debit)	£139.49
HMRC	Employer's contributions	£2132.04
Corner House & WMH CIO	June room hire	£138.00
OALC	Chair training	£132.00
Cotswold Landscaping	Grass cutting April & May	£3,960
Charlbury Community Centre	Room booking – defib training	£40.00
Rob Jackson	Mill field cut remainder of payment	£100.00
Fasthosts (multipay card)	Email hosting/website	£9.34
HCL Clamping UK/Europe (Repay G Harrison)	Tool bits/Sign clamps (SID)	£22.82
Kompan	Playground inspections (Nov 22/May 23)	£411.96
SR Moss Builders Ltd	Fixing picnic benches at Nine Acres	£750.00
Castle Water	Allotment water charges (Direct debit)	£25.80
Nine Acres Management Committee	Transfer of sinking fund for tennis courts resurfacing	£4,000

c. Charlbury Town Council balances

To 31st May	
Unity Trust Current Account	£74,931.48



Unity Trust Instant Access Account	£20,190.47
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Appendix 2 Correspondence

Date received	Sender	Topic
29/5/2023	Browns Lane resident	Parking on new double yellow lines
4/5/23	Corner House	Town Council appointment of Trustees
5/5/23	Resident	Grass at cemetery/request for additional garden waste bin
15/6/2023	OCC- Community Tree and Woodland Opportunity Co-ordinator	Volunteers requested
15/6/2023	Liam	Repairs to skate park/fund-raiser
19/6/2023	Kearsey Court resident	Request for traffic calming on Ditchley Rd