



To: all Members of Charlbury Town Council

25th August 2023

**The Meeting of the Town Council
will be held on Thursday 31st August 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. To receive minutes from the Town Council meeting dated 26th July 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**)
 - b. To elect member to Charlbury Conservation Advisory Committee
 - c. To elect member to Allotments committee
 - d. To elect member to Publications working group
7. **Buildings Working Group**
 - a. Update on Home Comforts project and other work
8. **Amenities**
 - a. Ticknell Piece
 - i. To consider consultation for new equipment at skate park
 - b. Cemetery
 - i. To receive report
 - ii. To consider providing additional bins
9. **Mill Field**
 - a. To approve quote for work on first phase of floodplain meadow restoration project
10. **Town Maintenance**
 - a. Maintenance of bus shelters
11. **Nine Acres**
 - a. To consider proposal from Nine Acres Management Committee for maintenance of football pitches
12. **Traffic**
 - a. To receive minutes from Traffic Committee meeting
 - b. To consider recommendation to purchase an additional mobile SID. To apply for grant funding if resolved.
13. **Engagement**
 - a. To consider the Making Space for Girls consultation.
14. **Land and Nature**
 - a. To consider proposal for bat walk on Mill Field with associated costs
15. **Correspondence** (see **Appendix 2**)

All meetings are open to the public.

Clerk to the Council
Lisa Wilkinson



Appendix 1

Payment Schedule

a. Payments received:

Allotment tenant	Allotment rent	£25.00
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b. Payments authorised 23rd August (as meeting cancelled):

Lisa Wilkinson	Clerk's August salary, allowance & expenses	£2055.93
Nest	Clerk's pension (Direct debit)	£139.49
Information Commissioner's Office	Data protection fee	£35.00
Corner House & WMH CIO	August room hire	£40.00
Charlbury Street Fair	Additional table	£10.00
Kompan	Playground repairs	£3,047.36
Kopyrite	April printing (underpaid)	£34.80
PWLB	Loan repayment – cemetery extension	£2,017.56
Castle Water	Allotment water supply	£50.09
Castle Water	Cemetery water supply	£8.99
Fasthosts	Email hosting	£9.34
Rob Jackson	Grass cutting Mill Field	£200.00

c. Payments to be authorised

Playsafety Ltd	ROSPA inspections of playgrounds	£299.40
Corner House & WMH CIO	August room hire (remainder)	£10.00
Oxfordshire County Council	Zebra crossing -TC instalment	£15,000

d. Charlbury Town Council balances

To 31 st July	
Unity Trust Current Account	£58,953.54
Unity Trust Instant Access Account	£20,190.47

Appendix 2

Correspondence

Date received	Sender	Topic
8/8/23	Crawborough resident	Overgrown footpath
Various	Charlbury residents	Traffic leaving Wilderness
7/8/23	Resident	Woody Lane/Centenary Wood
3/8/23	Wychwood Paddocks resident	Request for a KEEP CLEAR at the junction between Wychwood Paddocks and Enstone Road
12/8/23	Resident	Street lighting/road surfacing
17/8/23	Secretary Royal British Legion Charlbury Branch	Request for councillor to lay wreath at Remembrance Day Parade and Service