



To: all Members of Charlbury Town Council

21<sup>st</sup> February 2025

**The Meeting of the Town Council  
will be held on Wednesday 26<sup>th</sup> February 2025 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 councillor**  
 Prior to the start of the meeting, questions and comments from members of the public (limited to 10 minutes in total) This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair of the meeting) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than five minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chair may decide to refer any matters raised for further consideration.
4. **To receive minutes from the Town Council meeting dated 22<sup>nd</sup> January 2025**
5. **To receive reports:**
  - a. Oxfordshire County Council
  - b. West Oxfordshire District Council
6. **Amenities**
  - a. **Nine Acres**
    - i. To award contract for top dressing work on the football field
    - ii. To consider request for coppicing hazel
    - iii. To receive quotes for repair to dry stone wall on Enstone Road
  - b. **Mill Field**
    - i. To accept new Management Plan for 2025-20230
    - ii. To consider purchase of water turbidity monitor at cost of £414 for river restoration project
    - iii. To resolve to accept Evenlode Catchment Partnership's interim terms of reference as a partner on the rock ramp fish pass project
  - c. **Cemetery**
    - i. To resolve to purchase three garden waste licences and note price increase (£52.50 each)
    - ii. To consider revision of cemetery fees
7. **Finance and Administration**
  - a. To receive payment schedule and authorise payments (see **Appendix 1**)
  - b. To authorise new clerk training for Jack Wells and Gilliane Appadoo at the cost of £264 (inclusive of VAT)
  - c. To resolve to carry over to financial year 2025-2026 remaining budget for top dressing sports fields at Nine Acres (amount to be minuted at March meeting)
  - d. To resolve to print new infographic for Co-op noticeboard
  - e. To consider ad hoc grant request
  - f. To consider renewing membership of Oxfordshire Association of Local Councils (OALC)
8. **Land and Nature Group**
  - a. To consider purchase of First Aid kit for Nature Recovery working parties at cost of up to £15
  - b. To consider purchase of soil analysis of meadow area at Mill Field (using underspend from Sustainable Charlbury's funding for the project).
  - c. To resolve to carry over to financial year 2025-2026, unspent funding from Sustainable Charlbury for Mill Field meadow restoration
9. **Walkers are Welcome**
  - i. To receive paper on completed project matched funded by Cotswold National Landscape



- ii. To agree to a £250 overspend for the project (not funded by Cotswold National Landscape)
- iii. To consider printing a third walking map

**10. Parking**

- a. To note date of implementation of residents’ parking scheme

**11. Engagement**

- a. To agree content of annual survey

**12. Local Cycling and Walking Infrastructure Plan (Draft)**

**13. Buildings Working Group**

- a. To receive update report

**14. To consider TC response to Defra consultation on land use in England**

**15. Community**

- a. To consider giving permission for Riverside Festival to be held on the Mill Field on 19<sup>th</sup> and 20<sup>th</sup> July
- b. To consider paper on revising dark skies policy
- c. Annual Boundary Walk
- d. To consider request from GWR to manage new community noticeboard at the station
- e. To elect representative for Chipping Norton Trust
- f. Duke of Edinburgh scheme
- g. To consider nominations for Honoured Citizen Awards. *Exclusion of Press and Public To move the following resolution, in view of the confidential nature of the business to be transacted it is in the public interest that the public and press be excluded from the remainder of the meeting, and they are requested to withdraw. Members of the public will be excluded from the room during deliberations on this item.*

**16. Correspondence**

**All meetings are open to the public.**

Clerk to the Council  
Lisa Wilkinson

**Appendix 1  
Payment Schedule**

**a. Payments received:**

Sustainable Charlbury	Funding for Nature Recovery event (visual minutes)	£400.00
Peter Smith & Son Funeral Directors	Cemetery fees	£1,180.00

**b. Payments to be authorised:**

<b>Unity Trust:</b>		
Lisa Wilkinson	Clerk’s February salary, allowance, pension & expenses	£2,649.50
Oxfordshire Association of Local Councils	New councillor training x2	£264.00
Cohen Baum	Visual minutes for Nature Recovery (January) event	£400.00
Eynsham Nature Recovery Network	Donation for speaking at Nature Recovery (January) event (power to spend:£137)	£80.00
Corner House & WMH CIO	February room hire	£65.00
Castle Water	Allotment water supply (direct debit)	£21.59
Castle Water	Cemetery water supply (direct debit)	£55.65



W H Smith (repay Anne Miller)	Stationery for Year of Nature Recovery Launch	£32.96
Sainsbury's (repay Anne Miller)	Refreshments/stationery for Year of Nature Recovery Launch	£28.50
Robert Dyas (repay Anne Miller)	Stationery for Year of Nature Recovery Launch	£9.99
Rob Jackson	Harrowing meadow at Mill Field	£50.00
Fineprint	Printing interpretation board content	£120.00
Rob Jackson	Harrowing at Mill Field	£50.00
Editions Systeme D	Redesign of walking leaflet (matched funded by Cotswold National Landscape)	£240.00
<b>Lloyds Commercial card:</b>		
Fasthosts	Email hosting	£2.40
Fasthosts	SSL Certificate renewal	£42.00
Basecamp	Monthly subscription	£96.08
Zoom	Annual subscription	£155.88

**c. Charlbury Town Council balances**

<b>To 31<sup>st</sup> January 2025</b>	
Unity Trust Current Account	£15,771.83
Unity Trust Instant Access Account	£107,855.63
Transfer from Instant Access to Current Account	£20,000