



To: all Members of Charlbury Town Council

23<sup>rd</sup> February 2024

**The Meeting of the Town Council  
will be held on Wednesday 28<sup>th</sup> February 2024 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 24<sup>th</sup> January 2024
5. **Matters arising from the Minutes** (not elsewhere on the agenda)
6. **Walkers are Welcome**
  - a. To receive report
  - b. To consider cost of £250 to print 250 Town Trail leaflets and 300 leaflets each of Gateway walks one and two.
  - c. To authorise extra expenditure of £16.19 for repair to Gateway walk by Cotswold Wardens
7. **Finance and Administration**
  - a. To receive payment schedule and authorise payments (see **Appendix 1**)
  - b. To review standing orders
  - c. To review financial regulations
  - d. To review asset register
  - e. To consider transfer of funds from the instant access account to the savings account
  - f. To consider movement of funds between bank accounts on a regular basis.
8. **Traffic**
  - a. Zebra crossing
    - i. To consider requesting the County Council to build a safer facility than the newly installed zebra crossing, that will slow traffic as well as provide a crossing point.
  - b. To adopt Parking Working Group terms of reference
  - c. To receive minutes and recommendations from Parking Working Group's first meeting
  - d. To approve cost of printing parking questionnaires
  - e. Remediation of the damaged kerb at Enstone Road crossroads
9. **Land Nature**
  - a. To consider approval of Nature Recovery Framework for Charlbury, Finstock and Fawler subject to public consultation
10. **Amenities**
  - a. **Mill Field**
    - i. To note rain delay on river clearance work
11. **Engagement**
  - a. To consider adoption of council infographic
  - b. To approve town survey and agree how to circulate it.
  - c. To agree cost of printing town surveys at £130.
  - d. To consider circulating infographic with the town survey (cost of £95)
  - e. To receive update on new website
12. **Nine Acres**
  - a. Repair of dry stone wall
13. **Community**
  - a. To consider arrangements for the Annual Parish Meeting
    - i. To authorise printing costs



- b. To consider approval of Honoured Citizen Awards. *Members of the public will be excluded from the room during deliberations on this item.*
- c. To consider request from scouts for permission to erect a gazebo near the goal posts at Ticknell Piece and also to use the playpark for the toddler trail.
- d. Beating the Bounds – Annual Boundary Walk
- e. Riverside Festival
- f. To consider artwork for interpretation boards and agree cost of design and printing.
- g. To authorise cost of defibrillator battery

#### 14. Correspondence

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

Clerk to the Council  
Lisa Wilkinson

### Appendix 1 Payment Schedule

#### a. Payments received:

Charlbury Bowls Club	Bowls Club rent	£77.25
Banbury Memorials	Memorial fees	£185.00
Residents/funeral directors	Burial fees	£850.00
HMRC	VAT refund Q3 2023 2024	£1,552.29

#### b. Payments to be authorised:

Lisa Wilkinson	Clerk's February salary, allowance & expenses	£2,196.32
Nest (direct debit)	Clerk's pension	£150.71
Barlows & Sons (Hermitage) Ltd	Repair to footpath surface (Gateway walk)	£43.02
Zoom (multipay card)	Annual subscription	£155.88
Corner House & WMH CIO	February room hire	£50.00
Fasthosts (multipay card)	Email account	£10.20
Fasthosts (multipay card)	Website domain renewal	£73.20
Fasthosts (multipaycard)	SSL Certificate renewal	£42.00
Castle Water	Cemetery Water supply	
Castle Water	Allotment water supply	£12.72
B&Q (repay D Lewington)	Speed Indicator device fixings	£5.13
Screwfix (repay D Lewington)	Speed Indicator device fixings	£23.99
Community First Oxfordshire	Annual membership	£70.00
PWLB	Loan repayment – cemetery extension	£2,017.56
WODC	Litter/dog bin emptying (01/10/2023-31/03/2024)	£1566.86
OALC	Annual subscription	£649.38

#### c. Charlbury Town Council balances

<b>To 31<sup>st</sup> January 2024</b>	
Unity Trust Current Account	£61,609.58
Unity Trust Instant Access Account	£20,583.76