



To: all Members of Charlbury Town Council

22nd November 2024

**The Meeting of the Town Council
will be held on Wednesday 27th November 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. To receive Declaration of Acceptance of Office from Jack Wells
4. **Contributions from members of public**
5. **To receive minutes from the Town Council meeting** dated 23rd October 2024 and minutes of the Finance Committee meeting dated 13th November 2024
6. **Matters arising from the Minutes** (not elsewhere on the agenda)
7. **Nine Acres**
 - a. To resolve that the hard surface area of the tennis court will be retained for the foreseeable future as an amenity for the people of Charlbury (for funding purposes)
 - b. To consider request from the tennis club that they fund-raise for a new surface on the hard courts and to receive costed proposal.
 - c. To consider cutting headlands/edges of Nine Acres at cost of £850 plus VAT
8. **Finance and Administration**
 - a. To receive payment schedule and authorise payments (see **Appendix 1**)
 - b. To note agreement on Local Government Services Pay scale 2024/25. The increased amount on the pay scale point will be backdated to April 2024
 - c. To agree training for clerk: experienced clerk refresher, at cost of £60
 - d. To receive recommendations from the Finance Committee:
 - i. To accept the proposed budget for 2025-2026
 - e. To set date for Annual Parish Meeting in 2025
 - f. To note non-attendance of councillor for six months (LGA 1972, s 85(1) and (2)) and therefore casual vacancy on the Council
9. **Parking**
 - a. To consider Town Council response to residents' parking scheme
 - b. Update on other parking work
10. **Amenities**
 - a. **Cemetery**
 - i. To agree budget for repair of stone wall
 - b. **Bowls Club**
 - i. To consider revised quote to fell ash tree
 - ii. To consider installing combination code lock on gate into field
 - c. **Mill Field**
 - i. Update on Rock Ramp Fish Pass and bridge
11. **Town Maintenance**
 - a. Charlbury Community Works! Working Group
 - i. To consider leaflet including councillor delivery of it, webpage and resident sign up for project
12. **Engagement**
 - a. To consider use of new infographic
 - b. Communication
 - i. To consider adoption of Communications policy
 - ii. To consider council use of charlbury.info's forum



13. Walkers are Welcome

- a. To resolve cost of design of the interpretation board content at cost of £500 (matched funded by Cotswold National Landscape) and printing of the boards at £38 per board (x4)
- b. To resolve cost of printing revised Walking leaflets (matched funded by Cotswold National Landscape)

14. Community

- a. To consider comments for review of Cotswolds National Landscape (AONB) Management Plan

15. Land and Nature Group

- a. To approve response to the Local Nature Recovery Strategy (LNRS), the Oxfordshire statutory framework for nature recovery
- b. To consider applying for funding to Sustainable Charlbury to support Year of Nature Recovery activities

16. Correspondence

All meetings are open to the public.

Clerk to the Council
Lisa Wilkinson

Appendix 1

Payment Schedule

a. Payments received:

Banbury Memorials	Memorial fees	£335.00
Resident	Memorial fees	£185.00
HMRC	VAT refund Quarter 2	£1,011.58

b. Payments to be authorised:

Lisa Wilkinson	Clerk’s November salary, allowance, pension & expenses	£2,957.62
Village Farm Contracting	Mill Field meadow project (Sustainable Charlbury funding)	£485.00
Village Farm Contracting	Harrowing on Mill Field	£308.62
Corner House & WMH CIO	November room hire	£65.00
Bowards Tree Surgery Ltd	Reduce scrub/lift trees canopy at Kendal Piece	£600.00
Fasthosts (multipay card)	Email hosting	£2.40
Castle Water	Allotment water supply (direct debit)	£7.56
Castle Water	Cemetery water supply (direct debit)	£137.80
Basecamp (multipay card)	Monthly subscription	£89.74
Evenlode Landscaping	Grass cutting	£1,025.00
Evenlode Landscaping	Cemetery clearance, hedge trimming	£1,000
Elancity	Speed Indicator Device	£3,449.99
Oxfordshire Association of Local Councils	Clerk training	£72.00

c. Charlbury Town Council balances

To 31st October 2024	
Unity Trust Current Account	£26,253.95
Unity Trust Instant Access Account	£127,012.53