



CHARLBURY TOWN COUNCIL

Meeting of Charlbury Town Council held on Wednesday 29th January 2014 at 7.30pm in the Corner House.

Members Present: Mr R N Potter (Chairman), Mr R Prew, Mr P Kenrick, Mr J Holah, Mr R Fairhurst, Mrs V Pakenham-Walsh, Mr W Hackmann, Mrs K Broughton, Mr R James and M/s L Reason

Apologies: Dr A Merry and Mrs S Finch

Prior to opening the meeting the Chairman wished those present a belated Happy New Year and went on to welcome Mr R Prew to the Council. Mr Prew had previously served as a Councillor and Vice Chairman and was re-elected unopposed to the vacancy created by Mr Robsons resignation.

The Chairman reminded Members that the annual reception was to be held on February 12th in the Corner House, Invitations had been sent out.

1. To receive the minutes of the last meeting.

Subject to a minor amendment on page 3 item 6 to clarify the licence position for Wilderness, Mr Hackmann proposed that the minutes be signed as a correct record, this being seconded by Mr Fairhurst and agreed.

2. To deal with matters arising.

David Rees The Chairman has asked Mr Rees to look at the Campbell Copse in the spring and to produce a management plan at a small cost.

Salt To be distributed on the 31st January. Chairman, Clerk, Mr Holah, Mr Kenrick and Mr James volunteered to deliver. Clerk to produce a list of points to be supplied.

Mill Field Consider a spare wheel and keys.

Watery Lane/Ticknell Piece Hedges cut on 20th and 22nd January.

Wigwell Thames Water still dealing with some fencing issues.

Wigwell/Wychwood Project Clerk and Chairman to attend a meeting on 5th February to discuss outstanding issues.

Skatepark repairs Order for work has been placed.

Little Lees trees WODC tree officer is dealing with this matter with Mr Tucker the strategic director. Liz Leffman is following this carefully.

N.A.G. Next meeting Monday 3rd February. Car parking survey in Charlbury Town Centre to be undertaken/asertain problems and scale of these.

3. Declaration of Interest

Mr Holah declared an interest in item 9 as an allotment holder (Rents for 2014/15 to be set).

4. To sign orders for payment / receive report.

The accounts due for payment were circulated and explained by the Clerk. Mr Hackmann proposed that the accounts be paid this being seconded by Mrs Broughton and agreed. Accordingly cheques were signed by three Councillors.

5. To receive a report from the Planning Committee.

The plans were dealt with at the meeting on 27th January. Mr Prew signed his declaration of acceptance of office (first meeting after election).

The following plans were considered:-

14/0003 Erect two storey front and single storey rear extension, new parking area with dropped kerb at 77 The Green.

1. Can the concerns of nearby neighbours be taken into account?
2. We believe that this represents an over development of this site.
3. The location of this property is prominent and the proposal will cause an imbalance in the street scene generally not enhancing this part of the Conservation area.
4. The loss of light to the neighbouring properties will be considerable.
5. Parking will be an issue in this tight location as it is considered that insufficient space exists for this causing an 'overhang' across the footway.
6. We consider this to be un-neighbourly and therefore object.
7. Can this go to committee please?

NB. The Clerk was subsequently notified by the Planning Officer that this application has been withdrawn.

14/0011 Erect front porch at 18 Sturt Road

1. We have no objection

14/0078 Erect extensions and convert existing stable/workshop to home office. At Zelyan, Sheep Street.

1. We have no objection.

14/0094 Demolish existing dwelling, erect detached dwelling and garage at The Firs, Pound Hill.

1. We would like to reiterate concerns at the access arrangement and the total lack of a sight line to the right on exist. Can highways reconsider the plans?
2. Otherwise no objection.

Planning Results

- 13/1611** Erect dwelling at Linwall, Sturt Road
Refused
- 13/1635**
1636 Erect various externally illuminated signs and new pole mounted sign at The Bell, Church Street.
Permitted
- 13/1577** Single and two storey rear extension at 6, Hixet Wood.
Permitted
- 13/1585** Reduce height of chimney, re slate roof at Lee Cottage Park Street.
Permitted
- 13/1594** Single and two storey side extension at 59 Ticknell Piece Rd.
Permitted
- 13/1610** Increase in roof height and sub division of existing dwelling to form two dwellings at Linwall, Sturt Rd.
Permitted
- 13/1688** Erection replacement dwelling, Police House Hixet Wood
Permitted

6. To deal with Correspondence.

- WODC Register of electors request form. Circulated with minutes.
- WODC Street Trading Policy pre consultation document circulated.
- OCC Provide two new lights at Enstone Road cross roads for the sum of £2525 + VAT. Mr Hackmann proposed that this work be undertaken and funded from contingency, seconded Mr Kenrick and carried.
- Mill Field Management and bank repairs. To be reviewed when current water levels have receded.
- WODC Leaf sweeping. Will be dealt with by Liz Leffman in her report.
- Mr Holah Appointment of Margery Glasgow as a Town Council Trustee to the Gifford Trust Charity.

Following some discussion and previous reference to how the Council appoints trustees it was agreed that the matter should be addressed at the next working group meeting before

proceeding with any nominations i.e. agree a procedure perhaps based on that prescribed by the Charity Commission.

Chronicle Likely increased charge noted.

Eloise Markwell-Butler The public meeting to discuss the application by Wilderness for their own premises licence was well attended and went well.

Flood Forum Oxford – noted.

Rights of Way consultation Letter to February meeting (Dr Merry may wish to comment).

7. To consider Affordable Housing

New sites need to be identified perhaps via the CLP. Mr Holah reported that this is an issue which has been raised. Remove item from agenda for the time being.

8. To consider a Community Led Plan

Mr Holah has circulated notes of recent meetings. There will be a workshop on Saturday 22nd February to which all Councillors are invited 12 – 5 (Memorial Hall). Solutions needed. Flyers have been posted.

9. To consider Charges and Fees for 2014/15 (effective 1/4 /14)

It was agreed that £5 be added to all charges except Child burial and allotment rents on a proposal from Mr Hackmann seconded M/s Reason and agreed.

NB Mr Holah took no part in the allotment fees discussion.

10. To receive reports with reference to Charlbury

County Councillor Rodney Rose reported as follows:

Cabinet have accepted the proposed budget a 1.99% increase subject to grants/referenda rules yet to be set by Government.

4th February will be the date for discussion on school transport.

Flood forum has been arranged for all views to be sought.

OCC has made representations to the Environment Agency re proposed cuts. (Mr Rose is to meet Government representatives on this matter).

District Councillors Liz Leffman reported as follows

1. Leaves swept by machine cannot be composted due to possible contamination. Hand swept leaves can be. Perhaps the Council could consider this matter further – local teams etc. WODC would provide a truck and some equipment.
2. WODC to purchase a piece of land near Greystones in Chipping Norton. Recycling centre might be reinstated.
3. Pilot scheme for small businesses set up for 10 business locally.
4. Little Lees trees – still following progress on this.
5. Wilderness proposals. Those attending the meeting seemed happy with the proposal.

Liz Leffman dealt with questions/suggestions as follows:-

Impact of closure of Dean Pit on fly tipping

More items left at bring sites

Possible use of a skip at bring sites for extra items

Leaf composting – group exists in Charlbury and may help

Defibrillator. Charlbury is on list to receive a free one

Hywel Davis reported as follows:-

1. No increase in WODC element of Council Tax – balanced budget produced + £40k to reserves.
2. Small business advice pilot scheme. Might be best for a communal application for Charlbury traders – different issues
3. WODC speaking to Thames Water regularly re sewage issues.
4. Will Barton to be asked to attend CLP meeting via Hywel. (Jim Holah to respond to Hywel)

11. To consider the Boundary Walk

Rogation Sunday is 25th May. Clerk to write to landowners/ leaders etc. and make necessary arrangements.

12. To consider the February Councillor surgery

This will be on Saturday 1st February. Mrs Broughton and Mr Kenrick to attend.

13. To consider the Community Infrastructure Levy

The paper had been circulated. It was agreed that WODC have the right approach but there is concern that small Towns and Parishes may not benefit due to restricted development potential. It was agreed that perhaps a District strategy could be considered which does not exclude smaller settlements. Charlbury issues to include, additional car parking, community facilities, development of energy strategy.

14. To receive reports on audit and risk assessment

The Clerk had circulated the following:-

- a. Review of Internal Audit
- b. Risk Management Strategy
- c. Internal audit report
- d. External audit report
- e. Resilience plan (draft) for February

The Clerk was thanked for the report

Mrs Pakenham-Walsh proposed that the report as circulated be accepted (a –d) this being seconded by M/s Reason and carried nem con.

The draft resilience plan to be considered in the February agenda.

There being no further business the meeting closed at 8.54pm.