

Meeting of Charlbury Town Council held on Wednesday 24th January 2018  
at 7.30pm in the Corner House.

**Members Present:** Mr P Kenrick (Chairman), Mr R Prew, Mr V Hill, Mr R N Potter,  
Mrs K Broughton, Dr A Merry, Ms N Ely, Mr R Fairhurst, Ms L Reason,  
Mrs J Burroughs, Mr P Morgan and Mr A Graham, District Councillor.

**Apologies:** Mr R Puttick.

Prior to opening the meeting, the Chairman wished all present a Happy New Year.

**1. To receive the minutes of the last meeting.**

Mr Potter proposed that the minutes be signed as a correct record, this being seconded by Mr Morgan and agreed.

**2. To deal with matters arising.**

**Local Plan.** The response prepared by Dr Merry and agreed at the last meeting has been sent to WODC. The Planning Inspector has responded to WODC with recommendations re AONB and planning in the Burford/ Charlbury sub area and housing needs in the AONB. All information is on the WODC website. WODC response awaited.

**Publica.** Follow up response deferred to February.

**Nine Acres.** The AGM has taken place and Mrs Burroughs has taken on the role of Chairman.

**Gifford Trust.** Mr Morgan has now attended some meetings and will report back as required.

**Wigwell.** Friends AGM is at 7.30pm on 8th March.

**School Governor Report.** School report will be given in February.

**GWR/Station.** Robert Courts is holding a meeting in Charlbury on 8th February to enable local residents to seek answers to issues of concern with GWR. The Chairman will be attending.

**3. Declaration of Interest.**

Planning Application **17/03996/FUL**, 39 Sheep Street. Mrs Broughton, Mr Morgan, Dr Merry, Ms Reason, Mr Fairhurst and Mr Kenrick declared an interest and took no part in the discussion.

**4. To sign orders for payment/receive report.**

The Clerk had previously circulated a list of accounts to be paid and explained these to those present. Dr Merry proposed that the accounts be paid, this being seconded by Mr Fairhurst and agreed. Accordingly cheques were signed by three Councillors.

## **5. To receive a report from the Planning Committee.**

There was no separate planning meeting as, at the time of publishing the agenda, only one minor plan had been received.

Accordingly, the following plans were considered:

NB: Mrs Burroughs assumed the role of Chairman for this plan -

**17/03996/FUL** Change of use from retail/food and drink to office and food preparation at 39 Sheep Street.

1. We have no objection but this may in fact be part retrospective.

(Those declaring an interest at agenda Item 3 took no part in the discussions)

**17/04129/HHD and 17/04130/LBC** Conversion of attic, two new dormers to front with one new dormer and two roof lights to rear at White Hart Cottage, Market Street.

1. We deplore the request to deal with dormers and window post approval as this represents an important aspect of the plan proposed for a listed building which is highly visible in this part of the conservation area.

2. Otherwise no objection.

The Chairman reported that he had addressed Uplands Planning at WODC, as agreed, reference The Grange, Woodstock Road. The committee has asked the officer to seek a contribution £120k from the developer for affordable housing (a considerable increase). The Chairman was thanked for doing this and he in turn thanked the Clerk for the information/suggestion re use of Dairy Court as a comparator for affordable housing contribution.

Ms Reason had produced a brief paper for discussion with reference to potential requests to WODC for Section 106 monies. It was agreed that a meeting with Giles Hughes be arranged to take this matter forward. Any additional ideas to be forwarded to the Clerk. The report was noted.

## **6. To deal with Correspondence.**

**WODC (Martin Kemp).** Role in managing the open space at 1 Police House development in Hixet Wood. Meeting to be arranged.

**Tom Pierpoint, GWR.** Will attend March planning meeting.

**J Cottle.** Noted.

**G Simper.** Cotswold Warden Work. Agreed to cover cost of the work for the Town Council.

**Mr Morgan.** Working Party volunteers may be able to do more in their second year of operation. Note to go in the Chronicle.

**HMRC.** VAT repayment arrangements noted.

**Zurich.** Lime tree at Cemetery - work completed as directed.

**I Cox.** Rushy Bank leaflet. Distributed to those present.

**Owen Jones.** Skatepark improvement - noted. Section 106 project, perhaps.

**G Chadwick.** Oxford Cambridge link. Not a Town Council issue. Individuals may wish to comment.

**D Pollock & others.** Traffic issues in Market Street area. To traffic sub-committee for incorporation in proposals.

**WODC, Deed of Transfer with Cottsway.** Garage block at Jeffersons Piece noted.

**High Sheriff Awards.** The nominations were Mr R Caston and Mr S Andrews. Mr Andrews will receive an award. Chairman will attend the ceremony for Council.

**C Drummond - Chew / A Graeme.** Information re footpath closure. Seek donations for community facilities from Wilderness Festival.

## **7. To receive reports with reference to Charlbury.**

**County Councillor.** Ms Leffman was unable to attend but her report was read out by the Clerk.

**District Councillor.** Mr A Graham reported:

- a) Community Policing Awards - nominations now open.
- b) Planning. As he is no longer on Uplands committee he can take a more active role.
- c) Shed. Lease due for review shortly.
- d) LGBT group will meet in Charlbury in April.
- e) Will be involved in seeking to get rid of plastic wrapping.

Mr Potter congratulated WODC in their policy of banning Chinese lanterns and helium balloons on their land.

## **8. To consider the Neighbourhood Forum and report from the December meeting.**

The Chairman had recently circulated a brief update to the December report and said that good progress is being made. Developments on the Local Plan and in particular Jeffersons Piece site are awaited as this may impact on the N/H plan.

Final version of Housing Needs Survey is awaited.

## **9. To consider fees and charges for 2018/19.**

Mr Morgan proposed that £5 be added to all existing charges except Child interment and allotments, seconded Mr Potter and agreed.

Accordingly charges are as follows:

<b>Burials:</b>	<b>£</b>
Child	15
Person 90+	135
Cremated remains	115
Re-open	135
Exclusive Rights	245
Headstone or kerb	170
Additional inscription	135
Vase or tablet	135
Ashes plot	85
Headstone/kerb combined	240
<b>Allotments:</b>	
Full plot	40
½ or part plot	20

#### **10. To consider the Boundary Walk.**

Rogation Sunday is 6th May. Clerk to begin arrangements/permissions. Dr Merry will lead the walk.

#### **11. To consider the February 3rd Surgery.**

Dr Merry and Mr Prew to officiate. Next Working Group to consider better ways of communicating. It was noted that the Transparency Group were due to another meeting. Mr Puttick returns in March.

#### **12. To receive traffic sub-committee report.**

The next meeting will be 6th February. External groups to be involved with the sub-committee on a co-opted as necessary basis. 20mph meeting to be arranged as soon as possible. (New Officer at OCC)

#### **13. To receive a Mill Field Management paper.**

Dr Merry had circulated the management plan. Mr Morgan proposed that this plan be put to public consultation, this being seconded by Mr Hill.

**F 8, A 0.**

#### **14. To Elect a representative to the Nine Acres management committee.**

Mrs Burroughs proposed Mr Morgan, seconded Dr Merry and agreed **F 7.**

**15. Questions to the Chairman.**

Mrs Broughton reported that a patient partnership group was being formed for the Charlbury Doctors' Surgery (a statutory requirement). This needs more members.

There being no further business the meeting closed at 9.22pm.

Signed.....  
Chairman