

Meeting of Charlbury Town Council held on Wednesday 22nd August 2018  
at 7.30pm in the Corner House.

**Members Present:** Mr P Kenrick (Chairman), Dr A Merry, Mr R Prew, Ms N Ely, Mr V Hill, Mrs J Burroughs, Mr P Morgan, Mr R N Potter, Mrs K Broughton, Mr R Puttick, Ms L Reason (8.10pm).

**Apologies:** Mr R Fairhurst, Mr A Graham, Ms L Leffman (County and District Councillors).

**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 Puttick and agreed.

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

**Robert Courts.** Chairman's follow up letter circulated. No reply as yet.

**Mill Field.** Management Plan not yet on website.

**Phil Shaw (WODC planning).** The Chairman has spoken to Mr Shaw re the Hixet Wood development. Not much progress was made. Tandem parking remains with some extra visitor parking provided. WODC will support this Council in regard to the land management plan and participation.

**R.B. Legion.** Parade matters have been discussed. Church bells will ring on that day (Nationally).

**3. Declaration of Interest.**

There were none.

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

The Clerk had previously circulated a list of accounts to be paid. He explained these to those present. Dr Merry 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 following plans were considered:

**18/02071/HHD** Proposed extension to existing house and new vehicular access at 18 Sandford Park.

1. The application form has been filled in incorrectly in relation to new access and tree works, i.e. not making it clear that these are associated works.
2. This is in fact an extension to an existing property with provision for parking and access already in place. We object to the provision of and question the need for a new access at all as there is no

longer a separate dwelling proposed for this site. An access to The Slade is extremely dangerous at this point and should not be allowed. There is insufficient space for adequate visibility splays.

3. Can this go to committee please?

4. The application does not appear to have taken the pre-application advice given by planners and indeed written on the form that none was taken.

**18/02140/LBC** Alterations to Fenestration/French windows at Dyers Hill House.

1. We have no objection.

**18/02261/S73** Non-compliance with conditions 2 & 6 of consent **17/03423/FUL** to enable alternative joinery material at The Grange, Woodstock Road.

1. We wonder why UPVC was not specified originally (as the agent says that the builder generally provides such). The original colour was willow bark not off white.

2. Otherwise no objection.

**18/02440/LBC** Replace existing velux rooflight at Linden Cottage, Dyers Hill.

1. We have no objection but ask that the replacement velux be of a conservation grade.

## **6. To deal with correspondence.**

**Publica.** Mr Neudegg will speak to Council on 22nd October at 7.30pm ref the arrangements now in place.

**Wilderness Feedback.** Clerk to send comments to WODC as received from members.

**Cottsway.** Opening of Wilkins Court. Mr Potter, Dr Merry and Mrs Broughton will attend.

**Bowls Club.** Trees on Boundary. Clerk has been in contact with OCC. Owners to be told that it is a matter from them not the Bowls Club or Town Council.

**Community Covenant.** WW1 tree planting. Order a tree and plaque.

**Arrow Accounting.** Mr Morgan proposed that Arrow be engaged as the internal auditor for 2018/19, seconded by Mr Potter and agreed.

**Boward Trees.** Duty of care reports for the Cemetery and Nine Acres were received. Works were identified as necessary at a total cost of £1900 ex vat. Mrs Burroughs proposed that the work be undertaken, this being seconded by Mr Prew and agreed.

**Mrs Finch.** Nominations for Citizens Award received. Scheme to be finalised and presented to next meeting (September).

## **7. To consider the Neighbourhood Forum.**

The Chairman had circulated a report prior to the meeting to provide an update on progress. A draft plan as being worked on and a stall will be taken at Street Fair to publicise and engage public response. Any comments on the Housing policy paper circulated last month are needed as soon as possible, none yet received.

Mr Potter raised the subject of local connection in the WODC housing allocation system/process referred to by Cllr. Andy Graham in his last report to the Town Council. This is to be raised at a scrutiny meeting(WODC) and it was agreed that a TC representative should attend/speak if deemed necessary, proposed Mr Potter seconded Mr Prew.

The Chairman has spoken to Meryl Smith re the Community Action Plan and how this could be taken forward along with proposals from Graham Terry on his retirement from the N/H Forum chair.

Agenda item sequence amended by agreement.

**9. To receive a report from the transparency Group.**

Mr Morgan had prepared and circulated a brief report following the group's recent meeting. The action suggested was that the Town Council should write to the Corner House trustees with reference to the tenancy of the rooms vacated by the Library.

Mr Prew responded by outlining the current situation where a sub-committee of the trustees are considering possible future uses of the ground floor including applications previously received from the Council and others. This review is currently progressing and a report is awaited. Reparation arrangements with OCC are in hand.

Mr Hill, one of Council's representatives on the trustee body, said that progress was slow but when all facts were to hand a decision would be made.

Mr Prew asked the Council to be patient as there were many items requiring attention at present in the Corner House particularly.

Mrs Broughton said that a formal request could be made to the trustees pointing out the Council's needs, perhaps for a future Clerk's office and request a lease cost for the rooms. (This had been done and responded to by the trustees) see above for reasons of no further response as yet.

Some heated discussions followed on the way in which the building was being managed by the trustees, the meeting of the charities objectives and the role of the custodian trustee. The Clerk undertook to raise this again with the Charity Commission and circulate the response (as previously done). It was believed that the Custodian Trustee simply held documents and that the managing trustees ran the charity. The Chairman believed that essentially the Council wished to support the trustees in any way it can and asked that any practical ideas or help be given by individuals where possible and needed.

**10. To consider the Infrastructure Delivery Plan.**

Mr Fairhurst had circulated a preliminary paper at the last meeting. This was considered a good start for which he was thanked. The Chairman pointed out that other projects needed to be added e.g. Nine Acres ramp along with others. In the absence of Mr Fairhurst, this item will appear again on the September agenda.

**8. To set a date and agenda for the October Working Group meeting.**

It was agreed that a meeting was not needed.

**11. To finalise meeting dates for 2019.**

The draft dates previously circulated had been agreed as available on the Corner House calendar except the Annual Parish Meeting which will be held in the Memorial Hall on Friday, March 29th (only available date). A typed version to be prepared and circulated.

**12. To receive reports:**

- a. Cemetery. All well.
- b. Corner House and Memorial Hall. Report circulated.
- c. Mill Field, Watery Lane and bridges. Report circulated.
- d. Nine Acres. Report circulated. Mrs Burroughs reported that it was necessary to establish a steering group to manage and report back to the Town Council and Nine Acres committee on the construction of the pavilion extension for the Sports Club.

Mrs Burroughs proposed the following group:

- Mr P Morgan - Report provider
- Mr R Akers - Cttee Chair
- Mrs Burroughs - Nine Acres Cttee. Chair
- Mr M Prew & Mr J Fitzgerald - Club and Football Club.
- Mr R Clarke

This was seconded by Mr Morgan and agreed.

Litter bin issues are being dealt with by the Clerk. Mr Prew questioned the surface of the diverted path. Clerk to check.

- e. Quarry Lane and Ticknell. ROSPA report to be actioned on skate park surface.
- f. Wigwell. Report circulated.
- g. Gifford Trust. Report circulated. A suggestion that the Town Council should contribute to the centre with an annual grant to be considered in the precept meetings in Nov/Dec.
- h. School Governor. No report.
- i. Transport/Station. No report. Growth on the station side of bridge to be reported to Station Manager.

There being no further business the meeting closed at 8.55pm.

Signed.....  
Chairman