

Annual Meeting of Charlbury Town Council held on Wednesday 19th May 2021 at
7.30pm in the Memorial Hall

Members Present: Mr R Fairhurst (retiring Chair), Mrs C Wilding, Mr G Harrison, Mr G Epps,
Mr P Kenrick, Mr J Styring, Mrs J Burroughs, Dr F Mortimer, Ms L Reason,
Mr R Potter, Mr D Raymond-Barker, Dr A Merry, Mr T Crisp.

Also in attendance: Ms L Leffman (County and District Councillor), Mr A Graham (District Councillor) and one member of the public.

Mr Fairhurst opened the meeting as his last duty..

1. To elect a Chairman.

Mr Epps proposed Ms L Reason, this being seconded by Mr Harrison. **F 10, Abst 2.** Ms Reason was elected and will be referred to as Chair.

2. To elect Vice-Chairman.

Dr Mortimer proposed Mr Epps, this being seconded by Mr Styring. Mr Epps was elected unanimously.

3. To elect Committees.

- a. **Finance.** Chair, Vice-Chair, Mrs Wilding, Mr Crisp, Dr Merry, Mr Harrison, Mrs Burroughs, Mr Potter.
- b. **Planning.** Whole Council.
- c. **Traffic.** Mr Styring, Mr Epps, Dr Mortimer.
- d. **Affordable Housing.** Whole Council (in abeyance until needed).
- e. **Allotments.** Mr Harrison, Mr Potter, Mr Epps.
- f. **Community Service Panel.** In abeyance for now (possibly Mr Kenrick, Mr Styring and Ms Reason).

Mr Potter proposed that the above be elected en bloc seconded Mr Epps and agreed nem con.

4. Election of Representatives.

- a. **Corner House and Memorial Hall.** Mr Crisp, Mr Kenrick.
- b. **Conservation Area Advisory Committee.** Mr Raymond-Barker, Dr Merry.
- c. **Wigwell Friends.** Mr Kenrick, Dr Merry.
- d. **Nine Acres Management Committee.** Mrs Burroughs.
- e. **Friends of Charlbury Library.** Mr Epps.
- f. **Charlbury Green Hub.** Dr Mortimer.

- g. **Chipping Norton School Trust Fund.** Mr John Harrison (non Councillor).
- h. **Day Centre.** Dr Merry.
- i. **Centenary Woodland Committee.** Mrs Wilding, Mr Potter.
- j. **Street Fair Committee.** Corner House representatives.
- k. **Parish Transport Representative.** Mr Epps/Mr Styring (job share).
- l. **Environment Working Group.** Ms Reason.

Mr Epps proposed the above be elected en bloc, seconded Dr Merry and agreed nem con.

5. Allocation of Reports.

- a. **Cemetery.** Ms Reason.
- b. **Corner House/Memorial Hall.** Mr Crisp, Mr Kenrick.
- c. **Mill Field, Watery Lane and Bridges.** Mr Harrison, Dr Merry.
- d. **Nine Acres.** Mrs Burroughs.
- e. **Quarry Lane/Ticknell.** Mrs Wilding, Mr Epps.
- f. **Wigwell.** Mr Kenrick.
- g. **Gifford Trust.** Mr Harrison
- h. **Transport/Station.** Mr Epps.
- i. **Neighbourhood Plan Group.** Mr Kenrick.
- j. **Author of TC Report.** Mr Styring.
- k. **E.W.R.** Ms Reason.
- l. **School Governor.** Mrs Burroughs (not a TC appointment).

Mr Epps proposed the above appointments en bloc, seconded Mrs Wilding and agreed.

6. To confirm Council's retention of Standing Orders/Review Risk Assessment.

Copies of each of the above were circulated prior to the meeting.

Mr Wilding suggested that a small group look at other forms of meeting and the law (currently Zoom meetings are not permitted). Group: Mr Raymond-Barker, Mr Epps and Mrs Wilding.

Dr Mortimer asked that NALC be approached to change references from Chairman to Chair.

7. To confirm Council's Bankers.

Mr Wilding proposed that the Council's banking arrangements be changed in due course, seconded Mr Raymond-Barker. Currently to remain with Barclays until such time as any transition is agreed/completed.

8. To receive the minutes of the last meeting.

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

9. To deal with matters arising.

Mr Kenrick considered that the Council needed to be involved in the nominations of the inaugural trustees for the Corner House when the CIO is created.

Cottsway meeting re Jeffersons Piece. Information on this has been published on the Charlbury Town Council websites and in the Chronicle.

Neighbourhood Plan. Referendum on the plan will take place on June 10th. Notices are in place. Mr Kenrick to ask WODC to provide printed copies of the made plan for Councillors.

10. Declaration of Interest.

Mr Potter declared an interest in planning application **21/00136/HHD**.

11. To sign orders for payment.

The Clerk had previously circulated a list of accounts to pay. Dr Merry proposed that they be paid, this being seconded by Mr Epps and agreed. Accordingly cheques were signed by two Councillors.

12. To receive a report from the Planning Committee.

The following plans were considered:

21/01120/HHD Extensions including workshop at 1 Wychwood Paddocks.

1. Careful consideration should be given to the objection submitted by an immediate neighbour.
2. Otherwise no objection.

21/01135/FUL Convert outhouse to 2 bed dwelling at The Old Bakery, Thames Street.

1. We welcome the provision of a new small dwelling in line with identified local need and meeting the requirements of the following policies in the emerging Neighbourhood Plan.
 - CH-1 Meeting Charlbury's needs.
 - CH-6 Size and type of homes 1-2 bed identified as greatest need.
 - CH-8 Subdivision to create smaller units.
2. We note and welcome additional off road parking provision in line with NP policy ECT7 and ask that this be conditioned for retention in view of the limited on street parking in this location.
3. We expect the highest environmental performance in line with N/Plan policy ECT12.

21/01136 HHD Porch, attic conversion and dormers at Upper Orchard, Pooles Lane.

1. We have no objection.
2. We expect the highest environmental performance of the loft conversion in line with N/Plan NE9

21/01453/HHD Extensions at Markstone, Browns Lane.

1. We have no objection.
2. We expect the highest environmental performance within the extensions in line with N/Plan NE9.

21/01082/LBC Internal repairs and refurbishment at The Bell Hotel, Church Street.

1. We deplore retrospective applications,
2. We welcome the efforts being taken to remedy serious problems of deterioration within this significant listed building and the intention to restore this important and much loved business.
3. We expect the renovations to achieve the highest environmental performance compatible with the heritage status of the building following guidance from Historic England.
4. Can the internal fixtures and fittings, which enhance the character and history of the building, remain in place, particularly the bar.

21/01479/HHD Amendments to fence and retaining wall to create planting space at The Thatched Cottage, The Slade.

1. We applaud this application and the associated planned planting which will:
 - a. Enhance the environment for wildlife at this part of the Sandford Slade Blue Green corridor as identified in policy NE6 of the emerging N/H plan.
 - b. Assist in the achievement of a net gain in biodiversity in line with policy NE5 of the N/H plan.
 - c. Improve the visual appearance and setting of The Thatched Cottage and the Brewers Bottom footpath.

13. To deal with correspondence.

BOAT 44. Modification Order. Some continuing concerns were expressed. Follow up letter to be sent (Richard).

Market Towns Officer at WODC. Meeting to be arranged in due course.

Graham Terry. Letter of congratulations noted.

D Tompkin. Metal detecting on TC land. Not generally considered to be wise to permit. Write to say that permission is not granted.

Susan Dunstall. Traffic speed reducing to 20mph in Thames Street. Noted.

ROSPA. Play area inspections during July. Noted.

CEE Bill. Support open letter. Write to M P again.

Recycling - proposed withdrawal of facility at Spendlove site. Write to object to the removal. Ask for full and proper consultation process, including residents as promised.

14. To hear the remarks of the County and District Councillors.

County Councillor.

Liz Leffman reported as follows:

- Disappointed at WODC decision on bring sites - previous assurances re consultation have been renegeed upon.
- Browns Lane. New lines to be painted to aid passage of vehicles.
- Land behind 26 The Slade. Enforcement team at WODC have been asked to deal with this.
- 20mph limits in Thames Street. New County administration is committed to 20 limits. To ascertain how the fund of £250k can be accessed.

Mrs Wilding asked about 20mph on The Slade. Journeys team of EWG and Traffic group to consider possibilities.

District Councillor.

Andy Graham reported as follows:

- Bring sites. Swift response to WODC advised. A retrograde step with alternative facilities a long distance away.
- Climate Change Working Party to restart. Too slow, action needed

Strategy meetings. Book room for 24th May and 14th June. Ms Reason and Mrs Wilding to organise.

There being no further business, the meeting closed at 9.21pm.

Signed.....
Chair.