

Charlbury Town Council

Minutes of the Town Council meeting held on Wednesday 24th November 2021

At 7.30pm at the Memorial Hall

Present: Cllrs: L. Reason (LR) (in the chair), G. Epps (GE), P. Kenrick (PK), D. Raymond-Barker (DR-B), T. Merry (TM), C. Wilding (CW), F. Mortimer (FM), N. Potter (NP), T. Crisp (TC), G. Harrison (GH), County Cllr L. Leffman (LL), District Cllr A. Graham (AG), Town Clerk: L. Wilkinson, 3 members of public

1. To receive Apologies for Absence

These were received from Cllrs J. Styring (JS) and J. Burroughs (JB)

2. To receive Declarations of Interest:

Cllr Wilding declared an interest on item 11b. **21/03569/CLE – Land Southeast of The Slade – Certificate of Lawfulness Proposal for land use (Use Class B8)**

3. Contributions from Members of Public

Member of public mentioned the problem of parking near the pre-school. She suggested dog bone line markings on Park Street. Pre-school would like people to know where not to park.

Where Gigaclear has re-instated the tarmac, loose material is spreading everywhere. It was requested that Gigaclear is asked to clear this up. Clerk will contact Gigaclear.

4. To receive Minutes of the Town Council Meeting dated 27th October 2021

These were received and signed as a true record.

5. Matters arising from the Minutes (not elsewhere on the agenda)

- A bin location map has not yet been received from WODC. The bin installed on Ditchley Road would be preferred on Quarry Lane. PK will ask Bill Oddy to do this. Additional cost will be confirmed and brought to the TC.
- Copies of Neighbourhood Plan have been distributed
- Gabby Hancock to be requested to attend the meeting in January.

6. To resolve General Power of Competence

It was **resolved** to adopt the General Power of Competence. The Council is now eligible for this as the clerk is CILCA qualified and all the councillors are elected. Proposed by GE, seconded by FM.

7. Finance and Administration

a. To receive Payment schedule and authorise payments

Proposed by TM, seconded by PK

The cheques were signed by Cllrs Kenrick and Potter

b. To receive minutes from Finance Committee held on 17th November

These were received and signed by the chair. Proposed by GE, seconded by CW.

c. To receive external audit report and note recommendations

Following communication with Moore, the auditors, the Annual Governance and Accounting Statements (AGAR) for 2019-20 and 2020-21 have not been received. The clerk will follow this up as a matter of urgency.

d. To appoint internal auditor for Financial Year 2021-22

It was **resolved** to appoint Abbott Denton as internal auditors for Financial Year 2021-22 at the cost of £400.

Proposed by GH, seconded by DR-B.

e. To consider changing bank accounts to Unity Trust bank

It was **resolved** to open a current account and an Instant Access account with Unity Trust Bank. The current account has a £6 per month service tariff. The Barclays Bank accounts will be closed. Signatories for the new bank accounts

will be the current finance committee plus Cllr Kenrick. The clerk will write to Barclays bank to explain why the accounts are being closed, on the grounds of the climate emergency.

Proposed by GH, seconded by TM.

- f. To consider annual membership of Society for Local Council Clerks (SLCC) at cost of £262

This was **resolved**.

Proposed by GH, seconded by GE.

- g. To resolve FOI Publication Scheme

This was **resolved** and will be published on the website.

Proposed by DR-B, seconded by TC.

- h. To agree meeting dates for 2022

Clerk will look at alternatives for the February and October meetings as they clash with school half-terms. Additional allotment inspection and an APM date to be added in April.

8. To receive Correspondence

- WODC bin consultation and removal/replacement of dog waste and litter bins
- Mole hills at cemetery
- New EV charging locations announced
- Civility and Respect Project run by NALC and SLCC
- Sustainable Food webinar run by West Oxfordshire Green Party
- Community Emergency Plan survey from OCC. Clerk will investigate.

9. To resolve to submit an ACV for The Bell

To be deferred to the December meeting.

10. Mill Field

- a. Proposal for Hydro Electric Proposal for the Mill Field Sluice

GH will circulate a short presentation on this. A grant may be available. It was agreed that GH and TC will approach Rural Community Energy Fund for funding for a feasibility study.

- b. Revised quote for gate

A quote has been received from Cotswold Landscaping for £833.60 for the installation of a wooden gate.

Proposed by CW, seconded by GE and **resolved**.

11. Planning

- a. To consider planning applications:

Ref no:	Address:	Proposal:	TC Decision
21/03509/HHD	67 The Green, Charlbury	Erection of a first-floor extension and alterations to front elevation	We have no objection but ask that the highest levels of energy efficiency are included in line with neighbourhood plan policy NE9
21/01893/LBC	Market House, Church St	Replace four windows, 3 at rear and 1 at front of house, with wood frames and slim line double glazed glass in keeping with grade 2 listed requirements (amended description and plans)	We welcome the clarification provided on the energy efficiency performance of the proposed slim double-glazing units and reference to Historic England guidance. On this basis, the town council removes its objections to this application
21/03469/HHD	15 Ticknell Piece Road,	Erection of rear single storey garden room extension and garage conversion (amended plans).	We have no objection but ask that the highest levels of energy efficiency are included (particularly with regard to the garage conversion and flat roof

			extension) in line with neighbourhood plan policy NE9.
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a. 21/03569/CLE – Land Southeast of The Slade – Certificate of Lawfulness Proposal for land use (Use Class B8)

This is not a planning application and normal planning considerations do not apply. The applicant is seeking formal recognition of land usage that has been in operation without challenge for over 10 years. The limited scope of the requested certificate of lawfulness was noted for future reference.

b. 17/00889/FUL – 1 Police House, Hixet Wood – Erection of 8 Cottages with access from Hixet Wood Non-compliance with Traffic Management Plan

Many complaints have been received about non-compliance and lorries accessing the site along Fishers Lane. WODC Enforcement Investigation Officer Emily Rogers, has viewed the site and met with Mr Shadbolt, the construction manager of Blenheim Estates. Mr Shadbolt is attempting to contact owners of the parked cars which are blocking the agreed route to the site. In the meantime, a banksman must be used for lorries turning.

GE explained that Blenheim Estates agreed in their Traffic Management Plan to write to the TC and the neighbours but this has not been actioned. Cllr Graham offered to take this issue up with Blenheim Estates.

The Clerk, GE and AG will write to WODC and Blenheim Estates. GE to put this on the forum to let residents know the maximum size of vehicles allowed.

12. Communication

a. To receive reports with reference to Charlbury

i. County Councillor

Cllr Leffman reported on the consultation on yellow lines at Hixet Wood. She has suggested to the planner that as bin lorries have no need to access the development, yellow lines are not necessary.

The level of greenhouse emissions in the county has reduced dramatically aided by reduction in the use of buildings (Covid) but also due to the replacement of LED lights in street lighting. The Council is working to maintain this decline in emissions.

Discussions are being held on roads at new housing developments; lights will only be installed at junctions and there will be a balance between cycle and car lanes.

OCC has applied to the Government for funding for a bus service improvement plan to include signs for bus arrival times.

OCC is looking at the concept of green lanes; as there is a limited budget for highway maintenance, where there are other routes for cars, smaller lanes may not be maintained but reserved for walkers and cyclists.

OCC is considering taking back the civil parking enforcement contract from WODC. This would mean it could consider issues such as (station) parking around Dyers Hill etc and offer residents’ parking permits.

The WODC Bin consultation is on the Environment Committee agenda as it has not been managed very well with little consultation.

GE asked LL for advice on extending the 20mph limits. The 20mph programme will be three-year roll-out starting with smaller communities who have no financial resources to pay for it.

ii. District Councillor

Cllr Graham reported that he attended the annual Publica meeting. In a survey, 20% of respondents reported they were not happy with their services. Planning was a major issue; three new planning officers have been employed. Climate change was not mentioned during the presentation.

The Rushy Bank application has been delayed as a new landscaping plan around the ancient wood is required.

Community grants are available from WODC.

AG also attended the Ubico AGM. They are having difficulty retaining drivers but have managed to keep the service running.

b. Website/social media/Noticeboards

i. To approve Accessibility Statement

This is a legal requirement. It was **resolved** to adopt this. Proposed by CW, seconded by GE.

c. To adopt Terms of Reference for Finance Committee

These were adopted.

Proposed by TM, seconded by TC.

d. Engagement

Cllr Epps was actioned to provide Terms of reference for a Communications Task and Finish group (to include engagement and publications). CW, TM and GH will join this group. JS will also be asked to join.

e. Publications

As above.

f. To consider Town Council support of 'Reducing the Risk of Domestic Violence' organisation

In collaboration with WODC, 'Reducing the Risk' has set up an initiative on domestic abuse which provides free training to raise awareness and resources to those who need it. DR-B attended a preview session. There is an online toolkit. Training is being held on 13th December 11am-1pm at the Community Centre. This will be published on the website. The TC will spread the word to possible vulnerable groups. Clerk will ask Inspector Chris Ball from TVP to attend a meeting.

It was agreed to support this.

13. Amenities

a. Nine Acres

Report received.

It was noted that monthly inspections of the play area have not taken place. Nine Acres Management Committee will now carry out inspections regularly to note safety and maintenance issues. The TC will also conduct inspections. A meeting will be set up between TC and Nine Acres Management Committee (also to discuss finance/money flows).

g. Ticknell Piece

Report received.

i. Play Park safety and maintenance

CW and GE to carry out inspections.

The clerk's contact details on the sign at Ticknell Piece need updating.

h. Cemetery

Land and Nature have been asked to come up with a plan on the management of the cemetery.

d. Allotments

i. To consider request from WODC to formalise the TC's occupation of the Evenlode Close allotments NP suggested that the land may belong to Cottsway. Clerk will investigate this.

14. Town Council as Trustees/Representatives

a. Corner House/Memorial Hall

Report received.

- i.** To consider request from the Charlbury Corner House and Memorial Hall Trust CIO (CCHMHT) for the Town Council to retain legal ownership of the Corner House and Memorial Hall following its transfer to the new CIO

The TC is currently the custodian trustee. It was **resolved** to retain legal ownership. Proposed by GH, seconded by PK.

The constitution of the CCMHT states that the TC may appoint up to three Trustees. There is currently a vacancy on the CIO. Councillors were informed of discussions held with current trustees of the CIO and following considerable discussion it was proposed to appoint Cllr Crisp as a Trustee to the CCHMHT. This was unanimously **resolved**. Proposed by TM, seconded by FM.

The Council will use its endeavours to identify for its two further nominees, individuals with financial and other appropriate skills to help improve the balance of the trustee body.

Following discussion about transparency of reports from CCHMHT (and Gifford Trust) and their publication by the TC, it was agreed that LR will contact OALC for advice on this.

Cllr Kenrick is ensuring a secure post box is placed at Corner House for TC use. The cost of up to £60 was **resolved**. Proposed by GE, seconded by CW.

i. Gifford Trust

Report received.

j. School

Report received.

15. Transport

a. To consider proceeding with proposed Traffic Regulation Order

LR explained that the TRO has been drafted to incorporate several issues to achieve best value from its cost of £5,000, and to represent all users, not just users of one form of transport.

The proposed TRO was published on Charlbury.info and many responses have been received, particularly on the cycling contraflows. It was noted that this is not a formal consultation. The TRO, when it is applied for, is a formal consultation so everyone will then have the opportunity to respond.

Following discussion around amendments to the proposal including LL's offer to support the cost of an experimental TRO on the cycling contraflow, if necessary (at an estimated cost of £800), a further proposal was made by DR-B:

- to apply for the TRO without including the cycling contraflows,
- to undertake a full consultation on cycling around the town,
- then to use an experimental TRO for cycling plans, supported financially by LL.

Seconded by TC. This was **resolved**.

b. Town Council to submit funding bid for £1390 to our County Councillor's priority fund to cover 50% of the cost of setting up a Charlbury "Borrow an e-Bike" scheme, including purchasing bike and accessories and the first year's running costs.

CLlr Mortimer had circulated a report on this. This was **resolved**. The clerk will apply for this funding. LL asked that insurance is in place before the funding is applied for. FM will provide written evidence that insurance from the Wychwood Bike Project is sufficient.

Proposed by TM, seconded by TC.

c. If successful in the bid, the Town Council to provide the remaining funds from the 2021-2 Journeys team budget and to go ahead with setting up the scheme as set out in the attached proposal.

CLlr Styring has been approached by Suez who provide grants for community environmental projects. It was **resolved** that he could apply for the remaining funds for the 'Borrow an e-Bike' scheme. It was also agreed that applications could be put in for other projects such as 'Edible Charlbury' and suitable Land and Nature projects.

It was **resolved** to go ahead with setting up the E-bike scheme as funding has been identified.

Meeting closed 10.17pm