

Charlbury Town Council

Minutes of the Town Council meeting held on Wednesday 26th January 2022

At 7.30pm at the Memorial Hall

Present: Cllrs: Liz Reason (in the chair), Gareth Epps, Peter Kenrick, Claire Wilding (late arrival), Frances Mortimer, Gary Harrison, Nick Potter, Tony Merry, Janet Burroughs, Dan Raymond-Barker (late arrival), County Cllr Liz Leffman, District Cllr Andy Graham, Town Clerk: Lisa Wilkinson, 2 members of public

1. Apologies for Absence were received from Cllrs Tim Crisp and James Styring.

2. To receive Declarations of Interest:

Nick Potter for planning application 21/03936/HHD Whistler, Fawler Rd

Janet Burroughs for item 7a Payment Schedule

Peter Kenrick for item 15a Gifford Trust

3. Sergeant Phillipa Payne from Neighbourhood Policing Team

The Neighbourhood Team deal with long-term problem solving in conjunction with agencies such as councils and schools. They also deal with neighbourhood disputes and issues with children. They are keen to raise their profile again since Covid/lockdown.

Crime statistics are now publicly available on police.uk.

Questions:

Q: Is it worth reporting graffiti as there is currently graffiti at the Enstone Road crossroads bus shelter?

A: Graffiti is recorded as criminal damage so it is worth reporting so graffiti tags can be identified.

Q: Does the Neighbourhood Police team influence where speeding enforcement controls are located as they often seem to be in the wrong places?

A: The NP team can influence the location of the van although criteria must accord with procedures such as a safe location for the van.

The Clerk will send a list of known dates for festivals/ street fairs for this year so any necessary Neighbourhood Policing can be organised.

4. Contributions from Members of Public

None

5. To receive Minutes of the Town Council Meeting dated 15th December 2021

These were agreed and signed as a true record subject to a change to the wording of item 5 bin replacement: request to move a bin *from* Ditchley Rd *to* Quarry Lane

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

None

7. Finance and Administration

a. To receive Payment schedule and authorise payments (see **Appendix 1**)

These were approved and signed by Nick Potter and Peter Kenrick.

b. To review Councillors' Code of Conduct

This was approved.

c. To adopt Social Media policy

This was adopted.

d. To consider purchase of Arnold-Baker on Local Council Administration at the cost of £112

This was approved.

e. To resolve to pay for VAT advice if required

This was **resolved**.

- f. To authorise OALC training for 'Parks, Play areas and Equipment'

It was agreed that one councillor and one member of Nine Acres management Committee would attend this course (£110 plus VAT per delegate).

8. To receive Correspondence (see Appendix 2)

- Highway code changes

Pedestrians and cyclists will have more rights of way. These will be advertised on the website, Facebook and on noticeboards.

- Settlement Sustainability Report and Survey

This has been completed.

- 'No Parking' proposal at Hixet Wood

Claire Wilding will speak against this proposal at the Cabinet meeting. Cllr Liz Leffman will also be speaking if possible.

- Moles at cemetery/dogs on leads

Concern has been raised about moles damaging a grave and dogs not being kept on leads at the cemetery. The clerk will investigate further signage for dog owners and natural deterrents for moles.

- Request for 'No Turning' sign at end of Church Lane

Liz Leffman informed the Council that there was already a sign in place.

- Amanda Epps has contacted Royal Mail to complain about the overflowing post box as it is a small box used as a priority post box. The Clerk will follow this up with Royal Mail and confirm collection times as the website shows different times from the post box.

- Request to cut hedge on Enstone Road

It is Nine Acres Management Committee policy to keep the mature trees on Nine Acres and not to cut them back into a hedge.

9. Planning

- a. To receive report from planning committee (see Appendix 3)

The planning comments proposed by the planning committee meeting were agreed. Full text of comments can be found in the Planning meeting minutes dated 24th January 2022.

10. Transport

a. Highways

- i. To consider placement of sign on The Slade stating Crawborough is unsuitable for larger vehicles

Cllr Leffman raised this issue as an HGV has recently been stuck along Crawborough. Dan Raymond-Barker has spoken to residents of Crawborough and they are supportive of a sign at the top of the road (on The Slade) on existing street furniture and also a sign further down past the school with some physical barriers to narrow the road, such as planters. OCC Highways will place the sign on the Slade paid for by the Councillor Priority Fund.

- ii. To consider contacting satnav companies to improve information provided

Residents are trying to contact satnav companies to prevent HGV access to Crawborough. Gareth Epps will work with Dan Raymond-Barker on this.

- iii. Update on TRO and to note submission at the cost of £3483

Gareth Epps and the clerk are arranging to meet James Wright from OCC Highways to discuss next steps. Cost of submission was noted.

- b. To consider proposal for Gateways Project- phase 1

Gary Harrison proposed implementing dragon's teeth and speed roundels at the entrances to the town to aid the slowing of traffic. This could be done straight away at the cost of £2,366 and the cost would be taken out of this year's budget.

Following discussion on the number of dragon's teeth to be implemented and their precise location, Liz Reason requested that the project proceeds when these suggestions had been considered. The Chair also pointed out that the TC had discussed at the previous meeting, that they would not consider individual traffic measures unless they were in the context of an overall plan and asked for a holistic strategy.

Gareth Epps counter-proposed that a paper to include a 20mph limit as well as traffic calming issues could be referred to the traffic committee with precise locations identified and work undertaken with OCC. This could then be presented to the February TC meeting. Proposed by GE, seconded by FM. Voted: 3 for, 5 against.

The original proposal was then voted on: Voted 5 for, 2 against. **Resolved** to go ahead with the implementation of dragons' teeth and roundels.

11. Communications

a. To receive County Councillors' report

Cllr Leffman reported that:

- The proposal for yellow lines on Hixet Wood will be heard at the Highways Management Cabinet meeting on 27th January. Cllr Leffman has requested a site visit before a decision is made and suggested 'Keep Clear' wording is used instead of yellow lines.
- She is working with householders on Fishers Lane where a culvert comes down from The Slade resulting in a huge amount of water under the houses.
- The County Council budget is in the process of being agreed. A large amount of consultation has been undertaken on this using the CC's new consultation process; conversations with people rather than surveys.
- Consultations currently being carried out include:
Special Educational Needs and disabilities – to improve facilities
Local Transport Connectivity Plan– active travel and carbon reduction
County wide freight strategy because of the end of the HGV ban at Burford
Heritage Strategy
- Oxfordshire is the best performing county for waste disposal.
- A review of household waste recycling centres is being undertaken
- WODC currently has the contract for civil parking. OCC may take this contract back as this would give it the freedom to issue residents' permit parking.
- Fibre broadband into public buildings – a request was made for Memorial Hall and Corner House to be considered for this.

b. To receive District Councillor's report

Cllr Graham reported that the WODC budget will rise by the inflation rate of 4-5%. This year there is an underspend due to Covid.

Ubico's contract is going to be remodelled.

This year's Water Day will be held in October.

c. To progress Communications policy

This will be circulated after further work has been undertaken.

d. Council email addresses and website

A paper on a proposal for gov.uk email addresses and an internal communication system was circulated. A Microsoft Exchange server which is necessary for gov.uk emails can include Microsoft 365 for the same price. It was **resolved** to go ahead with gov.uk email addresses. Further internal communication proposals will be discussed at future meetings.

e. To agree article for the Chronicle

James Styring has written an article for the next edition of the Chronicle. This is still being finalised.

12. Community

a. To consider award of ad hoc grants

It was **resolved** to award the previously agreed grants to All Together in Charlbury (£250) and the Farmland Bird Aid Network (£250) from the ad hoc grants budget rather than next year's precept grants budget.

b. To consider Annual Parish Meeting arrangements

This is being held on Friday 8th April. Proposals include:

- Theme of Environment
- Sub-theme of Community/Volunteering (to combine APM with Honoured Citizen Award presentation)
- Providing wine and cheese (locally sourced)
- Guest speakers (Possible speaker from Wychwood Forest Trust)
- Displays by local groups
- Consultations on ongoing TC projects and draft Strategic Plan

c. Queen's Platinum Jubilee Celebrations

i. To adopt terms of reference for Jubilee Task and Finish Group

These were approved.

f. To receive minutes of the first meeting

These were received. It was agreed that a Big Lunch will be held on Nine Acres Recreation Ground on Sunday 5th June 2022. This will be organised in conjunction with Nine Acres Management Committee, the Community Centre and the Sports and Football Club.

g. To agree a budget for advertising/promotion of the event

Deferred until a costed proposal has been received.

d. Wilderness Festival

Gareth Epps, Peter Kenrick and the Clerk met with the new licensing co-ordinator from Festival Republic, the festival organisers. They are planning to hold an online engagement event in the second week of February. Feedback was given on what happened last year. The event last year was not as organised as usual as they only had six weeks' notice that the event could go ahead (Covid).

e. Update on Honoured Citizen Award Scheme

Peter Kenrick reported that nominations have been requested. The request will be reposted by the Clerk Awards panel to be held in February. Unfortunately, recipients of last year's awards have not received their certificates. These will be presented with this year's successful nominees.

f. Request for permission to use the Mill Field for Riverside Festival on 30th/31st July

This was agreed subject to usual terms and conditions including the Festival to be free of charge and the provision of the insurance certificate to clerk. Proposed by NP, seconded by GE.

g. Update on new dual dog/litter bins and to note cost of emptying them

It was agreed that the bin on Browns Lane and the old-style dog bin on the wooden fence west of Wellington Cottages would be removed. The total annual cost to the TC to have the bins emptied will be £2370 for seven bins (the current rate is £7.50 per week).

13. Amenities

a. Nine Acres

i. To receive report

Janet Burroughs reported that the committee is working well. The football clubs are very successful and the tennis club membership is now 96. Thanks were passed to Claire Wilding for sorting out the refurbishment of the benches.

Paul Jenkins is in the process of drawing up a head of terms for the Football and Social Club land.

ii. To consider paying the Contributing Third-Party funds (10.75%) of a grant application to FCC Communities for new play equipment made by Nine Acres Management Committee
It was **resolved** that the Town Council would stand as the Third-Party Funder for the FCC Communities Fund application by the Nine Acres Management Committee. It was agreed that up to £4,000 could be allocated to this. Voted for unanimously.

h. To resolve to hold the sinking fund for the hard surfaces from April 2022
This was **resolved** as the TC funds the maintenance of the hard surfaces. Voted for unanimously.

b. Ticknell Piece

i. To receive report on monthly inspection
Monthly inspection has been carried out by Claire Wilding.

ii. To agree required maintenance
Required maintenance includes cutting back overgrown trees/bushes at the playground and at the skate park. Two quotes have been received for this work. It was agreed that two quotes were sufficient as they were both from regular and local contractors with proven ability. It was **resolved** to accept the quote from Cotswold Landscaping.

iv. To adopt terms of reference for Skate Park Task and Finish Group
This is ongoing.

c. Update on Welcome Back fund
The noticeboards are currently being refurbished. Three quotes for benches have been received. Eight new picnic benches have been agreed. The map to be placed outside the Rose and Crown is being drafted. It was agreed that a bench in the cemetery will be disposed of.
There is a need to appoint someone to undertake regular small maintenance jobs such as clearing leaves and any weeds blocking water drains.

d. To consider request from Bowls Club to erect a sign at the entrance to the car park
The barrier to the Bowls Club is currently only opened when bowls are being played. However, there is an issue with cars parked in the car park (non-Bowls Club members) being locked in when the barrier is closed. To resolve this, it was agreed to leave the barrier raised for a trial period of three months. Notices will be erected to warn car owners that the barrier could be closed at any time.

14. Ecological

a. Mill Field

i. Update on Hydro Electric Proposal for the Mill Field Sluice
Gary Harrison reported that following a meeting with the Rural Energy Community Fund, where funding of a feasibility study seemed likely, Invitations to Tender have been sent out to four companies. The closing date for funding from RCEF is 11th February.

ii. Repair to weir requested by Environment Agency
The Environment Agency (EA) has requested that the TC repairs the weir. A meeting with the EA is being held on Thursday 27th January

b. Strategic Plan update

i. Climate Action Plans- a process
Three draft action plans are being put together: Community, Climate and Ecological and Carbon. These then need to be knitted together to form one holistic Climate Action Plan. These will be discussed at the February meeting with a view to being put out to consultation in April.

c. Land and Nature

i. Proposal for management of grass cutting schedule
A proposal has been received from the Land and Nature group to enhance amenity for local people, reduce direct carbon emissions, increase carbon sequestration and increase biodiversity within the town.

This was adopted. The Clerk, Tony Merry, and Frances Mortimer will meet with the contractors to discuss this. Thanks were given to Christine Elliott for preparing the plan.

ii. Update on Community River Project working with Evenlode Catchment Partnership (ECP)
Peter Kenrick reported that LNG have met with the ECP. Project proposals need to be worked up to access potential funding.

d. Wigwell

Peter Kenrick reported that first working party of the Beaver Analogue Dam Project has been held.

15. Town Council as Trustees/Representatives

a. Gifford Trust

ii. To consider appointment of Thomas Gifford Trust Trustee

The Thomas Gifford Trust has proposed that Eileen Kenrick is appointed as Trustee. The TC agreed to this appointment.

Meeting closed: 22.24

Signed

Date

Appendix 1

Payment Schedule

a. Payments received:

| | | |
|-----------------------|---------------|---------|
| Banbury Memorials Ltd | Memorial fees | £555.00 |
|-----------------------|---------------|---------|

b. Accounts for authorisation and payment:

| | | |
|---|---|------------------|
| Lisa Wilkinson | Clerk's January salary | £1,165.68 |
| | Clerk's allowance | £26.00 |
| | Clerk's expenses | £9.29 |
| | Total | £1,200.87 |
| Charlbury Christmas Trees | Supply of Christmas tree | £45.00 |
| Welmedical | Replacement defib pads | £103.02 |
| Oxford Green Print | Car Club survey printing | 84.33 |
| Charlbury Corner House & War Memorial Hall Management Committee | Room hire for Community River Project meeting | £16.00 |
| Printerbase | Epson Printer/scanner | £385.19 |
| Parish of Charlbury with Shorthampton | Delivery of Car Club flyers | £50.00 |
| Walkers are Welcome CIC | Annual membership | £50.00 |
| All Together in Charlbury | Ad Hoc grant (GPC) | £250.00 |
| Farmland Bird Aid Network | Ad Hoc grant (GPC) | £250.00 |

c. Charlbury Town Council bank balances

| | |
|---|------------|
| To 31st December 2022 | |
| Business Current Account | £100.00 |
| Business Savings Account | £69,028.44 |

Appendix 2

Correspondence

| Date received | Sender | Topic |
|----------------------|---------------------------------|--|
| 30/12/21 | Mid-counties Co-op | Response/agreement to request to turn off traffic light system when the shop is closed |
| 4/1/22 | OALC | Queen's Platinum Jubilee celebrations |
| 4/1/22 | Amanda Epps | Priority post box overflowing |
| 6/1/22 | Gareth Epps | Highway code changes |
| 6/1/22 | Environment Agency | Repair to weir |
| 6/1/22 | WODC | Settlement Sustainability Report and Survey |
| 7/1/22 | Bill Oddy, WODC | List of dual bins in Charlbury and cost to be paid by TC |
| 14/1/22 | Licensing manager at Wilderness | Wilderness Festival |
| 17/1/22 | Virginia Fitzroy | Request for HGV sign at Crawborough |
| 18/1/22 | Christian Mauz OCC | 'No Parking' proposal at Hixet Wood |
| 19/1/22 | Vashti Styles | Moles at cemetery/dogs on leads |
| 24/1/22 | Marianne Lewis | Request for 'No Turning' sign at end of Church Lane |
| 24/1/22 | Simon Walker | Complaint about dry stone wall at Lee Place |
| 24/1/22 | S & R Hurdwell | Request to cut hedge on Enstone Road |

| | | |
|---------|-----|---|
| 25/1/22 | OCC | TTRO (T9924) Temporary Road Closure , Charlbury, Fishers Lane |
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Appendix 3

Planning applications received:

| Ref no: | Address: | Proposal: | TC Decision |
|--------------|-------------------------------|--|---|
| 21/03936/HHD | Whistler, Fawler Rd | Demolition of existing stables. Erection of self-contained unit ancillary to existing dwelling | No objection |
| 21/04062/HHD | 39 The Green | Convert an existing garage and conservatory to a pitched roofed rear extension | No objection |
| 21/04071/HHD | Lee Place Cottage, Hixet Wood | Single storey side and rear extensions | Object |
| 21/04117/FUL | Post Office, 8 Market Street | Alterations to existing ground floor commercial unit to include replacement shop front and windows, and installation of new rear kitchen extraction system together with the sub-division of existing first floor flat above to create two smaller flats | Support and request for further information |

For full text of comments see planning committee meeting mins (24.1.22)

Planning Outstanding:

| Ref no: | Address: | Proposal: | TC Decision |
|--------------|-----------------------------------|--|--------------|
| 21/03469/HHD | 15 Ticknell Piece Road | Erection of rear single storey garden room extension and garage conversion (amended plans). | No objection |
| 21/03837/FUL | Green Bank, Dyers Hill, Charlbury | Demolition of existing dwelling and erection of a replacement dwelling with associated car parking and landscaping | Object |
| 21/03867/HHD | Wayhill, Spelsbury Rd, Charlbury | Extensions and alterations including: two storey extension, single storey garden room and an oak-framed glazed staircase to the rear of the dwellinghouse. Erection of 3 bay garage plus all associated landscaping works | No objection |
| 21/03910/HHD | 21 Woodstock Road, Charlbury | Erection of side and rear extensions and construction of a detached outbuilding. Works to include demolition of garage and outbuildings, refurbishment of existing windows, doors and tiles on dwelling roof along with alterations to front driveway and access | Object |

Planning Decisions:

| Ref no: | Address: | Proposal: | Decision |
|--------------|--|--|--------------------------------------|
| 21/03795/HHD | Cranbrook, Stonesfield Lane, Charlbury | Erection of rear & side extensions together with conversion of existing attic space to create additional living space over 2 floors. Construction of a new entrance porch. | TC - No objection WODC - Approved |