

Charlbury Town Council

Minutes of the Meeting

Of the Town Council held on Wednesday 16th February 2022

At 7.30pm at the Corner House

Present: Cllrs: Liz Reason (in the chair), Gareth Epps, Peter Kenrick, Claire Wilding, Frances Mortimer, Gary Harrison, Tony Merry, Janet Burroughs, Dan Raymond-Barker, James Styring, Town Clerk: Lisa Wilkinson, 2 members of public

1. **Apologies for Absence** were received from Cllrs Tim Crisp and Nick Potter.
2. **Declarations of Interest** were received from Cllr James Styring for planning applications: 22/00044/LBC, 22/00043/HHD Ivy House, Church Lane, 22/00280/HHD 4 Crawborough Villas, Crawborough and 21/04117/FUL Post Office, 8 Market Street
3. **Contributions from Members of Public**
A question was asked about whether the online bank account had been set up. This is currently in progress.
4. **To receive Minutes of the Town Council Meeting** dated 26th January 2022 and the Planning meeting minutes dated 24th January 2022
These were received and signed as true records.
5. **Matters arising from the Minutes** (not elsewhere on the agenda)
 - The 'No parking' proposal at Hixet Wood was rejected.
 - Royal Mail has agreed to provide a bigger post box at Ticknell Piece.
 - Wilderness Festival:
The organisers held an online public review to discuss last year's event. They confirmed details of change of access this year to include a one-way system for the build-up and breakdown and a change of layout within Cornbury Estate. During the festival, there will be no vehicular access through South Lodge. They are hoping to move the main access from North Lodge to Southill. The principal source of noise complaints last year was from a party within Cornbury House. Members of adjoining parishes will be involved with a bursary (more details not yet available).
 - Welcome Back Fund
Claire Wilding reported that ten new picnic benches (nine at Nine Acres) are being installed, the noticeboards are being renovated and the design of the map is under way.
 - Concern was raised that the bins at Nine Acres may not be adequate during the summer.
6. **Finance and Administration**
 - a. To receive Payment schedule and authorise payments (see **Appendix 1**)
These were authorised and signed by Cllrs Janet Burroughs and Peter Kenrick.
 - b. To receive external audit report for 2020/21 and note recommendations
The external audit report was received. The recommendations made by Moore are:
 - included in Box 2 of Section 2 of the return is £1,973 of CTS Grant money received from the District Council. Whilst the CTS grant money is received from the same source it is paid in addition to the precept and the value shown in Box 2 must only include official precept income. CTS grant monies received should instead be included in Box 3 of Section 2 of the return.
 - As noted on our 2020 report, the public rights period provided in relation to that return exceeded the statutory requirement. Whilst this does not necessarily disadvantage the public, it does not technically meet the requirement and as this period is provided during

the 2020/21 year, we would have expected to have seen a 'No' response to Assertion 4. We note that the issue has been addressed for the 2020/21 and therefore would not anticipate similar issues in the future.

- The PWLB balance given in Box 10 of Section 2 of the AGAR has reduced by more than the value given in Box 5 of Section 2 (loan repayments). The reason for this is that a direct debit payment was not properly taken by the PWLB during the year. This repayment was correctly processed in April 2021.

The Notice of Conclusion of Audit has been displayed.

- c. To consider purchase of sign at skate park at cost of £85.30 plus £70 for installation if required

It was **resolved** to purchase this with the installation cost if required.

- d. To resolve to set up direct debit for BT

This was **resolved**.

- e. To resolve to place agreed expenditure for dragon's teeth (£2,366.54) into earmarked reserves

This was **resolved**.

7. To receive Correspondence (see Appendix 2)

- Complaint about gravel on Mill Lane, making it inaccessible for wheelchairs.
- Request to make Wigwell accessible to buggies. Wychwood Forest Trust are responsible for this.
- Request to graffiti skate ramp
- Ancient woodland issues on land at Forest Hill. This is a discharge of conditions upon which this Council is not consulted. It was agreed not to take any action on this.
- CRAG New Resettlement Group are considering a proposal to support a refugee family in Charlbury. Liz Reason to attend meeting.
- Bowls Club reply to new car parking arrangements: the TC agreed to cancel the trial of opening the barrier, due to the concerns raised by the bowls club.
- Local Councillor Panels - Rural Vulnerable Young and Older People. Cllrs Claire Wilding and Tony Merry volunteered to be part of this.

8. Planning

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

Report received.

- b. To consider engagement statement for future planning applications

This was adopted and will be published on the website.

9. Communications

- a. To consider draft Communications policy

This was adopted with the addition of 'noticeboards'. The Communication Action Plan still needs completing.

It was noted that Councillors' opinions are not Town Council policy and this must be made apparent when posting online. The Clerk drew attention to the Social Media policy which was adopted in January 2022.

- b. Update on website and email hosting

Gary Harrison has identified a company which hosts gov.uk websites and email addresses for £120 per year plus £25 for the domain registration and the cost of gov.uk. It was **resolved** to proceed with this instead of the previously suggested Microsoft Exchange server.

Peter Kenrick is currently investigating internal communications including cloud storage and additional uses for Basecamp.

10. Strategic Plan

- i. To consider draft strategy- to include community, climate and ecological

A draft strategy combining the three strands of community, climate and ecological plans had been circulated to councillors. Discussion included:

- ensuring it is reviewed regularly
- awareness of internal capacity before targets are set
- the strategy can be delivered through various policies
- SMART targets can be identified in an action plan
- 'Priorities' need re-examining
- Objectives need to be higher level so can fit with priorities
- Summary is needed

Dan Raymond-Barker will re-draft the strategy, incorporating these ideas.

11. Community

a. To consider Annual Parish Meeting arrangements

The clerk is progressing this:

- Local refreshments will be provided
- Displays from local organisations on ecological work they are undertaking
- Speakers on achievable, small-scale ways to increase biodiversity
- Land and Nature Group will discuss any input they would like to have.
- Display boards, promotion, refreshments and a printing budget are required.

b. Queen's Platinum Jubilee Celebrations

i. To agree a budget

Two meetings have been held on this. A budget of £300 for printing and promotion was agreed.

c. Operation London Bridge

The procedure was agreed in the event of this operation being implemented. The book of condolence will be located at the Community Centre. Any flowers to be laid will be around the Fountain on the Playing Close and the Chair will write a letter of condolence to Buckingham Palace. Statements will be issued on social media.

d. Annual Boundary Walk

This is being held on Sunday 22nd May. The relevant landowners have been asked for permission to cross their land. Posters will be displayed to advertise the walk.

e. Honoured Citizen Awards

Presentation of these awards will be held at the APM on 8th April and will include awardees from 2020 and 2021. The awards panel of Liz Reason, Peter Kenrick and James Styring will be convened to move this forward.

12. Amenities

a. Nine Acres

i. To receive report

Janet Burroughs reported that the terms of reference with the Nine Acres Management Committee need reviewing. A spending plan also needs drawing up to ensure clarity on the sources of finance between the Committee and the Council.

Ron Smith has started undertaking monthly playground inspections at Nine Acres.

13. Transport

a. Traffic

i. To adopt Traffic Committee terms of reference

These were adopted with the alteration that the Committee would consist of a minimum of three councillors.

ii. Parish Transport representatives meeting with OCC

Cuts to bus services have been proposed in the south of the county due to the absence of Government funding. This may impact Charlbury.

iii. Report on Local Cycling and Walking Infrastructure Plan

James Styring presented a holistic plan for Highways and Transport. This starts with information gathering and consultation. It was agreed to take this forward.

b. Journeys

i. To receive report

Report received. It was **resolved** to boost the Car Club survey on Facebook for two weeks at the cost of £14.

14. Ecological

a. Mill Field

i. Update on Hydro Electric Proposal for the Mill Field Sluice

Two tenders have been received for the feasibility study to place a hydro turbine on the sluice. The application to Rural Community Energy Fund to cover the cost of this feasibility study, has been submitted.

ii. Tree work has been carried out by Boward Tree Surgery Ltd.

iii. Repair to weir requested by Environment Agency

EA would like to install a fish pass during the repair to the weir. Funding may be available to support this.

b. Land and Nature

i. To receive report

Report received. It was agreed that the donated field maple and hawthorn saplings could be planted on Watery Triangle (Pound Hill) and the dead tree cut right back, leaving the trunk.

ii. Update on grass cutting management plan

Contractors are being consulted on changes to the grass cutting regime. Plans have been discussed with the biodiversity officer at WODC. The TC could potentially take over the responsibility of OCC's grass cutting. A quote has been requested from Cotswold Landscaping for the work. A grant would be received from OCC for this.

c. Centenary Wood

Cotswold Voluntary Wardens have removed dead and dying ash trees and are currently replacing them.

15. Town Council as Trustees/Representatives

a. The Corner House CIO – to receive report

No report.

Peter Kenrick is chasing the installation of Wifi at the Corner House and Memorial Hall.

16. Future Town Council meetings will be held in the Green Room at the Memorial Hall.

Meeting closed. 22.07

Signed

Date

Appendix 1**Payment Schedule****a. Payments received:**

Funeral Director	Burial & Memorial fees	£555.00
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b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's February salary	1165.58
	Clerk's allowance	£26.00
	Clerk's expenses	£111.21
	Total	£1302.79
Zurich	Local Council Insurance renewal	£7,019.48
Cotswold Landscaping	Grass cutting November 2021	£2382.00
BT	Phone bill	£224.57
Charlbury Corner House & War Memorial Hall Management Committee	December 2021	£88.75
	January 2022	£42.00
Boward Tree Surgery Ltd	Tree work at Mill Field	£1,680.00
SLCC	Community Engagement Summit	£54.00
Moore	External audit 2020/21	£480.00

c. Charlbury Town Council bank balances

To 31st January 2022	
Business Current Account	£655.00
Business Savings Account	£64,640.42

Appendix 2**Correspondence**

Date received	Sender	Topic
24/1/22	Carolyn Connolly	Objection to Ivy House planning application
1/2/22	Andrew Marlow	Complaint about gravel on Mill Lane
29/1/22	Deeo Smith	Painting skate ramps
2/2/22	Rural Services Network	Local Councillor Panels - Rural Vulnerable Young and Older People
2/2/22	Andrew Marlow	Access to Mill Field
8/2/22	Amanda Epps	Small priority post-box being replaced with larger one
8/2/22	Thomas Gifford Trust Dementia Friendly Charlbury ATIC Wychwood Forest Trust Charlbury Pre-school	Thanks for grant funding
9/2/22	Resident	Request to make Wigwell accessible with buggy
10/2/22	Resident	Request for roadside verge from Baywell Cottage to Fiveways to be cut to enable access

Appendix 3**Planning applications received:**

Ref no:	Address:	Proposal:	TC Decision
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22/00043/HHD	Ivy House, Church Lane	Proposed pitched roof to outbuilding forming garage, garden store and amenity space	Object* see below for full text of objection
22/00071/HHD	3 Church Close	Single storey side extension	No objection plus comment.** See below for full text
22/00176/S73	Churchill House, Wychwood Close	Variation of condition 2 of permission 21/02540/HHD (Loft conversion to create additional living space) to allow changes to the height of the rear roof	No objection to this proposed variation to approved application 21/02540/HHD but asks that the highest standards of energy efficiency are incorporated into the newly proposed living space over the garage in line with WODC sustainability checklists, Local Plan core objective CO18 and Charlbury Neighbourhood Plan policy NE9
22/00280/HHD	4 Crawborough Villas, Crawborough	Erection of single storey rear and two storey side extensions	No objection to this application and welcomes the stated commitment to exceed energy efficiency standards and to seek to improve energy performance throughout the property

***Objection to Ivy House, Church Lane:**

The town council objects to this application for the following reasons:

- Neighbourliness. The proposed development will have a “harmful impact on the amenity of existing occupants” contrary to Local Plan policy OS2. The proposed pitched roof will substantially increase the height of the garage building with a detrimental impact on light for the residents on neighbouring properties. The proposed development includes an open living space with a likely impact in terms of noise and light pollution for neighbours.
- Conservation Area setting & views. The increased profile of the proposed building will fail to conserve or enhance the setting of the conservation areas and will be detrimental to “views within, into or out of the area” contrary to Local Plan policy EH10. The development will also have detrimental impact on “glimpses of the church tower and out to open country” contrary to Neighbourhood Plan policy NE2. In this regard we endorse the detailed comments of the Charlbury Conservation Area Advisory Committee and do not repeat them here.

We also note that Appendix II of the Heritage statement, which provides extensive coverage of planning policy and guidance, makes no mention whatsoever of the Charlbury Neighbourhood Plan which forms an integral part of the statutory policy framework for Charlbury.

****Response to 3 Church Close, Charlbury:**

The town council has no objection to this application but wishes to make the following comments and requests:

- Although the proposed extension is modest and appropriate, it would be visible from the churchyard within the curtilage of the Grade I listed St Mary’s Church and therefore special care should be taken to minimise harm to this sensitive location. Specifically, we ask that any approval is conditional on the inclusion of measures to minimise light pollution from roof lights in line with Charlbury Neighbourhood Plan policy NE4.
- The application indicates that trees or hedges may need to be removed or pruned but no details are included. In view of the sensitive location, we ask that any approval is conditional on appropriate replanting of appropriate species (see paragraph 7.3.12 of the Neighbourhood Plan) for screening purposes.
- We ask that the highest standards of energy efficiency are incorporated into the extension in line with WODC sustainability checklists, Local Plan core objective CO18 and Charlbury Neighbourhood Plan policy NE9.

Planning Outstanding:

Ref no:	Address:	Proposal:	TC Decision
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
21/03910/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
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
21/02720/HHD 21/02736/LBC	The Willows, Church Lane	Restoration, including raising of roof height, of outbuilding to form workshop.	No objection
21/02973/S73	1 The Police House, Hixet Wood	Variation of conditions 3, 4, 5 and 13 of planning permission 17/00889/FUL to allow changes in materials relating to external walls, roofs, windows and driveways/parking bays.	Object
21/03058/HHD	2 Marlborough Cottages, Park St	Restoration and refurbishment of existing outbuilding to provide habitable accommodation	No objection

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
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	TC - No objection WODC - Approved
21/03469/HHD	15 Ticknell Piece Road	Erection of rear single storey garden room extension and garage conversion (amended plans).	TC - No objection WODC - Approved
21/03936/HHD	Whistler, Fawler Rd	Demolition of existing stables. Erection of self-contained unit ancillary to existing dwelling	Application withdrawn