

## Charlbury Town Council

Minutes of the **Extraordinary Meeting** of the Town Council on Monday 7th March 2022  
at 8pm in the Green Room, Memorial Hall

**Present: Cllrs:** Liz Reason (in the chair), Gareth Epps, Peter Kenrick, Claire Wilding, Gary Harrison, Janet Burroughs, Dan Raymond-Barker, Nick Potter, **Town Clerk:** Lisa Wilkinson

**1. To receive Apologies for Absence**

These were received from Cllrs Tony Merry, James Styring, Tim Crisp and Frances Mortimer.

**2. To receive Declarations of Interest:** received from Nick Potter for planning application 21/03936/FUL Whistler, Fawler Rd.

**3. Planning**

**a. Planning applications received:**

Planning reference	Address	Description	TC decision
21/03936/FUL	Whistler, Fawler Rd, Charlbury	Demolition of existing stables. Erection of self-contained unit ancillary to the existing dwelling	Comment that a safe pedestrian access must be provided in line with Neighbourhood Plan and Local Plan policies

**b. Planning appeal received:**

21/00782/S73 Appeal reference: APP/D3125/W/21/3285397	1 Graces Court, The Slade, Charlbury	Variation of condition 14 of planning permission 17/00832/FUL to allow first floor bedroom window in West elevation (bedroom 1) to have clear glazing	No comment
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**c. Licensing application received:**

Application for Variation of Club Premises Certificate by Charlbury Town Football and Sports Club under the Licensing Act 2003.

The Football and Sports Club (FSC) have applied to extend the licensing opening hours to be able to hold functions if and when required.

As the Town Council is the landowner of Nine Acres, the TC feels it is unfortunate that the FSC did not notify the TC before submission of this proposal. The TC also has responsibility to think about the area as a whole.

Following extensive discussions on this application including concern about off-sales, anti-social behaviour and protection of children, as it is adjacent to the children's' play area, it was **resolved** that the decision be delegated to the chair and vice-chair following talks with the chair of the FSC (proposed DR-B, seconded PK). The result of these talks to be reported to the rest of the Council and wording for the consultation to be agreed.

The majority of the Councillors supported the extended licensing hours for consumption on the FSC premises but requested conditions for off-sales/outdoor consumption: restriction on outdoor consumption after 11pm and between 12pm and 5pm Monday to Friday for the protection of children and prevention of public nuisance.

A meeting has been arranged between the TC and the FSC to draw up a lease agreement for the Club. Draft heads of terms have been provided by Paul Jenkins.

**4. Traffic**

**a. To consider adding further 20mph limits to current TRO**

OCC Highways officer James Wright has suggested that these are added to the current TRO to save applying for a further one. However, as not enough work on these limits has been undertaken it was decided against this. The traffic committee will continue to work on further 20mph limits but it was agreed not to delay the current TRO.

**b. To approve cost of speed surveys on Spelsbury Road**

Speed surveys are required to be undertaken by OCC before a change of speed limit can be implemented. It was **resolved** to go ahead with one survey on Spelsbury Road at the cost of circa £300 in order for the speed limit change from 40mph to 30mph to be progressed (as in the resolved TRO).

**c. To consider 1 hour limit on 7 parking spaces on Market Street**

The previously resolved TRO proposes changing the parking spaces along Market Street into limited time parking (for one hour). This was agreed to be implemented Monday to Friday 9am to 5.30pm. OCC will be requested to progress this as part of its consultation on the TRO.

The OCC Highways officer has proposed that two parking spaces are retained on Nine Acres Lane (near New Barn Garage) in order to slow traffic down. This was agreed.

**d. To consider purchase of e-bike**

Liz Leffman has provided funds (£1390) from her Councillor Priority Fund towards the purchase of an e-bike. The previously agreed model of e-bike is in stock at Warlands Cycles. The purchase of this and all the associated costs such as a lock and puncture repair kit were previously budgeted and agreed at £2400. The current cost is £2450. It was agreed to go ahead with the purchase of this. A volunteer mechanic will be advertised for.

It was **resolved** to proceed with the purchase of this e-bike (proposed GE, seconded DR-B).

It was also **resolved** to purchase this between meetings as the e-bike is currently in stock.

## 5. Finance and Administration

**a. To authorise purchase of display boards**

These are not required at this time as the Charlbury Art Society has kindly agreed that the TC can borrow theirs for use at the APM.

**b. To authorise purchase of certificates etc for Honoured Citizen Award**

It was **resolved** to spend £57 (inclusive of VAT) each on framing for four certificates by Cotswold Frames. Further costs for printing and miscellaneous items relating to the award ceremony were agreed.

**c. To consider setting up a Paypal account for the gov.uk website/emails**

This was **resolved** as there is no other way of paying for the website/emails. The Clerk will add it to the Financial Regulations and each payment will be minuted and approved by two councillors.

**d. To approve the repair of the fence on Pound Hill**

Cotswold Landscaping has been asked to quote for the repair of the knee rail at Watery triangle (following damage by storm Eunice). It was **resolved** to go ahead with this provided the cost was less than the de minimis figure of £300.

**e. Accounts for authorisation and payment:**

Bothy Vineyard	Refreshments for APM	£120.00
Fasthosts (Repay G Harrison)	Gov.uk email set up	£130.80

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

**Meeting closed: 21.30**

Signed .....

Date .....