

## Charlbury Town Council

### Minutes of the Town Council meeting

held on Wednesday 30<sup>th</sup> March 2022 at 7.30pm in the Green Room, Memorial Hall

**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, Nick Potter, Tim Crisp, Town Clerk: Lisa Wilkinson, 1 member of public

**1. To receive Apologies for Absence**

These were received from Liz Leffman and Andy Graham

**2. To receive Declarations of Interest**

None

**3. Contributions from Members of Public**

A resident of Spelsbury Road requested that the proposed 30mph speed limit extension on Spelsbury Road be extended at least 50 metres further than recommended by OCC Highways but his preference would actually be for it to be extended as far as the campsite as originally proposed by the Town Council.

**4. To receive Minutes of the Town Council Meeting dated 19<sup>th</sup> February 2022 and the Extraordinary meeting dated 7<sup>th</sup> March 2022**

These were approved and signed as a true record.

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

The TC will ask the River Learning Trust what the S106 funding from the Rushy Bank development for the school will be used for.

**6. Finance and Administration**

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

These were authorised and cheques signed by Peter Kenrick and Nick Potter.

**b. To authorise bank reconciliations and receive actual vs expenditure report**

Bank reconciliations were checked and signed by Gary Harrison. Actual vs expenditure report received.

**c. To receive Financial Statement from Charlbury Exhibition Foundation**

Received.

Grants from CEF to be advertised on the Charlbury Town Council website.

**d. To review Risk Management schedule**

This was adopted.

**e. To adopt Information and Data Protection Policy**

This was adopted.

**f. To review Asset Register**

This was adopted.

**g. Clerk's salary and holiday**

It was **resolved** that the clerk's salary would be updated as per NALC salary scale cost of living rise. It was agreed that the clerk could carry over 49 holiday hours to the next financial year.

**7. To receive Correspondence (see Appendix 2)**

- Roses at the cemetery -the clerk will contact the correspondent about a proposal for action
- Dog mess notices for Mill Field gate and Woody Lane to be purchased.
- Tree debris left at the Green has been removed.

**8. Planning**

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

The responses to the planning applications were **resolved** as per the planning report.

**9. Communications**

**a. To receive County Councillor report**

Liz Leffman sent in a report as she was unable to attend the meeting. See Appendix 4

**b. To receive District Councillor report**

No report received.

**c. To consider use of new logo for the Town Council**

Following a vote, the new logo was adopted. James Styring, Dan Raymond-Barker and the clerk will work to get the assets together as needed.

**d. To approve Annual Report for distribution**

This was approved and will be published on the website and copies distributed at the APM.

**e. To consider setting up an Internal Communications Task and Finish Group**

Peter Kenrick is developing an Internal Communications policy. A Task and Finish group consisting of Peter Kenrick, Gary Harrison, Liz Reason and the clerk was set up to define a protocol to take this forward.

**f. To approve cost of printing map**

The map that was designed by Oxford Cartographers and paid for through the Welcome Back fund by WODC needs printing and displaying. It was decided to investigate printing the map onto metal to be put on the wall like the Walkers are Welcome map.

The clerk will ensure that the TC owns the rights to the map.

**g. To approve updated strategy**

This was **resolved**. It will be published on the website and copies distributed at the APM.

**10. Community**

**a. To consider Annual Parish Meeting arrangements**

The clerk has met with the Art Society to arrange set-up times and the loan of display boards.

**b. Queen's Platinum Jubilee Celebrations**

**i. To agree a budget**

A budget of no more than £500 was agreed. This will cover the promotion of the events and any other eventualities.

**ii. To agree to apply for a Temporary Event Notice at the cost of £21**

This was **resolved**.

**11. Amenities**

**a. Nine Acres - to receive report**

i. To approve payment of cost of playground equipment before reimbursement by FCC  
Communities funding

**Resolved**

**b. Cemetery**

- i. To review burial and memorial fees from April 2022
- ii. To review Cemetery rules

To be deferred.

**c. Allotments**

- i. To review allotment rules

These were agreed with an amendment - (see 13c4) to strongly discourage the use of peat-based compost and synthetic pesticides and weedkillers (including metaldehyde slug pellets) with the exception of those permitted for use in organic systems

The clerk will engage and consult with allotment tenants to encourage the move away from the use of these substances.

- ii. To adopt allotment tenancy agreement

This was adopted.

- iii. To review allotment fees from April 2023

These will remain the same – £45 for full plot and £25 for half plot.

**d. Ticknell Piece playground**

- i. To receive report

Litter clear-up has been undertaken. Increased monitoring of broken glass will be carried out.

- ii. Welcome Back fund

Eight thousand pounds has been received from the Welcome Back Fund to pay for refurbishment of benches and noticeboards and new picnic benches. These are all now in place.

**13. Ecological**

**a. Wigwell**

Report received.

**b. Access to green spaces**

A policy to make all accesses as accessible as possible was agreed. Claire Wilding has investigated applying for a TOE grant to enable change of access where possible. It was agreed to proceed with this.

**c.** The Council recognises the importance of peat bog as a carbon-rich ecosystem and the contribution of peat extraction to the climate and ecological emergency. To consider:

1. writing to local retailers calling on them to end their use and sale of peat-based compost immediately (within 2022)
2. writing to neighbouring parish councils in Ramsden, Finstock, Fawler, Cornbury & Wychwood, Leafield, Hailey and Crawley to invite them to co-sign the letter to retailers (or to write their own)
3. providing information to residents on the importance of preserving peat bogs including by avoiding the use of peat-based compost
4. Amending the Allotment Rules to strongly discourage the use of peat-based compost, synthetic pesticides and weedkillers (including metaldehyde slug pellets) with the exception of those permitted for use in organic systems.

This was **resolved**.

**14. Town Council as Trustees/Representatives**

**a.** The Corner House CIO – to receive report

Tim Crisp reported that:

- Roy Scott was unanimously approved to continue as Chair of the existing charity.
- The charity is not earning enough to cover its annual running costs and required maintenance. To help remedy this, room rates are to be increased by at least 20%.

- Application to the Charity Commission for transfer the charities assets to the new CIO was made in early January and has recently been approved
- The only remaining room fully available for rent in the Corner House is the Morris Room; small evening meetings can continue in the Anne Downer room.
- A request has been received from a member of the public to ensure that a clause is added to the constitution of the CIO to require town consent regarding the sale of the land

The Town Council formally requests that a clause is inserted into the constitution requiring town-wide consultation and town consent if the CIO wishes to dispose of or mortgage the asset.

## 15. Traffic

### a. Consultation on B4437 Forest Road (Charlbury) Proposed 30mph Speed Limit

The traffic committee recommended that the extension of the 30mph speed limit is supported. The TC **resolved** to support the proposed extension of the 30mph speed limit along Forest Road.

### b. Speedwatch

Speedwatch equipment cannot be used until a co-ordinator is in place. An advert will be posted.

### c. . LCWIP

Information gathering resources have been developed to be used at the APM. It was **resolved** to spend £50 on printing maps/resources

A meeting has been held with the OCC Active Travel officer who recommended the use of the LCWIP process. OCC is interested in seeing how this plan develops as it may be possible to use it as a pilot for small communities.

### d. Update on TRO

The TRO is being processed. The Highways Officer has recommended that the 30mph speed limit extension on Spelsbury Road is not taken as far as the campsite, however the TC confirmed its desire to extend it that far.

The proposed build-out on Banbury Hill will be kept on the TRO for consultation purposes and will be discussed by Council at a future date. The results of the TRO last for up to two years.

### e. Journeys

#### i. Update on e-bike to include insurance and approval of waiver form and Memorandum of Understanding

These were **resolved** with the addition of e-bike use to include people working in Charlbury

## 16. Energy

### a. Feasibility study for hydro turbine

A grant up to a maximum of £39,992 has been awarded by the Rural Community Energy Fund to undertake a feasibility study on the installation of a micro hydro turbine on the sluice at Mill Field. Turbulent has been awarded the tender and has been asked to proceed with work package one

### b. Weir repair

The Environment Agency would like a rock ramp installed as part of the weir repair. Gary Harrison is starting the process of identifying funding and contacting suppliers.

### c. To adopt terms of reference for Energy Working Group

These were adopted.

## 17. Buildings

### d. To consider terms of reference for Buildings Working Group

To be deferred.

**Appendix 1**

**Payment Schedule**

**a. Payments received:**

OCC (Councillor Priority Fund)	Purchase of e-bike	£1390.00
AL Sole and Sons	Cemetery fees	£665.00
Banbury Memorials	Memorial fees	£145.00

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

Lisa Wilkinson	Clerk's March salary (to include backpay for cost-of-living rise)	£1,251.27
	Clerk's allowance	£26.00
	Expenses	£104.81
	<b>Total</b>	<b>£1382.08</b>
Nest	Clerk's pension	£78.35
HMRC	Income tax/NI Q4	£1721.43
Tetbury Accounting	Payroll administration	£144.00
Charlbury Corner House & War Memorial Hall Management Committee	February room bookings	£50.00
	March room bookings	£48.00
Rob Jackson	Chain harrow Mill Field	£100.00
OALC	Annual membership	630.08
Public Works Loans Board (DD)	Loan repayment for Mem Hall/Play equipment	£2,017.56
Public Works Loans Board (DD)	Loan repayment for Community Centre	£2,182.84
Warlands Cycles	Purchase of e-bike and accessories	£2280.00
Fasthosts (repay G Harrison)	Webhosting	£132.00
Vistaprint (repay G Harrison)	APM banner	£38.39
Windrush Bike Project	Additional insurance cost for e-bike	£44.51
SLCC	Climate change summit	£54.00
Oxfordshire Playing Field Association	Membership renewal	£56.00
Ubico	Weekly emptying of litter bins/dog mess bins 1.10.21-31.3.22	£654.71
OCC	Annual rent Land off The Slade (skate park)	£165.00
OCC	Annual rent Bowls Club car park and play area	£1918.60

**c. Charlbury Town Council bank balances**

<b>To 28<sup>th</sup> February 2022</b>	
Business Current Account	100.00
Business Savings Account	47,702.19

**Appendix 2**

**Correspondence**

<b>Date received</b>	<b>Sender</b>	<b>Topic</b>
2/3/22	George Taylor	Complaint about motorbike noise on Sturt Road

18/2/22	Gerald Simper	Access to green spaces
21/2/22	Alison Collins	Access to green spaces
21/2/22	Charlbury Corner House	Increase in room hire charges for Corner House and Memorial Hall
11/3/22	Gareth Epps	Staffing at the station
12/3/22	Flora Gregory	Dog mess
15/3/22	Sarah Hutchinson	Removal of roses from Charlbury Cemetery
28/3/22	Gillian Williams	Tree debris left by OCC at The Green
29/3/22	OCC Highways	Temporary road closure at Hixet Wood from 19 -25 April

### Appendix 3

#### Planning applications received:

Ref no:	Address:	Proposal:	TC Decision
22/00234 /HHD	The Thatched Cottage, The Slade, Charlbury	Fencing to facilitate enclosure of garden at back of property, flattening of parking space and installation of electric car charging point	The town council has no objection to this application and welcomes the provision of an EV charging point.
22/00508 /FUL	Wayhill, Spelsbury Rd, Charlbury	Subdivision of house to create two dwellings together with associated works	The town council has no objection -the application is in conformance with Neighbourhood Plan policy CH8 and Local Plan policy H6
22/00322 /HHD	The Old Farmhouse, The Playing Close, Charlbury	To increase the height of part of the existing trellis fencing	Object. The TC raised concern about the inaccurate and misleading site plan as neighbouring properties are not marked on it. Neighbourliness: The proposed development will have a ' <i>harmful impact on the amenity of existing occupants</i> ' contrary to Local Plan policy OS2.
22/0432/ HHD	Took House, Sheep St, Charlbury	Erection of a single storey home office/store	The town council has no objection to this application but ask that the highest standards of energy efficiency are incorporated in line with WODC sustainability checklists, Local Plan core objective CO18 and Charlbury Neighbourhood Plan policy NE9. We also ask that measures are taken to avoid light pollution arising from roof lights in line with Neighbourhood Plan policy NE4.
22/00461 /HHD	18 Sandford Park, Charlbury	Erection of ground floor and lower floor extensions (with undercroft area) and a detached garage with associated works (part retrospective)	<p>Charlbury Town Council objects to this application primarily on the grounds of road and pedestrian safety but also for its harmful impact on the natural and visual environment. In these regards, it is this council's opinion that the application fails to meet the requirements of policies ECT14, NE6 and CH9 or the Charlbury Neighbourhood Plan. Further details are included below.</p> <p>A major feature of the application is the construction of a 3-car garage and driveway that is dependent upon the availability of a new access to the Slade (B4022). Approval for earlier planning application 18/02071/HHD (granted in October 2018) permitted this access subject to a condition (numbered 5) which remains undischarged and the access remains unconstructed. Indeed, there is no evidence of any meaningful work being carried out within the 3-year period permitted under condition 1 of the approval. We therefore argue that permission for the access has</p>

			<p>lapsed and must be sought again. Since the approval of the earlier application, the Charlbury Neighbourhood Plan (CNP) has been brought into force and is therefore relevant to the current application. Policy ECT13 of the CNP relates specifically to any proposal that would access directly onto The Slade requiring the applicant to demonstrate that the proposal would not increase danger to drivers, cyclists or pedestrians, especially at school pick up and drop off times. This policy was included in the CNP following widespread local concerns over road safety, particularly for pedestrians along a route used by many children walking to and from school. This section of the road is known for excessive traffic speeds as has been evidenced consistently in monitoring by the Charlbury Speedwatch group working with Thames Valley Police. Road traffic incidents are known to have occurred in recent years in this area including a serious high-speed case almost opposite this site resulting in the destruction of a telegraph pole and from which those involved were fortunate to escape.</p> <p>Within the site, construction of the driveway as specified in this application will have a significant impact on a sensitive area for wildlife within the Sandford Slade blue-green corridor identified by policy NE6 of the CNP requiring any development to manage the land in an appropriate and sensitive manner. This is not compatible with the proposed removal of 9 trees and substantial landscaping required to overcome level differences from the property to the proposed road access. Additionally, the proposed landscaping changes and tree removal contravene policy CH9 of the CNP as the gardens of Sandford Park are important to the appearance of the area, being clearly visible from the popular public footpath of Willow Walk running adjacent to the site. There is also concern of the impact of any tree removal on residents of Hill Close.</p> <p>We urge officers and committee members to hold a site visit and recommend that the application is refused.</p>
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 further comment
22/00481 /HHD	Kuznicks, Pooles Lane, Charlbury	Demolition of existing single storey rear kitchen/bathroom and erection of two storey rear and side extension to create new kitchen	No objection but the TC concurs with the CCAAC comments on design guidance. Attention is needed to improve the difficult, narrow and crumpling access from the street.

		to ground floor and new bedroom to the first floor. Replacement front porch.	
--	--	---	--

**Planning Outstanding:**

Ref no:	Address:	Proposal:	TC Decision
22/00043/HHD	Ivy House, Church Lane	Proposed pitched roof to outbuilding forming garage, garden store and amenity space	Object
22/00280/HHD	4 Crawborough Villas, Crawborough	Erection of single storey rear and two storey side extensions	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
21/03910/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
21/04071/HHD	Lee Place Cottage, Hixet Wood	Single storey side and rear extensions	Object
21/03936/FUL	Whistler, Fawler Rd, Charlbury	Demolition of existing stables. Erection of self-contained unit ancillary to the existing dwelling	Comment
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
21/04062/HHD	39 The Green	Convert an existing garage and conservatory to a pitched roofed rear extension	TC - No objection WODC - Approved
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	TC – Support WODC - Approved
22/00071/HHD	3 Church Close	Single storey side extension	TC - No objection WODC - Approved
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	TC -No objection WODC - Approved



## Appendix 4

### County Councillor report March 2022

I have recently been able to give the Town Council a donation from my Councillor Priority Fund towards the purchase of an electric bike for the Council's shared e-bike scheme. I have also been working with the Town Council to take forward an LCWIP for Charlbury and participated in a meeting between Town Councillors and Joachim Muntane of OCC to scope this.

More generally, a pilot of a small area of central Oxford has begun to test out the technology that will be used for the Zero Emissions Zone. The full ZEZ will come into force in 2023 (subject to a public consultation). This is one of the measures we are taking to transform Oxford into a zero-carbon transport city over the next few years.

A major issue at the present time is government funding for buses. Throughout the pandemic the bus companies have been supported financially but that is due to finish at the end of March. The number of people using the buses is about 65-70% of pre-Covid numbers which means that unless the government continues to support them the bus companies will have to axe a number of routes. Like many other county leaders, I wrote to the government requesting that they continue to support the bus companies and we have heard that they are prepared to continue funding till October 2022. This will benefit the X9 route. Meanwhile we are working on a campaign to encourage greater bus usage, especially among concessionary pass holders who were particularly reluctant to take the bus during the pandemic.

The ban on HGVs on Burford bridge was recently lifted and the county is now going to look at a county wide strategy for HGV movements. There was a lot of concern expressed by some of the surrounding villages, in particular Leafield, because of the displacement of lorries and this was considered when making the decision. As far as I am aware this did not affect Charlbury as the weight restriction discouraged lorries from coming this way. However, it is time to consider HGV movements across the whole county rather than in the somewhat piecemeal way that has previously been dealt with.

There has been a lot of media coverage in the past few weeks of the decision by the council to approve a motion for plant-based food to be served at County Hall. This was because one of the Conservative councillors got a group of farmers together to protest, and Jeremy Clarkson then jumped on the bandwagon. The purpose of this motion was not, as some have said, to make everyone "go vegan", but to encourage everyone to consider ways in which we can reduce carbon emissions through modifying our diets and choosing to source food locally. I am in touch with Ian Wilkinson of FarmED, and we will be working together to encourage more sustainable food production across the county