



Charlbury Town Council

Minutes of the Town Council meeting

held on Wednesday 27th April 2022

At 7.30pm Memorial Hall

Present: Cllrs: Liz Reason (in the chair) (late arrival), Gareth Epps (in the chair for the first part), Claire Wilding, Frances Mortimer, Gary Harrison, Nick Potter, Tim Crisp, Town Clerk: Lisa Wilkinson, 1 member of public

1. Apologies for Absence were received from Peter Kenrick, Tony Merry, Janet Burroughs, Dan Raymond-Barker and James Styring.

2. To receive Declarations of Interest: Gary Harrison declared an interest in item 8 planning - 22/00500/FUL Harebell Cottage, Church St, Charlbury.

3. Contributions from Members of Public

Ben Peters as a resident and with a local business interest spoke about being in the process of installing a heat pump and that he would like to encourage use of heat pumps in the community. He asked the Council what community energy projects are in progress (like Southill Solar) and whether the Council is encouraging individual installation of heat pumps into households.

Tim Crisp outlined the TC's current plans and the possibility of facilitating groups of households to install heat pumps. He also explained about a possible collaboration between the TC and Southill on buildings retrofit.

Claire Wilding explained about the buildings and energy working groups. Ben Peters was invited to join these working groups.

4. To receive Minutes from:

- Planning meeting dated 28th March 2022
- Town Council meeting dated 30th March 2022
- Annual Parish meeting dated 8th April 2022

It was proposed and agreed that Gareth Epps as chair of this meeting would sign the minutes. These were approved and signed as a true record.

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

More questions will be sent to Ian Cox about the Rushy Bank development.

Gareth Epps offered to research the query raised at the APM about the proliferation of Airbnbs in the town. However, the Neighbourhood Plan is broadly supportive of a certain level of tourism.

6. Finance and Administration

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

Payments were approved and authorised by Gary Harrison and Claire Wilding.

b. To authorise accounts for financial year 2021-2022

These had been circulated in advance and were approved. It was noted that advice had been taken from a Scribe accountant as there was an issue with the allocation of VAT in the previous financial year. The figures for this financial year will be 'Restated' on the Annual Return.

The accounts and the TC governance will now be sent to the internal auditor.

c. To note opening of new bank account

The Unity Trust accounts are now open.



Arrival of Liz Reason. The chair was handed over to her.

7. To receive Correspondence (see Appendix 2)

- Complaint about overhanging growth from gardens onto pavement in Sturt Close. Gareth Epps will walk around to investigate. Clerk will contact the residents.
- ACV application for The Bell is due for the second time. WODC legal officer has not yet responded. Gareth Epps will hold informal talks with interested residents about the future of the Bell.

8. Planning

a. To consider planning applications

| Ref no: | Address: | Proposal: | Decision |
|--------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 22/00500/FUL | Harebell Cottage, Church St, Charlbury | Installation of a sub-surface electric vehicle charge point in the public footway outside the property | No objection |
| 22/00874/LBC | Kerby Cottage, Sheep Street, Charlbury | Construction of single storey rear extension. Replace 3 windows with slimline double-glazed units | No objection. The TC welcomes the application meeting Local Plan policy OS3 and Neighbourhood Plan policy NE9. |

9. Communications

a. To consider quote for printing new map onto an aluminium backing

Not yet received. Liz Reason will photograph all old map boards to decide which need removing.

10. Community

a. Review of Annual Parish Meeting

Support has been received from residents following a change of format for the APM. It was agreed to continue with this format next year. The clerk will contact the organisations who held a display to see if they found it useful.

Next year’s APM will be organised as soon as possible.

b. Queen’s Platinum Jubilee Celebrations

i. To note funding of up to £250 from WODC has been applied for

Noted. If received this will cover the majority of the costs for the planned Big Lunch.

c. Proposal for Caring Community Hub

To be deferred.

d. Women’s Tour of Britain Cycle Race

More details have been received. Stage six of the race will pass through Charlbury between 11.50 and 12.10 on Saturday 11th June. It was agreed that the decorations used to celebrate the Big Lunch will remain in place for the race. It will be promoted on the website and social media. The Journeys team will hold a stand at the farmers market promoting the Children’s Ride and Stride and the e-bike.

Frances Mortimer will continue discussions about a possible cycle event to Witney and back.

The clerk will publicise the event, including informing the school and the scouts and asking the Football and Social Club if they will be showing the race on their screen.

e. To consider membership of Rural Market Town Group at cost of £72

This was **resolved**.



11. Amenities

a. Nine Acres

i. To approve the TC as the applicants as well as the Third-Party Funders for the application to the FCC Communities Fund

This was approved as it will enable the TC to reclaim the VAT on the cost therefore increasing value for money.

b. Cemetery

i. To review burial and memorial fees from April 2022

To ensure the cemetery fees are broadly in line with other parishes the clerk will recommend a staged increase over the next three years.

ii. To review cemetery rules

These were adopted.

c. Allotments

i. To receive inspection report

Received. No issues were noted.

The clerk has asked WODC about the soakaway at Evenlode Close allotments. WODC is requesting sight of the lease before any work can be carried out.

d. Skate park

Claire Wilding reported that antisocial behaviour is continuing. Broken glass is still being found.

This is also happening at Mill Field. The issue will be raised on Charlbury.info and neighbours and the bowls club will be asked to be aware of activity.

The new sign for the skate park is currently being made.

12. Ecological

a. Access to green spaces

No update.

b. Land and Nature

i. To receive report

Two hedgerow survey training days (June & July) are being held on Ditchley estate. These are a key element of a Hedgerows project to map extent and condition of local hedgerows and involve residents, which will contribute to the development of a Nature Recovery Plan. The LNG requested funding for these: to consist of £50 to advertise the two events and a £920 fee for the trainer. These have been budgeted for and were **resolved**.

13. Town Council as Trustees/Representatives

a. Thomas Gifford Trust – to receive report

A gym has been a proposed at the front of building. A survey is currently being carried out then engagement with the town will be undertaken.

b. To consider nominating a trustee for the Museum CIO once it is set up

The Museum would like to be a separate body from Charlbury Society and is investigating setting up as a Charitable Incorporated Organisation. It has invited the TC to nominate a trustee. The TC agreed to do this.

14. Traffic

a. Litter picking volunteers outside town boundaries

It has come to the attention of the TC that a small group of volunteers are litter picking on roads past the 30mph limits. Whilst the TC is grateful for their work, there are concerns for the safety of these volunteers.

The clerk will contact WODC with a photo of some of the rubbish that has been collected and request increased litter collections. The clerk will also contact the litter pickers, explain the TC's



concern for their safety and ask if they would be willing to volunteer within the town as there are areas that need such work carrying out.

b. Speedwatch

The former Speedwatch co-ordinator has requested that the equipment is collected from him. The clerk will investigate the cost of storage and Gareth Epps will investigate the possibility of selling the equipment.

c. LCWIP

An interactive map has been published for everyone to put their ideas on about walking and cycling. Certain groups have been targeted. Members of the Journeys team are willing to talk to different groups if needed.

d. Update on TRO

The TRO will be formally consulted on by OCC in May. Feedback for this at the Annual Parish Meeting was very positive.

e. Journeys

i. Children's Ride and Stride

The Journeys team has taken this over and it is being co-ordinated by James Styring.

15. Energy

a. To resolve to sign the grant funding agreement from RCEF for the hydro-turbine feasibility project

This was proposed and seconded and was **resolved**.

16. Buildings

a. To consider terms of reference for Buildings Working Group

These were **resolved**.

b. To receive report from Buildings Working Group

No report yet. A meeting will be arranged. Residents with an interest in this area are invited to join the working group.

c. To consider contributing to Zero Homes proposal with SusCha
To be deferred.

17. Other items to Note

The Beer Festival organisers are requesting groups to sponsor a barrel.

Meeting closed: 21:45



Appendix 1

Payment Schedule

a. Payments received:

| | | |
|-------------------------------------|--------------------------|------------|
| WODC | Precept first instalment | £63,723.00 |
| Peter Smith & Son Funeral Directors | Burial fees | £1060.00 |

b. Accounts for authorisation and payment:

| | | |
|---------------------------------------------|--------------------------------------------------------------------|------------------|
| Lisa Wilkinson | Clerk's April salary (to include extra hours worked January-March) | £1645.33 |
| | Clerk's allowance | £26.00 |
| | Expenses | £15.60 |
| | APM expenses | £274.02 |
| | Total | £1,960.95 |
| Nest | Clerk's pension | £109.27 |
| Bensons Fruit Juice Ltd | Apple Juice (APM) | £28.16 |
| BT (DD) | Phone bill/Broadband | £145.15 |
| Charlbury Corner House Management Committee | April room bookings | £48.00 |
| WODC | Conduct of Parish/Town Elections 2021 | £2,334.54 |
| WODC | Elections 2021 – NPR 10 June | £2,769.65 |
| Public Works Loans Board (DD) | Loan repayment | £4,027.23 |
| Cotswold Frames | Framing for Honoured Citizen Award | £216.00 |
| Barclays Bank | Mixed Payment Plan Charges | 19.75 |
| St Mary's Church | Prepare flyers & delivery with Leaflet (Big Lunch invite) | £60.00 |
| Oxfordshire Neighbourhood Plans Alliance | Annual membership | £50.00 |
| Charlbury Arts Society | Town Council grant | £1000.00 |
| Charlbury Football Club | Town Council grant | £1000.00 |
| Charlbury Pre-school | Town Council grant | £435.00 |
| Dementia Friendly Charlbury | Town Council grant | £75.00 |
| Wychwood Forest Trust | Town Council grant | £2000.00 |
| Riverside Festival | Town Council grant | £5000.00 |
| Thomas Gifford Trust | Town Council grant | £3050.00 |

c. Charlbury Town Council bank balances

| | |
|--------------------------------------|------------|
| To 31st March 2022 | |
| Business Current Account | £168.75 |
| Business Savings Account | £46,403.91 |

Appendix 2

Correspondence

| Date received | Sender | Topic |
|---------------|-----------|--------------------------------------------------------------|
| | Residents | Support/congratulations for Annual Parish Meeting new format |



Appendix 3

Planning applications received:

| Ref no: | Address: | Proposal: |
|--------------|----------------------------------------|--------------------------------------------------------------------------------------------------------|
| 22/00500/FUL | Harebell Cottage, Church St, Charlbury | Installation of a sub-surface electric vehicle charge point in the public footway outside the property |
| 22/00874/LBC | Kerby Cottage, Sheep Street, Charlbury | Construction of single storey rear extension. Replace 3 windows with slimline double glazed units |

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 |
| 21/04071/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 |
| 22/00322/HHD | The Old Farmhouse, The Playing Close, Charlbury | To increase the height of part of the existing trellis fencing | Object |
| 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) | Object |

Planning Decisions:

| Ref no: | Address: | Proposal: | Decision |
|--------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 22/00043/HHD | Ivy House, Church Lane | Proposed pitched roof to outbuilding forming garage, garden store and amenity space | TC – Object WODC - Refused |
| 22/00280/HHD | 4 Crawborough Villas, Crawborough | Erection of single storey rear and two storey side extensions | TC - No objection WODC - Approved |
| 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 | TC – Object WODC - Approved |



| | | | |
|--------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 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 | TC – No objection WODC - Approved |
| 22/00508/FUL | Wayhill, Spelsbury Rd, Charlbury | Subdivision of house to create two dwellings together with associated works | TC - No objection WODC - Approved |
| 22/00432/HHD | Took House, Sheep St, Charlbury | Erection of a single storey home office/store | TC - No objection WODC - Approved |
| 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 to ground floor and new bedroom to the first floor. Replacement front porch. | TC - No objection WODC - Approved |

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