



Minutes of the Annual Town Council meeting

held on Wednesday 25th May 2022

At 7.30pm in the Green Room, Memorial Hall

Present: Cllrs: Liz Reason (in the chair), Gareth Epps, Claire Wilding, Frances Mortimer, Gary Harrison, Nick Potter, Tim Crisp, Peter Kenrick, Tony Merry, Janet Burroughs, Dan Raymond-Barker and James Styring, Town Clerk: Lisa Wilkinson, 1 member of public

1. To elect chair of the Town Council and to receive chair's Declaration of Acceptance of Office
Liz Reason was nominated, agreed to stand and was voted in to be chair for a further year. She signed the Declaration of Acceptance of Office.

Proposed by GE and seconded by TC. Voted 11 in favour.

2. To elect vice chair of the Town Council and to receive vice chair's Declaration of Acceptance of Office

Gareth Epps was nominated, agreed to stand and was voted in to be vice-chair for a further year. He signed the Declaration of Acceptance of Office.

Proposed by TC and seconded by DR-B. Voted unanimously.

3. To receive Apologies for Absence: none were received.

4. To receive Declarations of Interest: none were received.

5. Contributions from Members of Public
None.

6. To receive Minutes from the Town Council meeting dated 27th April 2022

These were agreed as a true record and signed by the chair.

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

- ACV application on the Bell: WODC delayed this for a third time in order to notify Greene King as the owners and to give them a three week right to reply. WODC has informed the clerk that following the closing date of 24 May 2022, Greene King has not replied so WODC will recommend that the ACV goes ahead. This was confirmed by Andy Graham as leader of WODC.
A meeting held by interested members of the public needs to be held to discuss plans for the Bell in the case that Greene King put the pub up for sale.
- Letters to Sturt Close residents about overhanging growth have been distributed
- Broken glass at Ticknell Piece playground has been reported to the police who will patrol the area regularly.
- Overflowing drain flooding the allotment plot at Evenlode Close allotments is being investigated by the Flooding team at WODC.
- House and Carriage can store the Speedwatch equipment free of charge.
- Annual Boundary Walk took place successfully on Sunday 22nd May.

8. Finance and Administration

a. To receive Payment schedule and authorise payments (see **Appendix 1**)
These were approved and authorised by Dan Raymond-Barker and Tony Merry

b. To receive internal audit report and note recommendations



This was circulated and has been published on the website. No recommendations have been made.

c. To approve Annual Governance and Annual Return (AGAR)

i. To approve section 1 Annual Governance Statement

The clerk explained how the sound internal control of the Council enabled the Annual Governance Statement to be fully completed. This was signed by the clerk and the chair, Liz Reason.

ii. To approve section 2 Accounting Statements

This was circulated along with the bank reconciliation. It was signed by the RFO and the chair.

These will now be sent to the external auditors. The Notice of Public Rights will commence on 6th June and end on 15th July in accordance with the Accounts and Audit Regulations 2015.

d. To receive personnel committee report

The personnel committee recommended to the Council that the clerk's hours of employment is increased to 35 hours a week. This will consist of 28 hours a week fulfilling statutory duties and other town clerk work and seven hours a week assisting the Environmental groups with their work, applying for grants where possible and co-ordinating the work of the working groups. Annual appraisals will take place in October.

This was **resolved**.

e. To elect councillor members of committees and working groups including chairs and team leads:

Committees:

i. Finance

Liz Reason (chair), Gareth Epps, Gary Harrison, Peter Kenrick, Tim Crisp, Claire Wilding Janet Burroughs.

ii. Planning

All councillors. Peter Kenrick as chair.

iii. Traffic

Frances Mortimer, Gareth Epps (chair), James Styring.

iv. Allotments

Nick Potter, Gareth Epps, Dan Raymond-Barker (chair).

v. Honoured Citizens Awards Panel.

Peter Kenrick (chair), Gareth Epps, Liz Reason

These were voted in en bloc.

Working Groups:

i. Journeys

Council lead is James Styring

ii. Land and Nature

Council lead is Frances Mortimer with Geoff Griffiths as chair.

iii. Buildings

The TC agreed that Ben Peters could chair this group. Tim Crisp is the council lead.

iv. Energy

Tim Crisp is Council lead

v. Food

Dan Raymond-Barker is Council lead.

vi. Communications

Gary Harrison is lead. Terms of reference are required.

These were voted in en bloc.

f. To adopt:

i. Health and Safety policy

This was adopted.

ii. Complaints policy

This was adopted. Liz Reason, Claire Wilding and Gareth Epps were appointed to be on the panel.



iii. Retention and Disposal of Documents policy

This was adopted.

g. To elect representatives:

- i. Corner House and Memorial Hall
Tim Crisp
- ii. Chipping Norton School Trust Fund
John Harrison
- iii. Conservation Area Advisory Committee
Tony Merry, Dan Raymond-Barker
- iv. Day Centre Representative
Tony Merry
- v. Wigwell Friends
Peter Kenrick
- vi. Centenary Woodland
Claire Wilding
- vii. Nine Acres Management Committee
Janet Burroughs
- viii. Street Fair Committee
Gareth Epps
- ix. Parish Transport Representative
James Styring and Gareth Epps
- x. Charlbury Medical Centre Patient Participation Group
Frances Mortimer

These were voted in en bloc

h. To resolve councillor portfolios:

- i. Town cemetery
Liz Reason
- ii. Mill Field
Gary Harrison, Tony Merry
- iii. Ticknell Piece playground and skate park
Claire Wilding
- iv. Town maintenance
Gary Harrison, Claire Wilding

These were voted in en bloc.

i. To authorise due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI and regular maintenance contracts:

- i. Clerk's salary & expenses
- ii. BT (until November)
- iii. ID mobile sim card
- iv. Cotswold Landscaping
- v. Grass cutting contractors
- vi. Castle Water – allotment & cemetery water bills
- vii. PWLB loan repayments
- viii. WODC – litter/dog bin emptying
- ix. Meeting room hire
- x. Training for clerk/councillors (within training budget)

These were **resolved**.

j. To review bank mandate

The new bank account is working well. No issues have arisen.



k. To review Town Council insurance policy

There is a long-term agreement in place with Zurich for another year.

l. To note receipt of two grants

Grants have been received from Blenheim Bursary for the Annual Parish Meeting and from WODC for the Jubilee Big Lunch.

9. To receive Correspondence (see **Appendix 3**)

- A request to refurbish the bus shelter on Enstone Road has been received. Quotes for repair/painting of all three bus shelters will be obtained. Specialist graffiti removal is required and quotes will be sought for this.
- Millennium Gate will be cleaned before the Jubilee celebrations.
- Proposal to use grassed area at Marlborough Place/Narrow Lane for tree planting/food growing. The TC does not own the land so will ask the proposer to talk to her neighbours. The Neighbourhood Plan and grass management plan will be referenced.

10. Planning

a. To consider planning applications (see **Appendix 4**)

Peter Kenrick reported on the planning applications.

Ref no:	Address:	Proposal:	TC Decision
22/01168/HHD	2A The Slade, Charlbury	Remove existing conservatory & construct new single storey rear extension. Conversion of existing garages into habitable rooms, internal alterations and coloured render applied to existing external walls	No objection but the TC questions the application of coloured render over reconstituted stone which is not appropriate and is out of keeping here, especially as the colour is not specified. It also has concerns about the single membrane flat roof to new extension (replacing conservatory) which is potentially problematic for water ingress and insulation.
22/01175/HHD	Stable Cottage, 2 Hixet Wood, Charlbury	Erection of two first floor extensions and a small lean-to ground floor extension	No objection but the TC has concerns about the single membrane flat roof which is potentially problematic for water ingress and insulation.
22/01123/HHD	Stonewalls, Sturt Rd, Charlbury	Alterations and single storey extension to existing garden room to create a studio	No objection

11. Communications

a. County Councillors' report

Liz Leffman reported that the County Council is reviewing its policies on Highways, as many of them are not in line with its climate action plan. Major new housing developments will have a different policy on provision of parking spaces and active travel.

Cllr Leffman is keen to set up one single contact phone number for the whole Council from which people will be redirected.

The last Cabinet meeting approved a detailed climate action plan which included reduction of emissions through LED lighting. It also approved a food strategy working with organisations such as Farm Ed to make it easier to access sustainable and locally sourced food.

There is a useful page on the County Council website on refugees. If people have any queries about Ukrainian refugees Cllr Leffman will put them in touch with the correct department.

The Council has published a list of the first tranche of communities to receive the 20mph limit. Charlbury and Fawler are included and the work should be undertaken in the next year.



The field opposite Spelsbury Villas was used as a glamping site last summer. Possible future planning applications there (for example for shepherds huts) could be opposed by Cllr Leffman.

b. District Councillors' report

Andy Graham reported that the District Council has changed hands completely. The West Oxfordshire Alliance consists of 15 Liberal Democrat councillors, 9 Labour councillors and 2 Green councillors with two independent councillors now siding with the Alliance. This has resulted in the West Oxfordshire Alliance having nine members on the Cabinet so they are more able to address climate change and move forward significantly.

A Cabinet member responsible for customer delivery has been appointed to make this council the people's council so they can engage more rigorously in consultation. Thus, communities can shape and inform policies.

As an authority, it will ensure that the different councils work more closely together. The DC is expediting hybrid meetings so people can be welcomed to meetings. These changes will be put into a corporate plan to be consulted on in September. There will be a change in approach, tone and content to the District Council.

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

A quote for £300.86 (ex VAT) has been received from Witney Signs. It was **resolved** to proceed with this.

d. To receive report from Internal Communications Working Group

The Working Group is considering setting up an intranet to consist of data storage and a chat function with a structured directory and also using a repository such as Google Drive where documents can be worked on collaboratively.

It was agreed to change Basecamp to monthly payments (£79 per month) so it could be cancelled if necessary.

12. Community

a. Women's Tour of Britain Cycle Race

This is being held on 11th June. The clerk has advertised it widely and will deliver leaflets to residents on the route of the race.

b. To consider Town Council support for Ukrainian refugees

Individuals have set up English lessons for adults at different venues. There are currently 15 teachers and 30 students holding four sessions a week. The Council supports this initiative and would consider giving a grant to CRAG to aid this.

c. To approve cost to add Honoured Citizen 2022 to the Honours board

A quote of £43.91 has been received. This was **resolved**.

d. Access to Green spaces

Claire Wilding submitted a report suggesting that kissing gates are removed and pedestrian access is improved at different locations in the town. She has also been consulting with residents. A grant proposal will be put together when more details have been confirmed.

13. Amenities

a. Nine Acres

i. To consider installation of recycling bin

The bin adjacent to the tennis courts is regularly overflowing. It was agreed to increase emptying of bins on Nine Acres to twice a week over the spring and summer months. The clerk will purchase signs requesting visitors to take their rubbish home with them and to recycle where possible.

b. Football and Social Club (FSC)

i. To appoint a solicitor to draw up a lease between the Town Council and FSC

One quote has been received and two others are awaited.

c. Cemetery



- i. To review burial and memorial fees from May 2022

These were agreed and will be added to the Cemetery Regulations.

- d. To approve extra cost of accompanied ROSPA inspections for Ticknell Piece playground and skate park

The extra cost of £42 per inspection was agreed. Claire Wilding will accompany the inspector to the Ticknell Piece inspections.

14. Town Maintenance

a. Graffiti

Bus shelters and telecom cabinets around the town have been hit by graffiti. This has been reported to the police.

b. Repair to railings on Nine Acres Lane

This was authorised between meetings by the clerk due to safety issues. The repair has been carried out by Cotswold Landscaping.

15. Traffic

a. Update on dragons' teeth

A quote has been received directly from Wilson and Scott rather than using OCC as intermediaries, in order to reduce the cost. The quote for painting four sets of dragons' teeth and two 30mph roundels is £1,669.30. It was **resolved** to go ahead with this.

b. Journeys

- i. To receive report on e-bike

Bookings have been received to borrow the e-bike until the middle of August. There are two trained mechanics who will service the bike between loans. The e-bike is currently being fully serviced by Warlands Cycles.

16. Other items to note

- Councillors will arrange to meet David Green from Blenheim Palace to discuss the possibility of using Hiya Car.
- The visit of the Countess of Wessex to Charlbury went well. James Styring welcomed her as the representative of the TC.

Meeting closed: 10.12



Appendix 1

Payment Schedule

a. Payments received:

Allotment tenants	Allotment rents	£185.00
A.L. Sole Funeral Directors	Memorial fees	£150.00
Co-operative Funeral Directors	Interment fees	£410.00
HMRC	VAT reclaim November 2021-March 2022	£2168.32
Cambridge & Peterborough Combined Authority	Micro-Hydro Project Feasibility Study	£19,996.00

b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's May salary	£1386.38
	Clerk's allowance	£26.00
	Expenses	£29.00
	Total	£1441.38
Nest	Clerk's pension	£80.39
Little Wild Things	Willow craft resources (Big Lunch activity)	£50.00
OALC	Councillor training	£66.00
Charlbury Corner House Management Committee	May 2022 room hire	£60.00
OCC	Traffic Regulation Order	£3320.00
Michael Oliver	Hedge & grass cutting at Nine Acres	£420.00
Viking Direct	Stationery	£63.31
Cotswold Landscaping	Grass cutting/town maintenance	£3,878.62
Vistaprint (Repay Gary Harrison)	Big Lunch banner	£85.38
Rob Jackson	Mill Field grass cut	£200.00
Witney Signs	Replacement sign at skate park	£225.14
OALC	Parks, Play Areas and Equipment training x2 places	£264.00
Fasthosts (Repay G. Harrison)	Domain renewal	12.59

c. Charlbury Town Council bank balances

To 30th April 2022	
Unity Trust Current Account	£7,284.70
Unity Trust Instant Access Account	£0
Barclays Current Account	£77,255.11
Barclays Premium Account	£0

Appendix 2 (in minutes)

Appendix 3

Correspondence

Date received	Sender	Topic
	Contributors to APM	Feedback on APM
7/5/2022	Jim Holah	Annual tidying & reurfing at Enstone Road crossroads
9/5/22	Jim Holah	Request to refurbish bus shelter



	Maryann Robertson	Land at Narrow Lane/Marlborough Place
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Appendix 4

Planning applications received:

Ref no:	Address:	Proposal:	TC Decision
22/01168/HHD	2A The Slade, Charlbury	Remove existing conservatory & construct new single storey rear extension. Conversion of existing garages into habitable rooms, internal alterations and coloured render applied to existing external walls	
22/01175/HHD	Stable Cottage, 2 Hixet Wood, Charlbury	Erection of two first floor extensions and a small lean-to ground floor extension	
22/01123/HHD	Stonewalls, Sturt Rd, Charlbury	Alterations and single storey extension to existing garden room to create a studio	

Planning Outstanding:

Ref no:	Address:	Proposal:	TC 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
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
21/03936/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
22/00461/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
22/00322/HHD	The Old Farmhouse, The Playing Close, Charlbury	To increase the height of part of the existing trellis fencing	TC – Object WODC - Refused
21/04071/HHD	Lee Place Cottage, Hixet Wood	Single storey side and rear extensions	TC – Object WODC - Approved