



## Charlbury Town Council

Minutes of the Meeting of the Town Council held on Wednesday 29<sup>th</sup> June 2022

At 7.30pm in the Green Room, Memorial Hall

**Present: Cllrs:** Liz Reason (in the chair), Claire Wilding, Frances Mortimer, Gary Harrison, Nick Potter, Tim Crisp, Tony Merry, Town Clerk: Lisa Wilkinson, 3 members of public

1. **Apologies for Absence were received from** Gareth Epps, Peter Kenrick, Janet Burroughs, Dan Raymond-Barker and James Styring.
2. To receive **Declarations of Interest:** none were received.
3. Contributions from Members of Public
  - Kevin Slevin raised concerns about the lack of consultation on the change of grass cutting schedule at Ticknell Piece, pointing out that this is amenity land and that the majority of residents want the grass cutting to return to how it was originally.
  - Another resident agreed with these points also mentioning health and safety issues with dog poo being left.

Item 14 was brought forward

Claire Wilding reported on the public meeting that had been held with Ticknell Piece residents about grass cutting. This issue has arisen because WODC did not carry out the complete cut that was due in April, therefore leaving overgrown grass rather than managed grass. It was recommended and agreed that the grassed area on The Slade with the walnut tree would continue with the same management plan but ensuring in the future that the spring cut is undertaken. However, more discussion with residents to be undertaken about how to manage the other two areas for amenity. This will include distribution of a leaflet to invite comment from residents. It was **resolved** to ask Cotswold Landscaping to cut the two grass mounds on Ticknell Piece with an upper cost limit of £200 if WODC does not cut it within a week.

- Guy Kerr summarised his objection to planning application 22/01669/ HHD Reeves Barn, Pound Hill.
4. To receive Minutes from the Town Council meeting dated 25<sup>th</sup> May 2022  
These were agreed and signed as a true record.
  5. **Matters arising from the Minutes** (not elsewhere on the agenda)
    - The new Charlbury map has been installed at the top of Church Street
    - Extra bin emptying next to the tennis courts has been requested between April and September.
    - Clerk will ask the Nine Acres Management Committee to tidy up the rear tennis courts, as there is litter all around the edges of the courts, and request a small bin is attached to the fence.
    - Signs requesting rubbish to be taken home need replacing with more permanent signs
    - Dragons' teeth have been installed
  6. Finance and Administration
    - a. To receive Payment schedule and authorise payments (see **Appendix 1**)  
These were approved and authorised by Gary Harrison and Tony Merry.



**b. To appoint personnel committee**

It was agreed that Liz Reason, Gareth Epps and Peter Kenrick be re-appointed onto the personnel committee.

**c.** The application to FCC Communities for funding for two new pieces of equipment at Nine Acres playground has been granted.

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

- Regeneration of Evenlode Close

Cottsway has informed the TC that it is working with WODC to redevelop the flats. The TC will ask for a meeting with Cottsway to discuss this.

- Ticknell Piece grass cutting

Opinions for and against the new grass management scheme have been received.

- Roy Scott – Corner House CIO

The TC’s request that a clause be inserted into the constitution requiring town-wide consultation and town consent if the CIO wishes to dispose of or mortgage the asset was refused on the grounds that disposal of designated land requires Charity Commission consent and the CIO (as beneficial owner of the property) would not be able to sell or mortgage it without the consent of the Town Council (as the legal owner).

- Complaints about parking at the junction of Hundley Way and Banbury Hill

The clerk will ask OCC to repaint the dotted white lines along the edge of Banbury Hill to ensure the junction can be seen.

- Requests to cut overgrown area at Fiveways

OCC has stated that it is not responsible for cutting this. The Clerk has sent the County Council a map of the areas that it is responsible for cutting and reported the issue again.

- Complaints about lack of dog poo bins /health & safety of dual bins
- Support for grass management policy
- Flooding at Grammar School Hill – the OCC gully team has been out this week clearing gullies in the area.

**8. Planning**

**a. To consider planning applications**

Ref no:	Address:	Proposal:	TC Decision
22/01319/HHD	21 Woodstock Road, Charlbury	Internal changes to garage into a living space. Demolition of existing internal walls on ground floor to open space for lounge and utility. Additional one and a half storey rear extension from master bedroom (amendments to previous application 21/03910/HHD)	No objection provided that all conditions of the previous approval are retained and modified as necessary to reflect the revised plans.
22/01366/S73	Yew Dell, Hixet Wood, Charlbury	Variation of condition 2 of planning permission 20/02343/FUL to allow design changes to garaging	No objection provided that all conditions applied to the original approval are retained subject to the proposed changes and reflect the amended design. In particular:



			<p>Condition 10 to safeguard character and appearance of the area and improve opportunities for biodiversity (e.g., boundary treatments and hedgehog highways will be impacted by the relocation of the garaging)</p> <p>Condition 12 - studio space above garages to remain ancillary to main dwellings</p> <p>Condition 13 - MOST IMPORTANT re: surface water drainage scheme. Important as the site sits over a natural water course. The drainage will be affected by the relocated garaging and no drainage scheme has yet been submitted to WODC.</p>
22/01669/ HHD	Reeves Barn, Pound Hill, Charlbury	Alterations to existing barn conversion, and conversion of attached store building to Garden Room	No objection. Please note comments of the neighbour
22/01681/HHD	13 Hill Close, Charlbury	Single storey rear extension and replacement garage	No objection

**9. Communications**

- a. To approve copy for July Chronicle  
To be deferred until the July meeting.

**10. Community**

- a. Update on ACV at The Bell  
WODC has accepted the ACV nomination on the Bell. It has now been added to the List of Assets of Community Value that is published on the Council’s website.
- b. Feedback on Jubilee Big Lunch  
A good mix of residents were present. Thanks were given to Phil Morgan, Wendy Bailey, David Oates, Jenny Grierson and Daniella Jenkins. Thanks were also given to Paul Jackson and the CSA for organising the barn dance
- c. To review criteria for awarding grants  
Further work will be carried out on this and brought to the next meeting.
- d. To appoint three representative trustees to the Parish Stock Charity  
Gary Harrison and Tony Merry agreed to stand.
- e. To consider request for grant to purchase books for the Teaching Ukrainians in Charlbury (TUC) programme  
No longer necessary as CRAG has provided funding.

**11. Amenities**

- a. **Nine Acres**
  - i. To receive report  
To be deferred until July.
- b. **Football and Social Club (FSC)**
  - i. To appoint a solicitor to draw up a lease between the Town Council and FSC



Four solicitors have been approached for quotes. It was **resolved** to appoint Jeremy Briars from Welch & Stammers to carry out the work at the cost of £1,250 plus VAT and disbursements.

**c. Cemetery**

- i. To consider cost of maintenance

It was **resolved** to spend up to £250 for Cotswold Landscaping to carry out cutting back and pruning at the cemetery.

**d. Footpaths**

i. Spelsbury Footpath No 19 & No 21 (parts) and Charlbury Footpath No 3 (part) - Public Path Diversion and Definitive Map and Statement Modification Order 2022

The public order from WODC diverts the footpath by deleting a 42-metre length of the Spelsbury footpath at Coldron Mill. The proposed new footpath will cross the pond via an improved footbridge and provides more privacy to the residents. The TC has no view on this.

**e. Green spaces**

It was **resolved** for Cotswold Landscaping to remove a bollard at the Playing Close to improve access, at the cost of £25.

**12. Town Maintenance**

- a. Grass cutting schedule

See public time

**13. Traffic**

- a. To consider TC response to Traffic Regulation Order

The TC supports the TRO with the caveat that the spaces outside the old Post Office are not time restricted.

- b. To consider proposal for build-out on Banbury Hill

To be deferred

**c. Journeys**

- i. To receive report to include:

- Traffic survey findings

The results from the survey held in October 2021 were shared. Thanks were given to Richard Fairhurst for the enormous amount of work that he has carried out on this.

- LCWIP update

An interim report was circulated which has collated existing data.

The team is looking at barriers to walking and cycling then will develop proposals drawing from the Department for Transport policy insofar as possible.

- Proposal to support Hiya Car scheme

To be deferred

- d. Speed monitoring at entrances to town

Claire Wilding and Gary Harrison will work on this.

- e. Parking on Hundley Way

See correspondence

**14. Land and Nature**

- i. To receive report to include:

- River Day event at Riverside Festival – to consider expenses required

Expenses of up to £150 were agreed.

- Communication/engagement



Engagement is needed for the grass management plan, for example explaining what the scouts' signs are for and how active management is cutting to a different schedule rather than not mowing. The clerk will undertake this.

ii. To consider use of glyphosate and request reduction in its use in Charlbury  
A resident has requested that the TC encourages SSEN and other companies to use an alternative to glyphosate. The clerk will write to SSEN and DC to request banning the use of glyphosate.

## 15. Buildings

### a. Draft business plan

Tim Crisp presented a plan on how the Building Working Group would like to move forward.

Meeting closed: 21.38

## Appendix 1

### Payment Schedule

#### a. Payments received:

WODC	Jubilee Grant	£230.00
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#### b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's June salary, allowance & expenses	£1847.12
Nest	Clerk's pension	£124.43
HMRC	Employment deductions	£1621.99
H J Hood (Abbott Denton)	Internal audit	£480.00
Castle Water	Cemetery water supply	£13.57
Charlbury Corner House Management Committee	June 2022 room hire	£55.00
Basecamp (repay Liz Reason)	Basecamp monthly subscription	£81.66
Michael Oliver	Grass cutting at Nine Acres (May)	£126.00
Rural Market Town Group	Annual membership	£72.00
Wilson & Scott (Highways) Ltd	Dragons' teeth road markings	£1,479.74
Rob Jackson	Mill Field grass cut	£200.00
Witney Signs	Welcome Back Map	£361.03
Charlbury Football and Social Club (repay Phil Morgan)	Big Lunch expenses	£44.00
Ady Podbery	Mowing Nine Acres Recreation Ground (May)	£309.60
FCC Community Foundation	Third Party Funding for playground equipment	£2,249.12
Community First	Annual membership	£70.00
BT	Quarterly business bill	£210.53
Greenbarnes Ltd	Signwriting for Honours Board	£52.69

#### c. Charlbury Town Council balances

<b>To 31<sup>st</sup> May 2022</b>	
Unity Trust Current Account	£25,398.43
Unity Trust Instant Access Account	£19,996.00
Barclays Current Account	£48,036.76
Barclays Premium Account	£0



## Appendix 2

### Correspondence

Date received	Sender	Topic
	Residents	Overgrown grass at Fiveways
30/5/22	Roy Scott	Corner House & Memorial House constitution
	Residents	Comments on TRO consultation
3/6/22	Hundley Way resident	Complaint about parking at junction Hundley Way/Banbury Hill
6/6/22	Resident	Flooded road – Grammar School Hill
9/6/22	Residents	Ticknell Piece grass cutting

## Appendix 3

### Planning Outstanding:

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	Comment
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

### Planning Decisions:

Ref no:	Address:	Proposal:	Decision
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)	TC – Object Application withdrawn
22/01175/HHD	Stable Cottage, 2 Hixet Wood, Charlbury	Erection of two first floor extensions and a small lean-to ground floor extension	TC -Comment WODC- Approved
22/01123/HHD	Stonewalls, Sturt Rd, Charlbury	Alterations and single storey extension to existing garden room to create a studio	TC- No objection WODC - Approved
22/00500/FUL	Harebell Cottage, Church St, Charlbury	Installation of a sub-surface electric vehicle charge point in the public footway outside the property	TC -No objection WODC - Approved
21/03058/HHD	2 Marlborough Cottages, Park St	Restoration and refurbishment of existing outbuilding to provide habitable accommodation	TC- No objection WODC - Approved