



Minutes of the Town Council meeting

held on Wednesday 27th July 2022

At 7.30pm in the Green Room, Memorial Hall

Present: Cllrs: Liz Reason, Peter Kenrick, Claire Wilding, Janet Burroughs, Dan Raymond-Barker, James Styring, Nick Potter, Tony Merry, Gary Harrison, **County Cllr** Liz Leffman, **District Cllr** Andy Graham, **Town Clerk:** Lisa Wilkinson

1. **Apologies for Absence** were received from Gareth Epps, Frances Mortimer and Tim Crisp.
2. To receive **Declarations of Interest:** none were received.

Formal thanks were given to Christine Elliott for designing the Mill Field banner to be displayed at Riverside Festival

3. Contributions from Members of Public
None

4. To receive Minutes from the Town Council meeting dated 29th June 2022
The minutes were received as a true record and signed by the chair.

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

- Extra bin emptying next to the tennis courts between April and September has been organised for a Monday.
- Jeremy Briars has been appointed to draw up the lease between TC and FSC
- Grass at Ticknell Piece has been cut by Cotswold Landscaping
- Bollard at Playing Close has been removed to aid accessibility
- TRO has been accepted by OCC. However, there is an issue with the extent of the speed limit reduction on Spelsbury Road. OCC has agreed to consult on it in October

Liz Leffman updated the TC on highway issues:

On the Traffic Regulation Order (TRO) that has just been agreed by OCC, there was an oversight that the map accompanying the papers brought to the Cabinet meeting showed the incorrect extent to the speed limit on Spelsbury Road. The missing section does need consulting on so will be added to a TRO in October thus not causing undue delay. This TRO will be paid for by OCC and will also include consultation on extending the 20mph limit if applied for by the Town Council. An extraordinary meeting will be held to discuss a proposal for an extension to the 20mph limit as OCC need a decision on this as soon as possible.

Work programmed for Enstone Road/The Slade crossroads coincides with the Wilderness Festival and thus will cause issues with access for larger vehicles. It has been agreed that minimal work to prepare for the surface to be replaced will be carried out before the festival and surfacing will be delayed until 17th August.

6. **Finance and Administration**

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

These were approved by the Council and authorised by Dan Raymond-Barker and Tony Merry.

It was **resolved** to repay the invoice for the Mill Field banner to Christine Elliott at the cost of £91.20.

- b. To adopt updated code of conduct

This updated version has been received from the District Council. It was **resolved** to be adopted.

- c. To authorise bank reconciliations for first quarter of financial year 2022-2023

These were authorised by Claire Wilding .



d. To receive income vs budget report for first quarter of financial year 2022-2023

An income vs budget report was circulated.

e. To consider applying for Corporate Multipay card from Unity Trust

It was agreed to apply for this card provided by Unity Trust and issued by Lloyds Bank. The Clerk will hold the card as per the financial regulations. A monthly limit will be set at £1000 to enable Basecamp to be paid for. However, it is expected that apart from that, purchases over £300 will not be made. The clerk will receive approval for purchases at the Town Council meetings or as an emergency authorisation in line with the current regulations. **Resolved.**

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

- Winter preparedness – OCC. No additional salt is required as the bins are full
- Speeding on the Slade – the speed indicator device has been located on the Slade for the last few days. Work is being done as part of LCWIP proposals to include redesign of The Slade.
- Removal of bins at Narrow Lane and Cornbury Park. Cornbury and Wychwood parish will be requested to ask WODC to reinstate this. The Clerk will find out that if the bin was restored at Narrow Lane whether the TC would have to pay for its installation.
- The two defibrillators need to have a software update. They will be removed, updated and returned within three days. Russell Ingham will arrange this.
- Antisocial behaviour on Hixet Wood. Andy Graham will look into this.
- EV charging at Spendlove car park. WODC has applied for funding for this.

8 . Planning

a. To receive minutes from planning meeting held on 25th July 2022 and approve planning committee’s response to planning applications

Decisions on planning applications were agreed and are as follows:

Ref no:	Address:	Proposal:	TC Decision
22/01694/HHD	Wychwood View Stonesfield Lane Charlbury	Proposed installation of two gable fronted dormers to the front elevation of the property.	No objection
22/01631/S73	Kuzniks Pooles Lane Charlbury	Removal of condition 2 (approved plans) of planning permission 22/00481/HHD to allow for changes to fenestration and movement of wall	No objection
21/03837/FUL amended	Green Bank, Dyers Hill, Charlbury	Demolition of existing dwelling and erection of a replacement dwelling with associated car parking and landscaping	Object. See full text of objection in Appendix 3
22/01842/LBC 22/01841/FUL	Flat 4 Bayliss Yard Charlbury	Replacement timber casement window and addition of 1No. external downpipe	No objection
22/01862/HHD	The Cottages, Church Lane, Charlbury	Ground floor single-storey rear extension and addition of 1no. conservation rooflight to rear roof slope	No objection

- Complaint about reduced width of Mill Lane

Concern raised about the narrowing of Mill Lane where a higher stone wall and flower bed have been installed. The clerk will investigate this as access is now restricted for larger vehicles including the vehicles of the grass cutting contractors.

- Date of August planning meeting



The meeting currently booked for bank holiday Monday will be cancelled and planning applications will be taken at the TC meeting.

b. Update on Rushybank development

Liz Reason and the clerk met with the Rushybank developer, Harper Crewe and Ian Cox to receive an update on the development. The Town Council preapp engagement statement was agreed to by both parties.

Harper Crewe's plan is to:

- Discharge planning conditions
- Implement planning consent conditions such as the entrance into site, the stone road and the new protection fence
- Submit an S73 application to regularise few aspects of original consent such as the footprint of some houses is slightly misaligned with the boundary.
- Submit full planning application for supported living units - as following discussion with OCC, there is no longer need for accommodation for people with early onset dementia.

The TC has requested the site to be zero carbon. Ground mounted solar panels have been suggested. It was **resolved** that the TC will continue to engage with Harper Crewe about the energy and carbon performance of the development in line with the declared climate emergency. Voted and agreed. The clerk will write to the developer to request continued engagement along these lines.

9. Communications/Engagement

a. To approve copy for July edition of The Chronicle

James Styring will finalise this by the end of the month.

b. To consider internal communication working group's recommendations

The working group recommended that Basecamp is maintained but reorganised to reflect the structure and operation of the council including its working groups and committees. This would prevent individuals from being inundated with working documents that they do not need to consider. Finalised documents should be made available more widely for reference.

A demonstration on the new set up by Gary Harrison was deferred to the next meeting

c. To consider proposal for engagement working group

Following a meeting with Kat Pringle who offered support with Town Council engagement, it was recommended that an engagement working group is set up consisting of a representative from each work stream and Town Council area. All councillors to be invited. The group would meet monthly to consider engagement priorities and implementation.

This was **resolved**.

d. To adopt engagement working group terms of reference

These were adopted.

e. District Council update

Andy Graham explained that WODC is consulting on the next Local Plan. The new District Council has altered the process so that this consultation is the first stage of drawing up the next Local Plan rather than consulting on a draft Plan that has already been written as it believes that the community must come first. WODC will then work with the stakeholders and finally return to the community for consultation. The whole process will be transparent as it will all be available digitally.

The Cabinet is going on tour starting in Charlbury on 14th September at 2pm at the community centre. This will be a chance to interact with cabinet members and ask questions.

The Wood Green offices are being redesigned to make them more accessible. Andy Graham stressed that the council is very much your council now.



10. Community

a. To review criteria for awarding grants

The community grant application form has been slightly revised to include a request for funding applications to meet the Town Council's vision and community objectives and for a three-month follow-up of the project to be sent to the Clerk.

This was **resolved**.

b. To consider TC presence at the Charlbury street fair

A street fair engagement meeting was held to consider the TC presence. It was recommended that all workstreams displayed a big but minimal message and 2/3 activities were available which linked in with specific work streams. There would also be a display on town work. An engagement working group meeting will be arranged to further discuss this.

c. Provision of cost-of-living information by the TC, Cornerstone and ATIC

The Clerk has been working with Jo Paton from Cornerstone and Meryl Smith from ATIC to develop a community resource that people can access if required. There is a dedicated display board at Corner House, a leaflet stand and information on the TC website.

11. Amenities

a. Nine Acres

i. To receive report

Report received.

ii. To receive report on playground training

Janet Burroughs and Ron Smith attended an OALC playground training day. A review of how the play areas are managed and inspected is needed. A group to look at this is required to be set up consisting of Claire Wilding, Janet Burroughs, Ron Smith and a member of the Nine Acres Management Committee.

iii. To authorise replacement of two toddler swing seats at cost of £356.84 plus VAT

This was **resolved**.

b. Millfield, Watery Lane and Bridges

i. To receive report

Report received. The new twelve-foot gate at the Mill Field Entrance has now been installed by Cotswold Landscaping.

ii. To consider purchase of Cotswold Wild Flora seed for £173

Gary Harrison recommended that the zone 4 area is mown and scarified in preparation for sowing with approximately 4kgs of Cotswold Wild Flora Seed Mix.

The chair requested that the Land and Nature Group is involved with this as per the grass cutting management plan it drew up, so a meeting will be set up between representatives of the Land and Nature Group and Gary Harrison. There was approval in principle to buy the seed if there is agreement at the proposed meeting.

c. Cemetery

i. Spacing of plots

Plots are spaced as is custom in cemeteries – four feet from the centre of one plot to the centre of the adjacent plot.

ii. To approve skip hire for removal of rubbish

Cotswold Landscaping will carry out this work at the cost of £495. This was **resolved**.

The Clerk will discuss this policy of removal of rubbish with Cotswold Landscaping to see if there is a cheaper alternative for next year.

d. Green spaces

i. To receive report

Report received. Claire Wilding highlighted that, following a meeting with Nine Acres Management Committee, she would like the TC to seek grant funding for a new accessible pedestrian access off the



vehicle access ramp from Enstone Road. This is a more straightforward and practical option than widening the existing ramp or creating a new entrance towards Enstone road crossroads.

She would also like to make Enstone Road and the entrance behind the Sports and Social Club the “official” entrances to Nine Acres, clearly marking them with new signs and information boards. A TOE grant could pay for some of this signage but it is likely to also need some match funding from the Town Council.

Other improvements to access would be to improve the footpath from Nine Acres Lane to the new entrance behind the sports and social club by cutting back overhanging trees, removing ivy and resurfacing. The clerk has approached OCC in the first instance for the resurfacing and asked residents of adjacent properties to cut back the overhanging trees.

Finally, Nine Acres Management Committee would like to look into the likely costs of an all-weather track around the perimeter of the Nine Acres football pitches. The potential grant is unlikely to cover the full costs of this but needs further exploration.

Claire Wilding requested permission to consult the community on the changes at Nine Acres listed above as well as changes around Ticknell Field/Centenary Wood.

This was **resolved**.

- ii. To consider providing £1000 matched funding to aid with application for TOE grant

This was agreed in principle.

- e. **OCC rent review for leases held by the Town Council** (land at Charlbury Bowls Club, land off The Slade and car park)

OCC has increased the rent paid for the above areas as follows:

- Land at Charlbury Bowls Club from £1687 pa to £1892
- Land off The Slade from £122pa to £188pa
- Land licensed for car parking from £193pa to £246pa.

The Clerk will confirm acceptance of these changes. Consideration of the rent paid by the bowls club will be brought to the August meeting.

12. Town Maintenance

- a. Grass cutting at Ticknell Piece and Fiveways

Fiveways grass is the responsibility of Oxfordshire County Council and the length of the grass has been reported several times.

A leaflet consulting the residents of Ticknell Piece has been collated to include three options:

Option 1:

Create meadow area on south-facing slope and small meadow area under birch tree – short grassland will be cut up to seven times between March and October and meadow grassland will be cut in March, end of April, July and October

Option 2:

Manage all areas as per original trial, with addition of mown path across the mound – meadow grass/flowers to cover the mounds with 1.5 metre buffer around this area and desire line path

Option 3:

Manage all of both areas as short grassland.

It was agreed that this leaflet would be delivered to all residents of Ticknell Piece. Results will be collated and brought to the September meeting for discussion.

- b. To consider S101 grass cutting agreement with OCC

To be deferred.

- c. Removal of dog poo bin at Narrow Lane

See correspondence.



d. To note purchase of graffiti wipes with emergency authorisation from chair and vice chair (due to the offensive nature of the graffiti)

This was **resolved**.

13. Traffic

a. Journeys

i. Proposal to support Hiya Car scheme

To be deferred.

b. Speed monitoring

The speed indicator device has been used around the town over the last two weeks. There is a new volunteer for Speedwatch who will be trained in August.

c. To approve purchase of steel cable for speed indicator device

This is no longer required as a chain has been kindly donated by Graham Forbes

d. Footway widening

See item 5 Matters Arising.

14. Town Council as Trustees/Representatives

a. Corner House and War Memorial Hall

Resolutions were passed at the Trustees meeting on 13th July as follows:

The Trustees have resolved to merge the Corner House Charity with the CIO, which will result in the transfer of all the property of the Corner House Charity to the CIO.

The Trustees have resolved to request Charlbury Town Council as custodian trustee to execute any documentation that might be necessary to record that the Town Council will henceforth hold the Corner House and Memorial Hall for the CIO.

The Trustees have resolved to enter into a Vesting Agreement, which has been signed by all the Trustees of the Corner House Charity.

b. Thomas Gifford Trust

Report received to include:

- The trustees have approved expenditure on architects' plans and costings to move forward the proposed new gym to the planning stage.
- The Community Workshop is progressing well. A working group has been established. This will be a separate organisation from TGT. The Trustees have agreed in principle to purchase two shipping containers to house the Community Workshop.

15. Charlbury Primary School

a. To receive report. Janet Burroughs highlighted that a new headteacher, Charlotte Barwell has been appointed and will be starting officially in September.

16. Food

a. To approve print expenses for local food leaflet for Riverside Festival
Printing at the cost of £110 was approved for 300 leaflets.

Meeting closed: 22.05



**Appendix 1
Payment Schedule**

a. Payments received:

Banbury Memorials	Memorials/Additional inscriptions	£670.00
Charlbury Bowls Club	Quarterly rent	£68.75
S & R Childs Funeral Directors	Burial fees	£500.00

b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's July salary, allowance & expenses	£1720.92
Nest	Clerk's pension	£109.98
Warlands Cycles	Installation of new lock on e-bike	£50.00
Urban Hygiene (repay C. Wilding)	Graffiti wipes	£40.48
PWLB	Loan repayment	£2,182.84
Charlbury Corner House Management Committee	July 2022 room hire	70.00
Charlbury Corner House Management Committee	Room hire children's' bike rally planning meeting	£16.00
Basecamp (repay Liz Reason)	Basecamp monthly subscription	£87.62
Michael Oliver	Grass cutting at Nine Acres (May)	£126.00
Ady Podbery Grounds Care	Gang mow Nine Acres playing field x3 cuts (June)	£510.84
Rob Jackson	Mill Field grass cut – June & July	£400.00
Cotswold Line Promotion Group	Membership Renewal	£15.00
Scribe	Accounts Annual Software Licence	£676.80
Kall Kwik Business Design (repay C Elliott)	Banner for Mill Field (Riverside Festival)	£91.20

c. Charlbury Town Council balances

To 30th June 2022	
Unity Trust Current Account	£39,179.99
Unity Trust Instant Access Account	£20,000.99
Barclays Current Account	22,965.89
Barclays Premium Account	£0.49

**Appendix 2
Correspondence**

Date received	Sender	Topic
8/7/22	Oxfordshire County Council	Winter preparedness
8/7/22	Resident of Market St	New parking spaces opposite old Post Office
8/7/22	Resident of Hixet Wood	Antisocial behaviour
11/7/22	Resident of the Slade	Speeding on the Slade
12/7/22	Resident of Sturt Rd	Grass cutting at Fiveways
14/7/22	Gary Harrison/WODC	EV charging at Spendlove car park
	Residents/WODC	Removal of bins at Narrow Lane and Cornbury Park



Appendix 3

21/03837/FUL - Green Bank, Mill Lane, Dyers Hill (Plans as amended 5/7/2022)

The town council notes the submission of amended plans for this application but still **objects** to the application as amended and asks that the application be considered by the Uplands Area Planning Subcommittee.

Whilst we acknowledge and welcome aspects of the revised design which seek to address many of our earlier detailed objections, we are particularly concerned that the new design will involve excavation to a significantly lower level taking the dwelling down close to the river level. This will invalidate assumptions made within the drainage response reported with the original application and, in the absence of a detailed SuDS drainage report reflecting the revised design, we are not satisfied that the application is compliant with Local Plan policy EH7 or Charlbury Neighbourhood Plan policy NE8.

More generally, considering the significant changes to the proposed design, insufficient explanation and supporting information has been provided. In particular, as a minimum, we expect to see a revised Design and Access statement explaining and reflecting the proposed changes to the plans. Without such information, the town council is unable to support the application.

Further, we wish to underline and add to our earlier comments on access to the site via Mill Lane which is owned by the Town Council. We are particularly concerned about access during the construction phase and we believe the amended design will accentuate these issues considerably due to the need for substantial additional excavation. Access to the site during construction will be extremely problematic given the restricted width of the lane together with longstanding traffic and parking issues on the adjacent Dyers Hill. Mill Lane provides the only access to the site, the entry to Greenbank is narrow and we cannot see access for heavy plant required for the excavation can be accommodated. We reaffirm that any approval of an application on this site **MUST** be conditioned on the provision **AND COMPLIANCE WITH**, a robust traffic management plan (TMP) for the period of construction. Furthermore, the Town Council should be consulted on the TMP prior to its approval by WODC given the Town Council's ownership of Mill Lane and its responsibility to ensure unfettered access to other properties and to Mill Field where access is required at all times for emergency vehicles as well as for service vehicles involved in grass-cutting, bin-emptying, control of the sluice gate and other essential activities.

As previously stated, the TMP must address the following amongst other matters:

1. Specification of maximum vehicle sizes (length, width and weight)
2. ALL contractor and delivery vehicles to be accommodated on-site (parking on Mill Lane or Dyers Hill is unacceptable)
3. Pre-notification of delivery and other vehicle movement schedules to the Town Council and neighbours
4. Mandatory access routes for construction traffic avoiding the weight-limited town centre area
5. Mandatory deployment of banksmen for all movements of delivery and construction vehicles into and out of the site, along the length of Mill Lane and safely out into Dyers Hill
6. Mill Lane to be kept accessible at all times for residents, walkers and for service and contractor access to Mill Field
7. Any damage to Mill Lane to be repaired as soon as possible to the satisfaction of the Town Council at the applicant's expense.



Finally, we ask that usage of the existing studio should remain ancillary to the main dwelling in line with previous conditions applied to its construction.

Planning Outstanding:

Ref no:	Address:	Proposal:	TC Decision
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
22/01669/HHD	Reeves Barn, Pound Hill, Charlbury	Alterations to existing barn conversion, and conversion of attached store building to Garden Room	No objection
22/01681/HHD	13 Hill Close, Charlbury	Single storey rear extension and replacement garage	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

Planning Decisions:

Ref no:	Address:	Proposal:	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)	TC - No objection
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	TC – Comment WODC - Approved