



Charlbury Town Council

Minutes of the Town Council meeting

held on Wednesday 31st August 2022 at 7.30pm in the Memorial Hall

Present: Cllrs: Liz Reason (in the chair), Gareth Epps, Peter Kenrick, Tony Merry, Dan Raymond-Barker, Janet Burroughs, Claire Wilding, Frances Mortimer, Tim Crisp, **Town Clerk:** Lisa Wilkinson, 2 members of public.

1. Apologies for Absence were received from Gary Harrison, Nick Potter, James Styring and Andy Graham.
2. To receive **Declarations of Interest:** none were received.
3. Contributions from Members of Public
Arabella Miller-Wang has just moved to Charlbury and is working for the University of Oxford. She is keen to be involved in the buildings and energy projects.
4. To receive Minutes from the Town Council meeting dated 27th July 2022
These were received and signed as a true record.
5. **Matters arising from the Minutes** (not elsewhere on the agenda)
 - Traffic committee meeting to be held 22nd September 730pm
 - Playground review meeting has been held. Clerk will obtain quotes for required maintenance this financial year and quotes to implement an annual inspection/maintenance visit on both playgrounds
 - The two toddler swing seats have been replaced, with thanks to Ron Smith
 - Gary Harrison has met with representatives of LNG and implemented a trial area for wildflowers at Mill Field. The trial area needs to be signed.
 - Ticknell Piece residents have been consulted on grass cutting. The closing date for comments is 12th September so this will be discussed at the September meeting.
6. **Finance and Administration**
 - a. To resolve to set up direct debit for Data Protection fee to the Information Commissioner's Office. This reduces the fee by £5. This was proposed and seconded. **Resolved.**
 - b. To receive Payment schedule and authorise payments (see **Appendix 1**)
These were **resolved** and authorised by Councillors Reason and Merry. BT payment was added to avoid late payment fees.
 - c. Councillor training
The chair requested that councillors undertake regular training. Clerk will circulate the training programme for rest of the year and maintain a training record. Code of conduct training is being run by WODC on 30 September.
7. To receive Correspondence (see **Appendix 2**)
 - Shaping the Future of West Oxfordshire Summit
Liz Reason and Peter Kenrick will attend this summit on 5th September.
 - Holiday let businesses in Charlbury. The amount of these makes it difficult to buy to live in Charlbury. The TC will make representations through the Local Plan process, contact the MP and talk to Richard Fairhurst about mapping these to understand the size of the problem. Tim Crisp will ask the local estate agent his views on this. The clerk will research the possibility of promoting ethical tourism.
 - Availability of the Pound Hill triangle for free, year-round overnight parking/camping
The Pound Hill listing on the relevant website has been removed as requested by the clerk.



- Rubbish left after football matches on Nine Acres
It was not football season when this was raised. There is no longer a bin by the pitch as WODC removed it with its new bin replacement policy. Clerk is currently researching robust signage to request people to take their rubbish home.
- Request for 'Once You Know' screening
The Engagement team will be asked to view the film and report back to the TC.
- State of our rivers – Wild Oxfordshire
Wild Oxfordshire is asking for people to be involved in a river blitz to provide an evidence base of pollution. The clerk will write to Thames Water, the local MP, WODC to ask that sewage is dealt with in the Local Plan and contact Earthwatch.
- Complaint about dogs on Mill Field
The behaviour of some dog owners is unacceptable. A discussion was held on the feasibility of offering dog training for residents. A proposal will be drawn up by the chair and the clerk.
- Request to erect new fence between resident's house and bowls club car park
The TC, as the lease holders, agreed to this with the proviso that all undergrowth and old fencing is removed from site.
- Metal detecting. Neil Pakenham-Walsh requested that he is able to metal detect on Mill Field and donate any findings to Charlbury Museum. This was proposed, seconded and agreed.
- Streetlights obscured by undergrowth
Dyers Hill resident has agreed to cut back the overhanging trees.
- Asset of Community Value – The Bell
The TC has received formal notification from Greene King of its intention to dispose of The Bell. This triggers a 6-week interim moratorium during which the TC needs to inform WODC if a full 6-month moratorium is required, for a community interest group to be formed to express an interest. A public meeting will be held to explain this. Concern was raised about why it has taken WODC 14 days to inform the TC of this when there is only 6 weeks for a decision to be made.

8. Planning

a. To consider planning applications

| Ref no: | Address: | Proposal: | TC Decision |
|-----------------------------------|---|---|---|
| 22/02181/LBC & 22/02180/HHD | Bell Barn Church Street Charlbury | Proposed single storey extension to create accessible accommodation | No objection with the following comments: 1. Due to the significant increase to the footprint of the property, any approval should be conditional on the inclusion of active rainwater capture and/or other measures to mitigate increased surface water runoff in line with the requirements of policy NE8 of the Charlbury Neighbourhood Plan (CNP). 2. We welcome the commitment to energy efficiency (e.g., through a fabric-first design based on Passivhaus principles) and acknowledge this as being in accordance with policy NE9 of the CNP. We ask that any approval be conditional on the implementation of these measures as set out in section 6.0 (Sustainability) of the Design and Access Statement. 3. We regret that no mention has been made of the CNP (made in June 2021) as "relevant planning policy" in section 4.1 of the Design and Access Statement but |



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| | | | we are content that the application is broadly in line with the policies and objectives of the Charlbury Neighbourhood Plan with the exception of policy NE8 as explained in point (1) above. |
| 22/02079/S73 | The Rise Hixet Wood Charlbury | Variation of condition 1 of planning permission 21/02652/HHD to allow the addition of an ensuite bathroom adjoined to the approved bedroom. | The information on the portal is sparse and unsatisfactory. The only plans included on the portal are ones produced by a different architect for the adjoining property, Stable Cottage! Those plans do show the proposed extension to The Rise marked as "adjoining property" There is no clear definition of the change from the earlier approved application 21/02652/HHD. As the plans on the two applications were produced by different architects and in different styles, the details are not easy to ascertain. On this basis, the TC cannot adequately comment and should ask for further clarification. Also, considering the obvious physical connection to Stable Cottage, the views of those neighbours are of great significance but there is no indication in the application that they have been consulted. |
| 22/02202/HHD | 1 Woodstock Road Charlbury | Rear ground and first floor extensions | No objection |

b. To approve Planning Committee terms of reference

These were proposed, seconded and **resolved**.

9. Communications/Engagement

a. To receive report from Oxfordshire County Council

No report received.

b. To receive report from West Oxfordshire District Council

No report received.

c. NALC Civility and Respect pledge

Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.

By signing the Pledge, the council would be agreeing that it will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council

The chair asked for collaboration and consensus within the council. A Dignity at Work policy will be drawn up. The TC agreed to commit to this process. This was proposed, seconded and **resolved**.



d. To consider revised use of Basecamp

The Communications group advised that Basecamp is retained for internal communications.

It was **resolved** to continue with Basecamp. The clerk and Peter Kenrick will continue to work on the format and monitor usage over the next month. Payments to Basecamp will revert to annually when the new corporate multipay card has been set up.

e. To receive update from engagement working group

The engagement working group met to discuss arrangements for the TC presence at this year's street fair. Recommendations made were to have boards showing work being undertaken within the town/community and the buildings, land and nature and journeys/traffic groups. Interactive activities will also be designed by Kat Pringle for each strand. A budget of £250 for resources and printing was **resolved**.

A walk and talk on nature conservation is being run on Sunday 18th September by Peter Kenrick and Tony Merry.

f. To consider setting up a Charlbury Alerts system

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

g. To resolve to purchase Zoom licence

This has been included in this year's budget. **Resolved**.

10. Traffic

a. Update on bus services

The Government has requested that all local authorities work with their bus operators to ensure financially sustainable services going forward, with operators required to identify all services as either commercial, marginal or non-commercial. Following this exercise, both bus routes S3 and X9 serving Charlbury were declared as non-commercial by their operators.

The County Council has agreed to provide funding for services which were commercial prior to the pandemic, in order to give them time to return to self-sufficiency over the next two years. Therefore, contracts have been awarded for continuation of these services at their current level until August 2024. The contract for service X9 includes the introduction of contactless payment, which is hoped to be available as soon as possible.

The County Council does not have a budget for ongoing support of non-commercial services, and continuation of these routes beyond August 2024 cannot be guaranteed if patronage has not increased to a sustainable level. OCC therefore is encouraging the TC to promote these services locally to give them the best possible chance of survival. Gareth Epps requested clearer information on bus routes and large print information. He will also follow up the suggestion of Real Time information at bus stops and engage with other communities on the bus routes.

Liz Reason and the clerk will arrange to meet with Richard Fairhurst to engage on what would encourage people to use buses more frequently.

b. Update on current traffic issues

The clerk will approach OCC to investigate if there is any funding available for LCWIP/20mph around the school.

11. Amenities

a. Nine Acres

i. Update on lease between TC and Football and Social Club

The solicitor is currently working on the lease.

b. Millfield, Watery Lane and Bridges

i. To consider applying to the Land Registry for possessory title of Watery Lane triangle

A task and finish group will be set up to look into this land and other possible areas of land in the parish. The group will consist of Janet Burroughs, Tony Merry and Claire Wilding. Other responsibilities of the group will be to draw up a holistic picture of who owns and manages which pieces of land in Charlbury.

ii. Request for metal detecting on Mill Field



See correspondence

c. Green spaces

i. Update on access

Claire Wilding has spoken to OCC about improving access to Ticknell Piece field. OCC is currently investigating any legal issues with this. The next stage is to contact the footpath department for permission. Claire Wilding also reported that she has contacted BBOWT (Berks Bucks and Oxon Wildlife Trust) to discuss changing access on their land.

ii. To consider taking on lease for Ticknell Piece field

OCC has offered the TC the lease for the remaining field at Ticknell Piece free of charge with the proviso that the TC does not implement any infrastructure that would prevent OCC from developing it in the future. It was agreed to progress this.

d. Bowls club

i. To consider bowls club rent

Following the increase of the rent paid to OCC by the TC for the land, it was proposed, seconded and **resolved** to increase the rent to the bowl's club by the same percentage: 16.3%.

12. Town Maintenance

a. Grass at Kendal Piece and The Green

Following lengthy investigations by the clerk, including a land registry search, the area of grass belongs to Creative Homes Ltd. Gareth Epps will speak to residents about who has recently managed the land.

b. To consider S101 grass cutting agreement with OCC

See item 11b Task and Finish group to identify ownership of land in Charlbury. The clerk will contact WODC to request sight of its Geographic Information System Mapping.

c. To consider replacing bin at Narrow Lane/Marlborough Place with associated costs.

Following removal of this bin by WODC in line with its new policy, WODC has agreed to replace it at its own cost if the TC paid for emptying at approximately £7.50 per empty. This was deferred until a fuller picture of annual bin emptying costs has been received.

d. Bus shelter maintenance

A quote of £5650 has been received for painting three bus shelters, to include anti-graffiti paint. The clerk will contact further companies for quotes.

It was agreed that the Fiveways and Enstone Road shelters would be maintained in the first instance as the Church Street shelter is in a good state of repair. It was suggested that the bus shelters could be renovated as art projects.

Meeting closed: 22.00



Appendix 1

Payment Schedule

a. Payments received:

| | | |
|----------------------|------------------------|---------|
| Banbury Memorials | Memorial stone | £185.00 |
| Tony James Memorials | Additional inscription | £150.00 |

b. Accounts for authorisation and payment:

| | | |
|---|---|-----------|
| Lisa Wilkinson | Clerk's August salary, allowance & expenses | £1763.91 |
| Nest | Clerk's pension | £109.98 |
| Ubico | Emptying bins twice weekly at Nine Acres (April – September) | £441.94 |
| PWLB | Loan repayment (direct debit) | £2182.84 |
| Play Safety Ltd | ROSPA reports Ticknell Piece and Nine Acres Recreation Ground | £273.00 |
| Charlbury Corner House Management Committee | August 2022 room hire | £80.00 |
| Castle Water | Water supply - Allotments (direct debit) | £5.00 |
| Basecamp (repay Liz Reason) | Basecamp monthly subscription | £81.45 |
| Information Commissioner's Office | Data Protection fee (direct debit) | £35.00 |
| Cotswold Landscaping | Grass cuttings x4, removal of Playing Close post | £5,427.00 |
| Sutcliffe Play Ltd | Replacement toddler swing pods | £356.84 |
| BT | Phone/broadband | £140.35 |

c. Charlbury Town Council balances

| | |
|-------------------------------------|------------|
| To 31st July 2022 | |
| Unity Trust Current Account | £61,764.68 |
| Unity Trust Instant Access Account | £20,000.99 |
| Barclays Current Account | £0- closed |
| Barclays Premium Account | £0- closed |

Appendix 2

Correspondence

| Date received | Sender | Topic |
|---------------|----------------------------|---|
| 26/07/2022 | WODC | Shaping the Future of West Oxfordshire Summit |
| 3/8/2022 | Neil Pakenham-Walsh | Request for metal detecting at Mill Field |
| 8/8/2022 | Resident | Holiday let businesses in Charlbury |
| 10/8/2022 | Gareth Epps | Streetlights on Dyers Hill and Church Lane obscured by undergrowth |
| 12/8/2022 | Peter Kenrick | Availability" of the Pound Hill triangle for free, year-round overnight parking/camping |
| 16/8/2022 | Resident | Rubbish left after football matches on Nine Acres |
| 16/8/2022 | Residents | Request for 'Once You Know' screening |
| 23/08/2022 | Wild Oxfordshire | State of our rivers |
| 24/08/2022 | Oxfordshire County Council | Temporary Traffic Regulation Order -Temporary Road Closure at Charlbury, Hixet Wood |



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|------------|----------|------------------------------------|
| 24/08/2022 | Resident | Complaint about dogs on Mill Field |
| 25/8/2022 | Resident | Request for sponsorship |

Appendix 3

Planning Outstanding:

| 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 |
| 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 |
| 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 |
| 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 |
| 22/00874/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 |

Planning Decisions:

| Ref no: | Address: | Proposal: | Decision |
|------------------------------|--|---|---|
| 22/01681/HHD | 13 Hill Close, Charlbury | Single storey rear extension and replacement garage | TC -No objection WODC - Refused |
| 22/01669/ HHD | Reeves Barn, Pound Hill, Charlbury | Alterations to existing barn conversion, and conversion of attached store building to Garden Room | TC -No objection WODC - Approved |
| 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 | TC - No objection WODC - Approved |
| 22/01842/LBC 22/01841/FUL | Flat 4 Bayliss Yard Charlbury | Replacement timber casement window and addition of 1No. external downpipe | TC - No objection WODC - Approved |
| 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. | TC – Object WODC – Approved with conditions |