



Minutes of the Town Council meeting held on Wednesday 28th September 2022 at 7.30pm in the Memorial Hall

Present: Cllrs: Gareth Epps (in the chair), Peter Kenrick, Tony Merry, Dan Raymond-Barker, Janet Burroughs, Claire Wilding (late arrival), Frances Mortimer, Tim Crisp, James Styring (late arrival), County Cllr Liz Leffman, **Town Clerk:** Lisa Wilkinson, 4 members of public.

1. Apologies for Absence were received from Liz Reason, Gary Harrison, Nick Potter and Andy Graham

2. To receive **Declarations of Interest:** Gareth Epps declared a personal but nonpecuniary interest on item 10ai – installation of build-out on Enstone Road.

3. Contributions from Members of Public

Residents of Ticknell Piece stated that they had nothing further to add on the Ticknell Piece grass cutting issue as they had talked about it at the June TC meeting

Item 14 Buildings brought forward: Ben Peters updated the TC on the Buildings Group draft business plan. The group is encouraging community buildings and individual householders to install retrofit and low energy alternatives by looking at the following areas:

- producing whole house plans for 10 different house types in Charlbury and applying for funding for this work.
- raising awareness by engaging the planning system so there would be no unwanted barriers if people do choose to retrofit.
- enabling the supply chain so encouraging local trades to train in the relevant skills.
- understanding what financial help is available to help with retrofit for houses.

4. **To receive Minutes from the Town Council meeting dated 31st August 2022**

It was voted unanimously that Gareth Epps would sign the minutes in the absence of Liz Reason. The minutes were signed as a true record.

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

- Several councillors and clerk are taking part in the Code of Conduct training on 30th September
- The Council continues to work towards the NALC Civility and Respect Pledge: dignity at work policy is on this agenda for adoption and training as above.
- Basecamp is being used more extensively for internal communication. However, there are some teething problems with picking up messages.
 - Street fair: useful presence by the TC and good feedback received.
 - Charlbury alerts system: still in progress
 - Bus services: clerk and chair have arranged to meet Dave Harrison at OCC about how bus services can be promoted in Charlbury

Item 9a & b County and District Councillors' report brought forward

Cllr Leffman reported:

- There is a question mark over the 5-year land supply. The Local Plan depends on this.
- Oxfordshire Partnership is responsible for the 2050 Oxfordshire Plan. In 2017 funding was received from the Government to support the affordable housing supply and the infrastructure



around it. As part of this deal, it was agreed that Oxfordshire would produce a 2050 plan by October 2022. However, this has not happened and the District Councils are producing their own plans. OCC will take on responsibility of looking at the infrastructure.

- Charlbury and OCC have agreed to work on together on a pilot Local Cycling and Walking Infrastructure Plan.
- OCC Cabinet has agreed a £2million budget to support residents towards the cost-of-living crisis. It is a small amount of money but funds are available for local communities to bid for energy costs to provide warm spaces in community buildings. Oxfordshire Community Foundation also has matched funding for this.
- A cost of living round table meeting is being held with voluntary agencies to identify people in need (that may not be on benefits).
- Work on widening the pavement at the Enstone Rd junction is almost complete. This will improve the area for pedestrians.
- The road between Fiveways and Grammar School Hill has now been accepted onto the Highways schedule to be resurfaced.

Item 12a brought forward

To consider grass cutting schedule at Ticknell Piece

Following the consultation held with Ticknell Piece residents where three options were provided, the replies were option 1: 8 responses, option 2: 8 responses, option 3: 6 responses. WODC planning department has stated that amenity land is not defined in planning legislation and therefore the use of amenity land/space can be determined locally.

It was proposed that there is no urgency to decide at this meeting. It was suggested that the Ticknell Piece residents come to an agreement amongst themselves.

Claire Wilding proposed option 3 from the consultation was implemented. This was seconded by Janet Burroughs. Voting: in favour: 2 (JB, CW), against: 5 (PK, FM GE TC DRB), abstentions: 1 (TM).

Tim Crisp proposed that the TC makes this decision in the new year. This would give the residents an opportunity to come to a consensual decision. This was seconded by PK. Voting: in favour: 5 (PK, GE, DRB, TC, FM), against: 2 (JB, CW), abstention: 1 (TM). This second motion was carried.

6. Finance and Administration

a. To approve payment for leaflet printing for Buildings Open Day

This was approved (unanimous).

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

These were approved unanimously and will be authorised by Dan Raymond-Barker and Claire Wilding.

c. To adopt Dignity at Work policy

This was adopted (unanimous).

d. Notice of Conclusion of Audit

This was noted. The external auditors made no recommendations. The notice has been published on the website and noticeboards.

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

- Freedom of Information request has been responded to.
- Graffiti has been cleaned off the Gigaclear boxes
- Holiday lets in Charlbury email to be referred to the District Council
- Update on Rushybank development which has started.
- The Lionhearth Group is in the process of purchasing The Bell



8. Planning

- a. To note that all planning application decisions are now delegated to the Planning Committee
This was noted.

9. Communications/Engagement

- a. To receive report from Oxfordshire County Council
See above
- b. To receive report from West Oxfordshire District Council
See above
- c. To resolve to purchase aluminium signs for Mill Field and for the roadside to protect hedgehogs
Two of each sign have been requested. A cost of up to £40 was agreed (unanimous).

10. Traffic

- a. To receive recommendations from Traffic Committee and consider:
 - i. installation of build-out on Enstone Rd

A paper on the proposed build-out had been circulated and minutes from the traffic committee meeting held on 22nd September were received. The estimated cost of installation of the build-out to the Town Council would be £3500 as OCC has agreed to pay the remaining costs. The TC had budgeted for £7500 this year (as a first instalment) so this would be a significant saving. The traffic committee proposed installation of the build-out on Enstone Road (to include a cycle way). This was proposed by James Styring and seconded by Frances Mortimer. It was **resolved** (unanimous). The clerk will obtain a final cost from OCC Highways and request the build-out to be installed.

- ii. extension of 20mph speed limit

A paper on the extension of the 20mph speed limit had been circulated previously and this had also been discussed at the traffic committee meeting. The traffic committee recommended holding a survey to identify attitudes towards the implementation of a town-wide 20mph speed limit. The survey would include where residents believed terminal points to the speed limit should be. It was noted that if the speed limit was requested from OCC, then a full formal consultation (TRO) would be held by OCC before any implementation.

It was agreed to spend up to £50 for a survey platform if necessary.

Claire Wilding proposed that the TC consulted on three options but this was not seconded.

The traffic committee proposal that a survey be implemented on a town-wide 20mph limit was proposed by Gareth Epps and seconded by James Styring: 8 in favour. 1 against.

It was **resolved** to carry out a survey. This will be available on the TC website with links from Charlbury.info and Facebook and printed copies distributed to various groups in the town (e.g. coffee mornings, Cornerstone).

b. Traffic Regulation Order

- i. To consider payment for implementation of speed limit on Spelsbury Rd (as per TRO)

The cost of this would be £1116.18. This would take the total paid for the TRO consultation and the installation of the work in it to £5800. This was proposed by Gareth Epps, seconded by Dan Raymond-Barker and carried unanimously. **Resolved.**

The work is not imminent as a TRO on the extension to the 30mph speed limit needs to be undertaken by OCC first.

11. Amenities

a. Nine Acres

- i. Update on lease between TC and Football and Social Club
Documentation is currently being collated to proceed with this.
- ii. Request for sinking fund to be established for new playground equipment



The Nine Acres Management Committee has requested a medium to long-term sinking fund to be put in place for the complete renewal of the children's play area. The sinking fund was agreed and will be considered during the budget process for next financial year.

iii. To consider playground inspection and maintenance programme

Four quotes have been obtained to set up a playground maintenance and service programme. Kompan offers a find and fix service where they carry out minor repairs during the inspections. The clerk will investigate this further and report back at the October meeting.

iv. Update on new playground equipment

The FCC Communities funding has been approved and the orders placed for the two pieces of equipment. These are a ground level trampoline and a rope pyramid. The trampoline model had to be changed as the supplier could not obtain the original model. Delivery and installation are currently scheduled for week commencing 31st October.

b. Ticknell Piece

i. To receive report

Report received. Quotes for maintenance at the play park have been received. Further quotes will be requested.

c. Green spaces

i. To receive report

Report received. OCC is supportive of the changes the TC has proposed around Ticknell Field/Centenary Wood. BBOWT are open to discussion but are concerned about cycling along the footpaths and the damage that this causes. Claire Wilding and Frances Mortimer will arrange a meeting for further discussion.

Gareth Epps proposed to suspend standing orders to continue with remaining items on the agenda. This was **resolved**.

d. Allotments

i. To receive inspection report

Report received. Two plots have been resigned and will be reassigned to the next two residents on the waiting list. The tenant responsible for the pile of debris at the rear of the site has requested help with removing it. Cotswold Landscaping will be asked to remove some of the debris and trim the sides of the paths as the overgrown paths are encroaching onto the plots.

ii. To consider change of wording to allotment rules

Suggested changes were resolved: remove the word 'clean' as people have different understanding of this with regard to allotments. The sentence: 'Any complaints regarding other tenants or issues requiring clarification should be addressed to the Council directly, not to the tenant(s) in question' will be added.

e. Town Cemetery

i. To consider change to rubbish disposal procedure

The current policy of having two large bins on the site is not cost-effective. The clerk recommended that the two large rubbish areas were removed hence negating the need for Cotswold Landscaping to hire a skip twice a year to remove the accumulated rubbish. Garden waste bin licences could be bought from WODC and a commercial waste contract could be set up for recycling and refuse removal.

It was **resolved** to proceed with this. The clerk will arrange:

- the frames of the bins to be removed by Cotswold Landscaping at cost of circa £250
- two garden waste licences/bins at the cost of £80 per annum
- recycling bin (360 litres) at the cost of £7.34 per empty (emptied monthly in the first instance)



- refuse bin (360 litres) at the cost of £11.20 per empty (emptied fortnightly in the first instance)

Additionally, visitors to the cemetery will be requested to take their rubbish home with them.

12. Town Maintenance

a. To consider grass cutting schedule at Ticknell Piece

See above

b. Grass at Kendall Piece and The Green

A resident of The Green has provided information that a contractor (on behalf of Cottsway) cut the grass until two years ago. James Styring and Gareth Epps will talk to further residents about this issue.

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

The TC is liable for bin emptying charges throughout the town, of £3917.00 from April 2023. This charge will also include up to 12 additional unscheduled empties per year. Due to this expense to the Town Council, it was **resolved** not to replace the bin on Marlborough Place at the current time.

d. Bus shelter maintenance

Quotes have been received for maintenance of the bus shelters at Fiveways and Enstone Road. Claire Wilding and Gary Harrison will further work on a proposal for the extent of the refurbishment required to bring to the budget meeting.

13. Land and Nature

a. To receive report

Update on current work was received.

14. Buildings

a. To receive report

See public time.

b. To approve costs for printing posters for the open day

This was agreed for up to £20.

Meeting closed: 21.57

Appendix 1

Payment Schedule

a. Payments received:

| | | |
|-------------------|------------------------------------|------------|
| Banbury Memorials | Memorial stone | £150.00 |
| WODC | Parking contribution | £1500.00 |
| WODC | Precept 2 nd instalment | £63,723.00 |

b. Accounts for authorisation and payment:

| | | |
|---|--|-----------|
| Lisa Wilkinson | Clerk's September salary, allowance & expenses | £1825.60 |
| Nest | Clerk's pension | £109.98 |
| HMRC | Income tax contribution | £1,642.38 |
| Kopyrite | Printing (Food Working Group) | £110.00 |
| Kopyrite | Printing (street fair) | |
| Oxfordshire County Council | Signing and lining parking restrictions (TRO) | £1,363.53 |
| Charlbury Corner House Management Committee | September 2022 room hire | £85.00 |
| Information Commissioner's Office | Data protection fee (direct debit) | £35.00 |



| | | |
|-----------------------------|--|---------|
| Basecamp (repay Liz Reason) | Basecamp monthly subscription | £86.14 |
| Low Carbon Oxford North | Printing of leaflets (buildings group) | £171.00 |
| Moore | External audit | £480.00 |

c. Charlbury Town Council balances

| | |
|---------------------------------------|------------|
| To 31st August 2022 | |
| Unity Trust Current Account | £57,234.30 |
| Unity Trust Instant Access Account | £20,000.99 |

Appendix 2

Correspondence

| Date received | Sender | Topic |
|---------------|----------------------------|--------------------------------------|
| 8/9/2022 | Resident of Ticknell Piece | Freedom of Information request |
| 14/9/22 | Resident of Sturt Rd | Concern about long grass around town |
| 14/9/2022 | Deeon Pegg | Penhurst Gardens Care Home |
| 15/9/2022 | Simon Cairns | Holiday let businesses in Charlbury |
| 19/9/2022 | Resident | Graffiti on Gigaclear boxes |

Appendix 3

Planning applications received:

| Ref no: | Address: | Proposal: |
|------------------------|--|---|
| 22/02289/HHD | Whitethorn, Ditchley Rd, Charlbury | Erection of single storey mono pitch timber outbuilding |
| 22/02066/FUL | Charlbury House, Woodstock Rd, Charlbury | Demolition of existing dwellinghouse and erection of replacement dwelling with associated outbuildings and landscaping works. Conversion and extension of existing cottage to form pool house with ancillary shower/changing facilities. New stables and indoor riding arena. Repair and extension of field barn. |
| 21/03837/FUL | Green Bank, Dyers Hill, Charlbury | Demolition of existing dwelling and erection of a replacement dwelling with associated car parking and landscaping. |
| 22/00874/LBC | Kerby Cottage, Sheep St, Charlbury | Construction of single storey rear extension. (amended) |
| APP/D3125/C/22/3304510 | Land east of the Slade | Agricultural use to use for storage without planning permission |