



## Charlbury Town Council

### **Minutes of the Town Council meeting Held on Wednesday 19<sup>th</sup> October 2022 at 7.30pm in the Morris Room, The Corner House**

**Present: Cllrs:** Liz Reason, Gareth Epps, Peter Kenrick, Tony Merry, Dan Raymond-Barker, Tim Crisp, Gary Harrison, Frances Mortimer, Claire Wilding, Nick Potter, **Town Clerk:** Lisa Wilkinson, 1 member of public

1. **Apologies for Absence** were received from James Styring, Janet Burroughs, Liz Leffman and Andy Graham
2. To receive **Declarations of Interest:** none were received.
3. Contributions from Members of Public  
Paul Jenkins, as chair of Nine Acres Management Committee and chair of the youth football club, explained that recent surveys of the ground condition at Nine Acres recreation field have indicated that there has been a gradual deterioration of the soil layer on all three football pitch areas. The soil layer is now at best 70mm above a stone layer which is approaching a dangerously low level. The conditions over the summer also led to a deterioration in the grass sward due to the inability to irrigate large parts of the playing area. The simple way to improve the situation is to implement a programme of top dressing to be carried out each year over a period of 5 years. The plan would be to add approximately 3mm of top dressing each year over this period. Paul requested that the TC budgets for £2000 per annum over the next five years, towards this. He will seek contributions from the Charlbury Town Football & Sports Club and the Football Foundation as well.
4. To receive Minutes from the Town Council meeting dated 28<sup>th</sup> September 2022  
These were signed as a true record.  
Minutes to be read and corrections notified to the clerk within five working days of distribution of the minutes.
5. **Matters arising from the Minutes** (not elsewhere on the agenda)
  - Five councillors and the clerk took part in the Code of Conduct training
  - Bin contract at the cemetery is now in place
  - Session on Basecamp will be held at the November planning meeting
  - The buildout costs have been confirmed by OCC as £4,703.
6. **Finance and Administration**
  - a. To receive Payment schedule and authorise payments (see **Appendix 1**)  
These were approved and will be authorised by Tony Merry and Peter Kenrick.
  - b. To receive six-month actual vs budget reports  
These were circulated.
  - c. To authorise bank reconciliations  
These were approved by Tim Crisp.
  - d. To review financial regulations  
These were approved.
  - e. To review effectiveness of system of internal control  
This was received and approved.
  - f. Training  
Code of conduct training has been undertaken by five councillors and the clerk. The remaining councillors will review the slides. Tim Crisp is booked onto two RMTG seminars.



## 7. Personnel Committee

- a. Report on meeting to be deferred.

## 8. To receive Correspondence (see **Appendix 2**)

- Possible redevelopment of Evenlode Close by Cottsway Housing
- Notification of 'Notice of landowner deposit' posted on Glebe land by the Diocese
- Concern about delay to implementation of 30mph speed limit on Spelsbury Rd
- Management of woodland adjacent to Potters Close. Meeting will be arranged under TC's agreed terms of engagement. This process could be used as a model for Hixet Wood and Rushy Bank developments. Peter Kenrick and Liz Reason will attend the meeting.
- Request for support to Ukrainian fundraiser. This was thought probably not appropriate but that councillors could help on an individual basis. Clarity on if this is possible will be sought by the clerk.
- Spelsbury Byway Open to All Traffic No. 44 Modification Order 2021. The Council will confirm its previous comments.

## 9. Communications/Engagement

### a. Charlbury Alerts

The clerk is in the process of setting this up.

### b. Update on Neighbourhood Policing

Gareth Epps and the clerk met with two police officers to discuss enforcement of speed limits and speedwatch. They explained that the criteria for the location of speed enforcement cameras were taken from Speedwatch data. There is a possibility of generating neighbourhood action meetings with neighbourhood parishes.

### c. Feedback on street fair (wishing tree)

To be deferred.

### d. To consider holding event for members of all working groups

With the new code of conduct being implemented and the relatively new terms of reference for each group it was agreed to hold an event for all the working group members (non-councillors). This would include (but not necessarily be limited to) a brief session to explain the terms of reference, use of Basecamp and the code of conduct which they are signed up to as members of the working groups.

This could also be a thank you for all their work, with refreshments provided. Therefore, a December event may work. This was **resolved**. The clerk will arrange a date and send out invitations.

## 10. Community

### a. Cost of living summit

Gareth Epps reported that the TC has been working with Cornerstone and ATIC to provide cost of living information on support and grants available. It was agreed that the TC would hold a summit to encourage all relevant organisations in the town to work together and share resources.

### b. Remembrance Sunday parade

Approval was given for the Royal British Legion to run the parade as in previous years. Cllr Harrison will lay the wreath. Remembrance Sunday is on 13<sup>th</sup> November this year.

## 11. Traffic

### a. To receive recommendations from Traffic Committee and consider:

#### i. Extension of 20mph speed limit

The results of the 20mph speed limit survey were 77.5% in favour of a town-wide 20mph speed limit. It was **resolved** to request OCC to implement a 20mph speed limit across the whole town. The



County Council will implement a traffic regulation order and consult formally on this. (Proposed by GE seconded by FM, 8 for, 2 abstentions.)

**ii. Engagement on installation of traffic calming on The Slade**

The traffic committee proposed further engagement with the town on the installation of a zebra crossing on The Slade just north of Crawborough (outside the school) and two build-outs on the dip of The Slade. It was proposed to consult just on the zebra crossing and if a positive result is obtained, add that to the Traffic regulation order (TRO) with the 20mph limit (proposed by GH, seconded by CW). This was **resolved**. Further work will be carried out on the buildouts proposal.

**b. Update on promotion of bus services**

Liz Reason and the clerk met with Dave Harrison, principal public transport planner at the County Council, to discuss how to encourage greater use of bus services. Liz Reason reported that the two services in Charlbury have not returned to pre-pandemic uptake. The County Council is therefore having to subsidise them. The TC will promote the bus services and advertise two websites where routes and times can be accessed: [oxontime.com](http://oxontime.com) and [bustimes.org](http://bustimes.org).

OCC has paid for Pulhams to install a card reader on the bus. Real-time information, a map and funding for bus shelters have been requested by the TC. The TC will engage with Pulhams to promote the bus services.

## 12. Amenities

### a. Nine Acres

**i.** Request to implement a programme of top dressing to be carried out each year over a period of 5 years.

See public time. This will be discussed at the finance committee.

**ii.** To consider playground maintenance at cost of £4,200

This work consists of all the medium and high-risk issues on the ROSPA report. This was **resolved**. From the three companies that quoted, Kompan will be requested to undertake this.

**iii.** To consider playground inspection and maintenance programme

Kompan have quoted £703 (inclusive of VAT) for a bi-annual service on both playgrounds. It was **resolved** to accept this (proposed by GH, seconded by CW).

## 13. Town Maintenance

### a. Grass at Kendal Piece and The Green

To be deferred.

### b. To consider purchase of Town Proud high-vis vests

This was approved. Six vests at approximately £4 each will be purchased. Litter pickers have been requested from the District Council.

## 14. Trustees

### a. Corner House and Memorial Hall CIO

A new treasurer for the Corner House committee has been appointed. A full report will be received at the next TC meeting.

### b. Thomas Gifford Trust

Business continues as normal. Plans for the gym are moving forward and the Trust is also looking at building a town workshop.

## 15. Food Working Group

### a. To receive report

Report received. The Charlbury market was received very well. The proposal is to restart in the spring. Thanks were given to Chloe Horner and everyone involved for such a successful initiative.



## 16. Land & Nature Working Group

- a. To consider proposal for development of a local Nature Recovery Plan

It was proposed to:

- Develop a local Nature Recovery Plan (NRP) based on local knowledge, data and engagement with landowners, land managers and residents, to expand, improve and connect wildlife-rich habitats.
- To write to neighbouring parishes in Fawler, Finstock and Cornbury inviting them to join in developing the NRP such that it covers all four parishes
- To take a leadership role in developing the NRP, including in coordination, liaison with partner organisations and obtaining necessary resources
- To invest some resource in coordination, technical expertise and engagement with the local community and landowners

*All the above subject to obtaining necessary resources.*

This was **resolved**. (Proposed TC, seconded DR-B, 8 for, 2 abstentions)

- b. To receive a discussion paper on whether to take over management of verges owned by OCC  
To be deferred.

## 17. Other items to note

The buildings team is planning to hold an information session on how to retrofit homes, on Saturday 3<sup>rd</sup> December.

**Meeting closed: 22.10**

## Appendix 1

### Payment Schedule

#### a. Payments received:

Greens Funeral Service	Burial fees	£500.00
HMRC	Q1 2022-23 VAT refund	£1,374.65

#### b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's September salary, allowance & expenses	£1766.53
Nest	Clerk's pension	£109.98
Ubico	Bin emptying	£654.71
Kopyrite	Street fair printing	£161.28
British Legion	Wreath	£25.00
Friends' Meeting House	Land & Nature group meeting room hire	£300.00
Basecamp (September)	Repay Liz Reason	£89.94
PWLB	Loan repayment (DD)	£4027.23
Michael Oliver	Grass cutting Nine Acres	£126.00
The Corner House	Room hire October 2022	£80.00

#### c. Charlbury Town Council balances

To 30 <sup>th</sup> September 2022	
Unity Trust Current Account	£108,576.01
Unity Trust Instant Access Account	£20,031.24



## Appendix 2

### Correspondence

Date received	Sender	Topic
30/9/22	Director of Highways & Operations	National highways and transport (NHT) representative online survey.
30/9/22	Murry Burnett, WODC	Possible redevelopment of Evenlode Close by Cottsway Housing
30/9/22	Resident of Dyers Hill	Tree work (street lighting) scheduled for 12 <sup>th</sup> October
2/10/22	Shpton-u-Wychwood Parish Councillor	Notification of 'Notice of landowner deposit' posted on Glebe land by the Diocese
3/10/22	Resident of Spelsbury Rd	Concern about delay to implementation of 30mph speed limit on Spelsbury Rd
3/10/22	Charlbury Property Management Company Ltd.	Management of woodland adjacent to Potters Close
4/10/22	Allotment tenant	Complaint about allotment plot
6/10/22	Prospective resident	Query about policy on Neighbourhood Plan
18/10/2022	Planning Inspectorate	Spelsbury Byway Open to All Traffic No. 44 Modification Order 2021