



Minutes of the Town Council meeting held on Wednesday 14th December 2022 at 7.30pm in the Green Room, Memorial Hall

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

1. **Apologies for Absence** were received from Frances Mortimer

2. To receive **Declarations of Interest:** Janet Burroughs and Liz Reason declared an interest in item 6a.

3. Contributions from members of public

An update on the Buildings Working Group activities was given by Ben Peters:

- Invitation to Tender for the Home Comforts project has been sent to three retrofit organisations.
- Housewarming event took place in early December.
- Members of public have noted and positively commented on the TC's level of activity
- Leaflets on support during cost-of-living crisis have been left in the Community Centre and the Corner House
- The Buildings Working Group continue to build relations with WODC and the Green Finance Institute
- Greater Southeast Net Zero Hub to be approached.

4. To receive minutes from the Town Council meeting dated 30th November 2022 and the minutes of the Precept meeting dated 7th December 2022.

These were both agreed and signed as true record.

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

- Play equipment is currently being installed at Nine Acres
- Duty Station Manager (GWR North Cotswolds area) Tim King will be attending the January TC meeting
- Meetings are being set up in January with Pulham's and Stagecoach to discuss promotion of the X9 and S3
- The Remembrance Sunday parade will be organised again next year
- Gullies on Dancers Hill need clearing
- Jeff West, trustee of The Corner House, has sadly passed away.

6. **Finance and Administration**

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

These were approved and will be authorised by Dan Raymond-Barker and Peter Kenrick. **Resolved.**

b. To set budget and precept for financial year 2023-2024

The budget was approved unanimously (proposed by GH, seconded by TM).

Lines from the budget include:

Administration: £47,394
Grants: £15,930
Town Maintenance: £22,832
Amenities (playgrounds, leases, allotments, loan repayments for community centre & sports pavilion): £31,253
Zebra crossing: £15,000
Environmentally led projects: £1800 plus unused budget from this year carried over



The recommendations from the precept meeting held on 7th December were received:

- i. to keep the precept at the same level as the current year- £94.22 for a Band D property. This was proposed and seconded (TC, CW) and **resolved**.
- ii. to make virements from this year's budget to next year's budget/reserves. **Resolved**.

c. To appoint internal auditor for financial year 2022-2023

Three quotes have been received for this work. It was agreed to appoint Bridget Knight at the cost of £200.

d. To set up standing order for clerk's salary

This was agreed as per standing orders (proposed PK, seconded GH).

e. To confirm meeting dates for 2023

Date	Meeting	Time	Venue
Monday 16 th January	Planning	8pm	Green room Mem Hall
Wednesday 25 th January	TC meeting	7.30pm	Memorial Hall
Monday 27 th February	Planning	8pm	Green room Mem Hall
Wednesday 22 nd February	TC meeting	7.30pm	Green room Mem Hall
Monday 27 th March	Planning	8pm	Green room Mem Hall
Wednesday 22 nd March	TC meeting	7.30pm	Green room Mem Hall
Friday 21 st April	APM	tbc	Memorial Hall
Wednesday 12 th April	Allotments	7pm-8pm	Oxpens allotments
Monday 24 th April	Planning	8pm	Green room Mem Hall
Wednesday 26 th April	TC meeting	7.30pm	Green room Mem Hall
Monday 22 nd May	Planning	8pm	Green room Mem Hall
Wednesday 24 th May	TC meeting	7.30pm	Green room Mem Hall
Monday 26 th June	Planning	8pm	Green room Mem Hall
Wednesday 28 th June	TC meeting	7.30pm	Green room Mem Hall
Monday 24 th July	Planning	8pm	Green room Mem Hall
Wednesday 26 th July	TC meeting	7.30pm	Green room Mem Hall
Monday 21 st August	Planning	8pm	Green room Mem Hall
Wednesday 23 rd August	TC meeting	7.30pm	Green room Mem Hall
Wednesday 13 th September	Allotments	7pm-8pm	Oxpens allotments
Monday 25 th September	Planning	8pm-9.30pm	Green room Mem Hall
Wednesday 27 th September	TC meeting	7.30pm	Green room Mem Hall
Monday 16 th October	Planning	8pm	Green room Mem Hall
Wednesday 18 th October	TC meeting	7.30pm	Green room Mem Hall
Wednesday 15 th November	Finance	8pm	Green room Mem Hall
Monday 20 th November	Planning	8pm	Green room Mem Hall
Wednesday 22 nd November	TC meeting	7.30pm	Green room Mem Hall
Wednesday 6 th December	Precept	8pm	Green room Mem Hall
Monday 11 th December	Planning	8pm	Green room Mem Hall
Wednesday 13 th December	TC meeting	7.30pm	Green room Mem Hall

These were approved.

Meeting dates for Cotswold Conservation Committee will be added.

7. Correspondence

- Petition to make swift bricks compulsory in new housing
The TC supports this initiative. Individual councillors will sign the petition if desired.
- Leylandii trees adjacent to The Green
James Styring and Gareth Epps will discuss this issue with residents but the Town Council is not able to be further involved.

8. Community

- a. To consider reappointment of Nick Potter and J.S Harrison as Trustees to the Parish Stock charity



This was approved.

9. Energy

a. Update on hydro-electric project

The first stage of the feasibility study has been received. The second phase will now be requested.

10. Mill Field

a. Update on repair of weir

Gary Harrison reported on a meeting held with members of the Evenlode Catchment Partnership (ECP). The ECP has offered to fund a feasibility study on the repair of the weir and implementation of a fish pass down the river. Gary Harrison is writing a brief for this project in conjunction with the ECP. It was agreed to progress this.

11. Amenities

a. Nine Acres

i. New playground equipment

This is currently being installed. However, progress is being delayed due to the weather being consistently below freezing resulting in the concrete not setting.

ii. Gritting pavements

Concern about icy stretch between railway station and the bridge. Volunteers will be requested to salt the pavements

12. Land and Nature

It was recommended to accept two new members into the group: Graham Terry and Martha Crockatt. These were approved.

13. Other items to note

Thanks were given by the chair to the councillors for the year's energy and work.

Meeting closed: 8.46pm

Appendix 1

Payment Schedule

a. Payments received:

Banbury Memorials	Memorial fee	£150.00
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b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's December salary, allowance & expenses	£1948.48
Nest	Clerk's pension	£129.10
Kopyrite	Cost-of-living & buildings event flyers	£275.00
Basecamp (repay L Reason)	Monthly payment	£81.60
Corner House & WMH CIO	Room hire December	£65.00
Oxfordshire County Council	Buildout on Banbury Hill	£4703.00
Turbulent	Hydro-electric feasibility study	£16,313.50
Walkers are Welcome	Annual subscription	£50.00
Corner House & WMH CIO	Buildings event room hire	£48.00
Charlbury Christmas Trees	1 Christmas tree to Museum garden	£50.00
WODC	Garden waste licence (cemetery) (repay L Wilkinson)	£40.00



JAX First Aid Supplies	Hi Vis jackets for volunteers (repay L Wilkinson)	£32.46
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c. Charlbury Town Council balances

To 30 th November 2022	
Unity Trust Current Account	£106,244.55
Unity Trust Instant Access Account	£20,031.24

**Appendix 2
Correspondence**

Date received	Sender	Topic
4/12/2022	Enstone resident	Petition to make swift bricks compulsory in new housing
8/12/2022	Resident of The Green	Leylandii trees adjacent to The Green