



Minutes of the Meeting of the Town Council
held Wednesday 25th January 2023 at 7.30pm
in the Green Room, Memorial Hall

Present: Cllrs: Liz Reason (in the chair), Gareth Epps, Peter Kenrick, Dan Raymond-Barker, Janet Burroughs, Frances Mortimer, Tim Crisp, James Styring, Nick Potter, **Town Clerk:** Lisa Wilkinson, 6 members of public.

1. Apologies for Absence were received from Tony Merry, Claire Wilding and Gary Harrison.
2. To receive **Declarations of Interest:** these were received by Liz Reason, Gareth Epps and Tim Crisp for item 11a before item 11a was discussed.
3. Contributions from members of public
 - i. Ian Cox spoke on behalf of Harper Crewe, developers of Rushybank: they attended the January Town Council planning meeting where queries were raised which they have now addressed. Mr Cox explained that the application could be set in the context of the Neighbourhood Plan. The development reinforces Charlbury as a rural service centre as additional residents in the town will support local services and the primary school etc. There is provision of a play area and off-street parking. Extensive S106 works have been agreed to include improvements to the primary school and bus services. Agreed S278 Highways works will improve the safety of the footpath to the site.

Cornbury Estate has agreed that as soon as the plan for replanting the woodland has been approved by the Forestry Commission, they will share it with the TC.

Additional planting was requested at the planning meeting: the revised plans show enlargement of the copse and additional tree planting beyond the copse which has been carried out with agreement of the tree officer.

The inconsistency of the plot boundaries through the buffer zone marked on the map has now been rectified so they do not show as overlapping the buffer.

Biodiversity: between the site and the adjacent track there is a swathe of land which is owned by Harper Crewe. This land currently has a hedge and green space and it will now be incorporated within the management company's remit so that the hedge remains.

Sustainability: air source heat pumps will be installed and improved fabric used. The affordable housing will be zero carbon (but with gas boilers). The extra care housing will have air source heat pumps with PV. This is above and beyond the current housing regulations. Liz Leffman (OCC) requested that air source heat pumps are investigated for all of the houses including the affordable homes. Harper Crewe will discuss this with SoHa, the housing association involved with these affordable homes.

ii. Mr Slevin, resident of Ticknell Piece, spoke about item 8a. He proposed that the TC plant a cherry tree and wildflowers to create a pollinator patch on the grass area at Ticknell Piece. Mr Slevin requested a named vote and the clerk to send him the relevant Local Government Act legislation on voting.

Another resident of Ticknell Piece raised concern about the change of grass cutting schedule and the residents' inability to use that grass when it was too long in the summer.



4. Report from West Oxfordshire District Council and Oxfordshire County Council

Report from Liz Leffman, OCC:

Cllr Leffman has held a useful meeting with GWR. They are investigating what can be done about the lack of electricity at station (the result of a flood before Christmas). GWR recruited a new station manager but he refused the post so they are having to re-advertise.

GWR are looking to create mobility hubs to include proper bike storage and revitalising the community bus service around the stations. There is money in the OCC budget for this.

OCC is looking at Community Transport Partnerships which are run in Gloucestershire where communities are more involved in the running of their stations.

Kerbstones at Enstone Road are an ongoing problem. They have been replaced with tarmac but Cllr Leffman is investigating if this is a temporary measure.

The County Council budget will be going to full council on 14th February. £19 million are costs associated with increased demand such as higher energy costs. However, it can invest £2.3 million in a cost-of-living budget. Due to these costs, the Council Tax needs to be raised by 3% to support social care. Money is being spent on pavements, lining and improving road and pedestrian safety with additional support for flooding and clearance of vegetation on roadsides. OCC has received Government funding to build new children's homes in the county. There is also funding for the supported living facility at Rushybank and climate change.

Report from Andy Graham, WODC:

WODC has started scoping the next Local Plan and will ensure local communities will influence policy. This will be valid until 2041 and the aim is to streamline the policies as there are currently 63 policies. It will also address issues of infrastructure with the developers. WODC is looking at the possibility of building its own affordable houses through the creation of its own housing company.

WODC has purchased Marriott Walk in Witney in order to regenerate it.

It has drawn up a balanced budget with no cuts to services.

5. To receive minutes from the Town Council meeting dated 14th December 2022

These were received and signed as a true record.

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

The Annual Boundary Walk on Rogation Sunday 14th May will be added to the calendar.

7. Finance and Administration

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

These were approved and authorised by Cllrs Dan Raymond-Barker and Peter Kenrick

b. To receive bank reconciliations

These were signed by Gareth Epps

c. To receive actual vs budget report

This was received.

d. Training

i. OALC Green/Sustainability Day 24th March 2023

OALC has asked if Charlbury TC can run a presentation at a OALC training event. Liz Reason agreed to run this. She will present a session on the strategy and how the TC is trying to deliver it.

8. Town Maintenance

a. To consider grass cutting schedule at Ticknell Piece

Frances Mortimer summarised the events over the last year:

Last year's decision to leave grass to grow a bit longer was part of a whole town grass cutting strategy: leaving the grass to grow between May and July. The WODC contractor missed a cut in the early spring so this plan did not work as intended. A meeting was held at Ticknell Piece and a range



of views were expressed. A paper came to the meeting in July to discuss next steps. The TC agreed to pay for a cut straight away as WODC had missed it. The TC then put together a consultation which included three options (one of the options addressed the lack of view from the window overlooking the grassed mound). This consultation was circulated to the whole of Ticknell Piece Road. Responses showed a spread of opinion between the three options. In September, the Council asked the residents themselves to put forward a consensus view. Residents were present at this meeting to express one of these views.

Frances Mortimer proposed proceeding with the compromise option which was option one where only the south facing area is left to grow with wildflowers and the strip around the edge is mown to keep it tidy. Added to this proposal was to include a review of this agreement in autumn 2023 where the TC will hear the views of the residents facing directly onto the grassed mounds.

Tim Crisp seconded this proposal. Voted: 4 for, 3 against, 2 abstentions. It was **resolved** to proceed with this trial.

b. Graffiti and bus shelter maintenance

To be deferred.

c. Bridleway fingerpost on The Playing Close

OCC has replaced a fingerpost on The Playing Close without permission from the owners (Thomas Gifford Trust). It was agreed, in accordance with TGT's wishes, that OCC is requested to remove this post as it is unnecessary and adds clutter to the area.

9. Correspondence (see Appendix 2)

- Request for facilities for older girls at Nine Acres
A request has been received to provide these. The TC agrees that such facilities would be useful and will ask Polly Blok to help put together a group to come up with some options and then investigate funding opportunities for them.
- The owner of Greenbank has requested that the flowerbed against his wall on Mill Lane is removed. The TC owns Mill Lane and following investigation previously, did not believe that this flower bed causes any issues. Liz Reason will talk to the neighbours involved.
- 'No Mow May' by Cottsway. The TC supports this and will collaborate in the branding of it.
- Charlbury Patient Participation Group request for defib training. It was agreed to support this training, to be held by Russell Ingham. The TC will fund the £40 for the Ambulance Service and the hire of the hall. The clerk will work with the CPPG to organise and promote this.
- Request for additional lighting on Dyers Hill. As it is unsafe to walk up Dyers Hill in the dark, due to the state of the footpath, the TC agreed to request low level and cowled lighting from OCC (so not to be in contravention of its dark skies policy).
- Request for planting/ renovation of bowls club car park. This will be discussed at a future meeting.

10. Community

a. Potential funding for a further defibrillator

It was agreed that if funding for a defibrillator is identified, the clerk will apply for it. The areas of Ticknell Piece, Nine Acres Lane and Close and The Green have been identified as requiring one.

11. Building

An interest was declared by Liz Reason, Tim Crisp and Gareth Epps. They took no part in the discussion.



a. Update on Home Comforts project

As per the clerk's request, the funding for this project is now being held by Sustainable Charlbury. Sustainable Charlbury in turn, requests that the Buildings Working Group, as part of the TC, manages this project as the members of the working group have the expertise for this project. The project would be subject to the following:

- Funding remains with Sustainable Charlbury.
- Buildings Working Group is responsible for all financial requests to Sustainable Charlbury (and payment made directly from SusCha to the contractors).
- Buildings Working Group reports regularly to the Town Council on project progress.
- Town Council offers appropriate resource such as the Town Clerk as necessary.

It was proposed by James Styring and seconded by Dan Raymond-Barker that the Building Working Group is appointed to manage Home Comforts project on behalf of Sustainable Charlbury, (5 for this proposal).

On 1st April an Open Homes event is being held where homes that have had significant work done to make them more energy efficient, will be available to view.

The Buildings Working Group has met with Cllr Rylett, lead member for planning at WODC, and asked for clarity about permitted development.

12. Communication/Engagement

a. Proposed action plan for community engagement

A Task and Finish group will be set up to set up an annual survey. This will consist of Gareth Epps, Liz Reason and the clerk.

13. Amenities

a. Nine Acres

i. To receive report

Janet Burroughs reported that:

- Energy costs are having to be monitored
- Tennis club wants to upgrade the lighting at estimated cost of £20,000.
- New play equipment has been installed.
- Football and Sports Club is currently trading well
- The picnic benches are being moved around and stacked. The Committee is considering fixing them to the ground to prevent this.

A quote of £3500 for the replacement of four timber posts for the swing has been received. Gareth Epps will check the state of the current posts.

It was agreed to purchase a new steering wheel for the child's tractor which will be fitted by a volunteer.

b. Ticknell Piece land

i. To consider rent of field at Ticknell Piece at peppercorn rent plus legal fees

OCC has sent a heads of terms lease for this piece of land. A peppercorn rent will be set but OCC also require the legal fees to be paid by the TC. To be deferred to the February meeting.

14. Journeys

a. To receive report

Car Club survey results have been collated. It was **resolved** that the clerk and the Journeys team will engage with several car clubs -both traditional and peer-to-peer sharing-to assess the viability of setting one up in Charlbury.

Walkers are Welcome: walking maps and leaflets need reviewing and reprinting.



- b.** To resolve to print posters advertising e-bike
Printing at the cost of £15.00 was agreed.
- c.** To resolve to print posters for bus stops
Printing at the cost of £60 was agreed.

15. Land and Nature

- a.** To receive report
Tree thinning is planned in Centenary Wood for February to be run by the Cotswold Wardens. This will be advertised to ensure the public are fully informed about the need for this.

Meeting closed: 10.05pm

Signed

Date

Appendix 1 Payment Schedule

a. Payments received:

Charlbury Bowls Club	Quarterly rent	£77.25
Charlbury resident	Burial fee	£300.00
Banbury Memorials	Memorial fee	£150.00
FCC Communities	Funding for playground equipment	£12,297

b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's January salary, allowance & expenses	£1936.93
Nest	Clerk's pension	£129.10
William Smith	Signposts – station directions	£1,288.39
Basecamp (repay L Reason)	Monthly payment	£81.60
Corner House & WMH CIO	Room hire January	£65.00
HMRC	Q3 Income tax (paid December to avoid late payment fees)	£2299.78
Castle Water	Cemetery water bill (paid 3/1/23)	£117.07
Friends Meeting House	Room hire for Land & Nature Group	£240.00
BT	Final phone/broadband bill	£42.66
Trevor Stewart	Installation of play equipment	£6,098.40
Breakthrough Training	Data Protection training	£36.00
Kompan	Repairs to Nine Acres play equipment	£3562.39
All Together in Charlbury	Ad hoc grant	£250.00
Robot Shop (repay G Harrison)	Sensors for Evenlode – Hydro-electric Feasibility Study	£148.88
Public Works Loan	Loan repayment	£2,182.84
Zurich Municipal	Local Council Insurance renewal	£7,040.94



c. Charlbury Town Council balances

To 31st December 2022	
Unity Trust Current Account	£68,488.55
Unity Trust Instant Access Account	£20,096.16

Appendix 2
Correspondence

Date received	Sender	Topic
20/12/2022	Tree Officer OCC	Planting of one tree in the parish
21/12/2022	Legal Services, WODC	Removal of ACV on The Bell from register
2/1/2023	Polly Blok	Request for facilities for older girls at Nine Acres
9/1/2023	Resident	Suggested permissive footpath
13/1/2023	Resident Mill Lane	Flowerbed outside Greenbank
18/1/23	Neil Pakenham-Walsh	Metal detecting at Riverside
18/1/23	Friends of West Oxfordshire Cotswolds	Follow-up letter to planning meeting
18/1/23	Cotswold National Landscape	Primary school field trip to Millfield
22/1/23	Resident of Ticknell Piece	Request for cherry tree on Ticknell Piece mound and improvement to Bowls Club car park area
23/1/23	Resident	Planning application for Mullins Automotive Museum in Enstone