



## **Minutes of the Town Council meeting held on Wednesday 22<sup>nd</sup> February 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 (late arrival), Tim Crisp, James Styring, Nick Potter, Tony Merry, Claire Wilding and Gary Harrison, **Town Clerk:** Lisa Wilkinson, 1 member of public.

1. No apologies for absence were received.
2. **Declarations of Interest:** Gareth Epps declared an interest in item 14a.
3. Contributions from members of public  
None.
4. To receive minutes from the Town Council meeting dated 25<sup>th</sup> January 2023  
These were received as a true record and signed by the chair.
5. **Matters arising from the Minutes** (not elsewhere on the agenda)
  - Defibrillator training has been arranged for 18<sup>th</sup> March 2pm-4pm at the community centre.
  - Ticknell Piece grass cutting: a meeting has been arranged for 28<sup>th</sup> February with Ubico and WODC to discuss how to ensure that the grass is not left uncut like last year.
  - Street lighting on Dyers Hill: this has been reported and OCC has stated that there are 9 streetlights there. The clerk will report lack of lighting on Enstone Rd.
  - Nine Acres: new steering wheel for child's tractor has been fitted but is coming loose
  - Nine Acres Management Committee has been asked to obtain a quote urgently to fix the picnic benches to the ground as they are being used for other purposes. It was agreed that this could be authorised by the clerk between meetings.
  - Bus and e-bike posters have been printed and displayed.
6. **Finance and Administration**
  - a. To receive payment schedule and authorise payments (see **Appendix 1**)  
These were approved and authorised by Cllrs Raymond-Barker and Kenrick.

### **Item 16 on the agenda Energy was brought forward:**

7. **Energy**
  - a. Charlbury weir and fish pass feasibility study  
Gary Harrison reported on several meetings held with the Environment Agency (EA) and the Evenlode Catchment Partnership (ECP). The EA have advised against repairing the weir as its breakdown will result in a more natural river. They have also advised against installing a hydro-electric turbine at the sluice (currently subject to a feasibility study). Ultrasonic water level sensors are currently in place in the river, measuring the height of the water and they report back to the sensor system every 15 minutes. This is also demonstrating that the flow and height of the river is not suitable to have a hydro turbine installed.  
The EA/ECP recommendation is to raise the river height at the sluice and install a rock ramp fish pass on top of the weir. The EA has agreed to fund a feasibility study on this and the ECP have offered to fund the initial design.  
Dan Raymond-Barker proposed (seconded GE) to halt the second stage of the feasibility study on the hydro-electric turbine and return the second instalment of funding for it to Rural Community Energy Fund.  
This was **resolved**.



Dan Raymond-Barker proposed (seconded GE) to proceed with a feasibility study on raising the height of the river by the sluice and installing a rock ramp fish pass, to be funded by the EA. It was agreed that a collaborative agreement with the EA and ECP could be signed for this work/funding.

This was **resolved**.

## **8. Planning**

22/03415/FUL Mullins Automotive Museum

An objection to this planning application drawn up by Sandford St Martin Parish Council has been received. It was agreed not to comment on this.

## **9. Town Maintenance**

### **a. Graffiti and bus shelter maintenance**

The clerk is still trying to obtain a quote for this work. This will be delayed until the start of the next financial year when quotes will be sought to sand and paint the shelters at the same time.

### **b. To consider purchase of paint for goal posts at Ticknell Piece**

It was **resolved** to purchase paint at the cost of up to £90.

## **10. Town Council as Trustees/Representatives**

### **a. The Corner House CIO**

No report received.

### **b. Thomas Gifford Trust**

- The community workshop is due to start in March
- The gym project is ongoing.
- A project to expand the solar panels on the roof is getting under way due to the rising cost of energy bills
- Gary Harrison reported that he has stood down as Trustee due to time constraints.

## **11. Correspondence (see Appendix 2)**

- Friends of Wigwell: Request for permission to survey on TC land  
Permission to access the cemetery and Oxpens allotments was given.
- MOD, Brize Norton: Proposed redesign of current airspace  
Russell Ingham briefed the council on this proposal. It was agreed that no response was necessary.
- OCC Traffic & road safety: Consultation on Proposed Disabled Persons Parking Places  
Nine Acres Lane  
An additional disabled parking space is proposed for the lay-by next to Jeff's Terrace.
- WODC climate and nature event  
Peter Kenrick, Tim Crisp and Gareth Epps will attend this.

## **12. Community**

### **a. Annual Boundary Walk on Rogation Sunday: 14<sup>th</sup> May.**

The landowners will be contacted for their permission to access their land for this annual walk. Traffic notices will be put out.

### **b. To consider Annual Parish Meeting arrangements**

The clerk circulated a proposal on this year's APM. It was agreed that the theme would be 'Go Local!' Local community groups and businesses will be invited to be involved.

### **c. Honoured Citizen Awards (members of public were asked to leave the room during this discussion).**

The Awards Panel has met and recommended that awards this year are given to John Fitzgerald, Colin Critch and Theresa Laughton. These were agreed. (proposed NP, seconded GH)



It was agreed to purchase frames for the certificates from Cotswold Frames at the total cost of £174.

- d. Request for funding towards small wildlife area at Hughes Close (in conjunction with Cottsway)

The Land and Nature group will be asked to find suitable wildflower seeds.

### 13. Engagement/Communication

- a. Proposal for engagement

Liz Reason proposed that over the next six months, the TC engages as much as possible with the community. This will take the form of organising/publicising events and increasing its social media presence. Towards the end of the year, an annual residents' survey could be run with a series of baseline questions aimed at discovering the visibility of the Town Council in Charlbury. It was agreed to circulate a set of questions and then further discussion on a survey can be held.

- b. Engagement with funding organisations in Charlbury

Liz Reason would like funding organisations in Charlbury to talk to the TC and residents about their work and how they operate/what funding they offer. This was agreed. The clerk will invite different organisations to speak at the APM.

- c. Great Big Green Week

This is being held from 10<sup>th</sup> to 18<sup>th</sup> June. The TC agreed to support this. The clerk will co-ordinate a timetable of events run by other organisations and the TC working groups.

- d. Coronation weekend

It was agreed to proceed with organising a Big Lunch on Sunday 7<sup>th</sup> May and a Big Help Out volunteer fair on Monday 8<sup>th</sup> May (in collaboration with the Oxfordshire Lieutenancy). National Lottery funding has been applied for.

- e. To consider printing leaflet at the cost of £120 plus £50 for distribution with the Leaflet, to advertise:

- Programme for Great Big Green Week
- Open Homes Day
- Citizen Science Saturday
- Annual Parish Meeting
- Coronation weekend events

This was **resolved** (proposed TC, seconded FM).

- f. To consider purchase of replacement headers for the Co-op noticeboards at cost of £100  
This was **resolved**.

- g. To authorise purchase of two A-boards, two banners and a gazebo at the cost of £470  
This was **resolved**.

### 14. Building

- a. To receive report on permitted development and rooftop solar

Tim Crisp circulated a report. There is current conflict on whether solar PV is permitted development. There is no consistency in the advice received from different agencies. Tim Crisp will continue to obtain information on this and share with the Council.

- b. Open Homes Day: 1<sup>st</sup> April

The Building Working Group proposes to hold an Open Homes event hosted at the Bowls Club in collaboration with Sustainable Charlbury. Information will be available on the improvements made at the bowls club and there will be a map of the open homes around the town to visit. The TC agreed to support this.

### 15. Amenities

- a. Nine Acres

The wobbly bridge is broken and needs replacing. The clerk has requested quotes.



**b. Ticknell Piece**

i. To consider rent of field at Ticknell Piece at peppercorn rent plus legal fees  
OCC has refused permission for the field to be used for allotments or a running track. It also insists that the TC pays the full legal fees of £1000. It was **resolved** not to proceed with this.

ii. To consider providing skateboarding workshops  
Claire Wilding proposed offering coached workshops to increase the use of the skateboard park. She has requested quotes from three qualified skateboarding coaches. The cost of subsidising two sessions for eight participants would be £280. (Proposed GH, seconded FM), this was agreed.

iii. To consider improving safety/visibility at skate park  
To make the skate park more visible, accessible and safe, Claire Wilding proposed:

- Widening the existing entrance to the skatepark by cutting back bushes and thorns on the south side of the entrance
- Thinning the remaining hedge along the western edge of the skate park by removing blackthorn, brambles and small shrubs
- Cutting a new entrance from the back of the skate park to the football area

The TC agreed to proceed with this and Claire Wilding will obtain quotes for the work. Cotswold Wardens will be asked if they could help before bird nesting season starts.

**iv. Ticknell Park clean-up**

The next volunteer clean-up will take place on 5<sup>th</sup> March.

**c. Town Cemetery**

i. To consider policy on reservation bricks  
It was agreed that residents reserving plots at the cemetery will have to purchase a reservation stone and place it on their plot.

ii. To consider purchase of wooden signs to prevent rubbish being dumped and/or planting scheme  
A pollinator patch is being considered. Signs will be purchased.

iii. To authorise renewal of garden waste licence  
This was authorised at the cost of £40.

**d. Bowls Club**

i. To consider planting scheme for bowls club car park  
A meeting has been arranged between the TC, the bowls club and Katherine Holmes from Rediscover Nature, about the feasibility of a pollinator patch at this location. It was agreed to consult on any proposals with Ticknell Piece residents.

**16. Traffic**

**a. Journeys**

i. Update on Car Club  
The Journeys team met with Hiya Car to investigate the feasibility of starting up a car club in Charlbury. The clerk has contacted other car club companies to set up similar meetings. Once an idea of what is possible has been received, tenders will be sent out to companies.

ii. Report on E-bike  
A six-month report on cost and usage of the e-bike was received. Costs for the year are £180. The e-bike was fully booked during the summer months but bookings have tailed off during the winter. Thanks were given to Mark Jarman, the volunteer mechanic, for all his work over the last year. Unfortunately, he is no longer able to continue so a new mechanic is required. This role is being advertised.

iii. To consider requesting reinstatement of Stagecoach service N7  
This service, which calls at Oxford Parkway late at night has been stopped causing problems for residents returning to Charlbury after the last train. It was agreed to ask Stagecoach to re-instate this bus service.

**b. Local Cycling and Walking Infrastructure Plan**



i. To consider contribution to cost of telematics analysis (with OCC)

The active travel officer for OCC who is working with Charlbury TC on the LCWIP, needs more traffic data including flow volume and directions, to progress the plan. He has requested a contribution from Charlbury TC to the cost of £1850 for this analysis. It was agreed that further details would be requested at the LCWIP meeting on 24<sup>th</sup> February.

## 17. Food Working Group

### a. Report on Charlbury market

The food working group would like the food market to start running weekly from May, 9.30 – 12.30 on a Saturday morning (except when the Thames Valley Farmers Market is running). The Corner House and the Bull have given permission for the market to be held in their garden and car park respectively. This brings the market close to the centre of town and encourages people to walk/cycle, and visit shops, cafes, pubs, Corner House/Cornerstone, museum etc The Corner House would charge £10 per hour for use of their garden.

Volunteers will be required to help with the planning, management, social media and to run a general stall. The clerk can offer a certain amount of administrative support for this.

The ultimate aim is to be in a position to employ a market coordinator to lead on the management of the market and volunteers. Grant funding will be sought.

The TC **resolved** to support the market. It was **resolved** to use the food working group's budget of £490 for set up costs including signage/printing. The clerk will set up a meeting with Will Barton at WODC to ensure all matters are covered.

## 18. Land and Nature

### a. Citizen Science Saturday

Peter Kenrick reported on the events for Citizen Science Saturday being held on 22<sup>nd</sup> April. The event is being organised as part of the Evenlode Smarter Catchment Plan, funded by Thames Water, with the Evenlode Catchment Partnership (ECP) taking the organisational lead. The TC supports this event and agrees to collaborate in the publicity of it. Permission was granted to use Mill Field for this event subject to insurance and risk assessment being provided by the ECP.

### b. Evenlode river

It was agreed that the state of the rivers i.e., the Evenlode locally is unacceptable and the TC will press for action to improve it. It was agreed that Claire Wilding could talk to The Independent on behalf of the TC on this subject. Concerns to be raised about the river include pollution and it not being safe to swim in.

Meeting closed: 10pm

## Appendix 1

### Payment Schedule

#### a. Payments received:

RCEF	2nd tranche of Micro-hydro feasibility project	£9,650.50
GWR	Station route signage funding	£2,280.55
FCC Communities	Installation of new play equipment funding	£5,082
Banbury Memorials	Memorial fees	£310.00
Funeral directors	Burial fees	£1,350.00
HMRC	VAT refund	£4,059.51

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

Lisa Wilkinson	Clerk's February salary, allowance & expenses	£1,961.78
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Nest	Clerk's pension	£129.10
Signway Supplies	Supply and Installation of station route signage	£1,302.50
Basecamp ( Multipay card)	Monthly payment	£80.50
Corner House & WMH CIO	Room hire February	£30.00
Online Playgrounds	Steering wheel for child's tractor	£26.80
PWLB	Cemetery extension repayment	£2,017.56
Community First	Annual membership	£70.00
Charlbury Community Centre	Room hire for defib training	£40.00
Zoom ( Multipay card)	Annual subscription	£143.88
Windrush Bike Project	E-bike insurance and repair	£137.72

**c. Charlbury Town Council balances**

<b>To 31<sup>st</sup> January 2023</b>	
Unity Trust Current Account	£55,899.28
Unity Trust Instant Access Account	£20,096.16

**Appendix 2  
Correspondence**

<b>Date received</b>	<b>Sender</b>	<b>Topic</b>
27/1/2023	Resident Hughes Close	Request for funding for wildlife area
6/2/2023	Clean Slate	Request for funding
6/2/2023	Wigwell Friends	Request for permission to survey on TC land
6/2/2023	MOD, Brize Norton	Proposed redesign of current airspace
2/2/2023	Cornerstone/Dalcour McClaren	Pre-application consultation letter outlining a proposed upgrade at the existing telecommunications base station at Charlbury Fire Station
8/2/2023	Charity Commission	Charity Commission News
8/2/2023	OCC – Traffic & Road Safety	Consultation - Proposed Disabled Persons Parking Places
13/2/2023	Andy Graham, WODC	Climate & nature event at WODC
16/2/2023	Resident of Grammar School Hill	Request for Lee Place to clear debris