



**Minutes of the Town Council meeting held on Wednesday 29<sup>th</sup> March 2023 at 7.30pm  
in the Green Room, Memorial Hall**

**Present: Cllrs:** Liz Reason (in the chair), Gareth Epps, Gary Harrison, Frances Mortimer, Claire Wilding, Dan Raymond-Barker, Janet Burroughs (late arrival), **Town Clerk:** Lisa Wilkinson.

1. Apologies for Absence were received from Peter Kenrick, James Styring, Tony Merry and Tim Crisp
2. **Declarations of Interest:** Claire Wilding declared an interest in item 18c.i.

**3. Contributions from members of public**

None.

4. To receive minutes from the Town Council meeting dated 22<sup>nd</sup> February 2023  
These were received and signed as a true record.

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

- Defibrillator training on 18<sup>th</sup> March was very well received. Thanks were given to Russell Ingham for running it. 32 participants attended over the two sessions and a donation £150 was given to South Central Ambulance Service.
- Ticknell Piece grass cutting: a meeting was held with Ubico and WODC to discuss how to ensure that the grass is not left uncut like last year. Following concerns raised by a resident, the clerk is ensuring that the workers and the manager at Ubico have the same plan.
- Nine Acres: new steering wheel for child's tractor was fitted but has come loose and has been removed. The clerk will attempt to find another volunteer to refix it.
- Nine Acres Management Committee has been asked to fix the picnic benches to the ground - still awaiting confirmation of this and repair of the broken bench.
- Goal posts at Ticknell Piece have been painted and hedges cut back. Thanks were given to Claire Wilding and a team of volunteers.
- The clerk will chase information on the withdrawal of the Stagecoach N7 service.

**6. Oxfordshire County Council report**

Cllr Leffman reported that the budget was passed in February. The budget contains funding for improvements to footpaths, pavements and cycle paths as well as cutting back vegetation : a new verge policy has been adopted. OCC wants to encourage parishes to implement nature reserves on verges. Tree planting is also in the budget.

There is a budget of £2.3 million to assist with the cost-of-living crisis. A grant from the household support fund is available for residents on housing benefit (only). Grants are also available for care workers in the form of the care workers hardship fund.

There is a new 5-year highway network management plan in place. This aligns Highways policies with Transport and Environment policies. OCC is also starting to look at a new highways management contract which is up for renewal in 2025.

A new Chief Executive started in March.

The line painting on the roads has been completed around Charlbury.

From 1<sup>st</sup> April, parking enforcement will be controlled by OCC directly. The current procedure on Dyers Lane and Church Lane will continue. Residents can register cars regularly parking illegally on the OCC website, and a warden will visit Charlbury and ticket the car if applicable.

At Enstone crossroads the edging of the pavement is being eroded by lorries driving over it due to the sharp corner. This is an issue needing investigation .



**7. West Oxfordshire District Council report**

Cllr Graham reported that the Diddly Squat appeal has been heard.

WODC is undertaking a review on car parks, times of parking, usage etc.

The Spendlove Centre should be getting EV parking spaces in 2024 as it is in the next tranche of funding which has just been received.

At the end of April, WODC will receive its Local Plan review. This will lay out the timescale for the new Local Plan.

Photo ID is now necessary when voting. If no photo ID is possessed, all election agents have relevant forms with them for voters to complete.

The Mullins Automotive Museum planning application was approved at planning committee. The chair asked to see if OCC Highways objected to this.

**8. Finance and Administration**

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

These were approved and authorised by Dan Raymond-Barker and Liz Reason.

- b.** To review standing orders

These were reviewed and **resolved**.

- c.** To review financial regulations

Review of these was moved to the end of the agenda item 8.

- d.** To review risk management policy

This was reviewed and **resolved** (proposed GE, seconded GH)

- e.** To review ICO Publication scheme

This was reviewed and **resolved** (proposed CW, seconded FM)

- f.** To review asset register

This was reviewed and **resolved**.

- g.** To propose that Town Council uses name plates during meetings so that Councillors can be identified by guests and members of the public.

This was agreed.

- h.** To propose that the council purchases a Zettle card reader device (£40) for Council use and to occasionally lend to community groups to facilitate taking electronic payments.

This was **resolved** (proposed CW, seconded DRB).

- i.** To review financial regulations

These were reviewed and **resolved** (proposed GH, seconded DR-B).

**9. Traffic**

**a. Journeys**

- i.** To consider Car Club support/promotion in Charlbury

Following approaches to all car clubs currently available in England, it was agreed that peer- to-peer car sharing systems are the only affordable type of car club for Charlbury.

The TC **resolved** to promote the car sharing companies that are being used in the town. HiyaCar is currently available in Charlbury but other schemes may be used in the future and will be promoted equally. It was agreed to encourage residents to put their car into a peer-to-peer car sharing scheme or borrow a car from such a scheme.

- b.** Update on Traffic Regulation Order for 20mph and zebra crossing

Oxfordshire County Council has agreed the implementation of the 20mph speed limit throughout Charlbury, the extension of the 30mph speed limit on Spelsbury Road and the installation of a zebra crossing on The Slade. There was significant support for all these measures from Charlbury residents who submitted their views.

**10. Energy**

- a.** To note refund of second stage of hydro-turbine feasibility grant to RCEF.



This has been refunded as the second stage of the feasibility study is not going ahead.

### 11. Food Working Group

#### a. Update on arrangements for Charlbury Market

It was agreed that the market will start on 20<sup>th</sup> May. It will not be held on 10<sup>th</sup> June and 9<sup>th</sup> September. Dan Raymond-Barker and the clerk have met with the WODC markets officer and all matters have been addressed. The location still needs finalising. The Bull is no longer able to co-host the meeting.

A Volunteer event is being held on 18<sup>th</sup> April at Chloe's café to recruit volunteers to help out at the market.

#### b. To agree new members of Food Working Group

It was agreed that Emily Algar, Owen Kenworthy and Sacha Smith can be added to the Food Working Group.

### 12. Land and Nature

#### a. Proposed pollinator patches

Frances Mortimer, the clerk and two members of the Bowls Club met with Katherine Holmes from Rediscover Nature to discuss a pollinator patch at the Bowls Club car park. A small area of ground was identified as suitable and Katherine Holmes will further research this and apply for funding. The Bowls club has agreed to manage the area.

### 13. Town Maintenance

#### a. Update on grass cutting at Ticknell Piece

The first cut has been undertaken by Ubico.

#### b. To approve costs for bus shelter maintenance

A quote for £510 plus VAT has been received for replacement of the polycarbonate panels.

A quote of £200 has been received for purchase of anti-graffiti paint. A quote of £2520 (ex VAT) is the best quote received from contractors for cleaning and painting the shelter. Total: £3230

It was **resolved** to accept the three quotes and proceed with the work (proposed CW, seconded GE).

#### c. To approve virements to fund this maintenance work

To cover the cost of the above work in the budget, the following virements were approved (proposed CW, seconded GE):

£450 from the general maintenance budget 2022-2023

£150 from the walls/fences budget 2022-2023

The remaining balance can be taken from the general maintenance budget for 2023-2024.

### 14. Correspondence (see Appendix 2)

- Request for Clarendon Court street sign
- Request for 'Keep Clear' sign at Wychwood Paddocks – this will be added to a list of works for the traffic committee to consider. The resident will be asked to report any such parking to OCC as a hazard.
- Request to cut back overhanging beech tree at allotments – the owners of the adjacent property will be requested to cut back the branches.
- Request for double yellow lines on Church Lane (outside Vicarage) –this can be reported to OCC.
- Email re: Bowls Club planting and query about TC decision-making

### 15. Community

#### a. To consider Annual Parish Meeting arrangements

A budget of £300 was agreed for the APM. This will cover refreshments and publicity.

#### b. To consider funding room hire for further defibrillator sessions



It was **resolved** to fund room hire for another two sessions of defib training to be organised by Charlbury Patient Participation Group.

## **16. Engagement/Communication**

### **a. Great Big Green Week**

Events planned for this are:

10<sup>th</sup> June: Launch of Home Comforts project and Wigwell and Water walk.

17<sup>th</sup> June: Charlbury market, e-bike try-out and car club demonstration, and bike servicing workshop.

### **b. Coronation events**

National Lottery funding has been received for these events. The Big Lunch will be held on Sunday 7<sup>th</sup> May at Nine Acres Recreation ground. The Big Help Out will be held on Monday 8<sup>th</sup> May in the Memorial Hall. Arrangements are proceeding for both events.

### **c. Wilderness Festival**

The festival organisers are concerned that trains will not be running to Charlbury on the festival weekend. A meeting with residents will be held in June.

## **17. Building**

### **a. To agree printing costs for Open Homes day**

Costs of £90 were agreed. Thanks were given to those opening their homes.

Thanks were also given to Andrew Wilbourne for all his design work.

## **18. Amenities**

### **a. Mill Field**

#### **i. Update on Charlbury weir and fish pass feasibility study**

A meeting with Fishtek and the Environment Agency has been held. The feasibility study is due by 31<sup>st</sup> March then next steps will be considered.

#### **ii. Request for metal detecting**

A further request has been received. More information will be requested.

### **b. Nine Acres**

#### **i. To agree payment for major ground improvements to the football pitches**

It was **resolved** to pay £2,000 towards the improvement of the football pitches (as per the 2023-2024 budget) (proposed CW, seconded JB).

#### **ii. To note contributions from Charlbury Football Club and Charlbury Football and Social Club towards this work.**

Contributions will be received from these groups towards the work which costs £9,580 (ex VAT) for the first year.

### **c. Ticknell Piece**

#### **i. Request from Charlbury Scouts to erect gazebos on Ticknell Piece field**

This was agreed. Public liability will be requested.

#### **ii. Update on skateboard workshops**

These workshops, run by TicTac Skate school, have been organised for 28<sup>th</sup> April and will be advertised on social media, noticeboards etc. Claire Wilding will be present during the workshops. All relevant DBSs have been checked.

### **d. Bowls Club**

#### **i. To consider planting scheme for bowls club car park**

At a meeting with the Bowls Club, it was agreed that they would contact OCC to request repair of the sand store.

Before any planting scheme proposal can be drawn up, the clerk will ask the Bowls Club if they are prepared to take on long-term management/maintenance of the planted area as this is an OCC condition of the lease of the land.



**e. Allotments**

- i. To consider request for the Oxpens allotments to be included in Open Gardens on 11<sup>th</sup> June.

This was agreed. The clerk will notify the allotment tenants.

**19. Thomas Gifford Trust**

- i. Request to appoint Trustee

A request was received to appoint Arne Kuehl as a trustee. The Thomas Gifford Trust needs a treasurer and Mr Kuehl is a qualified accountant and happy to take on the role. This was **resolved**.

**20. Railway station**

All lighting on the station bridge is being replaced with LED. The chair will contact the head of maintenance at GWR and request that the lights are turned off during the night, the bridge is cleaned and other issues.

**Meeting closed: 21.50**



## Payment Schedule

### a. Payments received:

Funeral directors	Burial fees	£1,100.00
Banbury Memorials	Memorial fees	£150.00
Allotment tenants	Allotment rents	£605.00
Charlbury Football & Sports Club	Insurance premium	£1,711.09
Charlbury Bowls Club	Quarterly rent	£77.25
National Lottery	Grant for Coronation events	£2,000.00
Environment Agency	Funding for Fish pass feasibility study	£3,868.50

### b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's March salary, allowance & expenses	£1,961.78
Nest	Clerk's pension	£129.10
RCEF	Refund of hydro-turbine feasibility grant 2 <sup>nd</sup> stage	£13,119.69
Basecamp ( Multipay card)	Monthly payment	£82.75
Corner House & WMH CIO	Room hire	£45.00
Travis Perkins (Repay G. Harrison)	Wood for sluice	£22.12
Fasthosts (repay G. Harrison)	Webhosting	£132.00
Oxfordshire Association of Local Councils	Membership renewal	£632.95
Oxfordshire County Council	Annual rent land off The Slade (skateboard park)	£165.00
Oxfordshire County Council	Annual rent land off The Slade (Ticknell Piece play area)	£1,892.00
Oxfordshire County Council	Annual rent car park land adjacent to Charlbury Bowls Club	£231.60
Oxfordshire County Council	Rent increase balance 24/3/2020-24/3/2023	£615.00
Tictac Skate School	Skateboarding workshops	£280.00
Oxfordshire Playing Field Association	Annual renewal	£56.00
House of Tents (multipay card)	Gazebo	£265.00
Ukpos.com (multipay card)	A-board	£197.83
St Marys Church	Distribution of flyers	£60.00
B&Q (Repay C Wilding)	Football goal paint and brushes	£55.00
Rob Jackson	Grass cutting - Mill Field	£100.00
HMRC	Employer contributions	£1,928.43
Tetbury Accounting	Payroll administration	£336.00
WODC (multipay card)	Renewal garden waste licence	£45.00
Ubico	Emptying of dog litter bins 1/10/22-31/3/23	£654.71
Kopyrite	Printing (Events flyer/Coronation posters)	£230.20
Fishtek Consulting	Fish pass feasibility study	£4,642.20

### c. Charlbury Town Council balances

To 28 <sup>th</sup> February 2023	
Unity Trust Current Account	£60,137.15
Unity Trust Instant Access Account	£20,096.16



## Appendix 2

### Correspondence

Date received	Sender	Topic
3/3/2023	Resident of Church St	Parking for drop-off at Little Monkeys
3/3/2023	Resident of Wychwood Paddocks	Request for 'Keep Clear' sign
3/3/2023	Allotment tenant	Overhanging beech trees
8/3/2023	Resident	Request for Clarendon Court street sign
12/3/2023	Kevin Slevin	FOI request
13/3/2023	Resident	Request to clean graffiti off bus shelter
20/3/2023	Resident	Request for double yellow lines on Church Lane