



## Minutes of the Town Council held on Wednesday 26<sup>th</sup> April 2023 at 7.30pm in the Green Room, Memorial Hall

**Present:** Gareth Epps (in the chair), Peter Kenrick, Tony Merry, Gary Harrison, Tim Crisp, Claire Wilding, Frances Mortimer, Janet Burroughs, Dan Raymond-Barker, James Styring, Nick Potter, **Town Clerk:** Lisa Wilkinson.

1. Apologies for Absence were received from Liz Reason.
2. To receive **Declarations of Interest:** Gareth Epps took no part in item 10.
3. Contributions from members of public: none.
4. To receive minutes from the Town Council meeting dated 29<sup>th</sup> March 2023 and Annual Parish Meeting minutes dated 21<sup>st</sup> April.  
These were agreed and signed by Gareth Epps as vice chair, in the chair's absence. The APM minutes will be received at the May Town Council meeting.
5. **Matters arising from the Minutes** (not elsewhere on the agenda)
  - Due to issues with the plan for ground improvements to the football pitches, major work will not be carried out this year. Paul Jenkins will talk to the TC about a revised plan.
6. **Finance and Administration**
  - a. To receive payment schedule and authorise payments (see **Appendix 1**)  
These were agreed and authorised by Tony Merry and Gary Harrison.
  - b. To authorise accounts for financial year 2022-2023  
The end of year accounts were agreed and **resolved** (proposed by NP and seconded by GE).  
Thanks were given to the clerk for the well-presented accounts.  
The accounts and council governance will now be forwarded to the internal auditor.
7. **Food Working Group**
  - a. Update on arrangements for Charlbury Market  
Dan Raymond-Barker reported that the market will be starting from 20<sup>th</sup> May. Stalls are currently being booked and following a volunteer evening held at Chloe's café, there are eight volunteers signed up to help on market days. The Food Working Group has booked a table at the Big Help Out, hoping to recruit more volunteers.
8. **Town Maintenance**  
Bus shelter refurbishment work will be progressed.
9. **Correspondence** (see **Appendix 2**)
  - Traffic calming - SID requested for Park Street
  - The location of SID is being rotated, the next stop will be Enstone Road/Banbury Hill.
  - Clarification requested on resurfacing the road below Wellington Cottages.
  - Possible future change of law regarding holiday lets
  - Request for access at end of cemetery near the scout hut. However, the land in question is not owned by the TC so third-party accesses would be required. A path would also be needed through Wigwell field and a fence to prevent the cattle straying onto the path. This is a very large project that the TC does not have resources or permissions for so it is not viable.
  - Pedestrian safety near the new buildout due to speeds of vehicles going out of town. Signage can be looked at to point to the cut through to Hundley Way. Hedges also need to be cut back to widen the verges.
  - Parking at Ticknell Piece. Land is owned by Cottsway so they will be contacted.



- Flower bed on Mill Lane. Liz Reason will reply to this.
- Planting on Bowls club car park – this will be discussed later on the agenda.

#### **10. Building Working Group**

- a. Report on permitted development rights meeting with WODC Climate Change team and officers

Tim Crisp reported that the buildings working group has met with WODC climate change officers, councillors, members of WODC's planning team, Cosy Homes and Julia Bennett, the passive house architect. It was a constructive meeting and encouraging that WODC is taking the issues seriously, as the District Council wanted to understand what can be done in a conservation area. Wall/elevation wording was discussed. There was also a useful discussion around secondary glazing. Cosy Homes will draft a series of questions that came out of the meeting and send them to the climate change team for clarity and answers.

#### **11. Community**

- a. Feedback on Annual Parish Meeting

The APM was a successful event with about 110 people attending. Thanks were given to the Bull, Charlbury Deli, Amarelo, Chloe, the Old Shed and Halcyon Honey for providing delicious food. Thanks too to Andrew Wilbourne for the graphic design and to Ian Wilkinson (FarmEd), Hugh Goyder (Sustainable Charlbury), Nick Millea (Charlbury Beer Festival) and Gary Harrison for their talks. Next year's APM will be booked early to avoid the elections: Friday 12<sup>th</sup> April.

Thanks were given to the clerk for organising an engaging meeting.

Citizens Award names will be added to the Honours board.

- b. Proposal for partnership scheme with Slatyne, Ukraine

To be deferred.

- c. Street fair

It was agreed that the TC would book a table at this year's street fair.

- d. Annual Boundary Walk

Claire Wilding will be leading the walk this year. Nick Potter will set up the signs and provide the safety vehicle.

#### **12. Engagement/Communication**

- a. Update on Big Lunch arrangements

The Big Lunch is being held at Nine Acres on Sunday 7<sup>th</sup> May from 12 noon. Four local bands have agreed to play and CADs are putting on a short performance; this programme starts at 1pm. The Bull is putting on a barbeque, partly funded by the National Lottery funding received by the TC. Stalls are being run by the Poppy Appeal and the WI, the fire brigade will be present with a water activity and the youth football club will also run an activity. The café and bar will be open. A gazebo, trestle and chairs have been hired.

Nick Potter will do a reading on behalf of the Town Council at the Coronation church service at St Mary's.

- b. Citizen Science day

Peter Kenrick reported on the successful day. He was interviewed by Witney radio for their weekly programme "Science on the Radio" and their episode 3 entitled "Citizen Science in Charlbury" was dedicated to the event. This weekly Witney Radio programme - focusing on science in the community - could provide an excellent communications opportunity for other science-based initiatives in and around Charlbury, such as the Cosy Homes and Fish Pass projects.



### 13. Amenities

#### a. Cemetery

- i. To review burial and memorial fees from May 2023

The fees will be increased from May 2023, as agreed at the May 2022 Town Council meeting.

#### b. Nine Acres

- i. Benches

Due to continual misuse of benches, Nine Acres Management Committee (NAMC) has costed fixing the benches to the ground. It was **resolved** to proceed with this at the cost of £1,200.

- ii. To consider proposal from the tennis club to resurface two tennis courts

Due to the degradation of the court surface, the tennis club have received quotes to resurface two courts with astroturf. As the TC is trustee of Nine Acres, it requested a meeting with the tennis club and Nine Acres Management Committee before the project is progressed.

- iii. Path alongside tennis courts

A working party has been arranged for Saturday 29<sup>th</sup> April to clear the path of green debris.

- iv. Repair of swing

There is a large split in the timber post of the swing. Quote have been received for repairing the swing and for replacement of it. It was agreed that repair would be the preferred option in order to keep the swing as a timber one. A further quote will be requested.

#### c. Ticknell Piece

- i. Update on skateboard workshops

The workshops are fully booked and will take place on 28<sup>th</sup> April.

#### d. Bowls Club

- i. Update on proposed planting scheme for bowls club car park

No response has been received from the bowls club as yet, as to whether they would be willing to maintain a planting scheme, as per OCC's condition of the lease.

Frances Mortimer agreed to take responsibility for this project.

#### e. Allotments

- i. To receive allotment report

The allotments have been inspected and only two plots were less well-tended than required. The relevant tenants have been contacted. Neighbours have been asked to cut back overhanging trees. The vacant plot at Evenlode Close will be offered to the next person on the waiting list.

The Clerk will ask Liz Leffman if there is any potential for allotments to be created on Ticknell Piece field.

#### f. Mill Field

- i. Fish pass feasibility study

Gary Harrison reported that the Environment Agency (EA) and Evenlode Catchment Partnership are very engaged with this project: to rewild parts of the river and to remove some of the impoundment above the weir.

Recommended actions from the feasibility study:

- Identify extent of impoundment
- Carry out a leat survey which would identify how much the water levels in the leat could be dropped whilst still providing canoeists an access route to the river
- Agree a flow split between the leat and the main river. The main river should be prioritised.

A meeting will be held with the EA to discuss next actions.

Gary Harrison proposed the following actions for the TC:

- Obtain an initial quote for a bridge across from Watery Lane triangle
- Investigate potential grants for such bridge
- Instigate ownership of Watery Lane
- Apply to correct Charlbury TC deeds for Mill Field

This was **resolved** (PK and CW proposed and seconded these proposals) .



Gareth Epps proposed and it was agreed to suspend standing orders as the meeting had continued for more than two hours.

#### 14. Reports from charities

- i. To receive Thomas Gifford Trust report

Report received from Catherine Bell.

- ii. To receive Corner House CIO report

Report received from Tim Crisp:

- Flora Fairbairn has been enlisted as a special adviser.
- £10,000 funding from street fair has been received.
- Broadband has been installed.
- The Trustees have agreed to look at proposals to improve the Corner House. They have agreed to go ahead with the first stage which is to change the staircase and add disabled access. The TC is interested to receive a presentation on this.

Meeting closed: 21.40

Signed .....

Date .....

#### Appendix 1 Payment Schedule

##### a. Payments received:

Allotment tenants	Allotment rents	£255.00
S R Childs Funeral Director	Burial fees	£500.00
Resident	Burial fee	£600.00
WODC	Precept	£64,176.00
A L Sole	Burial fee	£450.00
Residents	Skateboarding	£50.00

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

Lisa Wilkinson	Clerk's April salary, allowance & expenses	£2,090.28
Nest	Clerk's pension	£139.49
Viking Direct	Stationery	£97.19
Basecamp ( Multipay card)	Annual payment	£809.40
Corner House & WMH CIO	April room hire	£114.00
Cotswold Frames	Honoured Citizen Award certificate framing	£174.00
Cotswold Cheese Company	APM refreshments (multipay card)	£76.15
Burford Garden Centre	APM refreshments (multipay card)	£90.00



Tesco's	APM refreshments (multipay card)	£42.45
Oxfordshire Association of Local Councils	Training for clerk	£180.00
Chipping Norton Event Hire	Equipment hire for Big Lunch	£151.80
Kopyrite	Printing Open Homes event posters	£90.60
Kopyrite	APM printing	£348.40
Rural Market Town Group	Annual membership	£116.40
Rob Jackson	Mill Field cut	£200.00

**c. Charlbury Town Council balances**

<b>To 31<sup>st</sup> March</b>	
Unity Trust Current Account	£20,190.47
Unity Trust Instant Access Account	£36,192.92
PWLB Loan outstanding balances:	
Extension to sports pavillion	£58,387.73
Extension to cemetery	£5,887.70
External works to community centre	£99,670.34

**Appendix 2 Correspondence**

<b>Date received</b>	<b>Sender</b>	<b>Topic</b>
30/3/23	Resident	Pedestrian safety on Banbury Hill
26/3/23	Visitor to cemetery	Cemetery access
4/4/23	Mill Lane resident	Flowerbed
20/4/23	Ticknell Piece resident	Concerns re parking
13/4/23	Resident	Holiday let legislation
3/4/23	Resident The Slade	SID
30/03/2023	Resident of Park St	Traffic on Park St
24/4/2023	Ticknell Piece resident	Planting scheme for Bowls club resident