



**Annual Meeting of the Town Council  
held on Wednesday 24<sup>th</sup> May 2023 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, Nick Potter, Frances Mortimer (late arrival), Janet Burroughs, Dan Raymond-Barker, James Styring, **Town Clerk:** Lisa Wilkinson, 3 members of public.

1. To elect chair of the Town Council and to receive chair's Declaration of Acceptance of Office  
Gary Harrison was nominated by CW, seconded by NP.  
Liz Reason was nominated by JS, seconded by DRB.  
Voting: six votes for Gary Harrison, five votes for Liz Reason.  
Gary Harrison was elected as chair and completed the Declaration of Acceptance of Office.
2. To elect vice chair of the Town Council and to receive vice chair's Declaration of Acceptance of Office  
Gareth Epps was nominated but declined.  
Liz Reason was nominated to stand as vice chair (nominated by GE, seconded by JS). This was voted unanimously.  
Liz Reason was elected as vice chair and completed the Declaration of Acceptance of Office.  
Thanks were given to Liz Reason for all her work, as the outgoing chair.
3. Apologies for Absence  
None received.
4. To receive **Declarations of Interest:**  
Liz Reason declared an interest in item 14b - tennis club. Gary Harrison declared an interest in item 13c - allotments.
5. Contributions from members of public  
None
6. Presentation on Charlbury Corner House  
Roy Scott spoke about plans at the Corner House, noting its lack of disabled access, inadequate access to toilets and problems with heating and insulation. Plans have been drawn up to move the staircase and install a lift. This will open up the lobby area. Another proposal is to make the garden entrance the main entrance. Infrared heating panels are being trialled in the Cornerstone room.  
  
Tim Crisp resigned as councillor. A vote of thanks was given to him for his work at the council especially his help with the working groups and his innovative approach was greatly appreciated. The Chair accepted his resignation but expressed sorrow at this.
7. To receive minutes from the Town Council meeting dated 26<sup>th</sup> April 2023 and Annual Parish Meeting minutes dated 21<sup>st</sup> April  
These were agreed and signed as a true record.
8. **Matters arising from the Minutes** (not elsewhere on the agenda)
  - Traffic calming issue was passed to the traffic committee. SID will be moved to Enstone Road imminently.
  - Bus shelters have been painted.
  - Benches at Nine Acres have been cemented to the ground.



- Clerk is meeting with OCC about Ticknell Piece field.

## **9. County Councillors' report**

See appendix 4.

## **10. District Councillors' report**

See appendix 5.

## **11. Finance and Administration**

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

These were approved and authorised by Cllrs Raymond-Barker and Tony Merry.

- b.** To receive internal audit report and note recommendations

This was received. No recommendations were raised.

- c.** To approve Annual Governance and Annual Return (AGAR)

- i.** To approve section 1 Annual Governance Statement

This was approved and signed by the Chair and the clerk.

- ii.** To approve section 2 Accounting Statements

This was approved and signed by the Chair and the clerk. The AGAR and associated documents will now be sent to the external auditor. Thanks were given to the clerk.

- d.** Permission requested for sale of Jubilee beacon.

This was granted and proceeds to be given to a charity to be chosen.

- e.** To elect councillor members of committees and working groups including chairs and team leads:

### **Committees:**

- i.** Finance

Councillors: Liz Reason, Gareth Epps, Gary Harrison, Claire Wilding, Peter Kenrick, Janet Burroughs,

- ii.** Planning

All councillors. Peter Kenrick as Chair.

- iii.** Traffic

Gareth Epps, James Styring, Frances Mortimer, Liz Reason.

- iv.** Allotments

Gareth Epps, Dan Raymond-Barker (Chair), Claire Wilding.

- v.** Honoured Citizens Awards Panel.

Peter Kenrick, Liz Reason, Gary Harrison.

Voted en bloc.

### **Working Groups:**

- i.** Journeys

James Styring (team lead), Frances Mortimer, Gareth Epps, Peter Kenrick, Tony Merry, Liz Reason.

- ii.** Land and Nature

Peter Kenrick, Frances Mortimer (both council leads), Geoff Griffiths non-councillor team lead.

- iii.** Buildings

Liz Reason (team lead), Dan Raymond-Barker, Ben Peters non-councillor team lead

- iv.** Evenlode Rock Ramp & Weir replacement & bridge

Gary Harrison (team lead), Tony Merry

- v.** Food

Dan Raymond-Barker (team lead).

- vi.** Publications

Dan Raymond-Barker (team lead), James Styring (Chronicle writer).

Voted en bloc.

- f.** To review:

- i.** Health and Safety policy



- ii. Complaints policy
- iii. Retention and Disposal of Documents policy

Voted en bloc.

- g. To elect representatives:

- i. Corner House and Memorial Hall

This was deferred.

- ii. Chipping Norton School Trust Fund

This was deferred.

- iii. Conservation Area Advisory Committee

Dan Raymond-Barker and Tony Merry were elected.

- iv. Day Centre Representative

Tony Merry was elected.

- v. Wigwell Friends

Peter Kenrick was elected.

- vi. Centenary Woodland

Claire Wilding was elected.

- vii. Nine Acres Management Committee

Janet Burroughs and Gary Harrison were elected.

- viii. Street Fair Committee

Gary Harrison was elected.

- ix. Parish Transport Representative(s)

Gareth Epps and James Styring were elected.

Voted en bloc.

- h. To resolve councillor portfolios:

- i. Town cemetery

Liz Reason

- ii. Mill Field

Gary Harrison, Tony Merry and Frances Mortimer.

- iii. Ticknell Piece playground and skate park

Claire Wilding.

- iv. Town maintenance

Claire Wilding and Gary Harrison.

Voted en bloc.

- i. To authorise due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI and regular maintenance contracts (see **Appendix 2** for list).

These were approved.

- j. To review bank mandate

This was reviewed and approved.

- k. To review Town Council insurance policy

This was reviewed and is fit for purpose. The long-term agreement ends in January 2024 and quotes for renewal will be obtained in time for the budget process.

## 12. Food

- a. To adopt market policy

This was deferred until a definition of 'food' and 'local' produce have been added.

- b. To adopt market risk assessment

This was agreed.

- i. To resolve to purchase First Aid kit and market signage as per risk assessment.

This was **resolved**.



### **13. Amenities**

#### **a. Ticknell Piece**

- i. Update on skate park

Claire Wilding reported that the skateboard workshops were really successful. She proposed applying to Sport England for funding to run another workshop.

CW also proposed requesting quotes to repair gaps in the skate ramp surface. Both these proposals were agreed.

#### **b. Bowls Club**

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

The bowls club are not willing to take on long-term maintenance of any planting scheme. Therefore, the TC will arrange to cut back the bushes at the bowls club on an annual basis. The clerk will work with Frances Mortimer on a plan to move this forward. A residents meeting will be arranged.

This was **resolved**.

#### **c. Allotments**

- i. To review allotment fees

It was agreed that fees would not be raised next year.

### **14. Nine Acres**

#### **a. To receive report**

Janet Burroughs reported on the NAMC meeting. There is some confusion on the responsibilities of the TC and NAMC especially with regard to financial transactions. It was agreed that a meeting will be set up with NAMC to discuss the governing document with Gary Harrison, Janet Burroughs and the clerk.

#### **b. Repair of play equipment**

Following damage to a rail on one of the pieces of play equipment, it was agreed to arrange repair as soon as possible. A quote is awaited and emergency authorisation can be given by the clerk and the chair to proceed with this.

#### **c. Resurfacing of tennis courts**

The surfaces of the two tennis courts need replacing. This will cost in the region of £37000. A meeting was held between Cllr Gareth Epps, Cllr Janet Burroughs and Nick Johnson from the tennis club. Further quotes for the resurfacing are awaited. The environmental impact of the proposed new court surface will also be requested.

It was agreed to authorise the payment to Elite Turf Solutions despite being over the allocated budget. Procedures about authority for payments will be clarified with NAMC.

It was **resolved** to suspend standing orders as the meeting exceeded two hours.

### **15. Journeys**

20mphs signs have been erected in some parts of the town. This will be publicised around town.

### **16. Land & Nature**

#### **a. To receive a report**

- i. To agree a payment to TVERC of £143 to request species and habitat data for Charlbury parish

This was agreed.

Cornbury would like more information on the LNG nature recovery proposals. A letter will be sent to them with this information.

### **17. Access to Green Spaces**

To be deferred.



## 18. Community

a. Proposal for partnership scheme with Slatyne, Ukraine  
To be deferred.

b. To review annual boundary walk  
The walk went well. Thanks to Claire Wilding for leading the walk.

c. To approve cost to add Honoured Citizen 2022 to the Honours board  
The cost of £49.65 plus VAT was approved.

d. To consider Parishes Together meeting  
Liz Reason proposed setting up a meeting with nearby parishes such as Chadlington, about TC work such as nature recovery work, LCWIP and the Home Comforts project. Liz Reason will lead on this.

## 19. Engagement/Communication

a. Feedback on Big Lunch  
This event was very successful with many attendees. Thanks have been given to the musical performers, the Bull for providing the BBQ, the youth football club for running an activity and to Probus for their input.

## 20. Correspondence (see Appendix 3)

- Dirt bike being ridden through Centenary Wood
- Grass cutting at Ticknell Piece

Signed .....

Date .....

## Appendix 1

### Payment Schedule

#### a. Payments received:

Burial fees	Peter Smith & Son	£200.00
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#### b. Payments:

Lisa Wilkinson	Clerk's May salary, allowance & expenses	£2,054.06
Nest	Clerk's pension	£139.49
Corner House & WMH CIO	May room hire	£120.00
Corner House & War Memorial hall CIO	Annual grant (GPC)	£1200.00
Nine Acres Management Committee	Annual grant (GPC)	£550.00
Riverside Festival	Community grant (GPC)	£5000.00
Community workshop	Community grant (GPC)	£1000.00
Wychwood Forest Trust	Community grant (GPC)	£2000.00
Thomas Gifford Trust	Community grant (GPC)	£800.00
Cornerstone	Community grant (GPC)	£4208.00
Charlbury Lunch Club	Community grant (GPC)	£672.00
Elite Turf Solutions	Reseeding and fertilising football pitches	£3,720
OCC	Rent increase-skate park	£92.00
OCC	Rent increase – bowls club car park	£254.40
Amazon (multipay card)	Coronation resources	£50.72



Amazon (multipay card)	Coronation resources	£15.09
Amazon (multipay card)	Coronation resources	£9.80
Party Packs (multipay card)	Coronation decorations	£79.26
Baker Ross (multipay card)	Big Lunch activities	£90.19
Co-op, Charlbury (repay Paul Jackson)	Refreshments	£27.65
Charlbury Town FC (multipay card)	Refreshments	£94.80
Aldi (Repay Alison Derham)	Refreshments Big Help Out	£39.21
Street fair	Table booking (GPC)	£10.00
WODC (multipay card)	Temporary Event Notice (Big Lunch)	£21.00
Rob Jackson	Mill Field cut	£100.00
Castle Water (allotments)	Water charges (direct debit)	£27.50
Castle Water (cemetery)	Water charges (direct debit)	£25.00
Chipping Norton Event Hire	Coronation items	£49.99
St Johns Ambulance (multipay card)	First Aid Kit (market)	£33.54
Michael Oliver	Nine Acres grass cutting (17.3/19.4/5.5)	£378.00
Square UK Shop (multipay card)	Card reader	£22.80
Fasthosts	Website/Email hosting	£9.34
Amazon (multipay card)	Meeting Minute book	£33.82
Urban Hygiene (multipay card)	Anti-graffiti paint	£216.99
Bridget Knight	Internal audit	£200.00
Externiture	Bus shelter maintenance	£3,024

### c. Charlbury Town Council balances

<b>To 30<sup>th</sup> April</b>	
Unity Trust Current Account	£104,333.45
Unity Trust Instant Access Account	£20,190.47

## Appendix 2

### Due payments arising on regular basis:

Utilities: Castle Water  
 Clerk's salary, pension and expenses  
 Stationery  
 Christmas tree  
 Community grants  
 Audits  
 Meeting room hire  
 Playground inspections  
 Grass cutting contractors  
 Town maintenance (Cotswold Landscaping)

## Appendix 3

### Correspondence

Date received	Sender	Topic
9/5/23	OALC	Upcoming training
8/5/23	Ashley Beighton	Response to TC planning comments for community gym application



7/5/23	Rue Swabey	Saxifrage at cemetery
15/5/23	Ticknell Piece resident	Dirt bike being ridden through Centenary Wood
15/5/23	Friends of West Oxfordshire Cotswolds	Challenge of the section 73 consent which WODC granted in March
18/5/2023	Ticknell Piece resident	Grass cutting

## Appendix 4

### Councillor report: Liz Leffman May 2023

**Recent activity in Charlbury:** I am pleased to be able to report that AT LAST I have had confirmation that something will be done about resurfacing the stretch of road from Fiveways to North Lodge. The road will be inspected within the next month, a decision will be made as to what work is required, and the work will then be scheduled. Once I know when the work is likely to take place, I will let the council know.

I have also been in touch with the Estates team about Ticknell Piece and have forwarded a reply to Lisa. Essentially, OCC are happy to collaborate with the Town Council over community use of the field but want to retain flexibility on how the site might be used in the future.

I have also been in touch with the Estates team about OCC land on Nine Acres Lane, because there are rumours that Cottsway want to incorporate this into their plans for Evenlode Close. There has been no discussion about this with OCC, but the Estates team would be interested in discussing how the Shed, which sits on OCC land, could be made more efficient and sustainable and have suggested that this could be part of the discussion with Cottsway, who could perhaps provide a new or refurbished building on this site through S106. I am not sure what stage the Cottsway proposals are at, but I am happy to take this up with planners if the Town Council agrees that it presents a good opportunity.

**Councillor priority fund:** Applications to the councillor priority fund have reopened. The application process has slightly changed, requiring an online application and an email/letter of support of the councillor. Eligible organisations include, registered charities, not for profit companies, community or voluntary groups, and parish councils/meetings. Grants cannot be made to individuals, profit making organisations and private limited companies. Projects seeking funding must be deliverable by March 2025.

**Electric Vehicle Chargers:** OCC is set to receive £3.6 million to rollout EV charging points across the county. The priority will be to provide charging points in rural areas and where off-street home charging is not possible. Community organisations (eg, the Town Council) may be able to take ownership of the charging points to provide them as a community asset and deliver a revenue stream. Further details will follow.

**Air Quality Strategy:** An OCC air quality strategy (long term) and 'route map' (short term) has been developed. While monitoring of air quality is a district responsibility, the Environment Act 2021 places a responsibility on the County Council to support districts and reduce air pollution. An information campaign will follow, which will include information on indoor pollution and log burning fires.

**Social care:** OCC runs a 'shared lives' carer scheme whereby approved Oxfordshire residents, with space in their own home, care for a person with learning difficulties, mental health problems or other needs that make independent living difficult. Carers can offer to provide one-off respite care, or longer-term care and everything in between. The scheme has been running successfully since 2020. More information for anyone interested can be found here. A scheme to match older residents with a spare room with younger people looking for alternative accommodation called Homeshare also runs as a way to provide older people with



additional support / company. Both schemes are examples of the 'Oxfordshire Way' to allow people to live independently in their communities.

**Verge cutting and 'no mow May':** Oxfordshire County Council is again supporting 'no mow May' and encouraging participation. Due to the amount of verge cutting required, OCC has an updated maintenance schedule to prioritise biodiversity. However, OCC is not able to put away its mowers for a full month and still meet its schedule of work, meaning some areas will be cut in May. Verges that need to be cut to maintain public safety will be cut back multiple times if necessary.

**Hydrogen powered fire engines:** Oxfordshire is taking part in a pioneering project to develop hydrogen powered fire engines.

## Appendix 5

District Council report

Thanks so much to all those who voted for me and gave me a resounding vote 844 and a 510 majority over my nearest rival.

It really fills me with the great drive to continue to represent you all in Charlbury, Finstock and Fawler and to continue the work that needs addressing in our district. To that end, Lib Dems now the largest party at West Oxfordshire lead the West Oxfordshire Alliance with support from the Labour and Green parties and we are unified in our approach to dealing with climate change, the cost of living crisis, the lack of 1 and 2 bedroom units and emergency accommodation for families as well as reshaping our leisure offer across the district so we lay the path for future generations in a more joined up planning approach.

I am committed to stronger ties with our parish and town councils and will continue to extend the capacity to deliver local projects and a more meaningful engagement in the Local plan that will be our joint partnership to producing a blueprint for sustainable communities and that will act as our legacy for generations to come.

On the 24<sup>th</sup> May the council it is anticipated will endorse me as Leader of the Council and I will put forward an executive of 8 councillors (4 from the liberal Democrats, 3 from the Labour party and 1 Green executive member( who will work with officers to ensure the residents have their say in shaping the way and how we live and we will do this in a transparent and accessible way.

There is no time for sitting on hands but action. As your local councillor I will work with you. There are challenging times ahead but they are exciting too if we accept the challenge of real partnership working that will bring out our best.

Roll out of the rural Partnership funding scheme is about to be announced shortly which will be available to our town and parish councils as well as crowdfunding schemes which replaces the old grant funding scheme.

Meeting closed: 22.05