



**Minutes of the Meeting of the Town Council
held on Wednesday 28th June 2023 at 7.30pm
in the Green Room, Memorial Hall**

Present: Cllrs: Gary Harrison (in the chair), Liz Reason, Gareth Epps, Peter Kenrick, Nick Potter, Frances Mortimer, Claire Wilding, Dan Raymond-Barker, James Styring, **District Councillor** Andy Graham, **Town Clerk:** Lisa Wilkinson, 4 members of public.

1. Apologies for Absence were received from Janet Burroughs and Tony Merry
2. **Declarations of Interest:** Gary Harrison declared an interest in item 8c.
3. **Contributions from members of public.** To include co-option of new councillor.
 - John Wynne from Wootton who has engaged with the Parish Council at Wootton spoke about parishes working together. There are currently 25 parishes working together and by doing this the hope is that they can take on other, bigger issues.
 - Co-option of town councillor
Three applications for the role of town councillor had been received. All three applicants declared that they were eligible to stand for the role of councillor and were not disqualified from this role. The Chair thanked the candidates and mentioned the high level of applicants. The chair asked each applicant to explain why they wanted to be a councillor and what they could offer. Two applicants answered these questions, one applicant who could not be present sent in a written answer which was read out. Following these presentations, it was commented that there were three excellent candidates, and the council would be lucky to have all of them. A vote then took place to co-opt a town councillor. Emily Algar was voted in as the new town councillor and signed the declaration of acceptance of office. The cost of new councillor training (£80 plus VAT) was **resolved**.
 - Liam Flaxman spoke about his desire to improve the skate park. He was seeking permission to hold a skate jam as a fund-raiser (via a crowd-funding website) to install a mini half bowl/mini street run for younger children.
He volunteered to carry out monthly inspections on the skate park.
He also raised concerns about safety and the current vandalism at the skate park.
Solutions could be:
 - to cut back the hedges to head height to make the skaters more visible.
 - to fill in the area under the ramps
 - to repair the cracks/gaps
 - to cut the encroaching bushes right back
4. **Chair's opening remarks**
Gary Harrison thanked Liz Reason for all her work as chair over the past two years. He also thanked Tim Crisp for his work on the council. The Chair's ambition is to deliver on what the council agreed to do at the start of their term.
5. To receive minutes from the Town Council meeting dated 24th May 2023
These were agreed and signed as a true record.
6. **Matters arising from the Minutes** (not elsewhere on the agenda)
 - Meeting with NAMC, GH and the clerk has been arranged for 10th July.
 - The TC will invite a representative of Cornbury estate to address the council at the July planning meeting not the June one as minuted.
 - Parishes Together meeting has been arranged for Thursday 13th July at 7pm.



- Update on Local Plan revision: Andy Graham explained the consultation will take place for an 8-week period (maybe 10 weeks) in August to October. Cabinet report will be online from Tuesday 4th July. Local Plan to be put on the July TC meeting agenda to engage residents and set up a task and finish group.
- 20mph is still awaiting formal notification . May be necessary to engage with the town where additional signage is needed.
- Jubilee fire basket has been sold. £90.20 profit has been given to Charlbury Exhibition Foundation by Nick Potter.

7. District Councillor report

- Crossing at Hughes Close is being updated from 3rd July.
- Green light platform to be launched soon to be used by communities to exchange good practice.
- The District Council is putting solar panels on its offices.
- Cotswold District council is joining with WODC to address the housing shortfall and WODC is combining with OCC to form a housing company to build houses.

Items 9a. ii/iii/iv were brought forward:

9a. ii. To consider request for resident to organise a fund-raiser for improvements to the skate park. A working group will be set up to look at funding, fund-raising, what add-on is wanted and to obtain quotes. This was **resolved**.

iii. To consider request to cut back hedges and bushes around skatepark. This was agreed. The clerk will meet with Claire Wilding, Liam Flaxman and Cotswold Landscaping to discuss the work required. Liam Flaxman offered to do some cutting back free of charge. Quotes to repair the cracks and gaps in the surface have been requested.

iv. To consider skateboard coaching request. Requests from skateboard coaches to use the skate park for coaching sessions are being received. Coaches will need to show a DBS certificate, Public Liability insurance, skateboarding coaching qualification and membership to a relevant skateboarding organisation. A policy stating these requirements will be drawn up. It was **resolved** that, once all the appropriate documents have been checked by the clerk, coaches can book in times for exclusive use of the skate park via the clerk. It was **resolved** that no charge would be made to the coaches for use of the skate park but in return they would be expected to help out on a clean -up or offer occasional free sessions. It was **resolved** that Mario Santos (Broken Boards) could run coaching sessions at the skate park as he has provided all the necessary documentation.

8. Finance and Administration

- To agree training for the new chair at cost of £110 plus VAT
This was agreed.
- To consider funding room hire for defibrillator training (1st July and 2nd September)
This was agreed.
- To receive payment schedule and authorise payments (see **Appendix 1**)
These were approved and will be authorised by Claire Wilding and Peter Kenrick.
- To note dates of Notice of Exercise of Electors Rights
The publicised dates for these are Wednesday 7th June to Tuesday 18th July 2023.
- To elect members of the Personnel Committee
The Personnel Committee will consist of Liz Reason, Gary Harrison and Peter Kenrick.



9. Amenities

a. Ticknell Piece

i. Hornets' nest

No longer relevant.

b. Bowls Club

i. To agree a planting scheme for bowls club car park

Following a Ticknell Piece residents' meeting, a draft planting scheme has been drawn up (see appendix 3 for draft notes from this meeting). The clerk will send the proposed scheme and the notes to residents for comment and then to OCC Property Management to ensure it complies with the terms of the lease. FM will bring a costed proposal to the July meeting for a decision on whether the scheme can go ahead subject to finding funding.

c. Cemetery

i. To consider placing additional garden and waste bins in the new cemetery extension

It was **resolved** to acquire another garden waste bin at the cost of £40 per annum and site it by the Wigwell gate. Volunteers will be sought to put the bin out for collection on the relevant days.

ii. To consider additional grass cutting

Liz Reason will meet with the lady who has requested this to gather more details.

10. Mill Field

a. Update on potential bridge

Gary Harrison has received an indicative quote of £19000 for an all-steel bridge. It was agreed to proceed with this project by starting to look at the land title for Watery Triangle.

b. To consider request for Riverside Festival to be held at Mill Field

This was agreed and will be free of charge, proof of insurance and the usual terms and conditions will be requested.

c. To receive report on meeting held in conjunction with Land & Nature Group

Frances Mortimer reported that the restoration of the flood meadow was discussed. As there is limited access for vehicles, management of the whole of Mill field cannot be changed.

Last year, local green hay was spread onto zone 4. It was proposed to sow yellow rattle seed over a larger area this autumn thus giving better chance for other wildflowers to flourish. For this to work harrowing needs to be undertaken, a cut in the spring then another cut in late July.

Glorious Grassland as experts in this field will be asked for advice on this plan. Then quotes for spreading the seed will be obtained. FM will bring a full proposal for this to the July meeting.

11. Town Maintenance

No report.

12. Nine Acres

a. To review maintenance inspections of play equipment

To be deferred

b. To consider quote for repair of junior multiplay and basket swing

A quote of £3,047.06 (incl VAT) has been received from Kompan for this work. It was agreed to go ahead with this minus the skip and reuse the timber post for the planting scheme at the Bowls Club. This was **resolved**.

It was **resolved** to suspend standing orders to enable the meeting to continue.

c. Repair of picnic table

It was agreed to ask Charlbury Community Workshop if tis was something that they would be able to carry out.



13. Traffic

- a. To agree reprinting updated bus stop maps

This was agreed at the cost of £100.

- b. To consider proposal to install Real-Time Information systems at bus stops on Church St, Sturt Rd and at Fiveways and a bus shelter. To agree to seek funding for these.

Permission was requested to approach local businesses to fund these. This was agreed.

14. Journeys

- a. To note emergency purchase of replacement security jubilee clips and key for the SID

This was noted and agreed retrospectively as an emergency purchase.

15. Land & Nature

- a. To receive a report

- Heritage Lottery Fund bid will now be applied for by Oxfordshire Treescapes Project and CAG Oxfordshire to request funding to support parish clusters working towards nature recovery. This bid will highlight two "case studies" namely, Charlbury LNG (working with neighbouring parishes) and Mid-Cherwell Neighbourhood Plan team.
- Peter Kenrick attended a visit to Cornbury Park organised by the NE Cotswold Farmer Cluster
- It was agreed to set up a meeting with Cottsway to discuss how 'No Mow May' was received.

16. Access to Green Spaces

To be deferred.

17. Community

- a. To consider proposal for a 'One Charlbury' initiative

Gary Harrison outlined his proposal to engage with other organisations in Charlbury to:

- Foster excellent relationships between Charlbury institutions.
- Establish regular communications.
- Ensure optimum use of existing resource.
- Leverage maximum common benefit to the Charlbury community.
- Share best practices.

This will be deferred to enable more details to be provided.

- b. Wilderness update and rail access

Charlbury station will be closed the week before the Wilderness Festival 3rd to 6th August. Festival Republic is arranging a bus replacement service for festival goers.

- c. To nominate trustee for Corner House and Memorial Hall

To be deferred as no nomination from The Corner House CIO has yet been received.

- d. To elect representative for Chipping Norton School Trust Fund

John Harrison was re-elected.

- e. To receive report from Chipping Norton School Trust fund

To be deferred.

- f. To consider setting up Council surgeries

Gary Harrison proposed restarting council surgeries on a monthly basis. Trialling of the surgeries was agreed. A more detailed report will be provided for the next meeting by Gareth Epps.

- g. First Aid training for volunteers

First Aid training (organised by Thomas Gifford Trust) can be offered to the lead volunteers for the market and to the lead of the Land and Nature working group, at a cost of £50 per person.

- h. Update on Parishes Together Meeting. To consider cost of providing refreshments

A meeting has been arranged for Thursday 13th July at 7pm. The following councils will be in attendance:

- Shipton-u-Wychwood



- Chilson
- Fowler
- Spelsbury
- Chadlington
- Enstone (tbc)

Refreshments up to the cost of £30 can be purchased.

18. Food

- To adopt market policy
This was adopted.

19. Communication

- Proposal to open a line of communication with the owners of Charlbury House estate.
This was not appropriate as a planning application has just received.

20. Correspondence (see Appendix 2)

- Cotswold Wardens – possible grant funding from Caring for Cotswolds.
- Resignation letter from Tim Crisp
- OCC Tree service – volunteers needed to water trees

Meeting closed 22.20.

Appendix 1

Payment Schedule

a. Payments received:

Stonemasons	Memorial fees	£485.00
Funeral Directors	Burial fees	£400.00
Allotment holders	Allotment rent	£50.00
Charlbury Bowls Club	Quarterly rent	£77.85

b. Payments:

Lisa Wilkinson	Clerk's May salary, allowance & expenses	£2073.93
Nest	Clerk's pension (Direct debit)	£139.49
HMRC	Employer's contributions	£2132.04
Corner House & WMH CIO	June room hire	£138.00
OALC	Chair training	£132.00
Cotswold Landscaping	Grass cutting April & May	£3,960
Charlbury Community Centre	Room booking – defib training	£40.00
Rob Jackson	Mill field cut remainder of payment	£100.00
Fasthosts (multipay card)	Email hosting/website	£9.34
HCL Clamping UK/Europe (Repay G Harrison)	Tool bits/Sign clamps (SID)	£22.82
Kompan	Playground inspections (Nov 22/May 23)	£411.96
SR Moss Builders Ltd	Fixing picnic benches at Nine Acres	£750.00
Castle Water	Allotment water charges (Direct debit)	£25.80
Nine Acres Management Committee	Transfer of sinking fund for tennis courts resurfacing	£4,000

c. Charlbury Town Council balances

To 31 st May	
Unity Trust Current Account	£74,931.48



Unity Trust Instant Access Account	£20,190.47
------------------------------------	------------

Appendix 2 Correspondence

Date received	Sender	Topic
29/5/2023	Browns Lane resident	Parking on new double yellow lines
4/5/23	Corner House	Town Council appointment of Trustees
5/5/23	Resident	Grass at cemetery/request for additional garden waste bin
15/6/2023	OCC- Community Tree and Woodland Opportunity Co-ordinator	Volunteers requested
15/6/2023	Liam	Repairs to skate park/fund-raiser
19/6/2023	Kearsey Court resident	Request for traffic calming on Ditchley Rd
25/6/2023	Cotswold Wardens	Possible grant funding available
25/6/2023	Community Centre	Damaged picnic table
25/6/2023	Oxfordshire Treescape Project	Free workshop
25/6/2023	Tim Crisp	Letter of resignation

Appendix 3

Notes from Residents Meeting re Bowls Club Car Park

21 June 2023, 7pm

Present: Cllr Frances Mortimer (notes), Cllr Gary Harrison, Cllr Claire Wilding, approximately 12 residents of Ticknell Piece, President of Bowls Club.

All present agreed aims of the meeting

1. To come up with ideas to improve the appearance of the car park while enhancing its value for wildlife.
2. To keep within the constraints that changes proposed should:
 - a. be low cost/ low maintenance;
 - b. ensure that parking space is retained for 20 cars; and
 - c. not be likely to generate seeding on the bowling green.

All present agreed that notes would be written up after the meeting and a draft planting scheme circulated by email for comment/revision. If needed, a further meeting could be held to resolve any outstanding issues. 10 residents supplied their email addresses or alternative contact details.

Features that people appreciate about the space and would like to retain included:

- Trees – especially the apple and beech tree
- Acts as a wildlife corridor
- Old hedge line (appears on old maps as field boundary) – hedge at far end still intact with diverse species: Field Maple, Dogwood, Hazel, Beech, Hawthorn.
- Wildflowers are attractive in summer



- A 2x2m “pollinator patch” of flowering shrubs is planned by entrance to Bowls Club

Things that people do not like currently/in recent years:

- Loss of trees – there used to be more
- Sand store – in disrepair and generally unsightly
- Nettles too close to the far gate into footpath
- One resident had to replace a fence after trees/bushes growing up against it caused damage – these have since been removed
- Previous use of weedkiller creating large area of dead plants
- Barbed wire under trees near Ticknell Piece Rd

Ideas proposed:

1. Contact Oxfordshire County Council to check whether sand store is definitely needed or could be removed. If to be retained, then make sure we retain vehicle access to the front and gates are re-hung. Consider screening e.g. with trellis/clematis.
2. Delineation of parking area using telegraph poles along the ground
3. Partially clear area beyond telegraph poles to allow spring sowing of wildflowers (e.g. poppy, corn cockle, nigella, knapweed, yellow rattle.)
4. Retain bramble patch but trim back suckers in late Autumn/Winter to control spread.
5. Clear nettles from around gate into footpath, and some nettles from middle of the car park. Retain a patch of nettles for wildlife (e.g. peacock and small tortoiseshell butterflies) near the Ticknell Piece Road end of the car park.
6. Retain ox-eye daisies near the main entrance to the car park.
7. Retain wild cherry saplings and plant more trees behind the parking area (but not too close to the fence). Type of trees ideally not too large, at least some to have fruit to provide food for birds (or people!). Suggestions: Hawthorn, Rowan, Crab Apple, Field Maple, Buddleia, Apple, Pear. Noted that plastic tree guards will be needed in first few years to protect against muntjac deer.
8. Plant additional native woodland plants under the beech & apple tree, e.g. bluebell, violet, red campion.
9. Invite residents with gardens bordering the carpark to put in “hedgehog highways” – 13cm holes in the bottom of fences.
10. If we can find one, set an old ceramic sink on the ground to hold water for wildlife.
11. Remove barbed wire and any litter in Winter.

Additional ideas (not discussed at the meeting):

12. Provide a small pile of logs as a bug hotel
13. Consider planting a second “pollinator patch” of flowering shrubs in small triangular area behind open barrier at main entrance.

Proposed annual maintenance:

- Spring: lightly clear vegetation in wildflower area; sow wildflower mix
- Summer: water new trees, refill water container (sink), strim parking area
- Autumn/Winter: trim around bramble patch; prune any shrubs planted e.g. buddleia, lavender plus existing elder; litter pick. Cut hedges (will Bowls Club continue with this?).

Next steps

- Circulate this note to residents who attended the meeting, for comment.
- Collate comments and circulate these to residents along with any proposed modifications.
- If major issues remain to be resolved, a further meeting can be arranged.
- Town Council to investigate sourcing/cost of plants and any other materials (e.g. telegraph poles). It may be possible to get saplings/tree guards for free.



- Town Council to approve plan and budget; if necessary, to seek a small grant to cover initial costs.
- Working parties to be arranged in late Autumn/Winter (clearing/pruning/tree planting) and Spring (wildflower sowing).
- Residents will be invited to help with watering in summer.

DRAFT