



**Minutes of the Meeting of the Town Council
held on Wednesday 26th July 2023 at 7.30pm
in the Green Room, Memorial Hall**

Present: Cllrs: Gary Harrison (in the chair), Gareth Epps, Peter Kenrick, Tony Merry, Frances Mortimer, Claire Wilding, Janet Burroughs, James Styring, Nick Potter, County Cllr Liz Leffman, District Councillor Andy Graham, **Town Clerk:** Lisa Wilkinson.

1. Apologies for Absence were received from Liz Reason and Emily Algar.
2. **Declarations of Interest:** none were received.
3. **Contributions from members of public.**
None.
4. **To receive minutes from the Town Council** meeting dated 28th June 2023
These were received and signed as a true record.
5. **Matters arising from the Minutes** (not elsewhere on the agenda)
 - The resignation of Dan Raymond-Barker was noted. Gary Harrison thanked him for all his hard work. Dan is continuing to work on the food and buildings groups: it is thanks to him that there is now a successful market in Charlbury.
 - Lord Rotherwick and John Jaques from Cornbury Park attended the planning meeting - more information about their work can be found in the planning meeting minutes.
 - 20mph limit is now in force across the town.
 - Skateboard coaching has been arranged and is booking up quickly.
 - Playground repairs are taking place on 27th July.
 - The Community Workshop has agreed to repair the picnic table at a cost of £50 for materials.
 - First Aid training for market volunteers has been arranged for 18th September with the Thomas Gifford Trust. So far 4 volunteers have confirmed that they will be attending.
6. **Finance and Administration**
 - a. To receive payment schedule and authorise payments (see **Appendix 1**)
These were approved and signed by Councillors Kenrick and Merry.
It was **resolved** to add Emily Algar and the new councillor to the bank mandate.
 - b. Proposal to review standing orders regarding election of Chair.
To be deferred.
 - c. To receive actual vs budget report
This was circulated.
 - d. To authorise bank reconciliations
These were signed by Janet Burroughs.
7. **County Council report**
Liz Leffman reported:
 - There has been an omission on the Fawler Road speed limit.
 - The SID on The Slade still flashes at 30mph.
 - Potholes: two on Church Street have been reported on FixmyStreet. OCC is experimenting with new ways to fill potholes which are more permanent. It is also using recycled materials in these jobs.



- OCC has applied to the Government to charge utility companies for the inconvenience when they are digging up the roads.
- Confirmation has been received that Park St will be resurfaced.
- Household waste recycling centres will be open for longer hours over the summer (on Thursdays until 8pm).
- Pulhams has been taken over by Oxford Bus Company. Therefore the £2 bus fare is now available on the X9.
- OCC has had an Ofsted inspection on its Special Educational Needs programme and is awaiting the outcome.
- OCC has been designated as lead authority on nature recovery which comes with a pot of grant funding. Pete Sudbery is the lead as the member of cabinet.

8. District Council report

Andy Graham reported:

- The Marriott shopping centre is being reshaped to become a shopping destination. It will include public space with a children's playground, themed on WODC's climate response.
- OCC consultation is due to start on pedestrianisation of Witney town centre.
- Housing is still a priority and Director of Housing will be appointed in September.
- A Director of Leisure is also being appointed to support younger aged people.
- Local Plan consultation starts on 15th August and will run for 10 weeks. A Local Plan cross party group has been set up to run for the next 15 months. Parish Councils will be informed of the whole process.
- Viability of residents parking permit scheme in Charlbury was discussed.

The TC agreed to set up a task and finish group to look at the Local Plan revision.

9. Community

a. To consider proposal for a Charlbury Together initiative

Gary Harrison proposed a meeting with the chairs of the Thomas Gifford Trust, the Corner House, Nine Acres Management Committee and the Football and Sports Club, to discuss booking systems and ways to work together for the benefit of the town.

It was agreed to set up an exploratory meeting (with amendment to proposed agenda with the focus on working together) to see if this works. Votes: 7 for and 1 abstention. This was **resolved**.

Gary Harrison will arrange the meeting.

b. Wilderness update and rail access

Gareth Epps reported there has been a lengthy discussion between Wilderness and GWR resulting in an agreement to have a shuttle bus running from Oxford Parkway to Charlbury. If the rail works/closure overrun (into the Monday of the Festival weekend), the Festival organisers have buses hired to return the visitors to Oxford Parkway.

Parking at the Festival needs to be prebooked this year.

Wayfinding signage will be put from North Lodge to Charlbury station. The organisers are using local taxi companies to support local businesses. An open meeting is being held on 27th July for any residents' questions.

c. To receive paper on Council surgeries

Gareth Epps recommended holding a trial programme of surgeries over a period of 3 months, rotating between accessible locations that best cover the geography of the town, starting from September. This was **resolved** (unanimous).

d. Feedback on Parishes Together Meeting

Frances Mortimer reported on this meeting held with representatives from Chadlington, Fawler, Chilson, Spelsbury, Shipton-under-Wychwood, Finstock and Enstone. It was agreed to work together on nature recovery planning, cycling/walking routes and river/water quality. It was also agreed to co-ordinate responses to the revision of the Local Plan.



e. Street fair

- i. To agree budget and activities

A budget of £ 150.00 was agreed. Activities will include:

- Promoting bus use with a competition
- Raising awareness of voting (see below)
- Land & Nature group activity
- Possible revised Local Plan information
- Posters of TC work

f. To consider proposal to promote voting in Charlbury especially for young people

In Emily Algar's absence, Gareth Epps proposed a campaign to encourage voting to include producing publicity for this. This was **resolved**.

g. To appoint trustee to Charlbury Exhibition Foundation

It was **resolved** to re-appoint Janet Burroughs.

10. Amenities

a. Ticknell Piece

- i. To receive quotes for repair of skate park

Four quotes have been requested. The (only) quote received from Gravity Parks of £2,145 plus VAT was accepted.

- ii. To consider proposal for add-on at skate park

Liam Flaxman has developed a proposal for further skate runs at the skate park. Permission for adding on has been given by OCC who leases the land to the Town Council. The first stage of this process is to run a consultation which Claire Wilding will compose. This was agreed.

11. Mill Field

a. Proposal for restoration of the flood meadow

Frances Mortimer reported that Glorious Grasslands has yet not replied to queries about this work. Quotes will be sought to move this forward.

12. Town Maintenance

a. Bus shelters

Gary Harrison will sand and polish the plexiglass panels to see if the graffiti can be removed, thus saving the cost of new ones.

13. Nine Acres

- a.** To consider annual inspection of play equipment at each playground at total cost of £375 (ex VAT).

This was **resolved** and will be requested to take place in March 2024.

- b.** Make Space for Girls project

The terms of reference were adopted. Emily Algar was appointed as chair of this working group. The working group is developing a survey to be distributed widely around local groups and schools to find out what girls want at parks.

14. Traffic

- a.** Speed limit on Fowler Road

It appears that this has been omitted from the work by the County Council.

15. Communication

- a.** Communications Working Group



This will be restarted with Emily Algar as chair. It was agreed for Brek Taylor, as a non-councillor, to join the group. Gareth Epps and Liz Reason (to be confirmed) will also join the group.

16. Land and Nature

- a.** To agree budget for activities/materials at Riverside Festival

Posters and maps have been developed. A budget of £97.50 plus VAT was agreed for printing.

- b.** To receive permission for Marcus Simmons to join the Working Group

This was **resolved**.

17. Correspondence (see Appendix 2)

- 20mph signage

Four sets of A2 signs have been erected on Nine Acres Lane/The Slade. The clerk will request more signs from OCC Highways.

- 30mph SID on The Slade needs changing to 20mph
- Parking on Browns Lane
- Traffic calming in various places around town
- New volunteer Speedwatch co-ordinator

These will be discussed at the traffic committee meeting on 2nd August and recommendations brought to the August TC meeting.

- Bench at cemetery in need of repair and resident has offered to contribute to the cost of the repairs.

Meeting closed: 21.28

Signed

Date



Appendix 1 Payment Schedule

a. Payments received:

HMRC	VAT refund	£2,525.80
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b. Payments:

Lisa Wilkinson	Clerk's July salary, allowance & expenses	£2073.93
Nest	Clerk's pension (Direct debit)	£139.49
Fasthosts (multipay card)	Email/Website	£9.34
Corner House & WMH CIO	July room hire	
OCC	TVERC data search	£204.00
Scribe Accounts	Annual renewal	£812.16
Rob Jackson	Grass cutting Mill Field June & July	£400.00
OALC	Councillor training	£96.00
Castle Water (direct debit)	Cemetery water supply	£6.10
Castle Water (direct debit)	Allotment water supply	£356.32
Kopyrite	Market/Bus map posters	£130.80
Green Barnes	Lettering for Honoured Citizen Awards board	£59.58
WODC (multipay card)	Additional garden waste licence (cemetery)	£45.00
The Sign Shed	Dogs on lead signs	£28.80
Charlbury Community Workshop	Repair of picnic table- materials	£50.00
Cotswold Line Promotion Group	Membership renewal (GPC)	£20.00

c. Charlbury Town Council balances

To 30 th June	
Unity Trust Current Account	£62,793.71
Unity Trust Instant Access Account	£20,190.47

Appendix 2 Correspondence

Date received	Sender	Topic
13/7/23	The Slade resident	20mph/ SID
14/7/2023	Browns Lane resident	Parking
26/7/23	Charlbury resident	20mph limit feedback
26/7/23	Charlbury resident	Cemetery N W Kearsey Memorial Bench