



**Minutes of the Meeting of the Town Council
on Thursday 31st August 2023 at 7.30pm
in the Green Room, Memorial Hall**

Present: Cllrs: Gary Harrison (in the chair), Liz Reason, Gareth Epps, Peter Kenrick, Tony Merry, Frances Mortimer, Claire Wilding, Janet Burroughs, Nick Potter, Emily Algar, **Town Clerk:** Lisa Wilkinson, 4 members of public.

1. **Apologies for Absence** were received from James Styring
2. **Declarations of Interest:** Liz Reason, Gareth Epps and Claire Wilding declared an interest in item 9 Mill Field.
3. Contributions from members of public. To include co-option of new councillor.

The chair gave thanks to Dan Raymond-Barker for all his work for the Council.

Three candidates stood for co-option. Following a presentation from the two candidates present and a statement from the third candidate read out to the meeting, a vote was taken. It was **resolved** to co-opt David Green as the new town councillor.

David Green will be added to the bank mandate and will be offered councillor training with OALC.

Paul Jenkins presented the proposal from Nine Acres Management Committee on improvement and maintenance to the football pitches; necessary for continued safe use of them. It is a five-to-six-year project to ensure it is completed properly. The purchase of a grass seeder to attach to the tractor is also required. This will be discussed at the November finance meeting to incorporate it into next year's budget.

4. To receive minutes from the Town Council meeting dated 26th July 2023

These were agreed and signed as a true record.

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

- An initial meeting with chairs of other Charlbury organisations has taken place with an agreement to hold these meetings quarterly and to expand member organisations as required. A new name for this initiative is required.
- Wilderness: the licensing for the festival has expired. This will be discussed at the September planning meeting.
- Councillor surgeries trial: dates are 23rd September, 21st October and 25th November. These will be advertised town wide.
- Communications working group was incorrectly named and is actually the Engagement working group.
- Picnic table still needs moving back to Nine Acres recreation ground.
- A follow up meeting for the Parishes Together initiative, focusing on river and water quality and the Local Plan consultation will be organised with support from the Evenlode Catchment Partnership outreach team who will organise the agenda and publicity as well as covering the meeting costs.

6. Finance and Administration

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

Payments from the cancelled meeting on 23rd August were authorised by Peter Kenrick and Gary Harrison on 21st August.

The outstanding payments were approved and authorised by Cllrs Harrison and Kenrick

- b. To elect member to Charlbury Conservation Advisory Committee

As there were no candidates for this Dan Raymond-Barker will be asked to continue in the role until it can be filled by a current councillor.

- c. To elect member to Allotments committee



It was **resolved** that Liz Reason would join this committee.

d. To elect member to Publications working group
Emily Algar was elected. **Resolved.**

7. Buildings Working Group brought forward to item 4

a. Update on Home Comforts project and other work

Ben Peters (lead of the BWG) presented the work that the group has undertaken recently.

- Engagement with WODC on sustainability in buildings.
- Raising awareness of retrofit work
- Engaging with the WODC planning department including meeting with senior members of the planning team.
- Engaging with the supply chain/builders – more work needs to be done on this.
- Signposting available finance for retrofit work – grants need to be sought to help people afford these retrofit measures.
- Open Homes event was held and well-attended.
- Home Comforts project – 10 typical house types were surveyed and a report has been produced on ways to reduce energy usage and thus carbon footprints.
- They ran an event during Great Big Green Week, showing the results of the Home Comforts project

Next steps:

- The group will now work to model the whole of Charlbury – EPC ratings etc.
- They plan to survey residents on retrofit measures.
- They have a stall at the street fair to give results of the Home Comforts project.
- A staff member from Cosy Homes is now running relevant courses at Abingdon and Witney college which will help with training the builders.

8. Amenities

a. Ticknell Piece

i. To consider consultation for new equipment at skate park

It was **resolved** to circulate the consultation. New equipment will only be considered if grant funding is identified and successfully applied for.

b. Cemetery

i. To receive report

Report received. It was agreed to set up a working party to clear the badly overgrown graves. A call for volunteers will be put out on social media.

Thanks were given to the people who tidy up the geranium beds.

ii. To consider providing additional bins

It was **resolved** to purchase a further garden waste bin at the cost of £45 and to set up a trade agreement with WODC for two further refuse bins at the cost of £8 per bin per collection. Collections will be arranged fortnightly.

9. Mill Field

a. To approve quote for work on first phase of floodplain meadow restoration project

Four quotes for this work were requested. One was received and it was agreed to appoint this contractor, Village Farm Contracting. The cost of the work is £1,190 spread between September 2203 and April and July 2024. It was agreed to apply to Sustainable Charlbury for funding for this work plus the cost of the seed. It was also agreed to include in the funding bid a further 2-year meadow restoration project and an interpretation board for a total of £5,500.

It was **resolved** that if this funding bid from Sustainable Charlbury is not successful, the TC can cover the cost of the initial work (in September and October) at the cost of £980.



10. Town Maintenance

a. Maintenance of bus shelters

No clear way forward has yet been identified to remove the graffiti from the plexiglass. Gary Harrison will bring a proposal for a way forward.

11. Nine Acres

a. To consider proposal from Nine Acres Management Committee for maintenance of football pitches

See public time. The TC accepts the need to improve the state of the pitches at Nine Acres and the requested monies will be discussed by the finance committee when the budget for next financial year is set.

12. Traffic

a. To receive minutes from Traffic Committee meeting

These were received.

b. To consider recommendation to purchase an additional mobile SID. To apply for grant funding if resolved.

It was agreed to proceed with applying for funding to the Councillor Priority Fund of the County Council. If a bid is unsuccessful, the project will be delayed until further funding is identified.

13. Engagement

a. To consider the Making Space for Girls consultation.

The draft consultation was agreed with a couple of amendments. This will be circulated as widely as possible including to local secondary schools and youth/community groups.

14. Land and Nature

a. To consider proposal for bat walk on Mill Field with associated costs

This was **resolved** at the cost of £105.

15. Correspondence (see Appendix 2)

- Gary Harrison will lay a wreath on Remembrance Day, following the request from the Royal British Legion.
The Town Council approves the Remembrance Day parade.
- Local Plan consultation: the task and finish group will meet to start working on the Charlbury submission. The group consists of Peter Kenrick, Tony Merry, Claire Wilding, Gareth Epps, Liz Reason and Emily Algar
- Local youths are causing trouble to households on Pooles Lane. This has been reported to the police and will be reported each time it happens,

Meeting closed 9.35pm

Appendix 1

Payment Schedule

a. Payments received:

Allotment tenant	Allotment rent	£25.00
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b. Payments authorised 23rd August (as meeting cancelled):

Lisa Wilkinson	Clerk's August salary, allowance & expenses	£2055.93
Nest	Clerk's pension (Direct debit)	£139.49
Information Commissioner's Office	Data protection fee	£35.00
Corner House & WMH CIO	August room hire	£40.00



Charlbury Street Fair	Additional table	£10.00
Kompan	Playground repairs	£3,047.36
Kopyrite	April printing (underpaid)	£34.80
PWLB	Loan repayment – cemetery extension	£2,017.56
Castle Water	Allotment water supply	£50.09
Castle Water	Cemetery water supply	£8.99
Fasthosts	Email hosting	£9.34
Rob Jackson	Grass cutting Mill Field	£200.00

c. Payments to be authorised

Playsafety Ltd	ROSPA inspections of playgrounds	£299.40
Corner House & WMH CIO	August room hire (remainder)	£10.00
Oxfordshire County Council	Zebra crossing -TC instalment	£15,000

d. Charlbury Town Council balances

To 31st July	
Unity Trust Current Account	£58,953.54
Unity Trust Instant Access Account	£20,190.47

Appendix 2

Correspondence

Date received	Sender	Topic
8/8/23	Crawborough resident	Overgrown footpath
Various	Charlbury residents	Traffic leaving Wilderness
7/8/23	Resident	Woody Lane/Centenary Wood
3/8/23	Wychwood Paddocks resident	Request for a KEEP CLEAR at the junction between Wychwood Paddocks and Enstone Road
12/8/23	Resident	Street lighting/road surfacing
17/8/23	Secretary Royal British Legion Charlbury Branch	Request for councillor to lay wreath at Remembrance Day Parade and Service
30/8/2023	WODC	Local Plan consultation open