



Minutes of the Meeting of the Town Council
held on Wednesday 27th September 2023 at 7.30pm
in the Green Room, Memorial Hall

Present: Cllrs: Gary Harrison (in the chair), Liz Reason, Peter Kenrick, Gareth Epps, Tony Merry, James Styring (late arrival), Frances Mortimer, Janet Burroughs, David Green, Emily Algar, Nick Potter, Claire Wilding,
District Cllr: Andy Graham, **County Cllr:** Liz Leffman, **Town Clerk:** Lisa Wilkinson, 1 member of public.

1. Apologies for Absence: none were received.

2. Declarations of Interest: None were received.

3. Contributions from members of public
None

4. To receive minutes from the Town Council meeting dated 31st August 2023
These were received and agreed as a true record. The minutes were duly signed.

5. Matters arising from the Minutes (not elsewhere on the agenda)
None

6. District Councillor's report

Andy Graham reported that:

- WODC has endorsed the management plan from the Cotswold National Landscape Board.
- The Local Plan consultation continues for another month. The call for sites is about suitability as well as availability. Town Council involvement is essential.
- Grant funding has an emphasis on young people. £120,000 is available through a crowd-funding platform. £20,000 of this has been committed to young people's initiatives.
- 'Executives on Tour' continues: the next one is being held in Burford on 11th October.

7. County Councillor's report

Liz Leffman reported that:

- finances are good apart from children's services which has a large overspend. They have received a poor Ofsted report and are in the process of employing a specialist SEND worker.
- The County Council has lost Labour from its alliance of Liberal Democrats, Labour and the Green party.
- OCC has agreed to discuss a lease on the land near Kidlington with Oxford United.
- The EV charging points scheme is now closed.
- There is £250,000 in the budget for community transport.
- The Council is in the process of decarbonising its fleet.
- There is a scheme for empty properties within the county to be rented to Ukrainian families.
- Highways open day was held at the depot in Drayton.
- A new Speed Indicator Device for Charlbury has been paid for by the Councillor Priority Fund.
- A query was raised about grass cutting on The Slade that OCC is responsible for and whether the cuttings should be left. Liz Leffman will investigate the OCC grass verge cutting policy.

8. Finance and Administration

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

These were **resolved** and authorised by Cllrs Tony Merry and Gary Harrison

b. To receive external audit report

This was circulated. There is an outstanding query on the report. The Notice of Conclusion of Audit has been published in line with regulations. Thanks were given to the clerk.



c. Effectiveness of internal audit

A review of the effectiveness of internal control was undertaken. The Council **resolved** that all procedures are in place and working well.

9. Journeys

a. Walkers are Welcome grant application

It has not been possible to apply for this. A future grant will be applied for instead.

10. Amenities

a. Allotments

i. To receive inspection report

Three plot holders are being contacted to request that more cultivation takes place on their allotment.

ii. To consider purchase of allotment markers

This was agreed. Charlbury Community Workshop may be willing to make these.

11. Mill Field

a. To consider cutting back brush along river

Gary Harrison put forward a proposal to remove scrub areas of blackthorn and bramble which have been allowed to dominate and have over-shaded the river resulting in very low aquatic plant growth along this section of the river. Recommendations from the ECP and Wild Oxfordshire are that the river should have 60% light and 40% shade. This would be achieved by removing some of the scrub areas and leaving the Riparian trees.

It was **resolved** to vote on an amendment to the proposal: for a small group to put forward a more specific proposal to include how much is cut and exactly which areas.
The amendment to the proposal was **resolved**.

12. Town Maintenance

a. Maintenance of bus shelters

To be deferred.

13. Nine Acres

a. To consider request for more 'Dogs on Leads' signs

Concern has been raised about dog mess being left at Nine Acres and dogs being let off leads. It was agreed to take this issue to the next Nine Acres Management Committee meeting and to report to the November TC meeting with an agreed phased plan.

b. To consider quote for cutting back overgrowth around the recreation ground

Quotes from the two Town Council regular contractors have been received. It was agreed to vary financial regulations and accept two quotes as the Council regularly awards work to them. Further work needs to be undertaken to ensure the quotes are like for like.

c. Removal of broken part of trail at playground

It was agreed that the broken parts would be removed at the cost of £50. This was advised in the ROSPA report.

14. Community

a. To consider setting up working group for Charlbury Town Youth Council

It was agreed to start looking at a Youth Council by setting up a working group. The first step will be to look into safeguarding issues.



15. Food

- a. To consider holding a Charlbury Market volunteer thank you event

The market is ending on 14th October for this year. It was agreed to provide refreshments as a thank you to the market volunteers at the end of market meeting. This will be held at Chloe's on 17th October. It was **resolved** that £50 could be spent on this event.

- b. To consider holding a market at Christmas. To agree budget for hall hire.

It was **resolved** to hold a Christmas market on 16th December in the Memorial Hall. This will be from 9.30am – 12 midday. The hall hire will be paid for by the TC out of the Food Working Group budget.

- c. The gazebo has been damaged. It was agreed to purchase replacement parts for it as required.

16. Engagement

- a. To finalise the Making Space for Girls survey

The issue concerns wording around the definition of 'girls'. The Headteacher of Charlbury Primary School has been consulted. She has stated that children should be free to identify as they wish. The vote to include the phrase 'or those who identify as girls' in the survey was 6 for, 3 against. The final wording was agreed. The survey can now be circulated.

- b. To consider printing updated 'Winter Support in Charlbury' leaflets

It was agreed to print 200 copies at the cost of £55. These will be circulated through town as required.

- c. To consider budget for Town Council responsibilities infographic

The Engagement Working Group is working on an infographic which makes clear the responsibilities of Town, District and County Councils. Georgia Styring has agreed to design it. Thanks were given to Georgia and it was agreed that £40 could be spent on purchasing the necessary images for the infographic.

17. Correspondence (see Appendix 2)

Items were covered on the agenda.

It was agreed to invite Chris Ball to a future (planning) meeting to discuss relevant issues such as speeding.

Meeting closed: 21.25

Appendix 1

Payment Schedule

a. Payments received:

Peter Smith & Son Funeral Directors	Burial fees	£685.00
WODC	Precept 2 nd instalment	£64,176.00

b. Payments to be authorised:

Lisa Wilkinson	Clerk's September salary, allowance & expenses	£2060.88
Nest	Clerk's pension (Direct debit)	£139.49
HMRC	Income tax Quarter 2	£2,132.24
OALC	Councillor training	£60.00
Corner House & WMH CIO	September room hire	£40.00



WODC (multipay card)	Garden bin licence (cemetery)	£45.00
Green Barnes	Citizen Award signwriting	£59.58
Fasthosts	Email account	£9.34
Charlbury Community Centre	Room hire – defib training	£20.00
Michael Oliver	Grass cutting – Nine Acres (July & August)	£666.00
WODC	Emptying waste bins 1/4/2023 – 30/9/2023	£3,133.73
WODC	Commercial waste collection (cemetery)	£32.00
Castle Water	Water bill (Cemetery)	£10.85
Castle Water	Water bill (Allotments)	£50.09
Windrush Bike Project	E-bike insurance	£54.78
Moore	External audit	£756.00
Kopyrite	Street fair printing	£162.60
Cotswold Landscaping	Grass cutting/maintenance June/July/August	£5,520.00

c. Charlbury Town Council balances

To 31st August	
Unity Trust Current Account	£48,655.64
Unity Trust Instant Access Account	£20,190.47

Appendix 2

Correspondence

Date received	Sender	Topic
5/9/2023	The Slade resident	Traffic speeds
11/9/23	Resident	Overgrowing Nine Acres
11/9/23	Crawborough resident	Overgrown footpath
19/9/23	Residents	Dogs on Nine Acres