



**Minutes of the Meeting of the Town Council
held on Wednesday 18th October 2023 at 7.30pm
in the Green Room, Memorial Hall**

Present: Cllrs: Gary Harrison (in the chair), Liz Reason, Peter Kenrick, Tony Merry, James Styring (late arrival), Frances Mortimer, Janet Burroughs (late arrival), David Green, Claire Wilding, **Town Clerk:** Lisa Wilkinson, 2 members of public.

1. **Apologies for Absence** were received from Gareth Epps and Nick Potter.
2. **Declarations of Interest:** Gary Harrison declared an interest in the payment to the Poppy Appeal.
3. **Contributions from members of public**
A request was made to clear weeds on Sheep St as it is looking shabby and overgrown. It was agreed to look into street champions for each street as a way of co-ordinating work locally.

Damien Lewington is the new Speedwatch co-ordinator in Charlbury. He introduced himself and spoke about setting up the scheme. The Speed Indicator Device on Nine Acres Lane has made a massive difference to speeds. Damien would like to have more of a presence on the streets and have more signs visible. New locations for the camera are currently being loaded onto the Speedwatch website. Speedwatch warning signs would also be useful. Volunteers to help with this initiative will be advertised for. It was agreed to add Damien to the Speedwatch project on Basecamp.

4. To receive minutes from the Town Council meeting dated 27th September 2023
These were agreed and signed as a true record.
5. **Matters arising from the Minutes** (not elsewhere on the agenda)
 - Local Plan Revision: the task and finish group will produce a draft text and consult with the rest of the council before it is submitted.
 - Cemetery working party has tidied several graves. However, this has resulted in more green waste than the garden bins can cope with. During the Town Proud initiative, builders' bags were filled with green waste and collected by WODC. The clerk will see if this is still possible.
6. **Finance and Administration**
 - a. To receive payment schedule and authorise payments (see **Appendix 1**)
These were **resolved** and authorised by Peter Kenrick and Tony Merry.
 - b. To appoint an internal auditor for Financial Year 2023-24
It was **resolved** to appoint Bridget Knight at the cost of £220.
 - c. To authorise bank reconciliations
These were authorised by Claire Wilding.
 - d. To receive actual vs budget report
This was received.
7. **Traffic**
 - a. To approve purchase of Speed Indicator Device (funded by Councillor Priority Fund)



The funding for this has been received. Thanks were given to Liz Leffman for this. It was **resolved** to purchase a SID from SIDSigs.co.uk. The SID is battery operated with solar assisted charging and a data collection facility.

8. Amenities

a. Allotments

i. To consider donation of field gate for the allotments

The Thomas Gifford Trust has offered to donate a field gate which could be used to replace the gate at the Oxpens allotments. However, the gate is smaller than the one currently in situ (10 feet rather than 11 feet) and so would need another post added.

Before accepting the donation, the clerk will check that the annual manure delivery is still possible with a narrower gate and obtain a quote for installation.

b. Mill Field

i. To consider proposal for maintenance along the river

Following a meeting with representatives of the Millfield committee and the Land and Nature Working Group, a map of proposed clearance of riverside trees and shrubs, has been drawn up. This work would allow more light to reach the river.

It was **resolved** to proceed with this maintenance work and quotes will be sought.

ii. Meadow sowing has been undertaken at the top end of Mill Field with the help of volunteers from the town.

9. Town Maintenance

a. To consider grass management of Ticknell Piece

Following the revised grass cutting schedule this season, residents overlooking the areas on Ticknell Piece that were affected, were asked their opinions on the management of the plan. Five responses were received. Two were in favour of the meadow areas continuing to be managed in this way and three were against, preferring a return to the previous mowing schedule of keeping the grass short all year round.

Frances Mortimer proposed that the TC continues the current mowing schedule, improves the communications around this (and the benefits of the plan) and sows some locally collected wildflower seeds.

This was **resolved**.

b. To consider arranging a working party to clear autumn leaves

It was agreed to advertise for volunteers for a working party to clear leaves on Dyers Hill, Hixet Wood and other places. WODC will be asked to collect the resultant waste.

Gary Harrison will lead this project.

10. Nine Acres

a. To receive minutes and audited accounts from Nine Acres Management Committee

Minutes of last week's meeting have not yet been received. The accounts were noted.

Thanks were given to Clarrie Haynes for all his work as treasurer on Nine Acres Management Committee (NAMC) as he is now stepping down from the role.

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

NAMC would like to install eight to ten signs around the recreation ground which are larger and more visible than the current ones. A news item will be published on the Charlbury.info website and social media identifying concerns and actions required of dog owners, with a specific item written in the Chronicle (not within Town Council report).

It was agreed that NAMC would be asked to obtain quotes for large, permanent signs at the Nine Acres entrances and bring them back to the TC for consideration. The TC will purchase smaller signs to be placed throughout the area in the meantime.



If these measures do not work, the Committee will look at banning dogs on Nine Acres.
It was **resolved** to spend £150 on 'dogs on leads' signs.

- c. To approve quote for cutting back overgrowth/hedges around perimeter of Recreation Ground

Two quotes have been received by regular TC contractors. It was agreed to waive financial regulations and make a decision on these two quotes (rather than three) as both contractors are known to carry out good work and offer value for money.

It was **resolved** to accept the quote from Cotswold Landscaping.

11. Community

- a. Update on set up of Charlbury Town Youth Council

A safeguarding policy has been drawn up and was adopted.

The necessity of DBS checks for this initiative has been researched. NALC Legal Topic Note 86 states: 'NALC is sometimes asked whether councillors or council staff who sit on youth council committees require checks. This would depend on the facts in each case. For example, if a councillor or member of council staff is regularly left alone with or supervises children then this will amount to a regulated activity and a DBS check will be necessary.

As councillors or council staff will not be left alone regularly with children or young people, it was **resolved** that DBS checks are not necessary.

The next stage is recruiting a number of youths (14-18 years old) to a working group which will set up a youth council. A meeting will be held with Gary Harrison, David Green and Gareth Epps to discuss how to proceed with this.

- b. To consider ad hoc funding request

A request has been received for funding from Life Education Wessex & Thames Valley (LEW&TV) for a grant towards their work of providing health, well-being and drug prevention education to approximately 100 children at Charlbury Primary School when they visit them on 22/11/23. A grant of £155 is requested.

It was **resolved** to grant this.

- c. To consider proposal that this Council adopts White Ribbon Day / International Day for the Elimination of Violence Against Women and becomes an accredited White Ribbon organisation.

It was agreed that this was deferred until Emily Algar was available to present the proposal.

12. Engagement

- a. Feedback from street fair

To be deferred as the relevant engagement meeting was cancelled.

- b. To receive proposal for new website

David Green submitted a paper outlining his proposal to redesign the website at no cost to the Council. The new design would consist of an intuitive and informative platform that utilises infographics, clear layouts, a new community map, 'The Town in Numbers,' and live environment data.

It was **resolved** to progress this and thanks were given to David for taking this on free of charge.

13. Thomas Gifford Trust

- a. To receive report

The report was received.

14. Correspondence

- Playing Close sign above rubbish bin
Thomas Gifford Trust have rotated the bin so no further accidents can happen.



- Concern about structure that has been erected in the Bull garden above the side wall of one of the properties on the Cognatum estate. The correspondent has been requested to contact the planning department at WODC as this is not within the TC's power.

Meeting closed: 21.15.

Appendix 1

Payment Schedule

a. Payments received:

Banbury Memorials	Memorial stones	£450.00
A.L. Sole & Son	Burial fee	£250.00
OCC	Councillor Priority Fund	£2875.00
Sustainable Charlbury	Mill Field meadow restoration funding 1 st instalment	£980.00

b. Payments to be authorised:

Lisa Wilkinson	Clerk's October salary, allowance & expenses	£2045.38
Nest (direct debit)	Clerk's pension	£139.49
WODC	Emptying bins (adjusted invoice)	£1,566.86
Corner House & WMH CIO	October room hire	£75.00
Fasthosts (multipay card)	Email account	£9.34
Castle Water (direct debit)	Water bill (Cemetery)	£8.82
Castle Water (direct debit)	Water bill (Allotments)	£54.71
Kopyrite	Winter flyers	£55.00
OALC	Planning training	£66.00
TotalAV (multipay card)	Antivirus subscription	£19.00
Royal British Legion	Poppy wreath	£28.00
Society of Local Council Clerks	Membership renewal	£236.00
Windrush Bike Project	E-bike service	£105.00
WODC	Cemetery waste collection	£208.00

c. Charlbury Town Council balances

To 30th September 2023	
Unity Trust Current Account	£87,454.64
Unity Trust Instant Access Account	£20,442.07