



**Minutes of the Meeting of the Town Council  
held on Wednesday 22<sup>nd</sup> November 2023  
in the Green Room, Memorial Hall**

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

**1. Apologies for Absence:** none were received.

**2. Declarations of Interest:** Gareth Epps declared an interest on item 12b Allotments.

**3. Contributions from members of public**

John Partington spoke about a missing link on the footpath to Stonesfield where walkers have to walk onto Woodstock Road. Another missing link for a footpath is through Lee Place.

The TC is working on a Local Cycling and Walking Infrastructure Plan and fully supports the principle of extending footpaths.

**4.** To receive minutes from the Town Council meeting dated 18<sup>th</sup> October 2023  
These were received and signed as a true record.

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

- The Speed Indicator Device is being delivered this week.
- Mill Field river clearance: one quote has been received, one meeting arranged and a further site visit in the progress of being arranged.
- Street champions: leaf clearance is starting on Saturday 25<sup>th</sup> November on Dyers Hill, organised by the Gardening Society and the Town Council.
- Dogs on leads signs have been erected at Nine Acres.
- Overgrowth/hedges around the perimeter of the recreation ground have been cut back.
- Nick Potter thanked the TC for its support of the Remembrance Day parade on behalf of the Royal British Legion.
- Local Plan response has been submitted and Peter Kenrick was thanked for his hard work.

**6. Report from Oxfordshire County Council**

County Cllr Liz Leffman reported:

- There has been a change in administration and OCC now consists of a Liberal Democrat and Green Alliance.
- Following a poor report from Ofsted for Children's Services, a SEND Improvement Board has been set up which will work closely with parent groups. There is a massive budget deficit for Special Educational Needs (also with every other council). A Director of Children's Services has recently been recruited.
- £12 million in savings from the budget has had to be made. This draft budget will be taken to consultation at the end of November. OCC is holding 'Oxfordshire Conversations' online and encouraging people to participate.
- Road repairs: more resistant road surfacing, which is lower carbon, less expensive and longer lasting is being trialled.
- There are plans underway to achieve County of Sanctuary status (supporting refugees) which will be publicised soon.
- Liz Leffman has been meeting with faith leaders around the county about the Gaza conflict and ensuring that people understand that Oxfordshire is a community.



- Concerns about the Bull Inn not keeping to licencing arrangements or planning agreements are being investigated. An enforcement officer and licensing officer are involved.
- A meeting is being held with the organisers of the Wilderness Festival, to talk about the application for a renewal of the licence.
- OCC has won two awards for being the best council at meeting its decarbonisation targets.

## 7. Report from West Oxfordshire District Council

District Cllr Andy Graham reported:

- Thursday 22<sup>nd</sup> November is Waterways day which is oversubscribed. The Environment Agency and Thames Water will be present.
- The Executive continues to go on tour. It is in Charlbury on 13<sup>th</sup> December at 2pm in the Community Centre This will include a Q&A (streamed on Facebook). The next one is being championed by the WODC Youth Champion who is from Finstock. WODC is committed to develop a rural strategy for young people in West Oxfordshire.
- WODC Voice magazine will be distributed in the next few weeks. This is being published in paper form to account for senior residents who do not use the internet.
- WODC is currently recruiting for a Strategic Housing Director, in partnership with the Cotswold District. It is also working with Oxford City who have a housing company.
- WODC is promoting a large Christmas market in Marriotts Walk on 8<sup>th</sup>-10<sup>th</sup> December with children's activities.
- Cllr Graham explained crowd funding using the WestHive platform. WODC will contribute to some of the bids that meet their strategy.

## 8. Finance and Administration

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

These were **resolved** and authorised by Cllrs Merry and Wilding.

- To pass a resolution to sign up to the Civility and Respect pledge

The National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector. By Charlbury TC council signing up to the civility and respect pledge it is demonstrating that the council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. It was **resolved** to sign up to the Civility and Respect Pledge.

- To receive budget recommendation from Finance Committee for financial year 2024-2025

The Finance Committee met on 15<sup>th</sup> November to discuss this budget. The minutes of the meeting and the proposed budget were received. This will be brought to the precept meeting on 6<sup>th</sup> December.

## 9. Personnel Committee

- To receive report and consider recommendation

The clerk left the meeting for this item.

The report was received. The Committee proposed raising the clerk's salary to SCP 26. This was **resolved**.

## 10. Traffic

- To consider purchase of 'NO PARKING' sign on Browns Lane at the cost of £30

As there is continued parking on the new double yellow lines and the current temporary 'No parking' signs are often being ignored, it was **resolved** to purchase a permanent sign. It was agreed to buy a 'No Waiting' sign. The owner of the house directly behind this part of the road has agreed that a sign can be attached to his wall.

- To consider request from Speedwatch co-ordinator to purchase four speed camera symbol signs at the cost of £170.00.



An alternative of Community Speedwatch signs are now preferred. As these are more expensive, the clerk will investigate buying these through the Speedwatch initiative. It was agreed to spend up to £170 on as many signs as possible then further funding may be found in next year's budget.

## 11. Journeys

### a. Update on Local Cycling and Walking Infrastructure Plan

A meeting has been held with the County Council officers working on this. The points raised at this meeting will be written up by the officers and then considered by the Council. OCC will then put forward its recommendations on this plan.

## 12. Amenities

### a. Mill Field

#### i. Proposal to put in bridge between Watery Lane and Mill Field

Gary Harrison reported that there is still no progress with the Land Registry to confirm ownership of Watery Lane triangle. It was agreed that no bid for funding will be made this year as the project is not sufficiently formulated. The clerk will investigate if the Cotswold AONB funding pot will be available next year and if planning costs can be included.

#### ii. To consider requesting renewal of Evenlode Trust licence

Gary Harrison reported that the Evenlode Trust owns the strip of land where the Canoe Club shed is situated. The TC held a licence with them (at peppercorn rent) to use this land, however it expired two years ago. It was agreed that Gary Harrison would talk to the trustees about ownership.

### b. Allotments

#### i. WODC proposal to terminate Evenlode Close allotment agreement

Gareth Epps left the meeting for this item.

Cottsway Housing Association intends to redevelop the Evenlode Close flats, supported by WODC. WODC owns the land on which the TC rents out three allotment plots and have requested the return of the land. The WODC Strategic Housing and Development Officer will be asked to submit a full proposal detailing an alternative supply of allotment plots.

### c. Cemetery

#### i. Request to place plaque on refurbished bench

This was agreed.

## 13. Town Maintenance

### a. To consider request from Gardening Society to plant bulbs

It was agreed that the Gardening Society could plant bulbs on Hughes Close, Mill Lane and Watery Lane triangle (directly under the whitebeam tree or immediately around the bench). Further details about this project will be brought to the December meeting.

It was **resolved** to suspend standing orders so the meeting could be completed.

## 14. Nine Acres

The Nine Acres Management Committee's (NAMC) AGM was held on Tuesday 21<sup>st</sup> November. Janet Burroughs reported:

- Income continues to be well managed.
- Clarrie Haynes has resigned and a new treasurer is in place.
- The NAMC were thanked on behalf of the TC. They have worked hard with a five-year regeneration of football pitches under way, two tennis courts having been resurfaced and the play area has received new equipment (with grant funding).
- There is currently no representation on the committee for the play area and the headlands. Additional members for these areas will be sought.
- NAMC has agreed to work on a 5-year plan.



## 15. Community

### a. Update on Charlbury Youth Council

The selection criteria for the Youth Council working group need agreeing. A task and finish group will be set up to decide on the selection criteria, consisting of David Green, Gary Harrison, James Styring and Gareth Epps.

### b. Duke of Edinburgh Award

A student is undertaking his volunteer placement for the Bronze Duke of Edinburgh award with the Town Council.

## 16. Engagement

### a. To agree printing further Winter Support leaflets at the cost of £45

This was **resolved**.

### b. 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 Emily Algar will work up a more detailed proposal to bring to the Town Council.

## 17. Correspondence

- Dan Raymond-Barker as the market lead, requested permission to apply to the Wilderness Bursary for funding for items for the market (gazebo, weights, display board etc). Full details of the proposal for next year's market will be brought to the December TC meeting but the closing date for applications to the bursary is prior to the December meeting. This was agreed.
- Concern that one hour parking bays outside the Pharmacy are not being used appropriately. The clerk will publicise the link to report misuse of these so all residents can report them.
- A representative of GWR will be invited to a planning meeting again, as Tim King cancelled the last time he was invited.
- Request for residents' parking in Charlbury: the resident who made the request will be asked to contact OCC as this is outside the TC's jurisdiction.

Meeting closed: 10pm

## Appendix 1

### Payment Schedule

#### a. Payments received:

HMRC	VAT refund Quarter 2 2023-2024	£2,045.00
Monumental Masons	Memorial fees	£185.00
Banbury Memorials	Memorial fees	£150.00

#### b. Payments to be authorised:

Lisa Wilkinson	Clerk's November salary, backdated pay, allowance & expenses	£2974.52
Nest (direct debit)	Clerk's pension	£229.29
Gravity Parks	Skatepark repairs	£2,574.00
Corner House & WMH CIO	November room hire	£83.00
Fasthosts (multipay card)	Email account	£9.34
KeySigns.co.uk (multipay card)	Dogs on leads/dog mess signs x 5	£186.60
Castle Water (direct debit)	Water bill (Cemetery)	£4.09
Castle Water (direct debit)	Water bill (Allotments)	£12.72
Kopyrite	Hedgehog posters	£38.40



Gazebo Spare Parts (Repay Dan Raymond-Barker)	Repair of gazebo	£46.47
Life Education Wessex and Thames Valley	Ad hoc funding	£155.00
SID Signs	Speed Indicator Device	£3450.00
Rob Jackson	Grass cutting at Mill Field (September)	£200.00
Village Farm Contracting	Meadow works at Mill Field	£780.00
SLCC	Practical Compliance for CCTV by Parish, Town and Community Councils	£36.00
Public Works Loan Board (direct debit)	Loan repayment – works to Community Centre	£4,027. 23

**c. Charlbury Town Council balances**

<b>To 31<sup>st</sup> October 2023</b>	
Unity Trust Current Account	£89,494.89
Unity Trust Instant Access Account	£20,442.07