



**Minutes of the Meeting of the Town Council  
held on Wednesday 13<sup>th</sup> December 2023 at 7.30pm  
in the Green Room, Memorial Hall**

**Present:** Gary Harrison (in the chair), Peter Kenrick, Frances Mortimer, Janet Burroughs, Gareth Epps, David Green, Town Clerk: Lisa Wilkinson, 4 members of public.

1. **Apologies for Absence** were received from Claire Wilding, Emily Algar, Tony Merry, Nick Potter, Liz Reason and James Styring.
2. **Declarations of Interest:** Gareth Epps declared an interest in item 6c ad hoc funding to Charlbury Guides.
3. **Contributions from members of public**  
Gerry Simper, as a Cotswold Warden, was present to propose that a bridge is built from Pound Hill to Mill Field. This would improve access and accessibility to Mill Field for walkers, contractors and Riverside Festival. Grant funding from DEFRA is available but the deadline is Friday 15<sup>th</sup> December.  
  
Dan Raymond-Barker presented the Food Working Group's proposal for the continuation of the Charlbury market in 2024. Its vision is for a thriving community market. The market would benefit from having a self-employed market co-ordinator to run it (with volunteer support) and to run a general stall selling goods on behalf of local producers who are too small to staff a stall themselves.
4. To receive minutes from the Town Council meeting dated 22<sup>nd</sup> November 2023 and minutes from the Precept meeting dated 6<sup>th</sup> December 2023  
These were signed as a true record.
5. **Matters arising from the Minutes** (not elsewhere on the agenda)
  - 'No Waiting' sign for Browns Lane has been purchased.
6. **Finance and Administration**
  - a. To receive payment schedule and authorise payments (see **Appendix 1**)  
These were **resolved** and authorised by Cllrs Kenrick and Harrison.
  - b. To agree Local Council insurance provider  
Quotes have been received. It was **resolved** to remain with Zurich Municipal as the insurance provider. It was agreed to take out another three-year long-term agreement.
  - c. To agree meeting dates for calendar year 2024  
These were agreed and will be published on the website. See appendix 2.
  - d. To consider request for ad hoc funding from Charlbury Guides  
Charlbury Guides have requested funding towards their annual subscription to the Girl Guiding organisation. It was agreed to ask them to reapply for alternative items as basic membership costs will not be covered.
7. **Food**
  - a. To receive proposal for the co-ordination of Charlbury market for 2024  
See public time.  
This was received and agreed as the way forward subject to targets being defined for the co-ordinator.
8. **Traffic**



- a. To consider increase of agreed budget by £72.28 in order to purchase two Community Speedwatch signs

This was **resolved**.

- b. To agree cost of repair to the Speed Indicator Device

Due to vandalism, a new clip is required. It was **resolved** to repay the Speedwatch co-ordinator the cost of this repair up to £40.

- c. To agree purchase of alternative Speed Indicator Device to the previously agreed one.

Due to an issue with the original supplier, a new company needs to be appointed to supply a SID. It was agreed to purchase a SID from ElanCity. The clerk will cost an upgrade to 3G/4G and purchase this as well if within budget.

## 9. Amenities

- a. Mill Field

- i. To consider quotes for river clearance and award contract and agree virement to enable this work to be undertaken.

Quotes for this work have been received. Mill Field representatives recommended that the work is awarded to Boward Trees. This was **resolved**. The work has been split into phases in order to remain within the budget.

A virement of £1650 from the Land and Nature budget to the Mill Field budget was agreed, to help pay for the first phase of work.

It was **resolved** to proceed with the areas identified as priority at the cost of £3,250:

- Removing overgrown and overhanging willow on a river bend at the near end of the field
- Scrub reduction and removal of overhanging willow and hawthorn stems in one 50m river stretch with dense riverbank vegetation – trialling replanting of blackthorn areas with buckthorn and dogwood
- Willow management at an area agreed as a fishing access point in the Mill Field Management plan 2019
- Cutting off a broken branch of a large willow on the Mill Leat to make it safe (branch to be retained on site for wildlife value)

The next phase of work will be carried during winter 2024/5.

- b. Allotments

- i. To consider WODC proposal to terminate Evenlode Close allotment agreement  
To be deferred as WODC is still developing the plan for the site.

- c. Skate park

- i. To consider skate park survey results and agree course of action

The skatepark consultation has now closed. 46 responses have been received and almost all were positive about the general idea of a skatepark extension. There are various stages to this project but unfortunately there is no-one with the expertise to lead it. It was agreed to put this on hold until after the elections in May 2024 so the new council can make a decision on progressing the project.

- ii. To agree virement in order to carry out maintenance work at skate park

A virement of £1,017 from the town maintenance budget to the skate park budget was agreed. This will enable cutting back overgrown trees and bushes around the skatepark to take place this winter, thus improving visibility and safety.

- iii. If virement agreed, to consider acceptance of quote to cut back trees/hedges

The quote of £1,017 from Cotswold Landscaping was agreed for this work.

## 10. Nine Acres

No report.

## 11. Community



**a. Update on Charlbury Youth Council**

The criteria for appointing youths to the working party were agreed. Advertising for the Youth Council working party (to decide on how to set up the Youth Council) can now be started.

**b. Commemoration of 1924 Beating the Bounds Drowning Tragedy**

Peter Kenrick requested that the TC commemorates the centenary of this tragedy next year. It was agreed to contact Charlbury Society, Charlbury Museum and the churches to discuss how to progress this.

**c. To consider support of Charlbury Youth Ambassador programme**

Chris Potts (Charlbury Community Centre) is working up a proposal to employ a Youth Ambassador to arrange and co-ordinate activities for teenagers and to act as a point of contact. He requests that the TC supports this initiative and is involved in grant applications. This was agreed.

**d. Walkers are Welcome relaunch**

Walkers are Welcome has been dormant since the Covid pandemic. Peter Kenrick explained the plan to reinvigorate the initiative: a costed proposal has been drawn up which will be sent to WODC to apply for funding from the UK Shared Prosperity Fund. This includes funding for a revised map, revamped leaflets, and way markers on the routes. Any funding would promote the town centre as a Walkers are Welcome town, bringing tourism to the area restoring a sense of community and improving health and well-being. It was **resolved** to proceed with this.

A quote for redesigning the map has been received from Richard Fairhurst. It was proposed to waive financial regulations and accept this as the only quote; Richard Fairhurst designed the current map and leaflet; they are his intellectual property. Therefore, he will only be undertaking a redesign and thus his work will be at a much lower cost than other map designers who have to start from scratch. Other important factors are Richard's familiarity with Charlbury and knowledge of the walking network. This was **resolved**.

## **12. Land and Nature**

**a. To receive report**

A report was received on the work the group has undertaken this year:

- Mill Field meadow restoration
- Proposal of bridge at Pound Hill- if this were to be installed to include covenant specifying the use of the land for both nature and people
- Mill field riverbank management
- Bowls club car park planting scheme
- Nature Recovery Plan – draft plan has been written and is under review by members of the Land and Nature Group

As a result of the discussion during public time and the Land and Nature report, as well as correspondence received from Cotswold National Landscape (see correspondence below) a funding application will be put in for a grant towards a bridge between Mill Field and Pound Hill. This is subject to planning permission, public consultation and a sustainability appraisal and also subject to a robust assessment of financial risk to the Council. This application is at the concept level and the Council understands that it will need to seek public support before proceeding. This funding needs to be applied for at such an early stage of the project because the closing date for applications is 15<sup>th</sup> December and the Cotswold Wardens have recommended that it is done. There is no commitment to take the funding if it is allocated and no actual decision will be made until all the stages listed above, have been undertaken.

## **13. Correspondence**

- Speeds on Park Street; to be delegated to traffic committee.
- Life Education Wessex: thank you for the grant.
- Lack of county and district action on roads/path maintenance
- Invite to institution of new vicar at St Mary's Church: Liz Reason and Gary Harrison will attend.



- Cotswold National Landscape - Removing Barriers funding: the funding will be for projects completed between April 1 2024 and March 31 2025, so if you do have plans that you think may be possible within this time scale then please do submit an application and we can always discuss details again in the New Year as I appreciate how challenging it is collating all the agreements and information and I also believe that the bridge may help improve one of our promoted Gateway walks in Charlbury which would be great.  
We are not aware of any funding beyond March 2025 but of course this could change dependant on Government priorities.
- Permissive paths through Nine Acres Recreation Ground and from the Cemetery extension to the bottom of Pound Hill will be closed all day on Thursday 4th January 2024 in accordance with recommended practice to ensure that the accesses retain their permissive status. Similar closures of permissive paths through Wigwell will occur on the same day by order of the Wychwood Forest Trust. Residents with gates opening onto to Oxpens Allotments, Nine Acres Recreation Ground and Wigwell are also reminded that these do not constitute a Right of Way. The permissive path between Hundley Way and Banbury Hill Farm (and the Old Shed) will be closed on Monday 8th January 2024.
- Request for residents' parking on Dyers Hill; to be delegated to traffic committee.

Meeting closed: 21.15

Signed .....

Date .....



## Appendix 1

### Payment Schedule

a. Payments received:

None

b. Payments to be authorised:

Lisa Wilkinson	Clerk's December salary, allowance & expenses	£2,178.22
Nest (direct debit)	Clerk's pension	£150.71
HMRC	Employer contributions Quarter 3	£2,793.36
Kopyrite	Printing Winter Support leaflets additional prints	£45.00
Corner House & WMH CIO	December room hire	£75.00
Fasthosts (multipay card)	Email account	£9.34
Cotswold Landscaping	July-September grass cutting, tree/hedge cutting at Nine Acres	£4,668.00
SSP Direct (multipay card)	Waiting prohibited at any time sign	£30.96
Castle Water	Cemetery Water supply	£4.73

c. Charlbury Town Council balances

To 30 <sup>th</sup> November 2023	
Unity Trust Current Account	£81,757.51
Unity Trust Instant Access Account	£20,442.07

## Appendix 2

### Meeting/ important dates 2024

Date	Meeting	Time	Venue
Monday 22 <sup>nd</sup> January	Planning	8pm	Green room Mem Hall
Wednesday 24 <sup>th</sup> January	TC meeting	7.30pm	Green Room Memorial Hall
Thursday 25 <sup>th</sup> January	CCAC meeting	8pm	Green room Mem Hall
Monday 26 <sup>th</sup> February	Planning	8pm	Green room Mem Hall
Wednesday 28 <sup>th</sup> February	TC meeting	7.30pm	Green room Mem Hall
Thursday 29 <sup>th</sup> February	CCAC meeting	8pm	Green room Mem Hall
Friday 15 <sup>th</sup> March	APM	6.30pm	Memorial Hall
Monday 25 <sup>th</sup> March	Planning	8pm	Green room Mem Hall
Wednesday 27 <sup>th</sup> March	TC meeting	7.30pm	Memorial Hall
Thursday 28 <sup>th</sup> March	CCAC meeting	8pm	Green room Mem Hall
Wednesday 10 <sup>th</sup> April	Allotments	7pm-8pm	Oxpens allotments
Monday 22 <sup>nd</sup> April	Planning	8pm	Green room Mem Hall
Wednesday 24 <sup>th</sup> April	TC meeting	7.30pm	Green room Mem Hall
Thursday 25 <sup>th</sup> April	CCAC	8pm	Green room Mem Hall
Thursday 2 <sup>nd</sup> May	Elections		
Sunday 5 <sup>th</sup> May	Rogation Sunday		Beating the Bounds
Monday 6 <sup>th</sup> May	Councillors retire		
Tuesday 7 <sup>th</sup> May	New councillors take office		
Wednesday 15 <sup>th</sup> May	Annual TC meeting	7.30pm	Green room Mem Hall
Monday 20 <sup>th</sup> May	Planning	8pm	Green room Mem Hall
Thursday 23 <sup>rd</sup> May	CCAC	8pm	Green room Mem Hall
Monday 24 <sup>th</sup> June	Planning	8pm	Green room Mem Hall



Wednesday 26 <sup>th</sup> June	TC meeting	7.30pm	Green room Mem Hall
Thursday 27 <sup>th</sup> June	CCAC	8pm	Green room Mem Hall
Monday 15 <sup>th</sup> July	Planning	8pm	Green room Mem Hall
Wednesday 17 <sup>th</sup> July	TC meeting	7.30pm	Green room Mem Hall
Thursday 18 <sup>th</sup> July	CCAC	8pm	Green room Mem Hall
Monday 19 <sup>th</sup> August	Planning	8pm	Green room Mem Hall
Wednesday 28 <sup>th</sup> August	TC meeting	7.30pm	Green room Mem Hall
Thursday 29 <sup>th</sup> August	CCAC	8pm	Green room Mem Hall
Wednesday 11 <sup>th</sup> September	Allotments	7pm-8pm	Oxpens allotments
Monday 23 <sup>rd</sup> September	Planning	8pm-9.30pm	Green room Mem Hall
Wednesday 25 <sup>th</sup> September	TC meeting	7.30pm	Green room Mem Hall
Thursday 26 <sup>th</sup> September	CCAC	8pm	Green room Mem Hall
Monday 21 <sup>st</sup> October	Planning	8pm	Green room Mem Hall
Wednesday 23 <sup>rd</sup> October	TC meeting	7.30pm	Green room Mem Hall
Thursday 24 <sup>th</sup> October	CCAC	8pm	Green room Mem Hall
Wednesday 13 <sup>th</sup> November	Finance	8pm	Green room Mem Hall
Monday 25 <sup>th</sup> November	Planning	8pm	Green room Mem Hall
Wednesday 27 <sup>th</sup> November	TC meeting	7.30pm	Green room Mem Hall
Thursday 28 <sup>th</sup> November	CCAC	8pm	Green room Mem Hall
Monday 9 <sup>th</sup> December	Planning	8pm	Green room Mem Hall
Wednesday 11 <sup>th</sup> December	TC meeting	7.30pm	Green room Mem Hall
Thursday 12 <sup>th</sup> December	CCAC	8pm	Green room Mem Hall