



Minutes of the Meeting of the Town Council held on Wednesday 28th February 2024 at 7.30pm in the Green Room, Memorial Hall

Present: Cllrs: Gary Harrison, Liz Reason, Peter Kenrick, Claire Wilding, Frances Mortimer, Nick Potter, Janet Burroughs, Gareth Epps (late arrival), James Styring, David Green, County Cllr Liz Leffman, **Town Clerk:** Lisa Wilkinson, three members of public

1. Apologies for Absence were received from Tony Merry.

2. Declarations of Interest: none were received.

3. Contributions from members of public

Phil Windsor, co-owner of the Bull, spoke about their current state of planning:

- They are currently applying for a new licence for the garden bar.
- Pre-application advice has been received from WODC.
- They are sending a letter to residents explaining what is happening.
- The original planning application has been retracted based on advice from WODC.
- A meeting has been held with Andy Graham.
- They have been asked to move the refrigerators out of the car park.
- Beerview, investors in the Bull, have bought the Old Bank House building however assurances were given that the Deli will not be altered.
- The Bull team is helping to manage the holiday let cottage on Sheep St on the owner's behalf.

Liz Leffman followed up on this information by reporting that the refrigerators must be removed by Friday 8th March. There have been five separate breaches in planning for which Enforcement are now involved.

Update on the Bell: the new wall around the front of the Bell is being investigated by Enforcement.

Budgets at WODC and OCC have been passed including:

- New Climate Support Officer and Youth officer to be employed at WODC.
- OCC has agreed to put an extra one and a half million pounds into Special Educational Needs.

Item 8a Traffic- zebra crossing brought forward.

James Styring explained previous town council discussions on reducing speeds on The Slade. He is concerned about the small size of the buildouts on each side, so the road does not appear to narrow. He also believes that the crossing does not look very well made.

Claire Wilding praised the zebra crossing.

Gareth Epps stated that there is a lesson to be learned about the gap in time between removal of construction cones and turning on of the lights. He also believes that there is an issue of not getting what was paid for.

A query was raised about why the lights are recessed at the back of the pavement.

It was agreed to hold a site visit with County officers which Liz Leffman offered to organise.

4. To receive minutes from the Town Council meeting dated 24th January 2024

These were agreed and signed as a true record.

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

- Emily Algar has resigned as councillor.

Item 9 Land and Nature was brought forward

- a. To consider approval of Nature Recovery Framework (NRF) for Charlbury, Finstock and Fawler subject to public consultation



Peter Kenrick introduced the framework within which the nature recovery work of the Town Council could be continued and explained that fundamental to this is the TC's collaboration with WODC on its Biodiversity Action Plan. Geoff Griffiths as lead of LNG, was present to answer questions and explained that if this framework is adopted the TC can then contribute to the Nature Recovery Strategy at county level. Thanks were given to the Land and Nature Team and Geoff Griffiths for their hard work in drawing this up. An amendment to this proposal was proposed: to consider approval of the **draft** NRF subject to consultation. This was proposed, seconded and agreed. Public consultation will now start, beginning with a short presentation at the Annual Town Meeting on 15th March. An official launch will then be held on 15th June.

6. Walkers are Welcome

- a. To receive report

Peter Kenrick, Tony Merry and the clerk will apply for a Caring for the Cotswolds grant, from Cotswold National Landscape, for funding to progress the relaunch of this initiative.

- b. To consider cost of £250 to print 250 Town Trail leaflets and 300 leaflets each of Gateway walks one and two.

This was **resolved**.

- c. To authorise extra expenditure of £16.19 for repair to Gateway walk by Cotswold Wardens

This was **resolved**.

7. Finance and Administration

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

These were approved and authorised by Cllrs Peter Kenrick and Gary Harrison

- b. To review standing orders

These were approved.

- c. To review financial regulations

These were approved.

- d. To review asset register

The new Speed Indicator Device has been added. This was approved.

- e. To consider transfer of funds from the instant access account to the savings account

It was agreed that the Responsible Financial Officer would transfer funds between accounts.

- f. To consider movement of funds between bank accounts on a regular basis.

Funds will be monitored monthly and any movement necessary between accounts will be undertaken.

8. Traffic

- a. Zebra crossing

- i. To consider requesting the County Council to build a safer facility than the newly installed zebra crossing, that will slow traffic as well as provide a crossing point.

See above.

- b. To adopt Parking Working Group terms of reference

These were adopted.

- c. To receive minutes and recommendations from Parking Working Group's first meeting

The minutes were received. The PWG recommended that a survey for residents in the affected areas and a survey for businesses are circulated. The residents' survey will be circulated to the town up to the town-side of The Slade.

Several amendments were agreed to the survey, to be made by Gary Harrison. Once finalised, the survey can be circulated.

Liz Reason, Peter Kenrick and Gareth Epps will speak to the affected businesses in the town centre.

Liz Reason and Gareth Epps attended a GWR meeting where they were informed that although the station car park is full there is no money at all available to improve it.

- d. To approve cost of printing parking questionnaires



It was **resolved** to spend up to £100.

- e. Remediation of the damaged kerb at Enstone Road crossroads

This repair work has been requested several times over the last two years. This will be discussed during the meeting with County officers about the zebra crossing.

9. Land Nature

- a. To consider approval of Nature Recovery Framework (NRF) for Charlbury, Finstock and Fowler subject to public consultation

See above.

10. Amenities

a. Mill Field

- i. To note rain delay on river clearance work

Flooding has caused delays to the work. A further date is awaited. Cotswold Wardens have undertaken some clearance work.

11. Engagement

- a. To consider adoption of council infographic

This was adopted.

- b. To approve town survey and agree how to circulate it.

The survey was adopted (with the addition of a QR code) and it was **resolved** to circulate it with the Leaflet in the April/May edition at the cost of £75.

- c. To agree cost of printing town surveys at £130.

This was **resolved**.

- d. To consider circulating infographic with the town survey (cost of £95)

Circulation of this with the survey and the £95 for printing were agreed.

- e. To receive update on new website

An update was given by David Green and thanks were given to him for all his work on it.

12. Nine Acres

- a. Repair of dry-stone wall

There are areas of the wall around Nine Acres in need of repair. The clerk will ask the dry-stone walling team at Wychwood Forest Trust to repair them. It was **resolved** to pay for the cost of the materials.

Standing orders were suspended to complete the items on the agenda.

13. Community

- a. To consider arrangements for the Annual Parish Meeting

- i. To authorise printing costs

£200 printing and £300 for refreshments were agreed.

- b. To consider approval of Honoured Citizen Awards. *Members of the public will be excluded from the room during deliberations on this item.*

The Awards Panel met on 26th February and recommended the following awards to be presented at the Annual Town Meeting: Richard Fairhurst, Lynette Murphy, Chris Potts and Ann Miller

These were approved by the Council. Certificates will be written and framed. It was agreed that £254 could be spent on framing.

It was requested that the rules were reviewed for next year.

- c. To consider request from scouts for permission to erect a gazebo near the goal posts at Ticknell Piece and also to use the playpark for the toddler trail.

This was agreed subject to insurance being made available to the town clerk.

- d. Beating the Bounds – Annual Boundary Walk



Permission was given from the Council to hold the Boundary Walk. It was **resolved** for the clerk to contact the landowners on the route of the Boundary Walk to ask permission for the walkers to cross their land.

The plans to commemorate the centenary of the tragedy at Beating the Bounds were approved: a commemoration will be held after the walk on Mill Field. Rob Stepney, a writer with an interest in local history, and the vicar of St Mary's Church, will speak and there will be a short ceremony involving three local children. Refreshments will be available, organised by the scouts.

e. Riverside Festival

It was **resolved** to give permission for Riverside Festival to be held free of charge on Mill Field on 20th and 21st July 2024, subject to insurance documents being provided.

f. To consider artwork for interpretation boards and agree cost of design and printing.

The work for this is in progress. It was **resolved** that the design could be agreed by councillors once complete. OCC has requested design approval on the one to be placed at Centenary Wood.

It was **resolved** to spend £330 on the design and printing of them. Thanks were given to David Green for organising the interpretation boards.

g. To authorise cost of defibrillator battery

It was **resolved** that the £235 allocated in this year's budget for the defib would be moved to reserves to enable two to be purchased next year (when they are required).

14. Correspondence

- Cash management
- Litter at Rushybank site
- Caring for the Cotswolds funding
- Town maintenance
- Official portraits of the King
- Nine Acres wall damage
- OCC Vision Zero
- Councillors posting on forum
- Woody Lane
- Resignation of Emily Algar as councillor

Meeting closed: 10pm

**Appendix 1
Payment Schedule**

a. Payments received:

Charlbury Bowls Club	Bowls Club rent	£77.25
Banbury Memorials	Memorial fees	£185.00
Residents/funeral directors	Burial fees	£850.00
HMRC	VAT refund Q3 2023 2024	£1,552.29

b. Payments to be authorised:

Lisa Wilkinson	Clerk's February salary, allowance & expenses	£2,196.32
Nest (direct debit)	Clerk's pension	£150.71
Barlows & Sons (Hermitage) Ltd	Repair to footpath surface (Gateway walk)	£43.02
Zoom (multipay card)	Annual subscription	£155.88
Corner House & WMH CIO	February room hire	£50.00
Fasthosts (multipay card)	Email account	£10.20
Fasthosts (multipay card)	Website domain renewal	£73.20



Fasthosts (multipaycard)	SSL Certificate renewal	£42.00
Castle Water (direct debit)	Allotment water supply	£12.72
B&Q (repay D Lewington)	Speed Indicator device fixings	£5.13
Screwfix (repay D Lewington)	Speed Indicator device fixings	£23.99
Community First Oxfordshire	Annual membership	£70.00
PWLB	Loan repayment – cemetery extension	£2,017.56
WODC	Litter/dog bin emptying (01/10/2023-31/03/2024)	£1566.86
OALC	Annual subscription	£649.38

c. Charlbury Town Council balances

To 31st January 2024	
Unity Trust Current Account	£61,609.58
Unity Trust Instant Access Account	£20,583.76