



**Minutes of the Meeting of the Town Council
held on Wednesday 27th March 2024 at 7.30pm
in the Green Room, Memorial Hall**

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

1. **Apologies for Absence** were received from County Cllr Liz Leffman
2. **Declarations of Interest:** none
3. **Contributions from members of public:** none
4. **To receive minutes from the Town Council meeting** dated 28th February 2024
These were received and signed as a true record.
5. **To receive minutes from Annual Parish Meeting** dated 15th March 2024
These were received and signed as a true record.
Thanks were given to the clerk for organising the APM.
6. **Matters arising from the Minutes** (not elsewhere on the agenda)
 - Peter Kenrick reported that he has attended meetings held by WODC, about its Nature Recovery Plan launch and OCC about its Nature Recovery Strategy.
 - Walkers are Welcome bid has been submitted. Two potential volunteers have stepped forward for this initiative.
7. **To receive reports from:**
 - a. Oxfordshire County Council
Cllr Liz Leffman sent in a report:
 - **Cotswold Line:** she has attended a meeting with the Rail Minister, Huw Merriman. to ask to progress an outline business case for improvements to the Cotswold Line, which will include doubling the line and improvements to signalling, and which will result in two trains per hour from Charlbury. Funding for the outline business case come from money that has been allocated from HS2 to Worcestershire. Funding for the rail improvements could come from land value capture as there are over 100,000 houses due to be built in the districts that are adjacent to the line. The Minister was very responsive to the presentation and agreed to have another meeting in May.
 - **Traffic filters:** Work on the Oxford traffic filters is starting and there will be a largescale campaign in the summer to advise people about them and tell them how they can access passes. Every Oxfordshire resident will be entitled to 25 passes per year. The aim is to restrict the number of cars in the city centre and to encourage people to park in the Park and Rides.
 - **Electric Micro Hubs:** Oxfordshire has been told that we will be getting £3.655 million to install EV charging points in village halls, community centres etc. This will deliver 200 charging points at 100 places in the county. Charlbury is one of the locations that will have a micro hub.
 - **Nature Recovery Plan:** The consultation on our Nature Recovery Strategy will be live until March 31st and can be found here: <https://letstalk.oxfordshire.gov.uk/lnrs-phase1>.
 - b. West Oxfordshire District Council
No report.
8. **Finance and Administration**
 - a. To receive payment schedule and authorise payments (see **Appendix 1**)
These were **resolved** and will be authorised by Cllrs Merry and Harrison.
 - b. To review risk management scheme



Peter Kenrick proposed amendments: change wording on meeting locations and add replacement batteries to the defibrillator section. This was **resolved** with these amendments.

- c. To adopt Communications policy

This will be revisited to clarify responsibilities for keeping residents informed on the local website.

9. Biodiversity

- a. To adopt biodiversity policy

This was adopted.

- b. To note action already taken to conserve and enhance biodiversity

Actions taken by this Council are listed in Appendix 2.

- c. To consider further steps to conserve and enhance biodiversity

Work, as listed below, will continue and includes the Nature Recovery Framework launch .

10. Traffic

- a. Update from Parking Working Group

90 responses have been received for the parking survey. The survey will be closed after Easter.

A meeting with Jim Whiting (OCC) will be arranged.

A survey designed especially for businesses will be circulated in the first week of April and meetings will be held with a few of the businesses. An update will be received at the next Town Council meeting.

11. Amenities

- a. Change in circumstances for ground maintenance contractor

The two owners of Cotswold Landscaping have dissolved the company. Ian Clemson, who has carried out the TC maintenance for many years, has set up Evenlode Landscaping and requests that the TC considers continuing to use his services but under a different name.

This was **resolved**.

b. Mill Field

- i. To consider formal tendering process for the design of the rock ramp

Evenlode Catchment Partnership (ECP) has offered to fund a design for a fish pass on the river at Mill Field: the TC would need to go out to tender for the work. It was **resolved** to go ahead with this, with a specification for the design to be drawn up by ECP.

- ii. To note that Evenlode Catchment Partnership has offered to fund an ecological management plan.

An ecologist has been recommended by ECP to give guidance on management of Mill Field for the future. ECP will commission this plan.

12. Community

- a. To consider request from ATIC for ad hoc funding.

It was **resolved** to grant the requested amount of £250.

- b. To consider request from Charlbury Museum for funding to cover cost of Beating the Bounds display expenses (£127.97).

This was **resolved**.

- c. Nomination of town councillor to steering group for youth ambassador initiative

James Styring was nominated.

- d. To consider noticeboard protocol

The following protocol was agreed:

1. The purpose of the noticeboards is to advertise events in Charlbury.
2. Priority goes to Charlbury non-profit organisations.
3. All notices should be removed after 3 weeks (or earlier if the event they are



advertising has passed).

4. Noticeboards are not for permanent advertising.
5. Charlbury businesses may use the boards if room permits, but they must respect the 3-week rule.
6. Adverts for events in nearby towns and villages are permitted when there is room.
7. National charities may use the boards to advertise events or collections within Charlbury, they may not use the boards for general advertising or fundraising.
8. Posters/notices must be no larger than A4 size.

13. Correspondence

- Concern about cutting back hedges at skate park
- Complaint about damage to a grave
- Parking on The Green
- Dangerous trees around substation – The Green/Kendal Piece
- Cotswold Wardens request for funding to improve Gateway walk access

Meeting closed: 9pm.

Appendix 1 Payment Schedule

a. Payments received:

A. L. Sole & Son Funeral Directors	Burial fees	£500.00
Oliver & James Funeral Directors	Burial fees	£250.00

b. Payments to be authorised:

Lisa Wilkinson	Clerk's March salary, allowance & expenses	£2,274.07
Nest (direct debit)	Clerk's pension	£150.71
HMRC	Income tax/ NI contributions Quarter 4	£2,255.05
Kopyrite	Walkers are Welcome – town trail/Gateway walks printing	£250.00
Kopyrite	Parking questionnaires printing	£100.00
Kopyrite	Town survey/infographic printing	£225.00
Kopyrite	APM printing	£110.50
St Mary's Parish Office	Distribution of survey	£75.00
Corner House & WMH CIO	March room hire	£91.00
Corner House & WMH CIO	Christmas market room hire	£80.50
Fasthosts (multipaycard)	Website hosting	£132.00
Fasthosts (multipaycard)	Email hosting	£12.60
Castle Water	Allotment water supply	£10.25
Castle Water	Cemetery water supply	£0.82
WODC	Commercial waste collection (cemetery) (1 st April 24 – 30 th Sept 24)	£260.00
WODC (multipay card)	Garden waste licences x 2	£100.00
OCC	Annual rent (Ticknell Piece play park)	£1892.00
OCC	Annual rent (Bowls Club car park)	£295.20
OCC	Annual rent (skate park)	£188.00
Cotswold Frames	Framing Honoured Citizen Awards	£254.00



Cotswold Landscaping	Skate park and cemetery work	£1,819.99
Viking Direct	Stationery	£50.92
Kompan	Playground inspection	£450.00
Friend’s Meeting House	Room hire (LNG)	£30.00
Tetbury Accounting	Payroll	£336.00
Oxfordshire Playing Fields Association	Annual membership	£59.00
Co-op (multipay card)	APM expenses	£58.45
Chloe Horner	APM expenses	£96.00

c. Charlbury Town Council balances

To 22nd March 2024	
Unity Trust Current Account	£23,603.88
Unity Trust Instant Access Account	£50,583.76

Appendix 2

Below is a list of actions related to the biodiversity duty that Charlbury TC has undertaken. This list is by no means exhaustive but shows that Charlbury TC is meeting its biodiversity duty:

- Declared a climate emergency in 2019.
- Developed a vision and a mission:

VISION: For Charlbury and the surrounding area to become a zero-carbon community that is thriving, inclusive, beautiful, biodiverse and sustainable now and in the future.

MISSION: 1) Ensuring that Town Council services are delivered efficiently, sustainably and cost-effectively to meet the needs of Charlbury residents.

2) Delivering on our commitment to act on the climate and ecological emergencies by actively preparing Charlbury and its environment for a zero carbon, biodiverse and sustainable future.

3) Engaging all of the community by providing appropriate leadership, governance and inspiration in an open and transparent way.

- Adopted a Council strategy with biodiversity at its heart.
- Set up working groups to look at carbon reduction, nature recovery and biodiversity in different ways:

- **Land & nature**

To restore and connect habitats on council-owned and -managed land, and support to key species, and to encourage residents to do the same on their own land.

To improve the capacity of local soils to sequester carbon.

- **Journeys**

To make our streets safer by reducing traffic speeds and tackling danger areas.

To take proactive measures to promote and facilitate active travel.

To support and enable the shift to electric vehicles.

To improve and promote the use of public transport.

LCWIP

- **Food**



To support and signpost local food producers and suppliers.

To promote initiatives for community-food production and sharing.

To support climate-friendly diet initiatives.

To encourage reductions in food waste.

- **Energy**

To promote community-owned electricity generation.

To promote household energy generation (e.g. solar panels, heat pumps).

- **Buildings**

To encourage the high-quality retrofitting of local community buildings and homes so they become low energy and zero carbon.

To engage with the planning system to maintain the town's character while helping it thrive and achieve net zero emissions.

- Neighbourhood Plan -which includes promoting WODC's sustainability checklist and assisting Charlbury residents with meeting the conditions attached in their planning applications.
- Mill Field. In progress:
 - Meadow restoration
 - Riparian tree management
 - Weir repair
 - Rock ramp fish pass
- Grass cutting management plan
 - Reduced cutting schedule
 - Cutting for wildlife/wildflowers
- Nature Recovery Framework (LNG): a series of steps to protect and enhance nature across the three parishes of Charlbury, Fawler and Finstock.
- LNG work also includes:
 - Hedgerow surveys
 - Mapping carbon balances at sites in Charlbury
 - Insect surveys
 - Cemetery management
 - Reducing use of chemicals at allotments
- Planting wildflowers at sites across town