



**Minutes of the Meeting of the Town Council
held on Wednesday 17th July 2024 at 7.30pm
in the Green Room, Memorial Hall**

Present: Cllrs: Gary Harrison, Tom Greenwood, Katie Ewer, Ed Bradbury, Arthur Sinclair, Peter Kenrick, Paul Honey, Roy Scott, Frances Mortimer (late arrival), Town Clerk: Lisa Wilkinson, 2 members of public.

1. Apologies for Absence were received from Tony Veters and Liz Reason

2. To receive Declarations of Interest: none were received.

Katie Ewer signed her acceptance of office form as resolved at the June meeting.

3. Contributions from members of public

A resident of Lees Heights raised concern about weeds growing through kerbs. They are a physical barrier as they are so tall and breaking up the pavement.

A resident expressed his appreciation for the change in policy in managing reserves.

He also explained that residents intended to buy a strimmer to use on overgrown areas around Charlbury and is inviting people to let them know where these areas are.

Gary Harrison requested that residents work with the Charlbury Community Works! Working Group.

4. To receive minutes from the Town Council meeting dated 26th June 2024

These were signed as a true record.

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

8. Town maintenance item brought forward

a. Update from Charlbury Community Works! Working Group (CCW!)

CCW! undertook a walkabout including along the Slade to look at how best to deal with the verges and weeds growing through the kerbs. They will be asking residents to help take care of the area near their houses. Three areas have been designated to plant locally collected wildflower seeds mixed in with annuals.

It was **resolved** to ask Evenlode Landscaping to trim and collect the weeds in the kerb along The Slade and Sturt Road (and along Nine Acres Lane if there is remaining time) as a short-term solution whilst longer-term solutions are investigated. It was **resolved** to spend up to £200.

6. Finance and Administration

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

These were approved. Gary Harrison and Peter Kenrick will authorise them. It was noted that the CDS Roofing payment has already been made as an emergency authorisation due to dangerous falling tiles off the lych gate roof.

b. To appoint positions deferred from the Annual Meeting:

- Ticknell Piece playground and skate park

Katie Ewer was appointed.

- Youth Ambassador steering group

Katie Ewer was appointed.

c. To appoint representatives to Charlbury Exhibition Foundation

To be deferred.

d. To appoint representative to the Charlbury Day Centre

The day centre's constitution requires appointment of a TC representative. Tony Merry was reappointed to this role.

e. To adopt terms of reference for Charlbury Community Works! Working Group

These were **resolved**.



f. To adopt terms of reference for Walkers are Welcome Working Group
These were **resolved** with slight amendments to the aim and responsibilities.

g. Appointment to the Cotswold National Landscape Conservation Board
It was noted that Liz Reason has been appointed onto the Board.

7. Mill Field

a. To agree management of hemlock at Mill Field

Following specialist advice from two sources, it was agreed that the flower heads would be cut off and that the hemlock would then be mown regularly. This breaks the life cycle of the plant. It was agreed to accept Evenlode Landscaping's quote of £300 per cut. This will be undertaken as soon as possible this year and then continued from March/April next year, at least twice a year. The cuttings will be composted in an area out of sight behind nettles with fencing placed around them. It was agreed to erect a sign at the entrance to Mill Field, warning visitors that hemlock is present.

8. Town Maintenance (continued)

a. Update from Charlbury Community Works! Working Group

See above.

b. Trees on The Green

Following several complaints from residents of The Green about trees adjacent to the substation being unsafe, the clerk has established that there is no owner of the trees (the Crown by default). West Oxfordshire District Council (WODC) does not currently have a tree officer in post so no advice is possible from them.

As Charlbury is in a conservation area, no work could be carried out on the trees without a 'trees in conservation area' application to WODC. It was agreed to ask a tree surgeon to advise on any work required and then make a decision based on that.

c. To receive cemetery report and agree course of action

A fallen branch from a lime tree has been removed and the remaining tree looks unstable. Further work that needs undertaking includes the removal of all the tree debris, repair of a memorial bench and clearing of the area by the gate on Pound Hill.

It was agreed:

- to hire a skip (at the cost of up to £300) and arrange a working party to clear the cemetery of all the debris and items that have been dumped, with the help of Evenlode Landscaping (to use their dumper).
- increase the number of bins
- to request a tree survey of the trees in the cemetery.
- to repair the memorial bench

9. Nine Acres

a. To consider request for £1000 contribution towards cutting back branches overhanging tennis courts

Nine Acres Management Committee has requested a contribution to the cutting back of ten trees overhanging the tennis courts as the debris is falling onto the new surface of the courts. Ed Bradbury and Katie Ewer will talk to the residents who own the trees about cutting them back themselves.

b. To agree repair of seesaw

It was **resolved** to proceed with the quote of between £375 and £475 (dependent on whether the main bearing shaft has been bent) from Trevor Stewart.

10. Buildings Working Group (BWG)

a. Proposal for new project

Arthur Sinclair has agreed to be chair of this group.



The BWG would like to:

- undertake an assessment of the current solar panel installations around Charlbury to help residents understand the potential cost implications, financial and other benefits to install solar panels.
- canvass existing residents that have solar panels, for their experiences to pass on this information to their neighbours in similar properties.
- understand the potential financial benefits of installation of multiple solar panels on similar properties at the same time.

This was agreed.

11. Engagement

- a. To agree leaflet

The response to the town survey leaflet was agreed. Thanks were given to the clerk for designing this.

- b. To agree delivery of leaflet

It was agreed that this would be undertaken by councillors.

12. Parking

- a. Update from Parking Working Group (PWG)

The PWG has met with Jim Whiting (Parking Schemes and Traffic Orders Team Leader) and Liz Leffman from Oxfordshire County Council. A draft outline parking scheme was discussed. Further detail will be added to the scheme before it is then brought to the Town Council for discussion (followed by public consultation).

Liz Reason continues to meet with local organisations to discover how parking affects them. The Spendlove car park survey has been postponed until end of July/early August.

13. Community

- a. To consider request for funding for Youth Ambassador project

Other options for funding have been passed onto the Steering Committee.

- b. Request from Sustainable Charlbury to promote the TC Environmental Working Groups' work on their website.

Sustainable Charlbury have a new website and have asked if they can add links to it the Town Council environmental working groups pages. This was agreed.

- c. To consider plans and budget for Charlbury Street Fair

The budget for the Street Fair is £200. It was agreed that this could be spent. The TC stall will focus on Building Working group work, Charlbury Community Works! And the Nature Recovery consultation.

14. Thomas Gifford Trust

No report received.

15. Correspondence

- Bin at bowls club: this was removed by West Oxfordshire District Council
- Charlbury nature: suggestion to set up an apprenticeship scheme so all the local knowledge is not lost.
- Fallen material on path: Lee Place have been informed.
- Ragwort: Government advice is that this should only be removed if near livestock and crops used to make livestock fodder
- Gate at Ticknell Piece playground: to be added to August agenda
- Enstone Rd bus shelter: this will be researched again
- Weeds and damage to pavements in Charlbury
- Strimmer to the rescue: a group of residents will be purchasing a strimmer
- Charlbury market name change to Charlbury Saturday Market

Meeting closed: 21.29



Appendix 1 Payment Schedule

a. Payments received:

Charlbury Bowls Club	Quarterly rent	£77.25
Banbury Memorials	Memorial fee	£150.00

b. Payments to be authorised:

Lisa Wilkinson	Clerk's July salary, allowance, pension & expenses	£2371.63
Scribe Accounting Software	Annual renewal	£812.16
Welmedical	Replacement defib battery (surgery) (S137)	£275.94
Corner House & WMH CIO	July room hire	£35.00
Fasthosts (multipaycard)	Email hosting	£2.40
Castle Water	Allotment water supply (direct debit)	£7.38
Castle Water	Cemetery water supply (direct debit)	£5.38
Basecamp (multipay card)	Monthly subscription	£94.20
Rob Jackson	Grass cutting at Mill Field	£200.00
Evenlode Landscaping	Grass cutting- town & fallen tree removal	£1,300.00
CDS Roofing and Building	Emergency repair of lych gate roof (already paid, authorised by PK & GH)	£250.00

c. Charlbury Town Council balances

To 30th June 2024	
Unity Trust Current Account	£18,407.22
Unity Trust Instant Access Account	£96,394.10