



**Minutes of the Meeting of the Town Council
held on Wednesday 23rd October 2024 at 7.30pm
in the Green Room, Memorial Hall**

Present: Cllrs: Gary Harrison (in the chair), Liz Reason, Frances Mortimer, Peter Kenrick, Ed Bradbury, Roy Scott, Tom Greenwood, Tony Vettors, Arthur Sinclair, 2 members of public.

1. Apologies for Absence were received from Katie Ewer.

2. Declarations of Interest were received by Gary Harrison for item 9a British Legion payment and Ed Bradbury for item 9a. payments.

3. Contributions from members of public to include co-option of Town Councillor

Two applications for the role of Town Councillor have been received. One applicant was present, one was unable to attend. Gary Harrison asked each applicant to explain why they want to become a councillor. The statement from the absent councillor was read out.

Following a vote, it was **resolved** that Jack Wells was co-opted onto the council. It was agreed that his declaration of acceptance of office could be signed at the next meeting. Training will be offered to Jack Wells.

Roy Scott, as a member of the public, spoke about issues that have arisen about the expiry of the lease of the Deli. The Deli has approached the Corner House Trust and proposed that they occupy the rooms currently occupied by the Museum. The Corner House Trustees believe that this is a positive option for the Corner House to achieve a community hub and a significant income. The Museum has been offered the Morris Room and the Oliver Watney room (upstairs in the Corner House) instead. Roy Scott stated that the Museum has developed its current space over many years and are upset about this proposal.

A condition of the rental would be that no private profits from the Deli would be given to shareholders. Councillors questioned whether the Corner House would still be used for the benefit of the town? Another question raised was would there still be enough community space left in the town?

4. To receive minutes from the Town Council meeting dated 25th September 2024

These were signed as a true record.

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

- Tree work on The Green

The reduction of the trees and overgrowth around the substation has been booked in for 7th November

- New swing at Nine Acres

This has been booked in - date yet to be confirmed.

- Allotment markers

The Community Workshop is unable to make these. The clerk will contact a blacksmith for a quote.

6. Report from Oxfordshire County Council (OCC)

Liz Leffman sent in her report:

- Fiveways- resurfacing is now completed. We will shortly be initiating the programme for 2025/26 and councillors will be invited to list any roads in their areas which need repair.
- A40 improvements - OCC has had funding for improvements to the A40 confirmed. This includes a new bus lane and the access to the recently completed Park and Ride at Eynsham. The scheme will now go forward for planning permission and the Park and Ride is scheduled to open in early 2026.



- OCC has a new Community Engagement officer for this area, Chris Grain, who is dealing with any issues that cannot be resolved on Fix My Street. James Wright is still in charge of anything to do with road signs and lines.
- Community orchard funding is still available: the TC will request if trees could be planted on Ticknell Piece/Centenary Wood land?

7. Report from West Oxfordshire District Council (WODC)

No report received.

8. Parking

a. Residents' parking consultation

This has been set up by OCC and is set to go live on 24th October. The clerk will publicise this on social media and noticeboards to ensure as many people as possible respond to the consultation.

b. To receive paper and decide on actions to take forward

The recommendations in the paper were agreed and will be implemented:

The following issues will be raised with West Oxfordshire District Council:

- Disabled and parent/child row of parking is under used. There are currently four confusingly marked disabled spaces which seems too many. Could this row be redesigned?
- Where will the EV chargers be located? (maybe on the disabled and parent/child row)
- White direction arrows and disabled bays markings are very faded leading to some confusion and need repainting

Other agreed recommendations were:

- Ask the Medical centre to put up no parking (unless using the medical centre) signage
- Set up meeting with cricket club to discuss potential staff parking there

9. Finance and Administration

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

These were **resolved** and authorised by Peter Kenrick and Gary Harrison (Liz Reason signed the cheque for British Legion).

b. To authorise quarterly bank reconciliations

These were checked and authorised by Ed Bradbury.

c. To receive six-month actual vs budget report

This was circulated.

d. To adopt Anti-bullying and Harassment (including sexual harassment) policy required by new legislation from October 2024 (s40A Equality Act 2010)

This was adopted.

e. To consider Town Council approach to deprecatory/scurrilous communications

Following several disrespectful comments made to the Council, a statement will be composed and brought to the Town Council for agreement. A statement will also be added to the website. The Council has already signed up to the Civility and Respect Pledge

f. To agree budget virement for cost of tree work at cemetery

It was **resolved** to move £2440 from the traffic calming budget to the cemetery budget.

g. To receive report from Personnel committee

This was received.

h. To consider purchase of phone for clerk at cost of up to £200

It was **resolved** to allow a budget of up to £300 to purchase a second-hand phone.

i. To note change in Unity Trust bank account to business bank account



As the Town Council turnover is now over £100,000, the bank account has been transferred by Unity Trust to a business bank account. This costs £6 per month (as previously) but now with 15 pence per individual transaction. This was noted but it was agreed that no further action was required.

10. Amenities

a. Ticknell Piece

- i. To consider quotes for repair of concrete

To be deferred.

- ii. To consider quote for coppicing at skate park

A quote for £538.90 to cut back boundary, coppicing, and chip arisings (to include chipper hire) from Evenlode Landscaping was accepted. **Resolved.**

b. Cemetery

- i. To consider quote for tidying overgrown graves and clearing edges of cemetery

The following quotes were accepted:

- Cut and clear kerbed graves in main cemetery of self-seeded growth and use copper nails where applicable to prevent grow back -£200
- New cemetery boundary hedges and top section of the original cemetery: cut all three faces of the boundary hedges - £500
- Original main cemetery boundary clearance: cut back boundary growth -£200

These were **resolved** and will be taken out of the traffic calming budget.

11. Town Maintenance

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

- i. To receive report and consider recommendations

It was agreed that a group of volunteers is established who are willing to help remove soil build-up, weeds and other issues such as overhanging growth onto pavements. It was also agreed that this is too much work for councillors alone and that volunteers cannot be asked to continue this work on a regular basis. The most prominent areas in Charlbury need to be cleared over the winter. A CCW! meeting will be held to decide on how to proceed in different areas of town.

- b. To consider quotes for glazing at the Enstone Road bus shelter and appoint a contractor

Following investigations, wider benches for bus shelters are not available. Glazing (reinforced glass) cannot be added to this model of bus shelter. Quotes for replacement polycarbonate panels have been received. A quote from Externiture, perceived as the experts in this area, will be received on 24th October. It was **resolved** to proceed with this at the cost of up to £1000 and to be requested that the panels are covered with a transparent film.

Frances Mortimer has completed a detailed survey of all the bus stops and uploaded it to OCC.

12. Nine Acres

- a. To consider quote for installing steering wheel on tractor play equipment

This can be installed at the same time as the swing at the cost of £14. This was **resolved**.

13. Engagement

- a. To receive paper from Working Group meeting

This was received. A recommendation was agreed to collate measurable objectives, such as visitors to the Street Fair stall and the Annual Parish Meeting.

Tom Greenwood proposed instigating a regular walkabout for councillors to be aware of issues in the town. Councillors were in favour of this.

14. Walkers are Welcome

- a. To agree cost of printing Walkers are Welcome map for two locations



It was **resolved** to print two maps (one for the Co-op and one for the station noticeboard) at the cost of £220. (This is matched funded by Cotswold National Landscape).

Update on Cotswold National Landscape funding bid work: permissive path improvements have been completed; interpretation boards have been installed although the printing has not been finished; leaflet has not yet been completed.

15. Community

- a. Arrangements for Remembrance Sunday including donation for wreath(s) (power to authorise: LGA 1972 S137)

The Remembrance Sunday parade on 10th November, starts at the Spendlove car park at 2.30pm. The Town Council gave permission for this. Gary Harrison will lay the Town Council wreath and welcome the Lord Lieutenant of Oxfordshire to Charlbury. Gary Harrison will also present a wreath for the Poppy train passing through Charlbury on 11th November.

- b. Update on Youth Ambassador

No update.

- c. Report on Saturday market

Report received and recommendations agreed as below:

- Officially accept name change to Charlbury Saturday market
- To continue market next year (May to October 2025)
- To agree to hold and fund the hall hire for a Christmas market in 2025

These were **resolved**.

Thanks were given to the volunteers for running this year's market. There is also a team that run the bakery stall with all profits being donated to local organisations.

- d. To consider submitting a response to the update for the WODC Infrastructure Development Plan - Green Infrastructure

The deadline has now passed. The Town Council will start to look at its own Infrastructure Development Plan instead.

- e. To agree nomination of two trustees to Charlbury Exhibition Foundation

Two trustees have been identified to stand for nomination. They are David Green and Linda Moncton. The Town Council **resolved** these appointments.

16. Traffic

- a. To consider purchase of speed indicator device and if agreed to consider quotes and accept one Four quotes have been received ranging from £2875 (plus £210 every two years for 4G subscription with SIM card) to £7312. It was **resolved** to accept the quote from Elancity at £2875 (plus £210 every two years for 4G subscription with SIM card). This device is identical to the one bought last year.

17. Correspondence

- Poppy train at Charlbury station on 11th November
- Community orchard fund still available – request trees to be planted on land at Ticknell Piece (unused field)
- Tree at cemetery adjacent to the collapsed lime, has been reported as a concern. The clerk will contact a tree surgeon to examine this.
- TC has been asked to get involved in the potential removal of a plaque and cupboard at the Corner House

Meeting closed: 9.25pm



**Appendix 1
Payment Schedule**

a. Payments received:

Sustainable Charlbury	Funding for meadow restoration Mill Field	£2020.00
Banbury Memorials	Memorial fees	£520.00
AL Sole & Son	Burial fee	£250.00
Charlbury Bowls Club	Quarterly rent	£77.25

b. Payments to be authorised:

Lisa Wilkinson	Clerk's October salary, allowance, pension & expenses	£2458.91
Parkfield Tree and Garden Care	Tree remedial work at cemetery	£2,928.00
Corner House & WMH CIO	October room hire	£55.00
Corner House & WMH CIO	Hall hire for Land Nature Group event (January 2025)	£96.00
Fasthosts (multipay card)	Email hosting	£2.40
Castle Water	Allotment water supply (direct debit)	£5.38
Castle Water	Cemetery water supply (direct debit)	£7.38
Basecamp (multipay card)	Monthly subscription	£89.74
Evenlode Landscaping	Grass cutting	£1,025.00
Evenlode Landscaping	Town maintenance	£840.60
Society of Local Council Clerks	Annual membership	£288.00
Ed Bradbury Landscapes	Playground surfacing repairs	£455.00
Friends Meeting House	Land & Nature Group room hire	£120.00
Barlow's Woodyard	Materials for path improvements (Cotswold National Landscape matched funding)	£646.17
Kopyrite	Printing (Street Fair)	£198.78
British Legion	Donation (S137)	£30.00
PWLB	Loan repayment – external works to Community Centre	£4,027.23
Habitat Aid Ltd (multipay card)	Wildflower seed (for Mill Field)	£235.00
Total AV	Computer antivirus software	£119.00
Welmedical	Defib pads (2 sets)	£128.22
Michael Oliver	Grass cutting Nine Acres	£252.00

c. Charlbury Town Council balances

To 30th September 2024	
Unity Trust Current Account	£85,266.43
Unity Trust Instant Access Account	£77,012.53

Note: £50,000 has been transferred from the Current account into the Instant Access account