



**Minutes of the Meeting of the Town Council meeting
held on Wednesday 22nd January 2025 at 7.30pm
in the Green Room, Memorial Hall**

Present: Cllrs: Gary Harrison, Liz Reason, Peter Kenrick, Frances Mortimer, Ed Bradbury, Tom Greenwood, Arthur Sinclair, Roy Scott, Jack Wells, Tony Veters (late arrival), Town Clerk: Lisa Wilkinson, two members of public.

1. Apologies for Absence: none were received.

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

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

Gilliane Appadoo was co-opted onto the Council and signed her acceptance of office form.

4. To receive minutes from the Town Council meeting dated 11th December 2024

These were received and signed as a true record.

5. Finance and Administration

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

These were approved and authorised by Cllrs Kenrick and Harrison.

b. To authorise quarterly bank reconciliations

These were authorised by Cllr Wells.

c. To receive actual versus budget report

This was received.

d. To receive recommendation from Strategy Working Group for priorities for this Council

This will be deferred until the next Town Council meeting.

6. Amenities

a. Mill Field

i. To consider proposal for river restoration on stretch of river Evenlode

Gary Harrison introduced a proposal to restore a stretch of the River Evenlode at Mill Field. The objectives would be to:

- improve water quality by slowing the flow and encouraging sediment deposition.
- enhance biodiversity through naturally fallen trees and increased vegetation creating varied habitats for aquatic and terrestrial species.
- restore natural flow dynamics by slowing the flow and encouraging natural sediment deposition to restore more natural geomorphic processes.
- increase vegetation coverage to stabilise riverbanks, reduce erosion, and provide habitat for wildlife.
- enhance recreational use by improving conditions for canoeists creating more interesting and varied river features.
- promote floodplain reconnection therefore helping to restore important floodplain habitats and improve floodwater storage.

The landowners on the other side of the river (Cornbury and Walcot) will be contacted to determine if they are willing to collaborate on this. A discussion was held on the impact of American crayfish on the riverbanks. It was **resolved** to proceed with this project. Gary Harrison will undertake further research.

7. Town Maintenance

a. To consider request to remove Five Ways bus shelter

A request to remove this has been received. However, several requests to keep it have also been received. As the shelter is used regularly it was **resolved** to keep the shelter in its location. Ed Bradbury will clean the shelter.



8. Engagement

- a. To agree cost of printing annual survey leaflets

These are currently being reviewed by the Engagement team with a view to print and circulate them in February /March. It was **resolved** to spend £150 on printing. The councillors will then deliver them to every house in Charlbury.

9. Land and Nature Group

- a. To receive feedback on Year of Nature Recovery Launch Party

The launch event for Charlbury’s Year of Nature Recovery, held on Saturday 11th January was attended by around 100 people. Its aim was to encourage people to set up local networks to co-operate on different initiatives. Catriona Bass from Eynsham Long Mead gave a talk on the work carried out there. There is now a database of 70 people interested in receiving email updates and contributing to various initiatives. Thanks were extended to Anne Miller and Chris Beausire for organising this successful event.

10. Infrastructure Development Plan (IDP)

- a. To consider adopting revisions to the IDP

A revised plan has been drawn up by the IDP working group. Following discussion on some of the amendments it was agreed that a further meeting of the working group will be held with more councillors present. This may be done in conjunction with the Local Cycling and Walking Infrastructure Plan meeting.

11. Community

- a. To consider current dark skies policy

The current dark skies policy in the Neighbourhood Plan states: *Development proposals should maintain and, where practicable, improve the tranquillity and the dark skies environment in and around Charlbury. In particular, proposals for the installation of artificial external lighting will only be supported where they include lighting levels at the lowest level possible to achieve the effect required.*

It was agreed in principle to work on a strategy to engage on this. Liz Reason will bring more information to a future meeting.

- b. To consider appointment of Arthur Sinclair as a Thomas Gifford Trust Trustee

This was **resolved**.

12. Correspondence

- Lorries parked for extended periods on Woodfield Drive
- Five ways bus shelter
- Graffiti on Enstone Rd bus shelter
- Oxfordshire Way Footpath next to Watery Lane blocked with electric fencing
- Thank you for TC work on parking
- Footpath – Charlbury House
- FOI request – replied to on 21/1/25
- Bushes at skate park
- Danger of high trees at Lee Place during storms: this will be passed onto the land agent at Lee Place and to OCC.

Meeting closed: 9.01pm

Signed

Dated



**Appendix 1
Payment Schedule**

a. Payments received:

Charlbury Bowls Club	Quarterly rent	£77.25
Peter Smith & Son Funeral Director	Cemetery fees	£350.00
A.L. Sole & Son	Cemetery fees	£250.00
HMRC	VAT refund Q3	£1,322.27

b. Payments to be authorised:

Unity Trust:		
Lisa Wilkinson	Clerk's January salary, allowance, pension & expenses	£2,480.73
Charlbury Christmas Trees	Christmas Tree outside Charlbury Museum (power to spend LGA 1972 S137)	£58.00
Michael Oliver	Remedial work at Nine Acres	£1128.00
Blueprint Imaging	Printing of maps for Walkers are Welcome	£264.00
Creative Gravy	Design of interpretation boards	£600.00
Corner House & WMH CIO	January room hire	£103.50
Kopyrite	Nature Recovery flyers	£40.00
Castle Water	Allotment water supply (direct debit)	£23.59
Castle Water	Cemetery water supply (direct debit)	£5.56
Zurich Municipal	Town Council insurance (long term agreement)	£2,694.52
Externiture	Replacement panels at bus shelter (Enstone Rd)	£1,075.68
Online Playgrounds	Tractor steering wheel at Nine Acres	£16.80
Online Playgrounds	New swing at Nine Acres	£5,061.60
Evenlode Landscaping	Pruning hedges at skate park	£500.00
PWLB	Loan repayment-extension to sports pavilion (direct debit)	£2,182.84
Lloyds Commercial card:		
Fasthosts	Email hosting	£2.40
Basecamp	Monthly subscription	£95.13

c. Charlbury Town Council balances

To 31st December 2024	
Unity Trust Current Account	£6,418.49
Unity Trust Instant Access Account	£127,855.63