

**Annual Meeting of Charlbury Town Council held on Wednesday 23rd May 2018
at 7.30pm in the Corner House**

Members Present: Mr P Kenrick (retiring Chairman), Mr R N Potter, Mr V Hill, Dr A Merry, Mrs J Burroughs, Mr P Morgan, Ms N Ely, Ms L Reason, Mr R Fairhurst, Mrs K Broughton, Mr R Puttick.

Apologies: Mr R Prew.

Mr Kenrick as retiring Chairman opened the meeting and welcomed those present. He took the Chair to put agenda item 1 to the meeting.

1. To Elect a Chairman.

Mr Potter nominated Mr Kenrick (who agreed to the nomination). Ms Reason proposed Mr Kenrick, this being seconded by Mr Puttick and agreed nem con. Mr Kenrick thanked those present and said that he is happy to continue for one more year at present. He went on to remind Councillors of the need to remain informed to expedite the decisions Council has to make with all opinions respected.

2. To elect a Vice-Chairman.

Mr Fairhurst accepted his nomination. Ms Reason proposed Mr Fairhurst, this being seconded by Dr Merry and agreed nem con.

3. To elect Committees.

- a) Finance: Chairman, Vice-Chairman, Dr Merry, Mr Puttick, Mrs Burroughs.
- b) Planning: Whole Council.
- c) Traffic: Vice-Chairman, Mrs Broughton, Ms Reason.
- d) Affordable Housing: Whole Council.
- e) Allotments: Chairman, Mr Prew, Mr Potter.
- f) Street Lighting: Chairman or Vice-Chairman, Ms Reason, Mr Prew.
- g) Transitional Services Working Group: Chairman or Vice-Chairman, Dr Merry, Mr Prew, Mr P Morgan.
- h) Transparency Group: Chairman or Vice-Chairman, Mr Puttick, Ms Reason, Mr Morgan.
- i) Community Service Panel: Chairman, Ms Ely, Ms Reason, Mr Prew.

Mr Potter proposed the above en bloc, this being seconded by Mr Fairhurst and agreed.

4. Election of Representatives.

- a. Corner House and Memorial Hall:.....Mrs Broughton and Mr Hill.
- b. Conservation Area Advisory Committee:.....Mrs Broughton and Mr Puttick
- c. Wigwell Friends.....Mr Kenrick and Mr Potter.
- d. Nineacres Management Committee:.....Mr Prew and Mr Morgan.
- e. Friends of Charlbury Library:.....Dr Merry.
- f. Charlbury Green Hub:.....Ms Reason.
- g. Chipping Norton School Trust Fund:.....Mr J Harrison.
- h. Day Centre representative:.....Dr Merry.
- i. Centenary Woodland Committee:.....Mr Potter.
- j. Street Fair Committee:.....Mr Puttick.
- k. Parish Transport Representative:.....Mr Fairhurst.

Mrs Broughton proposed the above en bloc, this being seconded by Mr Puttick and agreed.

5. Allocation of Reports.

- a. Cemetery.....Mr V Hill.
- b. Corner House/Memorial Hall.....Mr Hill, Mrs Broughton
- c. Mill Field/Watery Lane and Bridges.....Dr Merry, Mr Puttick.
- d. Nine Acres.....Mr Prew and Mr Morgan.
- e. Quarry Lane/Ticknell.....Mrs Broughton and Mr Morgan.
- f. Wigwell.....Mr Kenrick and Mr Potter.
- g. Gifford Trust.....Mr Morgan
- h. Transport/Station.....Mr Fairhurst.
- i. Neighbourhood Plan Group.....Mr Kenrick, Dr Merry, Mrs Burroughs.
- j. Author of T C Report.....Mr Fairhurst.

Mr Potter proposed the above en bloc, this being seconded by Mr Morgan and agreed.

NB. As the N/H Forum no longer exists, Mr Kenrick to explore the position of the Community Action Plan group and representation on it/reporting arrangements etc.

6. To confirm Council's retention of standing orders/Review of Risk Assessment.

The Clerk outlined the NALC standing orders, currently under revision and the updated risk assessment incorporating GDPR and data protection.

Mr Morgan proposed that the Clerk's recommendations be accepted, this being seconded by Dr Merry and agreed.

7. To confirm Council's Bankers.

Dr Merry proposed that Council continue with Barclays, seconded Ms Ely and agreed.

8. To receive the minutes of the last meeting.

NB: The minute book with the Auditor.

Mr Potter proposed that the minutes be signed as a correct record (in due course), seconded Mrs Broughton and agreed.

9. To deal with matters arising.

Paul Wilson. Traffic group to arrange to meet him to discuss issues including the movement group proposal.

Wellington Cottages. Pothole repaired.

Sluice gate. In process of repair.

Publica meeting. Not yet arranged.

Mr Morgan. T G Trust have recently had an arson attempt similar to that at the Cemetery.

J Wright. Various signs. Clerk to pursue action.

Post Office. Post Box will be moved from Market Street to near Co-op in due course.

Royal British Legion. The Chairman will take the salute.

Local Green Space. Report circulated. Comments to Chairman.

Housing Response to NPPF. Dr Merry/Chairman have responded.

Mill Field Management Plan. June Agenda.

GDPR. Scheme under preparation.

Nine Acres. Project to put swifts on to Pavilion rear wall to go ahead.

10. Declaration of Interests.

Mr Kenrick - Little Lees planning application **18/01397/HHD**

Mr Hill - The Slade planning application. **18/01466/FUL**

11. To sign orders for payment.

The Clerk had previously circulated a list and explained it to those present. Dr Merry proposed that the accounts be paid, this being seconded by Mrs Broughton and agreed. Accordingly cheques will be signed on return of cheque book from the Auditor.

12. To receive a report from the Planning Committee.

18/01183/HHD Alterations and extension at The Malt House, 1 Hixet Wood.

1, We have no objection but ask that the colour of the 'Colourcast Urban' cladding be complimentary to the building and this part of the Conservation Area.

18/01351/LBC Replacement platform lighting, Railway Station, Forest Hill.

1. We would like to suggest that these lights be governed by a motion sensor to reduce unnecessary light pollution and save energy. Could this also be extended to all other lighting at the station, particularly the foot bridge?

18/01397/HHD Extensions at 28 Little Lees (Mr Kenrick left the meeting).

1. We have no objection.

18/01466/FUL Erect 3 dwellings and associated works, land East of 26 The Slade (Mr Hill left the meeting).

NB: Claire Wilding addressed the Planning Meeting with reference to hers and neighbours concerns.

1. We object to this application on the following grounds:

a. Access and exit is at a difficult point on The Slade near to the school and brow of a hill. The sight lines are frequently obscured by parked vehicles.

b. This development does not reflect local housing need.

c. The private unadopted road is inadequate to serve the additional 5 units (in total).

d. The precedent for further development will surely follow.

e. The previous consent was given for four units. This will bring the total to five. A previous application for five units was refused by committee on grounds of overlooking. We believe that this proposal will seriously affect Nos. 28 & 30 in terms of privacy and overlooking of gardens with window views to bedrooms.

f. The access road appears to be being made narrower thus affecting vehicle movements.

g. There are issues of refuse collection/lack of access and bins left on The Slade.

2. This should go to committee and be the subject of a site visit to assess the privacy issues raised.

3. The current consent removed P.D. rights (para 5 of decision notice). Reasons: Control is needed to protect the residential amenity of the occupants of the adjacent properties as well as the visual amenity of the area.

4. For all of the above reasons this application should be refused.

18/01484/HHD Extensions at Woody Lane House.

1. We have no objection.

13. To deal with Correspondence.

Inspector Hookham. To be invited to a Council meeting as soon as possible. Issues at Cemetery unsatisfactorily dealt with and similar issues have now occurred at the Community Centre.

WODC. Postal address at The Grange development. This will be:

1 - 3 Wychwood View, Woodstock Road.

4 - 6 Reynolds Court, Woodstock Road.

Nine Acres. Dangerous branch in tree behind Doctors - Dealt with.

Mr Chambers, Traffic Speed, The Slade. Siting of Police camera - to be dealt with by Clerk.

Gifford Trust. Day Centre, School, PCC - Grant thanks noted.

WODC Licensing. Gambling Act Statement of Principles (policy). Noted.

14. To hear the remarks of the County and District Councillor.

County Councillors Liz Leffman reported as follows:

- Some potholes have been identified and repaired (supposed to repair within 28 days of being marked).
- New patching machine (Dragon) in this area.
- Enstone Road to be surface dressed, May 24th.
- Sheep Street and Park Street are being looked at by officers.
- Motion put forward in Cotswold Line dualling (supported).
- Recycling report to be presented to Performance Scrutiny Committee.
- Aiming for 75% recycling by 2025.

District Councillors:

Liz Leffman reported:

- She has been contacted by residents re The Slade development.
- She will sit on the Publica Scrutiny Committee. First meeting next week.

Andy Graham reported:

- He is on the Economic Social Committee.
- LBGT motion to be looked at with reference to supporting this group.
- Homelessness issues. WODC to find housing units for emergencies and an officer is to be appointed.
- Youth Theatre working with the Community Centre, June 23rd.

15. To consider the Neighbourhood Forum.

Mr Kenrick reported as follows:

- Copies of various reports have been circulated.
- Close to getting a draft plan for Council to consider shortly.
- Character Assessment has been put out to consultation.
- Draft Plan to be available within the next month for Council; residents in September.

- Community Action Plan. Recommendations have been put forward for consultant's engagement. No decision made as yet.
- Recommendations for expenditure financed 17/18 underspend need to be discussed and include all calls on the monies.
- Detailed discussions with OCC officers needed to determine costs of traffic group deliberations and issues for consultant.
- A special meeting to be convened on June 13th.

16. Questions to the Chairman.

Boundary walk well attended. Visit to Solar Farm en route. Serious concerns re traffic even though signs in place and being carried.

Wilderness - Traffic/Build up process. Traffic issues with Woodstock Road developments still in place (2 locations). Environment Policy request a copy.

The meeting closed at 9.21pm.

Signed.....
Chairman.