

Meeting of Charlbury Town Council held on Wednesday 25th April 2018
at 7.30pm in the Corner House.

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

Also in attendance: Mr A Graham, Ms L Leffman.

Apologies: Dr A Merry, Ms N Ely.

Prior to opening the meeting, the Chairman referred to the recent success of the under 14 girls football team in winning a county cup final. Letter of congratulations to be sent.

He reminded those present that the first business of the annual meeting in May is to elect a Chairman followed by a Vice Chairman.

1. To receive the minutes of the last meeting.

Mr Potter proposed that the minutes be signed as a correct record, this being seconded by Mr Fairhurst and agreed.

2. To deal with matters arising.

Mill Lane works. A letter has been sent to Mr Evans.

Wellington Cottages. Deep pothole to be reported.

Cotswold Line doubling. The local MP has mentioned this in Parliament.

Traffic Group. Meeting with Paul Wilson of OCC to be arranged.

Sluice Gate. Two contractors have been asked to look at this and provide advice/quotes.

3. Declaration of Interest.

There were none.

4. To sign orders for payment/receive report.

The list was explained to those present (including some late additions). Mr Potter proposed that the accounts and grants be paid as listed, this being seconded by Mrs Broughton and agreed. Accordingly cheques were signed by three Councillors.

5. To receive a report from the Planning Committee.

Despite reminder emails, Inspector Hookham (or a substitute) did not arrive as agreed previously (Monday 23rd).

The following plans were considered:

18/00862/ADV Erect three new fascia signs, one illuminated, at the Veterinary Practice, Spendlove Centre.

1. We have no objection but ask that the illuminated sign is lit only when the surgery is open to avoid light pollution.

18/00941/HHD Single storey rear extension at 10 Ditchley Road

1 We have no objection.

18/00994/HHD Two storey side extension and single storey front extension at 42 The Green

1. We have no objection.

6. To deal with correspondence.

Mr Dingwall of WODC. Reference Publica. Request attendance of an employee to explain the situation.

P Kenrick. Lagan Homes request for Housing Information from the Neighbourhood Forum.

There was considerable discussion on this matter and the request for information not yet considered in context by the Council. The request for the housing needs survey was therefore turned down until it becomes a public document as part of the N/H Plan.

Ms Reason reported on a discussion she had with Mr Lagan and believed that if the Council co-operated it could achieve its objectives for housing and associated infrastructure without being compromised. Mrs Burroughs, Mr Kenrick and the Clerk had been approached for information by a PR firm on behalf of Lagan homes. Mr Prew was concerned that the Council did not give the developer any commitment and referred to the residents' issues with access to the site at Jeffersons Piece. WODC have taken a different view on this site since its removal as a designated site in the AONB in the Local Plan. This will be taken up with them in the near future.

It was agreed that if contacted the Clerk could provide Lagan Homes with a copy of this Council's housing policy document and refer to the issues around access, traffic and the AONB.

Cemetery. Attempt to set fire to a wooden seat. The Clerk had reported this to the police and made them aware of the evidence he held (name on charred book). There had been no attempt to collect the evidence; the phone call with a PCSO was terminated when the Clerk asked to speak to the Inspector. A subsequent email remains unanswered. Clerk to communicate again with the police on behalf of Council in stronger terms.

Tom Pierpoint. Response to questions raised at last month's meeting noted.

James Wright. Signage adjacent to The Fountain. Council agreed to an update.

Liz Soar. Liz has been gathering funds to update Ticknell Piece play area. She has gathered £750 which has been handed to the Clerk and a receipt issued.

Post Office. The removal of the post box may be an issue when the PO closes. Clerk has written.

Royal British Legion. The Council Chairman will take the salute on the march past on Remembrance day.

Local Green Space. A report produced by the N/H Forum was circulated for information. Any comments to Mr Kenrick. Agreed to proceed in principle.

Community Service Recognition. There has been insufficient time for the Chairman and Clerk to produce a full report. The Chairman circulated a brief note outlining key elements of his proposed scheme (previously discussed). There was considerable discussion on this which raised issues of concern:

- How is the award to be decided?
- Set up a panel at annual meeting (to include non-councillors)?
- Emotive issue.
- Complete waste of Council time and resources.
- When can this happen?

A brief note will appear in the next TC report in the Chronicle and nominations invited.

Quarry Lane. Issues with surface repairs.

GDPR. Letter from Hannen Beith to agenda item 11.

7. To consider the Neighbourhood Forum.

The Chairman had circulated a brief update on progress. WODC officers were to be met on May 1st to discuss several issues. An agenda for that will be made available.

8. To consider a response to Government re housing policy changes.

Not yet produced. The Chairman, Dr Merry and Mrs Burroughs will produce a response for the 10th May deadline. It will be circulated for comment before being sent. This was agreed nem con.

9. To receive a report from the APM (April 6th) and allotment inspection 18th.

APM. There were no issues raised. Mr Prew asked if this was compulsory as it is generally poorly attended. The reply that it was required.

Allotment Report. Circulated with minutes. Previous issues of plots not being worked have been addressed. Issues are being dealt with by the Clerk.

10. To consider a Mill Field Management plan.

Further investigation is needed on matters raised by the canoe club. The report will now come to the May or June meeting.

11. To consider the new GDPR requirements.

The Clerk reported that he had taken advice from OALC and others on this legal requirement deadline late May 2018. The subject was complicated and needed an expert to guide the Council through to compliance. Mr H Beith, a local consultant, had prepared a brief and cost estimate which had been circulated. Following discussion it was proposed by Mr Potter that the Clerk be

instructed to proceed with the brief prepared by Mr Beith and implement systems as necessary at the cost proposed. This was seconded by Mr Morgan and agreed nem con.

12. To consider Town entrance signs.

A proposed design had been prepared by Mr Fairhurst taking account of regulations. The cost of producing the signs to be met by the Gateway project but needs approval from OCC. Clerk to speak to James Wright re this and Spendlove Centre signage.

13. To receive reports.

- a. Cemetery. See previous reference.
- b. Corner House and Memorial Hall. Mr Prew provided an update on progress and dealt with questions concerning the 'shop' sales from the old library rooms.
- c. Mill Field, Watery Lane and bridges. Dr Merry circulated a report.
- d. Nine Acres. Mrs Burroughs had circulated a report. She produced a sample mosaic (swift) which it was planned to install on the rear wall of the pavilion in a design pattern also circulated. The Council as trustee endorsed the management committee's decision to allow this local art project to proceed, proposed Mr Potter, seconded Ms Reason. **F 8, A 1.**
- e. Quarry Lane and Ticknell. Mrs Broughton reported that there were no issues of concern.
- f. Wigwell. Mr Kenrick had circulated a report.
- g. Gifford Trust. Mr Morgan had circulated a report.
- h. School Governor. No report.
- i. Transport/Station. Issues re cancellation of service continues. WiFi issues at station.

There being no further business the meeting closed at 9.32pm.

Signed.....
Chairman