

Meeting of Charlbury Town Council held on Wednesday 29th June 2016  
at 7.30pm in the Corner House.

**Members Present:** Mr Kenrick (Chairman), Mr R N Potter, Dr A Merry, Mr R Prew,  
Mrs J Burroughs, Mr R Fairhurst, Mr P Morgan, Mr R Puttick,  
Ms L Reason.

**Apologies:** Mrs K Broughton.

Prior to opening the meeting, the Chairman said that he wished to clarify procedural issues following the 'incident' at the Monday meeting.

He wished to stress that documents issued to Councillors were not in the public domain until after the relevant Wednesday meeting and therefore should not be shared with others. If a case to do so existed then the matter should be referred to the Chairman or Clerk before doing so.

**1. To receive the minutes of the last meeting.**

Subject to the inclusion of planning comments for plan **16/01375/HHD**, Mr Potter proposed that the minutes be signed as a correct record, this being seconded by Dr Merry and agreed.

**2. To deal with matters arising.**

**Reports.** Gaps to be filled when all 12 Councillors are in place.

**Flowers for Mrs Hobil.** These were sent and much appreciated.

**Claire Locke.** WODC meeting held re Car Parking - useful. Chairman reported that he had spoken to Paul Jenkins re parking during community centre development. Paul is the TGC point of contact for related issues.

**Field and Country Fair.** Generally went well with few complaints:

1. No signage at N. Lodge to prevent traffic turning left on exit.
2. Some noise from clay pigeon shooting.

Date for 2017 is 16th-18th June. Attendance at first event not high. Some issues arose re running shop and drop facility - fee discussed not paid. It was believed that a minimum sum had been agreed. Note to organisers to seek clarification.

**Street Fair.** Accounts in hand. Chairman to pursue.

**Surgery.** Next one is 6th August. Confirm in July.

**OCC.** Unitary Authority discussion. Mr Potter attended the event at Banbury.

**3. Declaration of Interest.**

The Chairman declared an interest in agenda item 4 as a cheque recipient and a non-pecuniary interest in Gifford Trust issues.

#### **4. To sign orders for payment/receive report.**

The Clerk had circulated a copy of the accounts to be paid and explained these to those present. Dr Merry proposed that the accounts be paid, this being seconded by Ms Reason and agreed. Accordingly cheques were signed by three Councillors.

#### **5. To receive a report from the Planning Committee.**

Giles Hughes, Head of Planning at WODC attended the meeting to discuss section 106 and CIL matters. He went on to deal with questions from Councillors, members of the Conservation Committee and Neighbourhood Forum. He was thanked for his time.

**Elmstead application.** Check for progress on section 106 and 20mph traffic order with WODC.

The following plans were considered:

**16/01560/HHD** Extensions and convert garage at 61 Ticknell Piece Road.

1. We are concerned at the loss of the garage and the parking space it provides as the proposed alternative parking space is in fact impractical and may be problematic to use in practice.
2. Otherwise no objection.

**16/01766/HHD** Extension at 14 The Slade.

1. We have no objection.

**16/01802/HHD & 16/01803/LBC** Alterations at Royal Oak Cottage, Church Street.

1. Can the neighbours' comments be taken into account please.

**16/01843/HHD** First floor extension at Spellwood, 4 Spelsbury Villas, Spelsbury Road.

1. We have no objection.

**16/01866/FUL** Remove shed, erect new dwelling at Thorneycroft, Woodstock Road.

1. We fully support the submission of Mr & Mrs Kirk in relation to this development.
2. The access is potentially very dangerous.
3. The proposal does not enhance the Conservation Area.
4. We object to this application.
5. We recommend a site visit and ask that it go to committee.

**16/01916/HHD** Extension and garage conversion at 12 Sandford Rise.

1. We have no objection.

## **6. To deal with Correspondence.**

**WODC.** Possible development sites identified by various bodies. Ms Reason pointed out that this was a subject in the recent NHF questionnaire. Analysis awaited. Clerk to take up a number of concerns re sites with WODC and ask about exception sites for affordable housing.

**WODC.** Car Parking. Undertaking given by Claire Locke to investigate parking in Charlbury. She had been appraised of the current situation in the meeting held with the Chairman and Clerk recently. Concern was expressed at the problems currently arising in respect of the community centre development and screening vehicle at the Doctors' surgery car park.

**OCC.** Licence and rent review at Ticknell Piece land. Ms Reason proposed that the Clerk proceed with this, seconded Mr Prew and agreed. Consideration to be given to increasing the rent for the Bowls Club in line with OCC's increase.

**Peter Clark, OCC.** Meeting re Unitary Authorities. Set up as soon as possible.

**Simon Walker.** State of verges etc. Request for street action groups to tidy local areas in next TC report.

**R Lawrence, Wilderness Festival.** Clerk to advise him of Councillors for site visit and to encourage a local meeting soon.

## **7. To adopt the 2015/16 accounts.**

The Clerk explained the procedure and circulated a copy of the submission for Members to consider:

Section 1. Dr Merry proposed that this be signed by the Chairman and Clerk, seconded Mr Potter and agreed nem con.

Section 2. Mr Morgan proposed that this be signed by the Chairman and Clerk, seconded Mr Prew and agreed nem con.

The documents were then signed and dated by the Chairman and Clerk.

## **8. To consider the Neighbourhood Forum.**

Following the circulation of various documents, Dr Merry reported that he has prepared additional information. There has been a delay in the survey analysis. A locality grant has been applied for.

There are two strands to be followed:

A working party to produce a C.L.P. working with the Town Council and a steering group for a Neighbourhood Development Plan currently Dr Merry and Mr R Evans - this is seeking to involve Members of the Town Council.

The Chairman reminded those present that at its April meeting, Council had endorsed the continued work of the Neighbourhood Forum in their intention to produce both a CLP an N/H Plan which it was hoped the 'new' Council would endorse.

Ms Reason pointed out the need for the Council to own the plan resulting from the data collection/analysis so there was a need for Councillors to engage in the process.

Dr Merry agreed to circulate a useful leaflet on the subject.

Mr Fairhurst proposed that the N/H Forum report be noted and that their progress was welcomed with the Council looking forward to engaging with them. This was seconded by Ms Reason and agreed nem con.

### **9. To agree meeting dates for 2017.**

The Clerk had circulated a first draft for meeting dates. Mr Prew proposed that these be accepted and booked, this being seconded by Mr Potter and agreed.

It was noted that the 2017 Boundary Walk would be 21st May (Rogation Sunday).

### **10. To consider the co-option of two Councillors.**

The Chairman reminded those present that the procedure for co-option had been agreed at the May meeting and the vacancies had been advertised with the responses circulated to all Councillors (4 persons). He went on to distribute ballot papers to those present (9 Councillors).

Results were as follows:

First Ballot:	Harriet Baldwin	5
	Gordon Clemson	6
	Natasha Ely	5
	Mike Hughes	2

A second vote was taken on Harriet and Natasha:

Harriet Baldwin	4
Natasha Ely	5

Accordingly Gordon Clemson and Natasha Ely will be co-opted. Clerk to instigate this process with Keith Butler at WODC.

### **11. To receive a report on the Sports and Social Club meeting.**

The Chairman reported verbally on the meeting which had been constructive and useful. The next meeting will be on Tuesday 5th July. Richard Fairhurst is assisting with the constitution for the club. There exists an impressive enthusiasm to provide new premises.

### **12. To consider the appointment of a Primary School Governor.**

A letter from the Chair of Governors set out the situation in respect of filling vacancies on the Governing body. One Councillor had expressed interest and was able to offer several skills which were needed but fell foul of the 'governing body's' need to recruit co-optees without a connection via school pupils (even as a grandparent). A local advert had attracted up to seven interested parties and two had been appointed. An offer of regular reports and attendance at a meeting by the Chair of Governors and the Head be accepted. This will retain the links which the school and Council wish to retain.

### **13. To receive reports.**

- a) Cemetery. All well but memorial gardens need attention.
- b) Corner House and Memorial Hall. Mr Morgan gave a brief update and stated that the Corner House is currently under utilised with the Hall being well used. He is looking to a different customer base to increase usage of the Corner House (adult learning etc.).

- c) Mill Field, Watery Lane and bridges. Report circulated.
- d) Nine Acres. No meeting has taken place recently.
- e) Quarry Lane and Ticknell. Mr Morgan reported that all was in good order and that he had picked up some litter.
- f) Wigwell. Report had been circulated. Formal handover 17th June went well with a presentation made to Nick Potter to recognise his work over 20 years as Chairman of Council. A framed certificate was presented to Harry St. John on behalf of the Wychwood Project by the Chairman, Peter Kenrick. Mr & Mrs Coates were mentioned and thanked for their part in producing the certificate.
- g) General. Report circulated. Dr Merry had undertaken a personal survey of residents during the closure of Market Street. This was considered useful for the N/H Forum and the results published on the website.
- h) School Governor. No report.
- i) Transport/Station. Mr Fairhurst reported briefly a bus timetable issues (still settling in), station coffee shop and station car park issues (to take up with Alan Field next month).
- j) N.A.G. No report
- k) Gifford Trust. A detailed report from Paul Jenkins had been circulated.  
The Chairman pointed out that this included a request for funding assistance - but this is the start of a process - an early start to enable the Council judge the position and budget requirements of this and any other requests. He went on to propose a single issue meeting, specifically to consider this and any other potential costs in the contest of the 17/18 budget/precept and Council Tax. This would be during July. The Clerk to prepare a clear paper to set out impacts/previous costs/Council Tax etc. Co-optees to be invited to this meeting (should be signed up by then).

Mr Potter proposed a vote of thanks to the co-opted members.

There being no further business the meeting closed at 9.37pm

Signed.....  
Chairman