

Meeting of Charlbury Town Council held on Wednesday 26th June 2019
at 7.30pm in the Corner House.

Members Present: Mr R Fairhurst (Chairman), Mrs R N Potter, Mr V Hill, Mr R Prew,
Ms N Ely, Mr P Morgan, Mr R Puttick, Mr P Kenrick, Mrs J Burroughs,
Dr A Merry/

Apologies: Ms L Reason, Mrs K Broughton.

1. To receive the minutes of the last meeting.

Mr Morgan proposed that these be signed as a correct record, this being seconded by Mr Potter and agreed.

2. To deal with matters arising.

Boundary Walk. Started with 18 walkers; Cornbury very helpful again. Mr Potter thanked for marshalling the Woodstock Road section with his vehicle (safety of walkers). Thanks to Mr & Mrs Hobil for mid walk stop.

3. Declaration of Interest.

Mr Potter as a cheque recipient.

4. To sign orders for payment/receive report.

The Clerk had previously circulated a list of accounts to pay. He went on to explain these to those present.

Mr Kenrick expressed his concern in respect of the payment to Mr S Peet for the first valuation (architects) on the pavilion extension construction. He went on to say his concern was procedural/financial and due diligence as the payment implied that the Town Council had given approval for the grant to the Sports Club. He asked if the conditions associated with the grant had all been met, particularly condition C regarding the project construction, being fully funded.

The Clerk explained the position with regard to this project and its funding referring to previous minutes and particularly the May 19th minutes where the letting of the phase 1 contract was explained and proceeded with as there was no dissent. It mirrored that adopted for paying grants to the Community Centre building external works. Mr Morgan expanded on the funding position and referred back to previous explanations of the same point raised by Mr Kenrick (November '18, January '19 minutes).

Mr Fairhurst said that condition C refers to construction only. Mr Morgan reiterated that this can be secured to weather tightness within the budget.

Mr Fairhurst, as Chairman, then said that if the payment is agreed, then Council is saying that it is happy that grant conditions have been met and funding is sufficient to build the shell to weatherproofing standard.

Mr Hill proposed that the accounts be accepted and paid, this being seconded by Mrs Burroughs and agreed. **F 7, A 0, Abst. 2.** Accordingly cheques were signed by two Councillors.

5. To receive a report from the Planning Committee.

Meeting held on 24th June where four plans were considered.

19/01208/HHD Convert loft, raise roof height to create first floor living space at Blackirds, Bayliss Yard.

1. We have no objection.

19/01291/HHD Single storey front extension at 3 Sturt Road.

1. We have no objection.

19/01659/HHD Refurbish existing double garage and side extensions at Ivy House, Church Lane.

1. We ask that neighbours comments/concerns be carefully considered.

2. Can the applicant be requested to clarify the points of relevance to near neighbours in terms of the plans submitted.

3. We have concerns with reference to materials proposed and their suitability in this part of the Conservation Area.

4. This is within the curtilage of a listed building so surely requires listed building consent.

5. In view of the above we ask that this go to committee.

19/01666/FUL Install storage container at the Cricket Club, Dyers Hill.

1. We have no objection.

6. To deal with correspondence.

Fire Service project at Charlbury Station. Ms Leffman reported that numbers are up to strength at present. The planned crew reduction trial has been abandoned.

Ticknell Piece Play area. The scheme proposed by Trevor Stewart was discussed at a meeting with residents attended by Mr Morgan, Mrs Broughton and the Clerk. The scheme would cost circa £24K as per budget. Timber ordered and scheme progressing.

Entrance Signs. Five signs, at a cost of £2649.36, were agreed on a proposal from Dr Merry, seconded Mr Kenrick and there were two abstentions.

Community Resilience. Mr Potter reported on attending a useful refresher event. Documents are available and may be of use - Chairman has them at present. Clerk to view and consider.

Verges and Sight lines. OCC to cut as soon as possible.

Litter bins condition. WODC to audit and report back.

Mr and Mrs Prewitt. Hedge on Ditchley Road. Reported to OCC.

7. To adopt the 2018/19 accounts.

The Clerk reported on the audit undertaken by the internal auditor. There were no problems or actions reported as necessary. These now have to be passed to the external auditor. Relevant documents were circulated for consideration.

Dr Merry proposed that Part 1 of the AGAR be signed by the Clerk and Chairman, this being seconded by Mr Potter and agreed.

Mr Kenrick proposed that part 2 of the AGAR be signed by the Clerk and Chairman, this being seconded by Mr Prew and agreed.

The Clerk was thanked for a successful internal audit.

8. To consider the Neighbourhood Forum.

Mr Kenrick reported on progress since the last detailed report he had circulated. Work continues to consolidate the plan to the published schedule. Councillors to view copies of this during July. Channels of communication with the newly employed WODC affordable housing officer to be kept open.

It is hoped that by the year end the plan will be ready to be handed over to WODC for the process to continue to adoption.

9. To agree meeting dates for 2020.

A draft list had been circulated for consideration.

Mr Morgan proposed that the draft dates be agreed subject to premise availability (check with C/House caretaker), seconded Mr Prew and agreed.

The Chairman reported that he will be away for the July and August meetings, Vice-Chairman will be able to officiate at the July meeting but not August. Chairman to be elected for that meeting only.

10. To consider setting up an Environmental Working Group.

Ms Reason's paper had been circulated to all for consideration prior to the meeting.

Considerable discussion ensued on this topic and the need for detailed terms of reference to ensure that it was a Town Council Group. Role and powers needs to be clear to ensure that proper representation is achieved. Budgets are also relevant.

It was agreed to place this on the July agenda when it is hoped that more information would be available and Ms Reason would be present to deal with questions/concerns. Mr Puttick thought it might be better for the Council to nominate representatives to SUSCHA. The Chairman will speak with Ms Reason. Mr Hill said that a document needs to be produced ahead of the next meeting to facilitate constructive discussions and avoid a 'free for all' confusing debate. Next agenda.

11. To receive updates.

a) Pavilion Extension.

Phase 1 to plate level part completed. Mr Prew believed that the Council should make its support of this project very clear. The Chairman said that the next Council report in The Chronicle would make this very clear.

b) Traffic.

The Chairman updated those present on a meeting held with James Wright of OCC at which he and Ms Leffman were present. The 20mph scheme is progressing with sign locations marked - early Autumn expected delivery.

Questionnaire - volunteers needed to distribute.

The Clerk asked that the County Councillor check to see of the £5k from the Elmstead scheme is with OCC.

12. To receive reports.

- a. Cemetery. Mr Hill has visited the Cemetery. All well at present.
- b. Corner House and Memorial Hall. Mo meeting since March.
- c. Mill Field, Watery Lane and bridges. Report circulated.
- d. Nine Acres. Report circulated.
- e. Quarry Lane and Ticknell. No report.
- f. Wigwell. Report circulated.
- g. Gifford Trust. Report circulated.
- h. School Governor. Report circulated.
- i. Transport/Station. Trains chaotic at present. Long Hanborough seems to be the focus for development.

There being no further business the meeting closed a 8.55pm.

Signed.....
Chairman