

**Annual Meeting of Charlbury Town Council held on Wednesday 24th May 2017
at 7.30pm in the Corner House**

Members Present: Mr P Kenrick, Mr R Prew, Mr V Hill, Ms N Ely, Dr A Merry, Mr P Morgan, Mr R N Potter, Mr R Fairhurst, Mrs K Broughton, Mrs J Burroughs.

Apologies: Mr R Puttick, Ms L Reason.

Prior to opening the meeting, the retiring Chairman introduced Mr V Hill who had been returned unopposed to the vacancy for one Councillor. He went on to welcome him. Introductions followed. He went on to refer to the tragic event in Manchester and said that this Council's thoughts were with those affected by this attack. There will be a National one minute silence on Thursday 25th May at 11am.

1. To Elect a Chairman.

Mrs Broughton proposed Mr Kenrick, this being seconded by Dr Merry and agreed. **F 8**

2. To elect a Vice-Chairman.

Dr Merry proposed Mr Fairhurst, this being seconded by Mr Morgan and agreed. **F 9**

3. To elect Committees.

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

Mr Prew proposed the above be elected en bloc, this being seconded by Mr Morgan and agreed
F8 Abst. 1

4. Election of Representatives.

- a. Corner House and Memorial Hall:.....Mrs Broughton and Mr Morgan.
- 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 Mrs Burroughs.
- 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:.....Ms Ely
- k. Parish Transport Representative:.....Mr Fairhurst.

The above were proposed en bloc by Mr Prew seconded Mrs Broughton. F9 Abst 1

5. Allocation of Reports.

- a. Cemetery.....Mr V Hill.
- b. Corner House/Memorial Hall.....Mrs Broughton and Mr Morgan.
- c. Mill Field/Watery Lane and Bridges.....Dr Merry and 1 t.b.a.
- d. Nine Acres.....Mr Prew and Mrs Burroughs.
- e. Quarry Lane/Ticknell.....Mrs Broughton and Mr Morgan.
- f. Wigwell.....Mr Kenrick and Mr Potter.
- g. Gifford Trust.....Mr Puttick.
- h. Transport/Station.....Mr Fairhurst.
- i. Neighbourhood Plan Group.....Mr Kenrick, Dr Merry, Mrs Burroughs.
- j. Author of T C Report.....Mr Fairhurst.

Ms Ely proposed the above en bloc, this being seconded by Fairhurst. **F 9**

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

Relevant documents had been circulated and explained. Mr Fairhurst proposed that the standing orders be retained and that the Risk Assessment document be accepted, this being seconded by Mr Morgan. Agreed nem con.

7. To confirm Council's Bankers.

Mrs Broughton proposed that Barclays, Witney be retained as the Council's bankers this being seconded by Mr Merry and agreed nem con.

8. To receive the minutes of the last meeting.

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

9. To deal with matters arising.

Ede Developments. Ground clearance at the Little Lees site has been started. Land management matters with the Wychwood Project are still under discussion.

Surgery. Next one on June 3rd. Mr Prew and Mr Kenrick to attend.

Parking.Traffic issues. Councillors to send a note of any concerns to the Clerk in the next 2 weeks to enable a meeting to be arranged with OCC to discuss solutions/actions.

20m.p.h. Scheme. Seek meeting with Mr Kirkwood to include our new County Councillor.

Tour of Britain. 9th September. Passing through Charlbury, this event is likely to attract considerable attention and will require some local action to clear roads and provide parking etc. A small group may emerge to guide this from a public meeting to be held by Mr Fairhurst in the summer. Clashes with other events or opportunities to be explained (Farmers Market/Opening of Community Centre). Bus routes also need to be considered as timings emerge.

Neighbourhood Forum. An invitation for developer/landowners to suggest possible sites is about to be placed in the Press. Events will take place in June and at the Street Fair to publicise the result and progress of the plans.

10. Declaration of Interests.

Dr Merry declared an interest at agenda item 11 as a cheque recipient.

11. To sign orders for payment.

The Clerk had previously circulated a list of accounts to be paid and explained these to those present. Mrs Broughton proposed that the accounts be paid, this being seconded by Mr Morgan and agreed nem con. Accordingly cheques were signed by three Councillors.

12. To receive a report from the Planning Committee.

Vanderbilt Appeal. Houses at Fiveways - to be held on October 10th in the Council Offices at Witney. The Council's comments will be passed to the Inspector. The Neighbourhood Plan group have submitted a letter asking that their views be put later as further information emerges from the processes of producing a N/H plan. This will provide useful, relevant and current evidence to the enquiry/appeal.

The Chairman and Clerk will attend a meeting with West/Waddy to discuss preliminary plans for the development at the rear of Jeffersons Piece referred to in the local plan. A report will be given to Council in due course.

The following plans were considered:

17/01136/FUL Convert barns to dwellings, land at Top Barn, Walcot.

1. Can consideration be given to the need for an archaeological watching brief as there have been artefacts found nearby.
2. Is a newt or bat survey necessary.
3. We applaud the bringing back to use of a redundant barn.

17/01439/HHD Convert loft at 15 Woodfield Drive.

1. We have no objection.

17/01493/HHD Erect workshop at Woody Lane House, Woody Lane.

1. We have no objection.

17/01496/HHD & 17/01497/LBC Alterations including a single storey extension at Doggets, Thames Street (retrospective).

1. We deplore retrospective applications particularly as the building is listed.
2. Otherwise no objection.

17/01515/HHD Erect carport/porch at 8 Nine Acres Close.

1. We have no objection.

13. To deal with Correspondence.

WODC. Election result. Mr V Hill returned unopposed.

OCC. Documents re land transfer at Ditchley Road noted.

Tom Pierpoint GWR. Will attend June planning meeting with proposed plans for car park at Station and to discuss other resultant issues/concerns.

D Sharman. Meeting re Centenary Field arranged for June.

J Holah. Speedwatch group/provision of equipment.

Following considerable discussion it was agreed that in principle this proposal, with a willing volunteer group would be useful and should look at several locations where traffic speeds are of concern. It was concluded that the Clerk should seek more specific detail and report back to the June Meeting with costs, management, locations, equipment maintenance and storage and similar.

A proposal from Mr Fairhurst, that subject to the above a grant of £1000 be made and that the Council supports the project, this being seconded by Mr Burroughs. **F 6, A 1, Abst 2.**

PWLB. Release of £130,000 of the approved borrowing noted.

Nine Acres. Replacement play equipment (cost £4677). Mr Morgan proposed that the Council proceed with this, seconded Ms Ely and agreed. **F 9.**

Corner House Open Day. Ideas to be fed to Mrs Broughton, Ms Reason and Mr Puttick to enable a display to be produced.

Countryfile Live. Meeting/briefing at Blenheim. Chairman and Clerk to attend.

Charlbury Community Centre. Letter from Trustees explaining the naming process and detailing the likely cost to change it at this stage. Reply noted.

Milestone Repair. Clerk to seek local mason to consider and price repair.

Dr Merry. Boundary Walk report noted.

Ms Sissons. Litter bin at Old Fire Station, Browns Lane. Following some lengthy discussion, the Council agreed that it wished this bin to remain at that site where it had been for many years previously without issue.

NB: Mr Prew had to leave the meeting at 9.07pm.

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

Ms Leffman reported as follows:

County Council:

She will be taking up parking and traffic, road maintenance issues at various sites. Pound Hill posts - resident complaint. She believed that the posts serve a useful purpose, the bank is not sufficiently flat to walk on. The posts will remain in place. She has met with the Burford Councillor to discuss on HGV exclusion zone which will affect Charlbury. It may be necessary to jointly fund signage. There will be a meeting on 31st May to consider its management and the scheme should be in place by September 2017.

District Council:

Browns Lane bin issue dealt with and bin reinstated. New company, Publica, set up by WODC and partner Councils to manage jointly services provided. All WODC staff will be transferred in September '17. She believed this process lacked transparency and that consultation had been minimal. The Company appears to have been given the right to provide all services for ever without going to tender. Matters will not be dealt with locally and staff will not be based in Witney. She went on to say that the Liberal Democrats had voted against this.

Ms Ely said that the garden waste service had deteriorated recently despite there now being a charge.

15. To consider the submission of statements to the Local Plan (Stage 3).

Mr Fairhurst had made a statement to the Inspector at stage 1 regarding Town Centre designation in Charlbury, He hoped that the Inspector would modify the plan. He was thanked for doing this. Stage 3. It was agreed that the Chairman and Vice-Chairman discuss any necessary submission and attend if necessary.

There being no further business the meeting closed at 9.28pm.

Signed.....
Chairman.