



CHARLBURY TOWN COUNCIL

Meeting of Charlbury Town Council held on Wednesday 27th June 2012 at 7.30pm in the Corner House.

Members Present: Mr R N Potter (Chairman), Mr R Robson, Mr W Hackmann, Mr Kenrick, Mrs V Pakenham-Walsh, Mrs K Broughton and Mr Fairhurst

Apologies: Mr A Merry, Mr J Holah, M/s L Reason, Mr R James and Mrs S Finch

Prior to opening the meeting Mr Neil Owen addressed Members on matters related to his role as County Councillor.

1. The Charlbury /Spelsbury road will be closed 24th July for up to 10 days for repairs but not resurfacing entirely.
2. He reported a discussion with OCC Libraries manager who had confirmed that the use of volunteers in libraries is legal (ex County Solicitor)
3. Dyers Hill traffic regulations. Yellow lines are now in place.
4. Cement spillage in Fishers Lane/Dancers Hill is to be dealt with by OCC in terms of compensating frontages affected.

Prior to open the meeting the Chairman thanked the Clerk for arranging and undertaking the 'estate walk' with interested Councillors. He reported his attendance at a Cotswold Conservation Management Plan meeting in Witney on 21st June.

1. To receive the minutes of the last meeting.

Two amendments were pointed out. Page 3 should be 8.00pm and the allotment committee should be Mr Kenrick not Mr Robson. Mrs Pakenham-Walsh proposed that the minutes be signed seconded by Mr Hackmann and agreed nem con.

2. To deal with matters arising.

Additional Bank signatories. In hand with bank. Forms awaited.

Surgeries. Issues raised have been dealt with or are in hand July agenda to select two Councillors for the August surgery. Dates to be reviewed in October.

Queens Diamond Jubilee. The Chairman reported that he had attended the Civic Service. He went on to thank everyone involved in preparing the various events across the Town and in particular Peter Kenrick.

3. Declaration of Interest

Item 5 Mr Kenrick declared an interest in plan 12/0758
Mrs Broughton declared an interest in plan 12/0988
Both left the meeting when these were considered

Mr Holah declared his employment at Sovereign Housing (though not in Oxfordshire area) in respect of the Beacon Project.

4. To sign orders for payment

The accounts due for payment were circulated and explained by the Clerk. Mr Hackmann proposed that the accounts be paid this being seconded by Mrs Pakenham-Walsh and agreed nem con. Accordingly cheques were signed by three Councillors.

5. To receive a report from the Planning Committee.

An extra meeting was held on June 6th to consider plans which fell outside the time limit of the next meeting.

On 25th June Members of the Beacon co-housing project addressed the Council having previously circulated the proposal to date. Questions and answers followed and it was agreed that the response drafted by the Clerk should be sent. The response welcomed the project and urged the project team to take up the matter with WODC planners keeping the Town Council in the loop.

The following plans were considered June 6th

12/0736 Remove single storey extension. Single and two storey extensions and new out buildings at Maryland, Enstone Rd.

1. We have no objection

12/0739

0740

Erect 3 detached dwellings with garage and home office above at 32 Elm Crescent. Demolition of bungalow.

1. We have no objection

12/0746

Alterations and two storey side extension at 52 The Green

1. We have no objection

12/0748

0749

Install gas inlet pipe and balance flue at 2 Bayliss Yard with internal alterations as necessary.

1. We have no objections

12/0758

Non compliance with condition 2 of consent 11/1771 to amend roof line of plots 1,2,11,12,13 and 15

1. We have no objection and consider this an improvement.

12/0781

Replace communication antennas and erect additional 600mm dish at Halcyon Woodstock Rd

1. We have no objection

12/0796

Erect replacement conservatory and insert new front floor dormer to front elevation at Halcyon, Woodstock Rd

1. We have no objection but ask that attention is paid to improving the insulation of the dormer and conservatory at this opportune time.

12/0842 Non compliance with condition 7 of consent n11/0916 to allow the use of Upvc sliding sash windows at Lawn Cottage, Dyers Hill

1. We have no objection

June 25th

12/0884 Remove existing garage and erect new first floor rear extension, front porch and detached garage at 7 Woodstock Rd.

1. We have no objection

12/0889 Internal alterations to include widening door at Old Manor House, Church Street.

1. We have no objection

12/0904 Alterations to remove wooden screen on West elevation and replace with natural stone at Meadow View, Church Lane.

1. We have no objection but the loss of a separate small scale property is regretted.

12/ 0908 Single storey side extension and rear conservatory at 1 Lees Heights

1. There is concern at the close proximity of the proposal to the boundary to which No. 2 has built.
2. Otherwise no objection.

12/0959 Subdivision of existing dwelling to form two dwellings at 18 Sandford Rise

1. We have no objection

12/0961 Loft conversion, insert rear dormers and roof lights to front rear and side elevations at April House 32 The Slade

1. We have no objection

**12/0962
963**

First Floor rear extension and alterations to Doggetts, Thames Street.

1. We have no objection to the proposal but would ask that the proposed render finish be built in natural stone to match the existing as the building is listed.

12/0988 Single storey rear extension at 34 Ticknell Piece Rd

1. We have no objection

Planning Results

- 12/0604**
0605 Alterations to include rear dormers and roof light at Took House, Sheep Street
Permitted
- 12/0594** Single storey rear extension at 19 Sandford Rise
Permitted
- 12/0586** Stable block at Broadstone Farm, Ditchley Road
Permitted
- 12/0533** Internal and external alterations at Queen Anne House, Church Lane.
Permitted
- 12/0506** Single storey rear extension at Kantara, Woodstock Road
Permitted
- 12/0499** Alterations and extensions at Woody Lane House, Woody Lane
Permitted
- 12/0486** Two storey side extension at 35 Sturt Close
Permitted
- 12/1771** Erect 15 dwelling land adj Little lees + Section 106
Permitted

6. To deal with Correspondence.

Mr A Greenfield Footpath at Little Lees development The Clerk reported that this was an OCC requirement as per email to WODC. Officer to officer meeting to be arranged to seek to discuss matter further

S Andrews Corner House representative from Council. Agenda item for November to consider further. There was no one willing to take in the role following a request from the Vice Chairman.

Mr Sergeant Various issues. Clerk to deal with.

P Kenrick Meeting dates/diary. Following some discussion it was agreed not to pursue at present,

A Pickard Use of Mill Field for Riverisde Festival following postponement. Use for 28th 29th July agreed subject to licence and acceptance of conditions of use.

Audit Commission No objection to BDO continuing as auditor (external)

Cottsway Possible development of land at Sturt Close. Clerk to arrange meeting. Cm/Vice and Mrs Broughton to attend if available.

Queens Diamond Jubilee Correspondence to be framed as per Golden Jubilee and then to be hung in the Museum

Mr Douglas Chess Club monies to be given to the Corner House.

Traffic Mr Robson raised the issue of off road use of Salt Way and Stonesfield Lane.

Mrs Lloyd Street and footway maintenance and weeding. Clerk to pursue with OCC and WODC. No funding in precept for Town to employ a person at present. Mrs Pakenham-Walsh suggested the use of Green Gym

Mrs Pakenham-Walsh Projects for Green Gym in Charlbury. To be contacted to see if interest in weeding paths/work at Wigwell

First Great Western Trip invitation 18th July

WODC Premises Licence minor amendments for Riverside – to read two days in the Summer. Following some discussion the need to avoid other events was stressed. Dates to be suggested 1st June to 30th September. There is a need to avoid consecutive weekends.

7. To adopt the 2011/12 accounts

Following the submission of the accounts to the internal auditor the accounts need to be presented to external auditor in the prescribed form which has to be approved by the Council and signed by the chairman and Clerk as the RFO. The internal auditors report was read to members present. There were no issues raised and the audit was entirely satisfactory.

Mr Hackmann proposed that Section 1 of the submission Statement of Accounts be signed this being seconded by Mrs Pakenham-Walsh and agreed nem con.

Mrs Pakenham-Walsh proposed Section 2 of the submission Statement of accounts be signed this being seconded by Mrs Broughton and agreed nem con.

Accordingly the Chairman and Clerk signed the documents.

Vote of thanks was recorded for the Clerk.

8. To consider Affordable Housing

Section 106 now signed. Clerk to follow up footpath issues. Continue as a standing agenda item.

9. To agree meeting dates

The dates were circulated with the minutes and agenda were agreed on a proposal from Mr Hackmann seconded Mr Robson and carried nem con.

10. To appoint trustees to the Exhibition Foundation

Following a brief discussion and consideration of an interested party it was agreed that it would be of value to have a serving Councillor as a trustee.

Mr Robson proposed that Mr G Widdows and Mr Wilkins be asked to continue with addition of Mr R N Potter to make the three appointees seconded Mr Fairhurst and agreed

11. To appoint a trustee to the Thomas Gifford charity

Following the resignation of M/s Reason a vacancy exists.

Mr Holah had indicated, in his absence, his willingness to become a trustee. Mr Hackmann proposed Mr Holah seconded Mr Kenrick and agree. Trust to be asked to transfer Mr Robson as a trustee nominated by the Town Council, perhaps an exchange with Mr Cox.

12. To adopt a revised code of conduct (WODC model)

The code proposed had been previously circulated to all Councillors. Mrs Pakenham-Walsh proposed that the code be accepted with this being seconded by Mrs Broughton and agreed nem con.

13. To consider Neighbourhood Planning

The Chairman introduced the subject and said that this Council could start with a clean sheet with the Clerks paper previously circulated, expressing the view of the previous Council.

Reference was made to the useful presentation by Jon Westerman and Astrid Blackburn of WODC on the topic on 20th June.

Two up coming events on the subject were noted. 4th July at WODC Chairman, Vice Chairman to attend. 26th July Marlborough School Vice Chairman, Mr Holah and the Clerk to attend.

A CPRE event, yet to be organised was considered premature in view of the Councils position.

Following some discussion it was agreed that the reflective meeting on 17th October would be a single issue meeting to consider the way forward. Mr Fairhurst will scan the Town Appraisal in the mean time. An update of this may be all that is required for Charlbury.

Standing agenda item.

14. To receive reports

a. Cemetery No problems. Grass has been cut when possible. Weather is an issue with rapid growth

b. Corner House and Memorial Hall. Report circulated.

- c. Mill Field, Watery Lane and Bridges.** Report circulated. Overfall to be checked
- d. Nine Acres** No meeting has been held yet
- e. Quarry Lane and Ticknell** Report circulated. Litter at skatepark is being monitored. Mr Bateman will take the Hay at no charge. Centenary Wood Management Committee. To meet on 12th July at 2.00pm to consider management plan.
- f. Wigwell** Nothing to report.
- g. Station** Car park under construction. Vision splay overgrown. Work on garden and general area and new platform needed. Pond in a poor state. Cycle storage to be checked. Use of disabled bays by non-disabled a concern. Construction of Car Park delayed by water problems
- h. General.** Report circulated
- i School Governor** Mr Hackmann provided a detailed update on progress
- j. Transport** No report, Next meeting 2nd July. Mr Fairhurst will circulate a report subsequently.
- k. Neighbourhood Action Group** Report circulated. Arrange for police attendance at meeting in next 2/3 months.

There being no further business the meeting closed at 9.58pm