

Meeting of Charlbury Town Council held on Wednesday 29th November 2017
at 7.30pm in the Corner House.

Members Present: Mr P Kenrick (Chairman), Mr R N Potter, Mr V Hill, Dr A Merry,
Mr P Morgan, Mrs J Burroughs, Mrs K Broughton, Ms L Reason,
Mr R Fairhurst, Mr R Prew, Also in attendance; Ms L Leffman and
Mr A Graham.

Apologies: Mr R Puttick.

1. To receive the minutes of the last meeting.

The Clerk had circulated a revised page to include planning comments on Fiveways House prior to the meeting. The minute book was correct.

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

2. To deal with matters arising.

Publica letter of response. Correspondence. The Chairman reported that he had attended the Parish Liaison meeting at WODC with Dr Merry and the Clerk. The meeting was disappointing generally and there was a lack of support for this Council's views regarding Publica and its introduction.

Car Park. Now properly marked. A letter of thanks has been sent together with enquiries re lighting standards and the need to repair one light not working o/s Co-op).

Ms Lloyd. Need to consider at the precept meeting on December 6th and discuss the proposal re lengthman. Mr Fairhurst thought that it would be useful to review the whole maintenance package.

Graffiti on Bus Shelter. Will be removed in due course.

Footpath from Banbury Hill Caravan site. Clerk and Chairman to meet Mr Widdows to discuss further.

Traffic. Sub-committee meeting to be arranged. 20mph discussions are moving forward following a meeting with Mr Kirkwood of OCC. Traffic sub-committee to meet on 4th December at 5.00pm.

Surgery. 2nd December. Ms Reason and Dr Merry to attend.

Hixet Wood Planning Application. Following an unsatisfactory response from the Head of Planning, the matter will be referred to the Strategic Director as the next part of the complaints process.

Working Group Action. PR sum to be included in the budget. Speaking at meetings - procedure to be published in the Chronicle and on the Forum.

Mill Field. Dr Merry has produced a draft management plan. Some aspects need to be revisited and comments will be welcomed. To be discussed at January 2018 meeting. Public consultation to be invited. Need to trim back edge as soon as possible to identify the state of the banks etc.

3. Declaration of Interest.

Mr Morgan declared an interest at agenda item 4 as a cheque recipient.

4. To sign orders for payment/receive report.

The Clerk had previously circulated a list of accounts to be paid and explained these to those present. Mr Potter proposed that the accounts be paid, this being seconded by Ms Reason and agreed. Accordingly cheques were signed by three Councillors. **F 8, A 0.**

5. To receive a report from the Planning Committee.

The Planning Committee met on Monday 27th November and Dr Merry gave a useful presentation on Neighbourhood Planning and progress so far.

A question as to whether the Council should send a speaker to the WODC planning meeting to speak re Rushy Bank was not supported as the Council had submitted a balanced response.

The following plans were considered:

17/03351/HHD Erect single storey rear extension and new dormer and velux to front elevation at 2 Browns Lane.

1. We have no objection but are concerned that the velux on the front elevation is inappropriate in this location and would ask that note be taken of Vi Welbourn's letter re shared drainage systems. This should be resolved before any consent is given or conditioned as part of any permission.

17/03414/HHD Erection of outbuilding at Hundley House, Hundley Way.

1. We ask that if permitted the use of the building be conditioned to the occupancy of Hundley House to avoid the establishment of a separate dwelling.

17/03423/FUL Erect six dwellings with garages and parking and the construction of two driveways and a new access.

1. The Town Council's position statement on new housing (previously supplied) identified the need for genuinely affordable homes as a priority, This application represents yet a further high value development which fails to address this need. Therefore can a financial contribution toward provision of affordable housing be requested as part of the section 106 agreement?

2. We have significant concerns about pedestrian safety as there is no footpath or pedestrian refuge on this part of Woodstock Road. There is also no footpath below this stretch of Woodstock Road, a section which narrows, is bounded by hedges on both sides and has multiple accesses with poor visibility splays. For this reason we ask that a footpath be constructed from Stonesfield Lane junction up to The Grange and beyond. This would provide safe pedestrian access to the site and for other users whilst improving existing accesses and sight lines. There are two public footpaths which emerge on or near this particular section of Woodstock Road. The construction of

a footpath should be a requirement within the section 106 agreement prior to the development commencing. A further link to Woody Lane would enable safer cycle access to Charlbury Town Centre.

3. Can this go to committee and be the subject of a site visit please.

4. Can highway engineers be requested to give careful consideration to this application, the access and footpath provision and to recognise the opportunity to improve road safety in general at this location?

17/03430/HHD Ground floor rear and side extensions with smaller first floor extension at Highfields House, The Slade.

1. We have no objection.

17/03692/HHD New porch, extension and conversion of conservatory to garden room at 3 Rochester Place.

1. We have no objection but ask that energy efficiency be carefully considered.

The Chairman will watch the programme for Uplands Planning and arrange to address the committee on The Grange and Jeffersons Piece when they appear on the agenda. Review at December meeting.

6. To deal with Correspondence.

WODC. Local Plan examination, additional reports which have implications for the development proposed at Jeffersons Piece. Chairman to produce and circulate a response for consideration.

WODC. Reply from Cllr Dingwall reference Publica concerns. The response was perhaps correct in some respects but clearly missed the governance issues by concentrating on shared service aspects and savings. More needs to be done to set up some reasonable system of service scrutiny and as District Councillors reported, that despite their expressed concerns, this was some way off being set up. Cost savings seem to be staff pension/staff related with some officers time split between three separate authorities who each apparently operate autonomously - some confusion? It was agreed that this matter should be pursued further.

Litter Bin at Fiveways. Ms Reason proposed that this be installed, seconded Mr Fairhurst. **F 9.** WODC not to be asked to empty at this stage.

Leaves. Some leaf clearing is needed (frontagers).

WODC. Licence amendment/variation for sale of alcohol at Co-op 7 - 11pm. It was agreed on a proposal from Mr Morgan that no objection be made save to point out that currently the premises close at 10pm. This was seconded Mr Fairhurst. **F 5, A 2.**

Post Office. Move to Co-op in March 2018. It was agreed that the proposal to retain a post office and most of the current services be welcomed and that the current post mistress be supported in her desire to retain her current business whilst regretting the loss of a separate facility.

High Sheriff Awards. Mr Potter nominated Mr Andrews and Mr Caston which was seconded by Mr Prew. Clerk to submit the form and supporting statement.

Boward Trees. Quote for Cemetery tree removal as instructed by insurers. Mr Potter proposed that the quote be accepted, this being seconded by Mr Morgan and agreed (£1820 + vat including stump grinding).

RBL. Mr Potter thanked Councillors who attended the Remembrance Parade and Mr Prew for laying the wreath. He went on to say that lots of events will be planned for 2018.

Centenary Field Registration. Clerk to pursue this. The Chairman said that the 100 year celebration will be kept in mind and discussed in the New Year. Some ideas were advanced - memorial plaque, white poppies being among them.

7. To receive reports with reference to Charlbury.

District Council.

Mr Graham reported as follows:

Football and Sports Club have been awarded a £50k WODC grant - he was thanked for his help with this by Mr Morgan.

Youth Theatre is in the process of preparing a production.

WODC are to purchase premises in a desire to address homelessness (largely 1 bed units).

Ubico will be answering questions at WODC Environmental Committee with regard to service provision.

Smaller 'blue bins' 75L to be available February 2018.

Universal Credit - WODC officers are assisting claimants.

Mr Potter pointed out that the small electrical item bin had been removed from the Spendlove site.

County Council.

Ms Leffman reported as follows:

A new highway management structure is in place - details to be provided.

She has recently walked around the sites with the new highway inspector.

Minor Civils budget now exists - setts/footways etc.

Street lights are being fitted with LED units - switch off of lights can now be arranged (permanent or for a set period).

She has supported better bus services in the Wychwoods from monies available to Councillors.

Speed awareness boards acquired for Spelsbury Road residents.

Spendlove site now improved (more regular emptying).

8. To consider the Neighbourhood Forum.

The Chairman referred to the very useful presentation given by Dr Merry and said that in future regular written reports will be produced by himself to keep Councillors informed on progress/actions.

It was hoped that information, including the Housing Needs Survey results, could soon be circulated.

Dr Merry will circulate a copy of the slides used in his presentation.

9. To receive a report on Nine Acres Management.

The Chairman thanked Mrs Burroughs and the Clerk for preparing the draft revised constitution and report on this matter, previously circulated. The Clerk briefly outlined the reasoning behind the report, the constitution and asked that the documents be circulated as proposed for comment.

Mr Morgan proposed that the recommendations in the report be followed and that following circulation of the reports a deadline for reply be set at 15th December, midday. This was

seconded by Mr Fairhurst. **F 7, A -, Abst 1.** Agenda item for December meeting. Mr Fairhurst agreed to publicise the consultation on the Forum.

10. To consider ad-hoc grants.

The Clerk reminded members that there was £500 for this in the budget. Two requests had been received and one from Dementia Friendly Charlbury via the precept process (for £100).

Ms Reason proposed that:

Dementia Friendly Charlbury receive £100

Guidepost Trust £300

Soldiers of Oxfordshire Museum £100.

This was seconded Mrs Broughton and agreed. **F 6, A 3.** Cheques to be signed at December meeting.

11. To consider the Precept meeting (December 6th).

The Clerk reported that papers for this meeting will be circulated by Friday 1st December.

12. Questions to the Chairman.

The following questions were put forward:

1. The cricket Club has won the league title. Send congratulations.
2. Mr Burroughs has donated a Christmas Tree for the Corner House. Mr Harrison and Clerk will put this in place.
3. Town and Parish meeting with WODC - anything to report. The Chairman pointed out that the slides had been circulated, the topics had covered the budget, waste collection, planning and Publica. Little real information was provided.
Recycling sites are to be reviewed in 2018.

Mr Fairhurst reported that the Cotswold Conservation Board had put in a bid for the Cotswold Gateway project today. This would provide new signs at the entrances to the Town.

There being no further business, the meeting closed at 9.30pm.

Signed.....

Chairman

Meeting of Charlbury Town Council held on Wednesday 6th December 2017
at 8.00pm in the Corner House.

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

Apologies: Mr R Puttick, Mrs N Ely.

The Chairman opened the meeting with the sad news that former Councillor Willem Hackman's wife had recently died. He reported that the Clerk had spoken to Willem and has sent a card of condolence from the Council.

He then introduced the purpose of the meeting which is to consider the draft budget prepared by the Finance Committee in November and previously circulated with a consultation showing the Band council tax implication.

1. To consider the draft budget proposal.

The Chairman suggested that each page of the budget be dealt with and questions relating too any item put to the meeting. The Clerk and Chairman dealt with a number of questions of detail and explained how the budgeted sums had been decided taking into account of previous expenditure and that forecast. Following scrutiny of all budget items there was agreement that the draft budget be accepted.

2. To recommend a precept for 2018/19.

The Chairman said that there were two options to consider:

- a. To accept the budget as set out and precept for the sum required.
- b. To precept for a figure closer to that calculated by using the previous year's Band D tax level (i.e. an additional £2,900 approximately).

Mr Potter proposed that the precept for 2018/19 be £97,730, this being seconded by Mr Morgan.

Mr Fairhurst proposed an amendment that the precept for 2018/19 be £100,630, this being seconded by Ms Reason.

The amendment was voted on first. **F 4, A 5.** Amendment defeated. Accordingly a vote was taken on the motion proposed by Mr Potter, i.e. precept of £97,730. **F 5, A 3, Abst. 1.**

The recommendation to the next Council meeting will therefore be that a precept of £97,730 be set for 2018/19.

Discussions on the management of maintenance services to be arranged in the New Year.

There being no further business the meeting closed at 9.15pm

Signed.....
Chairman