



# CHARLBURY TOWN COUNCIL

**Meeting of Charlbury Town Council held on Wednesday 25<sup>th</sup> June  
2014 at 7.30pm in the Corner House.**

**Members Present:** Mr R N Potter (Chairman), Mr R Prew, Mr W Hackmann, Mrs V Pakenham-Walsh, Mr R Fairhurst, Mr R James, Mr P Kenrick, Mrs K Broughton and M/s L Reason

**Apologies:** Mrs S Finch, Dr A Merry and Ms H Baldwin.  
Mr Rose (County Councillor) and Mr Davies (District Councillor)

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

There were a number of corrections to the typed copy.

Item 5 add Ms Baldwin.

Item 9 Boundary Walk

Item 14 add County Councillor Mr Rose was unable to attend. District Councillors

These were correct in the minute book

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

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

Defibrillator Mr Tracey is not responding in respect of the donated equipment. Clerk to chase.

Wilderness Licencing Panel scheduled for 7<sup>th</sup> July. Chairman to attend as agreed and suggest that the Festival operates on the last years licence as the event is too close.

PD of Spendlove No reply from PM to second letter.

Solar Farm Officer from AONB will now meet the applicants and others to discuss a way forward.

Surgery Next one is 2<sup>nd</sup> August

Giffords Trust Appointment of representative in hand.

## **3. Declaration of Interest**

There was none

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

The accounts due for payment were circulated and explained by the Clerk. HMRC now require payment by electronic transfer.

Mr Kenrick proposed that the accounts be paid and the transfer to HMRC arranged seconded by Mr Hackmann and agreed. Accordingly cheques were signed by three Councillors.

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

Inspector Holland attended the meeting on June 23<sup>rd</sup> and updated members on relevant statistics. There was a question and answer session. Inspector Holland was thanked for attending and will be invited to return in six months.

The following plans were considered:

14/0741

0742 Alterations to front window and create single storey rear extension to create one dwelling at News and Things Sheep Street.

1. We deplore the loss of a potential employment site
2. We regret the loss of two smaller dwellings (existing flats) which may have been attractive to younger purchasers (i.e. less expensive units)

14/0766

Single storey extension at 12 Sandford Park

1. We have no objection

14/0792

Rear extension new front porch, new pitched roof to dormer, front and rear at 1 Church Close.

1. We have no objection

14/0821

One and a half storey side extension at Hone Cottage Sheep Street.

1. We have no objection

14/0833

Demolish existing garage, erect dwelling at Reeves Barn Pound Hill

1. Can the letters sent by residents be given careful consideration? It is unusual that this many letter have been sent.
2. Can this go to committee please as interest is considerable. A site visit should be undertaken to understand the issues involved clearly.
3. We consider this to be an over development of the site.
4. We object to this application.

14/0868

Two storey side and single storey rear extensions at 3 Lees Heights

1. We have no objection

### Appeal Results

13/1611

Linwall Sturt St. New dwelling and access.

Appeal dismissed

### Results

14/0225

Convert Barn to dwelling at Walcot Barns

Permitted

- 14/0545 Extensions at Foxmead, Hundley Way  
Permitted
- 14/0546 Remove conservatory, erect rear extension at 26 The Slade  
Permitted
- 14/0626 Subdivide dwelling at Lees Place Cottages, Hixet Wood  
Permitted

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

WODC Grants to organisations (including Gifford Charity) noted

Lights Out 4<sup>th</sup> August. Chairman to talk to RBL.

OCC Salt supply for Winter. Not needed this year. Stall to September 13<sup>th</sup> Farmers' Market

OCC Transport Meeting. Mr Fairhurst to attend in 7<sup>th</sup> July.

Letters re Pooles Lane and Enstone Rd traffic. Clerk to arrange a meeting with OCC to explore possible solutions. Ms Reason and Mr Fairhurst to attend. Then discuss with residents.

Grants letters of thanks noted.

Jeff Haines reply in respect of Uplands Planning Meeting noted.

Mr Kenrick Spitfire tow for Street Fair. Use of old Grammar School frontage. Advised to speak to OCC.

Cotswold AONB Parish Representative. It was agreed that an application from Dr Merry would be supported. CV required in due course, proposed by Mr Kenrick seconded Mrs Broughton and agreed.

Surgery Notes from June noted

## **7. To adopt the 2013/14 accounts**

The Clerk explained the financial return to be made to the audit commission (BDO) and distributed copies of the return. For members to view.

Mrs Pakenham Walsh proposed that Section 1 – Accounting Statements 2013/14 be signed by the Clerk and Chairman this being seconded by Mr Hackmann and agreed nem con. Accordingly the document was signed.

Ms Reason proposed that Section 2 – Annual Governance statement 2013/14 be signed by the Clerk and Chairman this being seconded by Mr Kenrick and agreed nem con. Accordingly the document was signed.

## **8. To consider a Community Led Plan**

There was considerable discussion on the subject of the need to produce a Neighbourhood Plan and the report from Mr Hole, joint chair of the CLP group.

Some concerns about the need for a NH Plan were expressed, in terms of costs, responsibilities etc. and whether enough was known without inviting the WODC Officer to a meeting to discuss this further. Some Members considered that much of this had been done already within the working group and that interest should be registered to attract grants which are available.

Ms Reason proposed that the Town Council registers (as the qualifying authority) that it wishes to produce a N/H plan for the Parish of Charlbury. This was seconded by Mrs Pakenham-Walsh.

F6 A2 Abst1. Carried CLP group to supply the Clerk with the necessary application information. Astrid Harvey of WODC to be invited to speak to Members and CLP group in due course.

## **9. To consider the date of the July meeting**

The Clerks holiday means that if possible the July meeting needs to be brought forward by one week i.e. to Monday 21<sup>st</sup> July and Wednesday 23<sup>rd</sup> July and Conservation Cttee if they wish to 24<sup>th</sup>.

Mr Prew proposed this change seconded Mrs Broughton and agreed

## **10. To agree meeting dates**

Further dates for 2014 and meeting dates for 2015 were circulated in draft. It was agreed that the Chairman's reception be added February 11<sup>th</sup> 2015. The Chairman proposed that the dates be accepted. This being agreed nem con. Room arrangements to stay as at present.

## **11. To consider the Borrowing Approval application**

The Clerks report was accepted at the March meeting, however the minute approving this did not specify the amount for which approval was being sought (though this was clear in the report itself).

Ms Reason proposed that borrowing approval be sought for the sum of £35,000 as detailed in the report this being seconded by Mr Hackmann and agreed nem con.

## **12. To receive reports**

**a. Cemetery** Some hedges need attention between Glebe House and the Cemetery as graves are obscured.

**b. Corner House and Memorial Hall.** New stage curtains agreed. Kitchen to be kept safe for use during the renovation to the hall. Successful open gardens for Street Fair. Some £2,000 raised Street Fair constitution being reviewed.

**c. Mill Field, Watery Lane and Bridges.** Report circulated. Some drainage work has been done.

- d. Nine Acres** Some concern at dog mess on the fields – can this be stopped. Ms Leffman to speak to wardens. Some fines have been levied.
- e. Quarry Lane and Ticknell** Some branches need cutting back in Quarry Lane. Skatepark repairs have started. Hay to be taken. Consider a rolling repair fund for the future.
- f. Wigwell** See report circulated. Tree issues have been resolved. Second quote sought Wychwood Project to grant a sum to pay with this being repaid by Council next financial year.

Handover date 31/3/15

- g. Station** Garden on Platform 1 looking good. Issues of standing water and obscured sign to entrance remain. Generator area is unsightly and needs attention. Disabled access is an issue to be addressed.
- h. General.** See report. Sheep Street needs repair as does Browns Lane. Report to OCC
- i School Governor** See report
- j. Transport** See report
- k. Neighbourhood Action Group** Traffic/Parking survey undertaken in Town Centre streets. To be considered by NAG at next meeting. Useful data but low return of questionnaires.

There being no further business the meeting closed at 9.32pm