



# CHARLBURY TOWN COUNCIL

**Meeting of Charlbury Town Council held on Wednesday 18<sup>th</sup> December  
2013 at 7.30pm in the Corner House.**

**Members Present:** Mr R N Potter (Chairman), Mr P Kenrick, Dr A Merry, Mr W Hackmann, Mr R Fairhurst and M/s L Reason

**Apologies:** Mr R James, Mr J Holah, Mrs V Pakenham-Walsh, Mrs K Broughton and Mrs S Finch. In addition apologies were received from Mr Davies, M/s L Leffman (District Councillors) and Mr R Rose (County Councillor).

Prior to opening the meeting the Chairman reported that he had received a Christmas card from WODC Chairman and had attended a civic carol service at Burford Church on 8<sup>th</sup> December.

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

Subject to a typographical error on page 2 item 5 being corrected Mr Kenrick proposed that the minutes be signed as a correct record this being seconded by Mr Fairhurst and agreed.

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

David Rees of OCC re trees on Mill Field. The Chairman will contact Mr Rees for a review to be undertaken of forestry needs.

OCC School Transport – deadline for response has been extended

Salt 2.45 tonnes have been delivered in 25kg bags to Lees Rest. Needs to be re distributed as soon as possible.

**3. Declaration of Interest**

There were none.

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

The accounts due for payment were circulated and explained by the Clerk. Mr Hackmann proposed that the accounts be paid, this being seconded by Dr Merry and agreed. Accordingly cheques were signed by three Councillors.

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

Mr Cox had attended the meeting on Monday 16<sup>th</sup> December to provide an update on the current position of the Thomas Gifford Charity. There followed a useful question and answer session.

The following plans were considered:

**13/1635/P/AC**

**13/1636/P/LB**

Erect various externally illuminated signs and pole mounted sign at The Bell Hotel, Church St.

1. We welcome the provision of the replacement sign, however, the existing post referred to has been removed. We would therefore ask that a similar post to the one removed by the applicant be provided to support the sign. The dimensions and material should be as per the post removed. (i.e tapered oak post of same substance)
2. A steel post would not be acceptable in this part of the Conservation Area and within the curtilage of a listed building.
3. Otherwise no objection so long as the proposed lighting causes no problem to neighbours.

**13/1688/P/FP**

Erect replacement dwelling at Police House, Hixet Wood.

1. There is growing concern at the introduction of timber cladding on recent proposals which is not considered to be appropriate in the Charlbury Conservation Area. This application appears to have a considerable area of timber cladding included which is visible from several angles.
2. Some concerns were expressed that the appearance of the building is somewhat incongruous in this particular location.
3. Materials need to be sensitively chosen to ensure that they reflect those used in the immediate vicinity.
4. The provision of off-road parking will make some of the existing on road parking impossible. Probably no nett gain will be achieved.
5. Can this go to committee please

**13/1717/P/FP**

**13/1718/P/LB**

Conversion of Offices to form 3 dwellings at Britannick Engineering Ltd, Market Street.

1. We consider the change of use is likely to cause a conflict with the loss of existing on-street parking provision to enable access and egress to and from this site as the development is likely to generate more vehicle movement per day.
2. We regret the loss of a further employment site but welcome the provision of three dwellings.
3. Pedestrian safety needs to be considered as the sight line on exit is restricted.
4. Should there be a provision of affordable housing or a section 106 agreement to benefit the community?
5. Can this go to committee please.

**13/1653/P/CLE**

Claimed Lawful Development. Use of building for garage and vehicle repair centre at New Barn Garage, Nine Acres Lane.

The District Council were asking for any information known to the Council in respect of this matter.

The response was agreed:

1. The Clerk has 25 years plus knowledge of the use of these premises as a garage.
2. Several others had knowledge of use of over ten years for use of the premise as a garage.

## Planning Decisions

**13/1398/P/FP** Demolish existing and erect new houses at The Firs Pound Hill

Permitted

**13/1441/P/FP** Remove conservatory erect single storey front and rear extensions.  
Alterations to reclad front and side walls at 17 Lees Heights.

Permitted

### 6. To deal with Correspondence.

OCC Contribution of £1437 to provide new signage for lorry width restrictions and updating. Dr Merry proposed that the contribution be made this being seconded by Mr Hackmann and agreed.

Mr Harrison Report on Chipping Norton School Trust read out. Mr Harrison is the Council nominated trustee.

Mrs Lethbridge The letter was read out and noted.

Mr Kenrick – volunteered to join the finance committee. For annual meeting in May

Wilderness Card and advent calendar received. The Chairman and Clerk had met three of the organisers on 9<sup>th</sup> December. The organisers wish to take over the premises licence from Cornbury and extend the hours on some peripheral events over the weekend for the Wilderness event only. They will organise a meet the public session at the Bell Hotel early in the New Year. Cornbury will be asked to consult with WODC in respect of a revised premises licence.

OAYP Invite to suitable Monday meeting

WODC LDF consultation noted

WODC CIL to January 2014 agenda

WODC Election of Councillor. Requirement of Poll Cards. Mr Hackmann proposed that poll cards be issued this being seconded by Mr Kenrick and agreed with two abstentions. WODC to be notified.

2014 Meeting dates to website and notice boards.

### 7. To consider Affordable Housing

Nothing to report. Potential site need to be identified, perhaps via the CLP group.

### 8. To consider a Community Led Plan

A brief report from Mr Holah was read to those present to provide an update on progress. M/s Reason reported that a broader framework is being considered and a meeting is to be held to explore the vision. Some workshops are being planned for the end of February 2014. Consultant to do a half day workshop (expenses only)

## **9. To finalise the Precept**

There had been a meeting of the Council which specifically dealt with the budget/precept on 11<sup>th</sup> December. A recommended precept of £80,910.27 was to be recommended to the Council.

Mr Kenrick asked about rent at the preschool and the absence of grant (it was considered that a replacement door should be a landlord issue). The Chairman, a trustee, said that periodic rent reviews took place as a matter of course.

Mr Hackmann proposed that a precept of £80,910 be requested from WODC this being seconded by Mr Fairhurst and agreed nem con. Clerk to submit request to WODC.

## **10. To appoint a Councillor to report on Mill Field**

Dr Merry volunteered to take over duties, including the sluice gate control. Clerk to ask Mr Robson to return the keys and wheel a.s.a.p.

## **12. To receive reports**

- a. Cemetery** No report.
- b. Corner House and Memorial Hall.** No report. WODC have agreed a grant for the Hall extension.
- c. Mill Field, Watery Lane and Bridges.** No report.
- d. Nine Acres** No report
- e. Quarry Lane and Ticknell** No report.
- f. Wigwell** See report circulated by Mr Kenrick. Some loose posts on recently completed work. Thames Water to deal with as they let the contract for this.
- g. Station** Some power supply issues preventing the coffee supplier transferring into the station building.
- h. General.** Dr Merry circulated a report. Clerk has spoken to the WODC tree officer re Little Lees site where there have been clearing contractors working for the land owner. Procedures are being checked and action taken by WODC will be decided upon in due course. Surgery report. Clerk has a copy and will deal with issues raised.
- i School Governor** Report circulated. Next meeting 25<sup>th</sup> Feb. 2014. Good results being achieved
- j. Transport** Report circulated by Mr Fairhurst. A submission has gone to OCC re subsidies and the service review. A new time table is in place.
- k. Neighbourhood Action Group** No report.

The Chairman closed the meeting by wishing all present a Happy Christmas. A presentation was made to the Clerk. There being no further business the meeting closed at 8.45pm