



# CHARLBURY TOWN COUNCIL

## **Annual Meeting of Charlbury Town Council held on Wednesday 16th May 2012 at 7.30pm in the Corner House.**

**Members Present:** Mr R N Potter, Mr W Hackmann, Mr A Merry, Mr R James, Ms L Reason, Mr P Kenrick, Mr J Holah, Mr R Fairhurst, Mrs K Broughton, Mrs V Pakenham-Walsh, Mrs S Finch and Mr R Robson.

Note. The newly elected councillors met on Monday 14<sup>th</sup> May to sign declarations of acceptance of office and to receive a briefing, with relevant documents, from the Clerk.

Mr R N Potter the Chairman of the retiring Council opened the meeting.

### **1. To elect a Chairman**

Mr Potter asked for nominations:.

Mrs Finch nominated Mr R N Potter. Mr Potter asked if there were any other nominations. There were none.

Mrs Pakenham-Walsh proposed Mr R N Potter as Chairman this being seconded by Mrs Broughton and agreed nem con.

Mr Potter signed the declaration of acceptance of office as Chairman.

### **2. To elect a Vice-Chairman**

Mr Hackmann nominated Mrs Pakenham-Walsh. There were no other nominations.

Mrs Finch proposed Mrs Pakenham-Walsh this being seconded by Mr Kenrick and agreed nem con.

### **3. To Elect Committees**

a. Finance. Chairman, Vice Chairman, Ms Reason, Mr Hackmann and Mr Merry

b. Planning and Correspondence Whole Council.

c. Traffic. Chairman, Vice Chairman, Mr Fairhurst, Mrs Broughton and Mr Holah

d. Affordable Housing Whole Council and cooptees if needed

e. Allotments Chairman, Vice Chairman, Mr Robson and Mr Kenrick

f. Street Lighting. Chairman, Vice Chairman, Mr Hackmann, Mr James

Mr Hackmann proposed the above seconded Mr James and agreed nem con.

#### **4. Election of Representatives**

- a) Corner House and Memorial Hall – Mrs Finch and Ms Reason
- b) Conservation Area Advisory Committee - Mr James and Mrs Broughton
- c) Nature Conservation Advisory Committee – Mr Kenrick and Mr Robson
- d) Nineacres Management Committee – Mrs Pakenham-Walsh and Mr Robson
- e) Friends of Charlbury Library – Mr Merry
- f) Waste Action Group – Ms L Reason
- g) Chipping Norton School Trust Fund. – Mr J Harrison to continue
- h) Day Centre Representative – Mr Merry
- i) Primary School Governor – Mr Hackmann
- j) Centenary Wood Committee – Mr Potter
- k) Street Fair Committee – Mr Kenrick
- l) Parish Transport Representative – Mr Fairhurst and Jane Fitzmaurice
- m)

Ms Reason proposed the above seconded Mr James and agreed nem con.

#### **5. Allocation of Reports**

- |   |                               |
|---|-------------------------------|
| a. Cemetery                             | Mr James                      |
| b. Corner House / Memorial Hall         | Mrs Finch and Ms Reason       |
| c. Mill Field / Watery Lane and Bridges | Mr Robson                     |
| d. Nineacres                            | Mrs Pakenham-Walsh, Mr Robson |
| e. Quarry Lane / Ticknell               | Mrs Broughton                 |
| f. Wigwell                              | Mr Kenrick, Mr Robson         |
| g. Station                              | Ms Reason, Mrs Finch          |
| h. General                              | Mr Merry                      |
| i. School Governor                      | Mr Hackmann                   |
| j. Transport                            | Mr Fairhurst                  |
| k. Neighbourhood Action Group           | Mrs Pakenham-Walsh            |
| l. Author Town Council Report           | Mr Holah                      |

Mr Hackmann proposed the above seconded Mr Robson and agreed nem con

#### **6. To confirm Councils retention of Standing Orders**

Mrs Finch proposed that the model Standing Orders, as circulated, be retained, this being seconded by Mr Robson and agreed nem con.

#### **7. To confirm Councils Bankers**

The Clerk reported that he was happy with the service provided by Barclays at Witney.

Mr Hackmann proposed that the council continue to bank with Barclays this being seconded by Mr Kenrick and agreed nem con.

#### **Signatories:**

It was agreed that Mrs Pakenham-Walsh, Mrs Finch and Mr Kenrick be added to the list of signatories. Clerk to arrange with bank.

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

Mr Hackmann proposed that the minutes be signed subject to the following amendments.

Agenda. Monday meeting at 8.00pm not 7.30 pm.

Page 2 Item 6 Mr Timbs.

Page 3 Item 8 Small grant to Flower Festival added.

This was seconded by Mrs Pakenham-Walsh and agreed.

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

Boundary Walk went very well. Letter of thanks to Mr and Mrs Hobil.

Surgery June 2<sup>nd</sup> – Mrs Pakenham-Walsh and Mr Holah to attend.

Ms Reason said more needed to be done to advertise the surgery, possibly boards outside the Corner House.

Mr Robson asked if the surgeries could be taken around other venues

Wilderness – The Clerk explained the position re: the licence and comments sent to WODC by Council.

Gifford Charity – Agenda item June to appoint a trustee.

Exhibition Foundation – June agenda to appoint trustees.

A.P.M. – January 2013 agenda to discuss format and how to attract greater attendance.

Eric Douglass – OCC Tree Officer (deceased) memorial service May 24<sup>th</sup> at Centenary Wood, (5.30 at Bowls Club)

## **10. Declaration of Interest**

Mr Potter and Mr Robson declared an interest. Mr Potter as cheque recipient and Mr Robson as a Gifford trustee and applicant for the grant (cheque).

## **11. To sign orders for payment**

The Clerk reported on the accounts to be paid and referred to the Councils financial position. Grants agreed with the Precept under section 137 were highlighted

Mr Hackmann proposed that the section 137 payments be made and all cheques signed seconded Mr James and agreed nem con.

Accordingly cheques were signed by three councillors.

## **12. To receive a report from the Planning Committee.**

The following plan was considered:

- 12/0718** Conversion of part of existing garage/workshop to provide ancillary living accommodation at 2 Narrow Lane.
1. We have no objection
  2. We ask that occupancy be conditioned as part of the main dwelling to avoid the creation of a separate dwelling.

### **Planning Results**

**12/0323** Non compliance with condition 10 (05/2148) to allow part of garage to be converted to office at Milton House, Wychwood Close.

Permitted.

**12/0420** Erect single storey workshop at Spelsbury Road.

Permitted.

**12/0445** Loft conversion to include insertion of side and rear dormer windows at April House, 32 The Slade.

Refused.

### **13. To deal with Correspondence.**

WODC Neighbourhood Planning meeting with officers. (22 or 23 May). Clerk noted those wishing to attend and availability. Discuss with Mr Westerman and arrange meeting.

WODC Election results noted. Congratulations to be recorded to those successful at Town and District election.  
The Clerk has written to retiring Councillors to thank them for their service to Charlbury and also to Mrs Chadwick.

Charlbury Deli and Café – Inclusion of Town Centre in N/H plan and updating of Town map. Mr Fairhurst offered to produce an update if the Council covered printing costs.

QDJ Church Service – Invitation to Council. The Chairman and Mrs Potter will attend.

Chess Club Funds at cessation of club. Mr Douglas to be thanked for his offer. The Council will accept the balance of funds and decide how to spend this shortly, or how it might be allocated elsewhere.

Ms Reason proposed that the above action be taken this being seconded by Mr Holah and agreed.

F7 A2 Abst 2.

Air Ambulance Grant application to November grants meeting.

Mrs Bessemer–Clark Transport (bus service consultation) response passed to Mr Fairhurst along with Mrs Bessemer–Clark’s file.

Councillors were urged to respond to the consultation to keep the current levels of provision/subsidy.

Mr Parker Beacon project presentation. Invite to June planning meeting.

Ms Reason Length of meetings to be reduced with a finish by 9.30pm. Perhaps starting at 8.00pm. There was some discussion without a decision being made.

**14. To hear the remarks of the County and District Councillors.**

a. Neil Owen congratulated all councillors on their election. There is no formal report as the OCC annual meeting was yesterday. New leader is Ian Hudspeth. Neil was asked to follow up issues of legality of volunteers in libraries and scheme of training.

b. District Councillors

Mr Davies congratulated all Councillors on their election. The annual meeting of WODC took place today with Mr B Norton as leader. A new code of conduct was agreed and it is hoped that this will be also adopted by parishes.

Liz Leffman was congratulated on her election. Liz was unable to be present but the Clerk read her report.

There being no further business the meeting closed at 9.34pm.