



CHARLBURY TOWN COUNCIL

**Meeting of Charlbury Town Council held on Wednesday 30th October
2013 at 7.30pm in the Corner House.**

Members Present: Mr R N Potter (Chairman), Mrs S Finch, Mr W Hackmann, Mrs V Pakenham-Walsh, Mr P Kenrick, Mrs K Broughton, Mr R James, Dr A Merry, M/s L Reason and Mr J Holah,

Apologies: Mr R Fairhurst

Prior to opening the meeting the Chairman reminded those present that the Finance meeting would take place on 13th November at 8.00pm. Members of the committee are Chairman, Vice Chairman, Mr Hackmann, M/s Reason and Dr Merry.

1. To receive the minutes of the last meeting.

Mr Hackmann proposed that the minutes be signed, subject to minor typographical errors being amended, this being seconded by Mr James and agreed.

2. To deal with matters arising.

Emergency Planning meeting 7th November Mr Holah to attend

Ramped access to Nine Acres. New drawing required.

OCC Budget Cuts meeting. The chairman reported his attendance at the meeting in Oxford and outlined the main concerns expressed by those present. He had asked to be kept in touch with any developments.

Surgery. 5th October – no one attended. Next surgery is 7th December. Dr Merry and M/s Reason to attend. More publicity needed.

CLP Seminar 12th October. The Chairman reported that he had taken the Councils' agreed statement to Amanda Stott on 5th October.

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 Mrs Pakenham-Walsh and agreed. Accordingly cheques were signed by three Councillors.

5. To receive a report from the Planning Committee.

The following plans were considered:

13/1382 Erection of self-contained annexe at The Slade Woodstock Rd.

1. We have no objection but would ask that occupation be conditioned to the occupiers of the Grange (family/staff)

13/1398 Demolition of house and erection of new two-storey dwelling with detached garage at The Firs, Pound Hill.

1. Can careful consideration be given to the comments and issues raised by the occupants of Reeves Barn.
2. Access and egress from and to Pound Hill from the site is dangerous with zero visibility in one direction. Can the access point be reconsidered to reflect the site and traffic usage on Pound Hill. This is a potentially serious hazard which a re-design could eliminate.
3. Can this go to committee please?

13/1441 Remove existing conservatory and erect single storey front and rear extension. Alterations to re-clad front and side walls at 17 Lees Heights.

1. We have no objection.

13/1509 Alterations and erection of two storey side and single storey front extensions at Foxmead Nurseries, Hundley Way.

1. A design and access statement was not included with the plans sent to this Council as a statutory consultee.
2. We have no objection.

Planning Decisions

13/1173 Remove existing garage and erect two storey side and front new porch to front elevation at 69 The Green

Permitted

13/1509 Erect two storey and first floor extensions at Millbank Dyers Hill

Permitted

13/1272
1274 Extensions and alterations at Tollgate Cottage, Enstone Road

Permitted

13/1261
1262 Extensions and alterations at The Old Farmhouse The Playing Close

Permitted

13/1300 Single and two storey extensions at 8 Enstone Road

Permitted

13/1329 Remove outbuildings, erect garage and games room above, new porch, boundary wall and timber gates at Markstone, Browns Lane.

Permitted

At the Planning meeting on Monday 21st October a useful and informative presentation was received in respect of the current position with the Southill Solar proposal. This was delivered by M/s Reason, Mr Crisp and Mr Clews.

6. To deal with Correspondence.

WODC Town and Village forum. Mr Kenrick attended and gave a brief report on an interesting, well attended event.

Finance WODC expect capping at 2% maximum increase but are not certain if this will be extended to Parishes. The aim is to get information out by mid – November with the precept by mid-January.

Planning Local Plan preparation continuing but now dependent upon County wide information.

Data Lots of information which may be useful to the CLP is available.

Defibrillators Donation insufficient to fund 24, local fund raising may be required to extend to all parishes. Mr Kenrick was thanked for his report by the Chairman.

ORCC Meeting at Marlborough School, Woodstock with OCC to discuss budget cuts on 21st November at 7.15pm. Three places to be booked; 2 Councillors and Clerk.

Mr G Widdows Resignation as Town Council nominee and trustee of the Charlbury Motor Fire Brigade Fund.

The Chairman said it was necessary to find a replacement trustee for Mr Widdows who was a founding trustee.

The Chairman expressed a view that the nominee should be a serving Councillor when appointed to the trust thus establishing a direct connection.

Mrs Finch expressed her interest in representing the Council. Mr Holah and M/s Reason expressed the view that a trustee should be a person with the right skills which could be a Councillor or another person. The Charity Commission website sets out a means of selecting trustees and perhaps this should be followed with adverts placed and subsequent submissions considered. A letter has been received from M/s Reason with a brief CV which stated that Mr A Leach was interested in becoming a trustee. M/s Reason proposed that Mr Leach be appointed and that an agreed procedure should be used in future. After some further discussion on due process of selection Mrs Broughton seconded M/s Reasons proposal.

Mr James said he felt that emotions were running high on this matter and said that a serving Councillor had volunteered. Mr James proposed Mrs Finch this being seconded by Mr Potter. The amendment was taken first Mrs Finch F3 Mr Leach F6 abst 1. Accordingly Mr Leach will be the Councils' nominee.

There is currently no secretary or Chairman to notify. Appointments process for transfer to be a future agenda item when advice and details of current representation on all Charities are to hand.

Letter of thanks for his services to be sent to Mr Widdows.

M/s Reason Discussion on the framework for finance committee and its discussion process.

Dr Merry and Mr Hackmann felt that the present format sets out the necessary information and that the process need not be changed as it worked.

BDO. External Audit report noted. Clerk to produce a report in due course.

Cotswold Landscaping. Fees for grass cutting remain unchanged for 2014 year. A small increase in hourly rate was accepted (used infrequently).

Arrow Accounting. Appointment as internal auditor on a proposal from Mr Hackmann seconded Mrs Pakenham-Walsh and agreed nem con.

CAB. Grant application. To November meeting.

Thomas Gifford Trustees. The Councils' nominated trustees are now Mr I Cox, Mr R Robson and Mr J Holah proposed Mrs Pakenham-Walsh seconded M/s Reason and agreed. The proposal for the trust to take incorporated status to protect trustees from personal liability was noted. This procedure will take its course.

Astrid Harvey. Council to express an interest in receiving a defibrillator.

7. To consider Affordable Housing

Nothing to report. Remains on agenda.

8. To consider street cleaning

A letter from Mrs Lloyd was considered in respect of concerns about the cleanliness/tidiness of streets in the centre of and around Charlbury. The Clerk reported that WODC have a statutory duty to undertake some of this work and that they also operate a large mechanical sweeper, for kerb edges, on behalf of OCC. Burford has an arrangement with OCC (long standing) and receive £2K towards costs of some £8K per annum. Woodstock has no sweeper of its own and relies on WODC. It may be that Burford and Woodstock get greater attention as they are tourist destinations. Several Councillors questioned whether there is indeed a problem and believed that scarce funds could be used to better effect.

The Clerk was asked to seek an improved service from WODC in tandem with our District Councillors.

9. To consider a Community Led Plan

Mr Holah reported on this matter and referred to papers which had been circulated to all Councillors.

Following a summary of issues raised Mr Holah said that he believed that the CLP had reached a point where the Corner House and Memorial Hall carry on with delivering the improvements proposed and reviewing any ideas with or without a library and that the Gifford Charity deliver its proposal without prejudicing any grant from OCC.

There could be co-working to reduce costs of cleaning/admin/joint booking etc in due course.

Venues could be promoted to increase income. He believed that issues raised in Dr Merry's resolution to the APM had been largely answered. There was a need to collaborate without affecting individual charities.

A list of attendees at the seminar to be sent to the Clerk.

A copy letter from Mrs Lethbridge to Mr Holah was considered but not read out. Mrs Lethbridge has resigned from the CLP group. She was thanked for her contributions.

10. To consider matters arising from the working group.

A note of the meeting had been produced by the Clerk and circulated to Members. There was a need for a discussion on traffic issues which had been addressed by OCC.

1. Disabled Parking at Coop food store and chemist
2. No entry at Sheep Street and Market Street
3. Width restrictions/access to Market Street

Mrs Pakenham-Walsh proposed that the Clerk be instructed to progress the above matters as set out in the paper with additions as agreed, this being seconded by Mrs Finch and agreed nem con.

The next working group meeting will be on 12th March 2014 with the agenda being set in February.

11. To consider street lighting committee meeting (November 6th)

Mrs Pakenham-Walsh proposed that a meeting was not needed this being seconded by Mr Hackmann and agreed

12. To receive reports

- a. Cemetery** Leaf fall. Sunken grave being dealt with.
- b. Corner House and Memorial Hall.** AGM 4th November 2013 at 8.00pm.
New white board purchased. Street Fair Quiz Night 1st November
- c. Mill Field, Watery Lane and Bridges.** No report. Mr Robson not present
- d. Nine Acres** AGM 12th November at 8.00pm in the Pavilion. New play equipment nearly complete
- e. Quarry Lane and Ticknell** Some overhanging branches to report to OCC (Dan Weeks). Submission for skate park to be prepared for finance committee
- f. Wigwell** See report circulated. Permissive paths to be closed on 2nd January 2014 on a proposal from Mrs Broughton seconded Mr Kenrick. Mr Kenrick will deal with the signs.
- g. Station** Garden on new platform transformed. Water pooling on approach road and footbridge. Progress being made on moving café into the building.
- h. General.** See report circulated. Clerk has chased The Bell manager and Green King re the sign. Details to be sent in due course.
Christmas tree for Corner House agreed

Remembrance Parade. This is a civic event and will take place on
Sunday 10th November at 2.30pm
Parish Warden to report to Council when necessary. Clerk to speak to
Tony Graeme
VAS Woodstock Rd. Vegetation needs cutting back

i School Governor Report circulated

j. Transport Report circulated.

k. Neighbourhood Action Group Report circulated

There being no further business the meeting closed at 10.08pm