

Meeting of Charlbury Town Council held on Wednesday 28th October 2015
at 7.30pm in the Corner House.

Members Present: Mr P Kenrick (Chairman), Dr A Merry, Mr W Hackmann,
Mrs V Pakenham-Walsh, Mr R N Potter, Mr R Prew, Mr T Skelton.
Mrs S Finch, Mr R Fairhurst, Mrs K Broughton, Ms L Reason.

Apologies: Ms H Baldwin

Prior to opening the meeting, the Chairman reported that he will be attending the following AGMs and will report back as necessary: Corner House and Memorial Hall, Wychwood Project, and Nine Acres.

1. To receive the minutes of the last meeting.

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

2. To deal with matters arising.

Replacement for Dean Pit. The Chairman reported that he and the Clerk had attended a meeting at Chipping Norton arranged by Liz Leffman. A series of potential ideas were explored and will be subject to further discussion at the next meeting on 18th November.

Owen Jenkins, OCC. Plans re verges cut and likely contribution not yet received by the Clerk although Dr Merry had been sent some information.

Pension Regulations. The Clerk explained the position which is that the Council is not obliged to offer the facility due to the current Clerk's age i.e. over 65. The Clerk could request to join if he so wishes. The Clerk will deal with the formalities of letters and informing the pension regulator (not joining a scheme). Pro Forma letter has to be sent to Clerk (in hand).

Street Fair. Approx. £11k was raised. Need for more helpers.

Wilderness Festival. Post event local meeting is to be arranged by Rufus Lawrence - the Chairman is in contact with him.

Surgery. Next surgery is December 5th and will be attended by Dr Merry and Mr Prew.

3. Declaration of Interest.

Dr Merry and Mr Kenrick declared an interest in the Little Lees planning application 15/00567/FUL and Mr Fairhurst in item 4 as a cheque recipient.

4. To sign orders for payment/receive report.

The Clerk explained the accounts to be paid which had been listed and circulated. Mr Hackmann proposed that the accounts be paid, this being seconded by Mr Potter and agreed.

Auditors Report.

A report circulated with the minutes and agenda outlined the comments received from the auditors.

Internal Audit. Arrow Accounting:

The following points were made in the report:

- Local Government spending power needs to be identified for each grant given.
- Cheque stubs be signed by at least two Councillors.

External Audit BDD LLP:

- The Council undertakes adequate budget monitoring, however it did not minute, as evidence, that this had been done. Recommends minuting.

The above points were accepted and are now part of the process.

5. To receive a report from the Planning Committee.

The following plans were considered:

15/00567/FUL Erect twenty-two dwellings and associated works (with access from Little Lees and Lees Heights) at land North of Little Lees.

1. There is a need to re-consult the public locally as the planned layout has changed.
2. Can the arrangements for refuse collection from properties at the Southern end be clarified.
3. Can the affect on infrastructure be considered, e.g. school places, water/sewage and section 106 contributions be gathered accordingly.
4. With respect to the affordable housing, who is the registered social landlord, will a local tie be enforced as in previous affordable schemes. We request that assurances are given that the affordable housing will be for local Charlbury people.
5. Can some form of play equipment be provided for this site please.

6. Can a binding agreement be put in place to ensure that the management of the remaining open space is clear. The Town Council should be involved in the process of agreeing any covenants or a trust document.
7. We regret the segregation between the affordable and market housing.
8. Can this go to committee please.
9. Otherwise no objection.

15/03303/FUL Erect four dwellings with associated landscaping and hard surfacing at Sunnyside, Ditchley Road.

1. We are concerned that this application will be built in conjunction with application 15/01563/FUL (6 dwellings) which should therefore give rise to further contributions toward the provision of affordable housing and section 106 requirements for infrastructure, e.g. school places, water/sewage etc., in line with voluntary offers as recently made by Southill Solar and Rushy Bank applications.

2. If consent is given there should be a footpath provided on the Ditchley Road in addition to the vehicular passing place proposed. Improvements also ought to be required to the blind bend adjacent to Smallacres.
3. Can a section 106 contribution be required to provide/enhance leisure facilities in the Town.
4. We are concerned that this application was submitted separately to that mentioned above when clearly it represents one overall scheme with two applicants and one developer.
5. Can neighbours concerns be carefully considered.

15/03437/HHD Erect extensions at 6 Nine Acres Lane.

1. We have no objection.

15/03480/HHD Rear extensions, new dormer, repositioned entrance at The Old Fire Station, Browns Lane (resubmission of 15/01771/HHD).

1. We object to the loss of a business premise.
2. The proximity to the Memorial Hall, a community venue with associated music and 'noise' is considered a problem. It is to be hoped that this will not cause subsequent complaint.
3. There will be a loss of on-street parking.
4. The access to the garage from this narrow, one-way street is considered impractical and unsafe. A garage entrance would exacerbate parking problems in this narrow street used regularly by buses.
5. We object to this application and ask that it go to committee.

15/03507/FUL Convert shed into micro-bakery, extend shed at 6 Hixet Wood.

1. We have no objection and welcome this initiative to provide a new business in Charlbury.

15/03542/FUL Erect new dwelling at Thorneycroft, Woodstock Road.

1. The materials to be used are important in this location.
2. No objection provided that the access has adequate visibility splay.

15/03630/HHD Erect extensions at 21 The Green.

1. We have no objection.

15/03624/HHD Erect single storey kitchen at 18 The Slade.

1. We have no objection.

15/03653/573 Removal of condition 2 on consent at 40 Hughes Close.

1. We have no objection.

15/03828/HHD Single storey rear extension at 12 Sandford Park.

1. We have no objection.

At the planning meeting on 26th October, Inspector Holland was present to discuss neighbourhood policing in Charlbury. He presented an updated set of crime statistics and there followed a useful question and answer session. He was thanked for attending.

6. To deal with Correspondence.

Arrow Accounting. Appointment of internal auditor for 2016/17. Dr Merry proposed Arrow Accounting be retained, this being seconded by Mr Fairhurst and agreed. The Chairman and Clerk signed the agreement

G. Terry. Increasing the working hours for admin/professional support to the Neighbourhood Forum. Mrs Pakenhan-Walsh proposed that this be agreed, seconded Mr Fairhurst. Agreed nem con.

L Leffman. Parking and yellow lines at Nine Acres Lane, Thames Street junction. Noted. To be dealt with by traffic sub-committee.

Paul Jenkins. Request for Town Council to consider a grant to the Thomas Gifford Charity (up to £300k) financed via loan.

The Chairman said that it was not appropriate for this to be decided at this meeting. Could be discussed at item 11 on the agenda. Could be discussed fully at the Precept meeting and therefore it must be made clear that the item is to be considered (financial regulations). A paper prepared by the Clerk on this subject had been circulated.

The Chairman proposed that the scheduled finance meeting for November 11th be redesignated as a full Council meeting (and advertised as such) to enable a full discussion/understanding of the process and possibilities open to Council to gather the funding required. It was agreed that this should be the case with the meeting starting at 7.30pm.

Mr Potter urged a full attendance to discuss this matter so that decisions are supportable as there had been concerns expressed to him reference the 4% increase last year. The precept meeting will take place on December 2nd, with full Council on 14th December.

7. To consider the Neighbourhood Forum.

Ms Reason reported that considerable effort had gone in to reformatting the questionnaire including questions designed to ascertain support for any precept increase. Ms Reason to circulate the proposed questions for Councillors to consider - replies to her by 2nd November.

8. To consider a letter to the Government objecting to the extension of Right to Buy to affordable homes owned by housing association.

The Chairman said that changes to proposals were awaited prior to a final version being produced for circulation and consideration at the November meeting. November agenda.

9. To appoint a Councillor to the allotment committee.

Ms Baldwin has stood down as she is now an allotment holder.

Mr Hackmann nominated Mr Prew, seconded Mrs Finch and agreed nem con.

10. To receive a report from the traffic sub-committee and consider further actions.

Mr Fairhurst reported on the meeting held in August to consider traffic issues. See the paper circulated. Dr Merry proposed that the report be adopted, this being seconded by Ms Reason and agreed.

Mr Fairhurst will submit the list of principles to the N/H Forum. A meeting with WODC to be arranged by the committee.

11. To receive a report from the Working Group.

Notes of the working group on 14th October had been circulated. The paper was accepted.

12. To receive reports.

- a) **Cemetery.** All well.
- b) **Corner House and Memorial Hall.** Mrs Broughton reported that the AGM is to be held on 2nd November. Shared use of the Larcum Kendal room is progressing. Discussions are taking place on the future use of the Corner House and preliminary ideas have been discussed.
- c) **Mill Field, Watery Lane and Bridges.** See report. The circular walk via Watery Lane and Mill Field might attract a Conservation Board grant to reinforce works to keep Watery Lane drier than usual.
- d) **Nine Acres.** AGM will be on 11th October. HSPA being cleaned. Repair to football pitches to be undertaken.
- e) **Quarry Lane and Ticknell.** Skatepark surrounds is messy (litter). Mrs Pakenham-Walsh volunteered to help if needed. Quarry Lane is OK.
- f) **Wigwell.** Report circulated. Formal handover to be organised for June/July 2016.
- g) **Station.** Cafe not yet opened.
- h) **General.** See reported circulated. Permissive paths will be closed on 6th January 2016. Remembrance Parade 8th November as a Civic event, all Councillors are invited.
- i) **School Governor.** Excellent report has been circulated.
- j) **Transport.** Report circulated. Oxford Parkway station (Chiltern Railways) has opened with 1000 parking spaces.
- k) **Neighbourhood Action Group.** Cuts to budgets will mean that the PCSO has to serve a much wider area. Resources thinly spread.
- l) **Gifford Charity.** No report necessary at present.

There being no further business, the meeting closed at 9.50pm.

Signed.....
Chairman.