

**Annual Meeting of Charlbury Town Council held on Wednesday 20th May 2015
at 7.30pm in the Corner House**

Members Present: Mr P Kenrick, Mr R N Potter, Mr R Prew, Ms H Baldwin,
Mr R Fairhurst, Mrs K Broughton, Mrs V Pakenham-Walsh,
Mr L Reason, Mr W Hackmann, Mrs S Finch.

Apologies: R Clarke, (Town Clerk) absent. Dr. A Merry

As retiring chairman, Mr R N Potter took the Chair initially.

1. To Elect a Chairman.

Mrs Pakenham-Walsh nominated Mr P Kenrick, seconded by Mr Prew. There were no further nominations. Mr Kenrick agreed to stand and was voted in unanimously.

Mr Kenrick assumed the Chair. He led the Council in thanking the outgoing Chairman, Mr R N Potter, for twenty years of leadership and service to the Council and the community as Chairman, Members of the Council showed appreciation with a round of applause.

Mr Kenrick also thanked outgoing District Councillor, Hywel Davis (not present) for his service to the community. Mr Kenrick also congratulated Andy Graham on his victory in the recent election and welcomed him to the meeting as new District Councillor.

2. To elect a Vice-Chairman.

Mrs Broughton nominated Mr R Fairhurst, seconded by Mrs Finch. There were no further nominations. Mr Fairhurst agreed to stand and was voted in unanimously.

3. To elect Committees.

- a) Finance: Chairman, Vice Chairman, Dr Merry, Mr Hackmann, Mrs Finch.
- b) Planning and Correspondence: Whole Council.
- c) Traffic: Chairman, Vice-Chairman, Mrs Broughton. Mrs Pakenham-Walsh.
- d) Affordable Housing: Whole Council plus any co-optees with particular experience.
- e) Allotments: Chairman, Vice-Chairman, Mr Hackmann, Ms Baldwin.
- f) Street Lighting: Chairman, Vice-Chairman, Mr Hackmann, Ms Reason.

Mr Hackmann proposed that these assignments be accepted en bloc, seconded Mrs Pakenham-Walsh. The proposal was accepted unanimously.

4. Election of Representatives.

- a. Corner House and Memorial Hall:.....Mrs Finch and Mrs Broughton.
- b. Conservation Area Advisory Committee:.....Mrs Broughton and Mr Hackmann
- c. Nature Conservation Advisory Committee -
 This is now Wigwell Friends.....Mr Kenrick and Ms Baldwin.
- d. Nineacres Management Committee:.....Mrs Pakenham-Walsh and Mr Prew.
- e. Friends of Charlbury Library:.....Dr Merry.
- f. Charlbury Green Hub:.....Ms Reason.
- g. Chipping Norton School Trust Fund:.....Mr J Harrison remains the Council Rep.
- h. Day Centre representative:.....Dr Merry.
- i. Primary School Governor:.....Mr Hackman.
- j. Centenary Woodland Committee:.....Mr Potter.
- k. Street Fair Committee:.....Mr Kenrick.
- l. Parish Transport Representative:.....Mr Fairhurst.

Mr Potter proposed that these representatives be accepted en bloc, seconded by Mr Hackmann. The proposal was accepted unanimously.

5. Allocation of Reports.

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

Mrs Finch proposed that these assignments be accepted en bloc, seconded by Mr Prew. The proposal was accepted unanimously.

6. To confirm Council's retention of standing orders.

Mrs Pakenham-Walsh proposed that model standing orders be retained, seconded by Mr Potter. The proposal was accepted unanimously.

7. To confirm Council's Bankers.

Mr Prew proposed that Council's bankers, Barclays, be retained, seconded by Mr Hackmann. The proposal was accepted unanimously.

8. To receive the minutes of the last meeting.

Mr Potter proposed that the minutes of the last meeting be signed, seconded by Mr Prew. The proposal was accepted unanimously.

9. To deal with matters arising.

Defibrillator. The Town Clerk is in continuing discussion with the Charlbury Medical Centre. It was noted that the Co-op in Woodstock has a defibrillator installed prominently on its outside wall and that the Charlbury Co-op had raised money for this purpose.

Cornbury Dog Bin. Now in place.

Use of North Lodge Entrance. The Town Clerk had a conversation with Len Short of the Caravan Club about the problem of using the North Lodge Gate. The Council's comments have been noted.

Mr Potter suggested that the Council consider acquiring and deploying its own signs to bar access to the Town Centre as at Street Fair. This needs further discussion at a later meeting. Mr Prew said the TC should insist that the Southill entrance be used, not North Lodge.

Mrs Pakenham-Walsh pointed out that the cement mixer that tipped over on Nine Acres Lane was headed for Cornbury,

The Chairman proposed that a meeting be sought with Cornbury Estate to discuss the issue of event access and traffic management in the Town generally. At Mr Potter's suggestion, it was agreed to defer this until after the June Council meeting as the Wilderness team will be addressing the Council Planning meeting at that time.

Mrs Townsend. It is not feasible to put a path to the cemetery due to the cost being at least £10K.

Boundary Walk. Ms Baldwin reported that the Boundary Walk went very well. Fifteen people did the walk and the weather was good. Thank you to Roger Clarke, the Town Clerk, for helping to organize and to Dr Merry and Ms Baldwin for leading the walk.

Email Problem. Both Mr Hackmann and Mr Fairhurst had sent reports to the Town Clerk via email that were never received. They will follow up with the Town Clerk to investigate.

10. Declaration of Interest.

Ms Reason declared an interest in the Southill Solar planning application and took no part in the associated discussion.

Mr Potter declared an interest as a recipient of payment.

11. To sign orders for payment.

Mr Hackmann proposed that the orders for payment be signed, seconded by Ms Reason. The proposal was accepted by all members of the Council except Mr Potter who did not vote.

12. To receive a report from the Planning Committee.

The following plans were considered:

15/01436/HHD Alterations at Anvil Cottage, Pooles Lane.

1. We have no objection.

15/01523/FUL Erect photovoltaic panels, fencing, hedgerow, wall and landscape restoration at land west of Fawler Road.

1. We support the proposal but would ask that this go to committee as it is likely to be a sensitive issue locally. A site visit would clearly be beneficial in viewing the overall context of the proposal in the adjacent landscape.
2. This is a comprehensive and well documented application which shows that careful consideration has been given to screening and issues raised on behalf of the Cotswolds AONB.
3. There appears to be significant local support for this proposal to provide renewable energy.

15/01532/HHD Extensions at Linwall, Sturt Road.

1. We have no objection.

15/01554/573 Variation of condition 2 of permission **13/1717/P/FP** to alter alterations to fenestration.

1. We have no objection.

15/01563/FUL Demolish range of single storey sheds, erect six dwellings with access and landscaping works. Land North of Ditchley Road.

1. Can neighbours comments be carefully considered.
2. There is a need for a footpath link to be included in the scheme (into the development at The Green) to enable residents to walk to Town safely.
3. Can this go to committee and be the subject of a site visit?
4. In view of the pressures on existing infrastructure, we would ask that section 106/CIL contributions be mindful of the need for further school places and the implications for water, sewage, roads etc. Can this Council be involved please?
5. Can highways ensure that pedestrian and cyclist access is safely provided.

Mr Potter proposed that the Chairman speak in favour of the Community Centre at the June 1st Uplands Committee meeting. Mr Prew seconded the proposal and all agreed.

Ms Reason proposed that the Town Council take the initiative to approach the WODC to develop policies on S106 and CIL and that we participate in the development of these policies. This was seconded by Mr Potter and all agreed.

13. To deal with Correspondence.

Response about the Post Office. A letter of response from the Post Office was read by the Chairman. It was noted that the number of signatures on the petition was disappointing and that

more were required to strengthen the case for retention of Charlbury Post Office. Ms Reason will encourage Elaine Newbold in the PO to promote it more actively.

Notice of election for casual vacancy. Town Council closing date for nominations is 4pm on Friday 29th May 2015.

CADS Shed planning application form. The form from Madeleine Wheare regarding the planning application for a CADS shed next to the Memorial Hall is part of the procedure. They must notify the Town Council as the custodial trustees. No action from the Council is required.

14. To hear the remarks of the County and District Councillors with reference to Charlbury.

County Councillor: Mr R Rose.

The effect of the recent election is that there will be less money coming to the County Council. They are expecting big cuts. Transport will be hit; also waste services, children's services and highways. No good news.

New Chairman is John Sanders. New Vice-Chairman is Michael Waine (Bicester Town).

Mr Rose is in charge of a waste action committee.

Mrs Pakenham-Walsh requested that the pavement on Browns Lane on the off side be shortened to facilitate movement of large vehicles such as buses. She related that a bus was held up for 1 hour recently. Mr Rose requested that the Town Clerk send him a note with a map.

District Councillors:

Ms Leffman.

The motion in support of Charlbury Post Office as is was unanimously passed by the District Council.

Leaves have been cleared on Hixet Wood.

House 4, The Green. The owner will be served a notice regarding the out of control tree.

Clarification of the request to remove 2 trees at Elmstead on Pooles Lane. The trees are not healthy and need to be removed. There is no indication of an intent to build on the property.

WODC will set up a working group to explore how to replace Dean Pit.

Mrs Pakenham-Walsh asked on behalf of a resident about some neighbour problems, particularly noisy chickens; whom should she contact? Ms Leffman will write and give her this information.

Andy Graham.

He noted with regret that there are no women as chairmen of District committees.

He is on the Uplands Committee and hopes to be on the Conservation Area sub-committee.

He talked to people at Sturt Close who want the play area re-done. He told the residents they must take responsibility for the equipment if it is re-done.

Some Charlbury residents have expressed a desire to a quiet place to sit and think. Mr Kenrick reported that the Baptist Church is creating a 'quiet garden' on their premises.

He wants WODC to do an audit of cultural provision for young people.

Ms Reason pointed out that the Neighbourhood Forum will be looking at this too.

Mrs Pakenham-Walsh asked about the bad condition of the apron in front of garages on Rochester Place; no-one has taken responsibility for the space. Mr Graham will look into it.

15. To consider the June Surgery.

Mrs Pakenham-Walsh and Ms Baldwin will lead the surgery. Mr Prew will be available as back-up.

16. To consider the appointment of a trustee to the Gifford Charity.

This is deferred to the June Meeting and will be put on the agenda.

17. To consider the Neighbourhood Forum.

Lucy Crane-Lupton has been appointed to be a co-ordinator.

They are developing a questionnaire that will be tested then sent to all Charlbury households.

This will involve face-to-face interaction with every household.

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