

**Annual Meeting of Charlbury Town Council held on Wednesday 18th May 2016
at 7.30pm in the Corner House**

Members Present: Mr R Prew, Mr P Kenrick, Mr R N Potter, Mrs J Burroughs, Mr R Puttick, Dr A Merry, Mr P Morgan, Ms L Reason, Mrs K Broughton, Mr R Fairhurst.

Apologies: Mr R Rose (County Councillor), Ms L Leffman and Mr A Graham (District Councillors).

Mr P Kenrick, as retiring Chairman, sought nominations.

1. To Elect a Chairman.

Ms Reason proposed Mr P Kenrick, this being seconded by Mr P Morgan and agreed unanimously.

2. To elect a Vice-Chairman.

Mr R Prew proposed Mr R Fairhurst, this being seconded by Mrs K Broughton and agreed unanimously.

3. To elect Committees.

- a) Finance: Chairman, Vice-Chairman, Dr Merry, Mr R Puttick, Mrs J Burroughs.
- b) Planning and Correspondence: Full Council.
- c) Traffic: Chairman, Vice-Chairman, Mrs Broughton, Ms Reason.
- d) Affordable Housing: Full Council
- e) Allotments: Chairman, Vice-Chairman, Mr Prew, Mr Potter.
- f) Street Lighting: Chairman, Vice-Chairman, Ms Reason, Mr Puttick.
- g) Transitional Services Working Group: Chairman or Vice-Chairman, Dr Merry, Mr Prew, Mr P Morgan. *

* (The Chairman agreed to circulate notes of the first meeting of the group).

Mr Potter proposed the above en bloc, seconded Mrs Broughton and agreed nem con.

4. Election of Representatives.

- a. Corner House and Memorial Hall:.....Mrs Broughton and Mr Morgan.
- b. Conservation Area Advisory Committee:.....Mrs Broughton and Mr Puttick
- c. Wigwell Friends.....Mr Kenrick and Mr Potter.
- d. Nineacres Management Committee:.....Mr Prew and Mrs Burroughs.
- e. Friends of Charlbury Library:.....Dr Merry.
- f. Charlbury Green Hub:.....Ms Reason.
- g. Chipping Norton School Trust Fund:.....Mr J Harrison.
- h. Day Centre representative:.....Dr Merry.
- i. Primary School Governor:.....To be agreed.
- j. Centenary Woodland Committee:.....Mr Potter.
- k. Street Fair Committee:.....To be agreed.
- l. Parish Transport Representative:.....Mr Fairhurst.
- m. Neighbourhood Forum.....Ms Reason and Dr Merry.

Ms Reason proposed the above en bloc, seconded Mr Prew and agreed nem con.

5. Allocation of Reports.

- a. Cemetery.....To be decided.
- b. Corner House/Memorial Hall.....Mrs Broughton and Mr Morgan.
- c. Mill Field/Watery Lane and Bridges.....Dr Merry.
- d. Nine Acres.....Mr Prew and Mrs Burroughs.
- e. Quarry Lane/Ticknell.....Mrs Broughton and Mr Morgan.
- f. Wigwell.....Mr Kenrick and Mr Potter.
- g. Station.....Remove from list in future.
- h. General.....To be decided.
- i. School Governor.....To be decided.
- j. Transport/Station.....Mr Fairhurst.
- k. Neighbourhood Action Group.....To be decided.
- l. Author of Town Council Report.....Mr Fairhurst.

Mrs Broughton proposed the above en bloc, this being seconded by Mr Prew and agreed nem con.

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

Mr Fairhurst proposed that model standing orders be retained, this being seconded by Mr Prew and agreed.

7. To confirm Council's Bankers.

Mr Prew proposed that Barclays remain the Council's bankers, this being seconded by Mr Potter and agreed.

8. To receive the minutes of the last meeting.

Mr Potter proposed that the minutes of the last meeting be signed as a correct record, this being seconded by Mr Prew and agreed.

9. To deal with matters arising.

Boundary Walk. This took place with some 18/20 walkers. Dr Merry was thanked for leading it. Mr & Mrs Hobil thanked for their hospitality at the lunch break. Ms Reason proposed that a bouquet of flowers be sent to the value of £40, seconded Mr Puttick and agreed. Clerk to arrange.

Meeting with Claire Locke at WODC re parking issues. This has been arranged for 24th May at 10.30am. Chairman and Clerk to attend. District Councillors have been invited.

Dr Merry raised concerns about parking once construction of the community centre starts. Chairman to speak to Paul Jenkins (trustee) to discuss plans and report back.

Field and Country Fair - Cornbury. Chairman and Clerk reported that they had received invitations to attend.

Street Fair accounts. Being pursued by the Chairman. Summary accounts for 3yrs to 2014 are available but not independently audited.

WODC Chief Planning Officer. Will attend June planning meeting. Invite two representatives from the Conservation Advisory Committee.

Alan Field, GWR Station Manager. Will attend July planning meeting.

Surgery. Next one is June 4th. Mr Kenrick and Mr Prew to attend.

Bull Hotel Parking. Some issues were raised in regard to the revised layout and size of the Car Park. Ask Liz Leffman to take up with WODC.

Blenheim Meeting, Country File Live. Three places booked for 25th May. Clerk, Chairman and one other.

Ticknell Piece Play Area. The Clerk advised that a safety issue had been brought to his attention. The swing seats were removed immediately and the structure (unsafe) will go in due course.

Wigwell. Handover event is to be held on Friday 17th June from 6-8pm. As joint hosts, the Town Council will cover the cost of providing modest refreshments.

10. Declaration of Interests.

Mrs Burroughs declared an interest in planning application **16/01270/FUL**.

11. To sign orders for payment.

The Clerk had circulated a copy of the accounts to pay prior to the meeting. He went on to explain the items of expenditure.

Mr Morgan proposed that the accounts be paid, this being seconded by Dr Merry and agreed. Accordingly cheques were signed by three Councillors.

12. To receive a report from the Planning Committee.

At the meeting on Monday 16th May, the Councillors each signed their declaration of acceptance of office in the presence of the Clerk. Declaration of interest forms and Good Councillor guides were distributed.

The following plans were considered:

16/01144/HHD Erect extensions at Floriston, Church Street.

1. We have no objection.

16/01270/FUL Install additional antenna/upgrade existing equipment at Halcyon, Woodstock Road.

NB. Mrs Burroughs left the meeting whilst this was considered.

1. We have no objection.

16/01554/FUL Erect dwelling at land at 30 Ticknell Piece Road.

1. We have no objection.

16/01601/HHD Erect extensions at Whitson, Woodstock Road.

1. We have no objection.

13. To deal with Correspondence.

WODC- Brown Field Sites. The only possible site identified is the Town Quarry - adjacent to Bag End.

Giles Hughes. Next planning meeting to discuss section 106, CIL and planning issues of concern (amendments). Invite 2 members from Conservation Cttee to attend.

Kaye Leggett. Chair of School Governors. Letter re appointment of TC nominee. To be circulated. June agenda.

Nine Acres. Disabled access ramp at Nine Acres Land end of footpath. Letter and reply read to those present. The Chairman said that the committee wanted to make the Council aware.

P Clark, OCC. Unitary authority meeting. The Chairman, Mr Prew and Mr Potter would attend. Clerk to notify OCC.

R Rose. Mr Fairhurst asked if the Council should reply to the District Council's proposals on unitary authorities. The Clerk advised that when a more formal, worked up proposal emerges from either or both District and County, then that would be the time to comment.

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

Apologies had been sent. There were no written reports available save an update from Mr Rose.

15. To consider how assistance might be given to the Sports and Social Club in funding new premises.

There was considerable discussion on this matter. Some preliminary meetings had been held which Mr Fairhurst and Mr Prew had attended. The following proposal emerged from Mr Potter; that the Chairman set up a Working Group*, to consider this matter and meet with the Sports and Social Club (3 Councillors and Clerk), this was seconded by Mr Prew and agreed.

FOR 8, ABSTENSION 1.

*(Chairman, Mr Prew, Mr Fairhurst, Mr Morgan and Clerk.)

16. To consider a co-option procedure.

The Clerk had previously circulated a paper with a proper procedure. Mr Potter congratulated the Clerk for producing a straight forward paper and proposed that the process be accepted as set out, this being seconded by Mr Fairhurst.

FOR 9, AGAINST 0.

Vacancies to be advertised with procedure and closing date locally; Notice boards, Website and The Leaflet. (Too late for Chronicle.)

There being no further business, the meeting closed at 9.40pm.

Signed.....

Chairman.