

Annual Meeting of Charlbury Town Council held on Wednesday 22nd May 2019 at  
7.30pm in the Corner House

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

**Apologies:** Dr A Merry, Mr V Hill.

Mr P Kenrick took the chair to deal with the first item on the agenda. He welcomed those present.

**1. To elect a Chairman.**

Mrs Broughton proposed Mr R Fairhurst, seconded Mr R Puttick. Mr Potter asked Ms Reason if she would accept a nomination. Ms Reason declined due to the pressures of other commitments.

Mr Fairhurst was unanimously elected and assumed the Chairman's role.

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

Ms Reason proposed Mr Kenrick, seconded Mrs Broughton and agreed unanimously.

**3. To elect Committees.**

- a. **Finance.** Chairman, Vice-Chairman, Mr Puttick, Ms Reason, Mrs Burroughs, Dr Merry.
- b. **Planning.** Whole Council.
- c. **Traffic.** Chairman Ms Reason, Mrs Broughton.
- d. **Affordable Housing.** Whole Council.
- e. **Allotments.** Vice-Chairman, Mr Potter and Ms Ely.
- f. **Street Lighting.** Postponed at present
- g. **Transitional Services Working Group.** In abeyance for now.
- h. **Transparency Group.** Chairman, Mr Puttick, Ms Reason, Ms Ely, Mr Morgan.
- i. **Community Service Panel.** Mr Kenrick, Ms Ely, Mr Potter, Mr Puttick.

Mr Morgan proposed the above en bloc, this being seconded by Mr Kenrick and agreed.

**4. Election of Representatives.**

- a. **Corner House and Memorial Hall.** Mrs Broughton, Mr Hill.
- b. **Conservation Advisory Committee.** Mrs Broughton, Mr Puttick.
- c. **Wigwell Friends.** Mr Kenrick, Mr Potter.
- d. **Nine Acres Management Committee.** Mr Prew, Mr Morgan.
- 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.** Dr Merry.
- i. Centenary Woodland Committee.** Mr Potter.
- j. Street Fair.** Mr Puttick.
- k. Parish Transport Representative.** Mr Fairhurst.

Mrs Broughton proposed the above en bloc, seconded Ms Ely and agreed.

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

- a. Cemetery.** Mr Hill
- b. Corner House/Memorial Hall.** Mr Hill, Mrs Broughton.
- c. Mill Field and Bridges.** Dr Merry, Mr Puttick.
- d. Nine Acres.** Mrs Burroughs.
- e. Quarry Lane/Ticknell.** Mrs Broughton, Mr Morgan.
- f. Wigwell.** Mr Kenrick, Mr Potter.
- g. Gifford Trust.** Mr Morgan.
- h. Transport/Station.** Mr Fairhurst.
- i. N/H Plan Group.** Mr Kenrick, Dr Merry, Mrs Burroughs.
- j. Author of T/C Report.** Mr Kenrick.

Mrs Burroughs proposed the above en bloc, seconded Ms Reason and agreed.

#### **6. To confirm Council's retention of Standing Orders/Review Risk Assessment.**

Mr Potter proposed that model standing orders remain in place and that the Risk Assessment is accepted, seconded Mr Morgan and agreed.

#### **7. To confirm Council's Bankers.**

Mr Puttick proposed that the bankers remain Barclays, seconded Mr Kenrick and agreed

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

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

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

**20mph Speed Limits.** OCC are being chased with the help of our County Councillor. Progress for the Autumn.

**Boundary Walk.** All arranged.

**Ticknell Piece Play Area.** Meeting to be arranged.

**Nine Acres.** No fertiliser needed following an agronomist's survey. (Mr Potter thanked for arranging this with Mr Burroughs help.)

#### **10. Declaration of Interest.**

There were none.

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

The Clerk had previously circulated a list of accounts to be paid. He explained these to those present.

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

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

The following plans were considered:

**19/01087/HHD** Single storey extension at Reeves Barn, Pound Hill.

1. We have no objection but ask that any neighbours comments be carefully considered.
2. Can similar conditions be applied to this (if approved) as were to the previous, expired consent.

**19/01144/HHD** Refurbish house and single storey extension at Bobwell Farm, Spelsbury Rd.

1. We have no objection.

#### **13. To deal with correspondence.**

**Mr Cocks.** The passing of Mr Cocks was noted. Mr Kenrick had taken a card of condolence to his partner. Mr Fairhurst will represent the Council at the service to be held shortly.

**WODC.** Election of Mr A Graham noted.

**Mr Luntley.** Request for a £200 grant for Sustainable Charlbury. Green drinks programme. Mrs Broughton proposed £200, seconded Mr Kenrick. **F 7, Abst. 1.** Cheque to be signed.

**Mr Dix and Mr Crouch.** Issues with grave spaces. The Clerk reported on actions taken which hopefully will deal with the issues raised.

**Mr Fairhurst.** Informal traffic consultation re double yellow lines. The circulation of a questionnaire to relevant areas was agreed. General discussion ensued and Mr Prew asked that any 'knock-on' consequences also be carefully considered prior to any changes. There will be a formal consultation process if change is approved.

**Pavilion Working Group.** The steering group has agreed a contract for phase 1 - to plate level and works will start on 28th May. A price has been agreed and the contract let to Sam Peet.

**Royal Mail.** No further progress on Town Centre post box location.

**Speedwatch Group.** Mr Fairhurst proposed that they decide the scheme/operation process as the 'experts'. Item 7 (mounting device on poles) not to be used. Device only to be used in Charlbury and not let out to others (Mr Potter's proposal, seconded Mr Prew and agreed with 1 abstention). Group to be invited to a meeting later in the year.

**Suscha.** Neighbourhood Plan and climate change. Mr. Kenrick said that the N/H plan group were aware and would give this matter full consideration.

#### **14. To hear the remarks of the County and District Concillors.**

County Councillor not present.

District Councillor.

Andy Graham reported as follows:

He is supporting the Gifford Trust grant application.

Suscha initiative - he will support this.

Thames Water infrastructure. Issues being dealt with. He is gathering information.

#### **15. To consider the Neighbourhood Forum.**

Mr Kenrick had previously circulated a brief update. Draft to Council in next month (hopefully). General consultation September/October 2019.

#### **16. Questions to the Chairman.**

Setting up of Environment Working Group. Next Agenda. Ms Reason to prepare a briefing paper. Town appearance - scruffy - bins on footways etc. School. Comments/Questions to the school direct.

There being no further business, the meeting closed at 8.43pm.

Signed.....  
Chairman.