

# Virtual Meeting of Charlbury Town Council held on Wednesday 23<sup>rd</sup> September 2020 at 7.30pm

**Members Present:** Mr R Fairhurst (Chairman), Mr P Kenrick, Dr A Merry, Mr R Puttick, Mr V Hill, Ms N Ely, Mr R N Potter, Ms L Reason and Mrs K Broughton.

**Apologies:** Mr P Morgan, Mr R Prew, Mrs J Burroughs and District Councillor Mr A Graham.

The Chairman outlined the process for conducting the meeting using Zoom with both visual and audio contacts. He went on to wish Mr Prew a speedy recovery as he has been unwell.

## **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.**

**O.N.P.A.** Mr Kenrick has circulated the response to the planning white paper prepared by ONPA. Dr Merry will attend a Webinar on October 10<sup>th</sup> and report back.

**Mrs Sloan. Mill Field Assistance.** Dr Merry has contacted Mrs Sloan and arranged participation in Mill Field management.

**Mrs Glasgow.** Has agreed to become the temporary Gifford Trust nominee from this Council. (Revisit in May 2021)

## **3. Declaration of Interest.**

There were none.

## **4. To sign orders for payment/ receive report.**

The Clerk had previously circulated a list of accounts and explained these. Mrs Broughton proposed that these be paid seconded Mr Hill and agreed. Accordingly cheques to be signed by two Councillors.

## **External Audit.**

The Clerk had previously reported on the documents to be submitted and the need to discuss some aspects of this with the internal auditor. He went on to seek reaffirmation to sign the part 1 and 2 return. Mr Potter proposed that the returns be signed by the Chairman and Clerk this being seconded by Mr Kenrick and agreed nem con.

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

The following plans were considered:

**20/01862/FUL** Alterations to relocate extractor unit (retrospective) at The Bull Inn, Sheep Street.

1. We ask that the highest standards of energy efficiency be used in view of the climate emergency.
2. Otherwise no objection.

**20/02058/HHD** Works to widen vehicular access, provide off street parking and install entrance gates. Construct covered bin store at Melody House, Hixet Wood.

1. We ask that the highest standards of energy efficiency be used in view of the climate emergency.
2. This is a grade 2 listed building (under its previous name of Deanhurst). Should there also be a listed building application as this is in the cartilage.
3. Removing cars from the road in this difficult location, where some on street parking is unavoidable is to be commended. Is it necessary to almost double the width of the entrance thus affecting on street parking availability?
4. Otherwise no objection.

Alterations to garage size and roof at 5 Cotswold View.

### **20/02208/HHD**

1. We ask that the highest standards of energy efficiency be used in view of the climate emergency
2. Otherwise no objection.

**20/02467/HHD** Two storey rear and single storey side extensions, convert roof space at Crantock, Hixet Wood.

1. We ask that the highest standards of energy efficiency be used in view of the climate emergency.
2. Can the heritage character of the property be retained?
3. Otherwise no objection.

## **6. To deal with Correspondence.**

**Boward Trees.** Quote for work (public safety) adjacent to the pavilion extension at Nine Acres accepted. Clerk to arrange for work to be undertaken.

**Peter Gill Late collection post box.** The Clerk reported that efforts had been made to obtain a large box and for the box outside the Deli ( Market Street) to be designated for priority(late) collection. Mr Gill had tried to get consent for a large new box outside the Co-op which had been denied by his superiors. Accordingly the priority box will be at Ticknell Piece Road and will be so marked. Letter to be sent questioning the size and capacity of this box.

**Zurich.** Closure of case at the cemetery and Glebe House without settlement.

**C. Wray.** Hixet Wood tree falling and potential danger. The Duchess and her staff are dealing with this matter and are speaking to tree surgeons re action needed.

**OCC Proposed Bowls Club Extensions.** The OCC Estates department have confirmed that the work can go ahead within the terms of the current land lease agreement. The Bowls Club have **been informed.**

**Mrs Glasgow.** Letter accepting temporary representation on the TGT as this Councils nominee to next election in 2021.

## **7. To receive reports with reference to Charlbury.**

County Councillor. Ms Leffman reported as follows:

- Daily bus services have been improved with OCC money
- Some section 106 monies remain available which she hopes can be used to maintain bus services
- An active travel application has been put to Government
- Covid testing and capacities. OCC are looking at using local labs for this and using a local, recognisable number for tracking.

District Councillors:

Mr Graham's report had been circulated.

Ms Leffman added:

- WODC are having long discussions re planned changes to planning regulations (by Government) May yet be dropped (Controversial)
- Planned Council amalgamations appear to have been dropped.
- She has been invited to visit the Bowls Club to discuss the plans to extend.

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

Mr Kenrick reported as follows;

The plan has been submitted to WODC and the 6 week consultation period ends on 21<sup>st</sup> October. The examiner will be Andrew Ashcroft. Examination during November.

The potential effects of the Government White Paper on Neighbourhood Plans are not certain, however, Mr Kenrick will continue to prepare a response for circulation. The deadline for this is 29<sup>th</sup> October.

The Chairman thanked Mr Kenrick for his continued work.

## **9. To receive an Allotment Report.**

The report was accepted and the Clerk will take the necessary actions.

## **10. To consider the Citizens Award Scheme for 2020 and 2021.**

The nominations received earlier in the year had been considered by the panel and five awards were agreed. Covid issues have meant that progress to presentations has been curtailed for this year. The five nominees were agreed. Clerk to have certificates prepared and framed and then presentations will be made as may be permitted under Covid regulations.

Note. Mr Kenrick declared an interest and took no part in the discussion/vote.

The 2021 scheme will continue with nominations being sought later this year perhaps via the Town Council report in The Chronicle.

**11. To appoint a wreath layer for the Remembrance Service.**

Due to Covid restrictions the service is to have restricted numbers and there will not be a parade. Mr Potter agreed to lay Councils wreath. The service may be available via Zoom or similar.

**12. To receive an update on the Pavilion extension project.**

The Clerk reported that the club was now open. Ms Reason raised questions concerning building regulation certificates and Mr Kenrick re separate metering of energy use (now dealt with). The Chairman said that he would prefer to wait for Mr Morgan's presence at a meeting to respond to the building regulation matters. In the meantime the Clerk will seek an update from the Architect.

**13. To consider WODC's CIL proposal.**

The Chairman had previously circulated the response made on behalf of this Council and that of a local grouping of Councils. The matter will go to an independent inspector to consider then an answer will emerge. Ms Reason felt that pressure needs to be put on WODC. The Chairman considered that this would be more effective at the time of inspection.

**14. Questions to the Chairman.**

The Chairman reported,

- Corner House usage. Nothing further to report
- Nine Acres/ Gifford Trust. Discussions still taking place. First meeting held with some progress.
- Environmental Group. The Chairman reiterated the need for a bi monthly report to inform Councillors of plans/ actions proposed by the group. Dr Merry said that an engagement with nature report would come to the next Council meeting.
- Buses are getting stuck in Browns Lane and Church Street. The County Councillor will take up the issue of lines in Browns Lane (repainting).
- Yellow lines in Church Street may need to be extended.

There being no further business the meeting closed at 8-47p.m

Signed.....  
Chairman