

**Meeting of Charlbury Town Council held on Wednesday 25th August
2021 at 7.30pm in the Memorial Hall.**

Members Present: Ms L Reason (Chair), Mr G Harrison, Mr R N Potter, Mr D Raymond-Barker,
Mrs J Burroughs, Mr P Kenrick, Mr T Crisp, Dr A Merry, Ms C Wilding,

Dr F Mortimer (7.40pm arrival).

Apologies: Mr G Epps, Mr J Styring.

Prior to the meeting commencing, a presentation on the progress of the Carbon Mapping project (to date) was given by Mr Griffiths, Mr Gregory and Anne Miller.

The purpose of the presentation was for Councillors to be aware of progress and to appreciate the results so far and to enable an understanding of the balance of carbon in soil - enabling decisions for agriculture. There are four pilot project sites which are: Mill Field, Wigwell, Southill Solar and Honeydale Farm (outside of the Parish).

The following three sets of results were presented and discussed with potential for mitigation/reduction.

- Mill Field. Negative balance - 12.33 tonnes per annum.
- Wigwell. Positive balance - 63.3 tonnes per annum.
- Southill. Negative balance - 97.2 tonnes per annum.

Next steps will be to complete the survey and potentially talk to landowners and probably extend the survey.

The Chair thanked the group for the presentation and hoped that this information could be provided at the Street Fair stall. (Closed at 8.02pm).

1. To receive the minutes of the last meeting.

Ms Wilding questioned the wording of part of the minute at item 14. To consider hybrid meetings. Mr Harrison believed that hybrid meetings were not legal at present and Mr Potter proposed that the minutes be signed as they are.

The Clerk advised Councillors that hybrid meetings are not legal and suggested that the amendment should not be made. Notes referred to streaming meetings only but that this was not possible as the Memorial Hall was not equipped with WiFi.

Ms Wilding's amendment was as follows:

Mr Epps said that 'at present on-line meetings are not legal but he had tried to set out possible work arounds'.

It was agreed that face-to-face meetings should continue but with live streaming to enable viewing by Councillors or members of the public who are unable to attend in person. It was noted that Councillors would not be permitted to vote when participating remotely. A possible work around would be for anyone needing to be shielded to be accommodated in an adjoining room so that they could be physically present for purposes of voting.

The Chair called for a vote:- **F4, A3, Abst 1** (Mrs Burroughs said that as she was not at the meeting she would not vote). The amendment was carried. Mr Potter proposed that the minutes be signed, seconded Mr Raymond-Barker and agreed.

2. To deal with matters arising.

Football and Sports Club Trustees. As a CASC organisation trustees are not required. The original constitution, drawn up by Richard Fairhurst, has been amended. At the recent AGM, the officers elected were Chairman Keith Claridge, Secretary Phil Morgan and Treasurer John Fitzgerald.

Dr Mortimer re OCC consultation. She and Ms Wilding will reply.

Street Fair Stalls. Mr Kenrick has booked stalls (2). Art Society display boards to be used.

Banking changes. Next Agenda.

3. Declaration of Interest.

Ms Wilding declared an interest as a cheque recipient.

4. To sign orders for payment/receive report.

The Clerk had previously circulated a list of accounts for payment. He went on to explain that the ROSPA reports on play areas had been given to Council's contractors in order that recommended repairs/issues were addressed promptly.

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

5. To receive a report from the Planning Committee. (NB. All comments prepared by Mr Kenrick inserted verbatim).

The following plans were considered:

21/02616/LBC Internal alterations at Bell Cottage, 2 Church Street.

1. We have no objection.

21/02652/HHD Alterations and extensions at The Rise, Hixet Wood.

We have no objection but wish to make the following comments:

1. The scale of this application is much reduced in comparison with the previous withdrawn application **20/02854/HHD** but in view of the close proximity to neighbouring properties, especially Stable Cottage, we ask that serious consideration be given to any comments from neighbours.

2. The Rise is included in the Charlbury Neighbourhood Plan and is therefore subject to policy HE1 of that plan. Nevertheless, we are content that this application complies with that policy.

3. In recognition of the declared climate emergency we expect the alterations to incorporate the highest standards of energy and water efficiency in line with policy NE9 of the Neighbourhood Plan.

21/02720/HHD & 21/02746/LBC Internal and external alterations and restoration of outbuilding, The Willows, Church Lane.

1. We are concerned by the proposal to include single glazed windows and the consequent impact on energy efficiency. Whilst recognising that the outbuilding will not be used as living accommodation, energy considerations are still relevant to working environments such as a workshop.

2. Otherwise no objection.

21/02736/HHD Install electric car charging unit at 14 Hill Close.

We have no objection to this application and welcome the provision of an EV charging point. However, we wish to make the following comments:

1. The application is incomplete in that the application in fact requires significant ground work to lower the land to establish a new hard standing area for a vehicle on current garden space. If approval is granted, please can a condition be applied as follows to ensure compliance with Neighbourhood Plan policy NE8 namely 'construction of the hard standing should include measures to ensure that there is no increase in surface water run off. Reason: to avoid the possibility of surface water flooding to neighbouring properties at a lower level and to ensure compliance with Charlbury Neighbourhood Plan policy NE8'.

2. We note that the existing garage has now been converted into living accommodation under assumed permitted development rights. Is it possible to verify that this conversion work included insulation measures to achieve a high level of energy efficiency in the converted room.

21/02802/HHD Replace porch at 2 Valley Cottages, Fishers Lane.

1. We have no objection but in view of the declared climate emergency we ask that the highest standards of energy efficiency be used to prevent any heat loss due to the relocation of the front door to the porch, in line with policy NE9 of the Charlbury Neighbourhood Plan.

Mr Potter expressed concern that planning comments were becoming too long - 'Are they being read by officers and members?'

Mr Kenrick replied that it was vital to respond in detail to ensure N/H policies were noted and acted upon by officers.

Mr Harrison asked that the N/H plan reference be quoted rather than the associated wording as well.

Ms Reason reported that she had congratulated Ness Scott at WODC in respect of the WODC toolkit she has produced.

6. To deal with Correspondence.

Mr Epps. Ref ACV for the Bell Hotel. Mr Raymond-Barker proposed that Mr Epps go ahead and register The Bell as an ACV on behalf of the Town Council, this being seconded by Dr Merry. (Greene King retain ownership it seems.) This was agreed nem con.

HGV signs for Crawborough. (Request to Liz Leffman by Janet Jeffs. Ms Leffman may have been able to fund the cost from her Councillor budget.) Ms Wilding expressed concern about adding to street clutter with more signage and Dr Mortimer said that she had hoped that Cllr Leffman's budget might be spent elsewhere with more effect. Mrs Burroughs said that it was for Cllr Leffman to decide how her budget was spent surely. Mr Potter and Mr Crisp felt that the money should not be spent by anybody as the frequency of issues with HGV's is probably small. It was agreed not to support the request.

Mr Slack. CIO issues with Corner House. Noted.

West Oxon Section 106 seminar. No-one interest in attending.

Ms Wilding. Grant budget and allocation priorities. It was agreed that the forms would be placed on the Council website with the deadline for all applicants being 31st October at noon. The Clerk

explained the process and section 137 limitations. Grants are to be considered as normal as part of the precept process.

WODC. Meeting dates with planners. Chair, Vice Chair and Mr Kenrick to let Clerk know their preferred date. Meeting to be arranged then.

Mrs Glasgow. Carbon Net Zero app. Request for EWG member to discuss with Ridge Clean Energy at no cost. Mr Crisp said that the Council needed to ascertain what was on offer. Mr Raymond-Barker will attend. Send details.

7. To receive a report from the Working Group (23rd August).

The meeting did not take place.

8. To consider EWG stream reports.

Some reports had been previously circulated. The EWG budget was circulated with the precept papers with details of the allocated £14.2k. Any additional budgetary need requires justification and approval of Council.

A budget for the Food Group of £125 (approx) was sought from the £400 in the budget. This was approved on a proposal from Mrs Burroughs seconded Mr Kenrick.

9. To consider requiring an accounting package.

Mr Harrison had previously circulated a report looking at three potential solutions in terms of pros and cons. He considered that Scribe was the best overall option for the Council. He spoke of a meeting (virtual) he and the Clerk had with Scribe personnel who are prepared to upload this year's data. The Clerk believed the package reflected the need.

Mr Kenrick expressed some concern that he was not seeking just a computerised package but better information project by project and to set expenditure against budgets.

Mr Harrison confirmed that these needs can all be met as discussed by himself, the Clerk and Scribe personnel. Data transfer needs to take place initially and he and the Clerk had agreed to do this week commencing 13th September. Future management will require a different approach to budget setting processes for future identification of expenditure.

Mrs Burroughs proposed that Scribe be acquired by subscription, seconded Dr Merry and agreed.

F9. Mr Harrison to proceed.

10. To receive reports.

a. Cemetery. Growth on graves to be cleared (trees etc). Some wildflowers to be left as at present. Generally space well managed to allow for wildlife etc. May require a management plan for the future.

b. Corner House/Memorial Hall. Mr Kenrick had circulated a report which raised some questions particularly re the CIO and Town Council support/nominations. Clerk to send a letter to Mr Scott re representation by the Council.

WiFi to Memorial Hall. Clerk to chase Gigaclear to see what can be done. Mr Kenrick also had concerns re the governance of the Charity and financial decisions taken with minimal consultation (not with all trustees).

All other reports had been previously circulated.

At this point the Chair closed the meeting (excluding press and public) to take item 11 in confidence. The Clerk suggested that a confidential minute be taken of the report from the Personnel Sub Committee,

The meeting closed at 9.40pm.

Signed.....
Chair

DRAFT

