

Meeting of Charlbury Town Council held on Wednesday 27th October 2021 at 7.30pm in the Memorial Hall

Members present: Ms L Reason (chair), Mr G. Harrison, Mr R.N. Potter, Ms C Wilding, Dr A Merry, Mrs J. Burroughs, Mr P Kenrick and Mr T. Crisp.

Apologies for Absence were received from: Mr G Epps, Mr J. Styring, Mr D. Raymond-Barker and Dr F. Mortimer.

Also in attendance: District Cllr A. Graham (for a short time) and Lisa Wilkinson (newly appointed clerk – observing)

1. To receive minutes of the last meeting:

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

2. To deal with matters arising:

District Cllr Graham reported on a meeting he had attended on Tuesday 26th October with Mr Kenrick and Dr Merry, meeting Mr Bill Oddy (WODC) to talk about the litter bin proposals put forward by WODC. There had been little meaningful consultation, leading to the removal of bins without consultation. Mr Oddy had apologised for the problems and following a walk around bin sites in the town, a satisfactory outcome had been agreed which should benefit Charlbury. Controversial proposals will now be consulted upon prior to action and any mistakes will be rectified. New bins will be dual purpose taking both litter and dog waste. Mr Potter expressed possible health concerns in this respect. Some bins on recreation areas may have a charge levied to empty them but where possible bins would be moved out to a site on public areas to avoid this. WODC will provide a plan of bin locations in due course.

The Chair then welcomed Lisa Wilkinson to the meeting and introduced her as the new Town Clerk.

OCC, Oxford 2050 and Oxford ARC consultations: responses have been sent and Councillors were thanked for doing this on behalf of the Council.

Bell A.C.V.: it appears possible that Greene King are seeking to recruit a new tenant.

Wi-fi for Memorial Hall: Mr Kenrick reported that he has made an application for Gigaclear to install a line under their community benefit scheme. This may involve a delay until April 2022. The Corner House Trustees need to consider this offer against the cost of a BT line. Mr Kenrick and Mr Crisp to raise this at the next meeting.

Council's Bankers: To consider progress on changing banks to be added to the November agenda.

3. Declarations of Interest

Mr Harrison declared an interest in planning application 21/03153/LBC and took no part in discussions relating to it.

4. To sign orders for payment /receive report

The Clerk had previously circulated a list of accounts to be paid. He went onto to explain these. Dr Merry proposed that the accounts be paid, seconded by Ms Wilding and agreed. Accordingly, cheques were signed by two councillors.

5. To receive a report from the Planning Committee

The following plans were considered:

21/01893/LBC Market House, Church St. Revised details incorporating thin double glazing

The Town Council noted and welcomed the proposal to incorporate slim double-glazing units, but the additional plan details do not include sufficient details to enable the Council to withdraw its previous objection. No information has been included to indicate the improvements to energy efficiency that would be

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achieved by the newly proposed glazing nor to demonstrate that the new glazing will be in line with advice from Historic England for renovation of heritage buildings.

21/03183/LBC Prospect House, Church Lane. Internal works.
We have no objections.

21/03259/HHD 37 Ticknell Piece Rd. Loft conversion.
We have no objection provided that appropriate insulation and other measures are included within the loft conversion to ensure high levels of energy efficiency throughout the house in line with policy NE9 of the Charlbury Neighbourhood Plan.

21/03227/HHD Stoneleigh, Sturt Rd. Replacement greenhouse.
We have no objections.

21/3469/HHD 15 Ticknell Piece Rd. Extend Garden room.
We have no objection provided that appropriate insulation is included in the extension in line with policy NE9 of the Charlbury Neighbourhood Plan.

The Chair referred to a meeting she and Mr Kenrick had attended at WODC to discuss planning and energy conservation issues. Officers had suggested a meeting with Green Axis on exemplar constructor working in Chipping Norton. Terms of engagement are being prepared by Mr Kenrick and will be circulated in due course prior to any meeting being approved.

6. To deal with correspondence

Neighbourhood Plan – copies. Following discussion on numbers needed, Mr Potter proposed that Mr Kenrick be authorised to get 10 copies printed, this being seconded by Mr Crisp and agreed.

ARC campaign group – communication noted.

Mr Epps – Consent to use room at Fire Station for Town Council surgeries. Noted as useful in engaging more residents in outlying areas of the town.

Mr Nash – Crawborough issues noted. This was considered to be a matter for residents to take up as a group. Crawborough is an unadopted road maintainable by OCC as a bridleway only.

Mr Clemence- Ancient woodland issues on land at Forest Hill. This appears to be a discharge of conditions upon which this Council is not consulted. Further discussion ensued and it was decided not to take any action on this.

O.C.C. – Double yellow lines at Hixet Wood. Consultation exercise. This was a contentious area with lots of residents parking on the street. This was considered to be disproportionate and therefore an objection should be made and copied to Liz Leffman.

WODC litter bins – Dealt with under Matters arising.

Anchor- Verge management. Noted.

Ms Wilding – seating District and County Councillors with Town Councillors. Not an option but they could be asked to present reports from a position where all present could see them.

O.C.C. Fire and Rescue. Gabby Hancock to be asked to attend a Town Council meeting to make a presentation (November).

Cllr L. Leffman 20mph applications noted. Mr Epps has this in hand.

7. To receive EWG stream reports

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a. Land and Nature

Mr Potter said that Alan Spicer had previously produced a hedgerow survey. Mrs Spicer could be approached for a copy (Mr Kenrick said he may have one).

The request to join Wild Oxfordshire at the cost of £35 was approved.

b. Engagement

No report.

c. Buildings

An aims and objectives report has been agreed as a first step.

d. Energy

Mr Crisp reported that the group needs additional members. He is speaking to various people and bodies. This is a long-term project.

e. Journeys

The report prepared by Mr Styring had been circulated.

Car Club questionnaire: Mr Crisp proposed that hard copies for Charlbury only be agreed subject to satisfactory arrangements for distribution (the leaflet may be in February 2022), seconded by Mrs Burroughs and agreed.

Recharging points: Mr Harrison proposed that Park and Charge Oxfordshire and Oxfordshire County Council be asked formally to provide EV charging points in Charlbury, seconded by Mr Kenrick and agreed.

Walkers are Welcome: It was agreed that the Walkers are Welcome group should be amalgamated into the Journeys team. Mr Kenrick raised the issue of insurance and First Aid training for the groups of volunteers. Implications to be considered in the next precept

f. Food

Report received and circulated. A request for a new print run of the local food leaflet at a cost of circa £65 was agreed on the proposal of Mrs Burroughs, seconded by Mr Crisp.

g. Terms of reference for each group

The new clerk will work with Dr Mortimer to prepare these in draft for circulation to all members.

Mrs Burroughs suggested that reports to Council be made on alternate months.

Ms Wilding said that merging like reports may reduce overall numbers of reports produced. Mr Potter felt it important to keep reports on the agenda as they reflect upon and provide updates on areas of Council responsibility.

8. Welcome Back Fund update

Ms Wilding expanded on her report which had been circulated. She said that Emma Phillips of West Oxon had been met recently and Dr Merry and Mr Kenrick were also present. The note outlined schemes proposed. Better access to the Playing Close may not be covered and requires consent from the Gifford Trust. The railings are listed so any changes would require listed building consent.

Expenditure of up to £500 on obtaining advertisement consent was approved on a proposal from Dr Merry, seconded by Ms Wilding.

Dr Merry reported that the Co-op had agreed to signs/boards on their building. Mr Potter pointed out that these need to be unlit signs in view of previous concerns locally.

9. Handover arrangements for new clerk

The Corner House will be the postal address and is currently being sorted out by Mr Kenrick. Cabinets and associated documents to be removed to the Chair's garage in Park Street (House and Carriage to be engaged). Email to be transferred.

10. To consider strategy and objectives.

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This would help the Council sort its priorities and will be discussed at a later date. Proposals for precept expenditure will be coming forward.

11. To receive reports

- a. Cemetery: All well at present
- b. Corner House and Memorial Hall: Mr Crisp had circulated a comprehensive report previously but drew attention to the following:
 - New people are in post following caretaker's retirement.
 - CIO is progressing with the Charity Commission
 - Trustees are aware of promised £100,000 grant from Sustainable Charlbury (subject to agreement)
- c. Mill Feld, Watery Lane and Bridges: Tree works: Mr Harrison outlined the work to be undertaken for which he had received a quote from Boward Trees for the sum of £1400 plus VAT. Mr Harrison proposed that the work be undertaken by Boward, this being seconded by Dr Merry and agreed.

Replacement of Mill Field entrance gate: a quote of circa £1000 had been given for a galvanised steel gate (long lasting). Some concerns were expressed and it was agreed that a quote for a wooden replacement be sought (in keeping with the area).

- d. Nine Acres: A scheme for new children's play equipment is needed as is a sinking fund (precept). Mr Crisp said that applications for funding could be made to the Beer Festival.

The defibrillator from the doctor's surgery will be moved to the sports pavilion.

Permissive path closures will be on 5th January 2022 and Mr Kenrick will post notices.

- e. Quarry Lane and Ticknell Piece: nil return
- f. Wigwell: see report as circulated by Mr Kenrick.
- g. Gifford Trust: Mr Harrison's report was noted.
- h. School Governor: Mrs Burroughs report was noted.
- i. Transport/Station: Mrs Burroughs asked how the Speedwatch group fitted in with this area of reporting.

The Chair said that it is necessary that now all these groups fit together and how further volunteers for Speedwatch could be attracted.

12. To consider the process for setting the 2022/23 precept

A special meeting to consider this process has been included in the meetings calendar (17th November) and room booked. Proposals for expenditure will be put forward by EWG streams. Mr Kenrick pointed out that routine expenditure also needs to be considered. The Chair believed that all Councillors should be part of this process.

13. To consider Communications

The Chair considered this to be an Engagement team role. Mr Epps to set up a group to provide terms of reference. The paper will be circulated again for consideration and Mr Epps will be asked to report to the November meeting.

Ms Wilding asked if the precept could be looked at top down as well as bottom up.

Mr Potter reminded Councillors that the Civic service for Remembrance Day will be held on Sunday 14th November: Parade by the Playing Close from 2.30pm and service from 3pm. Mr Harrison will lay the Council's wreath.

14. To consider the appointment of the new Clerk

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The Chair reported that Lisa Wilkinson has been appointed with effect from 25th November 2021 on a part-time basis initially as notice periods elsewhere are worked through. Initial contract, reviewable, will be for 28 hours a week. Mr Harrison proposed this be accepted, seconded by Dr Merry and agreed.

The Chair made a brief presentation to the outgoing Clerk and thanked him for his long service (42 1/2 years). There being no further business the meeting closed at 9.38pm.

Signed Chair