

Charlbury Town Council

Minutes of the Town Council Meeting

held on Wednesday 15th December 2021 at 7.30pm at the Memorial Hall

Present: Cllrs: Liz, Reason (in the chair), Gareth Epps, Peter Kenrick, Tony Merry, Janet Burroughs, Frances Mortimer, Gary Harrison, Tim Crisp, Nick Potter, Dan Raymond-Barker, **Town Clerk:** Lisa Wilkinson, 4 members of public

1. To receive **Apologies for Absence**

These were received from Cllrs James Styring and Claire Wilding.

2. To receive **Declarations of Interest:**

Peter Kenrick declared an interest in item 6d as a payment recipient.

3. **Contributions from Members of Public**

Two members of the public spoke to object to planning application 21/03837/FUL Green Bank, Dyers Hill. Graham Terry: inappropriate size and positioning of the development resulting in overbearing impact on his house.

Guy Ker: the current application is an amendment as the original application overlooked his garden, so he objected.

4. **To receive Minutes of the Town Council Meeting** dated 24th November 2021 and from Precept meeting dated 6th December

The TC meeting minutes were agreed and signed as a true record (proposed DR-B, seconded TM)

The Precept meeting minutes were agreed and signed as a true record (proposed TC, seconded PK)

5. **Matters arising from the Minutes** (not elsewhere on the agenda)

- Bin replacement schedule has gone ahead smoothly. One request to move a bin onto Ditchley Road has been agreed by WODC. Bill Oddy has been asked to provide a list and location of all bins and the amount to be paid annually by the TC.
- Secure post box at the Corner House has now been installed.
- Dogbone (T bars) have been investigated. The cost of installation is £150 plus VAT. This will be considered as it needs to fit in with the TRO and proposed yellow lines.
- Unity Trust Bank have put new applications on hold until January 2022
- Cllr Raymond-Barker attended 'Reducing Risk of Domestic Violence' meeting. Recommendations will be put forward for discussion.
- Meeting arranged with Nine Acres Management Committee on Tuesday 21st December to discuss finance issues
- Terms of reference for Communication group will be looked at after the Christmas holiday.

6. **Finance and Administration**

a. To agree budget for 2022-23

This had previously been circulated following the precept meeting held on 6th December. Gareth Epps explained the background to the setting of the budget – maintenance commitments, pandemic, other projects supported by residents and savings from core operational costs. One of the priorities is making the roads safer for pedestrians and cyclists. External funding is being sought for projects such as maintenance of benches and noticeboards. Consultation events will be held in 2022 to gather public opinion on various projects. Resources are needed for a climate action plan.

Gary Harrison stated that next year's budget should be costed and projects agreed before the budget is resolved.

Gary Harrison requested a named vote:

For – Liz Reason, Frances Mortimer, Gareth Epps, Dan Raymond-Barker, Peter Kenrick, Tony Merry, Tim Crisp

Against: Gary Harrison and Janet Burroughs

Abstention: Nick Potter

The budget as circulated was **resolved** (Proposed GE, seconded TC).

Agreed budget

Expenditure	
Administration	£48,581
Subscriptions	£1,062
Grants	£16,310
Communication	£2,695
Amenities	£28,123
Parish Maintenance	£21,250
Ecological & Climate	£6,620
Transport	£9,900
Total Expenditure	134,541

b. To agree precept request to be sent to WODC

As a result of the agreed budget (item above) it was **resolved** to raise the precept by 18.92% for 2022-23. This equates to £14.99 a year for a Band D property (29p per week). (Proposed DRB, seconded GE)
For: 7 Against: 3. **Resolved**.

c. To resolve to carry elements of 2021-22 budget across into allocated reserves

It was unanimously **resolved** to carry across all unused budgeted items of expenditure for this financial year for the ecological and climate action groups. This results in earmarked reserves of £15,390. (Proposed TM, seconded PK)

d. To receive Payment schedule and authorise payments (see appendix 1)

Payment of £1,182 to Elite Turf Solutions on behalf of the Football Club was authorised as an emergency payment (as not on agenda) to avoid late payment fees.

Payment of £54.14 to Castle Water was authorised as an emergency payment (as not on agenda) to avoid late payment fees.

It was **resolved** to set up direct debit with Castle Water for the water supply at the allotments and the cemetery. The direct debit mandates were signed by Nick Potter and Peter Kenrick.

Payments were authorised and signed by Nick Potter and Janet Burroughs.

e. To receive external audit report for 2019/20 and note recommendations

The external auditors have completed the audit for 2019/20.

The comments/recommendations are:

- Section 2 of the Return was approved by the RFO after the date on which the Return was adopted by the Council which does not comply with the accounts and Audit Regulations 2015, Section 2 (1)(b) which states the RFO must approve the Return prior to it being presented to Full Council for their adoption.
- The AGAR was formally adopted by the Council after the mandatory deadline of 31st August 2020, which is in breach of the Accounts and Audit Coronavirus Amendment Regulations 2020.
- The Council does not appear to be properly publishing information on its website. Information including the Return, the notice of public rights and the notice of audit completion is required to be published on the Council's website and retained there for a period of at least 6 years.

These recommendations were noted. The clerk will ensure that all information is properly published on the website as per regulations.

f. To resolve scheme of delegation (Covid)

To ensure that the Council can still function in the face of a further lockdown the following scheme of delegation was adopted:

In response to the continuing Covid-19 outbreak and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority after discussion with the Chair and Vice Chair, to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations.

Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.

This was **resolved** (Proposed PK, seconded FM)

- g.** To agree meeting dates for 2022

These were **resolved** and will be published on the website.

January and February meetings will be held in the Memorial Hall to accommodate social distancing.

The Annual Parish Meeting will be held on Friday 8th April 2022.

- h.** To note request for Council to accommodate a volunteer (Duke of Edinburgh scheme) on placement for 3 months (1 hour/week)

This was agreed. The clerk will check insurance arrangements and write a volunteer job description.

- i.** To adopt Bullying and Harassment Statement circulated by the Civility and Respect Project (NALC, SLCC)

This was adopted and will be put on the website.

- j.** To authorise clerk to set up pension scheme with NEST and to sign direct debit mandate

This was **resolved** and signed by Peter Kenrick and Janet Burroughs

- k.** To adopt Financial Regulations

Adoption of these was **resolved** (Proposed DRB, seconded PK).

7. To receive **Correspondence** (see appendix 2)

- There are now two vacancies following a further resignation from the new Corner House and Memorial Hall CIO. This will be discussed at the January meeting.
- Gareth Epps will seek further information on the requested black and white map
- Permission for access along Mill Lane (from the TC as the owners of the lane) for a planning application will be added to a future agenda. Any conditions set previously will be researched
- Green light above doorway: the Co-op will be asked if the impact of the light could be limited
- Superuser for fixmystreet: Gary Harrison volunteered to do this.

8. Planning

A proposal for the set-up of a planning committee to be brought to the January meeting.

a. To consider planning applications:

Ref no:	Address:	Proposal:	TC Decision
21/03837/FUL	Green Bank, Dyers Hill, Charlbury	Demolition of existing dwelling and erection of a replacement dwelling with associated car parking and landscaping	Object
21/03867/HHD	Wayhill, Spelsbury Rd, Charlbury	Extensions and alterations including: two storey extension, single storey garden room and an oak-framed glazed staircase to the rear of the dwellinghouse. Erection of 3 bay garage plus all associated landscaping works	No objection
21/03795/HHD	Cranbrook, Stonesfield	Erection of rear & side extensions together with conversion of existing attic space to create additional	No objection

	Lane, Charlbury	living space over 2 floors. Construction of a new entrance porch.	
21/03910/HHD	21 Woodstock Road, Charlbury	Erection of side and rear extensions and construction of a detached outbuilding. Works to include demolition of garage and outbuildings, refurbishment of existing windows, doors and tiles on dwelling roof along with alterations to front driveway and access	Object

b. Planning Outstanding:

Ref no:	Address:	Proposal:	TC Decision
21/03469/HHD	15 Ticknell Piece Road	Erection of rear single storey garden room extension and garage conversion (amended plans).	No objection

c. Planning Decisions:

Ref no:	Address:	Proposal:	Decision
21/03509/HHD	67 The Green, Charlbury	Erection of a first-floor extension and alterations to front elevation	PC -No objection WODC - Approved
21/01893/LBC	Market House, Church St	Replace four windows, 3 at rear and 1 at front of house, with wood frames and slim line double glazed glass in keeping with grade 2 listed requirements (amended description and plans)	TC - No objection WODC - Approved
21/02989/HHD	Ditchley Park Farm, Enstone	Erection of agricultural style pool building, walled garden, apple store, greenhouse, folly and shepherds hut	TC – No objection WODC - Approved
21/03259/HHD	37 Ticknell Piece Road	Insertion of two dormers in rear of roof and two roof lights in front roof (amended plans)	TC – No objection WODC - Approved
21/03227/HHD	Stoneleigh, Sturt Rd	Erection of replacement greenhouse	TC – No objection WODC - Approved

d. To note CLE" (Certificate of Lawfulness application): 21/03789/CLE - Caravan Site, Spelsbury Road

This was noted.

e. Building

i. To receive report on meeting with Green Axis (green building company)

Liz Reason reported that Peter Kenrick and herself had met with this company as a result of a recommendation by WODC. An engagement statement had been drawn up beforehand to ensure that the meeting was just for information.

Green Axis is working on zero carbon new builds (rather than retrofits).

9. Community

a. To consider award of ad hoc grants

No requests received.

b. To resolve to submit an ACV for The Bell

Gareth Epps explained his concerns about the future of the Bell and circulated a draft ACV application to WODC.

The Bell has historically been used for a range of functions. Gareth Epps proposed that the Bell is nominated as an ACV for the social well-being of Charlbury. Gary Harrison seconded the proposal. This was **resolved** unanimously.

A meeting will be held in the New Year to test whether a community group could be formed to further this ACV.

c. To consider re-implementation of councillor surgeries

This will be deferred until after the Covid-19 restrictions have ended and a proposal has been put together.

d. To consider events for the Queen's Platinum Jubilee in June 2022

A request to see if there is any interest in this will be put on Charlbury.info

e. To consider the Citizens Award Scheme and presentation event
Peter Kenrick requested nominations for this year's Award scheme. This will be put on Charlbury.info. Deadline for nominations will be the end of January. The Award panel will meet in February to make its decisions. The award ceremony will take place at the Annual Parish Meeting on 8th April.

10. To receive report on AGM of ONPA (Oxfordshire Neighbourhood Plans Alliance)
Peter Kenrick reported that he attended the Zoom meeting of this AGM.

11. Transport

a. To consider adoption of draft Highways and Transport Strategy
Gareth Epps explained that a framework is necessary for this strategy: reducing speeds, reducing carbon emissions, promoting active travel and identifying locations for new parking. This was adopted with the amendment of identifying locations for 'improved access' rather than 'new parking'

b. Community Speedwatch scheme

i. To receive report

Three Speedwatch sessions were held during October. Vehicles details captured were reported to the police for further action as follows:

- The Slade, 6 vehicles
- Enstone Rd, 31 Vehicles
- Woodstock Rd, 31 Vehicles

The Speedwatch team recommends:

- Traffic calming measures (build outs / crossing / road painted signs) at key locations:
 - Access routes: Enstone Rd, Woodstock Rd, Spelsbury Rd, Forest Rd
 - Through routes: The Slade, Browns Lane, Nine Acres Lane
- Replacing the Traffic activated signs with SID units to existing powered posts
 - Woodstock Rd
 - Spelsbury Rd
 - The Slade- both directions
- Continuing CSW activities at the SID locations
 - Capturing regular data downloads
 - Pop-up monitoring sessions
- Improve communication & enforcement with TVP
 - Data sharing
 - Session planning
 - Joint sessions with TVP
 - Regular press releases of activities.

ii. To discuss the Community Speedwatch scheme

As Jim Holah, the current Speedwatch co-ordinator, is retiring, the future of the scheme needs consideration. Jim Holah was thanked for all his work on this scheme and a letter of thanks will be sent to him.

A new co-ordinator is required. Gareth Epps will meet with volunteers to ask how they can be supported. Other measures for slowing speeds will also be investigated.

Inspector Chris Ball from the Neighbourhood Policing Team will be invited to attend the January meeting.

c. Journeys

i. Local Cycling and Walking Infrastructure Plan

Report received. Local Cycling and Walking Infrastructure Plan (LCWIP) is a government-approved framework for active travel (cycling, walking, wheeling). The Journeys team has started to look at ways of developing this plan for Charlbury and to use it to help make it safer for walking and cycling between

Charlbury and neighbouring villages. The Town Clerk will contact surrounding parish councils (Fawler, Spelsbury and Chadlington) to ask if they would like to be involved in this.

ii. Car Club

Car Club survey leaflets will be distributed in Charlbury by mid -January (as agreed at the October TC meeting). The Town Clerk will inform neighbouring parishes about this project when contacting them about the LCWIP.

12. Amenities

a. Nine Acres

- i. To consider grant application for new play equipment

This will be discussed at the meeting with members of the Nine Acres Management Committee.

b. Ticknell Piece

- i. Play Park safety and maintenance

To be carried out this month.

- ii. To consider grant application for new equipment (skate park)

It was agreed that the Town Council would apply for new equipment at the skate park as users have requested a lower piece of equipment. A working group, to include users of the skate park, will be set up to identify suitable (and low carbon) equipment with the aim of applying for a grant before the March 2022 deadline.

13. Ecological

a. Mill Field

- i. Update on proposal for Hydro Electric Proposal for the Mill Field Sluice

Gary Harrison gave a short presentation on a micro hydro power plant which could be added to the sluice gate if it proves financially viable.

b. Land & Nature

- i. To consider request for remainder of funds allocated to carbon survey of Mill Field (£500) to be put towards a carbon audit of the whole parish

This has already been added to the allocated reserves (item 6c).

- ii. An annual budget of £288 for room hire for Land & Nature meetings was agreed.

- iii. Grass cutting management has been discussed and will be brought to the January meeting.

c. **Strategic Plan** update (to include Climate Action)

This is still under discussion. Dan Raymond-Barker reported that it has been split into the TC carbon plan, climate action plan, community objectives and actions and general plan of works and maintenance. These 4 strands will make up the overall strategy to be discussed at the January meeting.

d. To receive report on exploratory meeting with ECP (Evenlode Catchment Partnership) re: possible Community River Project

Peter Kenrick reported that ECP have been awarded £3 million from Thames Water. ECP has identified Charlbury as a place to undertake a pilot project due to its climate and environmental outlook. It would like the TC to put a proposal together. A meeting will be held in January to discuss possible requests for some of this funding.

e. **Centenary Wood**

No update.

- f. Update on terms of reference for working groups

Draft terms of reference for Land and Nature, Publication and Journeys groups were circulated. The Land and Nature and Journeys terms of reference were **resolved**.

The Publications terms of reference will be further discussed with members of the working group.

Meeting closed: 22.14

Appendix 1

Payment Schedule

a. Payments received:

HMRC	VAT reclaim to October 21	£3,687.20
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b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's December salary	£1067.56
	Clerk's expenses	£26.00
	Total	£1,093.56
ID mobile (December) (Repay L Wilkinson)	Town clerk Sim card	£8.00
Kopyrite	Printing 10 copes Neighbourhood Plan	£200.00
Moore	External audit 2019-20	£960.00
OALC	Training course (L. Reason)	£66.00
Datashredders (Repay L Reason)	TC Paper Shredding	£10.00
Amazon EU (Repay P. Kenrick)	Key padlock (for mailbox at Corner House)	£12.63
Far East Direct UK Ltd (Repay P Kenrick)	Front Door Letter Cage	£17.98
SDEG Ltd (Repay P. Kenrick)	Wall mounted mailbox	£37.98
Castle Water	Allotments	£125.84
Corner House and War Memorial Hall	Room hire Oct 21	£34.00
Corner House and War Memorial Hall	Room hire Nov 21	£55.25
Ardington Archives	Shredding (October 21)	£9.24
House & Carriage	Removal filing cabinets (Council storage)	£91.84
SLCC	Annual membership	£262.00
Elite Turf Solutions	Aerating Football pitch	£1,182.00
Castle Water	Cemetery Water bill	£54.14
HMRC	Income tax/National Insurance Q3	£1,331.19

c. Charlbury Town Council Bank balances

To 30th November 2021		
Business Current Account	£100.00	
Business Savings Account	£72,166.41	

Appendix 2

Correspondence

Date received	Sender	Topic
24/11	Roy Scott	Request for Trustee of new CIO
27/11	Amanda Epps	Request for version of Charlbury map in black & white for visually impaired people
28/11	MAAPS Design & Architecture	Notice of planning application for Greenbank as owner of access road
1/12	Deborah Hofman	Concern about destruction of hedgerows towards Taston and Ditchley
	T. Widdows	Against cycling contraflow suggestion
7/12	Communities OCC	Request for Super user for fixmystreet
7/12	Mark Hofman	Green light above Co-op doorway
9/12	TVP Neighbourhood Policing	Number plate thefts in surrounding areas including Charlbury
12/12	Rue Swabey	Objection to Greenbank planning application
12/12	Graham Terry	Objection to Greenbank planning application
12/12	Shirley Holgate	Objection to Greenbank planning application
14/12	Gillian Hester	Objection to Greenbank planning application

DRAFT