

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD ON TUESDAY 20 NOVEMBER 2007  
AT 7.45 P.M.

Present: Cllr P Scott – Town Mayor

Cllr Mrs D V Bulley	Cllr N A MacRae MBE
Cllr A D Coomber	Cllr P Madden
Cllr R W Crapper	Cllr Mrs N Miah
Cllr A Farmer	Cllr Mrs S E Stone
Cllr E Liston	Cllr E Wearing
Cllr S Lodge	

Apologies: Cllr Mrs M Crossland (Deputy Mayor), Cllr B Crossland, Cllr Mrs L Walcott and Cllr W O Walcott MBE

98. MINUTES

The Minutes of the Meeting held on 16 October 2007, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

99. MATTERS ARISING

There were none.

100. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor reported that he had been present when HRH The Prince of Wales visited RAF Brize Norton. He had chaired a Stakeholder meeting with Chief Inspector Evernden and had carried out the start on site ceremony for the new community hall. He had been at a very enjoyable Remembrance concert given by the Songsters and had laid a wreath at the War Memorial on 11 November. He had been at the Lord Lieutenant's presentation of certificates to Cadets and had attended the Mayor of Bicester's Civic Dinner.

101. DECLARATIONS OF INTEREST

Cllr Madden declared an interest in planning (item105) by virtue of his membership of the WODC Planning. Cllrs Coomber (as Chairman of the NAG) and MacRae (as a Magistrate) declared an interest in item 108 (policing). Cllr Madden declared an interest in item 110 as a relative plays for Carterton Football Club. Cllr Farmer declared an interest in item 115 as a member of the Lions, as did Cllrs Mrs Bulley and Madden as members of RBL.

102. ADJOURNMENT FOR PUBLIC TO RAISE MATTERS

Rob King, Chairman of Carterton Football Club, addressed the Council on changes that have been made in recent months. He went on to outline improvements that the Club wanted to make to their facility at Kilkenny Lane.

103. ADJOURNMENT FOR THE COUNTY COUNCILLOR TO RAISE MATTERS

Cllr Couchman reported that due to further changes in the Revenue Support Grant it appeared that the OCC budget would need to be limited to a very low percentage increase next year. He said he would keep the Council informed.

#### 104. CLERK'S REPORT

The Clerk's Report, copies of which had previously been circulated, was received. The decisions taken on the Report are recorded at Annex 'A' below.

#### 105. PLANNING COMMITTEE

Council received the Minutes of the meetings of the Planning Committee held on 16 October and 6 November 2007. These were noted.

#### 106. ADMINISTRATION COMMITTEE

The Council received the Minutes of the meeting of the Administration Committee held on 6 November 2007.

RESOLVED that Cllrs Coomber, Crapper, Crossland, Mrs Crossland, Lodge, MacRae and Madden should serve on the Management Committee of the new Community Hall.

RESOLVED that in presenting the 2008/09 budget and precept to the December meeting of the Council the Clerk should give details of a 2% increase as well as a 3% increase in the precept so that the Council could consider both options.

RESOLVED to accept the Minutes of the Administration Committee.

#### 107. TRAFFIC ADVISORY COMMITTEE

The Council received the Minutes of the meeting of the Traffic Advisory Committee held on 22 October 2007.

The comments made by OCC regarding the bus service to the new estate were worrying. The Clerk said that she had written to the Head of Transport at OCC and had received a reply assuring the Town Council that there would be a bus link onto the estate but that the bus link from Northwood Crescent was under question. It was agreed that the Town Council should continue to press for this link.

RESOLVED to accept the Minutes of the meeting of the Traffic Advisory Committee.

#### 108. STAKEHOLDER MEETING

The Council received the Minutes of the Stakeholder Meeting held on 6 November 2007.

The Clerk said she had been asked by the Chief Inspector to contact the Station Commander about empty MOD properties. The Council agreed that she should instead write to the head of MOD estates with copies going to Annington Homes and the Rt Hon David Cameron.

The Clerk also reported that she had been in discussion with the Community Safety Officer at WODC about CCTV. He had said that it ought to be possible to install four cameras in the town centre for about £30,000. If the Council would like to have detailed proposals worked up, it was asked to give the Clerk delegated powers to enter into discussion with WODC. The aim would be to bring a full report to the Town Council in February.

RESOLVED that the Clerk should be given delegated authority to enter into discussions with WODC on detailed proposals for CCTV in the town centre.

#### 109. REQUEST FOR FINANCIAL ASSISTANCE UNDER S 137

The Council considered three requests for grant aid under Section 137 of the LGA 1972.

RESOLVED that the Town Council should:

- Purchase drums and associated equipment to the value of £1820 for the Air Training Corps
- Give a grant of £600 to West Oxfordshire CAB
- Give a grant of £250 to Volunteer Link Up West Oxfordshire Branch.

#### 110. CARTERTON FOOTBALL CLUB

The Council received a report from Cllr Farmer and a supplementary note from Cllr Mrs Crossland.

Cllr Mrs Bulley, as Chairman of the Recreation Committee, gave details of the recommendation from that Committee which was for a grant of £15,000 towards the cost of providing improved facilities for youngsters. Councillors were concerned about using Council reserves for this and the Clerk confirmed that a sum of £15,000 had been included in the draft 2008/09 precept for this purpose.

In discussion, it was noted that the Football Club had already received considerable financial support from the Town Council but that it was the largest Club in the town. Councillors were pleased to note that the Club had made considerable efforts to raise funds towards the cost of improvements.

It was noted that the Club would need to have 25 years remaining on its lease with the Town Council. This would require an extension from the current expiry date of 2020 to 2032. The Clerk was asked to establish whether it would be possible to extend the lease but to include a break clause in year 2020.

RESOLVED to give the Football Club a grant of £15,000 during 2008/09 and that further funding be considered in future years. It was also agreed that the lease be extended to 2032 with a break clause in 2020.

#### 111 RISK ASSESSMENT

The Council received a risk assessment report. Councillors noted the identified risks and the checks in place to minimise these. Councillors were reminded of the need to ensure that their register of interests were up to date.

RESOLVED to accept the risk assessment report.

#### 112 AUDIT FOR YEAR ENDED 31 MARCH 2007

The Council received the report from the external auditor.

It was noted that four issues had been commented upon:

- the Annual Return did not add up by £1. Council considered this to be immaterial.
- a separate bank account was needed for the Alvescot Ground Recreation Ground Charity. It was noted that a bank mandate had been completed and that a new account was being set up

- a recreation grant had been given under s137 rather than s19
- fidelity guarantee insurance of £400,000 was considered too low. The Clerk was asked to obtain a quote from the insurance company for increasing this to £1.3m to take account of increased reserves.

RESOLVED to accept the external auditors report and to put in place the steps outlined above.

#### 113 PUBLIC PARTICIPATION PROTOCOL

Council received a draft protocol covering public participation in meetings. The Clerk explained that it was good practice to have such a protocol in place. It was agreed that it was important to ensure that the public participation session was used by residents wishing to raise issues of concern.

RESOLVED that the draft protocol should be adopted with an amendment which would allow a group's spokesperson to address the Council for a longer period at the Mayor's discretion.

#### 114. FINANCIAL STATEMENT

The Financial Statement to 31 October 2007, set out at Annex 'B', was approved. A summary of Income and Expenditure by Budget Heading was also provided at Annex 'B'.

#### 115. ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts set out at Annex 'C' be approved for payment.

The meeting ended at 9.20 pm.

11 December 2007

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Town Mayor

1. **Tower Square** - Carterton has been shortlisted for Lottery funding to regenerate Tower Square. On **Tuesday November 27th**, a short film will be shown on ITV Thames television 6 o'clock news alongside a film of a project in Blackbird Leys. The project which gets the most votes, via telephone calls, will get their funding. We will not know the number to ring until the day (from the Town Hall or in the Mirror Newspaper). Councillors are asked to get as many friends and contacts as possible to watch and to vote. We would also welcome help on Tuesday 27 November to publicise the number to ring. We will produce flyers which will need circulating to schools, shops, pubs etc. I will have more details available at the meeting and will be looking for volunteers! **Noted. Councillors volunteered for certain tasks.**
2. **Polling Station provision in Carterton** – to see attached letter from WODC. **It was agreed that Councillors should let the Clerk have any comments by the end of the month.**
3. **Oxfordshire Fire Authority's Integrated Risk Management Plan 2008–13** – see attached letter. **Noted.**
4. **New Play area in Country Park** – to see attached press notice. **Noted**
5. **Carterton Community College transport costs** – to see attached email. **Noted.**
6. **Carterton Town Council Strategy** – following agreement at the last Council meeting, I enclose a revised strategy for Councillors' information. **Noted.**
7. **Flooding** – WODC Street Scene have provided an update of their Strategic Flooding Review, a copy of which will be available at the meeting. We have also been sent copies of correspondence between the Rt Hon David Cameron MP and Derek Twigg MP about flooding and the expansion of RAF Brize Norton. **Noted.**
8. **Events and meetings**
  - 30 November – Christmas Lights and street fair. Fair opens at 6 p.m., lights switched on by David Cameron at 7 p.m.
  - 11 December – Planning and Council
  - 17 December Council Christmas Dinner at Burford Golf Club
  - 24 – 28 December Town Hall closed for Christmas break
  - 1 January – Mayor's Walk
  - 8 January – Planning and Recreation Committee
  - 22 January – Planning and Council
9. **Christmas Market** – **it was agreed than an additional market should be held on 24 December subject to the Clerk being able to obtain a road closure on that day.**
10. **It was agreed that the Clerk should represent the Town Council on the WODC public arts working group.**
11. **The Clerk reported that she had been sent a copy of an application for an extension to the licence at Chic-O-land to 5.00 a.m. Monday to Friday. The Council asked that she object strongly to this application on the grounds that the property is in a residential area.**

