

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD ON TUESDAY 16 NOVEMBER 2010  
AT 7.45 PM

Present: Cllr N MacRae MBE - Town Mayor  
Cllr A Coomber - Deputy Mayor

Cllr Mrs D V Bulley	Cllr Mrs C MacRae
Cllr B Crossland	Cllr P Madden
Cllr Mrs M Crossland	Cllr N Miah
Cllr R W Crapper	Cllr P Scott
Cllr A Farmer	Cllr Mrs S E Stone
Cllr E Liston	Cllr E Wearing

Apologies: Cllr W Walcott MBE and Cllr Mrs L Walcott

89. MINUTES

The Minutes of the Meeting held on 19 October 2010, copies of which had been previously circulated to Members, were confirmed as a true record subject to the following amendments: Frizewald to 'Frideswide' in Item 71 line 9; Mayor to 'Town Council' in Item 73 second line; Item 80 to 'Item 79' in Item 73 end of second paragraph; the date of Planning and Council to 16 November in Item 5 of the Clerk's Report. The minutes were then signed by the Mayor.

90. MATTERS ARISING

Cllr Farmer confirmed that the gazebo (Item 79 L) had been purchased and was now stored at the Town Hall.

91. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor thanked Cllr Mrs Bulley and Cllr Coomber for the excellent Remembrance Celebration on Sunday last, and also gave thanks to the piper. The Mayor and Mayoress had paid a visit to Helen and Douglas House and had attended the Songsters Remembrance Concert, and the Mayor had visited the CCTV suite in Witney where tweaking of cameras had resulted in much improved surveillance. The Mayor gave advance notice that the St George's Day Dinner 2011 would be held on Friday 16 April.

92. DECLARATIONS OF INTEREST

Cllrs Mrs Crossland and Madden declared an interest in planning (Item 78) by virtue of their membership of the WODC Planning Committee. Cllr Crossland declared a personal interest in cheque number 9709, and Cllr Farmer declared an interest in cheques 9709 and 9718. Cllrs MacRae and Mrs MacRae declared an interest in anything concerning allotments, and Cllr Mrs Bulley declared an interest in cheque number 9778.

93. ADJOURNMENT FOR PUBLIC TO RAISE MATTERS

Matty Yallop, representing the Allandale Youth Centre, spoke to the Council about 'An Evening of Entertainment', comprising performances and a quiz, to be held at the Centre on Wednesday 8<sup>th</sup> December, 7.00 pm to 9.30 pm, with tickets available from Matty. This event is to raise funds for a group of Year 10s, including one young carer, to go to Avon Tyrell in the New Forest to learn new skills.

94. ADJOURNMENT FOR TVP REPRESENTATIVES TO RAISE ISSUES

No representative was present.

95. ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllrs Couchman and Handley had given their apologies.

96. CARTERTON CELEBRATES REPORT

Catherine Chater reported that the Celebrates weekend had been very successful and there was pressure to hold something similar next year. She pointed out that although a grant had been received this year, many of the attractions could be self-funding, and that there had also been offers from a number of volunteers to take over responsibility for some of the events. She said any plans for next year should take account of the time Town Hall staff would have available to support them. It was felt that events such as the Civic Service and Quiz Night could be repeated, but there should also be different attractions and that events should be organised without the need for subsidy as far as possible.

It was agreed that the Steering Group set up to organise this year's events should meet and plan for 2011, bearing in mind the need not to overload either Town Hall staff or volunteers

97. CARTERTON FAST FORWARD PROJECTS

Catherine Chater introduced this item, saying that a fuller briefing would be presented to the new Council in 2011. She pointed out that the projects all originated from the Fast Forward Action Plan agreed last year after wide consultation. Catherine spoke about the range of projects currently underway relating to the Town Centre Development, Supporting the Local Economy, Improving Facilities, Transport and Planning. A number of points were made, including the need to speak to the Agents of Ventura Park to find out why many of the units are unlet, the launch of the Good Neighbour Scheme in January, and the fact that a planning survey had been sent out to all households to gauge people's opinions about where further development should take place. Catherine will write to OCC at a senior level to express concern about the slow progress of the Burford Road Cycleway Project and Cllr Coomber suggested that Cllr Keith Mitchell be invited to attend a Town Council Meeting to address this and other issues.

98. 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' – see below.

99. PLANNING COMMITTEE

Council received the Minutes of the meetings of the Planning Committees held on 19 October and 2 November 2010. These were noted.

100. ADMINISTRATION COMMITTEE

Council received the Minutes of the Meeting of the Administration Committee held on 26 October 2010.

Cllr Crossland reported on the various recommendations. The Review of Expenditure to the end of September 2010 and the Reserves Report were noted. The recommendation that the Committee meet again in early December to agree a draft budget to put to Council was accepted.

The Assistant Town Clerk was asked to leave the room while Item 17 of the Minutes was discussed. This recommendation was approved with the clear understanding that such a payment does not set a precedent for future occasions.

RESOLVED that the Minutes of the Administration Committee meeting be approved.

#### 101. TRAFFIC ADVISORY COMMITTEE

Council received the Minutes of the Meeting of the Traffic Advisory Committee held on 18 October 2010.

Cllr Mrs Crossland reported that she had asked at WODC Planning if s106 money could be used towards traffic calming in the Shilton Road and a response to this was awaited. The problem of speeding from Shilton Dip into Carterton was still a major concern and Council felt that OCC should be asked to carry out another traffic survey. The need for a roundabout at the new junction should also be reiterated. It was felt that the new signage produced by school children was too small and placed too high on lampposts to be effective and that WODC should be made aware of this.

In regard to the salting of Wycombe Way, Council felt that the Clerk should write to OCC to make the point that this road is a very busy one heavily used by large lorries, particularly on Thursdays when the market is in the town centre.

The Minutes of the Traffic Advisory Committee were noted.

#### 102 REVIEW OF RISK ASSESSMENT

The Council received an update of the assessment made in November 2009.

It was noted that changes to last year's assessment included the transfer of the bulk of the Council's investment to Nat West/RBS, that the ARRG Pavilion would be refurbished shortly, and that a number of repairs had been carried out at the Town Hall.

It was RESOLVED that the Risk Assessment report be noted.

#### 103 REVIEW OF FINANCIAL CONTROLS

The Council received an update to the Review of Internal Audit and Control Systems. Monthly, quarterly and annual financial checks are carried out and presented to the relevant Council and Administration Committees for consideration.

It was RESOLVED that the Review of Financial Controls be noted.

#### 104 FINANCIAL STATEMENT

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

105. ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts for the month of November, with the exception of cheque number 9712 to Complete Weed Control, set out at Annex 'C', be approved for payment.

106. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the Press and Public be excluded from the Meeting.

The meeting ended at 9.27 pm.

14 December 2010

---

Town Mayor

1. **Representations at meetings** – to see the attached exchange of letters between the Clerk and the Leader of WODC. **Cllr Liston pointed out that neither of these meetings had gone through the Conservative Office. Caroline Balcon, the Constituency Secretary, needs to be informed if an invitation to a meeting attended by David Cameron is sought.**
2. **The Country Park.** The Clerk has written to WODC about anti social behaviour at the Country Park and also about the siting of the car park and the provision of a public toilet and a mobile coffee bar. A reply is awaited. **Councillors urge the Clerk to chase a response to this, and also to write to Cllr Hunt with a copy to Cath James as Director of the Country Park.**
3. **The Pavilion on the ARRG.** Wilsons have been carrying out repairs to the pavilion. The Community Pay Back team will start work there on 5 November and will visit the site each Friday until the work is completed. **Cllr Farmer reported that the Pay Back Team work responsibly and are well organised. However, Wilsons have discovered that the electrics are in a very poor condition and work by the team has therefore had to be suspended. Cllr Farmer has obtained a quote of £1,200 + VAT for the upgrade, but Council urged him to seek other quotes and then authorised him to accept the lowest or most suitable so that work could be carried out without delay.**
4. **Concessionary Travel Scheme.** Oxfordshire County Council are carrying out a consultation on the concessionary travel scheme, which is currently administered by the District Council. Details are attached and comments must be received by 14 December 2010. **Council felt that, living in a rural community, the elderly would be disadvantaged if tokens were discontinued, as local bus services are poor and insufficient for their needs. Many prefer to receive tokens to use for taxi journeys.**
5. **Forthcoming meetings and events:**
  - 16 November 2010 - Planning and Council
  - 7 December 2010 - Council Christmas Dinner
  - 14 December 2010 - Planning and Council
  - 4 January 2011 – Planning and Recreation
  - 18 January - Planning and Council
6. **Christmas** – the Council is asked to agree to the Town Hall closing on Friday 24 December and re-opening on Tuesday 4 January. **Agreed, with the suggestion that it close from midday on the 24<sup>th</sup>.**