

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD ON TUESDAY 15 NOVEMBER 2011
AT 7.45 PM

Present: Cllr N A MacRae MBE - Town Mayor

Cllr Mrs D V Bulley	Cllr Mrs C MacRae
Cllr R W Crapper	Cllr P Madden
Cllr Mrs M Crossland	Cllr N Miah
Cllr A Farmer	Cllr P Scott
Cllr H Jobes	Cllr Mrs L Walcott
Cllr E Liston	Cllr W O Walcott MBE
Cllr Mrs L Little	

Apologies: Cllr A Coomber

87 MINUTES

The Minutes of the Meeting held on 18 October 2011, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

88. MATTERS ARISING

Council RESOLVED to consider, under Matters Arising, an urgent request for s137 funding from the Community Safety Partnership. Council RESOLVED to make a contribution of £500 towards the cost of high visibility vests for school children in Carterton. This funding is given for one year only.

Item 82. Cllr Farmer said that some initial advice on ground conditions for a new burial ground had been received from the consultant. There were no areas within the town with suitable ground conditions. The next stage was to have more detailed studies carried out on two or three of the most suitable areas.

89 DECLARATIONS OF INTEREST

Cllr Scott declared an interest as Chairman of the Chamber of Trade and the NAG. Cllr MacRae and Cllr Mrs MacRae declared an interest as allotment holders and in cheque 10012. Cllr Crapper declared an interest as a member of the Chamber of Trade. Cllr Farmer declared an interest in the LDF but explained that he was no longer involved in the land to the west. Cllr Mrs Crossland declared an interest in planning matters as a member of the WODC Planning Committee. Cllr Miah declared an interest in the application to extend the premises licence at Chic-o-Land

90 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor mentioned that the Deputy Mayor had returned home from hospital and was now recuperating. The Clerk was asked to send the best wishes of the Council. The Mayor thanked Cllr Mrs Bulley for all her work on the Remembrance Sunday Service and Parade. It had been an excellent event and very well attended. A simple act of remembrance had been held at the Memorial Garden on 11 November and also at the War Memorial by the Town Hall. The Mayor had written to the Olympic Committee asking them to consider routing the Olympic flame via the Memorial Garden.

The Mayor thanked those who had supported the most enjoyable reception held at the church on 12 November. He urged all Councillors to try to support such events in future. The Mayor and Mayoress had been to the Royal Albert Hall where Gateway School was taking part in the school proms, had attended a performance by the Oxford Welsh Male Voice Choir and had visited the ICE Centre.

90 ADJOURNMENT FOR THE PUBLIC TO RAISE ISSUES

No issues were raised.

91. ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Both County Councillors had sent their apologies.

92 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.

93 PLANNING COMMITTEE

Council received the Minutes of the meetings of the Planning Committee held on 18 October and 1 November 2011. These were noted.

94. ADMINISTRATION COMMITTEE

Council received the Minutes of the Recreation Committee held on 1 November.

Cllr Scott reported on expenditure to date and reserves. He and Cllr Jobes had agreed that the Clerk should invest £125,000 in a Nat West bond for 12 months. This was lower than the recommendation of the Administration Committee to ensure adequate cash flow. Cllr Scott reported on the draft budget for 2012/13 and it was noted that the Tax Base for that year was 5153, which is 27 lower than in the current year.

The Council RESOLVED to accept the recommendations made in items 1 to 10 of the Administration Committee.

95. JUBILEE COMMITTEE

The Council received an oral report from Cllr Mrs Little. She said that several attractions had now been confirmed. She thought that the total cost of staging the event might be £6,000 but that she hoped to secure sponsorship which would reduce the costs to the Council. There was some discussion about the costs to the Council and the Mayor asked Cllr Mrs Little to bring a written report to the next meeting of the Council.

96. REVIEW OF RISK ASSESSMENT

The Council received an update of the assessment made in November 2010.

It was noted that changes to last year's assessment included taking over the Allandale Centre with its contents. A new tenant would occupy the building from January. It was suggested that the Council should have a plan for relocating to another building in the event of the Town Hall being too damaged to occupy. The Clerk confirmed that insurance was in place to cover the costs of disruption to business.

It was RESOLVED that the Risk Assessment report be noted.

97. 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.

98 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'.

99 ACCOUNTS FOR PAYMENT

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

100 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.

1. **The Allandale building.** With the agreement of the Urgency Committee, the Council has let the contract for the building work at the Allandale to RMD Builders. The contract for the work to the boundary has been let to McCracken and Son. This work is within budget. Work will start on site w.c. 14 November and will take 8 weeks. The Christmas break means that we are hoping that the tenant will take up occupancy during w.c. 23 January with the Youth Club following a week or so later. While the Allandale is closed, 4Children are hoping to provide some activities at the ICE building. **Cllr Farmer reported that further analysis of the figures had shown that RMD's quotation was only slightly higher than the pre-tender estimate. The Urgency Committee (excluding Cllr Farmer who had declared an interest) therefore agreed to let the tender to RMD.**
2. **Application for variation of premises licence.** WODC is seeking views on an application from Chic-O-Land to extend its opening hours to 3.30 am on Thursdays, Fridays and Saturdays. Councillors are invited to comment. **The Council strongly objected to this application on the grounds that the premises are underneath residential units. It was also felt that this would set a precedent for other takeaways in the town centre.**
3. **Force Counter Services Review Project.** To note the attached representations from WODC to the Chief Constable of TVP regarding the review of police counter services. **The Council supported the line taken by WODC and felt that a full review should be undertaken.**
4. **The Local Development Framework.** To note the attached LDF newsletter. **Noted.**
5. **Car Boot Sale on the Recreation Ground.** Because of a double booking on the old market site, the Lions held the last boot sale of the season on the Recreation Ground. The attached letter gives a brief report of the event. **Noted.**
6. **Promotion of land to the East of Carterton.** To see the attached letter from Bloor Homes asking for a meeting with Town Councillors. In the interest of equity I would advise that if Councillors would like to meet with Bloor Homes, we should also offer meetings with other interested developers. **A request had also been received from developers promoting the north. It was agreed to reconsider this in January when WODC had published its Core Strategy Document.**
7. **Electoral Review of Oxfordshire.** Councillors had considered the two options for reorganisation being considered by the Boundary Commission. There was a preference for the WODC option which combines Carterton South, Carterton North West, Alvescot and Filkins as one ward and Carterton North East, Burford, Brize Norton and Shilton as the other. I have passed this view back to the Boundary Commission. **Noted.**
8. **Forthcoming meetings and events**
 - 26 November - Songsters Concert
 - 2 December - Switch-On of Christmas Lights - 6 pm
 - 6 December - Planning and Town Council
 - 10 December - Witney Town Band Concert at St John's Church
 - 13 December- Council Christmas Dinner

23 Dec -3 Jan - Town Hall closed for Christmas
3 January - Recreation and Planning
17 January - Planning and Council
28 January - Mayor's Burns Quiz Night
10 March - Oxford Male Voice Choir
21 April - St George's Day Dinner

Carterton Town Council 2011/2012**Current Account****List of Payments made between 01/11/2011 and 15/11/2011**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/11/2011	Inland Revenue	9940	1,750.48	PAYE & NI - October 2011
01/11/2011	OCC Pension Scheme	9941	1,642.33	Staff Pensions - October 2011
15/11/2011	Amethyst Horticulture	10001	1,482.00	Town Centre Hanging Baskets
15/11/2011	Boward Tree Surgery (Oxford) Ltd	10002	714.00	Scholars Acre: Tree Works
15/11/2011	Complete Weed Control	10003	864.00	s137 Grant: Weed Control
15/11/2011	McCracken & Son Limited	10004	4,704.60	Grounds Maintenance Oct 2011
15/11/2011	Kilkenny (Carterton) Cricket Club	10007	1,000.00	Grant to Kilkenny Cricket Club
15/11/2011	Life Education Centres Thames	10008	500.00	s137 Grant
15/11/2011	St John Ambulance Oxfordshire	10011	500.00	s137 Grant
15/11/2011	Town Mayor's Account	10012	1,500.00	Mayor's Allowance Part 2
15/11/2011	Microshade Business Consultant	9950	648.00	Computer Hosting Fee
