

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD ON TUESDAY 20 SEPTEMBER 2011
AT 7.45 PM

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

Cllr Mrs D V Bulley Cllr P Madden
Cllr R W Crapper Cllr N Miah
Cllr Mrs M Crossland Cllr P Scott
Cllr Mrs L Little Cllr Mrs L Walcott
Cllr Mrs C MacRae Cllr W O Walcott MBE

Apologies: Cllr A Farmer, Cllr L Garfield, Cllr H Jobes and Cllr E Liston

51. MINUTES

The Minutes of the Meeting held on 17 July 2011, copies of which had been previously circulated to Members, were confirmed as a true record, and signed by the Mayor.

52. MATTERS ARISING

It was noted that the WODC Working Party had not supported the request to transfer land to Shilton Parish (Item 46) and that the medals had been presented to the Mayor's Cadets at the Civic Service. The Clerk was asked to organise repairs to the dog bins on the Recreation Ground.

53. DECLARATIONS OF INTEREST

Cllr Scott declared an interest as Chairman of the Chamber of Trade and the NAG and in planning applications 59 and 69. Cllr MacRae, Cllr Mrs MacRae and Cllr Mrs Walcott declared an interest as allotment holders. Cllr Crapper declared an interest as a member of the Chamber of Trade and in planning application 66. Cllr Coomber declared an interest in the Military Covenant as a serving member of the RAF and as a member of the NAG. Cllr Mrs Crossland declared an interest in planning matters as a member of the WODC Planning Committee and a prejudicial interest in cheques 9887 and 100129. Cllr Madden declared an interest in Clerks Report Item 4, Willow Meadows.

54. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor thanked the Deputy Mayor and Cllr Scott for covering events in his absence. He commented on arrangements for the first Repatriation which took place on 8th September and thanked all those who had helped. It was noted that there was to be another Repatriation on 22 September.

The Mayor reported that he and the Mayoress had joined the Army Cadets in Ripon and attended a performance by the County Youth Orchestra. They had also visited the ATC and Army Cadets and attended a Reception at Helen and Douglas House. He had hosted the Group Captain to supper and visited the House of Commons and the Game Fair at Blenheim as a guest of the High Sheriff. He had also carried out an on base collection for Helen and Douglas House. The Mayor commented on the success of the joint Battle of Britain and Civic Service and thanked all of those who had been involved.

55. ADJOURNMENT FOR THE PUBLIC TO RAISE ISSUES

No issues were raised.

56. ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Apologise had been received from Cllrs Couchman and Handley.

57 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.

58 PLANNING COMMITTEE

Council received the Minutes of the meetings of the Planning Committee held on 19 July, 2 and 16 August and 6 September. These were noted.

59. POLICY COMMITTEE

Council received the Minutes of the Policy Committee held on 6 September.

The Council RESOLVED to accept the revisions to the Town Council's medium term strategy document. The Council RESOLVED to accept the other recommendations made by the Policy Committee.

60. MINERALS PLAN CONSULATATION

Council received a summary of the OCC consultation document and noted the impact on the local area.

61. JUBILEE CELEBRATION

The Council received an oral report from Cllr Mrs Little who summarised the work of the Jubilee Working Group. Proposals include a Big Lunch at two venues, and two days of celebrations on the Recreation Ground. The Lions would organise a Jubilee Queen and local shops would be dressing windows. There would also be a themed display at the library. Schools competitions were being planned as was a display by the flower club. She asked the Council if it would be willing to set aside any money in the 2012/13 budget to fund any of the events.

Council discussed the level of funding that might be appropriate and agreed that the Working Group should draw up some costings for consideration at the October meeting of the Town Council. The Mayor said that he would provide cash prizes for a schools poetry competition.

62. THE ALLANDALE

Council received an update on progress on the Allandale project. It was noted that tenders were due back in early October and it was agreed that the Urgency Committee should be authorised to agree to this contract being let provided the work was in budget. Cllr Farmer was thanked for all the work he had put into producing the specification. Council noted that some youth activities were being carried out by a group of volunteers and that the full time youth worker would be taking up post at the end of the month.

The Council also considered the suggested membership and terms of reference for the Allandale Management Committee.

Council RESOLVED that the Chairman of Recreation should serve on the Management Committee and that, in addition, there should be two other Councillors. It was agreed that these should be Cllr Mrs Little and Cllr Mrs MacRae.

63 OXFORDSHIRE WILDLIFE SITES PROJECT

Council received a report from BBO Wildlife Trust who had surveyed the area at The Dell and concluded that it should be designated a Local Wildlife Site. Council welcomed this news and agreed that the Recreation Committee should take this forward.

64. TOWN CENTRE FLOWER BASKETS

The Clerk reported that the 12 flower baskets used for the winter bedding all needed repair. A price of £50 per basket had been received. New wire baskets could be provided for £105 each. Plastic self-watering baskets would cost £30 for a 2 ft diameter basket and £40 for a 3 ft diameter basket. These have round holes meaning that the posts would need to be adapted.

Council RESOLVED that 12 new plastic flower baskets should be obtained for use in the summer.

65. EXTERNAL AUDITORS REPORT

Council received the External Auditors reported. It was noted that the value of assets had been restated in accordance with instructions from the auditor. It was also noted that s137 had been incorrectly used to pay a recreation grant. The Clerk was asked to ensure that the correct powers be used in future. The internal auditor had noted a weakness in that the payroll account had not been reconciled prior to his visit. The Clerk was asked to ensure that this reconciliation be carried out in 2012.

Council RESOLVED to accept the External Auditor's report and instructed the Clerk to implement the recommendations.

66. APPOINTMENT OF INTERNAL AUDITOR

Council RESOLVED to appoint Arrow Accounting as internal auditors for the year ending 31 March 2012.

67. MICROSHADE HOSTED IT SERVICE

The Assistant Town Clerk presented a report on a hosted application service provided by Microshade. It was noted that the cost would be substantially offset by the longer term benefits and by increased security.

Council RESOLVED to accept the quotation from Microshade.

68 FINANCIAL STATEMENT

The Financial Statements to 31 July and 31 August 2011, set out at Annex 'B', were approved. A summary of Income and Expenditure by Budget Heading was also provided at Annex 'B'.

69 ACCOUNTS FOR PAYMENT

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

The meeting ended at 8.50 pm.

18 October 2011

Town Mayor

1. **Town Hall Rating Appeal:** The appeal made on our behalf by RDS went to tribunal. The Tribunal accepted in full the contentions made on our behalf and reduced the 2005 assessment from £12,750 to £9,000. This decision will help support our 2010 rating list appeal. **Council welcomed this news.**
2. **Seat on the Alvescot Road Recreation Ground.** The Bowls Club has asked if the Council would consider re-siting the bench on the Recreation Ground that backs onto the Bowls Club. They are experiencing damage to their fence and also having problems with offensive language in the afternoons and evenings. **It was agreed to remove this seat and to store it until such time as the work on the Recreation Ground had ended. Further consideration could then be given to a location.**
3. **Oxfordshire's Early Intervention Hubs.** To see the attached information from the County Council. **Noted.**
4. **Willow Meadows** – request to place a geocache trail. To consider attached request **The Clerk was asked to obtain further information about this. It was felt that the Country Park might be a better location.**
5. **Santa's Mobile Grotto** – to consider offering a site to the mobile grotto during December (details attached). **It was agreed that this should not be taken forward.**
6. **World Transplant Games in Sweden.** Jill Edwards has written that she was awarded a silver medal for table tennis doubles and two bronze medals for table tennis singles and badminton doubles. **The Council congratulated Mrs Edwards on her achievements.**
7. **Publications:**
 - The Playing Field- Summer 2011
 - ICCM The Journal – Autumn Issue 2011
8. **Forthcoming meetings and events**

4 October –	Planning and Recreation Committee meetings
18 October –	Planning and Town Council
1 November –	Planning and Administration Committees
11 November –	a Remembrance event at the Memorial Garden (details to be arranged)
12 November –	Mayor's Musical Reception
13 November –	Remembrance Service and Parade
15 November –	Planning and Town Council

Carterton Town Council 2011/2012**ANNEX C****Current Account****List of Payments made between 01/08/2011 and 16/08/2011**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/08/2011	WODC	Std Ord	607.00	Town Hall Rates
02/08/2011	Inland Revenue	9806	1,819.34	PAYE & NI - July 2011
02/08/2011	OCC Pension Fund	9807	1,642.33	Staff Pensions - July 2011
16/08/2011	Bower & Bailey Solicitors	9876	860.75	Nursery Site Professional Fees
16/08/2011	McCracken & Son Limited	9877	5,759.40	Grounds Maintenance July 2011
16/08/2011	DPDS Limited	9878	862.08	Town Centre Planning Fees

Total Payments	16,678.69
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Carterton Town Council 2011/2012**ANNEX C****Current Account****List of Payments made between 01/09/2011 and 20/09/2011**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/09/2011	WODC	Std Ord	607.00	Town Hall Rates
06/09/2011	Inland Revenue	9891	1,798.62	PAYE & NI - Aug 2011
06/09/2011	OCC Pension Fund	9892	1,642.33	Staff Pensions - Aug
20/09/2011	Arborforce Limited	9894	930.00	Tree Works - Heather Cl
20/09/2011	BDO Stoy Hayward LLP	9895	1,740.00	Audit for year to 31 Mar
20/09/2011	McCracken & Son Limited	9896	5,651.40	Grounds Maintenance
20/09/2011	RDS Commercial Limited	9904	1,830.00	Town Hall Rating Fee
20/09/2011	Sage (UK) Limited	9906	672.00	Sage Subscription

Total Payments 14,871.35