

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD ON TUESDAY 21 JUNE 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 Mrs C MacRae
Cllr R W Crapper Cllr P Madden
Cllr Mrs M Crossland Cllr P Scott
Cllr A Farmer Cllr Mrs L Walcott
Cllr L Garfield Cllr W O Walcott MBE
Cllr Mrs L Little

Apologies: Cllr E Liston and Cllr H Jobs

16. MINUTES

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

17. MATTERS ARISING

The Clerk had chased Thames Water twice for the information promised at the April meeting. The Mayor referred to recent publicity surrounding the announcement of the repatriation route and noted that this had had a significant impact on the work of the Town Hall staff. He referred to the two Facebook pages that had been set up and regretted the personal attacks that had been made on the Town Council. He reported that he had suggested that the Wootton Bassett Flag should be handed jointly to representatives from Carterton TC and Brize Norton PC. The Mayor reminded Councillors that the primary concern was still to ensure that each repatriation was a solemn and dignified event. Cllr Farmer suggested that in view of recent developments, Councillors should look at the impact of the workload on Town Hall staff and this was agreed. Wg Cdr Bettridge had attended a recent RBL meeting to brief members and a number of Councillors had attended a helpful briefing on the Base. The Council regretted that there had not been more communication from both the Base and the County Council. It was noted that OCC had withdrawn its offer of media training due to lack of funding and that the Town Council should look for other providers.

18. DISCUSSIONS WITH CHIEF INSPECTOR COLIN PAINE

The Mayor welcomed Chief Inspector Paine to the meeting. The Chief Inspector said he had visited Carterton and was keen to get to know it better. His aim was that officers should be friendly but firm and respond quickly to crime. Crime figures for Carterton were low with the exception of burglaries, which had increased. However three arrests had recently been made and this had impacted on the number of burglaries taking place. He announced that the neighbourhood team would be increased by one full time police constable on a temporary basis while funding was available. This new person and a colleague would be issued with bikes and be on a different shift pattern to existing PCs. The Chief Inspector confirmed that he would make strenuous efforts to keep Carterton police station open to the public. He invited Councillors to contact him at any time with any concerns.

The Mayor thanked Chief Inspector Paine for attending the meeting.

19. CARTERTON EMERGENCY PLAN

The Mayor welcomed Caroline Martland to the meeting. Caroline gave apologies from Steve Bostock who was unable to be present. Caroline briefly outlined the purpose of the emergency plan and confirmed that it would be a multi agency document. Steve Bostock had produced a database of 15 contacts willing to provide shelter in an emergency. Caroline confirmed that the Fire and Rescue Service and the RAF had been involved in the process. It was noted that Lansdowne Chemicals was the only COMHA site in the county where steps had been taken to ensure that it posed no threat to neighbouring residents or to those in the nearby Care Home.

The Council RESOLVED to adopt the Carterton Community Emergency Plan and agreed to set up a Community Emergency Group later in the year. The Group would be responsible for updating the plan. The Mayor thanked Caroline and Steve for all the work they had undertaken on this project.

20. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor thanked Cllr Scott for undertaking radio and TV interviews on repatriations in his absence. The Mayor also thanked the Deputy Mayor for attending functions at Dorchester Abbey, Abingdon, Burford and Henley and for hosting the formal opening by the Rt Hon David Cameron MP of the Alvescot Road play area.

The Mayor had attended the ceremony to raise the Armed Forces flag at Carterton and also at Oxford. The Clerk was asked to contact OCC to express disappointment that the Mayor had not been invited to the signing of the military covenant.

21. 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 in cheque 9964 and as allotment holders. Cllr Crapper declared an interest as a member of the Chamber of Trade. Cllr Coomber declared an interest as a serving member of the RAF and in particular in Repatriations. Cllr Farmer declared a prejudicial interest in the Local Development Framework and in cheque 100116. Cllr Mrs Crossland declared an interest in planning matters as a member of the WODC Planning Committee, and a personal interest in cheque 100115. All Town Councillors who also serve as District Councillors declared an interest in the LDF.

22. ADJOURNMENT FOR PUBLIC TO RAISE MATTERS

No matters were raised.

23. ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Apologies had been received from both County Councillors.

24. 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.

25. PLANNING COMMITTEE

Council received the Minutes of the meetings of the Planning Committee held on 17 May and 7 June. These were noted.

26. INTERNAL AUDIT REPORT

Council received the internal audit report from Arrow Accounting. It was noted that two comments had been made. The first was that the payroll should be reconciled prior to the internal audit and the second that the Utilities suspense account should be cleared or written off. It was agreed that these recommendations should be implemented.

Council RESOLVED to accept the internal audit report.

27. ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2011

The Council received the completed Annual Return for the year ending 31 March 2011. Councillors considered the Annual Governance Statement in detail and agreed that the Council had acted in accordance with the requirements set out therein. The Town Hall staff were thanked for their work on the annual audit.

RESOLVED that the Mayor should sign off the Annual Return for forwarding to the external auditor.

It was agreed that the Clerk should investigate off-site back up of the accounts.

28. REQUEST FOR ASSISTANCE

The Council received a request for funding from the CAB. It was noted that the CAB had provided advice to 562 residents within the town.

RESOLVED to give a grant of £1,500 to the CAB under s142 of the LGA 1972.

29. REQUEST FOR FUNDING FOR EDUCATIONAL PSYCHOLOGIST.

The Council received a request from the Carterton Partnership for Schools requesting funding for an Educational Psychologist to support vulnerable children and their families.

The Clerk explained that the Council had set aside contingency funding to support services which would suffer from OCC expenditure cuts. The original thought was that this contingency sum might be used to support a youth worker but this was no longer necessary as the RAF Benevolent Fund had agreed to provide one full-time and two part-time youth workers. However the RAF would no longer be giving financial support to the Schools Partnership. The withdrawal of OCC funding had already resulted in the loss of the Extended Services Co-ordinator and one of the two Home School Link Workers, leaving vulnerable families at risk. The Town Council did have money in the budget, which could be used to employ the Educational Psychologist for a further 12 months.

The Council recognised the value of working with disadvantaged families in the town but wanted to have a better understanding of the finances. It was therefore RESOLVED that a paper should be submitted for consideration at the July Council meeting.

30. QUEENS DIAMOND JUBILEE

The Mayor thanked Councillors for the ideas that they had put forward. He suggested that a small working group be set up. Cllrs Mrs Bulley, Coomber and Mrs Little agreed to serve on this Group.

31. FINANCIAL STATEMENT

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

32. ACCOUNTS FOR PAYMENT

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

The meeting ended at 9.10 pm.

19 July 2011

Town Mayor

1. **Code of Conduct Training.** Councillors are reminded that there are Code of Conduct training sessions at the WODC offices in Woodgreen at 6.30 pm on Tuesday 12 July, Wednesday 20 July and Thursday 28 July. Any Councillor who has not already attended the training is asked to do so. Please book a slot through me. **Noted. The Clerk also reminded Councillors of the need to complete their declarations of interest.**
2. **Request for a meeting with Alvescot Parish Council Housing Advisory Group.** Please see attached letter. Councillors considered this request for a meeting. **It was felt that there was nothing to be gained from a meeting at this point particularly as it was the District rather than the Town Council that was the decision making body. RESOLVED that the request be declined. Cllrs Coomber Crapper and Madden voted against this Resolution and Cllr Farmer abstained.**
3. **Permanent Closure of Dean Pit Recycling centre** – see attached letter. **Noted**
4. **Burford Road – Shilton Road Cycle Scheme Update.**- see attached letter. **Noted.**
5. Closure of Carterton sorting office and of the BBC Oxford studios. – Letters have been sent from the Town Council objecting to both these closures. **Noted.**
6. **Forthcoming meetings and events**

Monday 27 June	2.00 p.m.	Traffic Advisory Committee
Tuesday 5 July	7.30 p.m.	Planning and Recreation Committees
Monday 11 July	9.30 a.m.	Swimming Gala
Tuesday 19 July	7.30 p.m.	Planning and Council
7. **Repatriations Road Closure Order. The Clerk had forwarded this to Councillors. She asked for comments by the closing date of 8 July.**