

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD ON TUESDAY 16 JULY 2013
AT 7.45 PM

Present:	Cllr Mrs L Little	Town Mayor
	Cllr Mrs M Crossland	Deputy Town Mayor
	Cllr M Brennan	Cllr M McBride
	Cllr Mrs D V Bulley	Cllr Mrs C MacRae
	Cllr A Coomber	Cllr N MacRae MBE
	Cllr R W Crapper	Cllr P Madden
	Cllr A Farmer	Cllr P Scott
	Cllr H Howard	Cllr M Steward
	Cllr H Jobes	

35 MINUTES

The Minutes of the Meeting held on 18 June 2013, copies of which had been previously circulated to Members, were confirmed as true records and signed by the Mayor.

36 MATTERS ARISING

Cllr Farmer said he would report on painting the Community Centre in closed session at the end of the meeting. Cllr Coomber said that he had not been contacted by Airplay about the Youth Club. The Clerk said she would pass this message on.

37 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor said that she had visited The Homestead to support their open day and attended a memorial service for Captain James Townley at Oxford University College Chapel. He was one of the young soldiers repatriated in 2012. The Mayor had led the Armed Forces Ceremony at the War Memorial. She had hosted the children from Chestnut Class of St Joseph's School and the Community Champions in the Mayor's Parlour, had attended the Witney Carnival to help judge the floats and to present the prizes, and had supported all of the bands that have performed at the bandstand. She had attended an evening at St John's Church with a wonderful performance by the Songsters in aid of charity

38 DECLARATIONS OF INTEREST

There were no DPIs. Cllr Scott declared an interest as Chairman of the Chamber of Trade and the NAG. Cllr Crapper declared an interest as a member of the Chamber of Trade and in Item 50. Cllr Farmer declared an interest in Carterton Football Club. Cllr Mrs Little declared an interest as a Governor of Edith Moorhouse School and in the Community College. Cllr Jobes declared an interest as a Governor of Edith Moorhouse School. Cllr Madden declared an interest as a School Governor. Cllrs Mrs Crossland and Howard declared an interest in planning as members of the District Council Planning Committee. Councillors on the CCC Management Company declared an interest in Item 34. Cllrs Mrs Crossland, McBride and Crapper declared interests in cheques numbered 10634, 10611 and 10618.

39 ADJOURNMENT FOR PUBLIC TO RAISE MATTERS

A resident reported that the sign had been erected in Valiant Court.

40 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Handley reported on school transport. More consultation was needed and OCC would be undertaking an independent survey to assess the true impact on school numbers. Cllr Handley also reported on the locality groups which had been set up. Each County Councillor in the Witney, Burford and Carterton area had been allocated £16,000 for maintenance work. Cllr Handley said that he had been asked to serve as the Forces Champion for RAF Brize Norton. He also mentioned the civilianisation of RAF Brize Norton and said now was the time to press for further highway improvements.

Cllr Owen also reported on school transport. He said that a decision had been deferred to November 2013 and that he was working closely with the Head of the Community College. He said he recognised that Carterton had had a rough deal in the past but that Councillors could be assured that he would work hard to improve the situation.

41 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.

42 PLANNING COMMITTEE

Council received the Minutes of the meetings of the Planning Committee held on 18 June and 2 July 2013. These were noted.

43 ADMINISTRATION COMMITTEE

Council received the Minutes of the meeting of the Administration Committee held on 2 July 2013. Council noted the content of the report. A discussion on resourcing was deferred to the closed session of the meeting. Cllr McBride reported that the Working Party on the website had had its first meeting and were taking the matter forward.

RESOLVED that the Recommendations be accepted.

44 TRANSFORM PLACES DESIGN STATEMENT

Council received a paper summarising the Design Statement. It was noted that members of the Council and the Town Team had attended a full presentation in early July. Councillors endorsed the report as being a very useful piece of work which now needed to be taken forward with WODC and other partners.

RESOLVED that this report be adopted.

45 AUDIT FOR THE YEAR ENDING 31 MARCH 2013

The Council received the letter from the external auditor and noted that there were no comments on this year's Return.

The Council thanked the Town Hall team for their work on the audit.

46 FURNITURE FOR EXTENSION

The Council received a report from the Clerk giving details of the furniture and equipment that will be needed for the new reception and job club area.

RESOLVED that expenditure of up to £3,500 should be incurred on the items of equipment and furniture listed in the report.

47 FINANCIAL STATEMENT

The Financial Statement to 30 June 2013, set out at Annex 'B', was approved. A summary of Income and Expenditure by Budget Heading was also provided at Annex 'B'.

48 ACCOUNTS FOR PAYMENT

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

49 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. **Town Hall Extension.** The project continues to make good progress. I attach an updated copy of the table showing expenditure against budget. **Noted.**
2. **Plaque for the Bandstand on the Alvescot Road Recreation Ground.** Cllr Mrs Bulley sought Council's agreement to the Clerk seeking Cabinet Office approval to the Bandstand being named 'The Queen's Jubilee Bandstand'. It was noted that there would be a discussion on Council events at the September Policy meeting. Council agreed Cllr Mrs Bulley's request.
3. **Baldwin Mews.** Ward Councillors undertook to make a report to the July Council meeting. Ward Councillors reported that some congestion occurred for a very short period. A voluntary 'One Way' system might help. It was noted that residents might put up signs and that the car park might be white lined. Council agreed to continue to monitor the situation.
4. **Ride of Respect.** To note attached email passing on thanks from the RBL. It was noted that this event had been arranged by the national RBL and that it had been a success despite some concerns at local level. There needed to be better consultation with the parishes en route to try to avoid the sorts of clashes that had occurred this year.
5. **Trees on Council land at Swinbrook Road.** We have been approached by builders seeking to sell a house they developed at 30 Swinbrook Road about trees on the adjacent land which we own. Goodwood Tree Care have been asked to inspect the trees which are closely planted and covered in ivy. We have asked to see a copy of the report from Goodwood and will report further to the Council at the meeting. **Council agreed to the removal of ivy, and lifting and reducing the three trees in question. The Clerk was asked to obtain a price for this work.**
6. **Community Emergency Planning.** The Town Council has in place a simple Emergency Plan produced for us by Steve Bostock. The County Council is also looking for a number of Town Councillors who would be willing to receive telephone calls in the event of a local emergency. If there are any Councillors willing to do this, we could provide them with a list of local buildings which could be used as reception areas and also details of key holders. **Noted.**
7. **Forthcoming meetings and events for your diary:**

21 July	Chinnor Brass Band ARRG Bandstand
24 July	7.30 pm Exceptional Citizen's Working Group
6 August	Planning Committee
20 August	Planning Committee
3 September	Planning and Policy Committees
8 September	Bandstand concert
11 September	Mayor's coffee morning
15 September	Battle of Britain Civic Service
15 September	Bandstand Concert - Kidlington Concert Band
17 September	Planning and Council
18 September	Janet Eustace and Lin Kennedy –joint retirement party
25 September	Highways Surgery (10 am – 11.30 am)