

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 19 NOVEMBER 2013  
COMMENCING AT 7.45 PM

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

Officers: Mrs Caroline Ramsey - Town Clerk  
Mrs Tan Marchant - Assistant Town Clerk

*Prior to the start of the meeting, a presentation was given by Guiseppe Zanre, Planning Director of David Wilson Homes.*

#### 83 MINUTES

The Minutes of the Meeting held on 15 October 2013, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

#### 84 MATTERS ARISING

Item 73 - The Clerk was asked to request a list of \$106 Monies still outstanding for Carterton.  
Item 73 – A draft Concept Plan had been presented to the WODC planning officer who indicated an ‘in principle’ willingness to work with the Town Council to move the Plan forward.

Item 77 - Cllr Steward confirmed his appointment as Council representative on the Cricket Club Committee.

Item 78 – No volunteers had yet come forward for membership of the Community Centre Management Board.

Item 80 - The Clerk and Assistant Town Clerk have been made authorised signatories on the NatWest Account in order to carry out their duties with regard to monitoring of the accounts. The Clerk pointed out that this was not in respect of signing cheques – Standing Orders were in place to prevent staff from doing this.

Clerk’s Report, Item 1 – The Clerk was asked to provide as update on expenditure for the Town Hall extension at the next meeting.

Clerk’s Report, Item 2 - The Clerk confirmed that Alison Leask from the District Council is now taking the Market Square forward and will come back with a final plan by 3 December.

Clerk’s Report, Item 2 - The Clerk informed Council that permission had been given by WODC to use the car park behind the library as a temporary home for the market until the Market Square is ready. The Clerk is currently in discussion with the Market Manager about this relocation.

## 85 DECLARATIONS OF INTEREST

There were no DPis. Cllr Scott declared a proximity interest in planning applications 13/1304/P/FP, 13/1367/P/AC, 13/1499/P/FP and 13/1544/P/AC. Cllr Mrs Bulley declared a personal interest in cheques 10747 and 10761 and Cllr Mrs Little in cheque 10745.

## 86 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor reported that she had attended the Lord Lieutenant's Awards evening at Pembroke College and the reopening of Lloyds Chemist in Burford Road. She had attended a ceremony in Exeter when RAF Brize Norton received the Freedom of the City. She had been present at the Awards Evening and presented the prizes at Carterton Community College and attended a Fundraising event arranged by the Brize Norton Military Wives Choir at St. John's Church.

The Mayor had supported a Charity Walk by Johannes to raise funds for Help for Heroes and to send computers back to Sri Lanka, and had attended the Witney Mayor's charity event.

## 87 ADJOURNMENT FOR PUBLIC TO RAISE MATTERS

Members of the public present at the meeting had no matters to raise.

## 88 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Handley had given his apologies for the meeting but would be sending out a newsletter next week.

Cllr Owen reported on the Home to School Transport evening at Carterton Community College. The event had not been very well attended, but this might be because the College is coming out better than some of the other schools affected by the proposed changes. He said there is a meeting tomorrow evening on Shilton Park to discuss the problems with parking and double yellow lines. The Council was dismayed not to have been informed of this event and the Clerk will write to the County Council asking for invitations to any future consultations.

## 89 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 15 October and 5 November. These were noted.

## 90 ADMINISTRATION COMMITTEE

Cllr Scott presented the Minutes of the Administration Committee meeting held on 5 November 2013. Cllrs Farmer and MacRae voiced concerns about the validity of the budget but this was not a view shared by Council. The Clerk advised Council that professional advice had been sought whilst drafting the budget and that it was legal and proper. Council thanked the Town Clerk and Assistant Town Clerk for their hard work in compiling the budget.

IT WAS RESOLVED to adopt the 2014/2015 draft budget based on a precept of £465,600

## 91 NEW RECEPTIONIST FOR JOB SEARCH AREA

The Clerk outlined her proposal for another part-time member of staff to assist with the running of the Job Search Area. Council agreed that on the evidence presented, a full-time member of staff would be preferable so that the area was manned throughout the day. It was felt there was a need for more staff given that District and County Council budgets are being reduced and Parish and Town Councils are expected to take on more responsibilities. It was

also observed that the Clerk should be doing more strategic work and leaving more menial administration work to other members of staff.

IT WAS RESOLVED that an extra member of staff be appointed and the detail of hours needed would be the decision of the Clerk

#### 92 COMMITTEE TERMS OF REFERENCE

The Clerk presented the draft Committee Terms of Reference and Committee Preference Paper for discussion. Various questions were raised about the remit of the new committees and about delegated powers. It was observed that daytime meetings would be difficult for those councillors in full-time employment, but the Clerk emphasised that the mix would be both daytime and evening. Concern was expressed about the limited numbers for each committee, but the Clerk said that this was not set in stone and was principally to ensure that there was a good spread of membership rather than one committee having far more members than another.

IT WAS RESOLVED that the Terms of Reference be adopted with effect from April 2014 and be reviewed 12 months thereafter.

#### 93 LANDSCAPING AT REAR OF CARTERTON COMMUNITY CENTRE

The Clerk explained that the Quinquennial Survey had brought to light the fact that the grassed area to the rear of Carterton Community Centre needed to be landscaped to improve the visual amenity of the area, and was also a condition of the planning consent. After discussion with the Chairman of the Board, it was felt that hedging would be too high maintenance and that trees would be preferable, especially as the digging and planting will be done by RAF Brize Norton.

IT WAS RESOLVED that the planting of 8 trees should proceed.

#### 94 CHRISTMAS LIGHTS - ADDITIONAL LIGHTING

The Clerk explained that the Christmas lights currently used around the Town Hall were in poor condition and obviously fell short of the new extension. The lights contractor had provided a quote for an additional string of lights for the new extension, and also for replacement lights for the whole of the building.

IT WAS RESOLVED to accept the quote from Faringdon Electrical for new lights for the whole of the Town Hall.

#### 95 APPOINTMENT OF INTERNAL AUDITOR

RESOLVED that Arrow Accounting be appointed as the Council's internal auditor for 2013/14.

#### 96 FINANCIAL STATEMENT

The Financial Statement to 31 October 2013, set out at Annex 'B', was approved. A Summary of Income and Expenditure by Budget Heading is also provided at Annex 'B'.

#### 97 ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts be approved for payment.

98      COMMUNICATIONS

The Town Clerk emphasised the need for Councillors to let her know when any matters arose that needed a Press Release.

The meeting ended at 10.00 pm.

3 December 2013

---

Town Mayor