

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 15 APRIL 2014  
COMMENCING AT 7.45 PM

Present:	Cllr Mrs L Little	Town Mayor
	Cllr H Jobes	Deputy Mayor
	Cllr Mrs D V Bulley	Cllr Mrs M Mead
	Cllr Mrs L Delaney	Cllr Mrs N Miah
	Cllr A Farmer	Cllr P Scott
	Cllr H Howard	Cllr Mrs J Smith
	Cllr M McBride	Cllr M Steward
	Cllr P Madden	

Apologies: Cllr M Brennan, Cllr R Crapper, Cllr Mrs C MacRae

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

#### 170 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

#### 171 MINUTES

The Minutes of the Meeting held on 18 March 2014, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

#### 172 PAST SUBJECT MATTERS FOR NOTING

- (i) Earmarked Reserves - the Clerk tabled a report on Earmarked Reserves for 2014/15, with additional sums being added for the Market Square, Community Food Bank, Community Park, Fitness Trail, Christmas Lights and Sports Facilities.

#### 173 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor asked that the resignations of Cllr Mrs M Crossland and Cllr N MacRae MBE in December 2013 be formally minuted.

The Mayor said she was flattered at the number of councillors who had expressed their support of her role as Town Mayor. She said she hoped to stand again for a second term, should she be lucky enough to be selected, and was pleased to say that Cllr Jobes is also happy to stand again as Deputy Mayor.

The Mayor reported that she had visited St John's School for curriculum celebrations, had presented medals and trophies at the annual Swimming Gala and had attended the opening of the Carterton Community Food Bank. She had hosted the Brize Norton Cubs & Scouts at the Town Hall, and had been invited to Brownes Hall to present Aunt Sally trophies. The Mayor met with the Manager of Morrisons and was told that Carterton is the most successful of their new stores in the UK. She has attended her first meeting as School Governor of the Carterton Community College and, sadly, she had attended a repatriation in March.

#### 174 ADJOURNMENT FOR PUBLIC TO RAISE MATTERS

No member of the public wished to speak.

#### 175 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Handley was pleased to report that he had negotiated a new deal for the Carterton Day Centre, and they will be receiving £20,000 from the County Council until June 2015. The County Council will also assist the Day Centre when it comes to the tendering process.

Cllr Handley reported that the Stewardship Fund has now finished, and there is no more money this year. He said there are still problems with trees in Richens Drive, despite some works having been carried out. As far as a Fire Station is concerned, he said that consideration will be given to using the land at The Dell.

Finally, Cllr Handley said there is about £4,000 left in his Community Budget and to let him know if there is any particular need that he could assist with.

Cllr Owen spoke about Shilton Park traffic restrictions which have now been installed after many consultations. He was pleased to report that free school meals will start this September in the primary schools.

The Mayor expressed a personal thank you to Cllrs Handley and Owen for their support of the Food Bank, to Cllr Handley for another project and to Cllr Owen for Brownes Hall.

Cllr Scott mentioned the emergency exit between the Carterton South Industrial Estate and Milestone Road frequently being blocked by vehicles and not being adequately marked. Cllr Owen said he would meet Cllr Scott and the Mayor on site to have a look at this.

#### 176 PLANNING COMMITTEES

Council received the Minutes of the Meetings of the Planning Committee held on 18 March and 1 April 2014. These were noted.

#### 177 EVENTS WORKING GROUP

Council received the Minutes of the Events Working Group held on 8 April 2014. These were approved.

#### 178 ROUNDABOUT PLANTING

The Clerk reported that she had received a number of complaints about the two roundabouts along the repatriation route, and felt that it should be a particular priority to improve the one in front of the Pavilion. The County Council had no objections, and WODC have drawn up a patriotic planting scheme.

Council **RESOLVED** to support the design for the Repatriation Roundabout, and also approved the drafting of a policy to raise sponsorship for other roundabouts and green spaces within the town.

#### 179 PLAYGROUND INSPECTIONS

The Clerk explained that the Playground Inspections Report was the first of many to be presented so that Councillors would have a good idea of what the Town Hall Staff do on a day

to day basis. Councillors welcomed this initiative and gave a Vote of Thanks to Teresa Whitford for the excellent way the inspections had been monitored and managed.

#### 180 FINANCIAL STATEMENT

The Financial Statement to 31 March 2014, set out at Annex 'A', was approved. A summary of income and expenditure was also approved.

#### 181 ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts for April at Annex 'B' be approved for payment.

#### 182 BANK MANDATE

IT WAS RESOLVED that HSBC Bank be authorised to act on any Instructions from the Council provided they have been given by those Councillors whose specimen signatures have been recorded on the Mandate signed and dated at this meeting.

#### 183 LAND FOR FIRE STATION

In 2008 the Town Council resolved to offer an area of land at The Dell Skatepark off Upavon Way for a Fire Station, and in January this year around £2.9m from the County Council's capital fund was earmarked for this project. Council is asked to renew its support for a Fire Station for Carterton.

IT WAS RESOLVED that the Council is still in agreement that the land at The Dell Skatepark be offered for the project under the following terms: 'this land would be offered to the Fire Service at a peppercorn rent and that the land would return to the Town Council if it ever ceased to be used as a fire station.'

#### 184 TELEPHONE SYSTEM UPGRADE

Councillors were asked to consider two options for a telephone system upgrade, both supplied by LSI Utility Brokers as BT had failed to respond. Cllr Scott spoke of the digital system used in his business which could be used via a pc, would log the history of calls made and would double the number of lines. It was felt that the more expensive VOIP system would be useful for the Town Hall, particularly when contact with WODC was being made.

Cllr Farmer suggested that Cllr Scott look into the various possibilities, working with Cllr Jobs and the Assistant Town Clerk. The Clerk said she would contact Witney and Chipping Norton Town Councils and WODC in regard to the possibility of shared services.

#### 185 COMMUNICATIONS

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

#### 186 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.

187 ARRГ TREE MAINTENANCE

In 2011 we had our first comprehensive inspection carried out on all trees situated on Council land. Each tree was numbered, any issues and work required for each tree was logged, and a mapping system was produced for each area to identify the positioning of the trees.

In 2013 Goodwood Tree Care Limited revisited some of the trees and produced a spreadsheet of maintenance works. Additionally, in the last 12 months, we have received complaints from residents whose properties border the Alvescot Road Recreation Ground, saying that the trees are too high and large branches are overhanging their properties. Council is asked to consider whether to proceed with the recommendations of Goodwood Tree Care for general maintenance and also if work to maintain the height of the trees at ARRГ should be reinstated.

After some discussion, it was agreed to seek further quotes for the necessary works.

188 ARRГ PITCH MAINTENANCE

The Clerk recently received an email from Carterton Town Football Club requesting some maintenance for the pitch. Two contractors - the District Council and Nick Truman - were asked to look at the pitch and recommend the work they thought was needed.

IT WAS RESOLVED that Nick Truman be asked to carry out the pitch maintenance work for the sum of £1695.18 including materials.

189 ACCOUNTANCY SERVICES

The Clerk had circulated a report on the role of the Accountant, Stuart Wilbur, who has been overseeing the Month End Accounts, Budgets and Reserves on a one day per month basis since January. The Clerk's recommendation was that the services of Stuart Wilbur be continued for the foreseeable future.

IT WAS RESOLVED that the services of Stuart Wilbur be continued, with the proviso that the situation be reviewed in 12 months.

190 ANNUAL PAY AWARD

The NALC recommendation for public sector workers will be a minimum of 1% and Council was asked to approve this increase for Town Hall staff with effect from 1 April 2014, subject to further changes which may arise as a result of staff restructuring in May.

IT WAS RESOLVED to approve the NALC recommendation of 1%.

The meeting ended at 10.00 p.m.

20 May 2014

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Town Mayor