

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 18 MARCH 2014
COMMENCING AT 7.45 PM

Present: Cllr Mrs L Little Town Mayor
Cllr M Brennan Cllr P Madden
Cllr Mrs D V Bulley Cllr Mrs M Mead
Cllr R Crapper Cllr Mrs N Miah
Cllr Mrs L Delaney Cllr P Scott
Cllr A Farmer Cllr Mrs J Smith
Cllr M McBride Cllr M Steward

Apologies: Cllr H Howard, Cllr H Jobes, Cllr Mrs C MacRae

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

149 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

150 MINUTES

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

151 PAST SUBJECT MATTERS FOR NOTING

- (i) Bandstand Power Supply - the Clerk said she had investigated the potential for applying to Oxfordshire County Council for a grant for the power supply and was confident of a positive response.
- (ii) New Receptionist - the Clerk reported that Scott Edwards had been appointed as the new Receptionist and would be starting on 20 March 2014.

153 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor said that it had been a fairly quiet month. She had attended an event at Brize Norton with the Oxfordshire Aircrew Association. She had visited the Carterton Day Centre for tea and cakes, also attended by Cllr Mrs Bulley and Mr Bulley, who provided an afternoon of music and songs. The Mayor had also attended an adult learning event at Carterton Community Centre with Cllr Mrs Miah.

154 ADJOURNMENT FOR PUBLIC TO RAISE MATTERS

Mr George Cole, a Trustee of the Carterton Day Centre, spoke in support of the Day Centre's application for funding. He said that the Day Centre had been running since the 1980s. They own the building but the land is leased from Oxfordshire County Council. They have their own minibus and this is an important factor in the service they can provide to their clients. The Day Centre is very popular and they cater for between 30 and 40 clients on each of the three days per week that they open.

155 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllrs Handley had given his apologies for this meeting.

Cllr Owen reported that he had attended the Cabinet meeting at the District Council when a 6th Form for Carterton was being debated, and he was delighted to say that it had been approved. Council took this opportunity to thank both Cllr Owen and Cllr Handley for all the work they had put in for Post 16 Education in the town.

There was some discussion about potholes. Cllr Scott specifically mentioned those in Black Bourton Road, and Cllr Owen said he would investigate further.

The Town mayor thanked both Cllr Handley and Cllr Owen for their continued support to the Town Council and to Carterton as a whole.

156 PLANNING COMMITTEES

Council received the Minutes of the Meetings of the Planning Committee held on 18 February and 4 March 2014. These were noted.

157 ADMINISTRATION COMMITTEE

Council received the Minutes of the Administration Committee held on 4 March 2014. These were approved.

158 CARTERTON COMMUNITY FOOD BANK

The Mayor reported that RAF Brize Norton had been very supportive in helping to prepare the ARRG Pavilion to house the Food Bank, and thanks also needed to be extended to Blesson Kallimel for the donation of food, and Cllrs Owen and Handley and the Pick Magazine for their donations towards the project.

Cllr Scott asked about the graffiti on the outside of the Pavilion, and the Mayor said she was hoping to arrange for an art class at the Community College to decorate the outside in the hope that further graffiti would be prevented.

The Food Bank will be open two hours per week, most of the clients will be referred by doctors, social workers, churches, etc., and the service will be run by volunteers at no cost to the Town Council. It was felt that the initiative would need lots of publicity in order to succeed.

Council **RESOLVED** to allow the Food Bank to operate in the Pavilion subject to a review in six months time.

159 PICK MAGAZINE

The Clerk reported on the first two editions of the Pick Magazine and the positive feedback she had received. Cllr Mrs Delaney queried what we get for the cost of each issue, and the Clerk responded that it is a useful tool for community engagement and keeps residents informed about the work of the Town Council. Cllrs felt it was not cost effective because of its limited distribution, and that we should consider its delivery door to door, and the Clerk agreed that we do need to look into the distribution issue.

Cllr Farmer felt it would be useful for councillors to meet the editorial team to gain a better understanding of the potential benefits of the magazine.

IT WAS RESOLVED to continue the current commitment to pay for two further editions of the Magazine and for a Working Group to be formed to consider future content.

160 BLACK BOURTON CEMETERY

The Town Council had received an application for a memorial headstone and kerbing that did not conform to the current regulations at Black Bourton Cemetery. Cllr Madden pointed out that the regulations were drawn up with Black Bourton Church many years ago and were subject to a Covenant which could not be changed.

Council RESOLVED to reject the application as it contravened current policy.

161 TREE RELATED SUBSIDENCE BRACKEN CLOSE

Correspondence had been received relating to subsidence at a property in Bracken Close which might be related to nearby trees. The Clerk had investigated ownership of these trees but could find no evidence that the Town Council owned them.

After discussion, it was RESOLVED, without prejudice, to approve expenditure for the immediate removal of the trees in order to mitigate against further damage to the property.

162 TREE POLICY ARRANGEMENTS

The Clerk reported that the Council is receiving a high number of complaints concerning trees at various locations around the town and that, without a Tree Policy, the Council does not have a standard measure by which to judge the individual cases. A Tree Management Policy had therefore been prepared and was discussed.

Council RESOLVED, subject to the addition that assessment of a tree be carried out by a competent person, and that appropriate action be taken by approved contractors, that the Policy be approved and implemented as soon as possible.

163 STRUCTURE REVIEW

A structural review of Carterton Town Council had been considered by the Admin Committee and various recommendations had been put before Council for approval. The Clerk had also drawn up a timeline of work to be carried out.

Council RESOLVED to approve the schedule of work to commence immediately.

Cllr Farmer abstained from voting.

164 REQUESTS FOR FINANCIAL ASSISTANCE

Applications for financial assistance had been received from Carterton Day Centre for £6,000 and from RUSH Get Stuck In for £1,000. It was felt that Carterton Day Centre was fulfilling a very important need in the town, as illustrated by Mr Cole during the public session, and that the Get Stuck In project was a very popular holiday activity for local children. Cllr Steward suggested to Mr Cole that the Day Centre also apply to WREN for funding.

Council RESOLVED to approve the grants of £6,000 and £1,000 respectively.

165 FINANCIAL ASSISTANCE - PREVIOUS RECIPIENTS

The Council was pleased to receive thank you letters from the Carterton Lions and West Oxon Citizens Advice Bureau in respect of grants they had been awarded earlier in the year.

166 FINANCIAL STATEMENT

The Financial Statement to 28 February 2014, set out at Annex 'A', was approved. A summary of income and expenditure was also approved.

167 ACCOUNTS FOR PAYMENT

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

It was noted that the Urgency Committee had agreed the payment of £1,590.00 for a new Boiler at the Squash Club.

168 RESERVES BALANCE

The Clerk reported that Stuart Wilbur had supplied training to Councillors on 13 March to give them a better understanding of the accounts system and the reserves process. The next stage was for Council to decide what projects it needed to earmark reserves for in the coming financial year.

169 COMMUNICATIONS

The Town Clerk emphasised the need for Councillors to let her know when any matters arose that needed a Press Release. It was suggested that the grant to the Carterton Day Centre, congratulations to the Community College, and the imminent opening of the Carterton Community Food Bank all be sent to the Witney Gazette.

The meeting ended at 9.20 p.m.

15 April 2014

Town Mayor