

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 21 JULY 2015  
COMMENCING AT 7.50 PM

Present: Cllr Mrs L Little - Town Mayor  
Cllr M McBride - Deputy Mayor

Cllr M Brennan Cllr Mrs M Mead  
Cllr R Brooks Cllr D Melvin  
Cllr Mrs D V Bulley Cllr P Scott  
Cllr R Crapper Cllr Mrs S Scott-Stovold  
Cllr Mrs C Delaney Cllr M Steward  
Cllr N Leverton Cllr Mrs C Wilson

Apologies: Cllr Miss S Coul

Absent: Cllr Mrs N Miah

Officer: Mrs Stella Catt

Public: A number of members of the public were in attendance

29 CO-OPTION OF TOWN COUNCILLOR FOR ROCK FARM WARD

The Mayor welcomed Cllr Sarah Scott-Stovold to the meeting as the new Town Councillor for Rock Farm Ward. Cllr Mrs Scott-Stovold signed the Declaration of Acceptance of Office and took her place at the table.

30 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

31 MINUTES

The Minutes of the Meeting held on 16 June 2015, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

32 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor said that June had been a busy month for her. She had attended the Annual Formal Reception at RAF Brize Norton and, accompanied by Cllr and Mrs Crapper, had been invited to judge the VE Day fancy dress competition at Alvescot Fete. Together with Scott Edwards she had been interviewed on BFBS for Armed Forces Day and hosted a Coffee Morning in honour of Peter Madden who had served as a Town Councillor for 24 years. She had attended *Camo Day* at Gateway School and they presented her with a cheque for over £200 raised in aid of SSAFA. The Town Council had hosted an Armed Forces Day Service and Flag Raising Ceremony at the War Memorial attended by the Station Commander at RAF Brize Norton, Group Captain Simon Edwards, and Rev Bill Blakey of St John's Church. She had also attended a Guides event at Stanton St John.

The Mayor had welcomed The Rt Hon David Cameron to the Town Hall on 3 July to present cheques for money raised for her charities in the last year and had discussed with him the Carterton Masterplan. She attended the new High Sheriff's Garden Party on 8 July, presented achievement awards at Carterton Community College, attended Witney Carnival on 11 July and the RIAT at RAF Fairford last weekend.

Cllr Steward said that it was the first Armed Forces Day ceremony he had attended and he felt it was a special occasion. The event was well supported by RAF Brize Norton and the Mayor would write a letter of thanks to the Station Commander.

### 33 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

The members of the public present did not wish to speak.

### 34 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE ISSUES

Cllr Peter Handley said that Cllr Neil Owen was not able to attend and had passed on his apologies.

Cllr Handley said that he had a budget of £5,500 that could be used to attend to problem areas of the town such as overgrown hedges and trees. He said that the OCC budget savings would affect children's services, but the Carterton Children's Centre should stay open. He was aware of concerns about the condition of the roundabouts on the approach to the town from Brize Norton, particularly due to high profile Repatriations along this route, and wondered whether we could work in conjunction with WODC to improve these, including regularly cleaning the white brickwork. The Mayor said that sponsorship of roundabouts was being considered. Cllr Handley had spoken to the Chief Fire Officer about the delay experienced with the proposed Community Safety Centre and this would be covered later in the meeting.

Figures for last year's school leavers showed that 607 young people were not in education nor work in Oxfordshire – 20 of these in Witney and 12 in Carterton. Extra money would be needed to provide vocational training for these youngsters.

Cllr Handley had attended a seminar at Cheltenham Racecourse looking at ways district councils could work together, involving West Oxfordshire, Cheltenham, Forest of Dean and Cotswold Councils.

Cllr Handley was disappointed that the RAF Liaison Committee had been cancelled. The Mayor said that this had occurred due to the extra workload involved with the Repatriation of those killed in Tunisia. A sum of £38M was available for improvements to the A40, with a further £100M to come, and this could be used towards improvements to the west slip road and a new four way junction.

Councillors expressed concerns over the ongoing poor condition of roads in the town, particularly Brizewood and Carterton South Industrial Estate, all of which had been raised with the Area Steward. Cllr Handley said that potholes were outlined in red for urgent repair within 48 hours and less urgent ones within 28 days. Only potholes with a depth of 40mm or more could be filled – any less than that and the tarmac would not stay in place. There is a new Dragon machine being trialled that uses a plastic material that is more hardwearing. The *Fix my Street* website was recommended for reporting potholes.

Cllr Handley was thanked for his report.

#### 35 PLANNING COMMITTEE

The Minutes of the Meetings of the Planning Committees held on 16 June and 7 July 2015 had been previously circulated. These were noted.

#### 36 AMENITIES COMMITTEE

The Minutes of the Amenities Committee Meeting held on 7 July 2015 had previously been circulated. Councillors asked whether WODC had any influence over what businesses come to the town and whether they could do more to encourage new business. It was suggested that the WODC officer responsible for this be invited to the next meeting of the Amenities or Economic Regeneration Committee. Cllr Scott said that the former CFF Project Manager had carried out a valuable role that perhaps could be considered again. The Mayor responded that the Town Team would oversee the regeneration of the town centre.

The Minutes were NOTED.

#### 37 EVENTS SUB-COMMITTEE

Council received the Minutes of the Events Sub-Committee meeting held on 25 June 2015. These were NOTED.

#### 38 REQUEST FOR FINANCIAL ASSISTANCE

Council received an application for grant funding under Section 137 of the Local Government Act 1972 from West Oxon Early Intervention Service to enable a local family to attend a three day residential experience at the Woodlands Outdoor Education Centre in Glasbury. After discussion, Councillors agreed to APPROVE the grant, subject to it being confirmed that the money will be used for a particular Carterton family. It was noted that there was some urgency as the date of the trip was 3-5 August.

#### 39 RECORDING OF TOWN COUNCIL MEETINGS

Cllr Brennan explained that since the law was changed to allow the recording of meetings, no decision had been made as to what our policy for this would be. A camcorder had been purchased for this purpose and thought would need to be given as to who would do the recording. It was agreed that this should be discussed at the next Policy and Resources Committee.

#### 40 FREEDOM OF CARTERTON FOR RAF BRIZE NORTON

Having granted the Freedom of the Town to the Airborne Delivery Wing at RAF Brize Norton several years ago, Council was asked to consider granting The Freedom to the Station itself as its personnel are ever present and always on hand to serve the town when called upon. RAF Brize Norton has historic ties to the area whose long and dedicated service should not go unnoticed.

Councillors wondered why this had not happened previously considering our close association with RAF Brize Norton. Cllr Bulley said that she had looked into this when she was Mayor in 1983 and the rules stated that a Freedom could only be given once and RAF Brize Norton already had the freedom of Witney. Instead we presented them with a Bond of Friendship, which was still in place, but Council would be pleased to offer The Freedom of Carterton if rules now allow this.

Council APPROVED the granting of The Freedom of the Town to RAF Brize Norton.

#### 41 CARTERTON COMMUNITY SAFETY CENTRE

Council had received a letter from the Chief Fire Officer in response to concerns over delays in the progress of the development of the new Community Safety Centre. The letter said the delay was due to a Covenant on the site designed to protect the adjacent communities from noise and nuisance, together with the transfer of housing from the MOD to a private landlord. The Fire Officer assured the Council that, whilst it was disappointing that there are delays, the longer term outcome will be a new resource to support the growing community in Carterton. The letter was NOTED.

#### 42 MASTERPLAN

The Mayor gave a verbal update on the Carterton Masterplan. The consultation period ran from 12 June until 3 July 2015 and is now closed. Comments were received from the Open Day events and on the comments forms available at the Town Hall and on the website. The Masterplan is still on display at the Town Hall and any comments received will be held on file for the future. The results will be analysed by WYG and a workshop will be held at the Town Hall at the beginning of September and results would then be reported to the public.

#### 43 FINANCIAL STATEMENTS

The Financial Statement to 30 June 2015, set out at Annex A, was APPROVED. Detailed Income & Expenditure to 30 June 2015 was also APPROVED.

#### 44 ACCOUNTS FOR PAYMENT

Councillors asked whether payment had been made for the refurbishment of the parquet flooring as some problems had been identified that should be corrected before payment is made. Cllr Scott proposed that once the work is done the Officer, Mrs Whitford, meets with the contractor to inspect the floor before payment is released. It was suggested that misprinted cheques are made available for inspection, and that regular payments be segregated from one off payments for clarity.

Cllr Scott asked for confirmation that cheques were not issued for payment until they had been approved by Full Council and that invoices were checked before cheques were signed. Cllrs Mrs Bulley and Crapper confirmed that they had seen the invoices before signing the cheques.

Subject to the above, Council RESOLVED that the Accounts for Payment for July 2015, set out at Annex B, be APPROVED for payment.

Debit card transactions, set out at Annex C, were noted.

#### 45 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.

#### 46 WAR MEMORIAL RAILINGS

Confidential Item.

47 QUARTERLY NEWSLETTER

Confidential Item.

48 STAFF MATTERS

Confidential Item.

The meeting ended at 9.55pm.

15 September 2015

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Town Mayor