

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 19 JANUARY 2016
COMMENCING AT 7.30 PM

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

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

Apologies: Cllr R Brooks, Cllr Mrs M Mead and Cllr Mrs N Miah
Cllr N Owen - Oxfordshire County Council

Officers: Ron Spurs - Town Clerk
Tan Marchant - Assistant Clerk

In attendance: Cllr P Handley - Oxfordshire County Council
3 members of the public

Prior to the start of the meeting, a gift was presented to Mr Julian Carlin in recognition of his voluntary services to the Town Council in respect of Christmas Lights and other events, and a trophy was presented to members of the Hook Norton Brass Band as Winners of the Bandstand Competition 2015. There was also an update on the proposed Carterton Community Safety Centre by representatives of the Fire Service and Cllr P Handley.

110 DECLARATIONS OF INTEREST

Cllr Mrs Scott-Stovold declared an interest in Cheque No 11582, Cllr Crapper in Cheque No 11599 and Cllr Leverton in Item 123 (f).

111 MINUTES

The Minutes of the Meeting held on 8 December 2015, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

112 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor said she had been invited to attend the Oxfordshire Masons Pantomime for disabled children in Oxford prior to Christmas, and in the same week was invited to attend St John's School where The Rt Hon David Cameron MP opened the new school library. The following week, the Mayor was asked to open the new Asda store in Carterton along with Gateway School children, and the same evening she attended the Youth Club to present certificates to several young volunteers. The Mayor was invited to the Carterton Day Centre for Christmas lunch and to Edith Moorhouse School the following day for their Christmas assembly.

The Mayor hosted a Christmas Carols Concert on the Market Square on 19th December, with music provided by the Yarnton Youth Brass Band and local primary school children. The Brass Band was presented with a Runner's up Trophy at the end of their performance in respect of the Carterton Bandstand Competition 2015. Ted Little's Children's Christmas Party was held the same afternoon at Brownes Hall and the Mayor thanked Cllrs Mrs Delaney, Mrs Scott-Stovold, Mr Jules Carlin and Mr Melvin Long for their help at this event.

Finally, the Mayor had attended the Carterton RBL branch meeting and presented certificates to members and volunteers for fundraising for the Poppy Appeal.

113 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

Mr Gordon Soles raised the question of the entrance to Kilkenny lane from the direction of Brize Norton. He said that lots of drivers using satnavs are missing the sign and he believes the sign is too low down and in the wrong place. He feels it needs to be at the entrance to Kilkenny Lane and at a lower angle. Mr Soles also complained about the condition of roads in the town and Cllr Scott suggested that he report any problems on the County Council online reporting system www.fixmystreet.com. Additionally, the Clerk will raise both issues with the County Council. Mr Soles ended by saying that he had been treated with the utmost courtesy and respect by town hall staff and councillors on each occasion that he had come into the Town Hall. The Chairman thanked Mr Soles for his kind comments.

Mr Julian Carlin then spoke about the work he has been doing to promote shops in the town and circulated an illustration of his work showing the location of shops and their logos which could be displayed alongside a map in the town centre. Cllr Steward suggested that smaller versions of the map could also be produced for distribution amongst shoppers. Mr Carlin was thanked for all his hard work and told that a possible location for such a board could be in Carter's Walk.

114 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE ISSUES

Cllr Handley reported further on County Council budget cuts and the fact that just before Christmas the Government had advised that another £20M of savings had to be made. He said there was a dispute at OCC as to how this was going to be dealt with, but at the moment they were looking at keeping all the Children's Hubs. Cllr Handley said that the running costs of the Carterton Children's Centre are relatively low, especially when compared to those in Chipping Norton. These further cuts are not supported by the two Independent members of the County Council, who believe money should be taken from their Reserves of £333M. At the moment it looks as if bus subsidies and libraries will be cut, but this is not yet certain.

As far as the Carterton Day Centre is concerned, Cllr Handley said that despite thinking it was a County Council concern, he now realises the County own the land but not the building. He has been trying to help them to gain sponsorship since last September in an effort to become more self-sufficient, and he did manage to get funding of £26K for them last year. The Centre now has a leaking roof and he has advised them to approach the Town Council for funding for this. Cllr Mrs Little and the Clerk had a recent meeting with the Manager of the Centre to discuss the structural problems but the meeting was inconclusive and a further meeting is proposed.

Cllr Handley moved on to the fact that roads in the town are in a very poor condition and repairs have been put back yet again. The problem now is that water is getting into the foundations so that patching is insufficient. Cllr Scott asked Cllr Handley about the problem of flooding at Shilton Dip, and Cllr Handley suggested he speak to Cllr Neil Owen about it.

Cllr Handley was thanked for his comprehensive report.

115 CLERK'S REPORT

The Clerk's Report, copies of which had previously been circulated, was received. The Report is attached at Annex 'A' below.

116 PLANNING COMMITTEE

The Minutes of the Planning Committee Meetings held on 8th December 2015 and 5th January 2016, previously circulated, were noted.

117 AMENITIES COMMITTEE

The Minutes of the Amenities Committee Meeting held on 5th January 2016 had been previously circulated and the following matters were presented for approval:

(a) Town Centre Furniture

The recommendation of the Amenities Committee, subject to amendments, was to furnish the town centre with 22 square planters, 4 three-tier planters and 20 standard columns from two suppliers at a total cost of £36,446. Following the Amenities Meeting, several Councillors had suggested the purchase of extra standard columns, which would take the total cost to £52,046.

Cllr Mrs Little said she has been approached by a local business interested in sponsorship of one of the planters, and it could be that other businesses will have a similar interest, and there may also be some £106 money from Morrisons for this purpose.

Council RESOLVED to APPROVE the purchase and installation of 32 standard columns, 22 square planters and 4 tiered planters at a total cost of £52,046.

(b) Carterton Market

The recommendation of the Amenities Committee was to extend the rent free period for the market to the end of March 2016. The Clerk said that the market is continuing to struggle, with the number of stalls sometimes being as few as four or five. The initial rent free period was due to end in September last year but was not picked up by the Amenities Committee until November. If the rent free period can be continued until the end of the financial year, the Clerk will prepare a review at that time.

Cllr Leverton suggested that, as Barclays bank is now closed on a Thursday, maybe the market could be relocated there, and the Clerk said he would investigate this possibility, although the area is rather small. He will meet with the market traders later this week and make the suggestion.

Cllr Ms Coul queried whether the rent-free period had been sufficiently advertised amongst market traders. The Clerk said that Market Every Thursday signs had been placed at the entrances to the town and an advert for the market had been placed in the Market Trade News publication in January.

Council RESOLVED to APPROVE the extension of the rent-free period to the end of this financial year.

Items (c) to (f) were discussed in closed session.

118 COMMITTEE STRUCTURE & DISTRIBUTION OF COUNCIL PAPERS

- (a) A report on a revised committee structure had been previously circulated.

Cllr Ms Coul said that although agreeing with the revised structure, she felt that as the number of committees is reduced, there should be a maximum term for chairing each committee so that all members have a chance to chair or deputy chair and gain this experience. Cllr Scott responded that committees are reformed each year and the first task is for a Chair and Deputy to be elected, so this would not be a problem.

Cllr Brennan's feeling was that the Amenities and Economic Regeneration Committee had too many responsibilities and was too diverse. Cllr Mrs Little asked the Clerk whether he had considered the structure used by other councils and he said that he had and the model he had produced was along the lines of other councils.

A great deal of discussion ensued and a number of suggestions were made. The final proposal of the Chairman was as follows:

- Planning Committee - meets fortnightly
- Council Administration Committee - meets bi-monthly
- Amenities and Economic Regeneration Committee - meets bi-monthly
- Events Sub-Committee, to include Business Support and Community Involvement - meets as and when required.

It was RESOLVED to APPROVE the revised committee structure above.

- (b) Electronic distribution of Council papers.

A report on the electronic distribution of Council papers had previously been circulated.

It was RESOLVED to APPROVE the electronic circulation of agendas, papers and minutes to Councillors and the purchase of 16 Apple iPad Notebooks for the use of Councillors.

119 GRANT REQUEST FOR MUSIC FESTIVAL

The Chairman gave the background to the 'Fake Festival', which will be held at Carterton Community College on Armed Forces Day in June. It will consist of tribute bands together with local talent. The event is to raise money for tennis courts at the College for the use of both pupils and residents. It was agreed that any profit over and above this should go to the Mayor's charities.

It was RESOLVED to APPROVE a grant of up to a maximum of £2,800 in support of the Carterton Music Festival, with any profit going to the Mayor's charities.

120 FINANCIAL STATEMENT

The Financial Statement to 31 December 2015, set out at Annex B, was APPROVED. Detailed Income & Expenditure to 31 December 2015 was also APPROVED.

121 ACCOUNTS FOR PAYMENT

The Accounts for Payment for January 2016, set out at Annex C, had previously been circulated. Cheque No 11600 in respect of the Squash Club boiler was queried and the

Assistant Clerk clarified that the repair was in respect of the Club's heating system rather than the boiler and the payments listing will be amended accordingly.

Council RESOLVED that the Accounts be APPROVED for payment.

Debit card transactions for December 2015, set out at Annex D, were NOTED.

122 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.

Confidential items follow.

123 AMENITIES COMMITTEE

Confidential items.

124 CARTERTON CRIER

Confidential item.

The meeting ended at 9.45 p.m.

16 February 2016

Town Mayor

Clerk's Report - 19 January 2016

- 1 **Correspondence** – Thank you letters have been received from the West Oxfordshire Citizens Advice Bureau and the Rotary Club of Witney in respect of Section 137 Grants approved in November 2015. **Noted**
- 2 **Purchase of 1 Streatfield House** – Last week I circulated to Councillors the report from the Council's Solicitors relating to the purchase of 1, Streatfield House, Carterton. As suggested within the document, I have begun a change of use planning application. Also, I am seeking informal quotes to provide Council with an option as to whether the first floor should be converted into a one bedroom flat. **It was noted that exchange of contracts should happen next week. A planning application for change of use to retail has been submitted.**
- 3 **Training** - The Assistant Clerk and I will be attending a small number of courses towards the end of the month relating to Council Management and VAT. In order to improve resilience within the Council team, a programme of cross role training has been introduced. **Noted**
- 4 **Internal Auditor** - I will be meeting with the appointed Internal Auditor in February. **Noted**
- 5 **IT** – I have commenced a review of the operation of the Council's IT hardware and software capability and operation. **Noted**
- 5 **Forthcoming Meetings** -

Planning -	2 February
Policy & Resources -	2 February
Planning -	16 February
Town Council -	16 February

Noted

**Ron Spurs
Town Clerk**