

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 19 JULY 2016  
COMMENCING AT 7.45 PM

Present: Cllr Mrs L Little - Town Mayor  
Cllr N Leverton - Deputy Mayor

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

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

Absent: Cllr R Brooks, Cllr M McBride, Cllr Mrs N Miah

In attendance: One member of the public

*The meeting was preceded by presentations from Chief Inspector Julian Collinson of Thames Valley Police, followed by Mr Matt Carlisle, Deputy Chief Fire Officer, and colleagues from the Oxfordshire Fire & Rescue Service.*

34 DECLARATIONS OF INTEREST

Cllr M Brennan declared a non-pecuniary interest in Item 47, Sale of Council Land, as the applicant was an ex-colleague.

35 MINUTES

The Minutes of the Meeting held on 28 June 2016, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

36 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor attended the Royal International Air Tattoo at RAF Fairford and enjoyed a day of air and static displays. She thanked the Deputy Mayor for standing in for her at the Witney Carnival as she was unable to attend due to another engagement. She was invited by Carterton Primary School to talk about Ted Little at their Assembly and to receive a cheque for over £100 from the school raised for Carterton & Witney SSAFA. She attended a meeting today at RAF Brize Norton, together with Cllr James Mills, Christine Gore (Strategic Director) and Giles Hughes from West Oxfordshire District Council, where they were taken on a tour of Brize Norton and the REEMA sites and viewed the revamped service families' accommodation.

37 CLERK'S REPORT

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

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

Mr Wesson said that it was nice to see the start of the works to widen the junction at Wycombe Way/Brize Norton Road.

## 39 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Peter Handley reported that, together with Cllr Neil Owen, he had attended a meeting to discuss financial difficulties being experienced by the town's three federated schools (Carterton Community College, Gateway School and Carterton Primary School), together with concerns over the sale of the caretaker's house adjacent to Edith Moorhouse School. The Clerk said that planning permission had been granted and the house had already been sold. Cllr Handley said he would continue to talk to the County regarding the cutting of highway grass verges. He will also keep pressing for another junction and funding for this could be sought jointly from Airbus, Airtanker and the RAF.

Cllr Brennan asked why it was going to take eight weeks to complete the works to widen the junction at Wycombe Way/Brize Norton Road. Cllr Handley said it is a complex junction that involved some electrical work as well.

Cllr Neil Owen said that the County Council's report on the possibility of a unitary council for Oxfordshire had been completed by Grant Thornton at a cost of £50K and would be available to the public in the next few days. The Clerk said that publication of the District Council report had been delayed due to the change in Government. Cllr Owen said that there was a new Highways Area Steward, Mr Paul Wilson, and asked that any issues for his attention should be sent to Cllr Owen in the first instance for him to pass on to Mr Wilson.

Cllr Scott said that the Carterton South Industrial Estate road repairs had been finished and asked that thanks be passed on. At his last Neighbourhood Action Group (NAG) meeting it had been reported that there was a serious problem with grass cutting on verges at the Bibury turn (first turning on the left on the Burford to Cheltenham road), where the grass was so high it obscured vision at the junction. There had been a fatality on this junction recently. Cllr Owen said he would report this to the County. The triangle of grass at the Alvescot junction had still not been cut and it had been suggested at the last Town Council meeting that the area be gravelled to avoid future problems as this was a dangerous junction. Cllr Scott had previously reported problems with flash flooding on the road from Minster Lovell to Brize Norton where there had been an accident involving a bus, and there was also a problem with flooding at Shilton at the bottom of the dip just past the Garden Centre on the left. Cllr Owen said these issues had been reported to the County and he would chase them up.

The Mayor thanked Cllr Handley and Cllr Owen for their reports.

## 40 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 28 June and 5 July 2016. These were noted.

## 41 ADMINISTRATION COMMITTEE

Council received the Minutes of the Meeting of the Administration Committee held on 5 July 2016 and the following items were presented for approval:

(a) NatWest Bank Account – The Town Clerk said the Committee had agreed that the Bank should be informed that the account was still live. Cllr Scott asked what interest the

Council received on this account and the Assistant Clerk said that it had originally been a Fixed Rate Bond and had then reverted to a current account with no interest. Cllr Scott proposed that the money be moved to an account that would gain interest, seconded by Cllr Brennan.

Council RESOLVED that the remaining money in this account should be moved to an account where it would gain interest.

(b) ARRG Charity Account – new budget codes. The Committee had recommended that new expenditure codes be created for ARRG within the Town Council accounts but that income would continue to be kept separate as recommended by the Internal Auditor. This was APPROVED by Council.

(c) Procurement Policy. The Committee had agreed to recommend that the e-tendering process be included in the Council's Procurement Policy. This was APPROVED by Council.

#### 42 FINANCIAL STATEMENT

Cllr Miss Coul queried the total figure held in the current account and the Assistant Clerk explained that the bank reconciliation showed the value of the account after deducting the value of unpresented cheques, which was a negative amount on this occasion because the transfer of monies took place on the day after the month end. The Town Clerk said that this was one of several anomalies with the current accounts package.

The Financial Statement to 30 June 2016, set out at Annex B, was APPROVED.

#### 43 ACCOUNTS FOR PAYMENT

Cllr Mrs Mead asked whether there were set dates for cheque runs in the month and the Assistant Clerk said that cheques were raised on the first and third Tuesdays in the month to coincide with meetings.

Cllr Scott queried some amenities issues and the Clerk said he would be meeting the WODC Contract Manager to ensure they were complying with their contract and to see whether some extra work could be undertaken to deal with any issues that have arisen.

Council RESOLVED that the Accounts for Payment for July 2016, set out at Annex C, be APPROVED for payment.

#### 44 SALE OF COUNCIL LAND AT 102 GLENMORE ROAD

The Council had been approached by Mr Quinn, the owner of 102 Glenmore Road, to ask whether he could purchase a piece of land of approximately 45m<sup>2</sup> adjacent to his property, which he had maintained as part of his garden for the last eight years. A recent search had indicated that the land was owned by Carterton Town Council. Mr Quinn had obtained planning permission to change the use of the land from amenity area to garden. He now wished to sell his property and the land issue needed to be resolved quickly to avoid holding up the sale of his house and those of several others in the chain. Documents relating to the ownership of this land had been circulated to Members.

The Town Clerk invited Council to either approve the sale of the land to Mr Quinn for a nominal fee, sell the land to him at the market value or not to sell the land at all.

After a detailed discussion, Cllr Scott proposed that the Council agree to the sale of the land at market value provided that Mr Quinn or the subsequent owner agreed to pay for an independent valuation, seconded by Cllr Miss Coul.

Council RESOLVED that the sale of the land as proposed above be APPROVED.

45 APPLICATIONS FOR GRANT FUNDING

RESOLVED that the Council in accordance with its powers under Sections 137 and 139 of the Local Government Act 1972 should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure here set out:

(a) Carterton Bowls Club - £1,000 to replace old high energy light fittings with modern LED lighting, to replace the boundary hedge on Arkell Avenue with wrought iron fencing and to clean and repaint the car parking bays to the front of the clubhouse.

(b) Get Stuck In Project - £1,000 to run various youth activities over the summer break.

46 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.

47 CLERK'S REPORT - ITEM 3

48 ADMINISTRATION COMMITTEE - STAFF ISSUES

The meeting ended at 9.10 pm.

20 September 2016

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Town Mayor

1 **Carterton Community Emergency Plan** – The Emergency Plan has been updated for 2016/17 with valuable assistance from Mr Stephen Bostock of Scholars Acre. The Plan lists Cllr M Brennan, Cllr Miss S Coul, Cllr N Leverton, Cllr Mrs M Mead and Cllr P Scott as Emergency Contacts. **Noted**

2 **Diary Dates:**

Wednesday 20 July Amenities & Economic Regeneration Committee

Tuesday 2 August Planning Committee

Tuesday 16 August Planning Committee

**Noted**

3 **Confidential Item.**

Heads of Terms Lease – 1 Streatfield House – Document circulated prior to meeting. **Councillors had no further comments to make and the Clerk said he would circulate the final version once it had been prepared.**

**Ron Spurs**  
**13 July 2016**