

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 28 JUNE 2016
COMMENCING AT 7.45 PM

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

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

Apologies: Cllr M McBride

Absent: Cllr P Lewis, Cllr Mrs M Mead, Cllr D Melvin, Cllr Mrs M Miah

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

In attendance: One member of the public

20 DECLARATIONS OF INTEREST

Cllr Mrs Bulley declared a pecuniary interest in Cheque No 11759 and Cllr Mrs Scott-Stovold in Cheque No 11751.

21 MINUTES

The Minutes of the Meeting held on 17 May 2016, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

22 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor reported that it had been a busy few weeks. She was very proud to be invited to a Garden Party at Buckingham Palace where she had the honour of meeting the Queen. She had met with the Lord Lieutenant of Oxfordshire to discuss the current situation of homeless veterans and a possible project that she hopes to initiate in West Oxfordshire. She enjoyed a morning at Buckland Primary School for the children to meet Ted Little, as some of the pupils' parents were at RAF Brize Norton. The Mayor attended the launch of the new Ben Club at the Allandale Centre for 5-7 year olds and enjoyed having a smoothie on their Smoothie Bike. On the same afternoon she attended an activities session at the RAF Families Club. That weekend she joined Alan Roe MBE for the Baton Run to the National Arboretum and the starting point this year was a C17 from 99 Squadron. The baton is a handle from a stretcher used in Afghanistan. The Mayor was pleased to have a visit from the new Leader of West Oxfordshire District Council, Cllr James Mills, and discussed the regeneration of the town centre and the Carterton Masterplan. She enjoyed a ladies networking meeting organised by the Chamber of Trade at The Chequers in Brize Norton.

The Mayor attended the opening of a new play garden at RAF Brize Norton Pre-School on Friday 10 June. Later that morning she was joined by Cllrs Scott and Leverton to cut the ribbon at the official opening of the ICE Centre's new house at 55 Burford Road, which provides independent living accommodation for young disabled people. That same afternoon

she attended the 90th Anniversary of Carterton Primary School, where a tree was planted by Ken Southam, who was one of the first pupils at the school. On Saturday she attended a service at Christchurch Cathedral in Oxford in celebration of the Queen's 90th birthday.

On Monday 20 June the Mayor attended the launch of Armed Forces Week at County Hall in Oxford and on Tuesday attended the Annual Dinner for new Mayors and Chairmen at Dorchester Abbey. The following day she attended the Annual Reception at RAF Brize Norton, which included a flypast from a Spitfire, C130, C17 and A400M, with music from the Central Band of the Royal Air Force. On Thursday she was invited to the Inter-schools Olympic Games at Carterton Community College, where she met Jamie Baulch who was a Silver Medal winner in the Atlanta Olympics. The Mayor attended Gateway School's Camo Day on Friday 24 June. On Saturday 25 June Carterton Town Council, in conjunction with RAF Brize Norton, held a short ceremony at the War Memorial for Armed Forces Day. The day continued with an afternoon of free play activities on Alvescot Recreation Ground organised by the Oxfordshire Play Association, where there was a flypast by the A400M, and the festivities continued into the evening with the Fake Festival at Carterton Community College. On Sunday afternoon she enjoyed music from the Witney Town Band at the Bandstand Concert on the Alvescot Road Recreation Ground.

The Mayor asked Councillors to note two dates for their diaries. Small Business Saturday would take place on 10 September. The Mayor's Christmas Carols Concert would be held on Saturday 3 December around a 15ft pre-lit Christmas tree donated for the Market Square by Asda.

23 CLERK'S REPORT

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

24 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

Mr Wesson said that since the hanging baskets were installed in the town centre there had been a lot of good comments from residents. The Mayor said it was nice to hear positive responses.

25 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr P Handley and Cllr N Owen had given their apologies for the meeting.

26 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 17 May and 7 June 2016. These were noted.

27 AMENITIES AND ECONOMIC REGENERATION COMMITTEE

Council received the Minutes of the Meeting of the Amenities and Economic Regeneration Committee held on 25 May 2016.

(a) The Committee had recommended the purchase of picnic tables for ARRG, but Cllr Brennan felt that eight tables would be too many and suggested that three or four would be a better number. This matter was referred back to the Amenities & Economic Regeneration Committee for further consideration.

(b) The Committee had recommended that the brick wall to the front of Pampas Close Playground be replaced with black metal fencing.

Council APPROVED proceeding with black metal fencing at the Pampas Close Playground.

28 ADMINISTRATION COMMITTEE

Council received the Minutes of the Meeting of the Administration Committee held on 26 May 2016 for approval.

(a) Carterton Crier. The Committee recommended that the contract with Fyne Associates be renewed for a further four issues. Cllr Scott said that several events advertised in the last issue had already taken place by the time the magazine was delivered to households and said it would be helpful for Councillors to know deadlines and the delivery schedule. The Clerk said that the distribution company had experienced some problems in delivering the last issue, but that complaints had been few considering that the magazine was delivered to almost 7,000 houses. Any discrepancies had been rectified by the company. The Assistant Clerk would let Councillors know relevant dates as soon as they became available. Cllr Mrs Scott-Stovold asked if other delivery companies would be considered and the Clerk responded that the Council is always looking for best value.

It was RESOLVED to APPROVE the renewal of the contract with Fyne Associates for a further four issues.

(b) Events Policy. The Committee had recommended to Council that the Events Policy be adopted.

It was RESOLVED to APPROVE the adoption of the Events Policy.

(c) Financial Regulations. The Committee had recommended to Council that the Financial Regulations at Paragraph 18 be amended to include the Town Council Debit Card.

It was RESOLVED to APPROVE the addition of Paragraph 18 in the Financial Regulations.

(d) Mission Vision & Values Statement. The Committee had recommended the adoption of the Mission Vision & Values Statement prepared by the Clerk.

It was RESOLVED to APPROVE the MVV Statement as presented.

29 REQUEST FOR FINANCIAL ASSISTANCE

A request for financial assistance under Section 137 of the Local Government Act 1972 had been received from Carterton Children's Centre to pay for a coach to take families on a holiday to Bournemouth in the summer. Council were supportive of this venture.

It was RESOLVED to APPROVE a grant of £500 to the Carterton Children's Centre to pay for the coach.

30 FINANCIAL STATEMENT

The Financial Statement to 31 May 2016, set out at Annex B, was APPROVED.

31 ACCOUNTS FOR PAYMENT

Councillors questioned the cost of installing the hanging baskets and the Clerk said that the total cost of the project had come within budget.

Councillors queried whether the public should be excluded from the meeting when financial matters were being discussed. The Clerk explained that advice from the auditor was that the Council had been applying the Local Government Act 1972 a little more enthusiastically than it should and the public should only be excluded when discussing a tender or staffing matters. Cllr Scott had a query relating to Cheque No 11761 which included General Maintenance by WODC. He said the area to the rear of the teenage shelter on Alvescot Road Recreation Ground did not appear to be regularly maintained and was full of weeds. The Clerk said he would contact WODC and in the meantime the Town Warden would tidy it up.

Cllr Miss Coul asked whether all the signs had been installed on the new town gates. The Clerk said that it had been a conscious decision not to put the sign on the gates in Shilton Road, but if the Council wanted it to be moved then this will be arranged.

Cllr Scott had a question relating to Cheque No 11755 for WPS Insurance Brokers, asking whether WPS offered the best value. The Clerk replied that they were specialists in their field and had provided exceptionally good service to the Council over the years. The Assistant Clerk said that the Council had an agreement with WPS until 2017 and that a rebate of approximately £400 was received at the end of each year if no claims were made.

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

Debit Card transactions, set out at Annex D, were noted.

32 MARKET SQUARE

The Clerk had circulated a report seeking approval for the appointment of a contractor to install trees on the Market Square, which had been part of the original planning permission 14/0105/P/FP, and to approve the purchase of an additional bench. The Council had also been offered sponsorship for another bench and the Mayor would sponsor a fourth one, which would be a total of four. In the future having community Wi-Fi on the Square could also be considered.

Three quotes had been received for installation of the trees and these had been circulated to Councillors. Funding would come from the town centre budget and the trees would be added to the existing maintenance contract. Cllr Scott asked whether the roots would affect the Factory Shop or the electric points. The Clerk explained that the roots would be contained within holes that were already prepared on the Market Square and were away from the electric points. Cllr Brennan spoke in favour of the trees and benches to improve the appearance of the Square. Cllr Miss Coul proposed that the quote from McCracken & Son be accepted, seconded by Cllr Mrs Bulley, and all were in favour.

It was RESOLVED to APPROVE the quote from McCracken & Son to install the trees. The installation of additional benches was also APPROVED.

33 SKATE PARK

The Clerk had circulated a report to Council to determine whether Officers should pursue a replacement Skate Park constructed of wood and steel or one made of concrete. Following a

public consultation with users of the Park, it was recommended that the Council initiate the procurement process for the installation of a concrete Skate Park.

The benefits of a concrete one would be that it would last indefinitely and the benefit of a wood and steel one would be that it was slightly cheaper. Cllr Brennan had researched extensively and had found that the majority of Stake Parks are now made of concrete. Cllr Scott suggested the inclusion of a basketball court if funding permitted. A Councillor queried where funding would come from and the Clerk said he was seeking funding from various sources. Cllr Brennan said that the hedge to the front of the Skate Park is far too high and should be considerably reduced. The Clerk said that the next stage would be to put together a project plan and design, which would then go back to public consultation.

Cllr Scott proposed a concrete Skate Park, seconded by Cllr Brennan and all were in favour. It was RESOLVED to APPROVE going forward with a concrete Skate Park.

The meeting ended at 9.00 pm

19 July 2016

Town Mayor

1. **St George's Day Dinner 2017** – Witney Lakes has been provisionally booked for Friday 21st April 2017. I have arranged a meeting with them on 30th June to discuss menus and prices. **Noted.**
2. **Grass Cutting** – there is considerable concern amongst residents that some areas of the town have not been cut as keenly as they have been in previous years. Carterton Town Council has ensured that the grass cutting which is the town's responsibility has been cut in accordance with the contracts with UBICO and McCrackens. It appears that the issue lies principally on Shilton Park where OCC have reduced the number of cuts from five to two. UBICO is their contractor for this area. **OCC are only cutting verges where it presents a danger. Cllr Brennan said the verge has not been cut between the junction of Wycombe Way and the main gate at RAF Brize Norton - Clerk to investigate. Cllr Scott said the triangle of grass at Alvescot turn has not been cut and it was suggested that it be gravelled over to prevent future problems.**
3. **Section 137 Grant – Rotary Club of Witney** – Council agreed to provide Witney Rotary Club with a donation under s137 of the Local Government Act 1972 to help in the purchase of a patient vehicle for Witney Hospital. The vehicle has been purchased and is being handed over to the hospital on 9th July 2016 at 1230pm at Witney Carnival, The Leys, Witney. Town Councillors are invited to attend. The Council's details will also appear on a board to thank major donors which is being erected in the hospital. **Noted.**
4. **Streatfield House** – Up to date verbal report to be provided at the meeting. **The potential tenant is in the process of obtaining quotes for a three-phase power input.**
5. **Children's Centre** – Councillors and Officers are working with the existing management of the Children's Centre to identify a way forward to ensure the facility in one form or another is retained within the town. **Funding will cease March 2017. Noted.**
6. **Town Centre Regeneration** – I have met with WODC architects who have begun the process of preparing three schemes to improve the town centre crossroads area. These should be completed by the end of September 2016. **Noted.**
7. **Council Assets** – On 26th April Councillors and Officers met with Mr John Simms, the Council's solicitor, to discuss the Council's building assets. Mr Simms is in the process of responding formally to the Council regarding the questions raised about leases etc. **Noted.**
8. **Land in Carterton** – Consultation with developers – Please see attached letter from WODC highlighting those areas within the town which have been subject to enquiries/applications from potential developers. **Councillors had questions and it was suggested that Chris Hargraves be invited to the Full Council meeting.**
9. **Diary Dates -**

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| Saturday 25 June, 10.00am | Armed Forces Day, Market Square, Alvescot Road |
| Tuesday 5 July, 7.30pm | Planning & Administration Committees |
| Tuesday 19 July, 7.30pm | Planning & Town Council Meetings |
| Wednesday 20 July, 7.30pm | Amenities & Economic Regeneration Committee |

Ron Spurs
Town Clerk