

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 18 JULY 2017  
COMMENCING AT 7.45 PM

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

Cllr M Brennan Cllr J Hayes  
Cllr R Brooks Cllr M McBride  
Cllr Ms J Bull Cllr D Melvin  
Cllr Mrs D V Bulley Cllr P Scott  
Cllr R Crapper Cllr Mrs C Wilson  
Cllr Mrs C Delaney

Apologies: Cllr Miss S Coul, Cllr Mrs M Mead  
Cllr P Handley – Oxfordshire County Council

Absent: Cllr Mrs S Scott-Stovold

Officer: Tan Marchant - Assistant Clerk

In attendance: Cllr N Field-Johnson – Oxfordshire County Council  
Mr D Wesson

40 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

41 MINUTES

The Minutes of the Meeting held on 20 June 2017, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor, with one amendment – Cllr Ms Bull had been omitted from the attendance list.

42 TOWN MAYOR’S ANNOUNCEMENTS

The Mayor reported that she had attended the RAF Brize Norton Annual Reception, together with District and County Councillors and other distinguished guests, including the Chief of Air Staff, Sir Stephen Hillier, who was very interested to hear about the town Masterplan and the changes the Council hoped to make to the town centre. She read out an email she had received from Sir Hillier last week.

She said it was a great pleasure to attend the opening of the newly refurbished Skate Park on 22 June 2017. She expressed her thanks to Scott Edwards, Teresa Whitford and the Town Clerk for their help with this project, and to Cllr Hayes who had spoken to her over a year ago with enthusiasm and ideas to get the project started. Thanks also to the Councillors who attended. Scott Edwards had given the Mayor a report with a list of ideas to develop the Skate Park further: reduce the height of the front hedge, install signage around the town directing visitors to the Park, a large sign at the entrance to the Park, extend the Car Park and make out parking bays, snack bar (the snack bar from the Market would look into providing a small term-time only stall), improved lighting (a parent group were interested in fundraising

for this), improved litter/dog waste bins, picnic benches, cut back foliage on west side, improve path on the south side, and secure earth mound at the end of the mini jump before winter. The Mayor expressed her thanks to Scott for his report.

She attended a Dinner at Dorchester Abbey, together with the Lord Lieutenant of Oxfordshire, the Bishop of Dorchester and Mayors and Chairmen from around the district. She thanked the Deputy Mayor who had attended a music event at the Abbey that she was unable to attend.

She attended a Beavers session at Brownes Hall to give a talk about the Food Bank and why it is important for those that use it and she expressed her thanks for the large donation of food they gave. She chaired a public meeting at the Town Hall in support of the Bus 64 to Swindon and the report had been circulated to Members.

She attended the Local Plan Hearing at West Oxfordshire District Council, along with Cllr Brennan. There was support for the regeneration of the town centre and she hoped the District Council would now get behind this. Other towns and parishes also spoke in support of Carterton. The Inspector's recommendations were due in November 2017. She expressed her thanks to Cllrs Hayes and Melvin who also attended.

She had received a personal invitation from the USAF to attend RIAT. There would be a training day for new Councillors, and any other Councillors who wished to attend, on 7 September 2017, 6.00-9.00 pm, at the Town Hall.

Finally, the Mayor said she had attended various meetings in support of the Family Centre.

#### 43 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.

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

Mr Wesson said that from September he was the contact for the Aired Squadron and if the Council wanted anything he could put them in touch. The Mayor asked for this to be noted.

#### 45 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Nicholas Field-Johnson said the County Council had met twice and elected various officers. Matters discussed were possible improvements to the A40, a Carterton Bypass and HGVs in Burford. The Mayor thanked Cllr Field-Johnson for his report.

#### 46 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 20 June and 4 July 2017. These were noted.

#### 47 EVENTS WORKING GROUP

Council received the Minutes of the Meeting of the Events Working Group held on 29 June 2017. These were noted.

#### 48 BUS 64 REPORT

Council received the interim report following the public meeting held on 6 July 2017 at the Town Hall. Over 70 people had attended the meeting. Cllr Mrs Little would follow up on any actions, particularly with regard to funding options from the parishes and WODC, and another meeting would be held in October. The report was noted.

#### 49 URGENCY COMMITTEE

Council received the Minutes of the Meeting of the Urgency Committee held on 11 July 2017. The meeting was convened to approve the setting up of new Bank Accounts with Barclays following the closure of HSBC, principally for Petty Cash and the Mayor's Allowance. The Minutes were noted.

#### 50 REPORT OF THE TOWN CLERK

Council received the Report of the Clerk concerning the following items:

(a) To consider whether the Council should resolve to take over the play park, part of the new development on Land South of Stanmore Crescent (Planning Application 15/04061/OUT), from West Oxfordshire District Council for the sum of £64,000. It was estimated that the annual maintenance cost of the park would be approximately £3-5K. Councillors felt that it was not appropriate to make a decision at this time as the Park had not yet been built and more detail was needed.

(b) Gutter Cleaning at the Town Hall at a cost of £200 plus VAT. Cllr Scott suggested this could be done more cheaply and said he would send details to the Assistant Clerk.

(c) Tree maintenance at Strathmore Close, where a tree is obstructing vehicles passing underneath, at a cost of £500 plus VAT.

(d) Tree maintenance at Heather Close, where the tree surgeon had identified four trees that needed minor work, at a cost of £420 plus VAT.

(e) Replacement chains for four swings at Trefoil Way Playground and one new swing at a total cost of £527.05 plus VAT.

(f) New Union Jack flag for the Flag Pole at the Town Hall at a cost of £49 plus VAT.

Council RESOLVED to APPROVE all of the above, subject to obtaining further quotes for the guttering.

#### 51 INTERNAL AUDIT REPORT 2016-2017

Council received the Report of the Internal Auditor. Cllr Leverton suggested looking at budget comparisons over a five year period in order to determine whether budgets are underspent, but the Assistant Clerk said that most of the relevant budgets had been reduced for the current year following the Auditor's recommendation.

#### 52 FINANCIAL STATEMENT

The Financial Statement to 30 June 2017, set out at Annex B, was APPROVED. The Clerk would report back to Councillors by email prior to 28 July 2017 on progress with possible investment options, due to the low interest rate being received on the WODC accounts.

53 INCOME RECEIVED

Details of Income Received to 30 June 2017, previously circulated, were noted. Cllr Brooks asked for clarification of the burial fees listed and the Assistant Clerk explained that the costs related to different charges, i.e. memorial inscription, memorial application or burial, all of which came under the blanket heading of Burials.

54 WODC TEMPORARY LOAN ACCOUNTS

Details of the WODC temporary loan accounts, previously circulated, were noted.

55 DEBIT CARD TRANSACTIONS

Details of the Debit Card transactions to 30 June 2017, previously circulated, were noted.

56 ACCOUNTS FOR PAYMENT

Cllr Leverton asked why the Town Hall drains were blocked and the Assistant Clerk said that it was due to baby wipes being flushed down the toilets. Signage had now been placed in the toilets to make users aware of the problem.

Council RESOLVED that the Accounts for Payment for July 2017, set out at Annex C, be APPROVED for payment.

The meeting ended at 8.25 pm

19 September 2017

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Town Mayor

1 **Carterton Fire Station** – Cllr Peter Handley has reported that 14 firemen have been recruited for the proposed Carterton Fire Station. **Noted.**

2 **New Skatepark** – The Skatepark was officially opened on 22 June in the presence of Councillors, Town Hall Staff, representatives of Bendcrete and twenty or so youngsters who use the facility. Bendcrete sponsored free refreshments for the event. **Noted.**

3 **Community First Responders** – have written to thank the Town Council for its recent grant and said that this funding will be used to supply additional equipment to enable the Responders in this area to provide better care when needed. They said they would be more than happy to come along to a meeting to explain what they do and how the Council's kind gift will be used. **Noted.**

4 **Diary Dates:**

Thursday 20 July	Events Working Group – 10.00am
Tuesday 1 August	Planning Committee
Tuesday 15 August	Planning Committee
Tuesday 5 September	Planning and Amenities & Economic Regeneration
Tuesday 19 September	Planning & Town Council

**Councillors were reminded that a calendar of meetings for the year was now available for collection from the Town Hall.**

5 **Former Osprey site** – Cllr Scott said that some travellers had moved onto the site. Cllr Mrs Little said that the site was owned by Fraser Brothers, who had been contacted. Any problems should be reported to the Police.

**Ron Spurs  
Town Clerk**