

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 17 OCTOBER 2017
COMMENCING AT 7.45 PM

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

Cllr R Brooks Cllr J Hayes
Cllr Ms J Bull Cllr Mrs M Mead
Cllr Mrs D 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

Apologies: Cllr M Brennan, Cllr M McBride

Officers: Ron Spurs – Town Clerk
Tan Marchant, Assistant Clerk

In attendance: Cllr N Field-Johnson - OCC
Mr D Wesson
Three residents of Upavon Way

78 DECLARATIONS OF INTEREST

Cllr Miss Coul declared a proximity interest in Item 96 (David Wilson Homes) and a personal interest in Item 87(a) (Acting Community Thingumybags) as she is a member.

79 MINUTES

The Minutes of the Meeting held on 19 September 2017, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

80 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor reported that the Teddy Bears picnic had been held despite the weather. Rain had prevented the RAF Falcons' planned drop, but they had visited the Town Hall instead to meet the children. The Mayor gave thanks to the Falcons and to the Clerk for his help and support on the day.

On 21st September a public meeting was held with WODC and OCC to consult with members of the public on how the Town Centre could be regenerated. All the feedback from that meeting had been collated, and it was suggested by WODC that a form go out to different age groups for their opinions. A full report will then be circulated.

The Battle of Britain Fish and Chip supper was held at Brownes Hall attended by several Mayors and Chairmen from around the district. The Mayor gave thanks to all the sponsors of the raffle prizes and to all who helped on the night. £456 was raised for the Mayor's charities.

The Mayor said that a meeting was arranged by Bev Hindle from OCC along with Cllr Handley, Maggie Scott, and Christine Gore from WODC. Its purpose was to ascertain the problems that the town currently faces. Cllr Handley drove them all to the key areas of concern and to

surrounding parishes to highlight the road systems. The Mayor said that it has been agreed that Bev Hindle and Maggie Scott will now do a full scoping analysis and report back in the near future.

The Mayor attended the open evening at Carterton Community College and was very impressed by the staff and students. The Maths Department and the Science labs were particularly impressive. She was also invited to St Johns Primary School to give a talk on the Carterton Community Food Bank; the pupils were very interested to hear about the vulnerable families that needed help and it gave the Mayor a chance to thank them for their very generous donation.

Finally, the Mayor said she was invited to the unveiling of the new 'Gate Guardian' Sculpture at RAF Brize Norton, followed by dinner in the Officers Mess.

81 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.

82 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

Michelle Clarkson of 53 Upavon Way stood up to express residents' concerns about trees outside their properties. Cllr Mrs Little said that the Amenities Officer deals with tree matters and the issue should be passed to her, but Cllr Ms Bull said the matter had already been raised with the Clerk and Mrs Whitford. It was agreed that Ms Clarkson would get in touch with Officers again.

83 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Field-Johnson had previously circulated a report on OCC activities. This included support for an application to the Government's Housing Infrastructure Fund to deliver transport infrastructure specifically for three major development schemes: Didcot Garden Town, West Oxfordshire Garden Village (upgrades to the A40 to support the delivery of over 10,000 homes in Witney and Carterton and around Eynsham), and North of Oxford.

Cllr Field-Johnson reported that the Tenth Public Health Annual Report has been published about the state of health in Oxfordshire and the challenges facing the county and its residents. He said the County Council have opened a £1m Transition Fund to help schemes for nought to five year olds get off the ground at locations formerly served by children's centres. To date a total of 27 projects have been awarded funding and the application process remains open.

Finally, Cllr Field-Johnson reported on a new system of delivering daytime support services in Oxfordshire which came into operation on 1 October. Eight new centres will provide support for more than 500 older people or those with a learning disability.

The Mayor thanked Cllr Field-Johnson for his report.

84 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 19 September and 3 October 2017. These were noted.

85 ADMINISTRATION COMMITTEE

Council received the Minutes of the Meeting of the Administration Committee held on 3 October 2017.

Council APPROVED the budget movements at Item 11 and APPROVED the decision at Item 12 to not charge the market traders for at least the next six months.

86 HR SUPPORT

Council received a report from the Town Clerk to consider the appointment of an HR Consultant for the Council when the current contract expires in November 2017.

Four companies had provided quotes and, after some discussion, Council APPROVED the quote from Sage at £300 + VAT for a term of one year.

87 REQUESTS FOR FINANCIAL ASSISTANCE

(a) The Acting Community Thingumybogs had requested the sum of £773.94 for the purchase of two large white stage curtains to be used for all their performances.

Council APPROVED a grant of £773.94 to the Acting Community Thingumybogs.

(b) Children's Air Ambulance – Donation Request. The generic letter received at the Town Hall had requested a donation of £10. Council felt that this valuable organisation deserved the opportunity to apply for a formal grant and the relevant documentation will be sent to them.

88 EQUIPMENT/MAINTENANCE REQUESTS

The Clerk had circulated details of equipment and maintenance issues that needed the approval of Council, as follows:

- (a) Tree work in Black Bourton Cemetery – reduce lateral overhang of southern boundary hedge, remove five dead trees and raise the canopies of six Field Maples, at a cost of £900 plus VAT.
- (b) Tree work in Bracken Close – reduce height of trees between Nos 56 and 96, trim footpath side and remove Sycamore saplings growing in hedge. Cost £700 plus VAT.
- (c) Two benches for Black Bourton Cemetery at a cost of £535.80 plus VAT each.
- (d) Skatepark Tourist Information Sign – provision and installation of signage by OCC at a cost of £1,031.10 plus VAT.
- (e) Pampas Close Playground – brick wall to the front of the area needs repointing at a cost of £145 plus VAT.
- (f) Removal of a large and unhealthy Horse Chestnut tree along the footpath between Hollybush Road and Butlers Drive, at a cost of £500 plus VAT.

Council RESOLVED to APPROVE the above expenditure.

89 FINANCIAL STATEMENT

The Financial Statement to 30 September 2017, set out at Annex B, was noted.

90 INCOME RECEIVED

Income Received during September 2017, previously circulated, was noted.

91 ACCOUNTS FOR PAYMENT

The Accounts for Payment for October 2017 had previously been circulated.

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

92 DEBIT CARD TRANSACTIONS

Debit Card Transactions for September 2017, previously circulated, were noted.

93 PETTY CASH

Petty Cash transactions April to September 2017, previously circulated, were noted.

94 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.

95 ADMINISTRATION COMMITTEE – ITEM 14 – CONFIDENTIAL ITEM

96 S106 FUNDING – DAVID WILSON HOMES – CONFIDENTIAL ITEM

The meeting ended at 8.25 p.m.

21 November 2017

Town Mayor

- 1 **Clerk's Authority** – I have used my authority for the following issues:
 - a. Allandale – Intruder Alarm Emergency Callout and repair - £363.
 - b. Microshade – Prompt settlement of final invoices to allow transfer to Office 365 - £466.
 - c. WODC – Cheque for £21 for Temporary Events Notice for Christmas Lights event.
 - d. Internal Audit of Mayor's Allowance Account – invoice awaited
 - e. Security of Town Hall building – verbal report.

The Clerk said that he had concerns about security at the Town Hall (item e) due to documents appearing to have moved recently. He said that he could see no reason for any Councillors to have keys to the building. The above expenditure was noted.

2 **Diary Dates:**

Thursday 19 October	Events Working Group 10.00 am
Tuesday 7 November	Planning & Administration Committees
Sunday 12 November	Remembrance Service & Parade
Tuesday 21 November	Planning & Town Council
Friday 1 December	Christmas Lights & Street Fair
Tuesday 5 December	Planning Committee
Tuesday 12 December	Planning & Town Council

The Clerk added that the Town Hall would be closed for Christmas from Monday 25 December 2017 to Monday 1 January 2018 inclusive.

**Ron Spurs
Town Clerk**