

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 19 SEPTEMBER 2017  
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 Bulley Cllr P Scott  
Cllr J Hayes Cllr Mrs C Wilson  
Cllr D Melvin

Apologies: Cllr Ms J Bull, Cllr Miss S Coul, Cllr R Crapper, Cllr Mrs C Delaney,  
Cllr M McBride, Cllr Mrs S Scott-Stovold

Absent: Cllr R Brooks

Officer: Ron Spurs – Town Clerk

In attendance: Cllr P Handley - OCC  
Mr D Wesson

#### 57 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

#### 58 MINUTES

The Minutes of the Meeting held on 18 July 2017, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

#### 59 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor reported that she had attended the end of term Awards Day at Carterton Community College and presented awards that were very well earned. She had been invited to Lights Up at Blenheim Court, who were awarded money from the Mayor's Charity, and this had funded a musician for the morning. There were ten local charities that benefited from monies raised by the Mayor during the last year and the same would apply to the current year.

She opened the new Playground at the on Swinbrook Park. She was interviewed by Oxford TV to talk about aspirations for the regeneration of the town centre and was also interviewed by RAF Brize Norton to take part in the 80<sup>th</sup> Anniversary celebrations. She attended the RAF Falcons end of season Dinner and Brizefest.

The Mayor attended, together with Cllr Mrs Delaney and other Councillors, a presentation on Phase 2 of the Leisure Centre; completion is expected in 2019. The outline plans included squash courts and trampolines.

#### 60 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.

61 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

The member of the public present did not wish to speak.

62 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Field-Johnson had given his apologies.

Cllr Peter Handley reported that he would meet with Odele Payne of OCC this Friday at Carterton crossroads to look at the traffic flow with a view to widening the crossroads to allow traffic to filter. He would also have a meeting to discuss RAF Brize Norton, Airbus and the proposed new MOD houses. He had another meeting on 9 October to discuss traffic speed on Wycombe Way with a view to installing flashing speed signs. He reported that there would be a road closure to resurface Burford Road between Upavon Way and the crossroads from 28 October 2017 and to resurface Carterton Road in Brize Norton from 27 October 2017, with each closure lasting up to five days.

Cllr Handley continues to work with Carterton Community College and would like to see the new development at Witney West being part of the catchment area, taking into account that Witney West would be closer to the Community College than to Woodgreen School.

Cllr Mrs Bulley asked for an update on the Fire Station. Cllr Handley said the housing development to the east of Carterton, part of the WODC Local Plan, is currently in abeyance. In the meantime, the Fire Service would look to operate from a temporary building at Clare Terrace on Carterton South Industrial Estate for approximately one to two years. Fourteen people were currently being trained at Bampton Fire Station. Cllr Handley would keep pushing for the new housing development and the S106 money needed for the Fire Station.

Cllr Scott said he had noticed that the traffic lights at the Crossroads had been changed to allow fewer cars through at a time. With regard to speeding in the town, the Neighbourhood Action Group did monthly speed checks.

The Mayor thanked Cllr Handley for his report.

63 EVENTS WORKING GROUP

Council received the Minutes of the Events Working Group Meetings held on 20 July and 7 September 2017. The Working Group recommended that Council approve the sum of £350 towards the cost of the Battle of Britain Fish and Chip Supper to be held at Brownes Hall on Friday 22 September 2017. This figure covered hire of the hall and entertainment.

Council RESOLVED to APPROVE the sum of £350 from the Events budget for the Fish and Chip Supper.

64 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 18 July, 1 August, 15 August and 5 September 2017. These were noted.

65 URGENCY COMMITTEE

Council received the Minutes of the Meeting of the Urgency Committee held on 15 August 2017. The meeting had been convened to approve the Accounts for Payment for August as

there had not been a meeting of Full Council that month. The Minutes were APPROVED, with minor amendments to include Cllr Mrs Mead's apologies and the presence of Cllr Scott.

## 66 AMENITIES AND ECONOMIC REGENERATION COMMITTEE

Council received the Minutes of the Meeting of the Amenities and Economic Regeneration Committee held on 5 September 2017. The Committee recommended that the following be approved by Council:

(a) Tree work in Market Square. The large Beech tree was showing signs of stress arising from it not being protected during the building work.

(b) Crab Apple tree to be reduced as it was touching the Original Factory Shop and supressing the Cherry tree, at a cost of £400 plus VAT.

(c) Skate Park completion work. Replace the wheelie bin with two vandal proof metal Black Knight bins at a cost of £732 plus VAT, which included concrete bases and installation. The Committee recommended that a decision be deferred until further quotes were obtained.

(d) Benches. The Committee considered the replacement of two benches in Black Bourton Road as the existing ones were beyond refurbishment, plus a new bench for Milestone Road, at a total cost of £1,649.70 plus VAT. It was suggested that sponsorship be sought and the Assistant Clerk was asked to include this in the next edition of the Carterton Crier. A suitable location for the bench in Milestone Road had yet to be identified.

(e) Replacement plaque for Mayor's bench in Market Square to match other benches, at a cost of £38 plus VAT.

(f) Skate Park – tourist information signage. The Committee considered new/improved signage at entrances to the town to highlight the Skate Park to residents and visitors. OCC had been contacted and permissions sought. Their contractor had quoted a sum of £480 to carry out a survey and design the scheme.

Cllr Scott asked if signage could also be approved for the Squash Club and the Clerk suggested it be included as an agenda item for the next meeting of the Amenities Committee.

(g) Skate Park – banner. The Committee considered installation of a large banner (8ft x 4ft) to be fixed to the fence, behind the hedge, at the front of the Skate Park at a cost of £225 plus VAT. Cllr Mrs Mead suggested that users of the Skate Park could design the banner. Cllr Leverton felt the banner was too expensive and said he would supply details of a cheaper supplier. Since the meeting, Cllr Leverton had spoken to the Community College about banner design and confirmed that they were very keen to take part in this. They have asked for some guidance from the Town Council as to what should be included in the design.

Cllr Scott had raised concerns that a retention of 10% of the cost of the Skate Park had not been withheld and asked for confirmation of this decision. The Clerk said he would respond to Cllr Scott in writing.

(h) Trefoil Way Playground. Two sections of coloured wet pour under the swings needed repair at a cost of £395 plus VAT.

(i) Trefoil Way Playground. Four Kompan replacement parts were required at a cost of £470.16 plus VAT.

(j) Community Garden. To assist dementia group in setting up a community garden on amenity land adjacent to the Town Hall at an earmarked cost of £350.

(k) Photocopier/printer on ground floor of Town Hall. The existing printer was old and unable to integrate with Windows 10. The Council's supplier, Altodigital, could supply, install and maintain a suitable printer. A machine could be leased for the sum of £55 per month, with the Council paying for each copy made, but could also be purchased (without warranty and cartridge replacement) at a cost of £1,370 plus VAT. The Committee felt that £55 per month plus copies was too high and deferred a decision until an alternative quote could be obtained. Following the meeting, the Clerk advised that staff had been in touch with the supplier again and they had agreed to drop the price for monthly rental to £35 per month for the length of the contract.

(l) Purchase of metal cupboard for archive storage at a cost of £144 plus VAT.

(m) Jet wash of town entrance gates at a cost of £160 plus VAT. A decision was deferred until it was clear who would carry out the work. The Clerk advised that the work will be carried out by Ubico and amounts to £20 per gate.

(n) Pampas Close Playground. The December 2016 RoSPA report had highlighted this play area as high risk. It was the oldest play area in Carterton and looked very shabby. Councillors had examined three examples of equipment and surfacing obtained from suppliers. Of the three quotes sought, the Committee recommended to Council that Sutcliffe be the preferred manufacturer to supply and install the equipment, at a cost of £10,581 - £13,538 plus VAT, depending on which option was chosen.

(o) Quinquennial Report. The Report is commissioned by the Council every five years to identify a planned works programme to maintain the Council's buildings assets. The Report set out a five-year programme of work, rated A, B and C depending on urgency, together with estimated costs. Councillors were asked to view the full details at the Town Hall, but had not all done so and therefore a decision was deferred.

It was mentioned that the Allandale is a special case because of the presence of asbestos and the fact that it will be refurbished at the beginning of next year to accommodate new tenants.

Council RESOLVED to hold an extra meeting of the Amenities & Economic Regeneration Committee to decide which works needed to be completed in order of priority.

Council APPROVED all the above items, with the exception of (g) Skate Park banner (until design is chosen) and (o) Quinquennial Report (until an additional special meeting of the committee)

## 67 ALLANDALE CENTRE

Council received a report from the Town Clerk to consider the future use of the Allandale Centre upon cessation of the current lease in January 2018. It was recommended that the Council enter into an agreement with Carterton Family Centre to manage the Allandale Centre for a period of fifteen years and that the future use would include the Family Centre, Youth Provision, Food Bank and Day facilities for the elderly.

The building would need re-modelling and a local architect had visited the site with the Town Clerk, a Trustee and the Family Centre Manager. The architect would provide some ideas on future use and an outline cost. Grant funding would be sought by the Family Centre, making use of their charity status. Any development of the site would be subject to full consultation

and approval by the Council. The Quinquennial Report stated that the building would require substantial investment and this could be an opportunity to dramatically redesign the facilities to provide an up-to-date modernised building for the future.

Cllr Leverton said that charity funding might be difficult for structural work to the building if the Family Centre did not own the building, but the Clerk said that it this would be viable with a 15 year lease in place. Cllr Mrs Mead asked whether all potential users of the building would be consulted to ensure the facilities would meet all their needs. The Clerk said that the building would be designed to be multi-use. Cllr Mrs Little said that the Family Centre was currently undertaking a consultation to see what their users want to see as part of the service.

Council RESOLVED to APPROVE entering into an agreement with Carterton Family Centre to manage the Allandale Centre for a period of fifteen years.

## 68 CHRISTMAS LIGHTS

Council received the Report of the Clerk regarding the purchase of additional Christmas lights for the town centre. It was proposed to purchase 450mm spherical ball Christmas lights for the sixteen standard columns at a cost of £3,584 plus VAT. The Council's contractor, Peter White, had provided an estimate to include lights on Hawkins House, Carter's Walk and the Original Factory Shop at a cost of £2,370 plus VAT. It was proposed to install 450mm spherical ball lights on the standard columns and an example was shown to Councillors. There was an alternative teardrop shaped light also available at a cost of £12,000 plus VAT. Removal and storage of the baskets currently on the standard columns would be an additional cost.

After a discussion, Council RESOLVED to APPROVE the purchase of eight teardrops and sixteen spherical balls in blue and white.

## 69 DONATION REQUESTS

(a) Soldiers of Oxfordshire Museum. A request for a donation of £250 had been received to help preserve archives of the Great War for future generations. Council RESOLVED to APPROVE a donation of £250.

(b) OXPIP (Oxfordshire Parent Infant Project). OXPIP currently use the small meeting room in the Town Hall to counsel families in Carterton, which the Council has helped to fund for the last few years. Their funding ends in October 2017 and they seek further financial support to continue this service. After a discussion, it was agreed that the Clerk should ask OXPIP to make a full grant application, together with details of their accounts, which would be considered at the next meeting.

## 70 AUDIT

(a) Issues Arising from the External Audit for 2016/17. The Clerk reported that the Council had received a clean Audit Report from BDO, with the only comment being that the Council implement the Internal Auditor's recommendation to rearrange the asset register, which had been completed.

(b) Confirmation of External Auditor for 2017/18. The role of External Auditor will be carried out by Moore Stephens at the year end, rather than BDO.

(c) Appointment of Internal Auditor for 2017/18. Council RESOLVED to APPROVE the appointment of IAC Audit & Consultancy Ltd for a further year.

71 FINANCIAL STATEMENTS

The Financial Statements to 31 July 2017 and 31 August 2017, set out at Annex B, were noted.

72 INCOME RECEIVED

Details of Income Received for July and August 2017, previously circulated, were noted. Cllr Mrs Mead asked for clarification of the VAT Refund for April-June 2017 of £25,591.92 and the Clerk said that the Council reclaims VAT paid quarterly.

73 ACCOUNTS FOR PAYMENT AND DEBIT CARD TRANSACTIONS

Details of Accounts for Payment and Debit Card Transactions for August 2017, previously circulated, were noted. Payments had been approved at the meeting of the Urgency Committee previously reported.

74 ACCOUNTS FOR PAYMENT – SEPTEMBER 2017

Details of Accounts for Payment for September 2017 had been previously circulated. Cllr Mrs Mead queried why they had not received an updated list of payments on the day of the meeting [this was due to the Assistant Clerk being on leave].

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

75 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.

76 STAFF TRAINING

Confidential.

77 GROUND MAINTENANCE CONTRACTS

Confidential

The meeting ended at 9.00 pm

17 October 2017

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Town Mayor

**Clerk's Report – 19 September 2017**

**ANNEX A**

1 **Monahan Way Road Signs.** Officers are pleased to report that road signs along Monahan Way have now been amended to read Town Centre, where appropriate, rather than Carterton. **Discussions with OCC were ongoing with regard to the sign near the Garage where the middle section is missing.**

2 **Diary Dates:**

Tuesday 3 October	Planning & Administration Committees
Tuesday 17 October	Planning & Town Council
Thursday 19 October	Events Working Group 10.00 am

**Ron Spurs  
Town Clerk**