

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 16 JANUARY 2018  
COMMENCING AT 7.45 PM

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

Cllr Ms J Bull Cllr M McBride  
Cllr Miss S Coul Cllr P Scott  
Cllr R Crapper Cllr Mrs S Scott-Stovold  
Cllr Mrs C Delaney Cllr Mrs C Wilson  
Cllr Mrs M Mead

Apologies Cllr Mrs D Bulley, Cllr J Hayes, Cllr D Melvin

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

In attendance: Mrs Doreen Clarke

132 DECLARATIONS OF INTEREST

Cllr Ms Bull declared an interested in Item 144 regarding the Allandale Centre.

133 MINUTES

The Minutes of the Meeting held on 12 December 2017 had been previously circulated to Members. Cllr Miss Coul queried the accuracy of Cllr Brennan resigning from the Conservative Party, and Cllr Mrs Little said that the details of the Urgency Committee referred to were inaccurate. The Clerk said he would check the recording of the meeting. If the Minutes were found to be correct, then the Mayor agreed to sign them at the next opportunity.

134 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor expressed her thanks to those who had helped deliver Christmas parcels to vulnerable families, particularly Kerry Jones, Cllr Mrs Scott-Stovold, Cllr Hayes, Cllr Mrs Wilson and Cllr Scott. She also thanked One Planet on Carterton South Industrial Estate for their very kind donation of 50 tins of Heroes chocolates and to the staff and customers of Asda who had collected two trolleys of donations.

The Carterton Lunch Club on Thursday 14 December was well attended, and the Mayor expressed her thanks to Morrisons who had donated the turkey for the turkey and cranberry baps. There were also mince pies, Christmas crackers, sherry and chocolates. A member of the Wessex Male Voice Choir had entertained everyone with Christmas carols and songs.

135 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.

136 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

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

137 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Field-Johnson and Cllr Handley had given their apologies. A Report received from Cllr Field-Johnson had been circulated by email.

138 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 12 December 2017. These were noted.

139 REPORT OF THE TOWN CLERK – PAMPAS CLOSE PLAYGROUND

Council received a report from the Town Clerk concerning the refurbishment of Pampas Close Playground. Discussions had taken place at both the September and November Council meetings regarding the design of the play park and Cllr Ms Bull had been helpful in identifying one area where it fell short to do with access. Officers worked with Cllr Ms Bull and the supplier and came up with a new design which was slightly more expensive because it included improved equipment and improved access. The design is now far more friendly for people who are disabled. The increase takes the cost from £13,500 to £16,676 and Council was asked to approve the commissioning of Sutcliffe Play to install the equipment at this cost.

Cllr Leverton asked whether the cost of £400 for an independent post installation inspection was a one-off, whether it was for all posts being put in, and whether it was included in the cost above. The Clerk said he would need to check this. Cllr Mrs Little asked whether it would be under guarantee and the Clerk replied that it would have a 12-month guarantee and Council would have a maintenance contract with them.

Council APPROVED the new design at a cost of £16,676 + VAT for installation of the playground equipment by Sutcliffe Play.

140 WORKS REQUIRING AUTHORISATION AND ‘SILENT SOLDIER’

Council was asked to resolve to approve the following works:

(a) Tree work at Carterton Allotments. Two Ash trees bordering the Allotments were causing concern and the Council’s tree surgeon had recommended some maintenance work at a cost of £750 plus VAT.

(b) Skate Park Signage. Purchase of a large metal banner to advertise the Skate Park facilities, measuring 8ft x 4ft, to be fixed to the fence at the front at a cost of £225 plus VAT.

The Clerk said a design had not yet been forthcoming from the Community College and Cllr Leverton said that the art team had been delayed by illness but are working on this now. It was agreed that the banner be purchased using the existing design, and that any design from the College could be used elsewhere.

(c) Skate Park completion work. Refurbishment of the Teenage Shelter, including sanding down the framework and applying primer and two coats of paint, at a cost of £3,164 plus VAT. Cllr Mrs Little asked who would be carrying out this work and whether three quotes had been sought. The Clerk responded that it would be carried out by the Council’s preferred supplier and he would check who this was. If Council wanted three quotes to be sought, then these could

be obtained. Cllr Scott mentioned that there is a manual Wi-Fi system in the Shelter which has never worked, and the Clerk said he would look into this.

(d) Alvescot Road Recreation Ground. The woodchip surfaces to be topped up to a level of 120mm deep, as indicated in the RoSPA report for 2017, which had highlighted several places where the underlay matting was beginning to show through. This would be the first time the chippings had needed to be topped up since the play park opened in 2011. The cost would be £5,264 plus VAT. Cllr Scott queried the cost of this, and it was pointed out that bark was needed in three large areas – beneath the swing unit, the zip wire and the climbing frame. The Clerk said that any worn matting would also be replaced.

(e) Silent Soldier. At the last meeting of the Town Council Councillors were shown an example of a Silent Soldier, which was being promoted by the Royal British Legion. The Soldiers could be affixed to roundabouts, walls or other structures within the town to commemorate the 100<sup>th</sup> Anniversary of the end of the First World War. Council was asked to consider the purchase of a number of the Soldiers to be located at sites to be agreed at a cost of £250 + VAT each.

Cllr McBride said that the Carterton WI are considering plans in respect of this Anniversary and have already been approached by Witney. If Carterton Town Council wishes to do something, then it needs to liaise with the WI to get them involved with any plans. The Clerk said he had written to the WI and was awaiting their reply. Cllr Miss Coul suggested that this should be fully discussed at the next Amenities & Economic Regeneration Committee.

Council RESOLVED to APPROVE all the above items of expenditure, with the exception of the Silent Soldier which needs further discussion.

#### 143 CARTERTON SQUASH CLUB

Cllr Scott said that despite several attempts he had been unable to meet with a member of the Squash Club but hoped to have something to report at the next Council meeting. Cllr Mrs Little said she had met with Joanne Staddon, the Chairman of the Club, and had suggested that Joanne be interviewed by the Carterton Crier so that the town could see what her plans were for the Club. Cllr Mrs Little was hopeful that she will have another meeting with Joanne in the forthcoming week. Cllr Scott said there had been an initial assumption that when the new squash courts were built at Carterton Leisure Centre, that the Squash Club would move there, but this would not be possible due to the need for competition standard facilities, which would not be provided at the Leisure Centre.

#### 144 ALLANDALE CENTRE – HEADS OF TERMS LEASE

The current lease of the Allandale Centre expires on 18 January 2018. Council had agreed that Carterton Family Centre would lease the premises from that date and a Heads of Terms Lease had been drawn up by Dunning Anderson solicitors which Council was invited to approve.

However, the Clerk said that the current tenant had requested that they be allowed to stay in the premises for two weeks longer and the Family Centre had no objections. The Clerk said that a short-term agreement would be prepared for this period. Cllr Leverton asked if a peppercorn rent had been previously discussed and the Clerk responded that it had been agreed at Council. However, Cllr Miss Coul could not recall a discussion about the rent and asked the Clerk for clarification.

Council RESOLVED to APPROVE the Heads of Terms Lease, subject to clarification on the rent to be charged.

145 POLL CARDS FOR BYE-ELECTION

The Council currently had two councillor vacancies, one in Gateway Ward and one in Upavon Ward. Gateway Ward would be included on the poll cards for the District Councillor Elections that take place on the same day, but Upavon Ward would only receive them if Council agreed to pay for them. Council was asked to approve the costs associated with ordering poll cards for the forthcoming Election on Thursday 15 February 2018, should the vacancy in Upavon Ward be contested. The cost of the poll cards was queried, and the Assistant Clerk said that it would be £1,889 if it was the same as on the previous occasion.

Council RESOLVED to APPROVE the costs associated with ordering poll cards for Upavon Ward.

146 FINANCIAL STATEMENT

The Financial Statement to 31 December 2017, set out at Annex B, was noted.

147 INCOME RECEIVED

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

148 ACCOUNTS FOR PAYMENT

The Accounts for Payment for January 2018 had previously been circulated. The Assistant Clerk had circulated details of an additional payment by email prior to the meeting.

Cllr Mrs Mead referred to the request from David Richings estate agent that the Council pay for the electricity used for the Christmas Lights on Streatfield House at a cost of £512.42, as the amount seemed rather high. The Clerk explained that the payment relates to electricity use over six years. Meter readings had been supplied and the retailer is within his rights to request reimbursement. This dated back to 2011 when the meter had been installed. The Assistant Clerk said she had spoken to Peter White that day and he had confirmed that it was a fair sum to charge for that period of time.

Cllr Mrs Mead said that this could result in other retailers claiming electricity costs and suggested that the Council should only pay for this year's costs as a goodwill gesture. Cllr Miss Coul said that as the meter was solely used for the Christmas Lights, the Council should ask to see the original invoices, especially as the cost of electricity would have varied quite considerably over the years. She suggested that Council should then consider the relocation of the motif for the benefit of the town. It was agreed that a decision would be deferred until the original invoices were available.

Cllr Mrs Wilson asked whether Hook Norton Brass Band had been invited to play in the summer and the Assistant Clerk said that they were keen to play at the end of September, but a firm booking was awaited.

Council RESOLVED that the Accounts, set out at Annex C, with the exception of the payment to David Richings, be APPROVED for payment.

The meeting ended at 8.25 pm

20 February 2018

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Town Mayor

1. **Elections for Upavon and Gateway Wards** -The election of town councillors for the Gateway and Upavon wards will take place on Thursday 15 February 2018. **Noted**
2. **Commemoration of WW1** - Council has received a letter from Carterton WI regarding Remembrance Day 2018. The WI in Witney have been approached to make thousands of poppies for the end of World War 1 commemoration and Carterton WI enquired whether Carterton Town Council would like to support a similar project in Carterton. Officers have responded to the letter and are seeking more information as to what the WI are proposing. **Noted**
3. **Christmas Lights** - A number of letters and comments have been received in support of the Christmas Lights display in the town last Christmas. Officers will be working with the Amenities and Economic Regeneration Committee to maintain improvement for this year's Christmas Lights display. **Noted**
4. **Annual Town Meeting** - Officers have booked St John's Church for the Annual Town Meeting to be held on Tuesday 8 May 2018. **Noted**
5. **Diary Dates:**
  - Tuesday 6 February - Planning Committee 7.30pm  
Amenities & Economic Regeneration Committee 7.45pm
  - Tuesday 20 February - Planning Committee 7.30pm  
Town Council Meeting 7.45pm

**R Spurs**  
**10 January 2018**