

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 19 JUNE 2018
COMMENCING AT 7.45 PM

Present: Cllr M McBride – Chairman
Cllr Mrs M Mead – Vice-Chairman

Cllr Ms J Bull
Cllr R Crapper
Cllr Mrs C Delaney
Cllr J Hayes
Cllr N Leverton
Cllr D Melvin
Cllr D Wesson

Apologies: Cllr Mrs D Bulley, Cllr Miss S Coul, Cllr Mrs E Hatton, Cllr Mrs L Little,
Cllr P Scott, Cllr Mrs S Scott-Stovold and Cllr Mrs C Wilson

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

In attendance: Cllr N Field-Johnson (County Councillor)
Mrs S James (Carterton Celebrates)
Ms Kayleigh James (Carterton Celebrates)

23 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

24 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on 15 May 2018, previously circulated to Members, were approved as a true record and signed by the Chairman.

25 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor said he had visited The Homestead Care Home with his wife, Jenny, and dog Christal, with the latter receiving more attention than he did. He had attended the bandstand concert on 27 May at which the Oxford Cherwell Brass Band had played, and he had represented the Council at the Prostate Cancer Awareness Day on the Market Square on 9 June, in company with other Councillors. The Mayor had also represented the Council at the funeral of Cllr Wesson's wife, Miriam.

The Deputy Mayor had attended a Civic Event in Bicester which included a parade through the town on a lovely sunny morning. She said it was nice that representatives of all the local churches had gone to one church, which made it feel all inclusive, and Pimm's was served on the lawn afterwards.

The Mayor said that forthcoming events would be:

- Both himself and the Deputy Mayor would be attending the RAF Brize Norton Annual Formal Reception the following day.

- On Thursday this week, he and Cllr Leverton would be attending the Festival of Voices at Dorchester Abbey, where Gateway School would be singing.
- On Friday, Cllr Mrs Mead would be paying a visit to St Johns School.
- On Monday 25 June, he would be attending the Armed Forces Covenant signing at County Hall, Oxford.
- On the 26 June, he and his wife would be attending a dinner hosted by the Lord Lieutenant of Oxfordshire.

Finally, he said that he would not be attending the Boat Race on 30 June and asked if any other Councillor would be interested.

Before finishing his announcements, the Mayor said he has been in communication with Cllr Mrs Little to try to arrange an informal meeting between himself, Cllr Mrs Mead, Cllr Mrs Little, and any other Councillor of her choosing. He wanted to discuss recent issues that had caused friction within the Council and had planned to make the following proposals.

On a temporary basis, the £4,000 in the Ted Little Account could be paid into the Town Council account and ringfenced. When the new charity account is set up, the Town Council would pay that £4,000 back into the charity account. This would ensure that the money would not be lost if anything happened to Cllr Mrs Little.

Furthermore, he suggested examining the details of the fifteen guests who did not pay for the St George's Day Dinner, with the idea that he pay for six of them, Cllr Mrs Little pay for six, and the other three remain free.

Thirdly, the money paid out from the charity account to Abingdon and Witney Councils for events would be considered as paid back on receipt of evidence from Cllr Mrs Little to that effect. The Mayor said he believed that matters could have moved forward once these suggestions had been agreed, but Cllr Mrs Little had rejected them on legal advice. He said, with regret, that the Council will have to proceed with the action agreed in April via the small claims court.

26 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.

27 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

Sue James attended the Meeting to update the Council on the Carterton Celebrates event which is due to start this Friday, 22 June. She said that 6,500 programmes had been delivered by Royal Mail to every household in Carterton and Brize Norton. Local businesses had been contacted and five had agreed to offer discounts and give their support. She wanted to draw Councillors' attention to one or two of the main events, in the hope that they would be able to attend.

Events included the opening event on Friday, which would be the outdoor cinema on the ARRG, showing *Grease* (she mentioned that marshals were needed if any Councillors could carry out this role, and Cllrs Leverton and McBride said they would be there, and Cllr Ms Bull said she would be available later in the evening); on Saturday there would be plant sales and cream teas at Sue's house at 20 Milestone Road; Sunday 24 June would be Open Gardens Day; Monday evening would be the Bowls Club Open Evening, and she went on to mention several more events, concluding with a Volunteers gathering at the Carterton Community Centre on Sunday 1 July at 4pm and a Service at St John's Church at 7pm.

28 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Field-Johnson congratulated the Mayor on his election. He said that he hoped Carterton would now enter a new chapter as he felt the town had a bright future, especially taking account of events such as Carterton Celebrates.

He said that he and Cllr Handley had campaigned for a four-way junction at Minster Lovell and at last this is proceeding. Also the banning of HGVs at Minster Lovell and Shilton, and now Burford too, which will benefit everyone (Cllr Hayes disagreed).

Cllr Field-Johnson said the biggest problem is potholes. He said he was trying to get more funding for road repairs and was campaigning for an improvement in technology to bring the standard of the work on a par with Europe. He said he looked forward to supporting the Council during the coming years and that he would make roads a priority.

Cllr McBride asked if it would be possible to have an indication of the number of potholes that had been repaired each month, so that people could see that something was being done, and Cllr Field-Johnson responded that this could be done. He said that other councils give him a monthly report of what needs to be done and he sends it to the area officials. He expects something to be done within thirty days, otherwise he chases. He suggested the Clerk produce such a report, but the Clerk responded that staff already report direct to OCC.

Cllr Field-Johnson was thanked for his report.

29 PLANNING COMMITTEE MEETINGS

Council received the Minutes of the Meetings of the Planning Committee held on 15 May and 5 June 2018. These were noted.

30 AMENITIES & ECONOMIC REGENERATION COMMITTEE MEETING

Council received the Minutes of the Amenities & Economic Regeneration Committee held on 5 June 2018. The Clerk went through the items for approval. Concerning the removal of the Carter's Walk statues, Cllr Mrs Little had asked whether they were owned by the Council and the Clerk had confirmed that they were. He also said that removal would be organised as soon as possible. Cllr Mrs Little had pointed out that a new sign for Carter's Walk would need to be discussed.

The Minutes were APPROVED.

31 ADMINISTRATION COMMITTEE MEETING

Council received the Minutes of the Administration Committee held on 5 June 2018. The Minutes were APPROVED.

32 ARRГ SCOPING REPORT

The Clerk had circulated a report asking Council to approve the commencement of a scoping study to build a replacement pavilion on the Alvescot Road Recreation Ground (ARRG). The existing building could be replaced with a new building located away from domestic dwellings, which could be multi-purpose incorporating changing rooms, summer café and a meeting room. Partners could be sought locally to manage the commercial facilities in the new building. ARRG is run as a charity and funds could be raised for the new pavilion through grant funding. Extensive community consultation would need to take place during the project development process. Cllr Leverton said he had come across some old paperwork which suggested that the

road up to the ARRG and the cycle path belong to the Town Council, and the Clerk asked him to bring this into the Town Hall. Cllr Melvin queried whether the whole project could be funded solely by grant-funding and the Clerk responded that usually match-funding is required. Cllr Ms Bull asked what public consultation was proposed, and the Clerk said initially it would be via the Carterton Crier, and then maybe a public meeting, as well as talking to schools and local groups.

Council RESOLVED to APPROVE the commencement of a scoping study.

33 CARTERTON CRIER

The Clerk had circulated a report to Council to determine whether the Carterton Crier could be produced in a different format, as suggested by Fyne Associates. The new design would be cheaper to produce, would run to 64 pages, and would be slightly larger than the current magazine. The quality of the paper would be lighter and there would be less advertising. The cost would be £3,250 + VAT per quarter, totalling £13,000 + VAT per year, and this would include delivery.

Council RESOLVED to APPROVE the new format in principle, dependant on seeing a hard copy.

34 REPORT OF ST GEORGE'S DAY DINNER 2018

The Clerk had circulated a spreadsheet submitted by Cllr Mrs Little, detailing income and expenditure for the St George's event on 5 May 2018.

As Cllr Mrs Little had given her apologies for the meeting, it was RESOLVED that discussion of the spreadsheet should be deferred until the next meeting.

35 AMENITIES WORKS FOR AUTHORISATION

The Clerk had circulated details of works for authorisation:

- (a) A local resident was keen to plant five trees in Oakfield Road at her own expense to improve the landscape. While Council felt this was a nice idea, it was suggested that she consult with other residents and that she take advice about suitable trees that would not cause future problems, although she had specified Silver Birch and Hazelnut which would not be fast growing. Cllr Mrs Delaney said that she had reservations because everything in the town is so overgrown already without adding more. The Mayor suggested that her concerns about existing trees and hedges be added to the agenda of the next AER Committee.

Councillors queried the location of the proposed trees and future maintenance issues, and the Clerk said he would find out further details and bring them back to Council in July. In the meantime, her request was APPROVED in principle.

- (b) Shilton Park – request for dog bin. It seems that the District Council will not fund any more dog or litter bins on Shilton Park. Residents have requested a dog bin on the green area in Jasmine Close, which would cost of £174.48 + VAT. This was APPROVED.
- (c) Swinbrook Road Recreation Ground – There needs to be a two-metre cutback of large bushes and vegetation on SRRG where it backs onto properties in Glenmore Road. This would cost £660 + VAT. Council APPROVED this expenditure.

36 ANNUAL RETURN

- (a) **Annual Internal Audit Report 2017/18** - Members noted the Annual Internal Audit Report 2017/18 as detailed on Page 3 of the Annual Return, together with the Report and Observations submitted by the Internal Auditor. Council noted that the matter of the precept had been taken up with the District Council, that VAT on income was being investigated, and that the Clerk would in future sign letters detailing changes in staff terms and conditions.
- (b) **Annual Governance Statement 2017/18** - Members RESOLVED TO APPROVE the Annual Governance Statement at Section 1 of the Annual Return, which was then signed and dated by the RFO and the Mayor.
- (c) **Accounting Statements 2017/18** - Members RESOLVED to APPROVE the Accounting Statements 2017/18 at Section 2 of the Annual Return.

Cllr Mrs Mead thanked the Assistant Clerk for all her work in preparing the audit documentation.

37 FINANCIAL STATEMENT

The Financial Statement to 31 May 2018, set out at Annex B, was APPROVED.

38 INCOME RECEIVED

Income Received during May 2018, previously circulated, was Noted.

39 DEBIT CARD TRANSACTIONS

The list of Debit Card transactions for May 2018, previously circulated, was noted.

40 ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts for June 2018, set out at Annex C, be APPROVED for payment.

41 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.

42 CLERK'S APPRAISAL – CONFIDENTIAL ITEM

The Clerk's Appraisal was ratified on 8 May 2018 in the presence of Cllr Leverton, Cllr Ms Bull and Cllr Mrs Delaney.

The meeting ended at 8.50 pm

17 July 2018

Town Mayor

1. **Free Health and Safety Audit** - Peninsula HR have offered to carry out a free Health & Safety audit of the Council processes and policies. **Noted**
2. **Prostate Cancer UK event Market Square** – Saturday 9 June 2018 raised £1000. Supported by Councillors and staff. **The event had proved to be very successful and thanks were extended to Alex Fleming and the Councillors who attended.**
3. **Ted Little Veteran's Home** – Request for information. **I contacted Cllr Mrs Little by email for further information. Mrs Little responded twice but does not seem to realise that there is a legal requirement for small charitable organisations, whether registered or not, to make their accounts and trustee reports available to the public. Having given her ample time to do so, I will now contact the Charity Commission.**
4. **Mayor's Allowance Account** – enquiry – verbal update. **As the Mayor has covered this issue in his Mayor's Announcements, I will add nothing further.**
5. **Diary Dates:**

Tuesday 3 July	Planning Committee
Tuesday 10 July	Administration Committee
Tuesday 17 July	Planning and Town Council

**R Spurs
Town Clerk**