

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 20 MARCH 2018  
COMMENCING AT 7.45 PM

- Present: Cllr Mrs L Little - Town Mayor  
Cllr N Leverton - Deputy Mayor
- Cllr Ms J Bull Cllr D Melvin  
Cllr Miss S Coul Cllr P Scott  
Cllr R Crapper Cllr D Wesson  
Cllr Mrs M Mead Cllr Mrs C Wilson  
Cllr M McBride
- Apologies Cllr Mrs D Bulley, Cllr Mrs C Delaney, Cllr Mrs E Hatton,  
Cllr J Hayes, Cllr Mrs S Scott-Stovold
- Officers: Ron Spurs – Town Clerk  
Tan Marchant, Assistant Clerk
- In attendance: Cllr N Field-Johnson (County Councillor)  
Cllr P Handley (County Councillor)  
Three members of the public

*The meeting commenced with one minute's silence to remember the late Mike Bulley, who had sadly passed away on 8 March 2018 and whose funeral took place this afternoon. Mike had been the town's Mace Bearer for many years.*

174 INTRODUCTION OF NEW COUNCILLORS

The Mayor invited Cllr David Wesson, representing Upavon Ward, to introduce himself. Cllr Mrs Elaine Hatton, representing Gateway Ward, had given her apologies.

175 DECLARATIONS OF INTEREST

Cllr Mrs Little declared an interest in Item 186 as a Trustee of Carterton Family Centre, and a proximity interest in Item 187 concerning the purchase of land at 57 Scholars Acre.

176 MINUTES

The Minutes of the Meeting held on 20 February 2018, previously circulated to Members, were approved as a true record and signed by the Chairman.

177 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor said she had attended the Mayor of Witney's Exceptional Citizens evening on 16 March 2018, which highlighted the amount of work volunteers did in the Witney area. An Exceptional Citizen Award was given to a young man who, when he heard of the collapse of Base 33, had found a way to give support to the many users affected by its closure. She thanked Cllr Mrs Wilson for attending with her.

She attended the funeral service for Mike Bulley at St John's Church earlier today. It was a wonderful service and a great tribute to Mike. She thanked Councillors and members of the

public and friends that were able to attend. He had achieved a lot in his personal life as well as all he had done over the years for the Town Council and more recently as our Mace Bearer, and the Council was very grateful.

The Mayor said the St George's Day Dinner, which Cllr Mrs Bulley had started many years ago, would be held on Friday 5 May 2018 at the Cotswold Gateway Hotel in Burford. All proceeds from the Raffle/Auction would go to the Family Centre and the Allandale Youth Club. Invitations would be sent out in the next few days. She would also hold an afternoon Cream Tea, which she would pay for, open to all residents of Carterton to come and have a chat on Friday 27 April (date to be confirmed).

#### 178 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.

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

Jo Smith, Manager of Carterton Family Centre, and Lesley Ball, responsible for fundraising to develop the Centre, stood up to speak. Jo thanked the Council for the support given in allowing the Family Centre to use the Town Hall for the last year, which had been very successful with high numbers of young mums attending.

Jo gave an update on their plans for the next year. She said they were pleased to report that Carterton Family Centre was now a registered charity. Their main aim over the next year would be to raise the funding needed to refurbish the Allandale Centre to provide the best possible service for families in the town. A consultation had been carried out last year with parents, children and young people, which was a useful process to discover what people wanted the Family Centre to be, and the results had influenced the plans for the building. An architect had been commissioned and initial drawings had been produced. Builders had looked at the building and the redevelopment plans and had been able to give ballpark figures for the work to be done.

The architect had estimated that £500,000 should make the building look nice and, based on that figure, they had applied for a grant from the Libor Fund. The Fund had approved a grant of £250,000, which they would need to match-fund. Council would discuss later in the meeting whether to approve funding the works highlighted in the Quinquennial Report and Jo asked whether Council would be able to earmark these funds towards the match-funding total. They were in the process of applying for other grants as well.

Lesley said she had worked with a lot of communities around Oxfordshire to develop facilities for young families and young people and she believed Carterton to be in a fantastic position to have a high spec provision for families in the town. It would provide a central hub to provide ongoing support and opportunities for young people as they progress into the workplace. The building needs a lot of work to bring it up to standard, but it could be a shining pinnacle for Oxfordshire if the Council could help facilitate this.

Cllr McBride asked what the timescale would be and had the Libor Fund imposed any limits on when the money had to be spent. Jo said she would need to confirm with Jenny Withers, Chair of Trustees, but she believed the date to be 2020.

Cllr Melvin asked whether the Family Centre were able to operate in the building in its current condition. Jo said the building had been cleaned and their plan was to move in after Easter and use it as it is, as this would help to determine the best layout for the future, rather than have all the work done and then find it may have been better if it had been done differently. Lesley said

there may be a few issues to consider, such as whether the internal doors are compliant with fire regulations, but these can be done quickly. Cllr Melvin asked whether the Centre would be able to function whilst building works were taking place. Lesley said they had consulted builders and had been advised that certain areas of the building could be used while the works were taking place, being mindful of Health & Safety, and the building consists of two separate halves that could be refurbished separately.

Cllr Leverton asked whether a certain length of Lease was required by the Libor Fund and Jo confirmed that they were happy with the 15-year Lease.

Cllr Miss Coul asked if the match-funding was a condition in order to receive the grant from the Libor Fund. Jo said that they had included on their application for the grant a list of sources they would approach to obtain match-funding from and Libor were now seeking confirmation of this.

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

Cllr Nicholas Field-Johnson said that the County Council had agreed its budget for 2017/2018. County Councillors were encouraging central government to take up some of the burden for social care, which was currently funded solely by the County.

The condition of the county's roads had deteriorated since the snow and ice over recent months, with a lot of reports of potholes being received from the towns and villages around Carterton. If potholes were presenting a danger to the public, then they would be repaired within 24 hours and he would urge people to use the Fix My Street website to report any problems.

Cllr Peter Handley had received two reports from the Fire Officer giving an update on training of firefighters for the town. There were currently nine firefighters undertaking training, with another four potential recruits and he was assured that Carterton was on its way to having a fully trained competent crew. The crew were to be based on Carterton South Industrial Estate until the new Fire Station was built and, once built, it would be a training facility for the whole of Oxfordshire.

He had met with Robert Courts MP to discuss the A361 road at Filkins, where there had been three deaths due to road traffic accidents. The County were looked at putting in a roundabout and double white lines in the centre of the road to slow traffic down and improve safety.

Due to the expansion of RAF Brize Norton, he was seeking extra money to put together a plan to improve the road infrastructure and junctions within a five-mile radius of the base. He was also seeking support to provide local accommodation for the extra personnel coming to the area. He said that as the base was now considered to be an airport, there may be other sources of funding available.

He continued to press for more support to provide housing, which in turn would lead to improved infrastructure and pupil numbers in the schools.

Regarding the Carterton Family Centre's need to raise £250,000 to match-fund the grant agreed by the Libor Fund, he would try to get £2,000 towards the cost of decorating materials and asked if they could provide him with a quotation for what would be required.

The Mayor thanked Cllr Field-Johnson and Cllr Handley for their reports.

181 URGENCY COMMITTEE

Council received the Minutes of the Meeting of the Urgency Committee held on 16 February 2018. These were noted.

182 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 20 February and 6 March 2018. These were noted.

183 ADMINISTRATION COMMITTEE

Council received the Minutes of the Meeting of the Administration Committee held on 6 March 2018 and these were Approved.

(a) Annual Review of Policies and Charges. The Committee had reviewed the following policies and recommended that Council approve them for the coming year:

- Standing Orders
- Code of Conduct
- Risk Register
- Financial Regulations
- Internal Controls
- Investment Policy
- Hire Charges and Fees

(b) Budget Report. The Committee recommended that Council approve amendments to the following budgets:

- New budget code required for Scout Building in view of Quinquennial Report with budget of £3,500. (From Investment Account).
- Squash Club – increase budget to £17,800 in view of Quinquennial Report. (From Investment Account)
- Litter and Dog Bins – Tender figure of £19,400.
- Hedges and Paths – Tender figure of £9,500.
- Flowers – Tender figure of £11,500.
- Grass Cutting – Tender figure of £18,500.
- Cemetery Grass Cutting – Tender figure of £3,000.
- Cemetery repairs – increase budget to £15,000\* (From Investment Account).
- Market Square – budget required for lighting £5,000\* (From Investment Account).
- Projects General – budget required. £30,000. (From Investment Account).
- Town Centre Improvements – increase budget by £10,000 in respect of additional street furniture and Burford Road planting\* (From Investment Account).
- Rename Properties Reserve to General Reserve (£19,994).
- Fitness Trail Reserve – reinstate budget of £10,000.

Grounds Maintenance budget codes needed to be adjusted as a result of the tendering process. Item with an asterisk (\*) had been approved at the 20 February 2018 Council meeting.

Council APPROVED all the budget amendments listed above.

## 184 REQUESTS FOR FINANCIAL SUPPORT

(a) Oxfordshire Play Association. The OPA had requested the sum of £1,000 to support the Carterton/RAF Brize Norton Play & Activity Day, which would take place on Alvescot Road Recreation Ground on Saturday 30 June 2018 from 11am until 3pm. The sum would provide 20% of the running costs of the event.

Council APPROVED the grant of £1,000 to the Oxfordshire Play Association.

(b) Black Bourton Parish Council. The Parish Clerk for Black Bourton had requested financial support towards the cost of providing composting toilet facilities for visitors to St Mary's Church and the Cemetery. The facilities would be housed in a treated timber hut on a low wheeled trailer and would include a unisex single toilet containing a toilet seat, urinal and baby changing. Mains electricity would be installed for lighting and security. It was estimated that the total cost would not exceed £5,000. As the majority of visitors to the Cemetery came from Carterton, it was suggested that Carterton Town Council contribute between £2,750 and £3,000 towards the cost.

Cllr Mrs Mead and Cllr Miss Coul suggested that the Council provide funding for the whole amount of £5,000. The Clerk said that would be possible but should be conditional on quotations for the work being obtained.

Council APPROVED a grant for the full amount of £5,000, conditional on quotations for the work being provided.

## 185 CARTERTON SQUASH CLUB

Council received a report from the Town Clerk seeking approval to enter into a new Lease with Carterton Squash Club to provide the Club with long term security, and approval to commence the work outlined in the Quinquennial Report, which had been originally discussed by Council on 19 September 2017.

The Town Council owns the Squash Club building located on Swinbrook Road Recreation Ground and leases it to the Club on a rolling lease for £3,120 per annum. The Club had approached the Council requesting a long-term lease of fifteen years to provide them with security to enable them to refurbish the interior and provide better facilities for their members and visitors. Discussions with the Club had been delayed pending an announcement regarding Phase 2 of Carterton Leisure Centre. It now appeared that the facilities on offer at the new complex did not meet the requirements of the Club in that the new facilities were not to competition standard.

The Clerk said that a number of Councillors had recently visited the Club with very positive feedback. Cllr Miss Coul said that if the Council approved a long-term lease there would be no obligation for the Club to improve the facilities and this might not happen. Cllr Scott said the Club had drawn up plans for the development of the building and needed the security of the lease in order to proceed. Cllr Mrs Mead said she understood they wanted to involve the schools to encourage children into the sport, but she would want to see their plans for safeguarding and training in this respect.

Cllr Leverton said that residents of Baldwin Mews had concerns over parking in their road, which could become more of a problem should the Club expand. He agreed with the other Councillors that the Council approve the lease subject to negotiations over the details. Cllr Miss Coul suggested that the Administration Committee discuss what assurances the Council required.

Cllr McBride had concerns that the actual number of people using the Club might not be as high as they said and would want assurances that residents of the town were to be encouraged to use the facilities and not just the existing teams.

The Clerk suggested that a Heads of Terms Lease be drawn up to include details of what the Club planned to do, with costings and timescale, which would then give assurances to both the Council and the Club without delaying the process unduly.

Council RESOLVED that the Clerk would organise a Heads of Terms Lease for the period of fifteen years that would be subject to negotiation over their plans, costings and timescale, and Council APPROVED that the Quinquennial works should be commenced.

## 186 CARTERTON FAMILY CENTRE/ALLANDALE REFURBISHMENT

Council received a report from the Town Clerk asking for approval for funds identified in the Quinquennial Report to be passed to Carterton Family Centre to support the refurbishment of the building. The Clerk and Cllr Mrs Little said that they were Trustees of the Family Centre.

Council had approved the leasing of the Allandale Centre to Carterton Family Centre at its meeting on 20 February 2018. Architects had been commissioned to design modifications to the building to improve the layout and enable the Family Centre to deliver all of its planned services. The Family Centre had been granted £250,000 funding from Libor. The Centre had also approached West Oxfordshire District Council for a Community Grant of £50,000 and would approach the National Lottery once designs and quotes had been finalised. The Quinquennial Report had identified that the cost of maintaining the building over a five-year period would be £120,624. By providing these funds, the Council would enable improvements to the building to the value of approximately £500,000. The Council would have ultimate approval of the planned alterations.

Cllr Miss Coul asked for clarification on the use of the money, as she understood it was intended for maintenance of the building over the next five years. The Clerk said that if Council approved the funds in principle, so that they could be used as match-funding for the Libor grant, then the Family Centre would take responsibility for the maintenance of the building over the five-year period. There would be a meeting later this week between the Family Centre and both sets of solicitors to discuss this in detail.

Cllr Melvin suggested that the money could be pledged to the Family Centre dependent on the rest of the money being raised. Cllr Ms Bull said that there were some immediate works that needed to be done in the building to make it safe and habitable and her concern was whether the Council would be fulfilling its responsibility as landlords. The Clerk said that the immediate works required to make the building safe had been completed or were nearing completion and had been paid for by the extra rent received from the previous tenant.

Cllr McBride said he would agree in principle to the funds being used as proposed, but perhaps the Council could consider giving more funding to the Family Centre on top of this. Cllr Leverton said that the Council already provide £30,000 per annum to the Family Centre totalling £90,000 over the three years.

Cllr Mrs Mead said it was a large sum of money to give up front, when the funds were originally intended for use over five years. The Clerk said that it could be possible to give the money in instalments, but Council should bear in mind that in giving this money as match-funding in order to secure £500,000 to upgrade the building, the Council would receive the refurbishment at very low cost.

Cllr Miss Coul suggested that Council pledge the money, dependent on the outcome of the meeting with the Solicitors, with confirmation that the Council would be released from its obligation for the maintenance of the building.

A vote was taken, with Cllr Mrs Little abstaining as a Trustee.

Council RESOLVED to APPROVE that the sum of £120,624 be given to the Family Centre to be used to match-fund against the grant of £500,000 from Libor, dependent on the outcome of the meeting with the solicitors.

#### 187 REQUEST TO PURCHASE LAND

A letter had been received from Mr Harry Watts seeking permission to purchase a piece of land owned by the Council adjacent to 57 Scholars Acre for the sum of £5,000, in order to improve garden space and make a secure place for a growing family.

Cllr Mrs Mead said that a property developer had approached the Council in the past with a similar request that was turned down on the grounds of extra traffic using a small cul-de-sac and loss of amenity space. It was noted that Mr Watts had not yet purchased the property and the value of the piece of land would be in excess of the amount offered.

A vote was taken, with Cllr Mrs Little and Cllr McBride abstaining.

Council RESOLVED to REFUSE the sale of the land.

#### 188 AMENITIES WORK REQUIRING AUTHORISATION

Council received a report from the Town Clerk seeking approval for the installation and payment for a new row of 45 Ashes Plots at Black Bourton Cemetery. The work would involve the preparation of the ground and installation of concrete slabs. Contractors from the Council's approved list had been asked to quote for the work and the cost would be £979.17 plus VAT.

Council RESOLVED to APPROVE the new row of Ashes Plots.

#### 189 FINANCIAL STATEMENT

The Financial Statement to 28 February 2018, set out at Annex B, was noted.

#### 190 INCOME RECEIVED

Income Received during February 2018, previously circulated, was noted.

#### 191 DEBIT CARD TRANSACTIONS

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

#### 192 ACCOUNTS FOR PAYMENT

The Accounts for Payment for March 2018 had previously been circulated.

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

#### 193 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Confidential item follows.

194    GROUNDS MAINTENANCE CONTRACTS

Confidential item.

The meeting ended at 9.15pm.

17 April 2018

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Town Mayor



1. **Correspondence:**
  - a. SSAFA. A letter had been received from SSAFA. The Clerk had spoken to them and it had been agreed to put this to one side for the moment. **Noted**
  - b. Sage HR. At the last meeting of the Council it had been decided to terminate the contract with Sage HR. The Clerk had spoken to the Director of the company following the formal complaint made by the Council and they had refunded all payments made to them and apologised for their actions. **Noted**
  - c. Letter from Miss Bushnell. Miss Bushnell, a sixth form student, had contacted the Council. She would like to organise a Run in support of ME sufferers in the town. The Clerk had met with Miss Bushnell and suggested that she approach the Council if she needed financial support, equipment etc. **Noted**
  
2. **Request for assistance** – Prostate Cancer UK awareness day – 9 June 2018. The Clerk had emailed details of this event to Councillors and a number of Councillors had agreed to help on the day. **Noted**
  
3. **Clerk's Authority** – payment of £53 to David Richings re electricity invoice. The Clerk had authorised the payment of an additional £53 to Mr Richings for electricity charges for the Christmas Lights. He had withdrawn his intention to have the meter removed. **Noted**
  
4. **Minutes of meetings not signed** - Standing Orders and advice from Monitoring Officer. The Mayor had not signed a number of Minutes of Town Council meetings and the Clerk had sought advice from the Monitoring Officer. If the Minutes remain unsigned then the appropriate action would be taken over the next few weeks. The Mayor then confirmed that the Minutes had been signed. **Noted**
  
5. **Event – 19 May 2018 – Market Square.** Cllr Wesson had suggested an event be held on the Market Square, on the day of the Royal Wedding, for the town to come along, with refreshments, music etc. Help from Councillors with the organisation of this would be appreciated. **Noted**
  
6. **Diary Dates:**

Easter Closure -	30 March-2 April 2018 inclusive
Planning Committee -	(3 April 2018) – <b><i>this meeting would not be held due to the Easter break</i></b>
Planning & Council -	17 April 2018

**R Spurs  
Town Clerk**