

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 20 JUNE 2017
COMMENCING AT 7.45 PM

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

Cllr M Brennan Cllr M McBride
Cllr Ms J Bull Cllr Mrs M Mead
Cllr Mrs D V Bulley Cllr D Melvin
Cllr Miss S Coul Cllr P Scott
Cllr R Crapper Cllr Mrs S Scott-Stovold
Cllr C Delaney Cllr Mrs C Wilson
Cllr J Hayes

Apologies: Cllr Mrs S Scott-Stovold

Absent: Cllr R Brooks

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

In attendance: Mr D Wesson

22 DECLARATIONS OF INTEREST

Cllrs Leverton and Scott declared an interest in Cheque 12072 as Trustees of Brownes Hall.

23 MINUTES

The Minutes of the Meeting held on 16 May 2017, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

24 ANNUAL TOWN ASSEMBLY

The Minutes of the Meeting of the Annual Town Assembly held on 9 May 2017 at St John's Church had been circulated to Members. Two amendments were requested – Cllr Mrs Delaney to be added to the attendance list and Cllr Miss Coul's title changed from Ms to Miss. The Minutes were then APPROVED and signed by the Mayor. It was noted that the meeting had not been well attended by the public.

25 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor reported that she had attended the Armed Forces Day event on Alvescot Road Recreation Ground on Saturday 17 June 2017, which was officially opened by the Station Commander, herself, Rev Bill Blakey and Robert Courts MP. The weather was glorious and there was a magnificent display by the RAF Falcons and a low level flypast by the A400M, which had been part of the Queen's Birthday Flypast. There was entertainment by the RAF Brize Norton Military Wives Choir and local bands throughout the day.

The Event also included a Tug of War competition by the RAF Falcons, with teams from the RBL Bikers, Co-op Travel Agents and an all female team that included the Mayor. There

were many military and other stalls, a funfair, BBQ by the Windrush & Carterton Rotary Club, Dog Show, RBL Ride of Respect and a Cake Competition.

The Oxfordshire Play Association provided free activities for children, which were really well attended. The Mayor said it was good to see so many RAF families enjoying the day of activities and Carterton put on a wonderful show of thanks to the military for all they do in keeping the UK and the world safe. The Mayor publically thanked all the volunteers who gave up their time to make the event a success, with special thanks to Sarah Scott-Stovold who worked extremely hard to make sure everyone had a nice time. Thanks also to Don Rouse, Jane Corban, RAF Cadets, Carterton & West Oxfordshire SSAFA team, Martin Gillett from OPA, Alison from Brownes Hall and to Knit & Natter for the delicious cakes. The date was in the diary to hold a similar event next year.

On Sunday 18 June the Mayor was invited, together with the Mayor of Witney, to attend the official unveiling of a plaque to mark 300 years of Freemasonry at the Windrush Lodge.

Cllr Mrs Little said the Carterton District Councillors held their quarterly meeting last week and she had raised the issue of the regeneration of the town centre and the fact that a lot of it is owned by private landlords, which meant the Town Council had little say in filling new shops. She wanted to start a Focus Group to look at this, which would include local Councillors and members of the public. There would be a media campaign to inform the public and invite them to join the group. The group would also look at what improvements could be made to the Alvescot Road Recreation Ground.

Cllr McBride asked if the Mayor could include details of forthcoming events in her announcements in order that Councillors could give any support needed. The Mayor thanked Cllr McBride for his suggestion and said that a date had been booked for a Battle of Britain Fish & Chip Supper to be held in Brownes Hall on Friday 22 September.

26 CLERK'S REPORT

The Clerk's Report, copies of which had previously been circulated, was received. The Report is attached at Annex 'A'.

27 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

Mr Wesson said he would like to put his name forward for the Focus Group to look at the regeneration of the town centre. He had spoken to Robert Courts MP at the Armed Forces Day event and passed on a suggestion he had received from a member of the public that cyclists be charged a £10 annual fee that would go towards maintaining cycle paths and the upkeep of roads. Cllr Scott further suggested that cyclists be fined if they used the road instead of the cycle paths provided, which was a particular problem on Black Bourton Road.

28 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Nicholas Field-Johnson had given his apologies, but his written report had been circulated to Members.

29 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 16 May and 6 June 2017. These were noted.

30 ADMINISTRATION COMMITTEE

Council received the Minutes of the Meeting of the Administration Committee held on 6 June 2017. Cllrs Brennan and Mrs Mead pointed out two errors in the attendance list which will be corrected. The Minutes were noted.

31 AMENITIES AND ECONOMIC REGENERATION COMMITTEE

Council received the Minutes of the Meeting of the Amenities and Economic Regeneration Committee held on 6 June 2017.

Cllr Scott asked for an update on the hedge to the front of The Beehive and Cllr Mrs Little said that she had written to the Brewery explaining how the Council was trying to regenerate the town centre and asked if they would consider being part of that by maintaining this area. The Clerk had written to Oxfordshire County Council who owned the hedge. Replies were awaited.

Cllr McBride asked for an update on the situation with the payment of the invoice for £600 for advertising on the ten Tikspac stations, which Council had decided not to approve. The Clerk said he had written to the company offering them the opportunity to remove the Town Council advertising from the stations and a response was awaited.

The Committee had recommended to Council that the following be approved:-

- (a) Carters Walk Artwork – the RAF sculpture be offered to the RAF for their 100th Anniversary and the sculpture of Mr Carter be moved to the outside the Town Hall on Alvescot Road.
- (b) Burford Road Bus Stop – relocation of the bus stop a few meters further along the road, as requested by elderly residents, to be near the bench in front of the Methodist Church, at a cost of £60.00 plus VAT.
- (c) Community Centre Temporary Car Park – top up the gravel, re-mark parking bays and carry out repairs to the wooden fencing, at a total cost of £785.00 plus VAT.
- (d) Town Hall fencing – further fencing to be installed at the side of the veterinary surgery to provide privacy at a cost of £140.00 plus VAT.
- (e) Trefoil Way Playground – repair to one of the swings at a cost of £86.40 plus VAT.
- (f) Alvescot Road Recreation Ground Playground – replacement Baby Swing at a cost of £62.00 plus VAT.
- (g) Queen Mother's Garden tree work – maintenance of trees at a cost of £465.00 plus VAT.
- (h) Queens Road tree maintenance – tree work to the rear of 92 Queens Road at a cost of £450.00 plus VAT.
- (i) Swinbrook Road dog waste bin – new bin at a cost of £180.00 plus VAT.
- (j) Heather Close dog waste bin – replacement bin at a cost of £173.70 plus VAT.

(k) Leaf Blower and Strimmer – the purchase of a Leaf Blower had already been approved, but the Committee suggested a more commercial product be sought. The Committee had not recommended a Strimmer on health and safety grounds.

(l) Arkell Gardens tree work – tree work to the rear of 1D Arkell Gardens at a cost of £275.00 plus VAT.

(m) Willow Meadows maintenance – annual maintenance of the Meadows by David New at a cost of £1,730.00 plus VAT.

(n) Blackthorn Playground – topping up the bark surface had already been completed, but a top up was also now required at Alvescot Road Recreation Ground.

Council RESOLVED to APPROVE all of the above, with the exception of the Strimmer.

32 MOTION – CLLR MISS COUL

Cllr Miss Coul presented the motion that Carterton Town Council would support the Day Centre to continue operating should Oxfordshire County Council funding cease at the end of the financial year in 2018, subject to a full financial review of the operating costs.

The Clerk gave an update on what had already been agreed in support of the Day Centre. Council had approved a S137 grant of £2,000 to the Centre on the condition that invoices were presented for items such as vehicle maintenance or building work prior to the Council paying them. No requests had yet been made to use this money. The Clerk had attended several meetings with the Mayor, Cllr Peter Handley and Lyn Stanley, the Manager of the Day Centre, and guidance had been given on obtaining funding from other organisations to support it.

Cllr Mrs Little said that the Council had always supported the Day Centre. The Council's Masterplan looked towards a permanent building, but Lyn Stanley had said that they did not want to move from the Portakabin. Cllr Miss Coul stressed the importance of a consultation with the Day Centre clients in order that their views were known prior to any decision about the future of the building.

Cllr Mrs Little said she would envisage the same level of support as that provided for the Family Centre if funding was stopped. The Clerk said he understood that the Council generally wanted to support the Day Centre, but it was the Trustees who managed the Centre and if the organisation wanted to re-form, it would need a dynamic team of Trustees who understood all the issues around the requirements of the Centre, how much it cost and where to get funding. Cllr Miss Coul said that they would welcome a Councillor as a Trustee.

A vote was taken and Council RESOLVED to APPROVE the motion to support Carterton Day Centre should Oxfordshire County Council funding cease, subject to a full financial review of the operating costs.

33 CARTERTON MARKET

The Clerk had circulated a report to Members asking them to determine whether the Town Council should continue the rent-free period for the Thursday market traders. The Market was well attended by traders and a new Fish stall would be coming soon, together with Lloyds Mobile Bank once the Carterton branch closed in September 2017.

Cllr Miss Coul said now that the Market was more successful, it might be time to consider reintroducing a small charge. Cllr Scott said that there were concerns from small local businesses that the Market stallholders were allowed to trade for free.

Councillors discussed charging options, including whether income could be ring-fenced for a specific purpose, whether a charge should reflect seasonal footfall differences, whether food stalls should be charged at a higher rate than other types of stall or whether there could be long or short-term contracts with different rates. The Clerk would put together a charging schedule for the next meeting.

34 CARTERTON CRIER

The Clerk had circulated a report to Members stating that the current contract for the Carterton Crier magazine had come to an end and Council were invited to approve the commissioning of Fyne Associates to produce the magazine for a further twelve months (four issues).

Cllr Mrs Mead said that the magazine was popular and well received by the public. She had two concerns: firstly, that the content should be monitored by a small group of Councillors as previously agreed by Council and, secondly, that it was delivered prior to any events advertised in the magazine. The Clerk said that he was working with Fyne Associates to improve the delivery times and said that there had been no complaints of non-delivery from the public for the last two issues. Content was monitored by officers prior to publication and Councillors were welcome to be part of that process.

Cllr Brennan suggested that the magazine could be distributed further afield, to promote Carterton to the surrounding villages and towns, as well as putting copies in local shops and businesses. Cllr Leverton said that Fyne Associates were originally going to deliver the magazine themselves as part of the contract price, but this had not been possible and a new deliverer had been found at extra cost. The Clerk said he would speak with them to see whether they could produce more magazines for the same cost.

Cllr Mrs Little asked that Councillors be made aware of the delivery dates. Cllr Ms Bull asked whether the public could put things in the magazine and the Clerk said that they could approach the editor directly. The editor attended local events and sought information on good stories to follow up.

It was suggested that Town Councillor profiles could be included, but it was noted that these were already on the Town Council website. Councillors were reminded to submit a profile if they had not already done so. The Annual Town Meeting could be a feature in the Crier next year to encourage the public to attend. Cllr Ms Bull said that her team from the ICE Centre would be happy to deliver the magazines around the town centre.

Council **RESOLVED** to **APPROVE** the commissioning of Fyne Associates to produce the magazine for a further 12 months. The Clerk would speak with them regarding the supply of extra copies as part of the contract price.

35 FINANCIAL STATEMENT

The Financial Statement to 31 May 2017, set out at Annex B, was **APPROVED**.

36 INCOME RECEIVED

Details of Income Received to 31 May 2017, previously circulated, were noted.

37 ACCOUNTS FOR PAYMENT

Cllr Scott asked whether there was any contract retention for the Skate Park in case any problems arose after completion. The Clerk said that Council had not agreed this during the tender process, but it was part of the contract that guarantees were in place to ensure the quality of their work and repair any defects.

Cllr Scott queried Cheque 12075 for £3,660 for repairs to the Playground at Alvescot Road Recreation Ground and the Assistant Clerk said that this covered mound reconstruction and repairs to the Titan Swing and the Pyramid Rope.

Council RESOLVED that the Accounts for Payment for June 2017, set out at Annex C, be APPROVED for payment.

38 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.

39 CARTERTON FOOTBALL CLUB

Confidential item.

The meeting ended at 9.05 pm

18 July 2017

Town Mayor

- 1 **Skate Park** – the Skate Park official opening will take place on Thursday 22 June 2017 at 4.00pm. Please attend if you are able. The Press have been invited and free refreshments will be available. It is timed so that users will be on site at the time of the opening. **Noted**
- 2 **Shillvalley Stitches** – The Shillvalley Stitches – regular hirers of the Town Hall since 1987 – have written to thank the Town Council for allowing their group to meet free of charge. **Noted**
- 3 **Save the Children** – Have written to thank the Town Council for sponsoring their Carterton May Day Fair 2017, at which £6,900 was raised. **Noted**
- 4 **Witney Radio** - Have written to the Council thanking them for their donation towards the new FM radio station. **The Clerk said that the Armed Forces Day event held on 17 June was advertised on the radio station, which has worldwide coverage.**
- 5 **Flowers for the Town Hall** – With the closure of Adams Orchard the ladies who provide the arrangements are seeking alternative suppliers. They are keen to continue providing the Council but have advised me that there may be a small increase in the cost of sourcing the flowers. This would be met from Petty Cash. **Cllr McBride said that the cost would be worthwhile as the flowers are appreciated by visitors to the Town Hall. Cllr Scott had spoken to the owner of Adams Orchard, who had said a contributing factor had been the increase in Business Rates, which would affect other small businesses as well. Cllr Brennan said he had spoken to the Co-op Travel Agents, who had expressed concern that there was a rumour that they would also be closing and stressed that there is no truth in this whatsoever.**
- 6 **Masterplan Workshop. A date would be set for this workshop after the inquiry into the WODC Local Plan on 12 July 2017.**
- 7 **Diary Dates:**

Saturday 24 June	Armed Forces Day
Tuesday 4 July	Planning & Administration Committees
Tuesday 18 July	Planning & Town Council
Tuesday 1 August	Planning Committee
Tuesday 15 August	Planning Committee
Tuesday 5 September	Planning and Amenities & Economic Regeneration
Tuesday 19 September	Planning & Town Council

**Ron Spurs
Town Clerk**