

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 15 MAY 2018  
COMMENCING AT 7.45 PM

Present:	Cllr Mrs D Bulley	Cllr N Leverton
	Cllr Ms J Bull	Cllr Mrs M Mead
	Cllr Miss S Coul	Cllr M McBride
	Cllr R Crapper	Cllr D Melvin
	Cllr Mrs C Delaney	Cllr P Scott
	Cllr Mrs E Hatton	Cllr Mrs S Scott-Stovold
	Cllr J Hayes	Cllr D Wesson
	Cllr Mrs L Little	Cllr Mrs C Wilson

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

In attendance: Cllr P Handley (County Councillor)  
One photographer (until end of item 2)  
Mrs S James (Carterton Celebrates)  
7 members of the public

*The meeting was preceded by one minute's silence to express the Council's condolences to Cllr Wesson whose wife had sadly passed away last night.*

#### 1 ELECTION OF TOWN MAYOR

There were two nominations for the position of Town Mayor for the year 2018/2019 – Cllr McBride and Cllr Hayes. A vote was taken by a show of hands. Cllr Hayes received seven votes and Cllr McBride received nine votes. The new Mayor presented Cllr Mrs Little with her Past Mayor's Badge.

It was RESOLVED that Cllr M McBride be elected as Town Mayor for the year 2018/2019 and he duly signed the Declaration of Acceptance of Office.

#### 2 APPOINTMENT OF DEPUTY TOWN MAYOR

There were two nominations for the position of Deputy Mayor for the year 2018/2019 – Cllr Mrs Mead and Cllr Hayes. A vote was taken by a show of hands. Cllr Hayes received seven votes and Cllr Mrs Mead received nine votes.

It was RESOLVED that Cllr Mrs M Mead be elected Deputy Mayor for the year 2018/2019 and she duly signed the Declaration of Acceptance of Office.

#### 3 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

#### 4 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on 17 April 2018, previously circulated to Members, were approved as a true record and signed by the Chairman.

## 5 FORMER TOWN MAYOR'S ANNOUNCEMENTS – CLLR MRS LITTLE

Cllr Mrs Little had attended a fundraising day at the RAF Family Centre in aid of the Special Care Baby Unit and SSAFA. The St George's Day Dinner was held on Saturday 5 May 2018 at the Cotswold Gateway Hotel in Burford. She thanked all those who had attended and helped her raise money for her charities. The Raffle made £165 and the total, including donations received, came to £249. This would be paid into the Mayor's Allowance account, making a total of funds raised in the mayoral year 2017/2018 of £3,609.11. She would award donations to the following charities:

- Carterton Family Centre           £1,000
- Allandale Youth Club           £500
- Carterton Day Centre           £500
- RAF Benevolent Fund           £500
- Carterton Carers               £300
- RNLI                               £200
- Carterton Over 60s Club       £300

The remainder would go to Carterton Community College to help towards the cost of school trips for disadvantaged children. She would invite all the recipients to come to the Town Hall on Thursday 31 May 2018 to receive their cheques and she hoped to have members of the RAF Falcons to present them.

Cllr Mrs Little said she had been asked to convey to the Council that Mr Phil Lewis no longer wished to perform the duty of Mace Bearer as he did not feel able to support the new Mayor and Deputy and several Council members. She went on to thank the public and the businesses of Carterton and the wider area, together with the military at RAF Brize Norton, for their support over the last five years and beyond. She also expressed her thanks to Cllr Scott, Cllr Mrs Delaney, Cllr Mrs Bulley, Cllr Hayes, Cllr Mrs Scott-Stovold and Cllr Mrs Wilson, who had been outstanding in their support of her at civic events and also in their effort to bring the justice of an independent investigation into the Town Council.

Cllr Mrs Little said she had been the subject of accusations that had no substance, and which had been dismissed by the Monitoring Officer and the Police. The recent accusations regarding the Mayor's Allowance account once again have no evidence to support the claims made by the Council. Her solicitor had waited for over a month for the Council to produce this evidence, but so far there had been no reply. She believed this was a waste of public funds, police time and resources.

Cllr Mrs Little said she would like to inform the many people who had helped her to raise funds for the Ted Little Veterans Home that it would continue with its aspirations to support veterans in West Oxfordshire. She said it was a charity and would continue with its work.

Finally, she expressed her sincere and heartfelt thanks to Tan Marchant, who saw her through nearly a year of managing the Town Council on her own, managed the funds, kept to the Code of Conduct and kept the level of confidentiality that the Council adheres to. She kept the Council running and saved the taxpayer over £42,000 that year had it been necessary to employ a substitute Town Clerk. She presented Tan with gifts and a card as a token of her appreciation, and the Council gave a round of applause.

Cllr Mrs Little also expressed her thanks to her husband, son, daughters and grandchildren.

The new Mayor set out what he would like to do during his term of office. He started by reminding Councillors of the seven principles of public life, which were set out by Lord Nolan in 1995, as follows:

- Selflessness. Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- Integrity. Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- Objectivity. In carrying out public business, including making public appointments, awarding contracts or recommending individuals for awards and benefits, holders of public office should make choices on merit.
- Accountability. Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness. Holders of public office should be as open as possible about the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- Honesty. Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts which arise in a way that protects the public interest.
- Leadership. Holders of public office should promote and support these principles by leadership and example.

CLlr McBride said he intended to follow these principles during his time as Mayor and after, and he hoped that all the Councillors would agree to do the same. To that end, and in a spirit of openness, the way the Mayor's Account is controlled would be changed. The Mayor's Allowance would not be paid into his personal account, but instead there would be a Budget Heading in the Council's accounts and any expenses incurred in discharging his mayoral duties would be paid out of that. Any monies raised at charity events would be paid into a new Mayor's Account, which would be managed by the Town Hall staff. Details of income/expenditure would appear on the monthly accounts and would be available to be seen by the public.

He said it was a great privilege to serve as Mayor, but he would only serve for one year because there were other equally qualified Councillors to serve afterwards. In his monthly Mayor's Announcements, he would report on future invitations as well as those he had attended. This would give Councillors the opportunity to attend events as well. Civic events would also be offered to the Deputy Mayor to attend.

He asked that Councillors recommend charities to support and he would then choose up to six. He said that if, during his time as Mayor, the Council should be unhappy with his performance and propose a Vote of No Confidence, he would not vote or use his casting vote, but would delegate this to the Deputy Mayor. If the Motion was carried he would step aside until such time as the Council was again confident in his actions. He would chair Council meetings firmly but fairly, insisting that only one person should speak at a time and to raise a hand to speak. He would do everything in his power to restore the reputation of the Council and of Carterton and called on the Councillors to support him in this.

## 7 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.

## 8 APPOINTMENT OF STANDING COMMITTEES AND WORKING GROUP

The list of current appointments on the Planning, Administration, and Amenities & Economic Regeneration committees, and the Events Working Group, had been previously circulated to Councillors. The Clerk said that the Standing Orders stated that the Council may appoint such committees as were necessary and the Terms of Reference for the committees were agreed in 2016 and stated that seven Councillors should sit on each committee. The Clerk had circulated to Councillors a request to advise him of their choices and assumed that those who had not responded did not want to be on a committee.

Cllr McBride asked for nominations for Chairs of the committees, but Cllr Mrs Little said that the usual practice was to appoint the Chairs at the first meetings rather than in advance. Cllr McBride said that it would be good to have the Chairs in place as soon as possible in order to start achieving results. Cllr Miss Coul pointed out that in order to nominate someone, Councillors would need to know who were the seven on each committee. The Clerk said they were as follows:

### **Administration**

Cllr Ms J Bull, Cllr Miss S Coul, Cllr R Crapper, Cllr Mrs E Hatton, Cllr N Leverton, Cllr D Melvin, Cllr D Wesson

### **Amenities & Economic Regeneration**

Cllr Mrs Bulley, Cllr Miss Coul, Cllr C Delaney, Cllr Mrs Hatton, Cllr D Melvin, Cllr D Wesson

### **Planning**

Cllr Ms J Bull, Cllr Miss S Coul, Cllr C Delaney, Cllr Mrs E Hatton, Cllr N Leverton, Cllr Mrs M Mead, Cllr D Melvin, Cllr D Wesson

Cllr Mrs Little expressed concern that those chosen for the committees were not a fair representation of the whole Council and she did not think this was democratic or transparent. The Clerk said that he had emailed all Councillors asking for their committee choices and had decided who should sit on which committee from those who had responded. Cllr Hayes said he had not received the email. Cllr Miss Coul said she would be happy to come off the Amenities & Economic Regeneration and Planning committees to give others the opportunity to sit on those. Cllr Scott queried why there were only seven Councillors on each committee and the Clerk said that this had been agreed by Council in the Terms of Reference at its meeting in 2016. Cllr Mrs Little and Cllr Mrs Wilson said they had given their committee choices to the Assistant Clerk last Thursday as the Clerk was not in the office at the time. Cllr Wesson said he would be willing to let Cllr Mrs Little take his place on the Administration Committee.

Cllr McBride proposed that the Chair and Deputy Chair for each committee be appointed. Councillors should resubmit their committee choices to the Chair, and the Chair and Deputy of each committee would then form the committee membership.

**Administration Committee:** Nominations for the Chair were Cllr Miss Coul and Cllr Mrs Little. A vote was taken with eight votes for Cllr Miss Coul and seven votes for Cllr Mrs Little. Nominations for Vice-Chair were Cllr Ms Bull and Cllr Mrs Little. A vote was taken with eight for Cllr Ms Bull and seven for Cllr Mrs Little. Cllr Miss Coul was duly elected as Chair and Cllr Ms Bull as Vice-Chair.

**Amenities & Economic Regeneration Committee:** Cllr Mrs Mead was nominated for Chair and Cllr Wesson for Vice-Chair. Cllr Mrs Mead was duly elected as Chair and Cllr Wesson as Vice-Chair.

**Planning Committee:** Cllr Melvin was nominated for Chair and Cllr Leverton for Vice-Chair. Both were duly elected.

It was noted that in the past the Chairs of Committees then formed the Urgency Committee. Cllr McBride would look to change this to whichever Councillors were available and would bring this to a future meeting for consideration.

## 9 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

**Allandale Management Committee:** Cllr Ms J Bull, Cllr Mrs C Delaney and Cllr Mrs E Hatton.

Cllr Miss Coul said that she believed there would be a conflict of interest for anyone who was also a Trustee of the Carterton Family Centre and the Clerk agreed this was the case. Cllr Ms Bull said she had a great deal of knowledge and experience of the Allandale building. She asked that it be noted that she did not appreciate the rude comment made towards her by another Councillor at this point.

**Community Centre:** No nominations at present.

**Remembrance Day Observance:** Cllr R Crapper and Cllr D Wesson.

**Allotments Association:** Cllr Miss S Coul.

**Brownes Hall Management Committee:** Cllr Miss S Coul.

**Squash Club Committee:** Cllr P Scott.

**Football Club:** Cllr Miss S Coul, Cllr N Leverton, Cllr Mrs L Little

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

Mr Ian Wright stood up to speak. He had attended the Annual Town Assembly last Tuesday evening and was pleasantly surprised at the number of Councillors who had attended the meeting although disappointed that not all of them were there. There was also a low attendance by members of the public. He found the meeting interesting and informative. He wished the new Mayor and Deputy Mayor all the best for their term of office and thanked Cllr Mrs Little for all the work she had done over the last five years. However, he said he had seen things at tonight's meeting that he was disappointed about.

Sue James stood up to speak. She thanked the Council for their sponsorship of the May Day Fair in aid of the Save the Children Fund, which enabled them to have several good attractions such as the Jurassic Park jeep, the Iron Throne, Pete the Dinosaur and Punch & Judy shows for the children. It was good to see the Council represented on their stall and she hoped there had been plenty of opportunities to interact with members of the public. Approximately £6,500 was raised for Save the Children.

## 11 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Handley conveyed the apologies of Cllr Field-Johnson who was at a meeting in Burford this evening. He said that he had 13 parishes to look after and both County Councillors always did their best to attend as many as possible.

He asked about the new Allotments, which were not in a fit condition at the moment to open for use. The Clerk said there would be a meeting the following week between Mike Alcock, David Wilson Homes and WODC to discuss the situation. Cllr Handley asked about the new

Public Toilets at the Country Park that were not yet open. The Clerk said that he had been informed that the Toilets would be open on Monday 21 May 2018 and would be administered by David Wilson Homes for the first year under the Section 106 agreement. After that time, they would negotiate with the parishes of Carterton and Brize Norton to take over the management of the Toilets.

There was concern about access to the Football Club and Allotments now that Swinbrook Road had been closed to through traffic with bollards. The main problem was the signage and it would be the Town Council's responsibility to address this. There had been some problems with access for the emergency services, but the bollards did have padlocks to allow emergency access and this would need to be investigated. Cllr Miss Coul said she had spoken to an officer at the OCC who said it was their responsibility to change the signs and that it was in hand. Cllr Handley said he would take this forward.

Cllr Handley said he had good news about the four-way junction proposed at Minster Lovell, in that the money was available to put this in place, but it was tied in with the development of 1,000 homes to be built in Oxfordshire. The Council should keep pressing for the junction and the building development. Once the junction was in place it would help the villages of Shilton and Brize Norton, who have weight limits of 7.5 tonnes.

He congratulated the newly appointed District Councillors. He stressed that everyone needed to work together to increase the town population by getting more houses built, particularly on the sites where the MOD houses had been demolished. Three of the schools were having financial difficulties and one of them was in Special Measures, with only St John's Primary School not currently experiencing problems, with the main problem being insufficient pupils to secure funding.

Cllr Handley said he would be willing to support the provision of proper toilet facilities at the existing Allotments, which were currently served by a Portaloo. He could provide finance up to £2,500 towards this. Cllr McBride said it would be on the agenda for the next meeting. He thanked Cllr Mrs Little, who had worked hard during her term of office as Mayor and encouraged the new Council to work together to move Carterton forward.

Cllr Miss Coul asked if it would be possible for OCC to install high visibility lighting on crossings, especially the one near RAF Brize Norton gates. Cllr Handley said he would pass this on. Cllr Hayes asked about the cutting of hedgerows between the new Swinbrook Park estate and Shilton, together with the one at Gilson's Field towards Alvescot, which were overgrown and causing problems for traffic.

Cllr Mrs Little asked for his help with reinstating a bus service between Carterton and Swindon. A public meeting had recently been held and a group formed called the Carterton and Broadshires Public Transport Group, which consisted of six members and included representatives from Filkins and other parishes. Cllr Handley said that when the bus was originally discontinued there was a sum of £5,000 available for villages to purchase a minibus but no one had taken this up and the villages had not been prepared to talk to each other to work together.

Finally, Cllr Handley expressed his condolences to Cllr Wesson.

The Mayor thanked Cllr Handley for his report.

## 12 PLANNING COMMITTEE

Council received the Minutes of the Meeting of the Planning Committee held on 17 April 2018. These were noted.

#### 13 APPLICATION FOR FUNDING FOR CARTERTON CELEBRATES

The Clerk had circulated a report seeking approval to contribute the sum of £3,567 towards the cost of organising a week of events to celebrate Carterton. The Carterton Celebrates week would provide the town with a number of events during the week 24 June to 30 June 2018. The organiser, Sue James, had made a presentation to the Council earlier in the year and now sought funding to take the event forward.

Cllr Miss Coul asked Mrs James whether any surplus funds from this year's event would go towards a similar event next year. She also asked what resilience was in place to ensure the event would still take place should the organisers have to pull out for any reason. Mrs James said they had set up a Carterton Celebrates account and any surplus or profit would go towards making this an annual event, depending on the success of this year's event, or else any unused money would be returned to the Council. The organisers were putting on a few things themselves, for example an Open-Air Cinema and Quiz for Muggles, but most of the events were being organised by separate groups or committees and could continue without the organisers.

It was RESOLVED to APPROVE that the Council, in accordance with its powers under the General Power of Competence, should incur the above expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure involved.

#### 14 PURCHASE OF NEW CHAIRS FOR STAFF

The Clerk had circulated a report seeking approval for the purchase of three work chairs at a cost of £185 each, totalling £555 plus VAT. Members of staff had reporting difficulty in using the existing work chairs that were purchased a number of years ago and which they found uncomfortable and exacerbated back problems. A local firm, Aston & James, had lent officers a trial chair for a week and it had met the particular requirements of staff in relation to health and safety. The Clerk had since negotiated a 10% discount on the price of the chairs.

Cllr Miss Coul said that the price was reasonable and proposed that the chairs be purchased. Cllr Hayes said that Aston & James currently had similar chairs on sale, but the Clerk said that the proposed chairs were specific to prevent back problems.

Council RESOLVED to APPROVE the purchase of three chairs at a cost of £555 plus VAT.

#### 15 APPLICATION FOR LAND PURCHASE – CAMPION CLOSE

The Clerk had circulated a report to Council to determine whether to approve the sale of a small piece of land to the applicant at 35 Campion Close. A letter had been received from Mr Patrick Radbourne seeking permission to purchase/lease the piece of land in order to relieve parking congestion in a very small cul-de-sac.

Cllr Mrs Little said that the Council had previously decided not to set a precedent by selling land, especially if there was a cost to the taxpayer. She would therefore not support it. Other Councillors were in agreement, and it was RESOLVED not to sell the piece of land.

#### 16 PLAYGROUND REPAIRS

The Town Clerk had presented a report on two items of equipment at Trefoil Way Playground that needed repairing. The cost was £409.59 for the Spica unit, and £570 for the Teenage bench. Cllr Hayes suggested a concrete replacement bench and the Clerk said this could be investigated but in the meantime the bench needed to be removed because of safety concerns.

It was RESOLVED to accept the quote of £409.59 + VAT for the Spica unit but to delay a decision on the bench pending further investigation. In the meantime, the Clerk said the bench would be removed.

17 FINANCIAL STATEMENT

The Financial Statement to 30 April 2018, attached at Annex B, was noted.

18 INCOME RECEIVED

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

19 DEBIT CARD TRANSACTIONS

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

20 ACCOUNTS FOR PAYMENT

The Accounts for Payment for April 2018 had previously been circulated. Cllr Mrs Little queried the replacement fire panel at the Allandale and wondered if the landlord should be responsible for this cost. The Clerk confirmed that this was the case.

Cllr Miss Coul had several queries which were answered by the Assistant Clerk.

Council RESOLVED that the Accounts, set out at Annex C, be APPROVED for payment. Cllrs Mrs Bulley, Mrs Little and Mrs Wilson asked for their abstention to be noted.

21 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.



22 CLERK'S APPRAISAL – CONFIDENTIAL ITEM

The meeting ended at 9.15pm

19 June 2018

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Town Mayor

**1 Clerk's Authority for purchases:**

Printer - £116. The printer purchased recently is being used to replace the printer in the Clerk's office which is not Windows 10 compatible. The new printer will be the cheque printer. **Noted**

**2 Meetings -** The first meetings of the Planning, Administration and Amenities and Economic Regeneration Committees of the new Council year will be held on Tuesday 5 June 2018, as follows:

7.30pm	Planning
7.45pm	Administration
8.15pm (approx)	Amenities and Economic Regeneration.

**3 9 June 2018**

Prostate Cancer Awareness Day will take place on the Market Square. This will feature dancers, stalls and music. Councillors are supporting this event. The Council gazebos and pop-up electricity units will be available to use on the day. **Noted**

**R Spurs**

**9 May 2018**