

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 21 NOVEMBER 2017  
COMMENCING AT 7.45 PM

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

Cllr Ms J Bull Cllr Mrs M Mead  
Cllr Mrs D Bulley 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 J Hayes

Apologies: Cllr D Melvin

Absent: Cllr M Brennan, Cllr R Brooks

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

In attendance: Cllr N Field-Johnson – County Councillor  
Cllr P Handley – County Councillor  
Cllr H Howard – District Councillor  
Mrs Doreen Clarke plus four other residents

97 DECLARATIONS OF INTEREST

There were none.

98 MINUTES

The Minutes of the Meeting held on 17 October 2017, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

99 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor reported that she had been invited by the Head of Carterton Community College to assist with the interview process for their new Head Boy and Head Girl and their deputies. Keasi Gonewai was appointed as Head Girl and Harrison Triggs as Head Boy, with their deputies being Lucy Southgate and Joe McBride. The Head Girl and Boy laid a wreath at the War Memorial on Remembrance Sunday.

The Mayor and Councillors attended the Remembrance Sunday Service at St John's Church and she expressed her thanks to Rev Bill Blakey for the wonderful service, to the RAF personnel from Brize Norton for conducting the Parade and to all the organisations that took part, who were a credit to the town.

The Repatriation of the late Royal Marine James Holloway took place on 8 November 2017 and the Mayor expressed her thanks to the community volunteers who gave up their time to assist with parking, refreshments and to look after the family.

## 100 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.

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

Doreen Clarke of Rose Villa, 32 Milestone Road stood up to speak. She said she had been a resident of Carterton for 55 years and her family had lived here for 100 years. She acted as a spokesperson for many residents and this was the first time she had attended a Council meeting as she had never felt the need to speak out before. Mrs Clarke thanked the Mayor for all she had done for Carterton over the past five years. She had always found the Mayor to be a kind, thoughtful person who was generous with her time and this was the view of many Carterton people who had the utmost respect for her and who gave her their full support.

Mrs Clarke also thanked the Town Council for all they had done for Carterton people, especially the senior Councillors who had given many years of their time to the town. They have served Carterton well and we are grateful to them.

Mrs Clarke went on to say that there had been a newspaper article after the Mayor's election reporting that there was a split vote and the Mayor had used her casting vote to remain in office, which was quite legal. On 11 October 2017 there was another article in the press reporting that the Town Clerk had lodged a complaint about the Mayor to the Monitoring Officer at West Oxfordshire District Council concerning a number of allegations against the Mayor and Cllr Scott. She said they fully accepted the Clerk's right to lodge a complaint if he felt justified, but what they were unhappy about was how it was done and the effect this has had on Carterton and on the Council itself. At this point, the Clerk informed Mrs Clarke that the allotted time for the public to speak had run out and Mrs Clarke resumed her seat.

## 102 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Peter Handley reported that a new working committee was needed to discuss operational matters in relation to RAF Brize Norton, including businesses such as Airbus and AirTanker, infrastructure, housing shortage, staff having to commute causing extra traffic coming into town, pupil numbers in schools etc. RAF personnel were given an allowance to purchase their own houses and this could mean that a proportion of the 700 houses to be built to the east of Carterton would go to RAF personnel. Contractors were also having to travel from as far away as Stratford upon Avon due to lack of local accommodation.

It could be another two years before work was started on the development to the east, which has meant that the Fire Station, to be built with S106 money from this development, was on hold and the Fire Service in the meantime were to use a temporary building on Carterton South Industrial Estate. He reported that further Government cuts were expected this year and he would do all he could to protect the £2.5 million for the Fire Station.

Cllr Field-Johnson reported on the infrastructure plan for £500 million that had been submitted to Government for North Oxfordshire, West Oxfordshire and the Vale of White Horse, of which £215 million had been granted. Some of this money would be coming to Carterton, for the new slip-road onto the A40 and for housing. He said he was also expecting to hear back soon on the proposed Unitary Council.

Work was under way to deal with the poor condition of the town's roads, and Burford Road and Carterton Road had recently been resurfaced. He would be interested to hear how the new Waste Collection service had been working in Carterton as there had been problems around the

county since the new contractor had taken over. There was also a concern that fly tipping would increase with the introduction of charges at landfill sites.

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

#### 103 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 17 October and 7 November 2017. These were noted.

#### 104 URGENCY COMMITTEES

Council received the Minutes of the Urgency Committee meeting held on 20 October 2017, which had been convened to approve urgent repairs to the zip wire on Alvescot Road Recreation Ground at a cost of £600 plus VAT, and the Minutes of the Urgency Committee meeting held on 3 November 2017 for urgent repair work to replace vandalised fencing panels at Alvescot Road Recreation Ground at a cost of £3,950 plus VAT.

The Minutes were APPROVED and signed by the Mayor.

#### 105 ITEMS FOR APPROVAL

Council received a report from the Town Clerk concerning miscellaneous items for approval:

(a) Market Square Christmas Tree. A Christmas tree had been proposed for the Market Square for the Christmas period. The Mayor was seeking sponsorship for the tree, but should this not come to fruition, approval was sought to purchase and install the tree at a cost of approximately £350. Metal fencing would be placed around the tree to prevent vandalism.

(b) Summer Bandstand Concerts. These had taken place on Alvescot Road Recreation Ground in previous years and approval was sought to book and pay for four bandstand concerts in the summer of 2018, at a total cost of £1,000 (estimate only for Highworth Silver Band), as follows:

Sunday 27 May 2018	Oxford Cherwell Brass Band	£300
Sunday 24 June 2018	Witney Town Band	£200
Sunday 29 July 2018	Wantage Brass Band	£200
Sunday 26 August 2018	Highworth Silver Band	To be confirmed

Cllr Mrs Wilson asked whether Hook Norton Band had been approached and the Clerk would contact them to see if they wished to perform as well. Cllr McBride said he would like to see more advertising to ensure a good turnout at the concerts. It was agreed to set a total budget of £1,500, which would include the cost for Hook Norton Band and advertising.

(c) Appointment of Solicitor to prepare the Lease of the Allandale Centre to Carterton Family Centre. The Council had undertaken to lease the Centre to the Carterton Family Centre when the building becomes vacant in January 2018. The Council had previously used Bower & Bailey to manage such projects, but the quality of recent projects had not been as high as expected and approval was sought to employ Dunning Anderson. An estimate of the cost would be £220 plus VAT per hour, which would total approximately £1,200. It was noted that this could be cheaper or more expensive depending on the complexity of the contract, which would not become clear until the work commenced.

(d) Alvescot Road Recreation Ground. The Diamond Jubilee plaque located on the Bandstand had become badly corroded and a replacement was needed at a cost of £176 plus VAT. Cllr McBride suggested that the new plaque be unveiled at one of the Bandstand Concerts in order to attract a larger audience.

(e) Skatepark bins. Currently the bin at the Skatepark was a wheelie bin chained to the fence, which was unsightly. UBICO could supply two vandal proof metal Black Knight bins, together with concrete bases to secure them to, at a total cost of £732 plus VAT. Approval was also sought to purchase and install a large (8 x 4ft) metal banner on the fence to the front of the Skatepark at a cost of £225 plus VAT. Cllr Leverton said he was still talking to the schools about the design of the banner.

(f) Willow Meadows. The dog waste bin by the kissing gate had become completely rusted through and needed to be replaced at a cost of £189.05 plus VAT.

Council APPROVED all the above, noting the extra cost for the Bandstand Concerts.

#### 106 REFURBISHMENT OF PAMPAS CLOSE PLAYGROUND

Pampas Close Playground was the oldest of the town's playgrounds and in need of refurbishment. Council had agreed at its meeting on 19 September 2017 that Sutcliffe Play supply and install new equipment at a cost of between £10,581 and £13,538 plus VAT, depending on which option was chosen. Design samples were provided by Sutcliffe and Council was invited to choose its preferred design. Cllr McBride had shown the designs to local residents for their opinion and there were two main comments. Residents wanted to keep the grassed area as it was well used for ball games, and it was felt that the park would see greater use if there was a bench for parents to sit on while their children played. Cllr Ms Bull suggested that new playgrounds should include equipment suitable for disabled children and it was therefore agreed that this should be looked into and brought back to the Council meeting in December.

#### 107 SUMMER PLANTING

UBICO had quoted £6,235.42 plus VAT to supply planting for the flower beds, tubs and hanging baskets for the summer display in 2018 and Council was invited to approve this as the plants needed to be ordered in November 2017. The Clerk would discuss with UBICO the inclusion of trailing plants in the hanging baskets.

Council RESOLVED to APPROVE the sum of £6,235.42 plus VAT for the summer planting.

#### 108 GROUNDS MAINTENANCE CONTRACTS

The Grounds Maintenance contracts with UBICO and McCracken & Son would expire on 28 February 2018 and the Council had initiated a Tender process to identify new contractors. The Tender document, which included the timetable for the Tender process, had been circulated to Councillors prior to the meeting and Council were invited to approve the Tender process.

Council RESOLVED to APPROVE the Tender process.

#### 109 REQUESTS FOR FINANCIAL ASSISTANCE

(a) Carterton Winter Lights Project. A request had been received from Gill Carver, the co-ordinator for the Carterton Winter Lights Project, for the sum of £1,000 towards the purchase of materials needed for making lanterns for this year's Lantern Parade to take place on Friday 1 December 2017 and to pay for a professional artist.

Council APPROVED a grant of £1,000 to the Carterton Winter Lights Project.

(b) OXPIP (Oxford Parent-Infant Project). A request had been received from OXPIP for the sum of £4,500 to provide a half day per week specialist clinician time to provide therapy sessions for Carterton families. It was noted that OXPIP had not sought funding from other sources.

Council RESOLVED to APPROVE the sum of £2,000 to OXPIP to be applied for on a draw-down basis and suggested that they seek other sources of funding to make up the £4,500 total.

#### 110 FINANCIAL STATEMENT

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

#### 111 INCOME RECEIVED

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

#### 112 ACCOUNTS FOR PAYMENT

The Accounts for Payment for November 2017 had previously been circulated

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

#### 113 DEBIT CARD TRANSACTIONS

Debit Card Transactions for October 2017, previously circulated, were noted.

#### 114 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.

Confidential item follows.

115 TOWN CLERK MANAGEMENT AND APPRAISAL PROCESS

Confidential item.

The meeting ended at 8.55pm

12 December 2017

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Town Mayor

1. **Carterton Lantern Parade and Christmas Lights Switch On** to take place on Friday 1 December 2017. Planning for the event was going well. More volunteers were needed to help marshal on the day if any Councillors were available. This year it was the intention to close Burford Road from Upavon Way to the Crossroads to ensure the safety of those taking part in the Lantern Parade. **Noted.**
2. **Remembrance Day – Sunday 12 November 2017.** The event went smoothly with no problems and was very well attended. **Noted.**
3. **Policies.** Some of the Council policies are out of date and in need of revision, particularly Standing Orders, Financial Regulations and Human Resources. The Clerk would be reviewing these over the next couple of months for Council to consider. **Noted.**
4. **Complaint.** A complaint had been received from a former Councillor regarding a purchase that was made in 2014. The problem was that it was Noted instead of Approved. in the Council Minutes. The Clerk would do some more work on this and report back. **Noted.**
5. **Recruitment of member of staff.** Scott Edwards had left on 3 November. The Reception vacancy had been advertised and there had been a lot of interest. An interview panel would be formed from members of the Administration Committee. **Noted.**
6. **Staff Christmas Lunch.** Staff would be having a Christmas Lunch on Friday 15 December 2017 and the Town Hall would be closed over the lunchtime period on that day.
7. **Internal Audit. of Mayor's Account.** Cllr McBride asked for an update on the results of the Audit. The Clerk said that the Audit Report had been received and had been shared with Councillors. Matters had arisen from the report that had been shared with Thames Valley Police, but it would not be appropriate to comment further at this time. In relation to the cost of £750 for the Audit, this had been done under the Clerk's authority, but as the total came to more than the £500 limit, Council would be asked to approve it. **Noted.**
8. **Forthcoming Dates:**

Friday 1 December	Christmas Lights & Street Fair
Tuesday 5 December	Planning & Administration Committees
Tuesday 12 December	Planning & Town Council
25 December to 1 January 2018	Town Hall closed for Christmas

**Ron Spurs  
Town Clerk**

