

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 17 JANUARY 2017  
COMMENCING AT 7.45 PM

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

Cllr M Brennan Cllr J Hayes  
Cllr R Brooks Cllr Mrs M Mead  
Cllr Mrs D V Bulley Cllr D Melvin  
Cllr R Crapper Cllr P Scott  
Cllr Mrs C Delaney Cllr Mrs C Wilson

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

Apologies Cllr Miss S Coul, Cllr M McBride, Cllr Mrs S Scott-Stovold

Absent: Cllr Mrs N Miah

In Attendance: Mr N Field-Johnson - OCC Cllr Elect  
Cllr H Howard – District Councillor

*The meeting was preceded by a presentation by David Wilson Homes.*

#### 112 DECLARATIONS OF INTEREST

There were none.

#### 113 MINUTES

(a) The Minutes of the Meeting held on 13 December 2016, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

(b) The Minutes of the Meeting held on 20 September 2016 required an amendment at Item 62(b) in connection with Carterton Day Centre and the Asda tokens scheme. The amendment was APPROVED and the relevant page signed by the Mayor.

#### 114 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor said that there had been no functions to attend due to the Christmas break. She had delivered 25 food hampers, with the help of RAF Brize Norton, to vulnerable families in Carterton and Brize Norton village. She expressed her thanks to Morrisons for donating fresh chickens, to Asda for donating vegetables and to the Market Traders who donated fresh fruit and bread.

She and the Clerk had attended several meetings with Carterton Children's Centre to discuss continued services once OCC funding is withdrawn at the end of February.

The Mayor continued to support the Carterton Masterplan whenever the opportunity arose and would continue to do so during her term of office.

## 115 CLERK'S REPORT

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

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

Cllr Henry Howard reported on items discussed at WODC committees he had attended. The Public Consultation on the Local Plan, which ended on 23 December 2016, had received a massive amount of comments, to the extent that the Leader of the Council was considering employing temporary staff to process them all.

The Budget had been discussed and, subject to approval at their Full Council meeting in February, the Band D amount payable for households in West Oxfordshire would rise by £5 per annum. He also reported that the Auditors had given WODC a clean bill of health.

Problems with the sewerage system in Swinbrook Road, and Lipscombe Place in particular, had been reported to Thames Water, who were investigating and putting together a plan to resolve the issues.

## 117 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Neil Owen reported that he and Cllr Handley had attended a meeting last week for an update on the situation with the Children's Centre and were pleased that the Centre was one of only six, out of around thirty in the district, chosen to receive funding to enable the service to continue.

Carterton Community College was experiencing some financial difficulties, but assurance was given that a plan was in place, although some redundancies were likely. There was concern that pupil numbers had fallen but the rise in population from new housing developments in the town was expected to lead to an increase sufficient to sustain the College. The home to school transport scheme had also seen a reduced take-up and again it was hoped that numbers would rise with the increase in population.

The OCC Budget was being worked through, with inevitable cuts, and an increase of around £5 per annum was expected in line with WODC.

Cllr Peter Handley reported on the situation with premises for the Children's Centre. Edith Moorhouse Primary School had offered the use of a classroom and the Library had also offered temporary space.

Cllr Handley elaborated on the situation with the Community College. It appeared they had not received the correct amount of funding over the last two years, by a considerable amount, due to money not being claimed, resulting in the school being more than £660,000 in debt. Pupil numbers were down by 300 at the College and by a similar number in the two federated primary schools.

The Fire Station would definitely be going ahead with S106 funding and Cllr Handley would continue to pursue this matter with the County, who assured him that recruitment of fire-fighters would commence at the end of this month.

Cllr Handley had met with Robert Courts MP in December. They had discussed the situation with the RAF housing and advised that 2022 was the earliest date for development of 700

houses, with a further 200 houses between now and 2022. Some of the land would go back to Annington Homes during this period for them to develop.

An extra £1.3M has been allocated from the government for the repair of potholes, but this would be a slow process.

Cllr Handley was also in discussions about the Football Club, looking at potential land for development of new pitches, and this was ongoing.

The Mayor thanked Cllrs Handley and Owen for their reports.

#### 118 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 13 December 2016 and 3 January 2017. These were noted.

#### 119 APPLICATION FOR GRANT FUNDING

RESOLVED that the Council in accordance with its powers under Section 137 of the Local Government Act 1972 should incur the following 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 here set out:

(a) The Oxfordshire Play Association had applied for £1,000 to deliver a Play & Activity Day on Armed Forces Day on Saturday 17 June on the Alvescot Road Recreation Ground, in conjunction with local groups and organisations, including RAF Brize Norton. The Play Day had been held for the last few years and had proved very successful.

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

(b) Life Education had applied for £1,000 to reduce the charges to Carterton schools to enable them to take part in their education programmes to help children make healthy choices. Their programme also included advice on drug prevention, sex education and keeping safe on social media. Councillors were very supportive of the work the charity did and had no hesitation in approving the grant.

Council RESOLVED to APPROVE the grant of £1,000 to Life Education.

#### 120 SPONSORSHIP APPLICATION – SAVE THE CHILDREN MAY DAY FAIR

Save the Children had applied to the Council for sponsorship of the Annual May Day Fair to be held on Monday 1 May 2017 on the Alvescot Road Recreation Ground.

Council RESOLVED to APPROVE sponsorship of £500 towards the May Day Fair.

#### 121 BANK RECONCILIATION STATEMENT

The Bank Reconciliation Statement to 31 December 2016, set out at Annex B, was APPROVED.

#### 122 DEBIT CARD TRANSACTIONS

Cllr Mrs Mead asked what the two £20 Gift Cards related to and the Clerk explained that these

had been given to the two youngsters who had collapsed in the cold weather at this year's Remembrance Parade as a gesture from the Council.

The Debit Card transactions for the period July to December 2016, set out at Annex C, were APPROVED.

#### 123 DETAILED INCOME AND EXPENDITURE

Detailed Income and Expenditure to 31 December 2016, set out at Annex D, was APPROVED.

#### 124 REVIEW OF EARMARKED RESERVES

Details of Earmarked Reserves had previously been circulated

The Reserves, set out at Annex E, were APPROVED.

#### 125 ACCOUNTS FOR PAYMENT

Cllr Scott queried the payment to WODC for litter and dog waste bin clearance and asked how often the dog bins were emptied. He had noticed that the bins at Foxcroft Drive and Alderley Close were frequently full. Some of the bins were also in a bad state of repair. Cllr Brooks suggested replacing metal bins with plastic as the metal ones are prone to corrosion. He also said that the bins on Shilton Park were often full. The Clerk said that the frequency of emptying depended on the location and could be reviewed with UBICO. The Assistant Clerk said that a number of bins are in the process of being replaced, some with a larger bin where there is a need.

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

The meeting ended at 8.50pm.

21 February 2017

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Town Mayor

1. **Streatfield House** – The tenant for the ground floor will open for business shortly. Lease discussions with the tenant for the first floor are progressing well. **The first floor tenant was expected to open for business around the end of February or beginning of March.**
2. **Christmas Lights Income & Expenditure** - Income £375, Expenditure £1,622  
Key expenses:  
Stilt walkers £732 – Very popular – Witney Gazette key photo  
Sound system £466  
Santa's Grotto £180  
**Considering that around 3,000 people attended the event, the cost to the Council of about £1,300 (excluding the cost of the Lights themselves) was good value for money.**
3. **Carterton Police Station** – I have submitted the request to West Oxfordshire District Council (WODC), asking that the premises be added to the Community Asset register. **A response was awaited from WODC in the near future.**
4. **Skate Park** – I have submitted in excess of 15 Grant Applications to various charitable funds on behalf of the Council. Two key bodies WODC and the Military Covenant Fund open their bidding process later this month. **Work was expected to commence by Easter.**
5. **Annual Review of Council Documents** – Reminder, if you require the Council to consider any amendments to Standing Orders, Code of Conduct or Financial regulations please submit them to me by the end of next week. **Noted**
6. **Precept Information** – As you may recall the Council voted to increase the Precept for the forthcoming year. However, given the Tax Base for next year (an increase of only 281.43 on the previous year), this will actually result in a reduction in Council Tax for Band D properties of 2.73%. **Noted**
7. **S137 Grant Funding - Citizens Advice West Oxfordshire have written to convey their thanks to the Town Council for the recent grant of £1,000 towards their work.**
8. **Children's Centre.** The Clerk gave a verbal update regarding the proposed new Children's/Families Centre. **Funding was in place for Year 1 at 100% and for Years 2 and 3 at approximately 66%. Governance, policies, bank account and staffing were being put in place. There was an issue with premises between March and December 2017 and official notification was awaited from OCC.**