



Carterton Town Council

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11th May 2022

Clr N Leverton - Chairman
Clr J Bull - Vice-Chairman

Clr K Baldwin	Clr P Handley	Clr M McBride	Clr J Sangster
Clr S Baylis	Clr F Harold	Clr M Mead	Clr D Wesson
Clr R Crapper	Clr N King	Clr L Sanders	Clr K Wood
Clr M Crossland	Clr L Little		

AGENDA

You are hereby summoned to attend the **ANNUAL MEETING** of **CARTERTON TOWN COUNCIL** on **Tuesday 17th May 2022 at 7.00pm** at the Town Hall. If you are unable to attend and wish your apologies to be recorded, you must let the Deputy Town Clerk know by 5.00 pm at the latest on the day of the meeting.

Recording of Meetings - Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

Kay Linnington
Deputy Town Clerk

1. Election of Town Mayor 2022/2023
2. Election of Deputy Town Mayor 2022/23
3. Apologies for absence
4. Declarations of Interest
5. Minutes of the Town Council Meeting held on 19th April 2022 – for approval
6. Minutes of the Planning Committee Meeting held on 19th April 2022 – for noting
7. Minutes of the Events Working Group held on 20th April 2022 – for approval
8. Minutes of the Amenities & Economic Regeneration Committee Meeting held on 10th May 2022 – for approval
9. Adjournment of 15 Minutes for Members of the Public to raise matters
10. Adjournment of 15 Minutes for County Councillors to raise matters
11. Adjournment of 15 Minutes for District Councillors to raise matters
12. Town Mayor's Announcements
13. Deputy Town Clerk's Report
14. Appointment of Members to committees, working groups and representatives to outside bodies – see attached
15. Financial Statement to 30th April 2022 – for noting
16. Receipts to 30th April 2022 – for noting
17. Accounts for Payment for May 2022 – for approval
18. **Public Bodies (Admission to Meetings) Act 1960 – Confidential items follow**
19. Confidential items from previous minutes – for approval

CARTERTON TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD AT THE TOWN HALL
ON TUESDAY 19 APRIL 2022 COMMENCING AT 7.00 PM

Present: Cllr N Leverton - Chairman
Cllr J Bull - Vice-Chairman

Cllr K Baldwin Cllr L Little
Cllr R Crapper Cllr M McBride
Cllr M Crossland Cllr J Sangster
Cllr F Harold Cllr D Wesson
Cllr N King Cllr K Wood

Apologies: Cllr S Baylis, Cllr P Handley, Cllr M Mead
Cllr N Field-Johnson (County Councillor)

Absent: Cllr L Sanders

In attendance: Members of the public x 6

Officers: Kay Linnington – Deputy Clerk

182 DECLARATIONS OF INTEREST

Cllr Baldwin Item 193 – Carterton Family Centre (works with one of the Trustees)
Cllr Bull Item 194 – Jubilee Street Party (organiser of the event)
Cllr King Item 193 – Carterton Family Centre (volunteer work at the Family Centre)
Cllr Wood Item 198 – Accounts for Payment (Allotments Committee member)

183 MINUTES OF THE LAST MEETING

The Minutes of the Town Council Meeting held on 15 March 2022, previously circulated to Members, were approved as a true record and signed by the Chairman. Cllr Little abstained.

184 PLANNING COMMITTEE

Council received the Minutes of the Meeting of the Planning Committee held on 15 March 2022, which were noted.

185 EVENTS WORKING GROUP

Council received the Minutes of the Meeting of the Events Working Group held on 23 March 2022, which were noted.

Cllr Little asked whether details of the income and expenditure for the Carterton Carnival events would be available for the public to see. Cllr Bull said that the first Carnival was a small event to see whether it would be viable to run it annually and no report produced. A report and spreadsheet showing income/expenditure for last year's Carnival would be brought to full Council in due course. Monies are held in the ARRG Charity Account.

186 ADJOURNMENT FOR MEMBERS OF PUBLIC TO RAISE MATTERS

The members of the public present did not wish to speak.

187 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

- (a) Cllr Field-Johnson – Burford and North Carterton.

Cllr Field-Johnson had given his apologies for this meeting and had no report to make at this time.

- (b) Cllr Leverton – South and West Carterton, Armed Forces Champion, Shadow Cabinet Member for Adult Social Care

Cllr Leverton would not be giving a report this month due to the Pre-Election Period (PEP) currently in place.

188 ADJOURNMENT FOR DISTRICT COUNCILLORS TO RAISE MATTERS

- (a) Cllr Bull - Carterton North West, Inclusion Champion and member of the Health Overview and Scrutiny Committee

Cllr Bull had worked with Rachel Biles at WODC to secure Changing Places funding for fully inclusive public toilet/changing facilities, with successful bids for Chipping Norton and for the new Pavilion in Carterton at a cost of £40,000 per project, £80,000 in total for West Oxfordshire.

- (b) Cllr Crossland – Carterton North West

Cllr Crossland had put together four articles for the April edition of The Crier magazine. There had been good feedback from the public about the magazine.

She had assisted in resolving problems with loose manhole covers and complaints about Thames Water fencing, which had been fixed with the help of officers from WODC.

Clarification had been received that the majority of the roads on the Shilton Park estate had been adopted. Elmhurst Way is fully adopted, but the developers have no intention of offering either Tumbler Way or Price Way for adoption and these would remain private roads.

Today she had attended her last meeting on the Lowlands Planning Committee as she was not seeking re-election. The Chairman expressed his thanks to Cllr Crossland for all her hard work over many years in the service of Carterton.

- (c) Cllr Leverton - Carterton South and Armed Forces Champion

Cllr Leverton would not be making a report this month due to the PEP currently in place.

- (d) Cllr McBride – Carterton North East, Chairman of WODC and Vice-Chairman of the WODC Environmental Committee

Cllr McBride would not be making a report this month due to the PEP currently in place.

- (e) Cllr Mead – Carterton South, Leader of WODC

Cllr Mead had given her apologies for this meeting.

189 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor had no announcements to make at this time.

190 DEPUTY TOWN CLERK'S REPORT

(a) Staffing Update:

Teresa Whitford, retired Admin Assistant, has returned to help in the office temporarily until a new Admin Assistant is appointed. Interviews were held on Tuesday 12 April and the successful candidate will start work on Thursday 19 May 2022. The Deputy Clerk expressed her thanks to Teresa for agreeing to come back to soften the workload at the Town Hall.

Town Clerk vacancy - The re-advertisement for a Town Clerk had gone live on the SLCC and OALC websites, town noticeboards, Facebook, Twitter and the Town Council website. The closing date for applications is the 22 April 2022.

(b) New laptops:

The new office laptops are up and running.

(c) Market Square - Ground Lights:

The new ground lights are now installed and are working well. We have had comments from residents saying how good they are.

(d) Market Square - Sensory Garden:

The Sensory Garden installed by the Trefoil Guild ladies is nearly complete and a water feature is to be installed shortly.

(e) Tree planting:

Planning for the next stage of the tree planting project is about to start in Burford Road.

(f) Town Hall:

The main hall has been busy with the regular hirers coming back since Covid restrictions have been lifted.

(g) Decisions under 'Delegated Authority':

The Town Hall cleaner was taken ill with Covid and due to the number of hirers in the main hall it was decided that to pay for a temporary cleaner for two days. Pay details appear on the monthly payments report circulated with the agenda.

Details of recruitment charges for advertising the Town Clerk post also appear on the payments list.

(h) Dates for your diary:

Save the Children May Day Fair - Monday 2nd May on Alvescot Road Recreation Ground.

Oxfordshire Play Association Play & Activity Day on Alvescot Road Recreation Ground – Thursday 2nd June. The event is organised in conjunction with RAF Brize Norton and is free of charge.

The Queen’s Platinum Jubilee Street Party – Friday 3rd June on the Market Square (see Item 194 for more details).

Carterton Carnival – Saturday 27th August on Alvescot Road Recreation Ground.

Town Council and Planning:

17th May (Annual Meeting and Mayor Making)

21st June, 19th July, August (no meeting), 20th September, 18th October, 20th December

Amenities and ER – 10th May (note change of date from Calendar of Meetings)

Annual Town Meeting – 18th May at St John’s Church

Administration – 7th June (to be confirmed)

191 ANNUAL TOWN MEETING

The Annual Town Meeting will be held on Wednesday 18 May 2022 at St John’s Church, from 7.00pm to 8.30pm. The Agenda would be published shortly and will include representations from the County Councillors and Thames Valley Police, followed by an open session for the for residents to ask questions.

192 GRANT APPLICATION – GOT2B

An application has been received from Got2B CIC, who are based at Carterton Family Centre. The organisation provides youth services across West Oxfordshire, engaging with 200-250 young people aged 13-17 every week via youth clubs, school holiday workshops, one off events and courses for both young people and parents. Recent initiatives include an LGBTQ+ group and a Singing group. Drop-in sessions are held at The Flat in Ely Close on Monday and Thursday each week and, after Easter, a drop-in youth café will be opened at the Allandale to be held after school on Thursdays. A young person from Carterton has been recruited as an Apprentice following a six month kick start scheme.

A Grant of £16,395 is sought to provide all the expenses involved in running a minimum of 2.5 sessions per week for one year. A breakdown of the costs included in this figure were supplied with the application, together with an in-depth report of their work. Julie Edwards and Madge Harley attended the meeting to answer any questions from Councillors.

Council RESOLVED to APPROVE a Grant of £16,395 to Got2B to cover the costs of youth work as detailed above for one year commencing May 2022.

193 CARTERTON FAMILY CENTRE – REFUND REQUEST

A letter has been received from the Trustees of Carterton Family Centre seeking a refund for cost of the youth work services from October 2021 to February 2022.

At the October meeting of the Town Council a funding request from the Family Centre for £16,200, for Got2B to provide a further year of youth work, had been approved subject to the Trustees meeting with Council representatives to provide additional information on their work. Cllr Leverton and Cllr Bull met with the trustees of the Family Centre (Jenny Withers and Jane Corban) and when the matter was brought before Council in January 2022 the funding request

was denied as the contract terms to provide 30 hours of detached work had not been met. The Family Centre, who pay the staff to provide the youth services, had continued to pay them in the belief the funding would be granted.

Council RESOLVED to APPROVE that the Family Centre are refunded for the cost of five months' youth work, October 2021 to February 2022 (four months plus one month notice period).

194 THE QUEEN'S PLATINUM JUBILEE

A traditional children's street party is being organised on Friday 2 June 2022 on the Market Square. The tea party will provide a light tea for up to 200 children aged 11 years and under. Food and drink will be supplied to the children, and it is hoped that Carterton WI will be able to prepare the afternoon tea. The event will be free of charge but tickets will be required on a first come first served basis. There will be a children's entertainer – a magician who will also do balloon modelling. The Square will be decorated with flags and bunting. Tables and benches will be supplied by RAF Brize Norton.

Later in the afternoon, there will be a music stage and live bands with food and drink vendors into the evening for all to enjoy.

The Events Working Group seek funding of £3,000 to cover the costs of the event, under the Local Government Act 1972 s.145 (provision of entertainment, festivals and support of the arts). This would cover the cost of the food, entertainer, bunting etc. Funding would also be sought from WODC.

Council RESOLVED to APPROVE the sum of £3,000 for the Children's Street Party. Cllr Bull and Cllr Wesson abstained as they are members of the Events Working Group.

195 WORKS FOR AUTHORISATION

(a) Large potholes – car park between Lloyds Chemist and Costa Coffee. There are some very deep potholes on 'no man's land' in the car park area on Burford Road that require urgent work to avoid a serious accident and Council was asked to consider undertaking this work. Two quotes were obtained, details of which were circulated with the agenda.

Council RESOLVED to APPROVE that the quote from G Hill & Sons is accepted at a cost of £1,425 + VAT. It was suggested that the Council ask the shops on either side of the potholes for a contribution towards the cost.

(b) Land between 20-30 Edgeworth Drive – annual request for strimming. This small area of land contains trees and ground level vegetation, which is one of many small areas that has not been adopted and so is not included on the Grounds Maintenance Contract (Grass Cutting). McCracken & Son carry out a cut every year by Purchase Order when the Council receive a complaint from residents. The cost to strim and tidy along the pathway is approximately £90. Council was asked to consider adding this piece of land to the contract rather than on an ad hoc basis.

Council RESOLVED to APPROVE that the above work is undertaken and that it should be added to the Grounds Maintenance Contract.

(c) Alvescot Road Recreation Ground – Titan Five Arm Swing. Two rope swings on this piece of play equipment were removed as they were badly worn, exposing the metal rope core

with sharp points. The manufacturer has supplied a quote to replace them at a cost of £495.96 plus VAT (including delivery).

Council RESOLVED to APPROVE the replacement of the rope swings as described above.

196 FINANCIAL STATEMENTS

The Financial Statement to 31 March 2022, previously circulated and set out at Annex A, was noted.

197 RECEIPTS

Receipts between 16-31 March 2022 and 1-19 April 2022, previously circulated, were noted.

198 ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts for Payment for 16-31 March 2022 and 1-19 April 2022, set out at Annex B, be APPROVED for payment. Cllr Little abstained.

Various queries were raised seeking clarification on items on the payments list, which the Deputy Clerk would respond to in due course. It was suggested that an accompanying report containing more detail would be helpful for Councillors. Councillors were reminded that the invoices were available to view at the Town Hall prior to the meeting.

199 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 items follow.

**CARTERTON TOWN COUNCIL
MINUTES OF THE PLANNING COMMITTEE MEETING
HELD AT THE TOWN HALL ON TUESDAY 19 APRIL 2022
COMMENCING AT 6.45 PM**

Present: Cllr R Crapper (Chairman)
Cllr J Sangster (Vice-Chairman)

Cllr J Bull (ex-officio)
Cllr F Harold
Cllr N King
Cllr N Leverton (ex-officio)
Cllr D Wesson
Cllr K Wood

In attendance: Cllr M McBride
Member of the public x 6

Officers: Kay Linnington (Deputy Clerk)

53 DECLARATIONS OF INTEREST

Cllr Harold 22/00932/HHD 64 Swinbrook Road (proximity interest)
Cllr Leverton 22/00829/HHD 33 Rock Close (owner of shared drive is a family friend)

54 MINUTES OF THE LAST MEETINGS

The Minutes of the Planning Committee meeting held on 15 March 2022, previously circulated, were approved as a true record.

55 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO SPEAK

The member of the public present did not wish to speak.

56 RESULTS OF PREVIOUS PLANNING

21/00228/FUL Land south of Milestone Road. Residential development comprising of
(05/2021) 200 dwellings with associated landscaping, surface water attenuation, access and parking.
PERMITTED, SUBJECT TO LEGAL AGREEMENT

22/00232/FUL Brize Norton Service Station, Norton Way, Brize Norton. Demolition of
(02/2022) existing Car Showroom. Redevelopment of the site as an expansion of the existing service area, works to include the erection of a drive-through coffee shop and retail unit, six covered jet wash bays, associated parking, air/water and vac facilities and provision for future electric vehicle charging.
PERMITTED

22/00332/HHD 1 Briary Way. Conversion of attic to create additional living space.
(03/2022) **PERMITTED**

22/00428/HHD 7 Milestone Road. Erection of a double garage.
(04/2022) **PERMITTED**

22/00253/HHD 25 Pampas Close. Extension to form self-contained annexe (amended
(05/2022) plans).
PERMITTED

57 **PLANNING AND LICENCING APPLICATIONS – MARCH 2022**

21/04141/HHD 4 Chestnut Close. Part single, part two-storey rear extension and
(08/2022) improvements and conversion of garage. New roller shutter doors and
addition of French doors to the side (amended).
SUPPORT. Cllr Leverton abstained.

22/00924/HHD 15A Butlers Drive. Loft conversion.
(09/2022) **SUPPORT. Cllr Crapper and Cllr Sangster abstained.**

22/00764/FUL 26 Milestone Road. Demolition of existing bungalow and erection of two
(10/2022) semi-detached dwellings with formation of a new access and associated
works.
**OBJECT. The Committee had concerns over lack of parking and
possible overlooking of adjacent properties.**

22/00932/HHD 64 Swinbrook Road. Rear two-storey extension and first floor extension
(11/2022) over existing.
SUPPORT. Cllr Harold abstained.

22/00956/HHD 58 Corbett Road. Proposed loft and porch extension.
(12/2022) **SUPPORT**

22/00829/FUL 33 Rock Close. Erection of a three bedroom bungalow with associated
(13/2022) amenity space and car parking, together with a detached garage for the
use of 33 Rock Close.
SUPPORT. Cllr Leverton abstained.

22/00990/HHD 40 Burford Road. Single storey side extension.
(14/2022) **SUPPORT**

The meeting ended at 7.00 pm.

17 May 2022

Chairman

**CARTERTON TOWN COUNCIL
MEETING OF THE EVENTS WORKING GROUP
HELD AT THE TOWN HALL ON 20 APRIL 2022 AT 6.00PM**

Present: Cllr J Bull (Chair)
Cllr D Wesson

Rosemary Calcutt (Carterton Lions)
Angela Finch
Jenny Maxwell (Carterton WI)

Apologies: Mark Garwood, Rev Ian Howard, Brian Kayll, Kay Linnington, James O'Brien, Jess Price, Don Rouse, Rev Drew Tweedy

Officers: Katie Zasada (Admin)

1 Minutes of the Meeting held on 23 March 2022

The minutes of the last meeting, previously circulated, were approved as a true record.

2 Events for 2022

(a) Oxfordshire Play Association Play & Activity Day – Thursday 2 June

Brownes Hall have confirmed the use of their toilet facilities for the event.

(b) Queen's Platinum Jubilee Street Party – Friday 3 June

The daytime event would run between 2.00-4.00pm and the evening event from 6.00-11.00pm. The Town Council had approved a budget of £3,000. Rosemary would discuss at the next Carterton Lions meeting whether they would be willing to fund a children's disco at a cost of £250.

There was a discussion on food provision and how to deal with allergies and also need to ensure that those involved with food preparation have suitable food handling certificate. With regard to First Aid cover, Cllr Wesson confirmed if SCAS were unable to help he would approach his RAF colleagues. Cllr Bull would speak to Marie at the Military Wives Choir about their involvement.

Katie had sourced some bunting and suggested white paper roll for table covers. She would unpack the beacon to see whether it is viable to use it. She would also draft a poster to advertise the event.

Jimmy had given his apologies for this meeting but had sent a report on his progress with the evening entertainment. The stage, tables/chairs and the G&Ts mobile bar had been booked, together with four family friendly musical acts at a cost of £1,000 – to be recovered through sponsorship and pitch fees from food and drink vendors. Food vendors had not yet confirmed their availability. Sponsorship for the music is still awaited but confident of some return. No other overheads currently. He had produced a poster for the evening event. Cllr Bull will check with Jimmy as to finishing time for the evening.

(c) Carterton Carnival – Saturday 27 August

Preparations are going well. Still looking for more vendors and small stalls.

(d) Oktoberfest

No further updates at present.

(e) Remembrance – Sunday 13 November

There would be a Rehearsal on the morning of Saturday 12 November.

(f) Christmas Lights – Friday 2 December

It was suggested that plans should start early, particularly with attracting stallholders.

3 **Any Other Business**

None

4 **Date of next meeting** - Thursday 12 May 2022 at 6.00pm

The meeting closed at 7.15pm

Chairman: _____

Date: 12 May 2022

**CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING OF THE
AMENITIES AND ECONOMIC REGENERATION COMMITTEE
HELD AT THE TOWN HALL ON TUESDAY 10 MAY 2022
COMMENCING AT 6.00 PM**

Present: Cllr M McBride Chair
Cllr J Bull (ex-officio)
Cllr P Handley
Cllr N King – left the meeting Item 39
Cllr N Leverton (ex-officio)
Cllr L Little
Cllr D Wesson
Cllr K Wood – arrived at Item 37
(apologies were given before the meeting)

In attendance: 6 x members of the public

Apologies: Cllr R Crapper

Officers: Kay Linnington – Deputy Clerk

31 DECLARATIONS OF INTEREST

There were none.

32 MINUTES

The Minutes of the Meeting held on 1 February 2022, previously circulated, were approved as a true record and signed by the Chair.

Cllr Little referred to Item 23 of the minutes regarding the sum of £350 set aside for a community garden project. She was disappointed that this had not been dealt with when it had been previously requested.

33 ADJOURNMENT FOR PUBLIC TO RAISE MATTERS

John Rowe of 65 Richens Drive spoke on Item 34(a) Adoption of unregistered land and Item 34(b) Footway and cycleway proposal. He asked why the Town Council were proposing this and whether residents were being consulted. What rights and responsibilities would fall on the Town Council and what rights would residents gain or lose and is the Council planning a change of use or sale of land? This could affect who is responsible for repair of a broken fence to the rear of his property. The wooden boardwalk at Willow Meadows has several wooden panels damaged or missing that presents a hazard. The bench halfway down the main footpath has a small area of fire damage and one of the side arms is missing.

Kathy Godwin spoke on Item 34(a). She asked whether adoption of the land would include a change of use. On Item 34(b), she raised concerns about allowing cycling on the footpath from Arkell Gardens onto the recreation ground as it was not wide enough for people to pass and could pose a risk to pedestrians. Would cyclists then be permitted to continue to ride on the recreation ground?

On Item 36 Town Centre Inspections, she asked whether the old Pavilion would be included in these inspections and if the report be publicly available.

Under Item 40, Works for authorisation, she asked whether all the works were to be considered in closed session or could some be discussed publicly. It was explained that the works were to be discussed in closed session due to commercially sensitive quotations.

34 PROJECTS UPDATE

(a) Adoption of unregistered land

Officers continued to work with OCC and the Land Registry regarding the possible adoption of Brownes Lane, the footpath leading from Burford Road to Alvescot Road Recreation Ground and other small pockets of land in Richens Drive, Edgeworth Drive and Lavender Place. Cllr Leverton said there is some evidence that Brownes Lane is part of the Recreation Ground, together with the path leading through to Burford Road, and the Town Council as Trustees are responsible for maintenance.

(b) Footpath and cycleway proposal

Council was looking into whether to change the footpath leading from Arkell Avenue onto Alvescot Road Recreation Ground, currently for pedestrians only, to also allow cyclists. The comments of the member of the public this evening on this matter would be taken into consideration. Cllr King suggested that the path is widened. It was generally felt that the pathway was too narrow to accommodate both cyclists and pedestrians.

(c) Potholes between Lloyds Chemist/Costa Coffee

The Town Council had arranged for the large potholes in the car park between Lloyds Chemist and Costa Coffee to be filled in and this work had now been completed. It had been suggested that the Council write to the shops asking whether they would consider making a contribution towards the cost and also whether a meeting with all the shop owners could be organised to address the wider problem with the car park surface.

(d) Finger post signage

Emma Phillips, Market Town Officer at WODC, had been in touch to say that, unfortunately, the Welcome Back Fund had all been used and it was no longer possible to fund the proposed finger post signage, although it may be revisited in the future. The Deputy Clerk would check what the cost would be to fund it ourselves and bring this back for further discussion.

(e) Garden project – adjacent St John’s School

Cllr McBride gave an update on the proposed creation of a small garden and path on land adjacent to St John’s Primary School. Four ideas had been put forward by the Environmental Officer at WODC and the children would be involved in choosing which option to take forward. Costings would then be prepared and a decision made whether to apply for a Grant from the Council.

(f) Tree Planting

The next phase of the tree planting project (Phase 3B) to plant 40 trees along Burford Road, had been approved by full Council and work would commence in due course.

35 CEMETERY – UPDATE ON CEMETERY SPACE

Cllr McBride had visited the Cemetery yesterday with Cllr Wesson, Teresa Whitford, Stella Catt and Alex Fleming to assess what space is remaining and look at possible ways to maximise it.

In the original section, six more grave spaces can be fitted along the existing grass pathway leading to the central circle, together with several more ashes plots in the existing ashes section. There are two small grave plots near the fence that may be suitable for children's graves.

In the new extension, there are currently ten grave spaces remaining in the existing row, plus 12-15 in the area reserved for those wishing to be buried in unconsecrated ground. Arrangements are being made to have the majority of this section consecrated. Council had approved a reduction in the width of the path to enable one final row of grave spaces. Now that recent burials have taken place it has been determined that the path would need to be narrowed by about half its width. There is a row of paving stones to the other side of the path that were installed as a new row of ashes plots but have been put on hold for the time being due to concerns raised that the gap between the rows is insufficient for access. It is suggested that these are removed and the path relocated further across. This would allow a further 15-20 grave spaces. It is recommended that a professional company is consulted for advice.

Cllr Little said that the original Masterplan document had identified the need for a new cemetery and asked for the Masterplan to be an item on the agenda at a future meeting.

36 TOWN CENTRE APPRAISAL/INSPECTION

Cllr McBride raised this item to discuss whether the Committee should have regular appraisals/inspections around the town to identify areas that could be improved, which could then either be signposted

Cllr Bull said that Will Barton and Emma Phillips from WODC had visited the town last week to identify areas that could be improved. The Deputy Clerk would ask them for a report on their visit.

The Committee were in full support on this initiative and would prefer the sessions to take place in the early evening.

37 WOMEN'S TOUR CYCLE RACE

The Women's Cycle Tour will be coming through Carterton on 11 June 2022. WODC would like to know if Carterton have any plans to promote this event, for example encouraging businesses to get involved by dressing their windows or shop fronts with bunting and flags. The exact route through the town is not yet known, but it is expected around 12.30pm. The Committee were invited to discuss how the Town Council could promote the event.

This would be discussed at the forthcoming meeting of the Events Working Group. It was noted that the Race would only take a few minutes to come through town. The Council's main role should be to promote it as widely as possible.

38 WORKS FOR AUTHORISATION

It was decided to include this item in the public section of the meeting without identifying details of the quotations supplied.

(a) Quinquennial Survey

The purpose of this report is to describe the condition of the six properties owned by Carterton Town Council and to identify maintenance requirements over a ten year period. The general condition of the buildings is described in the text of the report. Comment is given on the overall nature of remedial work needed. The Town Council has full responsibility for some buildings included in the brief. For buildings let to other users the liability is for external repair and maintenance only, with the lessees being responsible for internal repair and maintenance. Sidleys Chartered Surveyors have provided a quote for the Quinquennial Survey that is now due once again, at a cost of £3,975 plus VAT. The quote was circulated with the agenda.

Clarification was sought as to whether an internal inspection should be carried out at the Allandale when this was not required at other leased properties. The Allandale had not been included in the previous report due to refurbishment works taking place at the time.

It was RESOLVED to recommend that Council APPROVE that Sidleys carry out the Quinquennial Survey as described above. The Committee would like to know the cost of the previous Survey for comparison.

(b) Marigold Square – bollards

There have been two bollards missing for some time and it has been reported that delivery vans and cars have started to drive onto the square through the gaps, which is not ideal for a pedestrian area. A quote has been obtained to replace x 1 stainless steel bollard and x 1 drop-down stainless-steel bollard, at a cost of £600 plus VAT.

It was RESOLVED to recommend that Council APPROVE the replacement of the bollards as described above.

(c) Willow Meadows – height restriction barrier

The height restriction barrier has been removed from the car park at Willow Meadows as it had been badly damaged. A quote was received:

To supply new barrier 2.2m high with height restriction warning sign
Excavate two new holes and concrete in with Hiab lorry to lift in safely
Supply all safety signage and cones and leave clean and tidy.
Cost: £1,360.08

There was a discussion as to whether the barrier was still needed, with the majority in favour of installing a new barrier. The barrier is there to prevent commercial vehicles, caravans etc from parking at Willow Meadows.

It was RESOLVED to recommend that Council APPROVE the installation of a new height restriction barrier as described above. Cllr Bull abstained.

(d) Town Council buildings – guttering

Previous Quinquennial Reports have recommended that all guttering on the six Council-owned buildings should be inspected annual. This was previously undertaken by KJC Roofing who have now ceased trading. Three new quotes were obtained and circulated with the Agenda.

The Committee RESOLVED to recommend that Council APPROVE the lowest of the three quotes.

(e) Alvescot Road Recreation Ground – Fencing

During the storms in February 2022, the fence behind the children’s playground was damaged. A quote was received to repair it, at a cost of £575 plus VAT, which was circulated with the agenda. It has since come to light that the developer of the flats to the rear of the playground have attached a further section onto the fence that has contributed to the damage. The developer has also written to the Council wishing to discuss further options for this fence.

It was suggested that this item is deferred pending further discussion with the developer.

39 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.

Item 13

Deputy Town Clerks Monthly Report

Full Town Council Meeting – 17th May 2022

New Code of Conduct

In February 2022 the Monitoring Officer submitted a report to their Audit and Standards Committee bringing forward proposals for the adoption of the Local Government Association (LGA) Model Code of Conduct, associated guidance and procedures.

It has been recommended that the revised LGA Model Councillor Code of Conduct be adopted to replace the existing Code of Conduct.

We will be adopting the New Code of Conduct at the full Town Council meeting in June. The new code of conduct will be circulated prior to the meeting.

Decisions under ‘Delegated Authority’ by Deputy Clerk

Advert in the Witney Gazette - To advertise the Town Meeting £74.32 plus VAT for a 4 x 2 advert.

Dates for your diary –

Upcoming events

Oxfordshire Play Association Play & Activity Day – Thursday 2nd June

Queen’s Platinum Jubilee Street Party – Friday 3rd June

Carterton Carnival – Saturday 27th August

Christmas Lights – 2nd December (To be confirmed)

Meeting dates for 2022

Full Town Council and Planning –

21st June

19th July

No meeting in August

20th September

18th October

15th November

20th December

Annual Town Meeting – 18th May 2022, 7 pm – 8.45 pm

Amenities and ER – 28th June, 27th September 2022 (To be confirmed)

Admin – 7th June, 11th October, 13th December 2022 (To be confirmed)

Carterton Town Council

Committee and Working Group Structure 2021/2022

Planning Committee	Administration Committee	Amenities and ER Committee	HR Committee	Urgency Committee
Cllr R Crapper – Chair Cllr F Harold Cllr N King Cllr J Sangster – Vice Chair Cllr D Wesson Cllr K Wood Mayor and Deputy Mayor (ex-officio)	Cllr S Baylis Cllr J Bull - Chair Cllr M Crossland – Vice Chair Cllr M McBride Cllr J Sangster Mayor and Deputy Mayor (ex-officio)	Cllr R Crapper Cllr P Handley Cllr N King Cllr L Little Cllr M McBride - Chair Cllr D Wesson Cllr K Wood – Vice Chair Mayor and Deputy Mayor (ex-officio)	Cllr N Leverton, Mayor Cllr J Bull, Deputy Mayor Cllr M Crossland (Terms of Reference state that the committee is made up of Chairs of the committees)	Cllr N Leverton, Mayor Cllr J Bull, Deputy Mayor Cllr R Crapper Cllr M McBride (Terms of Reference state that the committee is made up of the Chairman, the Chairs of Committees or in their absence the Deputies)

Working Groups

Events working group

Cllr J Bull, Cllr R Crapper, Cllr N King, Cllr D Wesson, Cllr L Little

Representatives to Outside Bodies

Allandale Management Committee

Cllr J Bull, Cllr M Crossland

Carterton Community Centre

Cllr J Bull

Remembrance Day Observance

Cllr R Crapper

Allotments Association

Cllr K Wood

Brownes Hall Management Committee

Cllr K Wood

Squash Club Committee

Cllr F Harold

Football Club

Cllr J Sangster