

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 16 MAY 2017  
COMMENCING AT 7.45 PM

Present: Cllr M Brennan  
Cllr R Brooks  
Cllr Mrs D V Bulley  
Cllr Miss S Coul  
Cllr R Crapper  
Cllr J Hayes  
Cllr N Leverton  
Cllr Mrs L Little

Cllr M McBride  
Cllr Mrs M Mead  
Cllr D Melvin  
Cllr P Scott  
Cllr Mrs S Scott-Stovold  
Cllr Mrs C Wilson

Apologies: Cllr Mrs C Delaney

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

In attendance: Jill Bull – Town Councillor candidate  
Dave Wesson – Town Councillor candidate  
Cllr Nicholas Field-Johnson – County Councillor  
Two members of the public

## 1 ELECTION OF TOWN MAYOR

There were two nominations for the position of Mayor – Cllr Mrs Little and Cllr Leverton. A vote was taken by a show of hands. Those in favour of Cllr Leverton were Cllrs Brooks, Miss Coul, Crapper, Leverton, McBride, Mrs Mead and Melvin. Those in favour of Cllr Mrs Little continuing as Mayor were Cllrs Brennan, Mrs Bulley, Hayes, Mrs Little, Scott, Mrs Scott-Stovold and Mrs Wilson. There being seven votes for each, Cllr Mrs Little used her casting vote as Chair of the Council to vote in favour of herself.

IT WAS RESOLVED that Cllr Mrs L Little be re-elected Town Mayor for the year 2017/2018 and she duly signed the Declaration of Acceptance of Office. She said that she would do her very best to support the town again and that she would not seek nomination as Mayor next year.

Cllr McBride asked that it be recorded that he did not believe any person should stand as Mayor for five consecutive years, but that he would support the new Mayor for the forthcoming year.

## 2 APPOINTMENT OF DEPUTY TOWN MAYOR

There was one nomination for Deputy Mayor – Cllr N Leverton. A vote was taken and IT WAS RESOLVED that Cllr N Leverton be appointed Deputy Mayor for the year 2017/2018 and he duly signed the Declaration of Acceptance of Office. Cllr McBride asked that his abstention be recorded. Cllr Leverton said that he would fully support the new Mayor in his role as Deputy.

## 3 DECLARATIONS OF INTEREST

There were none.

#### 4 MINUTES

The Minutes of the Meeting held on 18 April 2017 had been previously circulated to Members. There was one amendment in the Mayor's Announcements – the Mayor had presented rather than sent certificates to local businesses. The Minutes were then accepted as a true record and signed by the Mayor.

The Mayor said she had asked the Clerk to report back on progress with the statues at Carter's Walk. Cllr Scott asked for clarification and the Clerk said that he had emailed an update to Cllrs after the meeting, that he had chased this up with WODC Planning, and that a response was still awaited.

#### 5 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor reported that she had attended the opening of the Save the Children May Day Fair on Alvescot Road Recreation Ground, along with Robert Courts, MP for West Oxfordshire. She noted that Graham Evans was unwell at present and wished him a speedy recovery and expressed her thanks for all that Graham and Pauline do in the town for Save the Children.

The Carterton branch of Lloyds Bank is due to close in September this year and a petition containing over 800 signatures had been sent to the head office of the Bank by Cllr Mrs Maxine Crossland. A photo opportunity was held outside the Lloyds branch with Robert Courts MP, together with Town and District Councillors.

The Mayor's St George's Day Dinner was held at the Officer's Mess on RAF Brize Norton on Friday 21 April. She expressed her thanks to Scott Edwards for his help with the administration of the event, to the Clerk for volunteering to run the Disco and to all the staff at the Officer's Mess. She also thanked Kerry Jones, Lorraine Brogdan and Molly Kilfoil for their help with the Raffle and the many sponsors who had given their continued support. The final total raised had yet to be confirmed, but it is expected to be in the region of over £3,000.

The Mayor had attended several fundraising events, including those run by the Mayors of Abingdon, Thame, Bicester and the Chairman of Cherwell District Council. She had been asked by Cllr Henry Howard and Cllr Mrs Maxine Crossland to attend a meeting to discuss the proposed closure of the underpass on Upavon Way. She had emailed Councillors about this and asked the Clerk to send a letter to Cllr Mrs Crossland expressing the Council's support that the underpass should remain open. The meeting had also discussed issues currently being faced regarding the Local Plan. She had been invited to attend the opening of the last three units at Three Michaels Yard on Carterton South Industrial Estate. One of the units had been let to a business from Stow-on-the-Wold and this was good news for the town's economy.

Another successful drop-in lunch had been held at the Town Hall on Thursday 27 April. A summer selection was served, including filled rolls and sandwiches, followed by coffee and cake. She expressed her thanks to Pastor Blesson and his team.

The Mayor was honoured to have the Vice Lieutenant of Oxfordshire, John Harwood, visit the Town Hall on Friday 28 April to present cheques to the Mayor's chosen charities. Cheques were presented to Carterton Over 60s Club, Lights Up Memory Club, Carterton Carers, Carterton Visions Club, Allandale Youth Club, St Joseph's Catholic Church and the RNLI. Further cheques yet to be presented would go to SSAFA and the RAF Benevolent Fund. She expressed her best wishes for a speedy recovery to the Lord Lieutenant of Oxfordshire who was unwell at present.

The Mayor had attended the Launch Day of the RAF Falcons. Unfortunately, the weather did not allow them to do the planned display, but they entertained the primary school children who had attended by landing on the sports field in a Chinook helicopter. There was also a flypast by a C17 from 99 Squadron. She was pleased that the Falcons were able to take Ted Little with them on their planned display at Buckingham Palace on Saturday 13 May for Prince Harry's Party in the Palace. Ted was able to hand over miniature Ted Little toys to Prince George and Princess Charlotte.

## 6 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.

## 7 APPOINTMENT OF STANDING COMMITTEES AND WORKING GROUP 2017/18

Details of Committee preferences collected at the meeting are given below:

### **Planning:**

Cllr M Brennan, Cllr R Brooks, Cllr Mrs D Bulley, Cllr R Crapper, Cllr Mrs C Delaney, Cllr J Hayes, Cllr N Leverton, Cllr Mrs L Little, Cllr D Melvin, Cllr Mrs C Wilson

### **Administration:**

Cllr M Brennan, Cllr Mrs D Bulley, Cllr Miss S Coul, Cllr N Leverton, Cllr Mrs L Little, Cllr M McBride, Cllr Mrs M Mead, Cllr D Melvin, Cllr P Scott, Cllr Mrs S Scott-Stovold.

### **Amenities & Economic Regeneration:**

Cllr M Brennan, Cllr R Brooks, Cllr Mrs D Bulley, Cllr R Crapper, Cllr Mrs C Delaney, Cllr N Leverton, Cllr Mrs L Little, Cllr M McBride, Cllr Mrs M Mead, Cllr D Melvin, Cllr P Scott, Cllr Mrs S Scott-Stovold, Cllr Mrs C Wilson.

## 8 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2017/18

IT WAS RESOLVED to make the following appointments: -

### **Allandale Management Committee:**

Cllr R Brooks, Cllr Mrs C Delaney, Cllr Mrs L Little, Cllr M McBride

### **Carterton Community Centre:**

Cllr R Crapper, Cllr M McBride, Cllr Mrs M Mead

### **Remembrance Day Observance (Royal British Legion):**

Cllr Mrs D V Bulley, Cllr R Crapper

### **Allotments Association:**

Cllr Miss S Coul

### **Squash Club Committee:**

Cllr P Scott

### **Football Club:**

Cllr M Brennan, Cllr Miss S Coul, Cllr N Leverton, Cllr Mrs L Little, Cllr Mrs M Mead.

**Brownes Hall Management Committee:**

Cllr P Scott

Details of Sub-Committee and Working Group preferences collected at the meeting were:

**Events Working Group:**

Cllr Mrs D Bulley, Cllr Mrs C Delaney, Cllr N Leverton, Cllr Mrs L Little, Cllr Mrs M Mead, Cllr Mrs S Scott-Stovold, Cllr Mrs C Wilson.

**9 CO-OPTION OF COUNCILLOR FOR THE UPAVON WARD**

Three candidates had applied to be co-opted to the Council in Upavon Ward – Mr Arron Bennett, Ms Jill Bull and Mr David Wesson, and their letters of application had been previously circulated. Mr Bennett was unable to attend the meeting.

Mr Wesson and Ms Bull each gave a short presentation to the Council outlining why they believed they should be co-opted. This was followed by a question and answer session.

Voting slips were circulated and votes were counted.

IT WAS RESOLVED that Ms Jill Bull be co-opted as a Councillor for Upavon Ward. Cllr Scott asked for his abstention to be noted. Ms Bull signed the Declaration of Acceptance of Office and took her place at the table.

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

Mr Wesson congratulated the Mayor and Deputy Mayor on their re-election and said he was sure they would do the town proud during their terms of office.

**11 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS**

The Mayor welcomed Cllr Nicholas Field-Johnson as the newly elected County Councillor for Burford and North Carterton, replacing Cllr Neil Owen. He gave an update on the proposed Unitary Council and said that a decision was awaited from the Minister. Half of the members of the County Council were new and quite a few were vehemently opposed to a Unitary Council. His own view was that the Minister would refer it back for parish and district councils to give their opinion.

The Mayor thanked Cllr Field-Johnson for his report.

**12 PLANNING COMMITTEE**

Council received the Minutes of the Meetings of the Planning Committee held on 18 April and 2 May 2017. These were noted.

**13 AMENITIES AND ECONOMIC REGENERATION COMMITTEE**

Council received the Minutes of the meeting of the Amenities and Economic Regeneration Committee held on 2 May 2017.

(a) Summer Bedding for Princess Diana Flower Bed. The Committee recommended that Council approve summer bedding for the flower bed, including raising the bed, at a cost of £683.30 plus VAT.

Council RESOLVED to APPROVE the planting at the cost above.

(b) Refurbishment of Pampas Close Playground. The Committee had considered three types of play equipment and surfacing, aimed at children in the age range 1-7 years.

Council RESOLVED to APPROVE that three quotes be sought to supply and install play equipment as illustrated by Sutcliffe Play with a bark surface.

(c) Asbestos Survey. The Quinquennial Survey carried out in 2012 highlighted the need for the Council to have an Asbestos Register for all its properties. Three quotes were presented to Councillors at the last meeting of the Amenities and Economic Regeneration Committee, but the Committee had asked that further quotes be sought from local companies. Two more quotes were obtained but they were not competitive.

Council RESOLVED to APPROVE the company Asbestos Consultants to supply an Asbestos Register.

#### 14 REPORT OF THE TOWN CLERK – MATTERS FOR APPROVAL/NOTING

(a) Empire Drive Playground. The Playground was due to be handed over to West Oxfordshire District Council by the developer. WODC had asked whether the Town Council would consider taking over ownership and management of the Playground, which was normal practice for parks of this type, and would pay CTC the sum of £70,000. The cost for maintenance was estimated at £2,000-£3,000 per annum.

Cllr Miss Coul asked how the estimate was determined and the Clerk said that it was based on the cost for playgrounds of a similar size. The playground would be included on the regular inspection rota. Cllr Mrs Little said that Pastor Blesson would be in touch with a request to hold a regular barbeque at the Park.

Council RESOLVED to APPROVE the adoption of Empire Drive Playground for the sum of £70,000. Council would consider at its next meeting whether to ring-fence this money.

(b) Emergency Repairs to Zip Wire Matting at ARRG. Council noted that the Urgency Committee had approved the repair to the matting at a cost of £2,350 + VAT.

(c) Parking Sign for 1 Streatfield House. Properties to the rear of Streatfield House had signs indicating the parking space reserved for their property and Council was asked to approve a similar sign for 1 Streatfield House at a cost of £27.68 + VAT.

Council RESOLVED to APPROVE the purchase of a restrictive parking sign at a cost of £27.68 + VAT.

(d) Tikspac Dog Waste Stations. Ten Tikspac stations had been installed around the town that dispense free dog waste bags to dog walkers. Council was asked to approve the CTC logo and advertising on the bins at a cost of £60 per bin (£600 total).

Cllr Scott asked that it be recorded that he did not believe this to be good value for money. Cllr Leverton concurred. Cllr Miss Coul asked about the cost of the bags and the Clerk said that they are supplied by Tikspac free of charge. She also asked about the sponsorship on the stations and the Mayor said that Tikspac were given a list of businesses who were then approached by the company. Cllr McBride said he would rather see the money go on other advertising in the town than on the bins. Cllr Mrs Scott-Stovold said that there were other

businesses that would have advertised on the bins, but Tikspac had already filled the space available.

Cllr Miss Coul asked whether Tikspac had put the logo on the bins or whether it was CTC who had asked for it. The Clerk said that what had happened in this case was that Tikspac had originally said the bins would be free, but further down the line an Officer had opened an email from them that automatically initiated an order. By this stage the bins had already been made by the company and it was not realised that there would be a payment for the advertising until two days before the Launch event for the Tikspac stations. Cllr Brooks and Cllr Mrs Mead had concerns over the reputational risk if CTC were to pull out of the Tikspac contract at this stage.

Council RESOLVED to REFUSE the payment of £600. The Clerk would contact the company and report back to the next meeting.

#### 15 APPLICATION FOR GRANT FUNDING

RESOLVED that the Council in accordance with its powers under the General Power of Competence 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) Community First Responders. The Central South Ambulance Charity's Community First Responders for Carterton and the Wychwoods had applied for a grant of up to £1,000 for the supply of equipment and training.

Council RESOLVED to APPROVE a grant for the full amount requested of £1,000.

#### 16 DRAFT ANNUAL RETURN TO 31 MARCH 2017

a) Annual Governance Statement - Members RESOLVED TO APPROVE the Annual Governance Statement 2016/17 as detailed in Section 1 of the Annual Return, which was then signed by the Clerk and the Mayor.

b) Accounting Statements 2016/17 - Members RESOLVED TO APPROVE the Accounting Statements 2016/17 at Section 2 of the Annual Return, which were then signed by the RFO and the Mayor.

c) Annual Internal Audit Report 2016/17 - Members Noted the Annual Internal Audit Report 2016/17 on Page 5 of the Annual Return.

#### 17 FINANCIAL STATEMENT

Cllr McBride queried the unrepresented cheque for WODC and the Clerk said that their finances were now handled by a company working in conjunction with WODC, Cotswold District Council and the Forest of Dean, and the process resulted in delays.

Cllr Miss Coul asked why the figures detailing money coming in to the Council were not included in the statement, and in particular the sponsorship money for the St George's Day Dinner. The Mayor said that this would come directly into the Mayor's Account and she would check the statement to see whether that had happened yet.

The Clerk said that it is not currently the practice to publish income, but this would be a project for the future to look at the Council's financial procedures.

The Financial Statement to 30 April 2017, set out at Annex B, was APPROVED.

18 ACCOUNTS FOR PAYMENT

Cllr Scott asked about the Direct Debit payment for the gas supply at the Allandale as the figure seemed quite high and wondered if this was the best rate. The Assistant Clerk said that she checks regularly that the rate is the best available and had just switched to British Gas for this reason. The heating bill was usually quite high for this building because of the preference of the current occupants.

Cllr McBride asked for clarification of the £40,000 for the Family Centre. The Clerk said that this was made up of the £30,000 grant approved by the Town Council, and £10,000 from Oxfordshire County Council.

Council RESOLVED that the Accounts for Payment for May 2017, set out at Annex C, be APPROVED for payment, with the exception of the £600 payment to Tikspac.

Debit Card transactions were noted.

19 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.

20 SOLICITOR FEES REPORT – CONFIDENTIAL ITEM

21 TOWN CLERK'S APPRAISAL – CONFIDENTIAL ITEM

The meeting ended at 9.55 pm

20 June 2017

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Town Mayor

1. **Skate Park** – The Skate Park refurbishment will be completed week commencing 22 May 2017. I will arrange an opening event for a date to be agreed (it will probably be after 3.00pm as I will invite users of the Skate Park to attend). I will also invite local media representatives to attend. I will prepare a Press Release. Councillors will be invited to attend. **The Clerk proposed that the Park be opened for users before the Half Term break and then hold a formal Opening Day event after that, to include the Press and youngsters who use the Park, together with Councillors and Sponsors. It was suggested that a contribution received for the scrap value of the old Skate Park equipment could be used towards running a barbecue etc on the day.**
  
2. **Planting update** – The replacement of the winter beds with summer beds has commenced and should be completed shortly. **This work was currently under way and would be completed in the next few days.**
  
3. **Walkabout** – If Councillors would like to schedule a walkabout of their wards with the Clerk and Teresa Whitford to identify issues that the Council may be able to resolve, please contact me via email. **Noted**
  
4. **Volunteer Link-Up** - Volunteer Link-Up have written to thank the Town Council for its grant of £750 to support the creation of their first Carterton Volunteer Information and Recruitment Fair. **Noted**
  
5. **Forthcoming events:**  
  
Tuesday 6 June 2017      Planning Committee  
   Administration Committee  
   Amenities & Economic Regeneration Committee  
  
Saturday 17 June 2017    Armed Forces Day Fair - ARRG  
Tuesday 20 June 2017    Planning & Town Council

**R Spurs  
Town Clerk**