

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 14 MAY 2019
COMMENCING AT 7.45 PM

Present: Cllr S Baylis Cllr N Leverton
 Cllr J Bull Cllr M McBride
 Cllr C Cook Cllr M Mead
 Cllr R Crapper Cllr D Melvin
 Cllr P Handley Cllr J Sangster
 Cllr E Hatton Cllr D Wesson
 Cllr C James Cllr K Wood
 Cllr L Little

Officer: Ron Spurs – Town Clerk

In attendance: Jo Smith (Manager, Carterton Family Centre)
 Jenny Withers and Jane Corban (Trustees, Carterton Family Centre)
 Jonathan Longden (Project Manager, Carterton Family Centre)
 Four members of the public

1 ELECTION OF TOWN MAYOR

Cllr Mead was unanimously elected as Town Mayor for the year 2019/2020 and duly signed the Declaration of Acceptance of Office.

2 APPOINTMENT OF DEPUTY TOWN MAYOR

Cllr Leverton was unanimously appointed Deputy Mayor for the year 2019/2020 and 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 16 April 2019, previously circulated to Members, were approved as a true record and signed by the Chairman.

5 PLANNING COMMITTEE MEETING

Council received the Minutes of the Meeting of the Planning Committee held on 16 April 2019, which were noted.

6 TOWN MAYOR'S ANNOUNCEMENTS

Cllr McBride, as immediate past Mayor, gave details of events he had attended over the last month, as follows:

23 April Annual Town Meeting at St John's Church
27 April Hosted St George's Day Charity Dinner at Carterton Community Centre

9 May	RAF Brize Norton Blue Sky Awards
13 May	U3A Rose Planting Ceremony outside the Town Hall to celebrate the 10 th Anniversary of Carterton U3A
14 May	Representing Carterton Town Council at a Repatriation Ceremony

The St George's Day Dinner was a very successful evening, attended by 84 guests paying £40 each for a ticket. The Station Commander had been invited and would have been the only non-paying attendee, but he had other commitments and was unable to attend. The Town Council did not make a financial contribution towards the event this year, whereas the previous events held on RAF Brize Norton had received Council funding of £600 for entertainment. Around 50% of the Mayors and Chairs in Oxfordshire came to the event and positive feedback had been received from those who attended. The provisional amount raised for charity is around £1,600, which will be confirmed shortly.

Cllr Mead, as the new Mayor, thanked Cllr McBride for his hard work, leadership and unwavering support to fellow Councillors and presented him with his Past Mayor's Badge.

She welcomed the six new Councillors and said that the more experienced Councillors and Town Hall staff would do their best to answer any questions they had. She sincerely hoped that the coming year would be full of fun and at the same time achieve good things for the community here in Carterton. Party politics do not have much place within the Town Council with all Councillors working together as a team.

During the last year, the Mayor had held Monday morning meetings at the Town Hall with the Town Clerk to keep up to date with ongoing actions from Council or Committee meetings and discuss any issues that may have arisen within the last week. These informal meetings would now be open to all Councillors from 9.30-11.00am and she encouraged Councillors to come along for a cup of tea and a biscuit to talk about any concerns or questions they had.

It is traditional for the Mayor to hold events during the year to bring the community together and raise much-needed funds for local projects. During her time as Mayor, Cllr Mead would like to raise funds and awareness for young carers within the community. As well as the traditional Battle of Britain Fish & Chip Supper and St George's Day Dinner, she encouraged Councillors to come forward with fundraising ideas and offers of help.

She concluded: *"I, like you, am looking forward to an exciting year with many opportunities for us all."*

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 GROUPS

Councillors serving on Committees and Working Groups for the year would be as follows:

Planning

Cllr S Baylis, Cllr C Cook, Cllr R Crapper, Cllr C James, Cllr N Leverton, Cllr J Sangster, Cllr D Wesson

Amenities & Economic Regeneration

Cllr S Baylis, Cllr J Bull, Cllr P Handley, Cllr E Hatton, Cllr L Little, Cllr D Melvin, Cllr K Wood

Administration

Cllr J Bull, Cllr C Cook, Cllr R Crapper, Cllr E Hatton, Cllr C James, Cllr M McBride, Cllr J Sangster, Cllr D Wesson

Events Working Group

To be decided

Alvescot Road Recreation Ground Working Group – Redevelopment of Pavilion (5 members)

Cllr R Crapper, Cllr E Hatton, Cllr P Handley, Cllr L Little, Cllr D Melvin.

Chairs and Vice-Chairs would be appointed at the first meeting of each Committee.

9 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Allandale Management Committee:	Cllr J Bull, Cllr E Hatton
Carterton Community Centre:	Cllr D Melvin
Remembrance Day Observance (RBL):	Cllr R Crapper
Allotments Association:	Cllr K Wood
Brownes Hall Management Committee:	Cllr C Cook
Squash Club Committee:	Cllr M McBride
Football Club:	Cllr N Leverton
Schools Champion:	Cllr E Hatton

10 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

Jo Smith, Manager of Carterton Family Centre, tabled information for new Councillors on what the Family Centre does. A total of 6,319 people had attended their sessions in the first year when activities were held in the Town Hall and this rose to 10,099 during the following year after the move into the Allandale Centre, giving a total of 16,418 attendances. The sessions included Babies, Little Crawlers, Toddlers, Childminders, Antenatal, Art Group with Creche, Exercise Groups, Educational Courses for Parents, two Summer Holiday Programmes, Outreach into people's own homes, BEN Club and Youth Clubs.

Feedback from attendees has included: "I would have no support or friends if there was no group", "Wednesday is the best day of my week" (Art Group), "The Family Centre saved me from a very dark place", "I have great fun and have made amazing friendships", "I would have been very isolated without the Family Centre", "A great environment where you can talk to other mums, discuss problems and get advice from other mums and staff", "Improves my mood", "I have made new friends as I am new to the area", "It helps my mental health", "It is fantastic".

In Year 1, the cost to run the Centre was just over £56,000 and in Year 2 just under £69,500. Ongoing funding of £39,000 from the RAF Benevolent Fund pays for the BEN Club and Youth clubs. Funding for the Centre has come from Carterton Town Council, Oxfordshire County Council, RAF Benevolent Fund, Armed Forces Covenant Fund and other smaller donations from various organisations.

Jenny Withers, Trustee of Carterton Family Centre, expressed her thanks on behalf of all the Trustees to the Town Council for their support during the first two years and into the future. Since the 15-year lease of the building from the Town Council has been secured, they have been fundraising to refurbish the building, with almost £500,000 raised so far. The work is currently underway, and the Trustees would like to give the Council the opportunity to refurbish the roof at the same time, which is in need of repair within the next 5-7 years. The Project Manager for the refurbishment is Jonathan Longden who said he would answer any questions.

Jonathan Longden, of Leys Longden & Co chartered surveyors based in Witney, then stood up to speak. Drawings for the refurbishment of the Allandale Centre had been produced, the work put out to Tender and a preferred contractor chosen. His role was to see the project through to completion. The regulations around asbestos tend to be tightened every 3-4 years and removing/disposing of it can be expensive. The Council have an opportunity to have the asbestos roof covering replaced now while scaffolding is in place.

Cllr Leverton asked for confirmation of the age and condition of the building, as this was unclear from his report, for clarification on what fees his company were charging and whether VAT could be claimed back. Mr Longden said the actual age of the building was unknown and their estimate was in the 1950s/1960s and the roof fixings would deteriorate over this time causing the roof to leak. Their normal fee was 10%, but this had been reduced to 9% to support this community facility. Jenny Withers said she was looking into whether VAT could be reclaimed.

Cllr Handley said he believed the hall at the rear of the building opened in 1968.

Cllr Melvin asked what the replacement roof covering would be made of and Mr Longden said it would be profiled sheet metal with composite lining, which would give the opportunity to include rooflights for natural lighting. The roof structure has a concrete frame, which their engineer had confirmed has sufficient strength for the proposed work.

The Mayor thanked the members of the public for their contributions.

11 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Handley gave an update on matters that were raised at the Annual Town Meeting held in April 2019. Corbett Road was scheduled to be resurfaced around 19 July 2019. Lawton Avenue does not meet the 40mm criteria needed to resurface it, but he had made a strong case to the County to get this done, particularly as the road provides access to two primary schools.

The County Council were in the process of organising their committee structure for the year and Cllr Handley had been asked to sit on the Planning Committee. He is currently on Fire Consultative and Management & Union Consultative Committees, together with Military Champion.

He had some concerns that the Cogges Link Road plans, rejected several years ago, could be looked at again and this might take precedence over works that Carterton needed. He would report back if he heard anything further.

As part of the Local Transport Plan (LTP 5), funding had been secured for strengthening works to the road from Minster Lovell to Brize Norton and funding for the slip roads was being sought through the Local Enterprise Partnership and the Growth Board.

He recommended that Town and District Councillors have a six-monthly meeting to keep up to date with current issues affecting the town. One issue is the lack of banking facilities and he suggested looking into shared facilities for different branches.

The Mayor thanked Cllr Handley for his report.

12 RE-ADOPTION OF GENERAL POWER OF COMPETENCE

The General Power of Competence provides Councils with the power to do anything an individual can do provided it is not prohibited by other legislation. It enables a Council to take on projects for the benefit of the community, for example setting up a community shop or post

office or setting up a company or co-operative society. The GPC needs to be re-adopted each year.

Council RESOLVED to APPROVE the re-adoption of the General Power of Competence.

13 APPLICATION FOR FUNDING – CARTERTON FAMILY CENTRE

A request had been received from Carterton Family Centre for funding to replace the roof covering the back hall of the Allandale Centre. The amount requested to replace it as part of the current refurbishment project is £40,000, with the total cost being £49,595. The roof replacement is not required immediately but it is likely that the Council will need to replace it in the medium term and the cost of this, if carried out at some point in the future, is likely to exceed the part-funding request to have it done as part of the refurbishment project.

Cllr Melvin said he would like to see the full specification and asked about the tendering process. The Clerk said that the contractor had been chosen as the best of three Tenders received.

Cllr Bull proposed that the Council obtain an independent survey on the condition of the roof, which the Clerk said would cost in the region of £1,000.

Cllr Mead said that, in line with Council procedures, three quotes should be provided. The Council had a duty to maintain its buildings and the addition of rooflights would be extra.

Cllr Handley felt strongly that Council should agree to replace the roof now as per their specifications.

The consensus was that more information was required before Council could make a decision on whether to commit £40,000 to this project. A vote was taken with two in favour, eleven against until more information is received and two abstentions (Cllr Melvin and Cllr Sangster).

14 APPLICATION FOR FUNDING – AIRPLAY

Airplay, operating from the Allandale Centre and The Flat in Ely Close, provides activities for young people aged 5-17 years across all RAF stations in the UK and is open to all youngsters in the town. Four sessions are provided each week, together with an outreach service and a programme of activities for school holidays, including swimming and bowling trips, art and craft and cooking sessions. The service offers support to young people on issues such as bullying, social media, relationships and mental health.

Funding of £750 is sought towards the cost of a summer holiday activity to bring the Oxford Playhouse Tent to Carterton for week commencing 22 July 2019, to be sited at Carterton Primary School. The total cost is £3,000. A team of actors from Oxford Playhouse will perform 'The History of Everything' three times a day and will include performances for children with special needs, families with a parent on deployment, and will run workshops following the performances. These will be offered free of charge. On the Thursday evening there will be a BBQ provided by the RAF, together with children's entertainment and games.

Council RESOLVED to APPROVE a grant of £750 towards this activity.

15 AMENITIES WORK FOR APPROVAL

(a) Squash Club. In order to comply with Health and Safety obligations, an Electrical Installation Condition inspection needs to be carried out. The distribution board in the building

is no longer compliant and needs replacing. The cost to carry out all the works required and to complete and issue a test certificate is £2,517.50 plus VAT.

(b) Town Hall. The annual Lightning Conductor inspection revealed an issue where the earth reading was too high. In order to reduce this to below 10 OHMS the installation of a 4.8m earth electrode is required at a cost of £380 plus VAT.

(c) Alvescot Road Recreation Ground Playground. Purchase and installation of a replacement part for the Titan Five Arm Swing, at a cost of £396.20 plus VAT.

Council RESOLVED to APPROVE the amenities works detailed above.

16 FINANCIAL STATEMENT

The Financial Statement to 30 April 2019, set out at Annex B, was noted.

17 INCOME RECEIVED

Income Received during April 2019, previously circulated, was noted.

18 DEBIT CARD TRANSACTIONS

Debit Card transactions for April 2019, previously circulated, were noted.

19 ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts for May 2019, set out at Annex C, be APPROVED for payment.

The meeting ended at 8.30 pm.

18 June 2019

Town Mayor

1 Diary dates:

21 May - Planning Committee

27 May - Spring Bank Holiday – Town Hall Closed

28 May - Amenities & Economic Regeneration and Administration

4 June - Planning

18 June - Planning and Town Council

Noted.

2 Councillor iPads. Communication is very important. An iPad will be allocated to each new Councillor. Council papers are sent out by email, which has saved money over the last few years, and new Councillors need to create a Gmail account for this purpose. **Noted.**

Ron Spurs
Town Clerk