

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.

200. Confidential Item

The meeting closed at 8.30 pm

17th May 2022

Town Mayor