

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 21 FEBRUARY 2017
COMMENCING AT 7.45 PM

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

Cllr M Brennan Cllr M McBride
Cllr R Brooks Cllr Mrs M Mead
Cllr Mrs D V Bulley Cllr D Melvin
Cllr Miss S Coul Cllr P Scott
Cllr Mrs C Delaney Cllr Mrs C Wilson
Cllr J Hayes

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

Apologies Cllr R Crapper, Cllr Mrs S Scott-Stovold

Absent: Cllr Mrs N Miah

In Attendance: Mr N Field-Johnson
Cllr N Owen – OCC Councillor
Mr David Wesson

126 DECLARATIONS OF INTEREST

Cllr Melvin declared an interest in Item 134(a) – Application for s137 Grant from Volunteer Link Up.

127 MINUTES

(a) The Minutes of the Meeting held on 17 January 2017 had been previously circulated to Members. There was one amendment at Item 119(a) - the date of the Armed Forces Day event being 17 June rather than 24 June 2017 - and the Minutes were then APPROVED and signed by the Mayor.

(b) The Minutes of the Meeting held on 8 December 2016 required an amendment on page 90 at Item 102(a) in connection with the Budget and Precept for 2016/17. The Internal Auditor had recommended that the actual precept figure be included in the Minutes. The amendment was APPROVED and the relevant page signed by the Mayor.

128 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor had been invited to a Jon Egging Trust event at Carterton Community College. Jon Egging was a Red Arrows Pilot who was killed in an air accident in 2011 and the Trust was set up to guide and support students to reach their full potential. Certificates were awarded to the 14 students who had taken part in the programme.

The Mayor had attended several meetings in support of the Children's Centre project, together with the Clerk and other key stakeholders, and reported that the new Carterton Family Centre

would come into operation in late March. She had been interviewed by BBC TV on how important the service was to the town, together with a young mother with five children who had attended the Children's Centre since her first child was born ten years ago.

Robert Courts MP visited the Town Hall to discuss veterans' issues and also talked about the Carterton Masterplan and future development of the town. He would visit the town again sometime in the next few weeks to look at the supermarkets.

The Mayor was invited to a Repatriation Seminar at RAF Brize Norton and was asked to address the Army, Navy and Air Force officers to explain the role she carried out at repatriations. She explained what happens at Monahan Way and the involvement of the various authorities and charities.

The Mayor was invited to a meeting with the new CEO of Airbus, who was very supportive of the town and its links with RAF Brize Norton.

The Mayor had a committee meeting to discuss the Armed Forces Day summer event on Saturday 17 June 2017 on the Alvescot Road Recreation Ground. She will report back on this at the next Events Working Group.

Arrangements for the St George's Day Charity Dinner to be held on 21 April 2017 at the Officer's Mess on RAF Brize Norton were progressing well and invitations would be sent out during March. There would be a cost from the civic budget for the evening's entertainment and the Mayor hoped to obtain sponsorship to offset the cost of the venue.

129 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.

130 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

Mr Wesson informed the Council that John Maddocks, who used to be a member of the Council in the 1990s, had recently passed away. On behalf of the Mayor and the Council, he had sent condolences to the family. Mr Wesson would email details of the funeral service to the Clerk.

131 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Peter Handley had given his apologies.

Cllr Neil Owen said that following the two presentations that had taken place prior to the meeting on proposals for the reorganisation of local government in Oxfordshire (one from Cllr Ian Hudspeth of OCC on One Oxfordshire and the other by Cllr James Mills from WODC), he gave his full support to the WODC proposal.

He said the OCC Budget was discussed last Tuesday at an all day meeting. Each political party submitted their own budget, after which a vote was taken and the Conservative budget won by 31 votes to 28. There would be an increase of 4.99%, which was approximately £1.50 per week for every household. Cuts that had been agreed for social care would go ahead. Another Dragon Patcher would be purchased to repair potholes, making a total of two machines to cover Oxfordshire. Area Stewards would be given another £150,000 towards general highway maintenance, to be made available from 2018. Cllr Owen encouraged

Councillors to email him (neil.owen@oxfordshire.gov.uk) with details of any highways issues, such as potholes, and he would follow them up.

Cllr Owen said he was impressed with the way the Town Council had handled the closure of the Children's Centre and their efforts to keep it running in the town.

The Mayor thanked Cllr Owen for his report.

132 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 17 January 2017 and 7 February 2017. These were noted.

133 AMENITIES AND ECONOMIC REGENERATION COMMITTEE

Council received the Minutes of the Amenities and Economic Regeneration Committee held on 7 February 2017.

(a) Quinquennial Survey. The Committee recommended that Council approve the quotation from Sidleys to carry out a survey of Council owned properties at a cost of £3,460. This was APPROVED.

(b) Asbestos Register. After a discussion amongst Councillors the issue was referred to Officers to obtain additional quotes.

(c) Access to side of Town Hall. The Committee had recommended that Council approve the quote from McCracken & Son for £775 to install a wooden gate to fence off the area to the side of Tremain Veterinary Practice to provide extra storage for the Town Hall. This was APPROVED.

(d) Black Bourton Cemetery Maintenance. The Clerk thanked the Councillors for their input into the best leaf blower to keep the Cemetery looking tidy. The Clerk would source a piece of equipment taking into account the specifications suggested by Councillors. The purchase of a leaf blower was APPROVED.

(e) Signage at Monahan Way. The Mayor had spoken to Cllr Neil Owen and Cllr Ian Hudspeth concerning signage, with a view to these being supplied by OCC. The original proposal was to amend the two existing signs in Monahan Way to read 'Town Centre' rather than 'Carterton' and this would be deferred until confirmation was received from OCC about the two signs.

Cllr Scott said that there are a number of signs that are in a poor state of repair and this gave the town a bad image. Councillors were asked to report any problems with signs to the Clerk.

Cllr McBride said that the roundabout that has been replanted and cleaned looks very nice, but it makes the poor condition of the others stand out. The Clerk said that the roundabouts would be cleaned during March and the one the junction of Trefoil Way/Monahan Way had planting that would come up in the Spring.

134 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) Volunteer Link Up had applied for £500 to hold a Volunteer Recruitment/Resident Information Fair in Carterton. Cllr Miss Coul said that volunteering was vital in these times of cut backs and proposed that the Council give the total cost of running their event, which was £750. The Mayor said it was unclear what they needed the money for. They had held an event in Carterton about 18 months ago and they were offered the use of the Town Hall free of charge, along with other organisations, and the Council could do so again. Cllr Melvin said it was a valuable service in need of support, but the Town Hall as a venue would be quite small. Volunteer Link Up were concerned that funding from OCC might be reduced and could look for further funding in future years. A vote was taken and Cllr Melvin abstained.

Council RESOLVED to APPROVE the grant of £750 to Volunteer Link Up, conditional upon a full breakdown of the running costs of the event.

135 INTERIM AUDIT

Council received the Interim Audit Report carried out by Kevin Rose of IAC on 1 February 2017. This was noted.

136 BANK RECONCILIATION STATEMENT

Cllr Scott asked what the Petty Cash was used for. The Clerk said it was primarily for the purchase of tea/coffee/milk, postage stamps, bereavement cards etc. If Councillors so wished, the Assistant Clerk would be happy to send them a breakdown of the costs. Cllr Miss Coul did not consider it necessary for Councillors to be told whenever staff purchased a pint of milk or a bereavement card, but the information was available should anyone wish to see it. Cllr McBride suggested sending a breakdown once to give an idea of the expenditure. Cllr Scott asked how the expenditure was recorded and the Assistant Clerk said this was done in a Petty Cash Book and also a spreadsheet, as recommended by the Auditor.

The Bank Reconciliation Statement to 31 January 2017, set out at Annex B, was APPROVED.

137 ACCOUNTS FOR PAYMENT

Cllr Mrs Mead queried expenditure in respect of the Children's Centre and asked whether the Children's Centre were managing their own budget, as she was concerned that this could take up Officer time. The Clerk said that the Council was currently holding £20,000 from the Military Covenant and the expenditure would come out of this sum. A temporary arrangement is currently in place until the Children's Centre has set up their own Bank Account. Cllr Miss Coul asked whether Trustees had been appointed and the Clerk said this was in the process of being organised.

Cllr Leverton queried what the £1,440 for Marriotts related to and the Clerk explained that this was for the rent review for Tremain Veterinary practice.

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

138 DEBIT CARD TRANSACTIONS

Cllr Miss Coul asked about expenditure on Rain Ponchos and the Clerk explained these were purchased due to the extremely wet weather at the last Repatriation.

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

The meeting ended at 9.00pm.

21 February 2017

Town Mayor

- 1 **No 1 Streatfield House** - The tenant for the upper floor has signed a lease for the premises. She will commence business on 1st March 2017. I have a schedule of income from the building which will be circulated. **Noted**
- 2 **Purchase of new table for Reception** - A new display table was purchased for Reception at a cost of £129.99 authorised by me. **Noted**
- 3 **New Christmas Lights** - Can Councillors advise me if there is an appetite to purchase more Christmas Lights for the Town? We have received some comments that compared to other displays held locally ours were not the brightest! **A resounding yes! There is money in the budget to do it. Lights were suggested for Hawkins House and Asda. A large Christmas tree for the Market Square was suggested. The main issue with that would be its security, but it would be a good centrepiece. Cllr Miss Coul suggested a Christmas Lights working group be formed.**
- 4 **Closure of HSBC Bank, Alvescot Road** - The HSBC bank will close on Friday 5 May 2017. I have contacted the owners of the premises who were not aware at that time of the closure. I asked to be informed if the premises come onto the market. Arrangements have been made to collect the Council's Deed Box. **Cllr Miss Coul asked that the Council's banking arrangement be discussed at the next Administration Committee.**
- 5 **Children's Centre** - The new Children's Centre will be operational on 28 March 2017, initially from the Town Hall and the Library and one other site until the Allandale Centre becomes vacant. The Clerk will be instructing solicitors to draw up a formal lease at the appropriate time. **Noted**
- 6 **Save the Children** - have written to advise that their Annual General Meeting will take place on Tuesday 28 February 2017 at Elderbank Hall, Brize Norton at 7pm and all members of the Council are welcome to attend. They have also written to thank the Council for its recent sponsorship of their May Day Fair. **Noted**
- 7 **Life Education** – have sent a letter of thanks for their recent grant from the Council. **Noted**
- 8 **Carterton Crier Distribution** - I was unable to arrange distribution of the latest edition of the Crier through our usual distributor. A new distributor who delivers similar magazines in Abingdon, Faringdon and Wantage agreed to undertake the task at short notice. The delivery has gone according to schedule with no complaints (so far). There may be a small increase in delivery cost which is within the budget agreed for the magazine and its delivery. **Cllr McBride asked whether a group of Councillors were involved in the content for the magazine as agreed at a previous Council meeting. The Clerk replied that due to the short turnaround time this had not been possible, but the Town Hall staff do proof read the final draft before publication. Cllr Leverton said that the previous edition was distributed rather late and several events advertised had already passed. This had been down to problems with the delivery company, which led to a new distributor being found, and so far there had been no complaints from the public. (Cllr Hayes had however never received one due to his house being off the beaten track.)**

9 Diary Dates:

Tuesday 7 March Planning & Administration Committees

Tuesday 21 March Planning & Town Council

**Ron Spurs
Town Clerk**