

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 17 DECEMBER 2019  
COMMENCING AT 7.00 PM

Present: Cllr M Mead – Chairman  
Cllr N Leverton - Vice-Chairman

Cllr J Bull	Cllr C James
Cllr C Cook	Cllr M McBride
Cllr R Crapper	Cllr D Wesson
Cllr M Crossland	Cllr K Wood
Cllr P Handley (from Item 122)	
Cllr E Hatton	

Apologies: Cllr S Baylis, Cllr P Handley, Cllr L Little,  
Cllr D Melvin, Cllr J Sangster

Officer: Ron Spurs – Town Clerk

In attendance: Cllr N Field-Johnson, County Councillor

#### 117 DECLARATIONS OF INTEREST

Cllr Wood declared an interest in the items relating to finance for the Allotments, as she has an allotment. It was noted that all Councillors had a general interest in items on the budget.

#### 118 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on 19 November 2019, previously circulated to Members, were approved as a true record and signed by the Chairman.

#### 119 PLANNING COMMITTEE

Council received the Minutes of the Meeting of the Planning Committee held on 19 November 2019, which were noted.

#### 120 ADMINISTRATION COMMITTEE

Council received the Minutes of the Meeting of the Administration Committee held on 3 December 2019. The following items were recommended for approval:

- (a) Budget and Precept. Several changes were recommended for approval and would be covered separately later in the meeting.
- (b) Financial Regulations. The Regulations had been revised to reflect guidance from the National Association of Local Councils (NALC).
- (c) Procurement Policy. The Policy had been revised to reflect guidance from NALC.

Council RESOLVED to APPROVE the adoption of the Financial Regulations and Procurement Policy.

## 121 TOWN HALL REFURBISHMENT

In the 2019/2020 Budget, Council set aside £30,000 to refurbish the Town Hall. Major works are needed to the Kitchen, Reception Area and ground floor corridor, as well as general redecoration and updating of fixtures and fittings. Full details of the proposed work had been circulated to Councillors.

Council APPROVED the work outlined in the report and authorised the Clerk to obtain quotes, which would be brought back to the February 2020 meeting of the Town Council for consideration.

## 122 BUDGET 2020/2021

The proposed Budget for the financial year 2020/2021 had been considered by the Administration Committee at its meeting on 3 December 2019 and circulated to all Councillors for approval.

Council RESOLVED to APPROVE the Budget for the financial year 2020/2021.

## 123 PRECEPT 2020/2021

The proposed Precept for the financial year 2020/2021 had been considered by the Administration Committee at its meeting on 3 December 2019. The Committee had recommended that the Precept remain at its current level of £388,049.

However, Council felt that increasing the Precept in line with the rate of inflation was good practice and this should be balanced against the Auditor's advice to reduce the amount held in Reserves.

Council RESOLVED to APPROVE an increase in the Precept of 1% to £391,929 for the financial year 2020/2021.

## 124 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor attended the following events:

22 November The switching on of Carterton's Christmas Lights was a fantastic event that was well attended. She expressed her thanks to Cllr Bull and Cllr Hatton for the work they put into the Lantern Parade. The Mayor led the Parade, together with Piper Mark Bisset and Harry the Shetland Pony.

8 December Acting Community Thingumybogs Pantomime – Beauty and the Beast, at Carterton Community College. Cllr Crossland, Cllr Hatton and Cllr Handley also attended. Again, a fantastic event and everyone thoroughly enjoyed themselves.

10 December The Mayor and Cllr Wood attended the Oxford Playhouse production of Beauty and the Beast, funded by the Freemasons for families who would not otherwise be able to go to a pantomime.

The Deputy Mayor attended the following events:

8 December Burford Town Council Civic Carol Service at Burford Church.

18 December Carterton Day Centre Christmas Dinner.

125 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.

126 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

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

127 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Field-Johnson was unable to attend this evening and had produced a Report, which had been circulated to Councillors prior to the meeting. The report highlighted the following:

(a) Graphene road surface trial in Curbridge. OCC are testing a new fully recyclable graphene-enhanced asphalt road surface on a stretch of road in Curbridge.

(b) Gritting of roads. A team of over 60 staff are on standby to ensure that 1,200 miles of priority roads are gritted over the winter.

(c) Winter advice for vulnerable residents. OCC is collaborating with the NHS to encourage residents to have a personal winter plan to keep well over the winter. Advice includes having the flu jab, get help before your condition worsens, get repeat prescriptions in good time, seek advice from pharmacist, stock up on food, get boiler serviced to keep home heated and have a list of emergency numbers handy.

(d) Climate action plan. Plans have been approved for OCC to meet its target of being carbon neutral by 2030. The County Council supports 65 community action groups, tackling environmental issues such as waste, transport, food production and local energy generation.

(e) Oxfordshire in top ten in most productive council survey. Oxfordshire has been recognised by the annual IMPOWER Index Survey as being a top ten Council. OCC has moved up from its previous 49<sup>th</sup> place to a top ten position for 2019. The report highlights how the council has improved its performance across seven types of services for residents, with one of the key areas recognised as services for older people, where it is ranked in fifth place.

Cllr Handley said the County were now winding down for Christmas and looked forward to a busy start to the New Year.

The Mayor thanked the County Councillors for their reports.

128 ADJOURNMENT FOR DISTRICT COUNCILLORS REPORTS

(a) Cllr Mead – Carterton South and Cabinet Member for Health and Leisure. WODC had appointed an Environmental Officer, Vanessa Scott, to work solely in West Oxfordshire. She suggested the Council meet with her in the New Year. The newly refurbished Carterton Leisure Centre, with Trampoline Park and other facilities, would be opening to the public on Saturday 21 December. There would be an official opening ceremony in February/March 2020.

(b) Cllr Bull – Carterton North West and Inclusion Champion. Cllr Bull had worked with the Leisure Centre to make the Trampoline Park as accessible as possible.

(c) Cllr Crossland – Carterton North West. Cllr Crossland had attended a Vision Statement Conference at Carterton Community College on Friday 13 December 2019 and was pleased to hear how the College planned to move forward in the future.

(d) Cllr Leverton – Carterton South and Armed Forces Champion. He had attended a meeting of the WODC Environment Committee, which was very positive in its approach to environmental concerns and suggested that Cllr Cook attend a future meeting.

(e) Cllr McBride – Carterton North East. He had been appointed as Deputy Chairman of the WODC Environment Committee. One of his roles is to liaise with the Town Council’s Environment Committee. Carterton U3A, which has over 280 members, has set up an Environmental Group and are working with St John’s School on recycling items that cannot be collected by WODC.

The Mayor thanked the District Councillors for their reports.

#### 129 WALL MOSAIC

Cllr Hatton said that all local schools were involved in a project to produce a Wall Mosaic for the town, which would incorporate the Town Crest in the centre surrounded by the School Crests.

The project would be run by a mosaic artist working with children from the five local primary schools and the final artwork would measure 1.22m x 1.9m. It is hoped to mount the Mosaic on the wall of the Factory Shop building facing the Market Square. The total cost of the project would be £2,640.

Council were supportive of the idea. Cllr Hatton would seek permission from the owner of the building and the leaseholder. Cllr Mead suggested applying to WODC for further financial support and bringing the request back to a Council meeting in the New Year.

#### 130 FINANCIAL STATEMENT

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

#### 131 INCOME RECEIVED

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

#### 132 DEBIT CARD TRANSACTIONS

Debit Card transactions during November 2019, previously circulated, were noted.

#### 133 ACCOUNTS FOR PAYMENT

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

#### 134 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.

135 MINUTE OF ADMINISTRATION COMMITTEE MEETING HELD ON 3  
DECEMBER 2019 – APPOINTMENT OF WEBSITE PROVIDER

136 ALVESCOT ROAD RECREATION GROUND PAVILION – APPOINTMENT OF  
SURVEYORS

137 COURT CASE – CLLR L LITTLE

The meeting ended at 8.45 pm.

21 January 2020

---

Town Mayor

1. The Town Hall will be closed from 12 noon on Friday 20 December until 9.30am on 2 January 2020. **Noted**
2. The Town Clerk will be available on the 30 and 31 December via email, telephone or in the building. **Noted**
3. The next meetings will be held on 21 January – Planning and Council. **Noted**
4. There will be no Planning meeting on 7 January. **Noted**

**Ron Spurs**  
**Town Clerk**