

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 17 JULY 2018
COMMENCING AT 7.45 PM

Present: Cllr M McBride – Chairman
Cllr Mrs M Mead – Vice-Chairman

Cllr Ms J Bull Cllr N Leverton
Cllr Mrs D Bulley Cllr Mrs L Little
Cllr Miss S Coul Cllr D Melvin
Cllr Mrs E Hatton Cllr D Wesson
Cllr J Hayes Cllr Mrs C Wilson

Apologies: Cllr R Crapper and Cllr P Scott, Cllr Mrs S Scott-Stovold
Cllr N Field-Johnson (County Councillor)

Absent: Cllr Mrs C Delaney

Officer: Ron Spurs – Town Clerk

In attendance: Mrs S James (Carterton Celebrates)
Five members of the public

The meeting was preceded by a short presentation by Sue James, who gave an update on the Carterton Celebrates week held in June. The week had been a big success and she hoped it would become an annual event. She thanked the Town Council for their support and funding. Some areas to look at for next year included a bigger screen for the open-air cinema, involvement of more local businesses, invite more speakers, perhaps live music in the pubs, a Mayor's Reception in the Town Hall and an event on the Market Square. They would also look at holding the event in the summer holidays. She would liaise with the Council's Events Working Group and would welcome any ideas for next year. The Mayor thanked Mrs James and her team for their hard work in organising the event and making it such a success.

51 DECLARATIONS OF INTEREST

Cllr Mrs Little declared an interest in Item 53, Family Centre Lease, as she is a Trustee.

52 MINUTES OF THE LAST MEETING

Cllr Mrs Little commented on the Mayor's Announcements regarding the Mayor's attempt to set up a meeting with herself and Councillors. In the interests of adhering to the Code of Conduct and the Nolan principles, she asked if she could read out the transcript of the original email conversations as only one side had been presented to the Council. The Clerk advised that it was not an Agenda item at this meeting.

The Minutes of the Meeting held on 19 June 2018, previously circulated to Members, were approved as a true record and signed by the Chairman.

53 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor and Deputy Mayor had attended the Annual Formal Reception at RAF Brize Norton on 20 June. On 21 June, together with Cllr Leverton, the Mayor had attended the Festival of

Voices at Dorchester Abbey. The Deputy Mayor attended the Festival of Voices on 22 June. Both evenings were chosen as children from Carterton primary schools were performing. On 24 June the Deputy Mayor had attended the bandstand concert by Witney Town Band on the Alvescot Road Recreation Ground.

On 25 June the Mayor attended the Armed Forces Covenant Signing Ceremony at County Hall in Oxford. On 26 June along with his wife, Jenny, he attended the Annual Dinner for new Mayors and Chairs at Dorchester Abbey hosted by the Lord Lieutenant of Oxfordshire. On 1 July he had attended the Songs of Praise service at St John's Church, which marked the end of the Carterton Celebrates week. On 6 July he attended the Oxfordshire County Music Service Gala Concert at Dorchester Abbey. On 7 July he had Opened the Summer Garden Party at The Homestead, along with his wife, Jenny, and dog Christal. On 17 July he was invited by St Joseph's Primary School to attend their Assembly.

The Mayor said that forthcoming events would be:

- On Friday afternoon this week Carterton Primary School were holding a Carnival Procession from the school to the Market Square, where they would sing some songs.
- On 21 July, he would be attending the Freedom of Entry Ceremony for 1 Regiment RLC in Bicester.
- On 22 July, he had been invited to the Summer Food and Music Festival at the RAF Families Club in Stanmore Crescent.
- On 25 July, he would be attending the Civilian/Military Partnership meeting at RAF Brize Norton.

Documentation had been received from Cllr Mrs Little's solicitor regarding proceedings claiming harassment by the Town Clerk and the Town Council, which had been available for Councillors to view in the Town Hall. Following an Extraordinary Meeting on 5 July, minutes of which had been circulated with papers for this meeting, the Council had engaged a firm of lawyers who were specialists in this area to defend the claims. Further to this, a letter had been received this morning from Cllr Mrs Little's solicitor indicating that they were no longer pursuing Carterton Town Council as a corporate body but would continue the claim against the Town Clerk and four Councillors.

Cllr Mrs Little asked, as a past Mayor, whether she could report that she had been invited, along with her husband, to Buckingham Palace as part of the RAF 100 celebrations. The Mayor said that he would like to take her up on the offer to see the photos of the event.

Cllr Mrs Little said she was disappointed that the Mayor's announcements had not included the one-hour telephone conversation with her on 3 July, which she felt had been constructive. She said that the conversation had been recorded and was with her solicitor. The Mayor said that he was unaware the call was being recorded.

54 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.

55 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

David Constable from Milestone Road asked whether the item that Cllr Mrs Little wanted to discuss earlier regarding the transcript of email conversations could be put on the Agenda for the next meeting. The Mayor confirmed that it could, provided the documentation was with the Clerk in time to send out with the Agenda.

Cllr Hayes said he understood that members of the public could raise any matter at a Council meeting, whether it was on the Agenda or not. The Mayor clarified that only matters relating to Agenda items could be discussed and that any items to be included had to be presented to the Town Clerk who, in discussion with the Chairman, had the final decision.

56 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

There were no County Councillors present on this occasion.

57 PLANNING COMMITTEE MEETINGS

Council received the Minutes of the Meetings of the Planning Committee held on 19 June and 3 July 2018. These were noted.

58 URGENCY COMMITTEE MEETING

Council received the Minutes of the Urgency Committee held on 29 June 2018, which were noted.

Cllr Mrs Little expressed her concern that the items discussed and agreed at the meeting could have waited until today's meeting of the full Council so that other Councillors could have had their say. She understood it had been agreed that any Councillor could attend these meetings. Cllr Miss Coul said that currently the Urgency Committee was still made up of the four Chairs, but it was on the Agenda for the next Administration Committee to discuss amending the Standing Orders to allow all Councillors to attend.

59 ADMINISTRATION COMMITTEE MEETING

Council received the Minutes of the Administration Committee held on 10 July 2018. The Minutes were APPROVED.

Under Item 10, Quarterly Review of Budget, the committee had recommended that the budget for Professional Fees be increased from £5,000 to £20,000. A vote was taken, with eight votes in favour, three against and one abstention. COUNCIL APPROVED the increase, as detailed above.

It was noted that the Mayor's Allowance is now being paid as and when necessary on production of receipts, there was a 100% reduction in Town Hall Rates, Furniture and Equipment spending is higher than expected in the first quarter due to a new staff member, and Grass Cutting expenditure is on course. All other codes are performing as expected.

Overspends on Office Supplies, Bank Charges and Elections and Meetings were queried and the Assistant Clerk gave explanations for each of these. The Committee had agreed to leave the overspends in place as a true reflection of how the budget is performing.

60 EVENTS WORKING GROUP

Council received the Minutes of the Events Working Group meeting held on 10 July 2018. These were noted.

61 FAMILY CENTRE LEASE

Council had previously agreed to lease the Allandale Centre to Carterton Family Centre and the Council's solicitors had now drawn up the lease document for signature. Cllr Mrs Little said that as a Trustee she would not vote but commented that she was pleased with the progress at

the Family Centre and that the Food Bank would also operate from the Allandale once alterations were completed. The Town Clerk said that this would need to be discussed with the other Trustees.

A vote was taken and Council APPROVED the signing of the Lease document.

62 ST GEORGE'S DAY DINNER 2018

Details of income and expenditure for the St George's Day Dinner held on 5 May 2018 at the Cotswold Gateway Hotel in Burford had been circulated to Councillors.

Cllr Mrs Little said that £3,300 of the money raised during her term of office had been donated to local groups and organisations at a presentation event at Brownes Hall last week. The recipients of awards were RNLI, Carterton Day Centre, Carterton Family Centre, Allandale Youth Centre and the Over 60s Club. The remainder of the money raised during her term as Mayor would be donated to Carterton Community College to support disadvantaged students.

63 OPENING OF MAYOR'S ACCOUNT WITH LLOYDS BANK

Approval was sought to open a new Mayor's Account with Lloyds Bank. A vote was taken, with nine in favour and three abstentions.

Council RESOLVED to APPROVE the opening of the new account.

64 FINANCIAL STATEMENT

The Financial Statement to 30 June 2018, set out at Annex B, was APPROVED.

65 INCOME RECEIVED

Income Received during June 2018, previously circulated, was noted.

66 DEBIT CARD TRANSACTIONS

The list of Debit Card transactions for June 2018, previously circulated, was noted.

67 ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts for July 2018, set out at Annex C, be APPROVED for payment. Cllrs Mrs Little, Mrs Bulley and Mrs Wilson abstained from voting.

68 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.

69 MINUTES OF EXTRAORDINARY MEETINGS

Confidential item.

70 MINUTES OF TOWN COUNCIL MEETING – ITEM 42

Confidential item.

The meeting ended at 8.50 pm

18 September 2018

Town Mayor

Clerk's Report – 17 July 2018

1. **Thank you** – Mrs A Harris, wife of the late Peter Harris, has written to thank the Council for replacing plaques bearing her husband's name on benches in Black Bourton Road. **Noted.**
2. **Battle of Britain Civic Service** – I have met with Rev Bill Blakey, the Mayor and the Deputy Mayor to plan this event, which will take place on Sunday 16 September 2018. The format of the service and the attendance of the RAF was agreed. **Noted.**
3. **Remembrance Sunday** - Further meetings will take place with the above-named relating to Remembrance Sunday. **Noted.**
4. **Land Purchase Request** – A request to purchase a small piece of land in Oakfield Road will be considered at the next meeting of the Administration Committee when the Council's policy in this respect will be discussed. **Noted.**
5. **Diary Dates** –

Sunday 29 July	Wantage Silver Band Concert on ARRG
Tuesday 7 August	Planning Committee
Tuesday 21 August	Planning Committee
Tuesday 4 September	Planning and Amenities & Economic Regeneration
Sunday 16 September	Battle of Britain Civic Service
Tuesday 18 September	Planning and Town Council

Ron Spurs
Town Clerk