

CARTERTON TOWN COUNCIL
MINUTES OF THE ANNUAL MEETING HELD AT CARTERTON WI HALL
ON TUESDAY 25 MAY 2021
COMMENCING AT 6.30 PM

Present: Cllr J Bull Cllr N Leverton
Cllr R Crapper Cllr M McBride
Cllr M Crossland Cllr M Mead
Cllr E Hatton Cllr J Sangster
Cllr F Harold Cllr D Wesson
Cllr C James Cllr K Wood

Apologies: Cllr P Handley and Cllr L Little

Absent: Cllr S Baylis

In attendance: Cllr N Field-Johnson (County Councillor) – until Item 10
Members of the public

Officers: Ron Spurs – Town Clerk
Stella Catt, Alex Fleming, Teresa Whitford and Katie Zasada

1 ELECTION OF TOWN MAYOR

Cllr Leverton was nominated for the office of Town Mayor for the year 2021-2022. He was duly elected and signed his Acceptance of Office form.

2 ELECTION OF DEPUTY MAYOR

Cllr Bull was nominated for the office of Deputy Mayor for the year 2021-2022. She was duly elected and signed her Acceptance of Office form.

3 DECLARATIONS OF INTEREST

Cllr Wood declared an interest in Item 6(c) relating to payments at the Allotments and Item 10(d) relating to tree work at the Allotments, as she is a Committee Member and Allotment holder.

Cllr James declared an interest in Item 16(c) relating to a Grant Application for Carterton Celebrates, as family members are involved in organising the event.

4 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on 20 April 2021, previously circulated to Members, were approved as a true record and signed by the Chairman.

5 PLANNING COMMITTEE

Council received the Minutes of the Meeting of the Planning Committee held on 20 April 2021, which were Noted.

6 URGENCY COMMITTEE MEETINGS

(a) Council received the Minutes of the Meeting of the Urgency Committee held on 10 May 2021. The Committee approved to change the dates of the Planning Committee and

Annual Town Council meetings from 18 May to 25 May 2021, which would take place at Carterton WI Hall, and that it would not be appropriate to hold the Annual Town Meeting until social distancing regulations had been relaxed. The Committee approved the Payments for May 2021, together with payments to TCL Group for £2,573.70 and £326.57 for repairs to playground equipment previously approved by Council (attached at Annex B).

The minutes were noted.

(b) Council received the Minutes of the Meeting of the Urgency Committee held on 13 May 2021. The Committee agreed to approve the appointment of Farmer & Son Plumbing and Heating Ltd to install a new boiler at the Squash Club at a cost of £1,775 plus VAT.

The minutes were noted.

7 ADJOURNMENT FOR MEMBERS OF PUBLIC TO RAISE MATTERS

(a) Sue James – Grant Application for Carterton Celebrates Week. The organisers have applied for a Grant of £800 from the Town Council to cover the cost of a Jazz Band to perform at a Family Picnic in the Bandstand on Alvescot Road Recreation Ground on Sunday 25 July 2021 and to cover the cost of extra printing and delivery of a Brochure to every household. She explained that the money for last year's cancelled event had been carried over to this year. However, they had received a bigger response from local businesses and groups wishing to be included in the Brochure and this had resulted in a shortfall. A great week had been planned and she hoped the Council would support their application.

(b) Harry Watts. He said that Cllr Leverton and Cllr Crossland had done a brilliant job representing the residents of Milestone Road regarding the planning application for a housing development there. Mr Watts continued to speak on items not on the Agenda and was asked to leave the meeting.

(c) Gregory Shaw – Tree work at the Allotments. He expressed his concern about the safety of Allotment holders due to the condition of the row of trees overhanging the allotments and urged the Council to take action before an accident occurred.

(d) Linda Moore – Financial Statement. She asked whether the Financial Statement would be made available to members of the public. The Clerk said that it would be available once the approval process had run its course.

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

8 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

(a) Cllr Field-Johnson – Burford and North Carterton. Cllr Field-Johnson's report had been circulated to Councillors prior to the meeting, which contained an overview of the work he had been involved in during 2020-2021. He particularly highlighted forthcoming work to improve traffic flow around the Cotswold Wildlife Park; the County's Budget had been approved, with around 60% of it being spent on Social Care; the installation of testing equipment for the River Windrush; and he had used his Priority Fund to support the new Carterton Connector bus service and the town's two Foodbanks.

He had worked very hard during the last two years to get the pumping equipment replaced in the Underpass on Upavon Way. He hoped that the work would be carried out by the end of June. He apologised that it had taken so long.

Traffic speed on the Shilton Park estate was being looked at with the possibility of putting up some cameras to address this problem.

He expressed his thanks to residents for their votes and was pleased to serve as County Councillor for a further term of four years.

The Chairman thanked Cllr Field-Johnson for his report.

(b) Cllr Leverton – South and West Carterton. Cllr Leverton expressed his thanks to residents who had voted for him and was pleased to serve as County Councillor for Carterton.

He commended the hard work of his predecessor, Cllr Handley, who had served as County Councillor for many years and who, together with former Councillor Dee Bulley, had pushed to get a Fire Station for Carterton. He had been assured that building work would begin towards the end of this year or the beginning of next year.

9 ADJOURNMENT FOR DISTRICT COUNCILLORS TO RAISE MATTERS

Cllr Mead – Carterton South, Leader of WODC. Cllr Mead expressed her congratulations to Cllr McBride who had been elected as Chairman of WODC. Grants are still available to support local businesses during the Covid pandemic. It is good to see the night-time economy starting up again across West Oxfordshire. She expressed her thanks to everyone involved in running the Elections on 6 May 2021.

10 AMENITIES AND ECONOMIC REGENERATION COMMITTEE

Council received the Minutes of the Meeting of the Amenities and Economic Regeneration Committee held on 4 May 2021. The Committee recommended the following items for approval:

(a) Flag Flying Policy. Two new Union Flags should be purchased of sufficient quality and size to comply with national guidelines. The relevant flags should also be flown on St George's Day, St Andrew's Day, St Patrick's Day, St David's Day and Pride Day.

(b) Tree Work at Church View. The Tree Surgeon recommended the removal of overhanging branches of a Sycamore tree adjacent to 21 Kings Court and treatment of a Sycamore tree stump to prevent regrowth, at a cost of £350 plus VAT.

(c) Tree Work at 45-53 Heather Close. The resident of 47 Heather Close had removed a tree on Council land without permission. This highlighted that the area required maintenance work to the Field Maple, Plum Cherry and Elder trees, together with removal of Maple saplings and the stump of the felled tree, at a cost of £900 plus VAT. Should the stump need to be removed, the cost should be invoiced to the resident.

(d) Tree Work at Allotments. The Tree Surgeon recommended felling 14 of the 26 Ash trees, a Sycamore and an Oak tree, together with pruning the remaining trees overhanging the allotments, at a cost of £5,000 plus VAT.

Cllr Wood explained that the trees were planted on the bank of the stream and were too close together. This had affected the health and stability of the trees. The Tree Surgeon has recommended removing the weaker specimens and review the area again to see if further work is required to the remaining trees.

There was some concern expressed about felling the Oak and Sycamore trees. It was decided to approve the felling of the Ash trees and for the Clerk to obtain further information from the

tree Surgeon regarding the Sycamore and Oak tree and circulate it to Councillors for comment. This would be deferred to the next Town Council Meeting.

(e) Squash Club Boiler. The boiler has been deemed beyond repair and requires replacement. The Committee recommended that the quote from Farmer & Son Plumbing and Heating for £1,775 plus VAT be accepted.

Council RESOLVED to APPROVE the works, with the amendments as detailed above.

11 REPRESENTATIVES ON OUTSIDE BODIES

The following Councillors would serve as Representatives on Outside Bodies:

| | |
|----------------------------|---------------------------|
| Allandale Centre | Cllr Bull and Cllr Hatton |
| Allotments Association | Cllr Wood |
| Brownes Hall | Cllr Wood |
| Carterton Community Centre | Cllr Bull and Cllr Hatton |
| Carterton Football Club | Cllr Sangster |
| Remembrance Sunday | Cllr Crapper |
| Squash Club | Cllr Harold |

12 RE-ADOPTION OF THE GENERAL POWER OF COMPETENCE

The General Power of Competence was introduced by the Localism Act 2011 and took effect in February 2012. It provides Councils the power to do anything an individual can do provided it is not prohibited by other legislation. It also allows the Council, for example, to award grants to groups and organisations, which is separate to the S137 Grants, provided it is for the benefit of the community. The Council is required to re-adopt the GPC annually.

Council RESOLVED to APPROVE the re-adoption of the General Power of Competence for the year 2021-2022.

13 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor welcomed Cllr Fay Harold, who was elected as a Town Councillor for Swinbrook Ward.

He officially opened the new Burgers & Brews business at the Tower Centre on Wednesday 19 May 2021.

The manager of FitFigures at Streatfield House had expressed her thanks to the Town Council for supporting their business during the Covid restrictions.

On 15 May 2021 he attended a wreath laying ceremony at Carterton War Memorial, together with Brian Crossland DL and Cllr Wesson, to commemorate 100 years of the Royal British Legion.

14 TOWN CLERK'S ANNOUNCEMENTS

The Clerk had used his Authority on three occasions during the last month, details of which were circulated to Councillors.

Whilst the Town Hall had reopened now that Covid restrictions were easing, the Council Chamber was too small to allow adequate social distancing. Therefore, both this Meeting and

the Town Council Meeting to be held on 15 June 2021 would take place at Carterton WI Hall. He expressed his thanks to the Town Hall Staff for their help with the meeting this evening.

There will be a meeting of the Administration Committee on 8 June 2021 at 6.00pm to be held in the Town Hall.

Councillors had returned their Committee preferences and he would put together the final lists with the Chairman and Deputy Chairman.

RAF Brize Norton have supplied three speed monitoring units to be installed on streets in Carterton where traffic speed is a problem.

The External Auditor has chosen Carterton Town Council as one of the 5% of Councils to have a more in-depth review this year.

15 SENSORY GARDEN PROJECT

Carterton Trefoil Guild submitted details of a proposed project to develop a Sensory Garden on a small area of land adjacent to the Town Hall. The garden would include a bench, water feature, planting, windchimes etc. It would be maintained by Trefoil Guild members, together with involvement from local groups.

Cllr Bull and Cllr Wood had met with the Trefoil Guild to assist with putting the project together. It was felt that the project needed further work before coming to Council for funding and Cllr Bull and Cllr Wood would continue to work with them on this.

Council RESOLVED to defer this item a future meeting of the Amenities and Economic Regeneration Committee.

16 GRANT APPLICATIONS

(a) Carterton Football Club. The Club seek a Grant of £10,000 to enable them to purchase two pieces of equipment for maintenance of the pitches at Monahan Way. The items are reconditioned and are available at a reduced price.

Council RESOLVED to APPROVE a Grant of £6,000, which would allow them to purchase one of the two items, on the condition that the equipment includes a suitable Warranty.

(b) Oxfordshire Play Association. The OPA seek a Grant of £4,500 to hold an Armed Forces Play Day on Alvescot Road Recreation Ground during week commencing 9 August 2021. Previous Play Days had proved very popular and Council supported this in principle. It was noted that this application had come from RAF Brize Norton rather than directly from the OPA as in previous years. Cllr Bull would be attending a meeting with the organisers later this week.

Council RESOLVED to APPROVE IN PRINCIPLE to award a Grant, pending the outcome of discussions at the meeting referred to above. As the timeframe is tight in terms of organising the event, the Clerk would consult Council by email for a final decision.

(c) Carterton Celebrates 2021. The organisers of Carterton Celebrates Week seek a Grant of £800, £300 of which would pay for a Jazz Band to play at a Family Picnic on Sunday 25 July 2021 on Alvescot Road Recreation Ground, with £500 to cover the additional cost of printing and delivery of their Brochure.

Council was very supportive of the event and acknowledged the hard work put in by the organisers to provide a week of activities for the whole town to enjoy.

Council RESOLVED to APPROVE a Grant of £800 to Carterton Celebrates as described above. Cllr James abstained.

16 INTERNAL AUDIT REPORT

Council received the Internal Audit Report, which was Noted.

17 MAYOR'S ALLOWANCE

Cllr Leverton had taken over as Mayor from Cllr Mead when she had to step down last year due to her promotion to Leader of WODC. Cllr Leverton confirmed that his half of the charitable monies in the Mayor's Allowance account could be used to support Cllr Mead's chosen charities. Cllr Mead confirmed that she wished the money to be split between the six schools in Carterton to support Young Carers. Cllr Leverton would inform Council of his chosen charities at the next meeting.

The Mayor's Allowance report was Noted.

18 FINANCIAL STATEMENT AND END OF YEAR SUMMARY

The Financial Statement and End of Year Summary, set out at Annex A, was Noted.

19 RECEIPTS

Receipts to 30 April 2021, previously circulated, were Noted.

20 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.

CONFIDENTIAL ITEMS

21 Confidential item.

22 Confidential item.

The meeting ended at 7.50 pm.

15 June 2021

Town Mayor