

CARTERTON TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING
HELD AT THE TOWN HALL ON TUESDAY 21 JUNE 2022 COMMENCING AT 7.00 PM

Present: Cllr S Baylis Cllr N Leverton (in the Chair)
Cllr J Bull Cllr M McBride
Cllr R Crapper Cllr M Mead
Cllr M Crossland Cllr J Sangster
Cllr P Handley Cllr D Wesson
Cllr F Harold Cllr K Wood
Cllr N King

Absent: Cllr L Sanders, Cllr L Little and Cllr K Baldwin

In attendance: Members of the public x 6

Officers: Kay Linnington – Deputy Clerk and Rachel Brown - Clerk

21 APOLOGIES

Apologies had been received from Cllr K Baldwin, Cllr L Little and County Councillor N Field-Johnson.

22 DECLARATIONS OF INTEREST

Cllr Wood – Item 43 – Allotment holder

23 MINUTES OF THE LAST MEETING

The Minutes of the Town Council Meeting held on 12 May 2022, previously circulated to Members, were approved as a true record and signed by the Chairman.

24 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 17 May and 7 June 2022, which were noted.

25 EVENTS WORKING GROUP

Council received the Minutes of the Meeting of the Events Working Group held on 12 May 2022, which were noted.

26 AMENITIES AND ECONOMIC REGENERATION COMMITTEE

Council received the Minutes of the Meeting of the Amenities and Economic Regeneration Committee held on 7 June 2022. The Minutes were noted.

The Committee recommended that Council approve the following items:

(a) Tikspac (Now Eco Green Communities) Contract – the service is to be withdrawn and the stations are to be removed.

(b) Alvescot Road Recreation Ground – Annual maintenance of football pitch at a cost of £661.92.

(c) Trefoil Way Playground – repair of broken safety surface at a cost of £325 plus VAT.

Council RESOLVED to APPROVE the above works.

27 ADMINISTRATION COMMITTEE

Council received the minutes of the meeting of the Administration Committee held on 14 June 2022, which were noted.

The Committee recommended that the Council approve the following items:

- (a) Investment policy; civic protocol policy; Member Officer protocol policy; complaints policy; social media policy; lone and isolated working policy; flag flying policy.
- (b) Insurance Policy renewal
- (c) Review of Committee Terms of Reference and Standing Orders
- (d) Adoption of the new Code of Conduct
- (e) Re-adoption of the General Power of Competence
- (f) OALC membership
- (g) Set up a business PayPal account
- (h) Withdrawal of funds from WODC temporary loan and hold in Council's savings account

Council RESOLVED to APPROVE the above items, as detailed in the minutes of the Administration Committee meeting on 14 June 2022.

It was queried why the Standing Orders had not been amended to allow members of the public to raise items which were not on the agenda. It was RESOLVED that this will be added to the agenda for the next Administration Committee meeting.

28 ADJOURNMENT FOR MEMBERS OF PUBLIC TO RAISE MATTERS

A resident reported that, at the Annual Town Meeting, town residents were asked if they would like a referendum in relation to the pavilion, but he has heard nothing so far. It was advised that this is on the agenda for discussion later in the meeting.

A query was raised regarding a Freedom of Information request which has been submitted, seeking confirmation that Carterton Town Council meets the requirements of the Charity Commission in relation to ARR. A response has not yet been received.

In the Amenities and Economic Regeneration Committee meeting minutes of 7 June, it was agreed that a set of aims and objectives of the ARR Working Group would be put together for the next meeting. Members of the ARR Residents Group would be interested in being involved with this and it was queried whether members of the residents group could have representation on the working group. It was also queried whether there is a schedule for meetings of the working group and requested that the list of public meetings be more visible on the website.

It was reported that the Standing Orders were due to be changed in May. As agreed, these will be reviewed at the next Administration meeting.

29 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

(a) Cllr Leverton – South and West Carterton

Cllr Leverton reported that work on Shilton Road is due to start in July. The bollards on Swinbrook Road will be temporarily removed. A centre lane will be put in and the footpath is being redone. The low traffic neighbourhoods are still contentious, with over £12,000 having been spent on repairs due to vandalism. Adult Social Care is currently under review, with new legislation specifying that the maximum total that people must pay is less than previously for their care. There is a 'black hole' in the finances, so budgets will need to be reallocated in order to provide these services. The cost of living increase means that services cannot be delivered within budget, which will therefore impact on services. It is hoped that this will be temporary. The Oxford to Cambridge arc is a government scheme designed to improve growth in the area between Oxford and Cambridge, including increased infrastructure and housing.

30 ADJOURNMENT FOR DISTRICT COUNCILLORS TO RAISE MATTERS

(a) Cllr King – Carterton North West

Cllr King reported that the meetings so far have been positive; the alliance is going well so far and the officers are happy. There are lots of new projects due to start, including the refurbishment of the council chambers to make them technologically-friendly so members of the public can view meetings remotely.

(b) Cllr McBride – Carterton North East

Cllr McBride advised that he has been involved in work in Carterton, including St John's School. Rachel Crooks will be coming to talk about the work being undertaken at the country park. The Teasle Way / Monahan Way roundabout is causing problems, as pedestrians cannot see traffic coming from Witney, but this is being followed up.

(c) Cllr Mead - Carterton South, Leader of WODC

Cllr Mead reported that the recent Economic Regeneration Committee meeting was very positive for all involved. There are currently over 3,000 people on the housing waiting list, but this includes those who wish to upsize or downsize.

(d) Cllr Bull - Carterton North West

Cllr Bull advised that work on the Swinbrook Road footpath, near the Swinbrook Park entrance, has been postponed, but this will be done two days before the roadworks start. Cllr Bull reported that she has been very busy with events for the town and district councils. She hoped that residents had enjoyed the jubilee events and passed on her thanks to all the Town Hall staff and volunteers who helped to organise these, especially Katie. The Women's Cycle race was very brief but Cllr Bull was pleasantly surprised by the number of people who turned out. The next event will be the carnival during the August bank holiday weekend which was reported to be self-funding this year.

(e) Cllr Leverton - Carterton South

Cllr Leverton shared an update on the REEMA North site, which is proposed to include 182 married quarters and the remainder of the site will be for open market housing. There are no plans yet, but it was reported that these will be submitted in the 'near future'. A brief discussion took place in relation to the underpass, which is safer for pedestrians than a pelican crossing, however the lighting will need improving. This will be requested from Oxfordshire County Council.

It was reported that the new administration are planning to review the Local Plan 2031. CCTV is also being reviewed and there will soon be confirmation of how many cameras there will be for Carterton. It was noted that Carterton currently has four cameras, while Witney has 57. These cameras will be run from a single hub.

Cllr Leverton reported that the shortage of dentists is horrendous and impacting on those who need an NHS dentist. Military families are not even getting on the list. This is being dealt with nationally.

The Women's Tour Cycle Race recently came through Oxfordshire and Cllr Leverton expressed his thanks to the councillors and staff who were involved with this, as well as one of the school pupils from Carterton who designed the flag. A letter of thanks will be sent from the Town Mayor.

31 TOWN MAYOR'S ANNOUNCEMENTS

There was a good level of engagement at the Annual Town Meeting and Cllr Leverton expressed his thanks to the residents and councillors who attended, as well as members of staff and Thames Valley Police officers, one of whom is a Carterton resident.

Cllr Leverton reported that he attended a presentation at the Jon Egging Trust for children who have attended self-improvement training at Brize Norton. It was very inspiring to see the young people who have overcome difficulties and increased their confidence.

The Town Mayor and Mayoress climbed Mount Snowdon to raise awareness of the military charity, which was a fantastic experience.

Cllrs Leverton and Bull were invited to the Cottsway development on the old Osprey site, named after Cllr Mason, who served Carterton for many years as a town and district councillor. Cllr Leverton also thanked Cllr Bull for attending St John's to visit the Brownies, where they had the difficult job of judging the jubilee cake making contest! Thanks were also expressed to Cllr Sangster and his colleagues, who embarked on a litter pick to support the community. This initiative is moving forward, with plans for similar events in the future.

The Mayor thanked the Mayoress for attending a jubilee lunch at Carterton Day Centre when he was indisposed. The Carterton Play Day was well-attended and well-received by all, and Cllr Leverton thanked everyone who had organised this.

The lighting of the Beacon generated positive comments and Cllr Leverton thanked the fire brigade who attended at his request and provided a risk assessment on the plans. The Town Mayor thanked all the staff and councillors who had helped with the jubilee events, with special thanks to Cllr McBride, who stood in for Cllr Leverton at the last moment. Thanks were

extended to Cllr Bull for her role in organising the street party, with thanks to the WI and all who were involved in the platinum jubilee events.

32 DEPUTY TOWN CLERK'S REPORT

Nothing to report.

33 SCHOOL MOSAIC PROJECT - UPDATE

It was reported that the project had been delayed due to the Covid-19 pandemic and the cost of the project has increased to a further £1,400 plus VAT. The council had previously agreed to contribute £500 towards the project. It was queried whether the design could incorporate something to honour the platinum jubilee, however this would further increase the cost. A proposal was made by Cllr Mead to continue with the project as it is at a cost of £1,400 plus VAT. This was seconded by Cllr Baylis and AGREED by the majority.

34 UKRAINIAN FLAG

It was AGREED that the Town Mayor has the authority to decide what flags should fly. This was proposed by Cllr Mead, seconded by Cllr Sangster and agreed by the majority.

A proposal was made by Cllr Bull that the Armed Forces flag should fly for a week from 2023, which was seconded by Cllr Sangster and AGREED.

35 ARRGR GRANT FUNDING APPLICATION

It was RESOLVED that this matter will be deferred until the July Town Council meeting, with a meeting held between members of the Council and representatives from ARRGRG within fourteen days to discuss how the referendum will be run. This was proposed by Cllr Bull, seconded by Cllr Sangster and agreed.

37 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDING 31 MARCH 2022

(a) Council RESOLVED to APPROVE the Annual Governance Statements 2021/22 (Section 1 of the AGAR), which were signed by the Clerk and Town Mayor. This was proposed by Cllr McBride, seconded by Cllr Mead and agreed, with one abstention from Cllr Handley.

(b) Council RESOLVED to APPROVE the Accounting Statements 2021/22 (Section 2 of the AGAR), which were signed by the RFO and Town Mayor. This was proposed by Cllr McBride, seconded by Cllr Mead and agreed. Cllr Handley abstained.

38 ANNUAL INTERNAL AUDIT REPORT 2021/22

The internal audit report was noted and AGREED.

39 REPRESENTATIVES ON OUTSIDE BODIES

The Council RESOLVED that the existing representatives on outside bodies will continue for 2022/23. This was proposed by Cllr Sangster, seconded by Cllr Crapper and agreed by ten votes

for to three against. This matter will be discussed at the Administration Committee meeting in future.

40 WORKS FOR AUTHORISATION

The following works were presented to the Council for authorisation:

- (a) Tree work required on Glenmore Park estate on Carterton Town Council land with a total cost of £1,500 plus VAT.
- (b) Repair to bow top fencing at the Community Centre car park on Shilton Park estate, at a cost of £290 plus VAT.
- (c) Repair work to replace cross member boards at Willow Meadows at a cost of £1,275 plus VAT.
- (d) Bringing back up earth surrounding the ramp at the skate park, at a cost of £582.40 plus VAT.

Council RESOLVED to APPROVE the above works. This was proposed by Cllr Sangster seconded by Cllr Harold and agreed unanimously.

It was queried whether the Council could advertise for contractors who would be happy to be contacted by Carterton Town Council and update the approved supplier's list. This will be added to the agenda for the Amenities Committee meeting.

41 FINANCIAL STATEMENTS

The Financial Statement to 31 May 2022, previously circulated and set out at Annex A, was noted.

42 RECEIPTS

Receipts between 20 May and 21 June 2022, previously circulated, were noted.

It was queried how the sums for rent and leases are calculated and it was advised that these are recommended by the Administration and Economic Regeneration Committee. A further query was received in relation to the funds in the WODC account. It was reported that this account is losing money due to the administration costs and low interest rate, so the funds will be transferred into the Council's savings account and the Clerk and Deputy Clerk will bring this back to a future meeting.

43 ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts for Payment for June 2022, set out at Annex B, be APPROVED for payment. Cllr Handley abstained.

44 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

45 Confidential Item.

46 Confidential Item.

47 Confidential Item.

The meeting closed at 8.48 pm

26 July 2022

Town Mayor