

Circus would be coming to town in September, to be held on Alvescot Road Recreation Ground on 14-18 September. Carterton WI would be holding a fabric remnants sale on 24 September.

34 ADJOURNMENT FOR MEMBERS OF PUBLIC TO RAISE MATTERS

Two members of the public spoke about the grant request from Airplay for a pool table at the Allandale Centre. The pool table chosen could be converted for use as a dining table and air hockey table and would be available for all users of the centre. They then left the meeting.

Queries had been raised at the public meeting held in May 2022 regarding holding a regular separate meeting in relation to the ARRG, whether members of the public could be co-opted as Trustees and whether all Trustees should be named. The public held a vote at that meeting on whether a referendum should be held to seek the views of residents and the majority of those present voted in favour.

At the February meeting, the ARRGRG were given time to prepare a report for Carterton Town Council and asked individual councillors for their thoughts on this. It was also queried whether Item 40 is a counter-proposal to the grant request from the ARRGRG. They requested that members of the ARRGRG be invited to attend any future meetings of the working group.

A member of the public requested details all the consultations that were held, including where they were advertised, location and dates, names of councillors who attended and how many members of the public attended. Details of monies spent so far on the proposed new building was requested. On behalf of several residents, she expressed concern regarding the arrogance and rudeness of council members at council meetings and encouraged them to work together for the good of Carterton.

Concerns were raised by a member of the public about the lawfulness of the council's ownership of the ARRG and whether the council had breached section 3 of the Open Spaces Act. The member of public advised that they would write to the council in relation to this.

A member of the public spoke in support of a new pavilion building that would be fit for purpose for the future.

35 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

(a) Cllr Leverton – South and West Carterton

Cllr Leverton gave an update on the missing section of pathway at junction of Price Way and Shilton Road. Work is expected to start on Monday and would be part of other works being carried out by OCC. This will require the bollards on Swinbrook Road being temporarily removed to allow access for residents.

As Armed Forces Champion for RAF Brize Norton, he attended a charities forum to discuss covid recovery and the identified needs of veterans and serving members and was held in the Officers' Mess at Edward Brooks Barracks in Abingdon.

He attended several meetings in County Hall, one of which was the Buckinghamshire, Oxfordshire and Berkshire Health Overview and Scrutiny Committee (BOBHOSC), an amalgamation of four counties to audit and scrutinise local health services.

Two OCC officers had met with himself, Deputy Mayor, Clerk and fellow Councillors to observe and discuss potential changes to the traffic lights in the town centre. An update would be brought to a future Town Council meeting.

(b) Cllr N Field-Johnson – North Carterton

Cllr Field-Johnson's report for July, previously circulated to members, reads as follows:

General OCC Report. The Conservative Opposition remains concerned that the ruling LibDem/Green/Labour administration continues with its Oxford-centric focus and is pursuing ideological ambitions beyond the remit of the council – and at unknown cost.

Startling £12,000 spent on repairs to Oxford LTNs in just a month. A startling £12,000 has been spent by OCC on repairs to bollards and planters in the new East Oxford Low Traffic Neighbourhood (LTN) scheme in its first month of installation. There have been reports of repeated vandalism of planters, and bollards have been knocked down or pulled out of the ground by opponents of the scheme who feel they have been ignored. OCC has pledged to keep replacing them. Residents in Oxfordshire's towns and villages may wonder why such freely available money is not spent on rural roads where it is needed, rather than imposing a scheme unwanted by many city residents.

Ambition to eliminate all road deaths and serious injuries by 2050. A commitment to Vision Zero – the elimination of deaths and serious injuries from road traffic collisions in Oxfordshire – has been agreed by OCC's Cabinet. The council has set interim targets of a 25 per cent cut in casualties by 2026 and a 50 per cent reduction by 2030 before aiming to reach zero by 2050. Although a laudable ambition, the Conservative Opposition is questioning whether such a target is achievable and what the associated costs are going to be.

OCC Leader pledges to meet air pollution targets ahead of government. OCC Leader Cllr Liz Leffman has signed a letter to the UK Environment Secretary George Eustice pledging to meet World Health Organisation (WHO) targets on deadly air pollution 10 years ahead of [the Government's 2040 deadline](#). Another laudable ambition, but many will question whether the council is working beyond its remit and is attempting to reach another impossible goal at unknown cost.

Police will not enforce 20 MPH speed limits. As the debate continues to add 20mph speed limits in our villages, Thames Valley Police has re-stated its stance on 20mph limits. The following objection was recorded in [a recent OCC officer report](#):

“The current speed of traffic is a reliable indicator of how acceptable a new speed limit would be. If the mean speed is over the proposed limit it is unlikely to be effective without other measures such as engineering or continual enforcement. There is a proven link between road environment/character and drivers speed. Drivers must respect the need for a speed limit. If it is not accepted as realistic it will quickly be abused and be the source of constant demands for police action. The police stance still reflects that 20mph limits and zones should still be self-enforcing. The policy of Thames Valley Police is to use sound practical and realistic criteria (Circular Roads 1/2013) when responding to Highway Authorities in an effort to promote consistency and to reduce the burden of constant and unnecessary enforcement.”

In a [separate report](#), the police noted:

“If a speed limit is set too low and is ignored then this could result in the vulnerable road user being less safe and cause the majority of drivers to criminalise themselves and could bring the system of speed limits into disrepute. There should be no expectation that the police would be able to provide regular enforcement if a speed limit is set too low as this could result in an unreasonable additional demand on police resources. It is also important to set reasonable speed limits to ensure consistency across the country.”

Although 20mph speed limits are welcomed, these police statements do call into question the wisdom of OCC’s £8m speed-limit sign-changing exercise.

Attending councillor meetings remotely. In his weekly update, Stephen Chandler, Interim Chief Executive Officer, has confirmed all non-statutory OCC councillor meetings will continue to be held either virtually or hybrid.

Attempt to reverse imposition of vegan meals – continuing debate. Conservative Councillor Yvonne Constance will ask members at a full meeting of the council in July to reinstate meat and dairy on to the menu and to support local producers. This follows the decision to move to a vegan offer earlier this year and the subsequent controversy surrounding the provenance of the vegan dishes. Cllr Constance will tell colleagues: “Given the privileged position in which this Council finds itself and the potentially damaging effects of its motion dated 14 December, this Council resolves to offer locally produced menus at Council-catered events, including meat, dairy and vegan options, or to make alternative provisions for members, staff and attendees to facilitate personal choice.” Cllr David Bartholomew, who is seconding Cllr Constance’s motion, will say: “We are not opposed to vegan food, but we do want to help our local producers and serve local food rather than flying in mangoes from abroad. And we want there to be a choice. It is not right to impose personal dietary opinions on others. We are happy to be educated about veganism, but people still must be allowed to make their own choice as to what they do or do not want to eat.”

36 ADJOURNMENT FOR DISTRICT COUNCILLORS TO RAISE MATTERS

(a) Cllr Bull - Carterton North West

Cllr Bull had attended both the District Council meeting and the Audit and Governance Committee. She also attended a webinar on the Shared Prosperity Fund looking at levelling up in towns and villages. The first tranche of money from the fund will look at producing a strategic plan for Carterton, particularly looking at the town centre. The Clerk’s report has further information (Item 38).

Together with the Mayor, she liaised with the Oxfordshire Play Association to run Family Play Sessions each Tuesday during August at 10am – 12pm. Five sessions have been organised, which are free to all children.

Carterton Carnival arrangements are under way, with funfair, stalls and attractions booked. One of the sponsors for the event had recently let us down, but another sponsor has stepped in to help fund the music and entertainment as planned. The event takes place on Saturday 27 August from 11am with a walking parade and finishes with live music until 10pm.

(b) Cllr King – Carterton North West

Cllr King attended the District Council meeting. Documents for the meeting are available online for anyone to access. Residents had contacted her regarding ongoing roadworks in the town. She had contacted OCC about speed monitoring strips to get some accurate data on traffic speed. She will present a proposal for updating playgrounds at the next Amenities and Economic Regeneration Committee. She liaised with the RAF regarding improvements to the military hub. She attended the Events Working Group meeting on 20 July looking at events between now and Christmas. She encouraged anyone who could spare some time to help with these events to contact Cllr Bull.

(c) Cllr Leverton - Carterton South

Cllr Leverton attended the Lowlands Planning Committee meeting. The Council Plan 2020-2024 setting out priorities to support local communities and local services is available on the WODC website. He attended parish meetings at Filkins, Alvescot and Langford.

37 TOWN MAYOR'S ANNOUNCEMENTS

The mayor attended flag raising ceremonies for National Pride Day and Armed Forces Day and he thanked the councillors who had supported these.

He attended the Annual Formal Reception at the Officers' Mess on RAF Brize Norton and also a Veterans meeting at the Millennium Amenities Centre on Stanmore Crescent where the guest speaker was an Army medic.

He extended his thanks to the Fire Service who had attended a serious house fire on Shilton Park.

On Sunday 24 July, he attended a charity cricket match with 47 Squadron. Last year, invitations had been extended to anyone who had helped during the covid pandemic, and this year it was for anyone involved in education.

Diary date: The Battle of Britain Fish and Chip Supper will take place on Friday 16 September at Brownes Hall. Further information will be published in due course.

38 TOWN CLERK'S REPORT

The Clerk's report had been circulated with the agenda.

(a) Town Hall food waste. Currently staff take it in turns to take the food waste home for recycling. It was recommended that the Town Council adds a weekly collection of food waste from the Town Hall at a cost of £3.90 per week for a 23L bin (annual charge of £202.80). It was RESOLVED that this should be set up.

(b) Local Council Administration (13th Edition) by Arnold Baker. The Clerk requests authorisation to pre-order a copy of this publication at a cost of £141.00, which is due to be published in November. It was RESOLVED that the Clerk should order the book.

(c) Speed limit 20mph. The Clerk has produced a brief report on 20mph speed limits, as Oxfordshire County Council is introducing these around the county. The report was circulated

with the agenda. If the council would like to explore this further, the Clerk suggested a working party to consider which areas of the town might be suitable and report back to the council in September. It was RESOLVED that the working party consists of Cllr King, Cllr Little, Cllr Leverton and Cllr Wesson.

(d) Shared Prosperity Fund. West Oxfordshire District Council is organising a Shared Prosperity Fund, which is part of the government's 'Levelling Up' agenda and has a fund of £1 million to be spent by March 2025. Part of this fund will focus on improving town centres in the district, with the aim of looking at Carterton holistically. Funds have been set aside for a strategic plan for Carterton in 2022/23, which will look at possible land for business and leisure provision, as well as town centre improvements.

(e) Register of interests. The Clerk has been unable to locate copies of the Town Councillors' registers of interests, which should be available on the district council and town council website, so requests that these are completed again. Cllr Little asked that her concern about this was noted.

(f) Solicitor transfer. A letter has been received from the council's solicitor to advise that the business will transfer to another provider, but the terms and staff member will remain the same. The council has the option to object to the transfer and nominate another solicitor if it wishes. This would be discussed at the next meeting of the Administration Committee.

(g) Adobe subscription. Adobe PRO DC is a PDF converter, organiser, editor and a great deal more at a subscription of £15.17 per month inclusive of VAT. Adobe has been trialled in the office for a couple of months, using it mainly to organise the agendas and supporting papers for each meeting. It allows the ability to edit the agenda pack once it has been organised and redact any sensitive information, thereby saving valuable time and reducing paper waste. It has been proving to be very useful. The Deputy Clerk had prepared a report giving full details that was circulated with the agenda. It is requested that the council purchases a subscription to Adobe. Councillors requested that page numbers are added to the agenda pack. It was RESOLVED that the council subscribe to Adobe.

(h) VAT exemption. DCK Accounting Solutions have advised that a VAT partial exemption calculation is due for 2021/22, which they can undertake at a cost of £410. Cllr Little queried when their contract was due for renewal. This would go on the agenda for the next meeting of the Administration Committee.

(i) Mapping software. Pear Technology came to talk to members of staff at the Town Hall last week to present their mapping software, which is widely used by town and parish councils and could be useful for mapping land ownership, cemetery plots etc. Their proposals will be brought to a future council meeting.

(j) Swinbrook Road Bollards. These would be temporarily removed next week to allow access for residents while Price Way is closed for roadworks.

(k) Roundabout at Monahan Way. The grass on this roundabout has now been cut.

(l) School mosaic project. Funding for this project was agreed at the June Council meeting. The Clerk would ask for an update at the next meeting of the Amenities and Economic Regeneration Committee.

(m) BBOWT survey. Buckinghamshire, Berkshire and Oxfordshire Wildlife Trust have carried out a survey of Willow Meadows and The Dell.

(n) Town Council website. The current website is not very user friendly and does not meet transparency code requirements. The Clerk is looking at alternatives and would bring a report to the next meeting.

(o) Town Hall Health & Safety. A health and safety check had been carried out by Peninsula. A number of actions were highlighted, which the Clerk would address in due course.

(p) Cemetery. It was agreed in February 2022 that additional land would be consecrated. The paperwork from the Oxford Diocese is ready for signature by the Mayor and two councillors. A date for the Bishop of Dorchester to carry out the consecration would be set shortly.

(q) SLCC membership. The Clerk had been a member of the Society of Local Council Clerks in her previous council post. It is requested that the membership is purchased from Carterton Town Council at a cost of £337 per year. It was RESOLVED that SLCC membership is purchased for the Clerk.

Ongoing matters:

(r) Some changes are proposed to the Standing Orders, in line with the current NALC document. This matter will be added to the agenda for the next Administration Committee meeting.

(s) Following the meeting with the Transport Planners from Oxfordshire County Council in relation to the proposals for Carterton Crossroads, it was suggested that some of the funds, which need to be allocated by November 2022, are used for alternative projects. Suggestions included:

- a signalised crossing on the Alvescot Road (close to the junction with Lawton Avenue)
- zebra crossing on Lawton Avenue by the access road to primary schools and Day Centre
- refresh of the School / Keep Clear and zigzag lining on Lawton Avenue
- double yellow lines on Lawton Avenue by the schools / Day Centre access road

39 FINAL CONSULTATION ON THE ARRG PAVILION PROJECT

Carterton Town Council has undertaken several consultations in relation to the Alvescot Road Recreation Ground (ARRG) pavilion project in recent years, including:

- 08/02/2019 Public consultation in WI Hall
- 18/07/2019 and 25/07/2019 Public consultation in Town Hall
- 15/07/2019 and 28/07/2019 Public consultation in Community Centre

In addition, information about the proposed project has been shared in the Carterton Crier, the Witney Gazette and an in-house leaflet, which was delivered to 6,000 households in Carterton. It was recommended that a final consultation takes place to ascertain the views of

residents before a decision is made as to how to proceed with the project. It was suggested that a consultation take place with simple yes/no options, with the wording to be agreed.

A lengthy discussion took place. It was agreed that a consultation should take place and that the wording would need to be carefully considered to ensure that clarity was achieved. Consultation documents would be sent to every Carterton resident registered with the District Council – 11,829 people (figure changes over time). It would consist of two A4 sheets of paper, one with the information and one to be returned, plus a prepaid 2nd class envelope. Responses would go to a PO Box and the results collated jointly by council and ARRGRG members. The cost would vary depending on the return rate of responses.

0% return	£7,788.55
20% return	£8,924.13
50% return	£10,627.51
100% return	£13,466.47

It was RESOLVED to defer a decision until the wording for the consultation had been agreed. Cllr. Baylis and ten members of the public left the meeting.

40 POSTPONEMENT OF PLANNING APPLICATION FOR THE PROPOSED BUILDING ON THE ARR

A motion had been put forward by Cllr King, seconded by Cllr Little and Cllr Handley, to postpone a decision to take forward the planning application for the proposed new pavilion until the October 2022 meeting of the council. However, this item has been superseded by the previous item (Item 39).

Cllr. King was no longer in the meeting, due to technical difficulties. Five members of the public also left the meeting.

41 STREET NAMING REQUEST – DEVELOPMENT AT 43 MILESTONE ROAD

A street naming request had been received from WODC for a development of five properties at 43 Milestone Road - Planning Application 21/01108/FUL. One new street name would be allocated to the site and whilst the developer had no preferences, they suggested the suffix 'Mews' as they felt this would suit the small development. Several options were circulated to members with the agenda.

It was RESOLVED that the street name to be put forward would be Banwell Close, after Private John Reginald Banwell named on our War Memorial, who served with the Royal Norfolk Regiment. Members preferred the suffix 'Close' rather than 'Mews'.

42 GRANT APPLICATION - CARTERTON DAY CENTRE FOR THE ELDERLY

Carterton Day Centre sought a grant of £2,000 on a drawdown basis, which would be used for repairs/maintenance to their minibus, building and equipment. A similar grant had been awarded by the Town Council in 2019.

It was RESOLVED that a grant of £2,000 is awarded as detailed above and that the Day Centre be offered the opportunity to promote their service in a future edition of The Crier magazine (proposed by Cllr Bull and seconded by Cllr Wood). It was noted that other groups in the town may also submit contributions for the magazine.

43 GRANT APPLICATION – TREFOIL GUILD SENSORY GARDEN PROJECT

Carterton Trefoil Guild requested a grant to cover the cost of installation of the water feature in the Sensory Garden. The total cost would be £225.21 and would be carried out by Ubico.

It was RESOLVED that the grant is awarded to the Trefoil Guild to install the water feature, subject to a risk assessment being carried out by the Clerk.

44 GRANT APPLICATION – ARRGRG REFERENDUM

Alvescot Road Recreation Ground Residents Group (ARRGRG) sought a grant of £2,000 towards the costs of a public referendum to gain the views of residents on the future of the pavilion building. The voting materials would be distributed to 7,471 households in the OX18 1 and OX18 3 postcode areas. Voting slips returned from Brize Meadow would not be included in the count as the estate is in Brize Norton parish.

It was RESOLVED that this item is deferred to the next meeting.

45 GRANT APPLICATION – AIRPLAY

Airplay Youth Group that meets at the Allandale Centre seek a grant of £1,000 towards the cost of 7ft dining table that converts to play pool, table tennis and air hockey.

It was RESOLVED to award a grant of £1,000, on the condition that it is used to purchase the convertible table as described above rather than the other two items mentioned in their application.

46 TRAINING FOR COUNCILLORS

This has been provisionally booked for Tuesday 30 August from 6.00 – 8.30pm at a cost of £325 plus mileage at 45p per mile from Cheltenham to Carterton.

It was RESOLVED to approve the above councillor training.

47 WORKS FOR AUTHORISATION

The following works were presented to the council for authorisation:

(a) Installation of Emergency lighting key switches in the Town Hall at a cost of £415.00 plus VAT. It was RESOLVED that this work be approved (proposed by Cllr Wesson and seconded by Cllr Wood).

(b) Testing of the three ground sockets in the Market Square, provide test results and certification at a cost of £150 plus VAT. It was RESOLVED that this work be approved. Cllr Little requested information on previous testing records.

(c) Tree works at 18-26 Speyside Close at a cost of £625 plus VAT, as follows:

- Cherry – Over-hanging garden of No.26. Remove scaffold stem close to property boundary and prune remaining overhanging branches back to boundary.

- Field maple - Overhanging gardens of No.24/26. Remove scaffold stem close to property boundary. Prune remaining overhanging branches back to boundary.
- Hazel - Coppice all four groups of stems to 1 metre high.

It was RESOLVED that the above works be approved.

(d) Installation of CCTV system at Town Hall. Four cameras – reception area, lobby and two outside the building, with a recording system and monitor to be located in the reception office. It was queried whether the camera installed above the balcony at the Town Hall is in operation, which the clerk will investigate. It was RESOLVED that this matter would be deferred until this information is provided to the council.

If the Town Council agrees to install a CCTV system, a policy would need to be drawn up to ensure compliance with the Data Protection Act 2018, Freedom of Information Act 2000 and other applicable laws.

(e) Replacement of blinds in Town Hall. To supply and fit blinds in the foyer, office and hall. It was RESOLVED that the council would replace the vertical blinds downstairs at the Town Hall in Polaris Steel Sage at a cost of £987.00 including VAT. This was agreed by 7 votes for to one against, with one abstention from Cllr Little.

(f) The council RESOLVED to undertake the annual cut of Willow Meadows at a cost of £600.00 plus VAT. The work would be completed after 15 July 2022.

The council AGREED to suspend standing orders, so the remainder of the business on the agenda could be transacted at this meeting.

(g) Replacement boilers at the Community Centre. The council RESOLVED to approve the replacement of two commercial boilers at the Community Centre at a cost of £17,765.00 + VAT.

(h) The council RESOLVED that the play bark at the ARRG and Blackthorn play areas would be topped up at a cost of £3,336.00 + VAT per play area (total £6,672.00 + VAT).

48 POWER TO ACT BY CLERK IN CONJUNCTION WITH THE MAYOR AND DEPUTY MAYOR

It was RESOLVED that the Clerk may authorise expenditure on administration up to £300. As there will be no meeting of the council in August, the Clerk, in conjunction with the Mayor and Deputy Mayor, sought permission to deal with the regular payments over the summer recess. It was RESOLVED that the clerk had delegated authority to authorise these payments, provided that they are reported to the council at the following meeting.

49 FINANCIAL STATEMENTS

The Financial Statements to 30 June 2022, previously circulated and set out at Annex A, were noted.

50 RECEIPTS

Receipts between 22 June and 19 July 2022, previously circulated, were noted.

51 ACCOUNTS FOR PAYMENT

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

52 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.

The remaining members of the public left the meeting.

CONFIDENTIAL ITEMS

53 Confidential item.

The meeting closed at 10.11 pm

27 September 2022

Town Mayor