

CARTERTON TOWN COUNCIL  
MINUTES OF THE TOWN COUNCIL MEETING HELD AT THE TOWN HALL  
ON TUESDAY 16 NOVEMBER 2021 COMMENCING AT 7.00 PM

Present: Cllr N Leverton - Chairman  
Cllr J Bull - Vice-Chairman

Cllr K Baldwin Cllr M Mead  
Cllr R Crapper Cllr L Sanders  
Cllr M Crossland Cllr D Wesson  
Cllr F Harold Cllr K Wood  
Cllr M McBride

Apologies: Cllr S Baylis, Cllr P Handley, Cllr L Little, Cllr J Sangster  
Cllr N Field-Johnson (County Councillor)

In attendance: Members of the public x 6

Officers: Ron Spurs – Town Clerk

102 DECLARATIONS OF INTEREST

Cllr Sanders Item 114 - Accounts for Payment (Allotments Secretary)  
Cllr Wood Item 114 - Accounts for Payment (Allotments Committee member)

103 MINUTES OF THE LAST MEETING

The Minutes of the Town Council Meeting held on 19 October 2021, previously circulated to Members, were approved as a true record and signed by the Chairman.

104 PLANNING COMMITTEE

Council received the Minutes of the Meeting of the Planning Committee held on 19 October 2021, which were Noted.

105 ADJOURNMENT FOR MEMBERS OF PUBLIC TO RAISE MATTERS

Jamie Osbourne, Chair of the Executive Committee for 2<sup>nd</sup> Brize Norton Scouts, spoke on Item 108(b) regarding their application for a Grant. The Scout group had been a focal point for youngsters during the Covid lockdown, with online sessions running throughout. Face to face sessions are now up and running again but at a new venue at Carterton Community College. Improvements to storage at the venue are needed, together with the purchase of some outdoor equipment, and they would be most grateful if the Council could approve a Grant for this purpose.

The Group had not been able to fundraise during the last 18 months due to the Covid situation and subs had been reduced with families asked for voluntary contributions, which covered essential costs to keep the group running. Going forward, subs will return to their normal level and fundraising would recommence. There are currently 100 youngsters involved in Scouting within Carterton, with a further 40-50 on the waiting list. Moving to the Community College allows for further expansion.

106 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

(a) Cllr Field-Johnson – Burford and North Carterton

Cllr Field-Johnson had given his apologies for this meeting and had no report to make at this time.

(b) Cllr Leverton – South and West Carterton, Armed Forces Champion

The County Council were progressing well with their aim to reduce the speed limit to 20mph in towns and villages, although issues around enforcement are yet to be clarified.

On 28 October, he attended the Lord Lieutenant's Awards Ceremony at Pembroke College in Oxford. The event also included the inauguration of Ron Spurs as the new Deputy Lieutenant for our area. The award comes direct from The Queen's office for his many years of charitable service. He expressed his congratulations to Ron and his thanks to his predecessor, Brian Crossland, who had been a staunch supporter of Carterton for many years and he thanked him publicly for his service and commitment to the town.

He attended a meeting on corporate parenting. Children in care present so many different scenarios and the County Council balance many variables to ensure safeguarding, education and health care are provided and we should be proud of the work that they do.

107 ADJOURNMENT FOR DISTRICT COUNCILLORS TO RAISE MATTERS

(a) Cllr Bull - Carterton North West, Inclusion Champion and member of the Health Overview and Scrutiny Committee.

Along with Cllr Crossland, she had been invited to attend a meeting of community providers in Carterton and offered the support of the Council.

She was working hard with the schools and workshops for the Lantern Project. She expressed her thanks to Katie Zasada for her support and ordering the supplies needed.

She continued to work on accessibility for Dental services in Carterton and across West Oxfordshire and will raise this again at the Health Overview and Scrutiny Committee meeting next Thursday.

(b) Cllr Crossland – Carterton North West.

Cllr Crossland had continued her work on the Planning Committee. She is part of the working group for the new Crier magazine that will be launched soon and had worked on several articles for the first edition.

Along with Cllr Bull, she had attended the Carterton community providers meeting. It had been useful to see the range of organisations at work in the town and she encouraged them to write articles for the next edition of The Crier magazine to highlight the work they do.

(c) Cllr Leverton - Carterton South and Armed Forces Champion

Cllr Leverton was pleased to report that the Veterans Hub was launched on Thursday 21 October at Carterton WI Hall. The sessions would be held at 10.30am every third Thursday and offer the opportunity for any ex-military veterans and their families to meet for a chat and free refreshments. The Hub can advise on further support where needed. He expressed his thanks to everyone who had made this possible, particularly SSAFA and Forces Support.

He was proud to be asked by the District Council to lay a wreath at the Memorial Garden on Monahan Way on Remembrance Sunday. He thanked Cllr McBride and Cllr Wesson who accompanied him to pay their respects.

(d) Cllr McBride – Carterton North East, Chairman of WODC and Vice-Chairman of the WODC Environmental Committee.

As Chairman of the District Council, he had taken part in a tree planting project at Kilkenny Country Park where twelve Apple trees were planted as part of The Queen's Green Canopy.

He had laid a wreath at Carterton's War Memorial on Remembrance Sunday on behalf of WODC.

(e) Cllr Mead – Carterton South, Leader of WODC.

The Playground at Kilkenny Country Park had been closed recently due to broken equipment, which is around 12 years old. The broken equipment has been removed and replacements are being sought. The Park has now been reopened.

As part of the County Council's Park and Charge scheme, work would be commencing in the next couple of weeks to install electric vehicle charging points in the Car Park off Black Bourton Road. WODC's scheme would commence next year in the Car Park off Alvescot Road.

A planning application for a housing development was expected next year for the REEMA North land near the Leisure Centre. Between 75-90 houses would be civilian and 180 military.

Work continues on the vaccination programme, with a mobile unit expected locally in the next few weeks for the over 40s and teenagers to get their vaccinations.

WODC's review of the Local Plan will be starting in the new year, which gives Carterton the opportunity to review and update it as required.

The Chairman thanked the District Councillors for their reports.

## 108 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor asked Cllr Bull to report on the Lantern Parade. Cllr Bull said that Lantern Workshops would take place over the coming weekend - Saturday 20 November at 11am-4pm at Brownes Hall and 10am-4pm on Sunday 21 November at the Community Centre. They are free to every young person in the town and she asked Councillors for their help to promote this and for their help at the workshops themselves. Along with Cllr Harold, she is visiting the schools to help with lantern-making where required.

The Mayor had organised a meeting of the Working Group, consisting of Councillors and members of the public, to discuss the Pavilion Project. The meeting was very productive and a second meeting would be held before the end of the month.

At the last meeting, Council had approved work to refurbish the Mayoral Chain of Office. The work would cost £1,250 per nameplate, which includes the two remaining nameplates. A quote would be sought for a new set of Mayoral Chains to replace the current one to see whether this would be more cost-effective.

He had received a request from Carterton Primary School for financial support for sports kits and was pleased to give them £630 from his Mayor's Allowance.

He expressed his thanks to everyone who attended the Remembrance Sunday commemoration and particularly to the Town Hall Staff for their hard work in organising it. The event was well attended by members of the public and had run very smoothly on the day.

#### 109 TOWN CLERK'S ANNOUNCEMENTS

The Internal Audit had taken place today. The Auditor had gone through all the Council's financial transactions, together with the Council Minutes and processes. The Audit Report would follow in due course, but no problems were anticipated.

Following on from the Mayor's Announcements, he acknowledged the hard work of the Town Hall Staff (Stella Catt, Katie Zasada and Alex Fleming), who had done fantastic work organising Remembrance Sunday. The staff from Ubico had worked hard to support the event by clearing all the leaves from the paths and manning the road closures. He also thanked Cllr Wesson and Maurice Warsop for reading the Kohima Prayer and Rev Drew Tweedy who presided at the ceremony. Approximately 3,000 people attended.

#### 110 S137 GRANT APPLICATIONS

(a) Edith Moorhouse Primary School. The school had submitted a Grant Application to the Council previously for Reception/Year 1 phonics books and teaching resources. The application had been declined by the Town Council at its meeting on 19 October 2021 pending further discussions with the school. Following very successful fundraising over the summer term, together with further grants from Carterton Lions Club and Carterton Educational Trust, a revised application has now been submitted for £1,000 towards the second part of the phonics resources.

Council RESOLVED to APPROVE a Grant of £1,000 for phonics resources.

(b) 2<sup>nd</sup> Brize Norton Scout Group. Following a change of venue to Carterton Community College, the Scout Group seek a Grant of £2,000 to provide shelters, cooking equipment, folding tables and games to facilitate group activities at scale in their new outdoor area. The applicant, Jamie Osbourne, had spoken on this earlier in the meeting at Item 104.

It was noted that the Group had not be able to raise any funds themselves during lockdown and that the rent is considerably higher at the Community College. Council wholehearted supported the Scout Group for the work they are doing with the youngsters of the town.

Council RESOLVED to APPROVE a Grant of £2,000 as described above.

(c) Volunteer Link Up. Based at the Methodist Church in Witney and with a team of 200 volunteers, Volunteer Link Up works in partnership with other organisations including OCC, WODC and Age UK, to offer help and advice to residents. This includes transport for medical appointments, collecting shopping or prescriptions, befriending, DIY and gardening etc. The main form of communication with clients, volunteers and referrals is via the telephone at a cost of around £2,400 per year and a Grant of £600 is sought towards this cost.

It was noted that the work the volunteers have done, particularly during the Covid pandemic, has been invaluable and Council were pleased to support them.

Council RESOLVED to APPROVE a Grant of £600 to Volunteer Link Up.

111 WORK FOR AUTHORISATION

Office desks. The work surface in the Reception office does not comply with health and safety requirements and one of the desks in the upstairs office is very old and broken. As part of the refurbishment of the building, a quote was obtained from Aston & James Office Supplies for replacements at a cost of £742 plus VAT.

Council RESOLVED to APPROVE the replacement of the office desks as detailed above.

112 FINANCIAL STATEMENT

The Financial Statement to 31 October 2021, set out at Annex A, was Noted.

113 RECEIPTS

Receipts to 31 October 2021, previously circulated, were Noted.

114 ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts for Payment for November 2021, set out at Annex B, be APPROVED for payment.

115 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

116 CONFIDENTIAL ITEMS FROM MINUTES OF THE LAST TOWN COUNCIL MEETING

Confidential Item.

117 AMENITY LAND

Confidential Item.

The meeting ended 8.10 pm

18 January 2021

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Town Mayor