

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 15 OCTOBER 2019  
COMMENCING AT 7.00 PM

Present: Cllr M Mead – Chairman  
Cllr N Leverton - Vice-Chairman

Cllr J Bull	Cllr D Melvin
Cllr R Crapper	Cllr J Sangster
Cllr P Handley (from Item 80)	Cllr D Wesson
Cllr C James	Cllr K Wood
Cllr M McBride	

Apologies: Cllr S Baylis, Cllr C Cook, Cllr M Crossland, Cllr E Hatton, Cllr L Little  
Cllr N Field-Johnson (County Councillor)

Officer: Ron Spurs – Town Clerk

In attendance: None

#### 75 DECLARATIONS OF INTEREST

Cllr Wood declared an interest in Item 87(d) Grant Application for the Allotments Association, as she is an allotment holder. Cllr Melvin and Cllr Bull declared an interest in Item 87(a) Grant Application for the Carterton Lantern Project, as Trustees of the Community Centre.

#### 76 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on 17 September 2019, previously circulated to Members, were approved as a true record and signed by the Chairman.

#### 77 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 17 September and 1 October 2019, which were noted.

#### 78 EXTRAORDINARY MEETING

The Minutes of the Extraordinary Meeting held on 24 September 2019, previously circulated to Members, were approved as a true record and signed by the Chairman.

#### 79 ADMINISTRATION COMMITTEE

Council received the Minutes of the Meeting of the Administration Committee held on 1 October 2019. The Committee had recommended that Council approve the following items:

- (a) Review of Standing Orders.
- (b) Review of Financial Regulations.

Council RESOLVED to APPROVE the above items.

## 80 EVENTS WORKING GROUP

Council received the Minutes of the Meeting of the Events Working Group held on 1 October 2019, which were noted.

## 81 URGENCY COMMITTEE

Council received the Minutes of the Meeting of the Urgency Committee held on 17 September 2019, convened to authorise the replacement of the damaged town gate located opposite the BP Garage at a cost of £605 plus VAT and fitting.

The Minutes were noted.

## 82 TOWN MAYOR'S ANNOUNCEMENTS

Events attended were as follows:

- 20 September. Battle of Britain Fish n Chip Supper at Brownes Hall. The Mayor expressed her thanks to those that attended and to Cllrs McBride, Wesson and Leverton, together with Ron Spurs, Teresa Whitford and Alex Fleming, who helped set up the Hall. A special thank you to Katie Zasada for her help in organising the event. There were 120 people in attendance.
- 23 September. Civilian and Military Partnership meeting at RAF Brize Norton, together with Cllr Handley.
- 10 October. Town and Parish Liaison meeting at Marlborough School, Woodstock. The main topic of discussion was environmental issues – tree planting, solar panels on buildings etc.
- 14 October. Spent a lovely morning at Gateway Primary School for their Harvest Festival.

Representatives on Outside Bodies would have the chance to report back to the November meeting of the Council on their activities. Cllr McBride had previously given an update on the Squash Club.

Cllr McBride requested an item on the November agenda for District Councillors to give their reports and the Mayor confirmed this.

The Mayor reminded Councillors that Remembrance Sunday is on 10 November and that the Christmas Lights Switch On would take place on Friday 22 November. Cllr Melvin said that, at the Events Working Group meeting, it was suggested to invite as guests the residents of the house on Burford Road who raise money for charity with their Christmas Lights display each year.

Councillors were asked to consider whether they wanted to go out for a Christmas Dinner and a date was suggested of Wednesday 11 December.

## 83 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.

#### 84 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

There were no members of the public present.

#### 85 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Field-Johnson had sent a report, which was tabled at the meeting. The Report highlighted the following:

(a) Traffic congestion in Oxford. OCC and Oxford City Council have announced plans to tackle congestion on major routes into Oxford and improve public transport to the east of the city. Measures include introducing 'bus gates' to restrict car traffic, high frequency fast bus routes connecting towns and Park & Rides, new and improved cycle and walking routes and charges for workplace parking provided by large employers with discounts for new bus services for employees paying the parking fee.

(b) Climate Change. OCC confirmed its commitment to reducing its carbon footprint to zero by 2030 and will be delivering a series of green initiatives, including help for schools to install solar panels, replacing street lights with low energy lighting, supporting a network of Community Action Groups to organise events and projects on issues of waste, transport, food, energy, biodiversity and social justice. Groups are also working to establish community fridges to reduce food waste and run workshops teaching residents how to repair items. OCC is working with local businesses to set up refill stations for water and detergents to reduce waste from single use plastics.

Cllr Handley gave a verbal report:

(a) Corbett Road had been resurfaced and he continued to press for the potholes in Lawton Avenue to be filled, especially as there are two schools and the Day Centre along this road. Some of the potholes have been marked up for repair.

(b) Fencing has been erected around the site for the new Fire Station on Monahan Way and work continues to decide on the level of services to be provided there. Once this has been decided, a Planning Application will be submitted, and work can then commence. It would be known as Carterton Fire Station, even though it will be in Brize Norton parish, because of possible confusion in an emergency of two Brize Norton fire stations.

(c) Shilton Parish Council have requested a 30-mph speed limit from Carterton to the dip. The junction off Shilton Road leading into the new Swinbrook Park estate is being reviewed and there is still no footpath linking up from the estate to the existing path on Shilton Road. Cllr Handley asked for the Council's support on these issues.

The Mayor thanked the County Councillors for their reports.

#### 86 CONCLUSION OF AUDIT

The audit had been concluded and no major issues were reported. The Mayor expressed her thanks to the Officers who had worked hard to ensure all the documents were prepared and in order for the auditor. The report had been circulated to Councillors and published on the Council's website.

#### 87 APPLICATIONS FOR GRANTS

The following Grant Applications were received:

(a) Carterton Lantern Project. Gill Carver, Manager of Carterton Community Centre, had submitted a request for £3,000 to support the Lantern Project for the community to come together to make lanterns for a procession at the Switch-On of the Christmas Lights on Friday 22 November 2019. The funding is sought to purchase materials and to pay for the professional artist.

(b) Oxford Parent-Infant Project (OXPIP). A request had been received for £2,000 to support the work of OXPIP to provide weekly therapy sessions for new parents struggling to bond with their baby. This is expected to support between six and ten local families. A decision was deferred until the November Council meeting whilst clarification is sought on what the money would be spent on.

(c) Citizens Advice West Oxfordshire. A request had been received for £1,000 to continue to support Carterton residents. In 2018-2019 a total of 493 were supported in the town. Cllr Leverton had recently attended their AGM and saw for himself that this is a valuable service that should be supported. Council RESOLVED to APPROVE a grant of £1,000 conditional on it not being used for salaries.

(d) Allotments Association. A request had been received for £300 to provide fencing, planting etc to soften the look of the brown shipping container at the new Allotments at Elmhurst Way that is used for storage. This is following complaints received from residents who overlook the Allotments. The Clerk said that the container did not require Planning Permission as it was classed as a temporary structure. Council RESOLVED to APPROVE a grant of £300 for this purpose.

## 88 TREE PROJECT

In 2009, Council had appointed John W Platts, Landscape Architect, and approved the planting of trees along the four main arterial roads from the town centre crossroads. The first phase was completed in 2011, followed by the second phase in 2013. The planting only took place close to the crossroads and it appears that for financial reasons the project was not completed. The Environmental and Climate Working Group had identified the opportunity to finish the project and a report from John W Platts, including the surveys and plans that are still relevant, were circulated to Members, together with a cost estimate for managing the project.

Council was asked to consider re-appointing John W Platts to manage the completion of the project at a cost of £12,990 plus VAT on an incremental basis. Up to 100 additional trees would be purchased and planted. The trees would be planted by McCracken & Son.

A vote was taken and COUNCIL RESOLVED to APPROVE Items 1-3 of the Report from John W Platts. Cllr Melvin and Cllr Handley abstained.

## 89 AMENITIES WORK

The following works were considered by Council:

(a) Benches for Skate Park. The existing wooden benches are splintering and becoming a hazard. Replacement of two benches with new Fusion Benches from Glasdon, which are rust, rot and splinter-proof and made from recycled materials, at a cost of £721 plus VAT.

(b) Bracken Close Footpath. One area along this footpath has been cleared and planted. The next section along is extremely unsightly and has become a dumping ground. UBICO to clear and plant this area at a cost of £1,242.72 plus VAT.

(c) Arlington Close. The residents' bins have now been cleared from the Council maintained land. The area is overgrown and the ground needs clearing and prepping for planting of either wildflowers or grass seed, at a cost of £600.14 plus VAT. The Clerk commended Teresa Whitford for the work she has done on this project.

Council RESOLVED to APPROVE the amenities works as detailed above.

90 FINANCIAL STATEMENT

The Financial Statement to 30 September 2019, set out at Annex B, was noted.

91 INCOME RECEIVED

Income Received during September 2019, previously circulated, was noted.

92 DEBIT CARD TRANSACTIONS

Debit Card transactions for September 2019, previously circulated, were noted.

93 ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts for October 2019, set out at Annex C, be APPROVED for payment.

94 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.

95 CONFIDENTIAL ITEM 22 OF THE ADMINISTRATION COMMITTEE MINUTES OF 1 OCTOBER 2019 – HR REVIEW

Confidential item.

The meeting ended at 8.55 pm.

19 November 2019

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Town Mayor

1. Council meeting in December 2019. **Originally scheduled for 10 December but, due to the proximity to the November meeting, it will be changed to 17 December.**
2. Update on Remembrance Sunday and Christmas Lights switch on events. **Organisation of both events is progressing well. Work to replace the War Memorial grass is under way.**
3. Solar Panels update for Town Hall building. **Estimates have been obtained for the Town Hall itself, which could be extended to the Vets building. Work is ongoing regarding cost benefit, but environmental concerns also need to be considered.**
4. Alvescot Road Recreation Ground Pavilion Project update. **The Clerk had met today with the Planning Officer allocated to this project. The next stage is to get some designs to take to public consultation, followed by submitting a Planning Application and seeking funding.**
5. Town Hall Refurbishment Project update. **This would need to be discussed further at a meeting of the Amenities Committee.**
6. Planning Committee – Frequency. Councillors have queried the need for fortnightly Planning Committee meetings. Enquiries show that Carterton is the only town which has fortnightly meetings in the area. Most are three-weekly; Banbury and Bicester are monthly. Can you advise me if you would like to change to a monthly meeting? If there is a majority in favour, I will prepare the necessary amendments to Committee papers. **The Clerk would liaise with the Planning Department to ensure the new schedule fits in with the Lowlands Planning Committee meetings.**
7. Website and Social Media. A number of Councillors have raised issues regarding the Council's website and our social media profile. I have obtained a number of quotes for improving the website and I have further meetings planned with contractors this week. There is an opportunity to make our website share the functionality and infrastructure of the .gov website. This is in the process of being adopted by West Oxfordshire District Council. Cllr McBride and Cllr Cook will be asked to work with me on this project. **Noted.**
8. Diary Dates:

5 November	Planning (to be confirmed)
10 November	Remembrance Sunday
19 November	Planning and Town Council
22 November	Christmas Lights Switch-On

**The dates were noted.**

Ron Spurs  
Town Clerk