

CARTERTON TOWN COUNCIL  
MINUTES OF THE TOWN COUNCIL MEETING  
HELD AT THE TOWN HALL ON TUESDAY 15 NOVEMBER 2022 COMMENCING AT 7.00 PM

Present:	Cllr N Leverton - Cllr J Bull -	Chairman Vice-Chair
	Cllr K Baldwin Cllr S Baylis Cllr R Crapper Cllr P Handley (until Item 115) Cllr F Harold Cllr N King	Cllr L Little Cllr M McBride Cllr M Mead Cllr D Wesson Cllr K Wood Cllr L Wood

In attendance: Members of the public x 12

Officers: Rachel Brown - Clerk and Kay Linnington - Deputy Clerk (both virtual attendance)

#### 104 APOLOGIES

Apologies had been received from Cllr Baylis, Cllr Crossland, Cllr Sangster and County Councillor Field-Johnson.

#### 105 DECLARATIONS OF INTEREST

Cllr L Little	Item 124	– Personal interest
Cllr L Little	Item 117c	– Grant application for Carterton Community Foodbank
Cllr K Wood	Item 127	– Allotment holder

#### 106 MINUTES OF THE LAST MEETING

The minutes of the Town Council meeting held on 18 October 2022, previously circulated, were approved as a true record, subject to the following amendments:

Item 91g – ‘proposed by Cllr Wood’, should read ‘proposed by Cllr K Wood’. Page Item 95(4) – should read ‘evidence’ rather than ‘correspondence’.

Page 7, Item 89 – Cllr Leverton had breached the code on two matters rather than one as he had stated in the minutes.

Item 92, financial statement – request for clarification as to why the cost of mowing of Willow Meadows had gone up from £600 to £720, which was thought to be due to VAT. The Clerk will provide this information to Cllr Handley by Friday.

Cllr Little asked that her vote against be recorded. Cllr Handley abstained. Cllr Wesson abstained as he was not present at the meeting.

#### 107 PLANNING COMMITTEE

Council received the minutes of the meetings of the Planning Committee held on 18 October 2022, which were noted.

#### 108 EVENTS WORKING GROUP

Council received the minutes of the Events Working Group meeting held on 19 October 2022, which were noted. The Group had discussed Remembrance Sunday and Christmas Lights events, together with venues taking part in the Warm Spaces initiative. The minutes were noted.

#### 109 ADMINISTRATION COMMITTEE

Council received the minutes of the meeting of the Administration Committee held on 11 October 2022. The Committee recommended the following items for approval:

(a) Eye Test Policy. The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 allow new or existing users of display screen equipment (DSE) to request an eye and eyesight test by a qualified Ophthalmic Optician at the expense of the employer. If this test shows that special glasses (other than those normally worn by the user) are required for use with DSE, then the employer must provide them. The Committee had reviewed and agreed the Policy.

Council RESOLVED to APPROVE the Eye Test Policy (proposed by Cllr Bull and seconded by Cllr Handley).

(b) Political proportionality for committee meetings. A report on proportional representation was discussed and agreed by the Committee. The committee structure would be adjusted accordingly, to come into force after the elections in May 2023. Each committee would elect its own Chair and Vice-Chair.

Council RESOLVED to APPROVE proportional representation for committee membership to come into force after the May 2023 elections (proposed by Cllr Bull and seconded by Cllr K Wood). Cllr Handley voted against, as he believed it should come into effect immediately. Cllr King had left the room but returned and voted in favour and Cllr Wesson abstained.

Cllr Handley asked when the Complaints Procedure was approved by full council. Cllr Wood said that a member of the public had spoken, but this was not included in the minutes.

#### 110 EXTRAORDINARY TOWN COUNCIL MEETING

The minutes of the Extraordinary meeting of the Town Council held on 1 November 2022, previously circulated, were approved as a true record and signed by the Chairman.

The meeting had been convened to discuss the renewal and extension of the lease for land at Kilkenny Lane to Carterton Football Club CIC. Council had approved the appointment of a solicitor to take this forward.

Concern was expressed that the Football Club lease could take a long time to finalise and why there had not been a solicitor since the lease was last looked at.

#### 111 ADJOURNMENT FOR MEMBERS OF PUBLIC TO RAISE MATTERS

(a) Item 112, Civility and Respect Pledge. If Council decided to sign up to the Pledge, what would be the implications of a breach. Cllr Leverton said there were no punitive measures that could be taken.

(b) Item 106, Minutes of the last meeting. Concern was expressed that comments made by members of the public were not included in full in the minutes, when the public had taken the time to attend the meeting to speak.

(c) Item 124, WODC Standards Committee. She was appalled at the way the matter of the Mayor making an apology to Cllr Little had been conducted. The matter has dragged on for far too long and a line should now be drawn and the Council move on. The apology needs to be genuine and properly delivered. It is dragging the name of the Council into disrepute and the public and councillors would like the matter closed. She urged Cllr Leverton to make an apology direct to Cllr Little.

(d) A member of the public said he believed the Council meetings were conducted in a favourable order to represent the people of the town. He thanked the Council for making sure the bollards in Swinbrook Road were re-erected following the recent roadworks at Price Way. There is an overgrown footpath in Glenmore Road at the junction with Speyside Close and would be grateful if the Council could look into this.

(e) Item 117e, Grant application for WI Hall. The hall is 100 years old and in a poor state of repair. They have funds to cover the outside works and cladding. Money is needed for windows and doors and interior modernisation. The members work very hard to raise money, with their coffee shop and a recent fabric sale. The hall is used by the community and she hoped the Council would look favourably on their request.

(f) Item 117b, Grant application for the Football Club and Item 110, Extraordinary Meeting. His children play football at the Club. He had been unable to find a copy of the minutes of the Extraordinary Meeting online. Cllr Leverton explained that the meeting had been held in closed session.

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

(a) Cllr Leverton – South and West Carterton

Cllr Leverton, as part of his Armed Forces work, had represented the County at a briefing at RAF Croughton. He had attended several OCC meetings, with a further four next week. Discussion on budgets is on the agenda, with major decisions to be made.

Cllr Handley urged him to stand firm to ensure cuts are not made to funding for Carterton, particularly the Fire Station.

(b) Cllr N Field-Johnson – North Carterton

Cllr Field-Johnson's had given his apologies for this meeting and the full report for November, previously circulated, highlighted the following:

Thames Water had released sewage into the river from its Witney and Oxford treatment works during recent heavy rain.

A wide range of initiatives are either in place or being consulted upon to reduce the traffic in Oxford, including Zero Emission Zones, Low Traffic Neighbourhoods, Traffic Filters, Controlled Parking Zones and Workplace Parking Levies. While understanding that traffic is a huge issue in Oxford, there is concern about the amount of Council time and money being devoted to Oxford in comparison to towns and villages.

OCC has written a formal letter to the Secretary of State for Levelling Up to explain why OCC has decided not to bid to be involved in Whitehall's investment zones initiative. He had concerns at this decision, particularly in a time of financial need.

Cllr Handley raised an issue with a chicane that had been installed in Brize Norton on the road coming from Witney, in that the light above it is not working and the signs are dirty, which makes it hard to see in the dark.

#### 113 ADJOURNMENT FOR DISTRICT COUNCILLORS TO RAISE MATTERS

(a) Cllr Bull - Carterton North West

Cllr Bull would like to submit a written report in the future. She had attended several meetings with GLL and various WODC officers regarding inclusion in Leisure Centres. Following a meeting she had today it had been concluded that they are not as inclusive as they could be and she was pleased to report they would be taking up the points that had been raised.

(b) Cllr King – Carterton North West

Cllr King attended the WODC full Council meeting. There had been a positive outcome on climate change that had been brought forward. As Armed Forces Champion, she had made a video for WODC and expressed her thanks to the Air Cadets, RAF and PCSO that had assisted with this. She continued to assist the Football Club, including with the lease discussed at the Extraordinary meeting, and looked forward to continuing to support them and the Carterton Town Football Club at Monahan Way.

(c) Cllr Leverton - Carterton South

Cllr Leverton had attended various planning meetings and site visits.

(d) Cllr McBride – Carterton North East

Cllr McBride would submit a written report to councillors.

(e) Cllr Mead – Carterton South

Cllr Mead reported on the agenda for the next Cabinet meeting to be held tomorrow in Chipping Norton. The papers include an extensive report on all sports pitches in West Oxfordshire and the strategy that goes with it. It is very positive for the town and she would be attending the meeting to support Carterton and try to ensure they deliver on what they are promising.

## 114 TOWN MAYOR'S ANNOUNCEMENTS

He acknowledged the hard work that had gone into Remembrance Sunday, which had received good feedback. It was good to see the Scouts, Guides and Cadets, and in particular the Air Cadet and Army Cadets that had assisted with the wreath laying at the War Memorials who had done a fantastic job. He expressed his thanks to the Station Commander who had shared her time with all the organisations who had attended. He asked the Town Clerk to pass on thanks to the Town Hall staff. It was noted that the Military Wives Choir who had sang some appropriate songs to accompany the wreath laying had been much appreciated and worked really well as part of the ceremony.

He had also attended a Church Service in Thame, accompanied by his wife.

## 115 POLICE UPDATE

Chris Ball, Police Inspector for West Oxfordshire, gave a verbal update on policing in Carterton.

Crime is still very low. There are rumours circulating on social media about knife incidents and there have been a couple of incidents leading to one male being arrested and subsequently sectioned. The other incident is still under investigation. On the back of that, an application was made to the Home Office for additional funding of £7,000, which is being used for additional patrols in the town. There have been a few incidents of minor antisocial behaviour by youngsters, resulting in some damage to the Family Centre and Community College and two suspects have been identified and dealt with.

Councillors then raised any concerns they had heard about:

Regarding county drug lines, West Oxfordshire currently has none. There had been one up until April this year, but that has been taken out. The situation is monitored and a team goes into schools to educate youngsters. This week there is a national knife crime initiative to educate young people on the dangers. Local volunteers have been assisting TVP with metal detectors doing knife sweeps in the parks – this is the third time this has been carried out and no knives have yet been found.

Carterton is generally very safe and he would have no concerns, for example, for a lone female getting off the bus at night.

In Stanmore Crescent, near the Millennium Centre, there had been reports of packets of drugs on the steps up to the building. He would look into this.

It was asked whether he believed extra CCTV cameras would benefit the town. He replied that there is a big review of WODC cameras underway at the moment, including locations and modernisations for the future. There are some dark areas around the town that could benefit from improved lighting and the Inspector's insight into this would be appreciated.

The Mayor thanked Inspector Ball for his report.

Cllr Handley left the meeting at this point.

The Clerk's report had been circulated with the agenda, as follows:

(a) Clerk's Delegated Authority. A payment of £244.74 (£203.95 + VAT) has been authorised to purchase a replacement battery for the defibrillator at Marigold Square (Carterton Community Centre), to ensure that this is operational again as soon as possible. Payments of £31.10 and £277.20 were made for the lantern making project.

(b) Queries from October meeting:

- It was queried why some items on the payments list had been completely redacted. These payments had not been included on the approvals list for October but appeared to be redacted on the public copy due to technical difficulties using the software. These items were included in the original list in error and have not been paid.
- The reference to the football pitch in Item 63b was queried from the September meeting – it is the Clerk's understanding that this comment related to the pitches on Monahan Way, which are the responsibility of WODC.
- It was queried why the Alvescot Road Recreation Ground had been closed and whether this should have been formally agreed by the ARRG Trustees. The Recreation Ground has not been closed to members of the public.

#### 117 GRANT APPLICATIONS

(a) Clean Slate. This application had been deferred from the September meeting pending further information. Clean Slate are a charity that provides support for victims of physical, mental, emotional, sexual and financial abuse. They provide counselling, workshops and courses (mostly online/telephone) to help improve mental wellbeing, improve confidence and negate risk of further abuse. They currently support 18 households in Carterton. A grant of £500 was sought towards the cost of recruitment and retention of volunteers.

Cllr Bull had reviewed this application in detail and felt that the service duplicates that provided by WODC. The advantage the WODC outreach worker has is that they have direct links to housing services, the police etc.

Council RESOLVED to REFUSE the application for the reason given above (proposed by Cllr Mead and seconded by Cllr K Wood). Cllr Baldwin abstained as he had been out of the room for the discussion.

(b) Carterton Football Club. This application had been deferred from the September meeting pending further information being available. The Club sought a grant of £55,000 plus VAT to lower and upgrade the floodlights at the football ground. This would provide better quality lighting for evening matches and training sessions and also reduce the very expensive electricity cost, as well as the significant environmental benefit.

Cllr King corrected the figure, which should read £33,638 as quoted in the paperwork. Planning permission is pending, but she proposed that the full amount be awarded. Cllr Little suggested the award is made on a draw down basis.

Cllr Bull said that the Grants budget is overspent for this year and this is a very big grant. When looking at the Terms of Reference for the Grants Panel that is due to be set up it should

stipulate that grants should not be awarded on a 100% basis and suggest that funding is also sought from other sources. The largest grants awarded by the Council have been £10,000 to the Gymnastics Club and £15,00 to the Carterton Connector bus.

Cllr Mead said she appreciated that this was a large sum, but the Council does have other funding streams that could be used and suggested supporting the Football Club on this occasion, pending the formation of the Grants Panel.

Council RESOLVED to APPROVE the sum of £38,638 on a draw down basis, subject to planning permission.

(c) Father's Touch (Carterton Community Foodbank). The organisation supports the community by providing a foodbank, community fridge, lunch club and warm spaces. A grant of £5,000 is sought towards the purchase of a commercial fridge to accommodate the recent increase in demand, together with A-boards and banners and support for the Warm Spaces.

Council RESOLVED to APPROVE a Grant of £5,000 for the Foodbank as detailed above (proposed by Cllr King and seconded by Cllr McBride).

(d) PoEMS – (Pride of Edith Moorhouse School). The school would like to provide a 5m octagon outdoor wooden classroom, details of which were circulated with the agenda. The total cost of the project is £10,352 plus £150 for an access ramp. The school have £2,000 towards the project and PoEMS have raised £3,000 to date, with further fundraising ongoing. A grant of £2,000 is sought from the Town Council.

Council RESOLVED that Cllr Leverton would use his County Council Priority Fund to support this project for the sum of £2,000 and this application is therefore withdrawn.

(e) Carterton WI Hall. The Hall is owned solely by Carterton WI members and has been used regularly by the community for many years. The hall is 100 years old and in need of modernisation to reduce heating costs, improve facilities and the overall external condition of the building. The roof is leaking and there is no insulation in the walls or roof. The cost of the external works is £51,650 plus VAT and a grant is sought from the Town Council towards this cost.

It was felt that the WI Hall is an important building, being extremely well used and part of the history of the town and should be preserved for the future.

Council RESOLVED to grant the sum of £20,000 towards the refurbishment of the WI Hall on a draw-down basis (proposed by Cllr Leverton and seconded by Cllr K Wood).

## 118 CIVILITY & RESPECT PLEDGE

The SLCC and NALC have recommended that councils sign up to the Civility & Respect Pledge. Civility includes politeness and courtesy in behaviour, speech and in the written word. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind. Signing up to the Pledge means you agree to treat other councillors, clerks, all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles.

This would run alongside the current Code of Conduct and there are optional training courses for a small fee.

Council RESOLVED to sign up to the Civility and Respect pledge, which was proposed by Cllr Little and seconded by Cllr L Wood. Cllrs Leverton, Bull and McBride abstained from the vote.

#### 119 CCTV POLICY

CCTV cameras are in operation in and around the Town Hall. A CCTV Policy has been drawn up and circulated with the agenda for approval.

Council RESOLVED to adopt the CCTV policy, which was proposed by Cllr Bull, seconded by Cllr Baldwin and agreed unanimously.

#### 120 WORKS FOR AUTHORISATION

(a) Queen Mothers Garden/Finchdale Close. Pruning of large shrub, cutting back from fence and removal of ivy along the dividing fence to 31 Finchdale Close. A visit to site confirmed that the large shrub is encroaching on No.31 and the ivy will damage the fencing. The cost would be £787.61 + VAT.

(b) ARRG Playground. Repair and replace eight sleeper retainers around play equipment that has been vandalised, at a cost of £625.00 + VAT.

(c) Black Bourton Cemetery. Replace broken gatepost in the Bin Store, to include digging out damaged post, replace with new and rehang the gate, at a cost of £345 + VAT.

(d) Tree work at 88 Oakfield Road. Tree work to *Fastigiata Hornbeam*. Raise crown height to approximately 2.5m, reduce crown spread to west overhanging property No.88 by up to 1.5m in branch length and prune to shape, at a cost of £325 + VAT.

(e) Tree Planting – Phase 3A. To supply and replace two vandalised trees. *Fastigate Cypress Oak*, located in the verge adjacent to the Golden Eagle pub. The main stem was damaged and has died back. Though the tree is regenerating from the base it will not now achieve the required form and the recommendation is that this is replaced. *Tilia cordata 'Greenspire'*, located on the eastern verge at the junction of Wycombe Way with Brize Norton Road. The main stem has been cut off just above the strimmer guard with what looks like a saw. The total cost would be £2,472 + VAT.

(f) Tree maintenance on Council land at Garner Close. Following a concern raised by a resident regarding a tree very close to their property that may result in damage to footings and that cracks have appeared in the brick work, the tree surgeon confirmed that the tree is very close and could cause damage in the future. The other trees on this land are also in need of pruning back and his recommendations are below, at a cost of £600 + VAT.

*Whitebeam* – Closest to No.20. Reduce overall height by approximately 3m and prune proportionately to contain and shape.

*Multi-stemmed Cherry* - Raise crown height to approximately 2.5m high.

*Whitebeam* - Reduce overall height by approximately 1.5m and prune remaining lateral spread to contain and shape.

*Lime* - Raise crown height to 3m high.



*Whitebeam* – Remove growth from base of tree and lightly raise crown height.

*Crab Apple* – Raise crown height to 2m.

(g) Replacement of Panel at Bus Stop by Iron Bridge. Supply replacement polycarbonate panel to an existing Winchester enclosed shelter; collect existing panel from Council store, remove damaged poly and lower solid panel; install new items and re-fit entire panel back to the shelter framework, at a cost of £692.40 + VAT.

Council RESOLVED to approve all the above works for authorisation. Additionally, it was RESOLVED that the Clerk would have delegated authority to authorise works to trees, bushes and ground maintenance up to £1,000 and the councillors would be informed by email when the delegated authority had been used. This was proposed by Cllr McBride, seconded by Cllr Baldwin and agreed with one abstention from Cllr King.

#### 121 CARTERTON FOOTBALL CLUB LEASE

To agree funding of £2,500 and timescale for solicitor to deal with the lease of the land to Carterton Football Club.

Council RESOLVED that the funding was agreed for the lease to be drawn up by Christmas. This was proposed by Cllr King seconded by Cllr Mead and agreed.

#### 122 STREET NAMING REQUEST – LAND SOUTH OF MILESTONE ROAD

West Oxfordshire District Council have received an application to address a development of 200 dwellings on land south of Milestone Road, Planning Application 21/00228/FUL, details of which were circulated with the agenda. The development requires six new street names. The developer proposed Lustrous Way, Market Gardens, Black Grapes Way and Moleyns Drive and seek the Council's suggestions for the remainder by 1 December, to include supporting information about each proposed name for their records.

Suggestions included Megson, after William Megson, who was a blind ex-serviceman and one of the most successful poultry farmers; Rossiter, after William Rossiter, one of the very first residents who was appointed as agent for Homesteads and lived in Carterton until his death in 1909; and Irving, after Robert Irving, who built a general store in 1910 at the corner of Black Bourton and Brize Norton Roads, known as the Emporium, which became the Co-op in 1916.

Council RESOLVED that 'Lustrous' and 'Black Grapes' were not favourable and that suggestions would be sent to the Clerk by Monday morning.

#### 123 MAYORAL CHAIN OF OFFICE

To approve purchase of handmade presentation case at a cost of £595 plus VAT.

Council RESOLVED to purchase the box for the mayoral chain at a cost of £595.00 + VAT, proposed by Cllr Mead, seconded by Cllr McBride and agreed unanimously. It was also queried when the chain would be engraved with the names of former mayors.

## 124 S106 FUNDING CONTRIBUTIONS

Carterton Town Council has been contacted in relation to S106 funding which has been allocated to the town council in relation to two developments in Carterton:

Planning Application 21/00228/FUL - Development off Milestone Road. Request from developers for Carterton Town Council to adopt the Public Open Space on site, which includes a LEAP, with a developer contribution of £71,916.00 (plan circulated with the agenda).

Planning Application 15/04061/OUT - Land south of Stanmore Crescent, S106 Planning Agreement dated 15 November 2016. A signage contribution of £6,147.00 has been allocated to Carterton Town Council towards the improvement and provision of signage in the vicinity of the development site. Under the Section 106 agreement, WODC are to transfer the signage contribution to Carterton Town Council when WODC are reasonably satisfied the Town Council will use the signage contribution for the purpose stated in the S106 planning agreement. To progress the transfer of the signage contribution to the town council, confirmation is required that the council will use the signage contribution for the said purpose stated in the agreement and, in addition, that the Council will be able to spend it by 4 February 2026. Once WODC has received a satisfactory response, then the transfer of the signage contribution can be progressed.

The implications of accepting the S106 funding would be that the Council would assume responsibility for the signage and/or play areas and would be responsible for their insurance and maintenance; the Council would have a greater input into the street scene of the town and may be able to request equipment or manufacturers to be used in the LEAP, in order to make maintenance and repairs easier in the future. Having greater control over areas in the town can make problems easier to resolve, however there would be greater expense to the town council.

Council RESOLVED to accept the S106 funding and responsibility for both these items. This was proposed by Cllr McBride, seconded by Cllr King and agreed unanimously.

## 125 WODC STANDARDS SUB-COMMITTEE

The council considered a complaint in relation to the outcome of the Standards Sub-Committee matter. The complaint was that the apology had not been carried out as recommended by the Monitoring Officer, as the apology had not been directed to the complainant by name. Cllr Leverton abstained from the discussion and Cllr Bull took the Chair.

Council RESOLVED that the matter had been concluded and no further apologies are necessary. This was proposed by Cllr Bull, seconded by Cllr K Wood and carried by seven votes for to one vote against. Cllr Wesson abstained from the vote.

## 126 FINANCIAL STATEMENT

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

## 127 RECEIPTS

Receipts for October 2022, previously circulated, were noted.

128 ACCOUNTS FOR PAYMENT

The Accounts for Payment for October 2022, previously circulated and set out at Annex B, were approved for payment. Cllr Little abstained from the vote.

129 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.

Cllr Little and the members of the public left the room.

130 Confidential item.

The meeting closed at 9.27 pm

13 December 2022

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Town Mayor