

CARTERTON TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD AT CARTERTON WI HALL
ON TUESDAY 15 JUNE 2021 COMMENCING AT 6.30 PM

Present:	Cllr N Leverton -	Chairman
	Cllr J Bull -	Vice-Chairman
	Cllr S Baylis	Cllr M McBride
	Cllr M Crossland	Cllr M Mead
	Cllr P Handley	Cllr J Sangster
	Cllr F Harold	Cllr D Wesson
	Cllr C James	Cllr K Wood

Apologies: Cllr R Crapper and Cllr L Little
Cllr N Field-Johnson (County Councillor)

In attendance: Members of the public

Officers: Ron Spurs – Town Clerk
Stella Catt, Alex Fleming and Katie Zasada

23 DECLARATIONS OF INTEREST

Cllr Wood declared an interest in Item 38 relating to payments at the Allotments and Item 35 relating to tree work at the Allotments, as she is a Committee Member and Allotment holder.

24 MINUTES OF THE LAST MEETING

The Minutes of the Annual Town Council Meeting held on 25 May 2021, previously circulated to Members, were approved as a true record and signed by the Chairman.

25 PLANNING COMMITTEE

Council received the Minutes of the Meeting of the Planning Committee held on 25 May 2021, which were Noted.

26 URGENCY COMMITTEE

Council received the Minutes of the Meeting of the Urgency Committee held on 1 June 2021, which was convened to approve the purchase of Polling Cards for the forthcoming Election for a Town Councillor vacancy in Upavon Ward. The purchase of Polling Cards was Approved.

The minutes were noted.

27 ADMINISTRATION COMMITTEE

Council received the Minutes of the Meeting of the Administration Committee held on 8 June 2021. The following items were recommended to Council for Approval:

(a) Review of Council Policies. The Committee recommended that the following policies be approved:

- Committee Terms of Reference
- Procurement Policy

- Standing Orders
- Internal Controls
- Financial Regulations
- Investment Policy
- Code of Conduct
- Asset Register
- Risk Assessment Register
- Member Officer Protocol
- Insurance Schedule
- Civic Protocol Policy

(b) Renewal of PCSO Contract for the period 1 October 2021 to 31 March 2022 at a cost of £9,480 plus VAT.

(c) Renewal of Service Agreement for Town Clock for the period 2021-2023 at a cost of £539.

Council RESOLVED to APPROVE the recommendations of the Administration Committee as detailed above.

28 ADJOURNMENT FOR MEMBERS OF PUBLIC TO RAISE MATTERS

The members of the public present did not wish to speak.

29 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. Cllr Leverton had attended Parish Meetings in Filkins and Alvescot. He had been a member of a HR Panel for an Appeal Hearing.

30 ADJOURNMENT FOR DISTRICT COUNCILLORS TO RAISE MATTERS

Cllr Bull - Carterton North West, Inclusion Champion and member of the Health Overview and Scrutiny Committee. Cllr Bull had been assisting residents with Council Tax matters.

Cllr Crossland – Carterton North West. Cllr Crossland had attended the meeting of the Lowlands Planning Committee. She had also been involved with planning infringements in her Ward and was currently assisting with a potential homelessness situation.

Cllr Leverton - Carterton South and Armed Forces Champion. Cllr Leverton reported that the Planning Department is extremely busy dealing with a backlog of applications.

Cllr McBride – Carterton North East, Chairman of WODC and Vice-Chairman of the WODC Environmental Committee. Cllr McBride had attended a meeting of the Environmental Committee.

Cllr Mead – Carterton South, Leader of WODC. The vaccination programme continued to run very well, but residents should be aware that Oxfordshire case numbers were rising and encouraged everyone to get their jab when they were called. The District Council were supporting the Smoke Free Oxfordshire campaign, which aims to ban smoking outside offices and restaurants. A White Paper was to be published in September 2021 to replace the current S106/CIF scheme. The District Council were launching a ‘Love West Oxfordshire’ campaign

to promote local businesses and so far 78 retailers had signed up to the scheme, which would go live next week. The Boundary Commission were in the process of reviewing political boundaries, but this would not affect Carterton.

The Chairman thanked the District Councillors for their reports.

31 TOWN MAYOR'S ANNOUNCEMENTS

Elaine Hatton had stood down as Councillor for Gateway Ward. He expressed his thanks for all her hard work, particularly as Schools Champion. He would like to see her work with the schools continue and would seek to appoint someone to this role in due course.

Each year the Mayor chooses one or more charities to support and, during his term of office, he would support all the local schools.

On Thursday 10 June 2021 members of the Media Team at RAF Brize Norton presented an Armed Forces Day flag to the Town Council. He expressed his thanks to Brian Crossland DL, Town Councillors and Staff who supported the event.

He had officially opened the Funfair on Alvescot Road Recreation Ground. The Hatwell family have brought their funfair to Carterton for very many years and were grateful to the Council for their support. The Funfair had once again proved very popular and they were pleased to present the Mayor with a donation of £100 for his chosen charities.

He expressed his thanks to Katie Zasada for her hard work as Mayor's Secretary. He was also grateful for the support of Cllr Bull and Cllr McBride, who meet with him every Monday morning at 9.00am. The meeting is open to all Councillors.

32 TOWN CLERK'S ANNOUNCEMENTS

The meeting of the Planning Committee held prior to this meeting had been adjourned after Item 5 due to the WODC website being unavailable, which meant that Councillors had been unable to view the planning applications prior to the meeting. The meeting would be reconvened in due course.

The Amenities and Economic Regeneration Committee would meet on Tuesday 22 June 2021 at 6.00pm at the Town Hall.

Covid restrictions were due to be eased on 21 June 2021 and many of the groups that had previously met at the Town Hall were planning to start up once again. He would be meeting with organisers of forthcoming events in the town and would be looking at their risk assessments and event plans.

33 DRAFT ANNUAL RETURN FOR YEAR ENDING 31 MARCH 2021

The Draft Annual Return for Year Ending 31 March 2021 had been circulated to Members.

Council RESOLVED to APPROVE the Annual Governance Statement 2020-2021 and the Accounting Statements 2021-2021.

34 COMMITTEE STRUCTURE

The Committee structure for the year 2021–2022 is set out below:

Planning Committee	Administration Committee	Amenities and Economic Regeneration Committee
Cllr Crapper Cllr Harold Cllr James Cllr Sangster Cllr Wesson Cllr Wood	Cllr Baylis Cllr Crossland Cllr James Cllr McBride Cllr Sangster	Cllr Crapper Cllr Handley Cllr Little Cllr McBride Cllr Wesson Cllr Wood
Cllr Bull (ex-officio) Cllr Leverton (ex-officio)	Cllr Leverton (ex-officio) Cllr Bull (ex-officio)	Cllr Bull (ex-officio) Cllr Leverton (ex-officio)

35 WORKS FOR AUTHORISATION

(a) Tree work at Allotments. Work had been recommended by the Council's tree surgeon, Town & Country Trees, to the row of trees along the southern boundary at the Allotments due to safety concerns. This item had been deferred from the previous Town Council meeting on 25 May 2021 as concerns were raised over the felling of the Oak tree and Sycamore tree.

Town & Country Trees were contacted for further information. They responded that the Oak and Sycamore were small structurally defective trees that were likely to fall at some point, posed a risk and should be removed. A report had also been received from Swinbrook Road Allotment Society, which had been circulated to Members, giving more information and pictures of the trees.

Cllr Mead suggested planting some extra trees in the town as part of the Tree Planting Project to replace those being lost at the Allotments.

Council RESOLVED to APPROVE the tree work recommended by Town & Country Trees.

(b) Litter Grabbers. On 22 June 2021, the Mayor and Teresa Whitford would be visiting St Joseph's Primary School to give a presentation on the effect of litter on the environment. The Headteacher had mentioned that she would like to buy some Litter Grabber for the school, but the budget would not allow it. Council were asked to consider purchasing 20 Litter Grabbers to be presented to the School after the presentation, at a cost of £81.20 plus VAT. The cost would be covered by the £4,000 given to the Council by WODC in 2019.

Councillors were very supportive of this idea and suggested that the same presentation also be made to the other Primary Schools.

Council RESOLVED to APPROVE the purchase of Litter Grabbers for St Joseph's Primary School.

36 FINANCIAL STATEMENT

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

37 RECEIPTS

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

38 ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts for June 2021, set out at Annex B, be APPROVED for payment. Cllr Handley and Cllr Baylis abstained.

39 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

40 CONFIDENTIAL ITEMS FROM THE MINUTES OF THE LAST TOWN COUNCIL MEETING

The Confidential Items from the Minutes of the Town Council Meeting held on 25 May 2021, previously circulated to Members, were approved as a true record and signed by the Chairman.

41 LAND AT HOLLYBUSH ROAD

Confidential item

42 ADOPTION OF INSURANCE COVER 2021-2022

Confidential item.

43 CARTERTON CRIER MAGAZINE CONTRACT

Confidential item.

The meeting ended at 7.25 pm.

27 July 2021

Town Mayor