

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 18 FEBRUARY 2020
COMMENCING AT 7.00 PM

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

Cllr J Bull	Cllr C James
Cllr C Cook	Cllr L Little
Cllr R Crapper	Cllr M McBride
Cllr M Crossland	Cllr D Wesson
Cllr E Hatton	Cllr K Wood

Apologies: Cllr S Baylis, Cllr P Handley, Cllr D Melvin, Cllr J Sangster

Officer: Ron Spurs – Town Clerk

In attendance: Cllr N Field-Johnson, County Councillor

157 DECLARATIONS OF INTEREST

Cllr James declared an interest in Items 170 and 171, Open Gardens and May Day Fair, as he is involved in both these events. Cllr Wood declared an interest in Item 177, Accounts for Payment, as an Allotment holder.

158 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on 21 January 2020, previously circulated to Members, were approved as a true record and signed by the Chairman. The Confidential section of the Minutes would be discussed in the closed section of the meeting.

159 PLANNING COMMITTEE

Council received the Minutes of the Meeting of the Planning Committee held on 21 January 2020, which were noted.

160 URGENCY COMMITTEE

Council received the Minutes of the Meeting of the Urgency Committee held on 10 February 2020, convened to approve legal costs associated with the Lynn Little court case. The Minutes were noted.

161 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor attended the following events:

8 February. The Mayor and Deputy Mayor, accompanied by their Consorts, attended a Proms Evening at the Town Hall in London.

11 February. The Mayor and Town Clerk met with Will Barton from West Oxfordshire District Council and Will Hayes, doing his Masters Degree in Planning at Oxford. Will had been tasked

with putting together information on Carterton town centre necessary for an application to the Future High Streets Fund.

17 February. Meeting with Savills regarding development of land between Minister Lovell and Brize Norton.

The Mayor reminded Councillors that the Carterton Lions Art Exhibition takes place this week, with Councillors invited to a private viewing tomorrow evening.

Finally, Cllr Mead asked, on a personal note, if emails to and from Councillors and Staff could be sent at a reasonable hour, and also reminded Councillors to adhere to the Council policy on dealing with the Press. She was disappointed that there had been occasions recently when Members had not shown each other and Officers the respect they deserved and urged all to adhere to the agreed Protocol, which could be viewed on the Town Council website.

162 CLERK'S REPORT

The Clerk's Report, copies of which had previously been circulated, was received. The Report is attached at Annex 'A'.

163 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

Sue James highlighted two events coming up in the town this year. The annual Save the Children May Day Fair takes place on 25 May and Council funding of £1,500 is sought to cover the outside entertainment aspect of the event. Carterton Celebrates Week takes place 18-26 July with events across the town. The organisers have requested Council funding of £3,500 to cover running costs. Sue would be travelling to Carterton in New Zealand shortly after the Celebrates Week and requested a letter from the Town Council that she could present to them. Cllr Crossland said she had visited Carterton NZ about ten years ago and had presented them with a Bond of Friendship between the two towns.

Sarah Davies, representing Carterton Open Gardens, said that last year's event had raised £1,111 for the Thames Valley Air Ambulance. This year the event will be held on 21 June and the organisers are seeking Council funding of £260.40 for banners and £50 for materials. Cllr Hatton would be working with the schools to build scarecrows with the theme of Walk on the Wild Side designed to encourage wildlife into the garden. Cllr Wood suggested advertising through the RHS.

The Mayor thanked the members of the public for their contributions.

164 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Field-Johnson highlighted items from his February Report, which would be circulated to Councillors in due course.

The County Council Budget of £800 million was approved last week. It included extra funding for social care and the NHS, together with road repairs, some of which would be in Carterton. There is currently no funding reserved for the proposed link road onto the A40 and he and Cllr Handley continue to press for this much needed work.

The underpass on Upavon Way remained flooded pending a decision on whether to replace it with a pedestrian crossing.

Cllr Cook raised the issue of access onto RAF Brize Norton, particularly during peak times. Cllr Field-Johnson said the County were not currently looking at this but believed that the base themselves were working on a solution.

The Mayor thanked Cllr Field-Johnson for his report.

165 ADJOURNMENT FOR DISTRICT COUNCILLORS REPORTS

(a) Cllr Bull – Carterton North West and Inclusion Champion. The Official Opening of the Trampoline and Soft Play Park at Carterton Leisure Centre would take place on 28 February. She continues to work with the Leisure Centre to improve its accessibility for all users.

(b) Cllr Crossland – Carterton North West. Cllr Crossland wanted on record the exemplary service she had received from the NHS recently.

(c) Cllr Leverton – Carterton South and Armed Forces Champion. On 8 February he had officially welcomed the Countess of Mountbatten’s Frontiersmen at an event at Eynsham Hall.

(d) Cllr McBride – Carterton North East and Deputy Chairman of the WODC Environment Committee. There is now a WODC Cabinet Member for Climate Change and he would ensure that liaison takes place with the Town Council’s Environment committee.

(e) Cllr Mead – Carterton South and Cabinet Member for Health and Leisure. She reminded Councillors that they are all invited to the Official Opening of Phase 2 of the Leisure Centre at 11.00am next Friday. A Leisure Strategy Plan for the whole of West Oxfordshire had been approved at Cabinet last week. All leisure provision provided by the District Council would be assessed and they would also consider whether to redevelop or relocate the Windrush Leisure Centre in Witney. The West Oxfordshire District Council Local Plan would be available soon and she would ensure the Town Hall has a copy.

The Mayor thanked the District Councillors for their reports.

167 ALVESCOT ROAD RECREATION GROUND PAVILION

Leys Longden Architects had produced a design for the new Pavilion as per the specifications agreed by Council at its meeting on 19 November 2019. Councillors and residents have been invited to view the plans and the response has been extremely positive. The next stage is to obtain pre-planning advice from the Planning Authority at West Oxfordshire District Council prior to the submission of a formal planning application.

Council RESOLVED to APPROVE that planning permission is sought.

168 TRAFFIC ADVISORY COMMITTEE

The Traffic Advisory Committee was a Standing Committee of the Town Council until 2013, with meetings being held twice a year in April and October. Cllr Handley had raised the possibility of resurrecting this Committee at the Town Council Meeting last month. Terms of Reference and details of membership of the previous Committee had been circulated to Councillors.

Cllr Crossland remembered that the previous Committee had stopped due to problems with OCC Officers being able to attend. Cllr Little suggested that this could be resolved by the meetings being held somewhere more convenient, such as Witney. The Clerk said he would draft a proposal to put forward.

169 ENVIRONMENTAL WORKING GROUP

Cllr Cook gave an update. An Environmental Policy had been drafted. Thirty tree saplings have been donated for the town, to be planted in and around the Glenmore estate during March. He is liaising with the local Scout group to assist with the planting. A Report was awaited from the recent survey carried out for the main tree planting project.

Further quotes were awaited for solar panels to go on the Town Hall and Vets building and he hoped to bring these to the next Council meeting in March. He had been in touch with RAF Brize Norton's new Sustainability Working Group, which is looking at the base becoming plastic-free, together with waste reduction, low emission vehicles and a future biofuel project.

170 OPEN GARDENS 2020

A letter had been received from the organisers of the Open Gardens event, in aid of Thames Valley Air Ambulance, which the Town Council had supported last year. Funding is sought to purchase two banners and two display boards to help with advertising the event, at a cost of £260.40, plus £50 towards the cost of materials for the schools to be involved.

Council RESOLVED to APPROVE the sum of £310.40 for the Open Gardens event.

171 SAVE THE CHILDREN – MAY DAY FAIR 2020

This year's May Day Fair will take place on Monday 25 May on Alvescot Road Recreation Ground. Last year's event raised £7,000 for Save the Children. The organisers seek sponsorship from the Council to provide various attractions in the hall and on the field, at a cost of £1,500.

Council RESOLVED to APPROVE the sum of £1,500 to support the May Day Fair.

172 CARTERTON CELEBRATES 2020

Following the success of last year's Carterton Celebrates Week, the organisers, Sue and Kayleigh James, propose to run it again this year and seek funding of £3,500 from the Town Council to cover the various expenses towards the cost of putting on the event. A breakdown of the costs had been circulated to Councillors with the Agenda.

Cllr Mead said that grant requests require a statement of accounts and Cllr McBride proposed approving the funding subject to the accounts being circulated. Cllr Crossland said the event last year had been lovely.

A vote was taken with the majority in favour. Cllr Bull abstained due to being involved in the Carterton Carnival.

Council RESOLVED to APPROVE a grant of £3,500, subject to seeing the accounts.

173 AMENITIES WORKS FOR AUTHORISATION

(a) Community Centre Car Park. Preparation of the border around the car park to plant Beebombs, at a cost of £151.70 plus VAT. APPROVED.

(b) Monahan Way. Replacement of signage for the white gates, at a cost of £345 plus VAT and £100 plus VAT for fitting. Cllr Crossland asked about the possibility of a boundary change, previously mentioned, and Cllr Mead said that WODC had advised that this would be a three-year process.

After further discussion it was agreed that Brize Norton Parish Council needed to be consulted on their intentions before a decision could be made and it would therefore be brought back to a future Council meeting.

(c) Portaloo at Black Bourton Cemetery. There are no toilet facilities at the Churchyard, causing problems for families attending funerals. The installation of a Portaloo would address this need, at a cost of £22.50 per week, which includes weekly servicing. The possibility of a brick-built facility was first raised by the Parish Council but never followed up.

The Clerk said he was asking Council for permission to speak to the Church before any action was taken. Cllr McBride proposed that Council agree to the provision of a portaloo but delay any installation for twelve months to give the Church chance to respond.

A vote was taken and Council RESOLVED to APPROVE the installation of a portaloo, delayed for twelve months.

(d) Renewal of Tikspak Contract. The contract for the dog waste bag dispensers is up for renewal. Tikspak have a new business plan and have offered prime location on the ten stations, plus free artwork for the Council to express any environmental message to residents. The waste bags would remain free of charge. The contract would run for two years, at a cost of £1,000 per annum.

A vote was taken and Council RESOLVED to APPROVE the renewal of the Tikspak contract.

(e) Purse Bells. Due to a spate of purse thefts in our supermarkets, the local PCSO has provided a supply of purse bells to give out to residents. These have been well received and a further supply can be ordered direct from the supplier, at a cost of 65p each for 100 bells, totalling £65.00 plus VAT.

There was a good deal of discussion about the benefits of this scheme. The Clerk was tasked with investigating the cost of a larger quantity as it was felt 100 would not be enough. It was also suggested that Council advise supermarkets of the initiative so that they could be involved.

A vote was taken and Council RESOLVED to APPROVE the purchase of purse bells with the quantity to be decided.

(f) Hanging Basket Post in Black Bourton Road. The post situated on the pavement outside Asda had been damaged. Removal and disposal of the old post would cost £350 plus VAT. A decision would then be taken as to whether the post would be replaced and an insurance claim made.

Council RESOLVED to APPROVE the removal of the post.

174 FINANCIAL STATEMENT

The Financial Statement to 31 January 2020, set out at Annex B, was noted.

175 INCOME RECEIVED

Income Received during January 2020, previously circulated, was noted.

176 DEBIT CARD TRANSACTIONS

Debit Card transactions during January 2020, previously circulated, were noted.

177 ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts for January 2020, set out at Annex C, be APPROVED for payment.

178 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.

179 CONFIDENTIAL ITEMS 155-156 OF THE TOWN COUNCIL MEETING HELD
ON 21 JANUARY 2020

Confidential item.

The meeting ended at 8.45 pm.

17 March 2020

Town Mayor