

CARTERTON TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD AT THE TOWN HALL
ON TUESDAY 19 OCTOBER 2021 COMMENCING AT 7.00 PM

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

Cllr K Baldwin Cllr M McBride
Cllr R Crapper Cllr J Sangster
Cllr P Handley Cllr D Wesson
Cllr F Harold Cllr K Wood

Apologies: Cllr S Baylis, Cllr M Crossland, Cllr L Little, Cllr M Mead, Cllr L Sanders
Cllr N Field-Johnson (County Councillor)

In attendance: Members of the public x 11

Officers: Ron Spurs – Town Clerk

82 DECLARATIONS OF INTEREST

Cllr Sanders Item 98 - Accounts for Payment (Allotments Secretary)
Cllr Wood Item 98 - Accounts for Payment (Allotments Committee member)

83 MINUTES OF THE LAST MEETING

The Minutes of the Town Council Meeting held on 21 September 2021, previously circulated to Members, were approved as a true record and signed by the Chairman.

84 PLANNING COMMITTEE

Council received the Minutes of the Meeting of the Planning Committee held on 21 September 2021, which were Noted.

85 URGENCY COMMITTEE

Council received the Minutes of the Meeting of the Urgency Committee held on 28 September 2021, which was convened to approve the cleaning of the War Memorial prior to Remembrance Sunday and to clean and redo the lettering on the Queen Mother's Garden plaque, the total cost for which was £1,950 plus VAT. These works were Approved.

The Minutes were Noted.

86 AMENITIES AND ECONOMIC REGENERATION COMMITTEE

Council received the Minutes of the Meeting of the Amenities and Economic Regeneration Committee held on 20 September 2021. The Committee recommended that Council approve the following items:

- (a) Adoption of unregistered land. Brownes Lane; footpath from Burford Road to Alvescot Road Recreation Ground; small pockets of land at Richens Drive, Edgeworth Drive and Lavender Place.

(b) Bark safety surface at Alvescot Road Recreation Ground. This requires topping-up with 12 bags of bark at a cost of £2,740 plus VAT.

(c) Home Close pathway. This unofficial pathway has been extensively used by residents over the last 20 years or more for access between Home Close, Richens Drive and the adjacent RAF housing. It becomes slippery in bad weather and presents a hazard to users. The Committee were asked to consider whether Council should seek to improve the pathway.

(d) The Queen's Green Canopy. The Committee were asked to consider whether Council should include the current tree planting projects as part of this scheme. The projects are to plant trees along the four main roads leading from the crossroads, together with eleven trees donated to the Council to be planted at local primary schools and other locations in the town.

(e) Sensory Garden Project. Carterton Trefoil Guild, in consultation with Cllr Bull and Cllr Wood, seek to develop this garden on the small piece of land adjacent to the Market Square. A sum of £1,500 would be set aside for this project.

Council RESOLVED to APPROVE the above items.

87 ADMINISTRATION COMMITTEE

Council received the Minutes of the Meeting of the Administration Committee held on 12 October 2021. The Committee recommended that Council approve the following items:

(a) Town Council Credit Card. Due to some problems with the current Multi-Pay Card, the Committee were asked to consider changing the provider.

(b) HR Committee. The Committee considered re-forming the Human Resources Committee, to consist of the Mayor plus Chair and Vice-Chair of the Administration Committee, with the Terms of Reference set out in the Minutes.

Cllr Handley expressed his concern that all Councillors should have the opportunity to be a member of this Committee.

(c) Key Budget expenditure plans for 2022/2023. The earmarked reserves for the year 2022/2023 would be a new Cemetery, Town Centre Tree Project, Town Hall Energy Efficiency Project and Alvescot Road Recreation Ground Pavilion Project.

Cllr Handley expressed his concern at the cost of the tree planting project.

Council RESOLVED to APPROVE the above items.

88 ADJOURNMENT FOR MEMBERS OF PUBLIC TO RAISE MATTERS

Several members of the public spoke about their difficulty getting items put on the Council Agenda and it was explained that the Agenda was set by the Clerk in conjunction with the Chairman and only items requiring a Council decision were put on the Agenda.

A letter was handed to Council asking formally for an Annual Town Meeting to be held. The Chairman explained that the rules stated this meeting had to be held between March and June each year, which had not been possible due to Covid-19. However, it was hoped to schedule a public meeting of some kind in the near future.

Concerns were raised about the plans for the new Pavilion building on Alvescot Road Recreation Ground, following a public meeting held recently at St John's Church, which Cllr

Bull, Cllr Handley, Cllr McBride and Cllr Wood had attended. The group raised concerns about the lack of public consultation and Cllr Bull said she had details of the consultations that had taken place. These included five public consultations in various locations around the town, 6,000 leaflets delivered by Royal Mail, two articles in the Crier magazine and one in the Witney Gazette, an online survey and public views were sought at Carterton Carnival. Cllr McBride had assured the group at their meeting that the Council would meet with them to discuss their concerns and the Chairman said that a Working Group was being set up that would include representatives from the public.

89 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

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

Cllr Field-Johnson was not able to attend the meeting in person, but his Report for October 2021 was circulated to Councillors. His report highlighted the following:

Residents might be interested to learn about the first motion brought to OCC administration's first full Council, which sought to clarify the way members were addressed, eg chairman, madam chairman, chair. After a lengthy debate, it was decided that the form of address would be 'Chair'.

Donations for Afghan refugees. Oxfordshire are hosting a number of Afghan people in temporary accommodation as a prelude to moving into more stable homes either in the county or elsewhere. Residents have been very generous in contributing an array of items, including soft toys, sanitary items and clothing, which have all proved very useful. OCC announced in September that it would work with the charity Asylum Welcome to publish an Amazon wishlist, which can be found at [amazon.co.uk](https://www.amazon.co.uk). The page would highlight any specific items required and indicate when sufficient had been received.

School Flu Vaccinations. More than 100,000 primary and secondary school children in the county will be offered Flu vaccinations this autumn, which will take place at school and be in the form of a nasal spray. This year's campaign now includes secondary school children up to Year 11 and includes those who are home schooled and children in special schools. Pre-school children over two years old will be offered the vaccination via their GP surgery.

Oxford City Cycling Schemes. Cyclists and e-scooter riders in Oxford City can look forward to a safer, purpose-built series of rapid cycle routes known as 'Quickways', as part of a funding award from the government's Active Travel Fund to increase levels of walking, cycling and use of rented e-scooters. Cllr Field-Johnson is supporting residents in rural areas to focus attention on villages and towns that have struggled to obtain such general funding.

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

Cllr Leverton said that there is a lot of enthusiasm about the Twenty's Plenty campaign to reduce the speed limit to 20mph, although the largest part of the funding will go to Oxford City. He had been involved with the Transport Advisory Group, where there had been a discussion on limiting the number of parking spaces for new houses, particularly in central Oxford, with a view to encouraging public transport use.

There is a strategy and funding for more buses to/from local villages. Cllr Handley said that he had been trying to get the 64 Swindon bus reinstated but had encountered a problem in reaching agreement between the three counties it runs through (Oxfordshire, Gloucestershire and Wiltshire).

He had met with the Chief Medical Officer to discuss the Covid Recovery Plan. He encouraged everyone to be vigilant, particularly as Covid-19 and flu are likely to be more prevalent over the winter months.

90 ADJOURNMENT FOR DISTRICT COUNCILLORS TO RAISE MATTERS

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

Cllr Bull and Cllr Crossland had been working on the issue of the missing piece of footpath between the new Swinbrook Park development and Shilton Road, to determine who is responsible for this.

On the Health Overview and Scrutiny Committee, she continued to raise the issue of dentist provision, but it seems that a shortage of dentists nationally is part of this problem.

The Mayor and herself had attended an Open Evening for new pupils at Carterton Community College. This was extremely well attended and she hoped this would increase pupil numbers at the school.

(b) Cllr Crossland – Carterton North West. Cllr Crossland had given her apologies for this meeting and had no report at this time.

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

He had attended several site visits regarding Planning issues.

An Armed Forces Veterans Hub was being launched at the WI Hall in Carterton on Thursday 21 October 2021 to provide help and advice to veterans and their families.

Fifteen electric vehicle charging points were planned for the WODC car park adjacent to the Town Hall, with work due to commence in November 2021.

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

He had attended the Audit and General Purposes Committee and the Environment Committee. The introduction of charges for delivery of replacement waste containers has been approved by Cabinet this week. This has come about due to abuse of the current system, with people ordering replacement bins and then using them for other purposes. It was noted that all other district councils make a charge, so this was not unusual.

As Chairman of WODC, he attended the Farewell Reception for the Lord Lieutenant at Blenheim Palace. He attended the Battle of Britain Service at St John's Church in Carterton and also in Banbury; the finish of the Women's Cycle Race for the section from Didcot to Banbury; and organised a Chairman's Reception at Crocodiles of the World, to support local businesses, raising almost £500 for the wildlife charity. Last Sunday he attended the Civic Service in Thame.

(e) Cllr Mead – Carterton South, Leader of WODC. Cllr Mead had given her apologies for this meeting and had no report at this time.

The Chairman thanked the District Councillors for their reports.

91 TOWN MAYOR'S ANNOUNCEMENTS

He had attended the Farewell Reception for Sir Tim Stevenson, Lord Lieutenant for Oxfordshire, at Blenheim Palace and extended respectful thanks for his hard work for Carterton.

On Saturday, as Armed Forces Champion, he went to Edward Brooks Barracks in Abingdon to represent the town.

He expressed his thanks to everyone who contributed to make the Battle of Britain Service at St John's Church on Sunday 26 September 2021 such a success.

On 28 September, he attended the 30 Squadron Reformation Parade at RAF Brize Norton and, as Mayor of the town, had the pleasure of being introduced to HRH Princess Anne.

On 14 September, he had been invited by the family of the late Margaret Tinner to speak at her thanksgiving service at St John's Church. Margaret had previously worked at the Town Hall as Deputy Town Clerk for 26 years.

He had visited RAF Brize Norton welfare facilities, with a view to their involvement in the Veterans Hub due to open shortly.

On 8 October, he visited the 2nd Brize Norton Scout Group to present gold medals to seven people who were leaving. It was a thoroughly enjoyable event and it was good to see that there are such great volunteers in the town.

On 14 October, the Deputy Mayor and himself, he took part in the launch of the new Park & Stride project being piloted in several schools in the county, one of which is St Joseph's Catholic Primary in Carterton. The project aims to encourage youngsters to walk to school by following a route of activities painted on the pavement.

On 17 October, he attended the Mayor of Henley-on-Thames' Civic Service, where there was a fantastic gospel choir.

He visited Carterton WI to express his thanks to the ladies who were updating the poppy display for the Mayor's Balcony on Remembrance Sunday.

A Working Group was being set up, consisting of Town Councillors and members of the public to take the Alvescot Road Recreation Ground Pavilion project forward. The members of the public would be taken from the group present at the meeting today, together with representatives from the local football clubs.

92 TOWN CLERK'S ANNOUNCEMENTS

The Council hoped to hold a full Remembrance Sunday event, as in previous years, on 14 November 2021. The Vice Lord-Lieutenant would be attending to represent HRH The Queen, together with Group Captain Flynn from RAF Brize Norton. Cllr McBride would lay a wreath in Carterton on behalf of WODC and Cllr Mead would do likewise in Witney.

Planning for the Christmas Lights Switch-On is well under way, which will include the usual stalls, funfair and Lantern Procession from Carterton Community College to the Market Square ready for the switch-on at 6pm. Cllr Bull said that dates for Lantern Making Workshops would be advertised soon and herself and Cllr Harold would be visiting all the schools.

As with all events at this time, they are subject to change at short notice. The above events are cost-neutral so will have no financial impact should a cancellation be necessary.

93 EXTERNAL AUDIT REPORT

The External Auditor's Report for the financial year 2021/2022, previously circulated, was Noted. It is a statutory requirement that this is brought to Council and made available to the public. Cllr Handley asked whether the Audit was purely financial or did it also look at value for money etc. The Clerk said that the Internal Audit checked that Council procedures were in accordance with the law and that all payments were made with the correct authority.

94 STREET BASED YOUTH WORK

Carterton Family Centre achieved grant funding of £97,200 from the Armed Forces Covenant Fund to run a street-based youth work project for three years, October 2020 to October 2023, which enabled them to work with young people with a military connection. The Town Council awarded a grant of £16,200 for one year, October 2020 to October 2021, to work with all young people in the town. The project recruited two part-time youth workers to engage with youngsters on the street, one-to-one sessions and group work.

A Grant is requested for £16,200 pa to enable the project to continue for an additional two years, in line with funding from the AFCF detailed above.

The grant was conditional upon the Family Centre meeting with the Councillor representatives for the Family Centre to discuss the operation of the Centre.

The Family Centre would be asked to provide more detail of their proposed work prior to an application to extend the period for a further year. Cllr Bull abstained.

Council RESOLVED to APPROVE a Grant of £16,200 for one year.

95 WORK FOR AUTHORISATION

(a) Rising electrical bollard in the Market Square. Two of the three bollards were currently out of use. The supplier, EDS, quoted for repairs at a cost of £2,986 plus VAT.

There was a concern as to the high cost of repair, but it was noted that these electrical points were well used for events taking place on the Market Square, including the Thursday Market, Christmas Lights etc. Regular maintenance was recommended to avoid a high cost in the future.

Council RESOLVED to APPROVE that the rising bollards are repaired as detailed above.

(b) Refurbishment of Mayor's Chain of Office. The Chain of Office requires refurbishment work. This is a specialised area and the contractor, W H Darby, had previously undertaken this work on behalf of the Council. The cost would be £2,500 plus VAT.

Council RESOLVED to APPROVE that the Mayor's Chain of Office is refurbished by W H Darby as above.

96 FINANCIAL STATEMENT

The Financial Statement to 30 September 2021, set out at Annex A, was Noted.

97 RECEIPTS

Receipts to 30 September 2021, previously circulated, were Noted.

98 ACCOUNTS FOR PAYMENT

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

99 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

100 MINUTES OF THE URGENCY COMMITTEE MEETING

Confidential Item.

101 MINUTES OF THE AMENITIES AND ECONOMIC REGENERATION
COMMITTEE

Confidential Item.

The meeting ended 8.20 pm

16 November 2021

Town Mayor