

# Carterton Town Council

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14<sup>th</sup> November 2024

**Chair:** Cllr M Mead  
**Vice-Chair:** Cllr N King  
**Members:** Cllr S Baylis, Cllr R Brooks, Cllr R Crapper, Cllr K Godwin, Cllr J Guest  
Cllr N Leverton, Cllr M McBride, Cllr D Melvin, Cllr K Wood, Cllr L Wood

You are hereby summoned to attend an ORDINARY meeting of **CARTERTON TOWN COUNCIL** on **Tuesday 19<sup>th</sup> November 2024 at 7.00pm** at the Town Hall.

Under the Openness of Local Government Bodies Regulations 2014 the Council's public meetings are recorded, which includes filming, audio-recording as well as photography.

In accordance with the council's standing orders any councillor or member of the public must inform all of those present if they wish to film, photograph, livestream or make an audio recording of meeting proceedings.

**We are proud to announce that Carterton Town Council has signed the Civility and Respect Pledge. The Council will treat all Members, Officers, and members of the public, with civility and respect at all times. We please ask that members of the public do the same.**

Simon Garwood  
**Town Clerk and Chief Officer**

## AGENDA

- 1. APOLOGIES**  
Council to receive apologies for absence.
- 2. DECLARATIONS OF INTEREST and DISPENSATIONS**  
With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests accordingly.
- 3. PUBLIC PARTICIPATION**  
Members of the public are invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair.
- 4. MINUTES OF THE PREVIOUS MEETING**  
Council to approve the minutes of the Full Town Council meeting held on 15<sup>th</sup> October 2024
- 5. COMMITTEE AND WORKING GROUP MEETING MINUTES/NOTES**  
Council to note the minutes of the Carterton Recreation Ground Trustees meeting held on the 10<sup>th</sup> September 2024.

Council to note the minutes of the Planning Committee meetings held on the 17<sup>th</sup> September 2024 and the 15<sup>th</sup> October 2024.

Council to note the minutes of the Events Working Group meetings held on the 2<sup>nd</sup> October 2024 and the 16<sup>th</sup> October 2024.

**6. FINANCE & ACCOUNTS**

MOTION: Council to consider and approve expenditure for October 2024 as detailed in the tables below.

**7. BUDGET 2025/26**

MOTION: Council to consider and approve the 2025/26 budget as recommended by the Finance and Governance Committee. Paper sent separately.

**8. RECOMMENDATIONS FROM THE FINANCE AND GOVERNANCE COMMITTEE**

MOTION: Council to consider and approve the recommendations of the Finance and Governance Committee to adopt the Council Risk Register 2024/25 and to open a CCLA account.

**9. GRANTS**

MOTION: Council to approve the following expenditure from the 2023/24 Mayor's Fund:

- Carterton Celebrates £200
- Carterton and Brize Norton Guides and Brownies £120

**10. WORKS FOR AUTHORISATION**

MOTION: Council to consider and approve the proposal for UBICO to plant spring/summer bedding on the Carterton Road roundabout instead of the RAF verge at an increase of £20.00 and its ongoing maintenance added to the grounds maintenance contract.

MOTION: Council to consider and approve RoSPA Play Safety to carry out the annual inspection of CTC's playparks at a cost of £742.50 + VAT.

MOTION: Council to consider and approve CTC preferred supplier Town & Country Trees Ltd to carry out the work at Church View at a cost of £250.00 + VAT.

MOTION: Council to consider and approve CTC preferred supplier Town & Country Trees Ltd to carry out the work on the junction of Black Bourton Road and Pampas Close at a cost of £700.00 + VAT.

MOTION: Council to consider and approve KOMPAN to carry out the repairs to the zip wire, matt surfacing and replenish the play bark at a cost of £5192.45 + VAT as they have supplied the most competitive quote.

MOTION: Council to consider and approve Greenfields to carry out the removal and installation of the new air skier at a cost of £2015.00 + VAT as they are the most competitive.

**11. MONTHLY REPORTS**

Council to note the Mayor's report.

Council to note the Clerks report.

Council to note the County and District Councillor reports.

**12. DATE OF NEXT MEETING**

Council to note the date of the next meeting as 10<sup>th</sup> December 2024 at 7pm.

(The Council usually meets on the third Tuesday of the month but due to the third Tuesday falling in the week before Christmas we will meet on the second Tuesday for December only).

**Members of the Press and Public Welcome**

**Please click on any heading underlined to take you to the relevant supporting information.**



## Carterton Town Council

**A MEETING of the TOWN COUNCIL was held on 15 OCTOBER 2024 at 7.00pm  
in Carterton Town Hall and was attended by the following:**

Chair: Cllr M Mead  
 Vice-Chair: Cllr N King

Members: Cllr R Brooks, Cllr K Godwin, Cllr J Guest, Cllr M McBride, Cllr D Melvin,  
 Cllr N Leverton, Cllr K Wood and Cllr L Wood.

Officers: Mr S Garwood (Town Clerk)  
 Mrs C Evans (Deputy Clerk & RFO)

There were no members of the public in attendance.

ITEM	MINUTE	VOTE / ACTION
<b>C71-2024/1</b>	<b>APOLOGIES</b>	
	<p><b>Council to receive apologies for absence.</b></p> <p>Apologies received from:            Cllr S Baylis, Cllr R Crapper, Cllr C Croft, Cllr P Godfrey, Cllr E Leeming and Cllr M Tarpey.</p>	
<b>C72-2024/2</b>	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	<p><b>With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests accordingly.</b></p> <p>Cllr N Leverton declared an interest in Brownes Hall and would not take part in the item relating to the grant to the Bridge Club.</p> <p>Cllr M McBride, Cllr M Mead and Cllr N King also declared an interest in this item as they knew the applicant.</p> <p>A number of other councillors 'knew' the applicant, and so to illustrate the definition of 'knowing' someone, the mayor gave the example of having had them in your house for a cup of coffee or vice versa, not just someone you happened to meet in the street or at an event.</p>	

<b>C73-2024/3</b>	<b>PUBLIC PARTICIPATION</b>	
	<p><b>Members of the public are invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, maximum 3 minutes per person, and will be under the direction of the Chair.</b></p> <p>The Mayor expressed her disappointment that there were no members of the public.</p>	
<b>C74-2024/4</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p><b>MOTION: Council to approve and sign the minutes of the Full Council meeting held on 17.09.24.</b></p> <p>Cllr K Godwin noted a mistake in the working group minutes but these will need to be amended at the working group.</p> <p>Cllr D Melvin mentioned that he declared an interest in the Community Centre as he is on the committee. This will be added.</p> <p><b>IT WAS RESOLVED</b> that subject to the correction of the declaration of interest above, the minutes of the meeting held on the 17.09.24 should be signed as a true and accurate record of the meeting.</p>	<p>Proposed: KW Seconded: NK Vote: Unanimous</p>
<b>C75-2024/5</b>	<b>COMMITTEE AND WORKING GROUP MEETING MINUTES/NOTES</b>	
	<p><b>Council to note the minutes of the Finance and Governance Committee meeting held on the 3rd September 2024.</b></p> <p><b>Council to note the minutes of the Events Working Group meeting held on the 11th September 2024.</b></p> <p>Cllr N King requested a breakdown of the day for the Christmas Market and Lights Switch On.</p> <p>It was confirmed that the list is in the minutes but that the timings have not been confirmed and this will be circulated once they have.</p>	<p>Noted: KW</p> <p>Noted: KW</p>
<b>C76-2024/6</b>	<b>FINANCE &amp; ACCOUNTS</b>	
	<p><b>MOTION: Council to consider and approve expenditure for September 2024, as detailed in the tables below.</b></p> <p>Cllr M McBride made the point that in total the Council will be approving nearly £100,000 of expenditure this month and given the amount left in the accounts we would not be able to continue spending at that rate.</p> <p>The Clerk confirmed that nearly half of this expenditure is due to paying the balance of the Empire Drive Play Area improvements which came from S106</p>	

	<p>monies but nevertheless the Council took on board the point that we need to be aware of our challenging financial position going forward.</p> <p>It was also noted that staff salaries are on the agenda this evening and it was confirmed that if increases were agreed then they would be backdated to April 2024.</p> <p><b>IT WAS RESOLVED</b> that Council approve the expenditure for September 2024.</p> <p><b>MOTION: Council to approve the bank reconciliation for September 2024.</b></p> <p><b>IT WAS RESOLVED</b> that Council would approve the bank reconciliations for July and August 2024.</p>	<p>Proposed: KW Seconded: NK Vote: Unanimous</p> <p>Proposed: KW Seconded: DM Vote: Unanimous</p>
<b>C77-2024/7</b>	<b>EXTERNAL AUDIT</b>	
	<p><b>MOTION: Council to accept the External Auditor Report for 2023/24</b></p> <p>The RFO and the Clerk explained that Section 2 gives an overview of the External Auditor’s findings which includes a couple of issues.</p> <p>The first issue appears somewhat pedantic as the inspection period we allowed was 32 days when it should have been 30 days.</p> <p>The second issue is more of a concern as there is no record of the council doing a Risk Assessment in 2023/24. This will be on the agenda for Finance and Governance and will come to the next Full Council.</p> <p><b>IT WAS RESOLVED</b> that Council accept the External Auditor Report for 2023/24</p>	
<b>C78-2024/8</b>	<b>GRANTS</b>	
	<p><b>MOTION: Council to approve the following expenditure from the 2023/24 Mayor’s Fund:</b></p> <ul style="list-style-type: none"> <li>• Carterton Youth Fund £550</li> <li>• Carterton Family Centre £500</li> <li>• Carterton Women’s Institute £200</li> <li>• Carterton Community Foodbank £200</li> <li>• Carterton Football Club £200</li> <li>• West Oxfordshire Community Transport £200</li> <li>• Carterton Food Angels £200</li> </ul> <p><b>IT WAS RESOLVED</b> that Council approve the expenditure above from the 2023/24 Mayor’s Fund.</p>	<p>Proposed: KW Seconded: LW Vote: Unanimous</p>

	<p><b>MOTION: Council to consider and approve the recommendation of the Grants Committee regarding a £300 donation to the West Oxfordshire Bridge Club.</b></p> <p><b>IT WAS RESOLVED</b> that Council approve the £300 donation to the West Oxfordshire Bridge Club.</p> <p>The Clerk informed the Council that there is £1,000 left in the budget for Grants this financial year.</p>	<p>Proposed: LW Seconded: KW Vote: 6 For 4 Abstained</p>
<b>C79-2024/9</b>	<b>INSURANCE CLAIM</b>	
	<p>Council were asked to note the letter of claim that has been received from Law Together. This has been forwarded to our insurance company who are dealing with the matter.</p>	<p>Noted: KW</p>
<b>C80-2024/10</b>	<b>WORKS FOR AUTHORISATION</b>	
	<p><b>MOTION: Council to consider and approve the proposal for UBICO to plant spring/summer bedding on the Carterton Road roundabout instead of the RAF verge at an increase of £20.00 and its ongoing maintenance added to the grounds maintenance contract.</b></p> <p>Cllr K Godwin asked about the maintenance costs going forward and it was confirmed that these would be the same, the additional £20 was the cost of planting the beds.</p> <p>Cllr N Leverton requested that the item be deferred as he and several other councillors felt that the roundabout is not in the parish of Carterton.</p> <p><b>MOTION: Council to consider and approve Glasdon as the supplier for replacement seat ends at a cost of: £296.98 + VAT and to relocate x 1 of three benches situated outside the Golden Eagle pub to the ARRG.</b></p> <p>Cllr K Godwin asked whether the figure above includes the relocation, but it was confirmed that this was just for the repairs to the two benches. Council has already agreed the cost of the relocation at the previous meeting.</p> <p><b>IT WAS RESOLVED</b> that Council approve Glasdon to supply two new seat ends.</p> <p><b>MOTION: Council to consider and approve Council's preferred supplier UBICO to deliver the tubs to the parties involved at a cost of £212.50 + VAT</b></p> <p>Cllr Godwin agreed to deliver the tubs free of charge. Council agreed to this and the Mayor thanked Cllr Godwin for her kind offer.</p> <p>The Library have requested one or two tubs, however there are none left. As the Kilkenny Lane Allotments have requested four, Council also agreed to let</p>	<p>Proposed: NK Seconded: KG Vote: Unanimous</p>

	the staff decide whether one or two of the tubs requested by the Allotments could instead go to the Library.	
<b>C81-2024/11</b>	<b>MONTHLY REPORTS</b>	
	<p>Council to note the Mayor’s report.  Council to note the Clerks report.  Council to note the County and District Councillor reports.</p> <p>The Mayor proposed that in future we only receive one District Councillor report per ward to help avoid duplication, reduce workloads and paperwork and the majority of councillors thought this was a good idea.</p> <p>The Clerk gave an update on the Football Club Land. He advised that Council appoint a small group of councillors to meet with Marriotts and David Wilson Homes to take negotiation forward. Rather than set up another working group it was proposed that the Finance and Governance Committee take the lead on this. The proposal was agreed as being a good idea.</p> <p>Cllr N Leverton asked the Clerk to consider whether councillors who have links to the Football Club should be involved in the negotiations.</p> <p>The Clerk also gave an update on the Carterton Day Centre and advised the Council not to take on the building following the surveyors report.</p> <p>Cllr M McBride stated that we need to be careful how we communicate this as expectations may have been raised.</p> <p><b>IT WAS RESOLVED</b> that in view of the issues raised in the surveyors report, Council will not be taking on the Carterton Day Centre.</p> <p>The Clerk drew the Council’s attention to the Play Park consultation which will run from 11 November to 9 December 2024.</p> <p>Concern was expressed by councillors that expectations are raised so it needs to be made clear that the plans are dependent on funding being secured which could take some time.</p> <p>It was also noted that there is a clash between one of the public events (16 November) and the Lantern Making Workshop. The Clerk apologised for the oversight and agreed to change the date.</p> <p>Cllr N King confirmed that the aim is to consult with as many people as possible through two public events and an online survey.</p> <p>The Mayor emphasised that this is carried out properly and if we do not manage to engage enough people then we will repeat the consultation in the Spring.</p>	<p>Proposed: NL  Seconded: KW  Vote:  Unanimous</p>

	<p>The Clerk confirmed that following the consultation a report will be brought back to Council. We will then need to get a draft design and quotes from providers so that we can use them for funding applications. Once the funding is in place we will then need go out to tender, so delivery of the project is still a little way down the line, but it is important to keep moving forward.</p> <p>The Clerk also confirmed the opening/closing time for Christmas.</p> <p>The Town Hall will be closed from 4pm on Monday 23 December until 9am on Thursday 2 January. This works out as four days when staff will need to take annual leave or TOIL, plus bank holidays and weekends. During that time there will be arrangements in place for out of hours calls should there be an emergency.</p> <p>Cllr K Wood asked whether the fair would be coming for the Christmas Lights Switch On and whether they would need power from the Pavilion. It was confirmed that they would be coming but it would be set up in the car park so they would not need the Pavilion. It was also confirmed that the Pavilion has not been mothballed at the current time as that decision was reversed by the Carterton Recreation Ground Trustees.</p>	
<b>C82-2024/12</b>	<b>CLOSURE OF THE MEETING TO THE PRESS AND PUBLIC</b>	
	<p><b>MOTION: Pursuant to s1(s) of the Public Bodies (Admissions to Meetings) Act 1960, and Standing Order 3d, Council to consider and approve the meeting to be closed to the press and public in order to consider the next agenda item due to confidentiality and commercial sensitivity.</b></p> <p><b>IT WAS RESOLVED</b> that the meeting be closed to the press and public due to the confidentiality of the next agenda item.</p>	<p>Proposed: MM  Seconded: LW  Vote:  Unanimous</p>
<b>C83-2024/13</b>	<b>STAFF</b>	
	<p><b>MOTION: Council to consider and approve the recommendations from the HR Committee regarding the updated Job Descriptions and Job Evaluations for the Admin support team and policies for TOIL and General and Sexual Harassment. Paper sent separately</b></p> <p><b>IT WAS RESOLVED</b> that Council agreed to approve the recommendations of the HR Committee regarding updating the Job Descriptions and re-evaluating the posts of the Admin Team.</p> <p>Councillors expressed their warm appreciation for the work of all of the admin team and all staff.</p>	<p>Proposed: MM  Seconded: KW  Vote: 9 for 1  abstention</p>



C84-2024/14	DATE OF NEXT MEETING	
	Council to note the date of the next meeting as 19 November 2024 at 7pm.	Noted.

The meeting closed at 8.09pm.

Chair: .....

Date: .....

**Bank - Cash & Investment Reconciliations**

	August	September
Current Account (Unity) less OS cheques		
Wages Account (Unity)		
Savings Account (Unity)		
ARRG Account (Unity)		
Mayors Fund Account		
<b>Cash book balances</b>	<b>£0.00</b>	<b>£0.00</b>

**DIRECT DEBITS FOR APPROVAL - OCTOBER**

Number	Name	Description	Net	VAT	Gross
M013 & 6	BT	Telephone/Broadband charges - September	£249.95	£49.99	£299.94
KI-0C2A52F8-0003	EDF Energy	Electricity charges - Town Hall September	£259.60	£12.98	£272.58
KI-07CA0479-0005	EDF Energy	Gas charges - Town Hall September	£102.35	£5.12	£107.47
10003278829	Castle Water	Water charges - Allotments August	£588.93		£588.93
10003596194	Castle Water	Water charges - Pavilion September	£43.76		£43.76
U004494031	Peninsula	Business Safe - 535121	£150.70	£28.46	£179.16
2026069	YU Energy	Electricity charges - Baldwin Mews - September MPAN 2000054305981	£36.84	£1.84	£38.68
2026052	YU Energy	Electricity charges - Baldwin Mews - September MPAN 2000054305972	£7.10	£0.36	£7.46
<b>TOTALS</b>			<b>£827.33</b>	<b>£30.66</b>	<b>£857.99</b>

Check            £857.99

**INVOICES FOR APPROVAL - OCTOBER**

Number	Name	Description	Net	VAT	Gross
1027464ALTO	Altdigital	Copy charges - MPC307	£44.17	£8.84	£53.01
1027935ALTO	Altdigital	Copy charges - IMC3500	£61.34	£12.27	£73.61
ALT159485	Altdigital	MSP Agreement - August	£308.80	£61.76	£370.56
ALT161039	Altdigital	MSP Agreement - September	£308.80	£61.76	£370.56
GB4176SNABEY	Amazon	Masking tape(30 rolls) for Lantern workshops	£23.73	£4.74	£28.47
GB125826681-2024-11439	Amazon	PVA Glue 4 x 5 ltrs for Lantern workshops	£5.54	£10.12	£60.66
GB-389768175-2024-84	Amazon	Toilet brush x 4	£26.64	£5.34	£31.98
GB417HKYABEY	Amazon	Nylon cord x 2 for Makita Strimmer	£26.44	£5.28	£31.72
533819	A C S Bower Ltd	Removal/disposal of bench - Trefoil	£150.00	£30.00	£180.00
129150	Azura	Design/supply/installation of Fire Alarm Zone Plans	£135.00	£27.00	£162.00
D-05008	Cloudy IT	IT Support	£274.19	£54.84	£329.03
24668	DCK Payroll Solutions	Monthly payroll - September	£78.10	£15.62	£93.72
1003103	H & OB Building Ltd	Additional works re reception extension	£887.50	£177.50	£1,065.00
1103109	H & OB Building Ltd	Completion Invoice for reception works	£2,655.54	£531.11	£3,186.65
15523	McCracken & Sons Ltd	No13&14 grass cutting - September/Cemetery/Empire Drive	£3,902.00	£780.40	£4,682.40
326337	Moore East Midlands	External Auditor's Review 2023/2024	£1,365.00	£273.00	£1,638.00
INV-0571	David Muir Chartered Surveyors	Inspection - Carterton Day Centre	£1,250.00	£250.00	£1,500.00

2100	Oxford Fire & Security Services	Fire Risk Assessment Reports	£905.00	£181.00	£1,086.00
56570	Playdale Playgrounds Ltd	Balance of monies due re Empire Drive	£40,188.08	£8,037.62	£48,225.70
hc4396	Prysebros Ltd (complete weed control)	Supply/application of weed control	£890.00	£178.00	£1,068.00
302630	Qik Group Ltd	Chemical Toilet - Kilkenny Lane Allotments	£75.60	£15.12	£90.72
302631	Qik Group Ltd	Chemical Toilet - Elmhurst Way Allotments	£75.60	£15.12	£90.72
32098	Rialtas	Setting up ARRG account onto RIALTAS	£250.00	£50.00	£300.00
	Royal British Legion	2 x wreaths for Remembrance	£100.00		£100.00
20141075460	Stamps4U	Trodat Eclipse Stam and Pad	£46.56	£9.31	£55.87
60069857	UBICO	Playground inspections Empire/Stanmore August	£132.16	£26.43	£158.59
no invoice number	S J Wells Window Cleaning	External window cleaning at Town Hall	£25.00		£25.00
33584880	WODC	Playground inspections ARRG/Dell/SRRG/Trefoil/Pampas/Maples/Blackthorn	£509.76	£101.95	£611.71
33585529	WODC	Lot2 Contract Works September	£1,713.04	£342.61	£2,055.65
33594546	WODC	Empty waste /dog bins 01/10/24 - 31/03/25	£9,792.90	£1,958.58	£11,751.48
33592336	WODC	Commercial food waste 01/10/24 - 31/03/25	£130.00		£130.00
3359442X	WODC	Lot3 Hedges&Footpaths/Lot4 Flowers & Shrubs -October	£2,018.18	£403.64	£2,421.82
33585977	WODC	Household waste Cemetery/Town Hall 01/10/24 - 31/03/25	£897.00		£897.00
<b>TOTALS</b>			<b>£68,446.21</b>	<b>£13,458.85</b>	<b>£81,905.06</b>

Check £81,905.06

#### MULTICARD/PAYPALL FOR APPROVAL - OCTOBER

Number	Name	Description	Net	VAT	Gross
receipt provided	Jeremiah The Carterton Cobbler	8 x back door keys (for staff)	£48.00		£48.00
receipt provided	Morrisons	Milk and Gazette	£2.70		£2.70
receipt provided	Aldi	Milk	£1.45		£1.45
no receipt available	Morrisons	Milk and Gazette	£2.70		£2.70
receipt provided	Morrisons	Cleaning products	£11.20		£11.20
receipt provided	Morrisons	Milk and Gazette	£2.50		£2.50
4774397	Viking UK Ltd	2 x notice boards	£69.98	£14.00	£83.98
receipt provided	B & Q	Shelf and fixings (for reception)	£17.71		£17.71
receipt provided	The Repair Guys	Mobile phone for Town Warden	£120.00		£120.00
receipt provided	Morrisons	Milk and teabags	£7.45		£7.45
receipt provided	B & Q	4 x 2mtres white trunking	£35.88		£35.88
receipt provided	Post Office	Unpaid letter	£2.50		£2.50
receipt provided	Morrisons	Milk and coffee	£4.45		£4.45
<b>TOTALS</b>			<b>£326.52</b>	<b>£14.00</b>	<b>£340.52</b>

Check £340.52

**INTERNAL TRANSFERS FOR APPROVAL - OCTOBER**

Number	Name	Description	Net	VAT	Gross
<b>TOTALS</b>			<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

Check            £0.00

**PAYMENTS MADE UNDER CLERKS AUTHORITY/PRE-AUTHORISED PAYMENTS - OCTOBER**

Number	Name	Description	Net	VAT	Gross
2024/06962	Greenway Training Ltd	Hedgetrimmer Trg - Town Warden	£250.00	£50.00	£300.00
1003085	H & OB Building Ltd	Stage 1 payment for work done	£2,655.54	£531.11	£3,186.65
MEM250433-1	SLCC	Membership Fee Claire Evans	£298.00		£298.00
<b>TOTALS</b>			<b>£3,203.54</b>	<b>£581.11</b>	<b>£3,784.65</b>

Check            £3,784.65

## CARTERTON RECREATION GROUND

**A meeting of CARTERTON TOWN COUNCIL as Sole Trustee of  
CARTERTON RECREATION GROUND (Registered Charity No.202903) was held  
on TUESDAY 10 SEPTEMBER 2024 commencing at 6.30pm at the Town Hall  
and was attended by the following:**

Chair: Cllr M Mead  
 Vice-Chair: Cllr N King  
 Members: Cllr K Godwin, Cllr D Melvin, Cllr M Tarpey, Cllr L Wood  
 Officers: Mr S Garwood (Town Clerk)  
 Mrs C Evans (Deputy Clerk & RFO)

Also In Attendance: 12 members of the public

ITEM	MINUTE	VOTE / ACTION
<b>CRG9-2024/1</b>	<b>APOLOGIES</b>	
	<p><b>Trustees to receive apologies for absence.</b></p> <p>Apologies had been received from Cllr C Croft, Cllr P Godfrey, Cllr N Leverton and Cllr M McBride.</p> <p>Cllr S Baylis, Cllr R Brooks, Cllr R Crapper, Cllr J Guest, Cllr E Leeming and Cllr K Wood were absent.</p>	
<b>CRG10-2024/2</b>	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	<p><b>With reference to items on the agenda Trustees are reminded of their responsibility to declare interests accordingly.</b></p> <p>Cllr L Wood – Member of the Open Spaces Society.</p>	
<b>CRG11-2024/3</b>	<b>PUBLIC PARTICIPATION</b>	
	<p><b>Members of the public are invited to speak on issues relating to this agenda. The period of time designated for public participation in accordance with Standing Orders 3(e) and (f) shall not exceed 15 minutes, maximum of 3 minutes per person, and will be under the direction of the Chair.</b></p> <p>A resident said he saw a Facebook post from Cllr King inviting people to attend to speak about the Recreation Ground. The Play Park has been in a bad state of repair for many years with out of service equipment. On 11 February 2024, he took his granddaughters to the park. He slipped on the mound at the Zipwire and broke his leg due to holes in the mesh surface and loose pegs. This was very distressing and resulted</p>	

	<p>in spending eight days in hospital, and now has metal plates and pins in his leg. Repairs need to be made as soon as possible to avoid any further such incidents.</p> <p>A resident from the Save The Rec group said she was pleased to see there are plans to update the Play Park. She wondered if it would sit on the same footprint as the current park and whether it could include inclusive equipment for all ages and abilities.</p> <p>A resident from the Save the Rec group suggested that the Play Park should be fenced in, in order to keep children safe inside and keep dogs out.</p>	
<b>CRG12-2024/4</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p><b>MOTION: Trustees to approve and sign the minutes of the meeting held on 14 May 2024.</b></p> <p><b>IT WAS RESOLVED</b> that the minutes of the meeting held on 14 May 2024 be signed as a true record of the meeting.</p>	<p>Proposed: NK Seconded: MT All in favour</p>
<b>CRG13-2024/5</b>	<b>CARTERTON RECREATION GROUND UPDATE</b>	
	<p><b>Trustees were asked to note the update on the works, activities and events on the Recreation Ground since the last Trustee meeting.</b></p> <p>The Clerk gave an update, detail of which were circulated with the Agenda. Since the last meeting, security fencing has been installed in the top corner of the Recreation Ground and near St Joseph’s Church, together with at the rear of the Pavilion. No further incidents have been reported. Steps have also been taken to secure the gates that provide vehicular access to the Recreation Ground. The hinge on the main gate was broken and has now been fixed and the smaller gate has been fitted with a heavy duty chain and new padlock.</p> <p>Over the summer there were a number of events on the Recreation Ground, including the annual Funfair, Carterton Celebrates and Paws &amp; Pimms events.</p> <p>Two broken benches near the Play Area and some items of play equipment have been removed for safety reasons. The proposed replacements are to be discussed later on this Agenda.</p> <p>The update was noted.</p>	
<b>CRG14-2024/6</b>	<b>THE PAVILION</b>	
	<p><b>MOTION: Trustees consider and approve the recommendation to reverse the decision made by the Town Council to mothball the Pavilion to reduce costs.</b></p>	

	<p>At an Extraordinary Meeting of the full Town Council held on 4 January 2024, convened to consider and approve the Council’s budget and precept for 2024/25, a decision was taken during the discussion to ‘mothball’ the Pavilion, effectively cutting off all utilities to make it storage only, in order to make savings to water and electricity costs.</p> <p>The Town Clerk recommended that the this decision is now revisited, particularly as this was a decision for the Trustees rather than the Town Council, and that the focus of the Extraordinary Meeting had been the budget and therefore a discussion of the pros and cons of taking this action had not taken place. Clarification from the solicitor on the definition of ‘ancillary buildings’ was also awaited at the time. The Clerk had now received confirmation, stating that ancillary use was not limited to storage sheds only, but could also include changing rooms and toilets.</p> <p>The Trustees agreed that, whilst this action would make savings on utilities, it could impact the use of the Recreation Ground for annual events such as the Funfair, May Day Fair, Carterton Celebrates, Paws &amp; Pimms etc.</p> <p><b>IT WAS RESOLVED</b> that the decision to cut off water and electricity services to the Pavilion be reversed.</p>	<p>Proposed: MM  Seconded: MT  All in favour</p>
<p><b>CRG15-2024/7</b></p>	<p><b>GOVERNANCE</b></p>	
	<p><b>MOTION: Trustees to consider the proposals set out in the papers and approve the recommendation that the governance model remains the same and that Carterton Town Council continues to be the Sole Trustee of the Carterton Recreation Ground Charity going forward.</b></p> <p>The Clerk summarised the details set out in the papers. Currently the Town Council is the Sole Trustee of Carterton Recreation Ground Charity. An alternative model of Custodian Trustee was look at, where the Charity would be run by a management committee, but the main disadvantage would be that VAT could not be reclaimed. He recommended remaining as a Sole Trustee, but look at ways to encourage public participation.</p> <p>It was queried whether members of the public could be included as members under the Sole Trustee model. The Clerk said that the Council as a whole is the Trustee, ie each individual Councillor is not a Trustee, and therefore only elected members of the Council could be included. The meeting structure needs to be the same as for Town Council meetings in order to reclaim VAT, which means that members of the public can only speak during the slot allocated for this purpose. Trustee meetings have been scheduled to be held regularly throughout the year.</p> <p><b>IT WAS RESOLVED</b> that Carterton Town Council should continue to be the Sole Trustee.</p>	<p>Proposed: KG  Seconded: MT  5 in favour  1 abstention</p>

	<p><b>MOTION: Trustees to adopt the Terms of Reference written in March 2023 and amended in September 2024, which were circulated with the Agenda.</b></p> <p>Item 3.1 of the Terms of Reference states that any large scale project or improvements on the Recreation Ground will be subject to a full and robust public consultation to ensure that all residents of Carterton have the opportunity to have their say. It was queried whether criteria could be included to ensure that the public’s views are taken on board if there was a clear majority for/against an item on the consultation. As representatives of the public, it was understood that Trustees would do their best to fulfil the wishes of the majority. However, there may be the occasional instance where the majority vote is not in the best interests of the town and Trustees need to have the right to not go with the majority in that case.</p> <p><b>IT WAS RESOLVED</b> that the Terms of Reference be adopted with no further amendments.</p> <p><b>MOTION: Trustees to task the ARRG Working Group to look at ways to increase public participation in future discussions and proposals for the Carterton Recreation Ground.</b></p> <p><b>IT WAS RESOLVED</b> that the Motion be reworded to read that the ARRG Working Group are going to increase public participation in future discussions and proposals for the Carterton Recreation Ground.</p>	<p>Proposed: MT  Seconded: NK  5 in favour  1 abstention</p> <p>Proposed: LW  Seconded: KG  All in favour</p>
CRG16-2024/8	<b>FINANCE</b>	
	<p><b>MOTION: Trustees to consider and approve the cost of setting up a separate account with the Council’s accounts software provider, Rialtas, to ensure that the charity accounts are kept separately.</b></p> <p>The Deputy Clerk explained that currently the Recreation Ground Charity account receives any income from hire of the Recreation Ground, but the money has then remained in the account unused. To make the system more transparent, it was agreed at the last Finance &amp; Governance Committee meeting that a separate company should be set up on the Council’s accounts system. This would then show that all of the utilities for the Pavilion come out of the same account as the income, and this would be totally separate from the Council’s accounts. Details of the costs to set this up were circulated with the Agenda.</p> <p>The current level of income would not be sufficient to meet the costs of the utilities, grass cutting, hedge cutting, emptying bins etc, so the Trustees would need to apply for a Grant from the Council to cover these costs. It was queried whether this included fencing, and the Clerk would look at this and bring it back to the next meeting.</p>	<p>Clerk</p>



	<p><b>IT WAS RESOLVED</b> that the Trustees approved the setting up a separate account within the Council’s Rialtas accounts system for the Carterton Recreation Ground Charity.</p> <p><b>MOTION: Trustees to consider and approve the recommendation to return the sum of £1,695.02 to the Carterton Carnival.</b></p> <p>When the Carnival relaunched several years ago, it did not have its own bank account and the Clerk at the time agreed that the Recreation Ground bank account could be used for income/expenditure for the event until they could set up their own bank account. In the meantime, the above sum of money is still held in the account.</p> <p><b>IT WAS RESOLVED</b> that the sum of £1,695.02 held in the Carterton Recreation Ground Charity bank account should be returned to Carterton Carnival.</p> <p><b>MOTION: Trustees to consider and approve the setting up of separate accounts for Water, Gas and Electricity with our current providers.</b></p> <p>Following the Trustees’ decision above to set up a separate account with Rialtas, separate utility accounts should also be set up, as they are currently in the name of the Town Council. Trustee approval is required in order to set up the direct debit payments.</p> <p><b>IT WAS RESOLVED</b> that the Trustees approved the setting up of separate utility accounts for Carterton Recreation Ground.</p>	<p>Proposed: NK Seconded: MT All in favour</p> <p>Proposed: NK Seconded: LW All in favour</p> <p>Proposed: DM Seconded: LW All in favour</p>
<b>CRG17-2024/9</b>	<b>CARTERTON RECREATION GROUND PLAY AREA IMPROVEMENTS</b>	
	<p>Trustees were asked to discuss and note the draft proposals for the improvement of the Play Area at Carterton Recreation Ground, which were circulated with the Agenda.</p> <p>The Chair clarified that the process would be for the Trustees to give approval for the Town Council to put together proposals for a new Play Park, together with a public consultation, costings etc. This would then come back to the Trustees for discussion and approval, and then it would return to Council to take it forward.</p> <p>Some pieces of equipment in the Play Park that are out of action whilst repairs are awaited and it was understood that maintenance of the current equipment would need to continue whilst the process for a new Park is under way.</p> <p>Cllr King said that the Play Park Working Group had been working hard on a new Play Park on the Recreation Ground and stressed the urgency of this considering the condition of the existing Park.</p> <p><b>IT WAS RESOLVED</b> that the Trustees gave approval for the Town Council to look into a new Play Park for the Recreation Ground.</p>	<p>Proposed: NK Seconded: MT All in favour</p>

CRG18-2024/10	WORKS FOR AUTHORISATION	
	<p><b>MOTION: Trustees to consider and approve the recommendation that Volker Highways (the County Council’s lighting contractor) carry out the maintenance on the street lamps at Brownes Lane at a cost of £922.54.</b></p> <p>This item was deferred from the Town Council meeting on 18 June 2024. The two streetlamps in Brownes Lane have not worked for some years. Residents use this lane as a walkthrough and is very dark at night. The County Council have confirmed that the power source supplied is from the district network operator, SSE Energy Services. It has been established that as the lights are part of Brownes Lane, and hence an access to the Recreation Ground, the streetlamps should be maintained by the Recreation Ground Charity.</p> <p>There was still some uncertainty over ownership of Brownes Lane, but the Trustees generally felt that it was important the streetlamps are fixed.</p> <p><b>IT WAS RESOLVED</b> that the Trustees approved that Volker Highways carry out maintenance of the streetlamps at a cost of £922.54.</p> <p><b>MOTION: Trustees to consider and approve Greenfields to carry out the work to the Play Park safety surface at the Recreation Ground at a cost of £4,645.</b></p> <p>Two areas of safety surface require maintenance – beneath the double swing set, where the surface has completely worn away, and the toddler multi-play area, where a deep crack has formed.</p> <p><b>IT WAS RESOLVED</b> that the Trustees approved that Greenfields carry out the works to the Play Park safety surface as detailed above.</p> <p><b>MOTION: Trustees to consider and approve NNB Recycled Furniture as its supplier for the purchase of the disabled access bench at a cost of £703.00 + VAT, Glasdon as its supplier of the Elwood Bench at a cost of £774.78 + VAT and UBICO to carry out the installation of the benches at a cost of £695.00 + VAT, as they are the Council’s preferred supplier.</b></p> <p>Two benches were in poor condition and have been removed as a safety hazard and Trustees were asked to consider various options for their replacement.</p> <p>Cllr Godwin suggested relocating one of the two benches currently outside The Golden Eagle to replace one of the broken ones on the Recreation Ground.</p> <p><b>IT WAS RESOLVED</b> that the Trustees approved the purchase and installation of the disabled access bench and Elwood bench on the Recreation Ground, as detailed in the Motion above.</p>	<p>Proposed: NK Seconded: MT All in favour</p> <p>Proposed: KG Seconded: LW All in favour</p> <p>Proposed: LW Seconded: KG All in favour</p>

	<p><b>MOTION: Trustees to consider and approve UBICO to install new wooden blocks to the areas where they are missing at a cost of £337.50 + VAT.</b></p> <p>A number of wooden blocks are missing from the surrounds for the play areas on the Recreation Ground, which have been highlighted by the UBICO Play Park inspection as a health and safety hazard.</p> <p><b>IT WAS RESOLVED</b> that the Trustees approved that UBICO replace the missing wooden blocks at a cost of £337.50 + VAT.</p>	<p>Proposed: LW  Seconded: DM  All in favour</p>
<b>CRG19-2024/11</b>	<b>DATE OF NEXT MEETING(S)</b>	
	<p>Trustees to note the date of the next meeting as Tuesday 12 November 2024 at 6.30pm.</p> <p>Further Trustee Meeting dates for 2024/25 will be held on:</p> <ul style="list-style-type: none"> <li>• Tuesday 11 February 2025</li> <li>• Tuesday 13 May 2025 (AGM)</li> </ul>	<p>Noted</p>

The meeting closed at 7.39 pm.

Chair: .....

Date: .....



## Carterton Town Council

A meeting of the **PLANNING COMMITTEE** was held on  
**17 September 2024 at 6.00pm at Carterton Town Hall and was attended by the following:**

Chair: Cllr M Tarpey  
Vice-Chair: Cllr K Wood

Members: Cllr R Crapper, Cllr K Godwin, Cllr N King, Cllr M McBride, Cllr L Wood

Officers: Mr S Garwood (Town Clerk)  
Mrs C Evans (Deputy Clerk & RFO)

In Attendance: 10 members of the public

ITEM	MINUTE	VOTE / ACTION
<b>P10-2024/01</b>	<b>APOLOGIES</b>	
	<b>To receive apologies for absence.</b>  Apologies were received from Cllr J Guest. Cllr S Baylis joined the meeting from Item 04.	
<b>P11-2024/02</b>	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	<b>With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests accordingly.</b>  There were none.	
<b>P12-2024/03</b>	<b>PUBLIC PARTICIPATION</b>	
	<b>Members of the public are invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair.</b>	

	<p>Several members of the public spoke on the application for Elmstead, Arkell Avenue and the comments were as follows:</p> <ul style="list-style-type: none"> <li>• The new proposal is still the wrong building for the plot and preferred the original plan to renovate the property. The windows would overview Kimberley next door.</li> <li>• Kimberley had been compared to a railway carriage by one of the consultants, so wondered if this new building would be the 'engine shed'. There was no colour listed for the cladding. There is nothing to stop overlooking and he circulated photos of the area.</li> <li>• The resident had spent 3.5 years trying to get planning permission. The first choice was to extend the property, but it has been discovered that the house is rotten/mouldy and leaks internally. He would welcome anyone to come and look.</li> <li>• The architect said they had appealed the original application that had been refused. He believes the new application meets the requests of the appeal and the Council and gave details of the changes made.</li> <li>• The neighbour had been inside the house and confirmed that it is in disrepair and is not habitable. Overlooking would not be a problem. Houses in the street are all different from each other and the new building would be beneficial to the area.</li> <li>• Another resident concurred with what his neighbour has said above and can see no reason for it to be refused.</li> </ul>	
<b>P13-2024/04</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p><b>MOTION: Council to approve and sign the minutes of the Planning Committee meeting held on 16 July 2024.</b></p> <p><b>IT WAS RESOLVED</b> that the minutes of the Planning Committee meeting held on 16 July 2024 be signed as a true and accurate record of the meeting.</p>	<p>Proposed: KW  Seconded: McB  Vote: All For</p>
<b>P14-2024/05</b>	<b>RESULTS OF PREVIOUS PLANNING APPLICATIONS</b>	
	<p><b>MOTION: Committee to note the following results of previous planning applications:</b></p> <p><u>48 Black Bourton Road 24/00929/FUL (14/2024)</u>  Demolition of existing dwelling and outbuildings. Erection of two dwellings and associated works.  PERMITTED</p> <p><u>48 Black Bourton Road 24/00930/FUL (15/2024)</u>  Erection of a detached dwelling and associated works.  PERMITTED</p>	

	<p><u>Elmstead, Arkell Avenue 24/00017/APPEAL (18/2024)</u>  <u>Original application 23/02196/FUL (24/2023)</u>  Erection of a replacement dwelling.  APPEAL DISMISSED</p> <p><u>4 Glenmore Road 24/01279/FUL (21/2024)</u>  Change of use from six person House in Multiple Occupation (HMO) to a seven person HMO.  PERMITTED</p> <p><u>Brooklyn Nurseries, 65 Shilton Road 24/01467/S73 (22/2024)</u>  Variation of condition 2 of permission 22/02284/FUL to allow amendments to approved plans.  PERMITTED</p> <p><u>19 Whittington Place 24/01491/FUL (23/2024)</u>  Reconstruction of existing garage (retrospective).  PERMITTED</p> <p><u>2 Hammett Place 24/01557/HHD (25/2024)</u>  Erection of single storey front extension.  REFUSED</p> <p><u>17 Whittington Place 24/01489/FUL (26/2024)</u>  Erection of a replacement garage (retrospective).  PERMITTED</p> <p><u>38 Elmhurst Way 24/01611/HHD (27/2024)</u>  Erection of single-storey rear extension and loft conversion.  PERMITTED</p> <p><u>5 Marlborough Close 24/01646/HHD (28/2024)</u>  Erection of single-storey rear extension.  PERMITTED</p> <p><u>32 St Johns Drive 24/01669/HHD (30/2024)</u>  Installation of velux rooflight (retrospective).  PERMITTED</p> <p><b>IT WAS RESOLVED</b> that the above results of previous planning applications be noted.</p>	All in favour
<b>P15-2024/06</b>	<b>PLANNING AND LICENCING APPLICATIONS</b>	
<b>(i)</b>	<b>MOTION: Committee to note the following responses to applications received and considered by email during August, as agreed at the previous meeting.</b>	

	<p>The following applications were considered. Five Members replied to the email consultation, which was quorate.</p> <p><u>1 Burswin Road 24/01849/HHD (33/2024)</u> Alterations to existing roofs, conversion of loft space, incorporate rear box dormer and associated parking. <b>IT WAS RESOLVED</b> that Council respond to WODC in support of the application.</p> <p><u>35 Shillbrook Avenue 24/01575/S73 (34/2024)</u> Variation of condition 2 (removal of boat) of permission 21/02577/FUL to allow extension of time. <b>IT WAS RESOLVED</b> that Council respond to WODC objecting to the application on the grounds that, whilst Council appreciates the applicant’s position, concerns had been raised by residents and it was felt that the original timescale set was sufficient.</p> <p><u>Penlea, Arkell Avenue 24/00028/APPEAL (36/2024)</u> <u>Original application 24/00269/HHD (03/2024)</u> Erection of garden room (part retrospective). NOTICE OF APPEAL The Committee were generally in support of this application at its meeting on 20 February 2024, but sought reassurance that the garden room would not be used for commercial purposes in the future. The application was subsequently refused by WODC in April 2024. Any further comments to be submitted to the Planning Inspectorate by 29 August 2024. <b>IT WAS RESOLVED</b> that there were no further comments to make.  <b>IT WAS RESOLVED</b> that the above comments be noted.</p>	<p>All in favour</p> <p>4 in favour 1 against</p> <p>3 Support 1 Object 1 Abstain</p> <p>Proposed: KG Seconded: KW All in favour</p>
(ii)	<p><b>MOTION: Committee to consider and decide upon responses to the following planning applications received for September. Members to consider whether their stance is Support/Object/Neutral and any comments they wish to submit to WODC.</b></p> <p><u>Land south of Upavon Way 24/01835/OUT (35/2024)</u> Outline permission to construct 82 dwellings with vehicular access from existing and a new access point off Stanmore Crescent, alongside associated open space, car and cycle parking, landscaping, drainage infrastructure, biodiversity net gain and other associated works and provision for 35% affordable housing. All matters reserved save means of access.</p> <p>The Committee were generally in support of the application, but several points were raised, as detailed in the resolution below.</p>	

	<p><b>IT WAS RESOLVED</b> that Council respond in support of the application, with the following comments: There were concerns about parking, as highlighted by Thames Valley Police, and whether traffic calming measures had been considered; and Thames Water should be asked to confirm there would be no issues with water for this development, because of problems experienced with recent new developments in the town.</p> <p><u>Elmstead, Arkell Avenue 24/02061/FUL (37/2024)</u> Demolish existing house and garden building. Erection of replacement dwelling.</p> <p>The Committee had heard the objections and comments raised by members of the public earlier in the meeting, but were generally in support of the application. <b>IT WAS RESOLVED</b> that Council respond in support of the application.</p> <p><u>3 Alderley Close 24/02049/HHD (38/2024)</u> Erection of a summerhouse attached to rear of existing garage, along with installation of solar panels to garage roof. <b>IT WAS RESOLVED</b> that Council respond in support of the application.</p>	<p>Proposed: KW Seconded: KG Vote: 6 in favour 1 abstention</p> <p>Proposed: McB Seconded: KW Vote: 6 in favour 1 abstention</p> <p>Proposed: McB Seconded: LW All in favour</p>
<b>P16-2024/08</b>	<b>DATE OF NEXT MEETING</b>	
	Tuesday 15 October 2024 at the Town Hall.	Noted

The meeting closed at 6.30pm.

Chair: \_\_\_\_\_

Date: \_\_\_\_\_





## Carterton Town Council

**DRAFT**

A meeting of the PLANNING COMMITTEE was held on  
15 October 2024 at 6.30pm at Carterton Town Hall and was attended by the following:

Chair: Cllr K Wood

Vice-Chair:

Members: Cllr K Godwin, Cllr J Guest, Cllr N King, Cllr M McBride, Cllr L Wood

Officers: Mr S Garwood (Town Clerk)

In Attendance: No members of the public present

ITEM	MINUTE	VOTE / ACTION
P17-2024/01	<b>APOLOGIES</b>	
	<p><b>To receive apologies for absence.</b></p> <p>Apologies were received from Cllr S Baylis, Cllr R Crapper and Cllr M Tarpey. Cllr K Wood chaired the meeting in Cllr Tarpey's absence.</p> <p>Cllr N King joined the meeting at Item 6 on the Agenda.</p>	
P18-2024/02	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	<p><b>With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests accordingly.</b></p> <p>There were none.</p>	
P19-2024/03	<b>PUBLIC PARTICIPATION</b>	
	<p><b>Members of the public are invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, maximum 3 minutes per person, under the direction of the Chair.</b></p>	

	There were no members of the public present.	
<b>P20-2024/04</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p><b>MOTION: Council to approve and sign the minutes of the Planning Committee meeting held on 17 September 2024.</b></p> <p><b>IT WAS RESOLVED</b> that the minutes of the Planning Committee meeting held on 17 September 2024 be signed as a true and accurate record of the meeting.</p>	Proposed: McB Seconded: LW All in favour
<b>P21-2024/05</b>	<b>RESULTS OF PREVIOUS PLANNING APPLICATIONS</b>	
	<p><b>MOTION: Committee to note the following results of previous planning applications:</b></p> <p><u>119 Glenmore Road 24/01295/HHD (20/2024)</u> Erection of two-storey side extension and single-storey rear extension. PERMITTED</p> <p><u>61 Burford Road 24/01463/HHD (24/2024)</u> Proposed additional off street parking to existing dwelling. REFUSED</p> <p><u>1 Burford Road 24/01849/HHD (33/2024)</u> Alterations to existing roofs, conversion of loft space, incorporate rear box dormer and associated parking. PERMITTED</p> <p><u>35 Shillbrook Avenue 24/01575/S73 (34/2024)</u> Variation of condition 2 (removal of boat) of permission 21/02577/FUL to allow extension of time. REFUSED</p> <p>It was queried whether a date had been set when the boat has to be removed by as residents have been asking. The Clerk said this would be addressed by the planning enforcement team.</p> <p><u>Penlea, Arkell Avenue 24/00028/APPEAL (36/2024)</u> <u>24/0269/HHD (03/2024)</u> Erection of a garden room (part retrospective). APPEAL DISMISSED</p> <p>IT WAS RESOLVED that the above results be noted.</p>	

<b>P22-2024/06</b>	<b>PLANNING AND LICENCING APPLICATIONS</b>	
	<p><b>MOTION: Committee to consider and decide upon responses to the following planning applications. Members to consider whether their stance is Support/Object/Neutral and any comments they wish to submit to WODC.</b></p> <p><u>11 Ventura Park 24/02323/S73 (39/2024)</u> Variation of condition 2 of permission 21/03210/FUL to allow changes to roof height and the addition of four first floor windows (part retrospective). <b>IT WAS RESOLVED</b> that the Council respond to WODC in support of the application.</p> <p><u>73 Mayfield Close 24/02195/FUL (40/2024)</u> Erection of two-storey and first floor extensions together with conversion of the attached garage to create additional living space. Works to include formation of additional off-street parking and readjusting the position of the garden wall to increase the domestic garden. <b>IT WAS RESOLVED</b> that Council respond to WODC in support of the application.</p> <p><u>16 Burswin Road 24/02350/HHD (41/2024)</u> Additional Dormer to rear and extension to existing Dormer at front of property. Internal alterations to room layout. <b>IT WAS RESOLVED</b> that Council respond to WODC in support of the application.</p>	<p>Proposed: KG Seconded: LW All in favour</p> <p>Proposed: KG Seconded: LW All in favour</p> <p>Proposed: KG Seconded: NK All in favour</p>
<b>P23-2024/08</b>	<b>DATE OF NEXT MEETING</b>	
	Tuesday 19 November 2024 at the Town Hall.	Noted

The meeting closed at 6.36pm.

Chair: \_\_\_\_\_

Date: \_\_\_\_\_



## CARTERTON TOWN COUNCIL

**A meeting of the EVENTS WORKING GROUP was held at the Town Hall  
on Wednesday 2 October 2024 at 5.45pm and was attended by the following:**

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Chair: Cllr L Wood

Councillors: Cllr K Godwin, Cllr D Melvin

Members of the public:

Rosemary Calcutt (Former Carterton Lions)  
Don Rouse (Former Carterton Lions)  
Julie Rust (Resident)  
Dave Wesson (RBL)  
Peter Wilson (SWO RAF Brize Norton)

Officers: Stella Catt, Lyndy Dennis

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ITEM	MINUTE	ACTION
1	<b>APOLOGIES</b>	
	<p>Brian &amp; Yona Barrett, Angela Finch, Rev Barry Hanson, Sue James, Jimmy O'Brien.</p> <p>Tug Wilson was only able to stay for the first 30 minutes as he had another meeting following on.</p>	
2	<b>MINUTES OF THE LAST MEETING</b>	
	<p>The minutes of the meeting held on 14 August 2024 were approved at the last meeting. However, full Council requested a small change to the wording on Page 2, to make it clear that the WI were sponsoring the printing costs of the first 1,000 Raffle Tickets rather than purchasing them. The amended page was signed by the Chair.</p> <p>The minutes of the meeting held on 11 September 2024 were approved as a true record and signed by the Chair.</p>	



<b>(c)</b>	<b>Stalls</b>																									
	So far 33 stalls have signed up and responses are awaited from several more where booking forms have been requested. A plan will be drawn up in due course.																									
<b>(d)</b>	<b>Entertainment</b>																									
	<p>The provisional programme is as follows:</p> <table border="0"> <tr> <td>Santa's Grotto &amp; Sleigh</td> <td>11am - 9pm</td> </tr> <tr> <td>RAF Voluntary Band</td> <td>11am – 12pm</td> </tr> <tr> <td>Line Dancing</td> <td>12pm - 12.45pm</td> </tr> <tr> <td>Kencot Ukulele Band</td> <td>1pm – 2pm</td> </tr> <tr> <td>Community Church Carols</td> <td>2pm-2.30pm</td> </tr> <tr> <td>Chloe's Mobile Farm Live Nativity</td> <td>2.30pm-4.30pm</td> </tr> <tr> <td>Aimee Cross</td> <td>3.15pm – 3.45pm</td> </tr> <tr> <td>Carterton Primary School Choir</td> <td>4pm – 4.30pm</td> </tr> <tr> <td>Acting Community Thingumybags</td> <td>4.30pm – 5pm</td> </tr> <tr> <td>Military Wives Choir</td> <td>5pm – 5.30pm</td> </tr> <tr> <td>Saxophony</td> <td>5.30pm - 6pm</td> </tr> <tr> <td>Fire Engine</td> <td>(to be confirmed)</td> </tr> </table>	Santa's Grotto & Sleigh	11am - 9pm	RAF Voluntary Band	11am – 12pm	Line Dancing	12pm - 12.45pm	Kencot Ukulele Band	1pm – 2pm	Community Church Carols	2pm-2.30pm	Chloe's Mobile Farm Live Nativity	2.30pm-4.30pm	Aimee Cross	3.15pm – 3.45pm	Carterton Primary School Choir	4pm – 4.30pm	Acting Community Thingumybags	4.30pm – 5pm	Military Wives Choir	5pm – 5.30pm	Saxophony	5.30pm - 6pm	Fire Engine	(to be confirmed)	
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<b>(e)</b>	<b>Raffle</b>																									
	<p>Books of Raffle Tickets have been circulated to councillors for them to sell and are available from the Town Hall. They could also be sold at the Thursday Market, as well as on the day. Prizes are still needed, particularly for the Christmas Hamper and any other ideas that members might have, such as vouchers for hair salons, local attractions, restaurants etc.</p> <p>The Raffle would be drawn at 6.15pm, to take place in the Main Hall and properly witnessed. Winners would then be announced over the PA system.</p>																									
<b>(f)</b>	<b>Road Closure</b>																									
	<p>Letters have been distributed to all properties along the route of the road closure. This had been scheduled to take place during the middle two weeks of October, but WODC required this to be done prior to submitting the road closure application. Thanks to Cllr Godwin and Cllr Wood who had delivered them at short notice.</p> <p>A Temporary Event Notice (TEN) would also need to be applied for.</p>																									
<b>(g)</b>	<b>Lantern Parade</b>																									
	The Lantern Workshops would need some volunteers to help run them and a rota would be put together.																									

	Carterton Primary would like some helpers to make their lanterns. Cllr Wood would check with the other schools. Messy Church at St John's Church, and Brize Meadow Lodge, would also be making lanterns.	LW
<b>4</b>	<b>Any Other Business</b>	
	Cllr Melvin would check with the Carterton Connector bus to see whether it would be possible to run the service all day on 30 November rather than just during the morning.	DM
<b>5</b>	<b>Date of next meeting</b>	
	Wednesday 13 November 2024 at 5.45pm.	

The meeting closed at 6.40pm

Chair: \_\_\_\_\_

Date: \_\_\_\_\_



## CARTERTON TOWN COUNCIL

**A meeting to discuss REMEMBRANCE SUNDAY was held at the Town Hall on Wednesday 16 October 2024 at 5.45pm and was attended by the following:**

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Chair: Cllr L Wood  
Councillors: Cllr R Brooks

Members of the public:

Brian & Yona Barrett (RBL)  
Clive Cantwell (RBL)  
Angela Finch (Resident)  
Rev Barry Hanson (St John's Church)  
Julie Rust (Resident)  
Dave Wesson (RBL)  
Peter Wilson (SWO RAF Brize Norton)  
Gareth Melling (RAF Brize Norton)

Officers: Simon Garwood (Town Clerk)  
Stella Catt, Katie Zasada

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ITEM	MINUTE	ACTION
1	<b>APOLOGIES</b>	
	<p>Apologies were received from Cllr Mead, Cllr King and Kate Coats.</p> <p>Julie Rust was only able to stay for a short time, so the item relating to Refreshments was discussed nearer the start of the meeting.</p>	
2	<b>REHEARSAL – SATURDAY 9 NOVEMBER 2024</b>	
	<p>All those laying wreaths/crosses or bringing a Standard have been instructed to attend the Rehearsal, which takes place on Saturday 9 November at 10am at the War Memorial. This is an opportunity for a run-through of the ceremony, so that everyone knows what to do on the day. Gareth Melling would rehearse the Standard Bearers.</p>	



<b>3</b>	<b>REMEMBRANCE SUNDAY – 10 NOVEMBER 2024</b>	
<b>(a)</b>	<b>Order of Events</b>	
	The Chair ran through the Order of Events, which gives detailed timings.	
<b>(b)</b>	<b>Road Closure</b>	
	The Road Closure application has been submitted to WODC.	
<b>(c)</b>	<b>Church Service</b>	
	Rev Hanson confirmed that all is proceeding well for the Service, including readings and sermon. New Order of Service booklets were produced last year, so they can be used for the next few years. It was noted that the Service ended a little early last year, which led to a longer wait than expected. Rev Hanson would ensure that the Service ends at 10.40am.	
<b>(d)</b>	<b>Parade</b>	
	<p>Gareth Melling would lead the Parade, which will form up outside St John’s Church after the Service. The order for the Parade would be:</p> <ul style="list-style-type: none"> <li>• Civic party/dignitaries – lead by Mace Bearer</li> <li>• Air Cadets Band</li> <li>• RAF personnel</li> <li>• Standard Bearers</li> <li>• Air Cadets/Army Cadets</li> <li>• Scouts/Guides</li> </ul> <p>When the Parade reaches the War Memorial, the Band will peel off at the Library, and the Cadets/Scouts/Guides will form up on the Square, with the Standard Bearers in position in front of the War Memorial.</p> <p>At the end of the ceremony, the Parade will form up again and march past the Saluting Dais, proceeding round into the Car Park at the rear of The Original Factory Shop. The Mayor, DL and Station Commander would make their way round expressing their thanks to those who took part, starting with the youngsters to ensure they are not stood in the cold for too long.</p> <p>At last year’s ceremony, the space allocated to those who had just laid their wreath was too tight, resulting in wreath layers having to walk to the back of the Square and return to line up outside the Town Hall again. This had arisen due to members of the public watching the ceremony at the back of the Square, which meant the Cadets had to stand further forward than usual. It was suggested using cones to cordon off the Square. St John’s Church offered the use of their traffic cones for this.</p> <p>Tug Wilson confirmed that the Station Bugler would attend and play from the Balcony as in previous years.</p>	

<b>(e)</b>	<b>Wreath laying ceremony</b>	
	<p>The draft list of wreath layers was circulated with the Agenda. There would be between 36-39 wreaths being laid this year. The list would be finalised nearer the time.</p> <p>Angela Finch would read the Roll Call on the day. As in previous years, the aim is to lay wreaths two at a time, with some exceptions to best enable the smooth running of the ceremony. Two Cadets would stand either side of the War Memorial to assist with wreath laying as necessary. Youngsters from Guides/Scouts would then lay crosses for the names of those on the War Memorial.</p> <p>It has been suggested that the wreaths are displayed around the railings of the War Memorial afterwards, rather than left on the Memorial itself. This worked well at the D-Day ceremony earlier in the year and would avoid the wreaths staining the Memorial. How the wreaths would finally be disposed of was discussed. Last year, some were given to the Crafting Group that meets at the Town Hall, to make a display. Yona had some ideas on how they could be reused and would welcome them being returned to her afterwards.</p>	
<b>(f)</b>	<b>Refreshments</b>	
	<p>Julie Rust and Ann Fleming would arrive at 10.30am on the day to set up the kitchen ready for the refreshments to be served from 11.15am. They would welcome some help with washing up. She also kindly offered to make a cake.</p>	
<b>4</b>	<b>ARMISTICE – MONDAY 11 NOVEMBER 2024</b>	
	<p>There would be a short ceremony for Armistice at the War Memorial commencing at 10.45am. Rev Hanson would arrange for a member of the Clergy to conduct the ceremony. The Station Bugler would not be available as they would be needed on the Station. The Town Hall has a microphone and could arrange for The Last Post to be played at the appropriate time.</p>	
<b>5</b>	<b>ANY OTHER BUSINESS</b>	
	<p>Yona &amp; Brian would welcome any helpers to run their Poppy Appeal stalls in the local supermarkets, commencing on 24 October.</p>	

The meeting closed at 6.15pm

Chair: \_\_\_\_\_

Date: \_\_\_\_\_

**Bank - Cash & Investment Reconciliations**

	September	October
Current Account (Unity) less OS cheques		
Wages Account (Unity)		
Savings Account (Unity)		
ARRG Account (Unity)		
Mayors Fund Account		
<b>Cash book balances</b>	<b>£0.00</b>	<b>£0.00</b>

**DIRECT DEBITS FOR APPROVAL - NOVEMBER**

Number	Name	Description	Net	VAT	Gross
M014 3T	BT	Telephone/Broadband charges October	£249.95	£49.99	£299.94
10003596194	Castle Water	Water charges - Pavilion September	£43.76		£43.76
10003568863	Castle Water	Water charges - Allotments September	£41.62		£41.62
10003568561	Castle Water	Water charges - Town Hall September	£85.50		£85.50
10003926739	Castle Water	Water charges - Pavilion October	£41.26		£41.26
10003912094	Castle Water	Water charges - Town Hall October	£150.43		£150.43
KI-160D386B-0004	EDF Energy	Electricity charges Pavilion September	£30.90	£1.54	£32.44
KI-OC2A52F8-0004	EDF Energy	Electricity charges - Town Hall October	£381.00	£76.20	£457.20
KI-07CA0479-0006	EDF Energy	Gas charges - Town Hall October	£235.79	£11.79	£247.58
KI160D386B-0005	EDF Energy	Electricity charges - Pavilion October	£24.08	£1.20	£25.28
458868/2024	Grenke Leasing Ltd	Equipment protection period 22.10.24-31.12.24	£25.12		£25.12
458869/2024	Grenke Leasing Ltd	Documentation fee	£140.00	£28.00	£168.00
458870/2024	Grenke Leasing Ltd	Usage 22.10.24-31.12.24	£315.10	£63.02	£378.12
U004554057	Peninsula	Business Safe 535121	£150.70	£28.46	£179.16
6.91592E+11	Vodafone	Mobile phone charges 2 Sep - 31 Oct	£43.27	£8.65	£51.92
2099568	YU Energy	Electricity charges - Baldwin Mews - October MPAN 2000054305981	£39.41	£1.97	£41.38
<b>TOTALS</b>			<b>£1,997.89</b>	<b>£270.82</b>	<b>£2,268.71</b>

Check £2,268.71

INVOICES FOR APPROVAL - NOVEMBER

Number	Name	Description	Net	VAT	Gross
1037873ALTO	AltoDigital Networks	Copier charges RICOHMPC307	£10.15	£2.03	£12.18
1037578ALTO	AltoDigital Networks	Copier charges RICOH IMC3500	£72.24	£14.45	£86.69
GB416AUKABEY	Amazon	Makita Strimmer DUR194ZX3 18V	£129.77	£25.95	£155.72
GB41GEJPABEY	Amazon	5 x rolls red/white hazard tape	£21.60	£4.30	£25.90
GB-1509527155-2024-265	Amazon	1 roll draught excluder	£6.66	£1.33	£7.99
GB417LKJABEY	Amazon	Brita Water Filter(8.2ltr)	£33.32	£6.66	£39.98
GB418FJ5ABEY	Amazon	Pack of 6 silicone door stoppers	£4.95	£0.99	£5.94
GB-1393616355-2024-4689	Amazon	Pack of 10 black plastic bolt/nut covers	£2.32	£0.47	£2.79
GB41E40DABEY	Amazon	Q connect notice boards x 2	£60.02	£12.00	£72.02
GB41G578ABEY	Amazon	6 x Staff Photo ID cards/Pack Retractable Clip Lanyards	£52.96	£10.60	£63.56
GB829618305-2024-212939	Amazon	Tork Toilet Rolls x 6	£38.62	£7.72	£46.34
GB41GS92ABEY	Amazon	Tork Hand Towels x 6	£70.99	£14.20	£85.19
GB1H2UCABEY	Amazon	1 x Staff Photo ID	£5.62	£1.12	£6.74
GB-2024-157253855	Amazon	2 x 6m Poly sheeting (for Lantern Workshops)	£39.26		£39.26
GB-151739321-2024-272896	Amazon	Cable Ties 300mm white	£5.81	£1.24	£7.05
GB41JFJVABEY	Amazon	Cable Ties 200mm black	£3.95	£0.79	£4.74
1GVJ-NQP9-9YGR	Amazon	Cable Ties 200mm white	£4.36		£4.36
GB-1160053995-2024-3975	Amazon	Cable Ties 300mm black	£7.88	£1.68	£9.56
288733	Aston & James	Boardroom Tilting Tables x 5	£1,479.40	£295.88	£1,775.28
288611	Aston & James	A4 copy paper 10 reams	£38.90	£7.78	£46.68
289465	Aston & James	A4 white card x 2 packs	£17.64	£3.53	£21.17
129270	Azura Networks	Carry out EICR at Squash Club	£325.00	£65.00	£390.00
129271	Azura Networks	Carry out EICR at Scout Hut	£325.00	£65.00	£390.00
129278	Azura Networks	Removal of old fire alarm panel PO 24081	£130.00	£26.00	£156.00
5109	Carterton Community Centre	Hire of hall for Lantern Workshop 23.11.24	£150.00		£150.00
100496	Chloe's Mobile Farm	Living Nativity for Christmas Lights	£422.83	£84.57	£507.40
5351	Cloudy IT	IT Support - November	£274.19	£54.84	£329.03
24795	DCK Payroll Solutions	Payroll - October	£95.60	£19.12	£114.72
15568	McCracken & Sons Ltd	No1 Grass cut/Empire Drive/Cemetery - October	£2,148.00	£429.60	£2,577.60
8168/PA/RM	M & S Sound Systems	Public Address system for Remembrance Sunday	£655.49		£655.49
W-3586	OALC	Training course 17.10.24	£60.00	£12.00	£72.00
303520	QiK Group	Chemical Toilet - Kilkenney Lane	£82.80	£16.56	£99.36
303521	QiK Group	Chemical Toilet - Elmhurst Way	£82.80	£16.56	£99.36
INV787	Timothy Pratley Plumbing & Heating	Supply/fit flush handle in disabled toilet	£90.00	£18.50	£108.50

8699	Town & Country Trees Ltd	Arboricultural services - Scholars Acre PO 24070	£550.00	£110.00	£660.00
60070188	UBICO	Playground inspections Empire Drive/Stammore - September	£113.28	£22.66	£135.94
no invoice number	S J Wells Window Cleaning	Window cleaning - Town Hall (external)	£25.00		£25.00
5771	Volker Highways	Install 2 x Grey Lanterns (Browns Lanes)	£922.54	£184.51	£1,107.05
33596255	WODC	Lot2 Contract Works - October	£1,713.04	£342.61	£2,055.65
33596596	WODC	Lot3 Hedges & Footpaths & Lot4 Flowers & Shrubberies	£2,018.18	£403.64	£2,421.82
3359590X	WODC	Playground Inspections ARRG/Dell/SRRG/Trefoil/Pampas/Maples/Blackthorn - September	£472.00	£94.40	£566.40
<b>TOTALS</b>			<b>£12,762.17</b>	<b>£2,378.29</b>	<b>£15,140.46</b>

Check £15,140.46

**MULTICARD/PAYPAL FOR APPROVAL - NOVEMBER**

Number	Name	Description	Net	VAT	Gross
receipt provided	Morrisons	Milk, dishwasher tablets, washing up liquid, gazette	£11.39		£11.39
receipt provided	Asda	Tea/Milk/Gazette/coffee	£11.40		£11.40
receipt provided	Morrisons	Milk	£1.45		£1.45
receipt provided	Jeremiah Carterton Cobbler	Full set of keys for SERF Hall	£50.00		£50.00
receipt provided	Jeremiah Carterton Cobbler	Name plaque for Cllr Godwin photo (Mayor's Board)	£15.00		£15.00
receipt provided	Morrisons	Milk	£3.85		£3.85
4282848	HelloPrint	6 x banners advertising Christmas Event	£82.84	£16.57	£99.41
receipt provided	Aldi	Milk, sugar, tea bags, biscuits - for Remembrance refreshments	£17.21		£17.21
receipt provided	Asda	Milk	£1.45		£1.45
receipt provided	Asda	Milk	£1.45		£1.45
ZZWS00259785	WODC	Christmas Event Road Closure	£151.75		£151.75
receipt provided	Morrisons	Additional milk and napkins for Remembrance Sunday	£3.15		£3.15
A19737410189	Screwfix Ltd	Heavy Duty Cable Ties (for large banners - Christmas Event)	£13.32	£2.66	£15.98
<b>PAYPAL</b>					
4K870275R24713357	Adobe Systems	Monthly subscription	£19.97		£19.97
9CA78298VM651130G	Adobe Systems	Monthly subscription	£19.97		£19.97
17908	Fixing & Hardware (F & H)	A Frame safety signs x 2	£18.05	£2.41	£20.46
<b>TOTALS</b>			<b>£422.25</b>	<b>£21.64</b>	<b>£443.89</b>

Check £443.89

**INTERNAL TRANSFERS FOR APPROVAL - NOVEMBER**

Number	Name	Description	Net	VAT	Gross
<b>TOTALS</b>			<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

Check      £0.00

**PAYMENTS MADE UNDER CLERKS AUTHORITY/PRE-AUTHORISED PAYMENTS - NOVEMBER**

Number	Name	Description	Net	VAT	Gross
no invoice number	Cherwell DC Chairmans's Charity Account	Attendance by Mayor + guest at Civic Event 16.11.24	£130.00		£130.00
DSA 650	D & S New & Son LLP	Topping Willow Meadows PO 23131	£600.00	£120.00	£720.00
<b>TOTALS</b>			<b>£730.00</b>	<b>£120.00</b>	<b>£850.00</b>

Check      £850.00

## CARTERTON TOWN COUNCIL: RISK MANAGEMENT FOR 2024-25

The Council is required to carry out an Annual Assessment of Risk.  
This Assessment is made in October 2024 and replaces any previous assessments

Area	Risk	Level	Controls
Assets	Protection of physical assets	M	<p>Buildings insured. Value increased annually by RPI. Insurance values tested in summer 2016. New Insurance values for the buildings will be sought in April 2025 through the insurance company.</p> <p>Quinquennial surveys carried out summer 2022 and reports now received. the first year works have been completed and the remaining years will be added to the budget for 2025/26</p>
	Security of buildings, equipment etc	H	<p>Controlled entry to Town Hall, Record of those who hold the code held in the office along with a key register. The Town hall has CCTV.</p> <p>Door entry system at Squash Court.</p> <p>Alarm at Allandale and Key Code for visitors, a set of keys are held at the Town Hall</p> <p>Streatfield House is divided into two businesses. These have their own entrance and exit.</p> <p>Serf hall has its own lockable entrance which is controlled by the Army Cadets a set of keys are held at the Town Hall.</p> <p>Community centre is managed by a management committee. They control access to the building.</p>
	Fire Safety Regulations	M	<p>Risk assessment of Town Hall carried out annually.</p> <p>H&amp;S report in June 2024 highlighted the need for a full fire risk assessment to be completed by a qualified person. This was completed in October 24 and the report will be actioned Clerk.</p>

Area	Risk	Level	Controls
	Fire Safety Regulations – continued		<p>Streatfield house had a full fire risk assessment completed at the same time as the Town Hall. The Deputy Clerk was informed that Council has a responsibility to its tenant to ensure that the tenant has carried out the appropriate fire risk assessments.</p> <p>Fire extinguishers are inspected annually – last completed 07/24.</p> <p>Fire alarms are tested weekly.</p> <p>Fire evacuations are carried out 6 monthly.</p>
	Maintenance of buildings etc	M	<p>Programme of portable and fixed electrical and safety equipment in place.</p> <p>Quinquennial surveys as above.</p>
Finance	Banking	M	<p>Day to day banking is with Unity Trust Bank, The bank account is controlled by The Clerk, The RFO and The Office Manager, who have no ability to authorise payments. There are 5 signatories on the account. Two signatories are required to authorise any payments from the account.</p> <p>A multi-pay card up to the value of £500.00 is used by the office manager to complete petty cash transactions, this is reconciled monthly.</p> <p>The mayor has an account with Lloyds, which is to be used for storing any funds raised by the mayor for their designated charity. The account should have a balance of Zero at the end of the financial year.</p> <p>RFO is currently in the process of reviewing longer term investments to maximise the return on the financial reserves.</p>
	Risk of consequential loss of income	M	<p>Insurance cover is place for various aspects of loss of income. See policy No. 100761375CCI</p>



Area	Risk	Level	Controls
			<p>All documents and Accounts are backed-up on the cloud.</p> <p>Pay roll is completed by DCKPayroll and emailed to the Clerk.</p>
	Financial controls and records	M	<p>Work by contractors is checked by a member of staff before invoices are paid.</p> <p>Monthly reconciliation is prepared by the Deputy Clerk/RFO and reported to Council.</p> <p>A full income and expenditure is reported quarterly to Council</p> <p><i>Two members of Council are to conduct a quarterly check on the finances to ensure that all invoices are submitted correctly.</i></p> <p>Online banking payments are reviewed by two councillors before being submitted to council for payment and authorisation.</p> <p>An internal control has been set up for two councillors to review accounts quarterly.</p> <p>Annual Internal and External Audit.</p> <p>Paper copiers of bank statements are filled monthly in archiving along with copies of invoices. The invoices are entered monthly onto Rialtas, this has been moved onto the cloud. There will be a back up stored on an external hard drive, which will be updated monthly should the servers or cloud connection be lost.</p>
	Comply with Customs and Excise Regulations	H	<p>Use helpline when necessary. VAT payments and claims calculated by Rialtas Omega Accounting System and checked by RFO /Deputy Town Clerk. Internal and External Auditor provide double check.</p>
	Sound budgeting to underlie annual precept	M	<p>Finance and Governance Committee to receive detailed budgets in the late autumn. The budget will be reviewed and set by full council no later than December. RFO will provide a full reasoning behind all budget lines. Precept derived directly from this and will be submitted to West Oxfordshire District Council no later than 31<sup>st</sup> January .</p>

Area	Risk	Level	Controls
			Expenditure against budget reported to full Council at least quarterly.
	Complying with borrowing restrictions	L	No new borrowing this year.
	Value for money	L	Competitive tenders sought for work over certain limits (as set out in Financial Regulations). All quotes will be provided to Committees for due diligence to be carried out and a full recommendation will be submitted to Council for final decisions to be made Clerk has delegation to pay for emergency work without referring back to Council up to the value of £1000.00
Liability	Risk to third party, property or individuals	M	Insurance in place, This has been negotiated using James Hallam Brokers. Current policy is through Aviva (policy No: 100761375CCI) Play areas inspected independently by Ubico Open spaces checked regularly. Tree maintenance programme in place. Market stallholders all have own public liability insurance. Risk assessments of individual events such as Christmas lights carried out as necessary. Town Warden has been trained on the essential machinery and individual risk assessments have been completed on the work he conducts.
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds and skateboard park and BMX track)	H	Insurance in place. (Policy No: 100761375CCI) weekly / fortnightly independent checks of playgrounds, skateboard park and BMX track and written records kept. Annual checks by ROSPA of playgrounds, skateboard park and BMX track. Budget built in for repairs to ensure safety of equipment.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including Oxfordshire Association of Local Councils (OALC), which provides access to NALC.  Clerk and Deputy Clerk are members of SLCC.  Council uses the services of Peninsula for Health and Safety, and WorkNest as HR

Area	Risk	Level	Controls
			Advisors. Peninsula contract will end in January 2025 and Bright will become the new H&S advisor.
	Comply with Inland Revenue requirements	M	Regular advice from HMRC. Internal and External Auditors carry out annual checks. Payroll undertaken by DCK Payroll Solutions. The NI & PAYE tax is paid monthly by Deputy Clerk.
	Safety of Staff and Visitors	M	Controlled access to building. Visitors Register. Regular Risk Assessment checks of Town Hall for public events held on the premises Fire risk assessment completed and fire marshals to be put in place.
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary. Wellers Hedley's Law Group are kept on retainer for legal questions. SLCC, NALC AND OALC are also consulted.
	Proper and timely reporting via the Minutes	M	Council meets monthly (except August) and always receives and approves minutes of committee meetings held in interim.  Minutes made available to press and public at the Town Hall and via the website.
	Proper document control	M	Clerk to investigate the location of original leases since the banking has become an online bank.  Copies kept in the office filing cabinet  Digital copies of all leases will be taken and stored on external hard drive. All land registered with Land Registry. All documents on PCs backed up and stored remotely.

Area	Risk	Level	Controls
			Older material in filing cabinets in loft storage area. Archives stored in fireproof cabinets. Review of filing system is ongoing.

Signed..... (Town Mayor)

Date.....

## CCLA Public Sector Fund Overview

### Overview of the Public Sector Deposit Fund (PSDF):

The CCLA Public Sector Deposit Fund (PSDF) is a cash management fund specifically designed for local authorities and other public sector bodies. The fund's goal is to provide capital stability, liquidity, and a competitive rate of interest. By pooling investments from multiple councils and public organisations, CCLA can access better interest rates than many councils could secure independently.

Key features of the PSDF include:

- **Accessibility and Liquidity:** Funds can generally be withdrawn with minimal notice, ensuring that councils retain flexibility.
- **Enhanced Interest Returns:** The PSDF has historically provided higher interest rates than traditional council accounts with high street banks, owing to its access to institutional rates.
- **Risk Management:** CCLA focuses on security and risk minimisation, with investments limited to institutions with strong credit ratings. The PSDF holds a diverse portfolio of deposits with high-quality counterparties, reducing exposure to any single institution.
- **Compliance and Transparency:** The PSDF is operated under FCA regulations, and CCLA provides regular reports on fund performance, investment holdings, and compliance with ethical investment policies.

### Benefits for Carterton Town Council:

Opening an account with the CCLA PSDF could allow the Council to:

- **Maximise Interest Earnings:** With current low rates on traditional accounts, the PSDF offers a means of securing better returns on council reserves.
- **Retain Accessibility:** The structure of the PSDF provides the Council with flexibility, meaning that we could access funds without being locked into fixed terms.
- **Align with Ethical Standards:** CCLA's approach to ethical investing aligns well with the Council's responsibility to manage public funds responsibly.

### Next Steps and Recommendation:

The Finance and Governance Committee is requested to consider the information provided and, if in agreement, to recommend that the Council proceed with opening an account with CCLA's PSDF. This would involve authorising an initial deposit and establishing procedures to manage funds within the account as per our financial regulations and existing bank accounts i.e. two councillors as authorised signatories.

Carterton Town Council



ask for: Laurence Sutton  
Tel number: 077023338832  
email: laurence.sutton@ubico.co.uk  
Date: 8<sup>th</sup> October 2024

Dear Lyndy

**Re – Create flower bed on BP Garage Roundabout**

Thank you very much for giving us the opportunity to quote for the above works.

**Description of works**

- **Set up traffic cones and signs**
- **Clear top of roundabout of weeds and debris**
- **Clear weeds from side wall and bottom edge of roundabout**
- **Create new flower bed**
- **Over seed grass areas**

Costs

Labour and materials including plants	£1165
Vat @20%	£233
Grand total	£1398

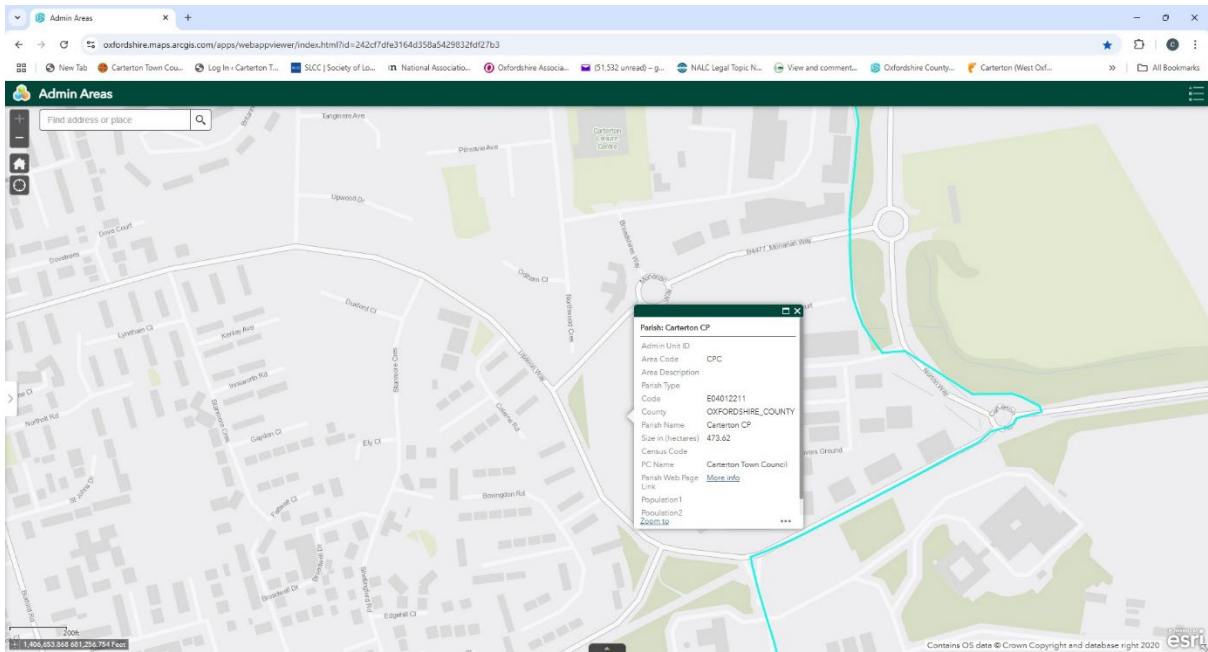
Please feel free to contact me at any time if I can be of further assistance.

Yours sincerely

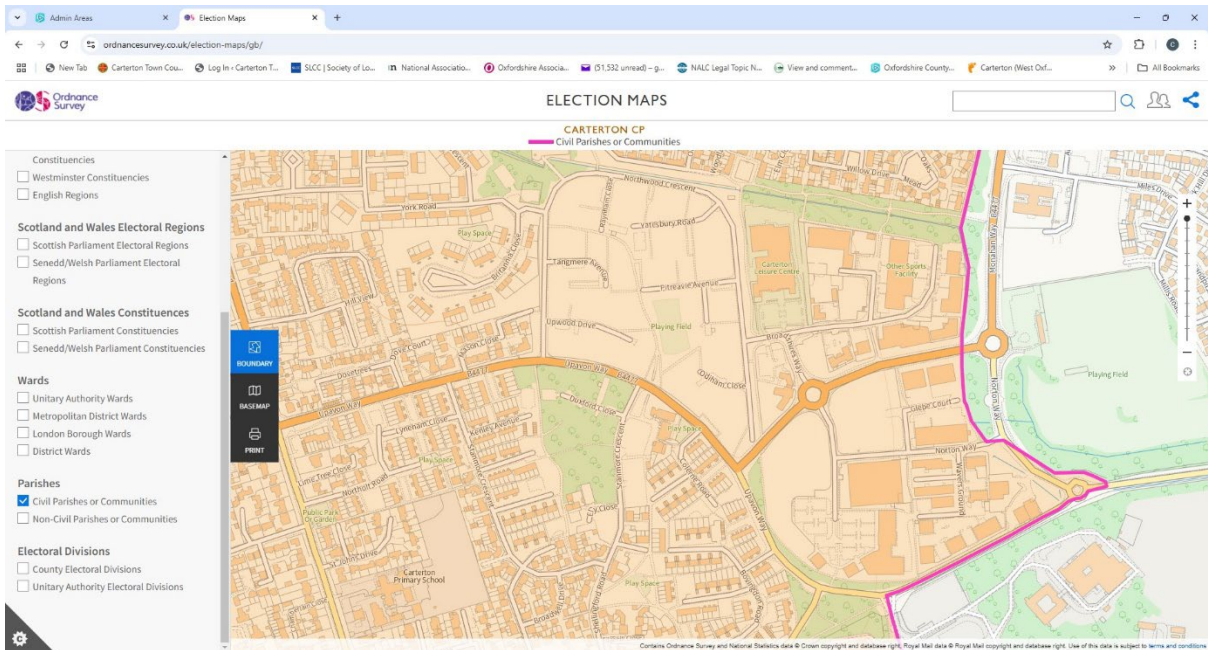
Laurence Sutton  
Grounds maintenance supervisor  
01993 861732  
Ubico Ltd



## Oxfordshire County Council Admin Areas Map – Carterton Parish



## Ordnance Survey Election Map - Carterton



## Annual CTC Playparks Inspection

The yearly inspection of CTC's 9 x playparks is due in December 2024.

- Alvescot Road Recreation Ground
- Blackthorn Mews Play Area
- Empire Drive Playground
- Pampas Close
- Skate Park
- Stanmore Crescent
- The Maples
- Trefoil Park

This is to ensure that we are compliant – see details below:

### *Annual playground inspections*

*The British and European safety standard BS EN1176 and the Health and Safety Executive strongly recommend that all play areas have at least one inspection every year from an independent suitably qualified body such as RoSPA.*

*Children's playgrounds should be inspected annually by an independent specialist to ensure the long-term safety of the site, equipment and ancillary items. This will also meet legal and insurance responsibilities as well as complying with the requirements of EN1176 (the European Playground Standard).*

*RoSPA inspections are acceptable for insurance purposes.*

**Supplier:** RoSPA Play Safety

**Cost:** £742.50 + VAT

**Recommendation:** That council approve RoSPA Play Safety to carry out the annual inspection of CTC's playparks at a cost of £742.50 + VAT.

---

## Tree Work – Church View

Mature Sycamore – Tree Preservation Order no: 42/82. CTC successfully applied to WODC to carry out work on the tree approximately 2 years ago.

The tree was reduced on the side hanging over into the mobile home park but now the other side of the tree is overhanging the front garden of 18A Church View and its lower branches are close to telecom cables and needs reducing.

**Supplier:** Town & Country Trees Ltd

- Remove lower branches to the east



- Reduce above branch to east overhanging front garden of 18A Church View by approx. 2 metres in branch length
- Prune remaining lower branches to clear telecom cables and balance



**Cost:**

£250.00 + VAT

**Recommendation:** That council approve CTC preferred supplier Town & Country Trees Ltd to carry out the work at Church View at a cost of £250.00 + VAT

### **Tree Work - Junction at Black Bourton Road/Pampas Close**

There is an overgrown CTC tree/shrub group impeding the pavement adjacent to 63 Black Bourton Road on the junction close to Pampas Close which requires maintenance.

**Supplier:** Town & Country Trees Ltd

#### **1. Mature Sycamore**

- Remove stems growing from base of tree
- Remove lower limb overhanging road junction and crown lift over road and close to 5 metres high
- Reduce crown spread to south overhanging 63 Black Bourton Road back to boundary
- Sever lvy at base of tree and remove from trunk to a height of 3 metres
- Remove major deadwood >40mm

#### **2. Cherry plum**

- Remove tree to improve footpath clearance

#### **3. Hawthorn, Holly & Lilac**

- Reduce height of shrub group to 1.75 metres high, trim to contain and shape

Postcode  Title number  
 Postcode:   
 or  
 PAMPAS CLOSE   
 CARTERTON

**Titles (1 of 1 loaded)**

Title number	Estate information	Address
ON167209	Freehold	LAND ON THE EAST SIDE OF BLACK BOURTON ROAD, CARTERTON

Title number ON167209

## B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

### Title absolute

- 1 (17.06.1998) PROPRIETOR: CARTERTON TOWN COUNCIL of Town Hall, 19 Alvescot Road, Carterton, Oxon OX18 3JL.
- 2 (17.06.1998) The Transfer to the proprietor contains a covenant to observe and perform the covenants referred to in the Charges Register and of indemnity in respect thereof.



**Cost:**

£700.00 + VAT

**Recommendation:** That council approve CTC preferred supplier Town & Country Trees Ltd to carry out the work on the junction of Black Bourton Road and Pampas Close at a cost of £700.00 + VAT.

---

## **ARRG – Play Equipment Repairs**

### **Zip Wire (cableway)**

The wire is broken. The equipment has been made safe but is now out of action.

- A new wire will need to be installed
- The bark levels beneath wire are too low and need replenishing
- Parts of the matting on the mound is faulty and needs replacing

This piece of equipment is one of the most popular at the ARRG, used by a wide range of ages. Without it, there are no high thrill rides left to be enjoyed, particularly since the Titan Swing was put out of action last year.

The proposal is, that once fully operational, the wire remains in situ when the anticipated ARRG rejuvenation takes place.

**Supplier 1:** HAGS

**Cost:**

£8,055.84 + VAT

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HAGS-SMP Ltd  
Clockhouse Nurseries  
Clockhouse Lane East  
Egham  
Surrey, TW20 8PG

## SALES QUOTATION

Quote #	Quote Date	Page
2405144/000	29/10/2024	1

**Invoice To:**

Carterton Town Council  
Town Hall  
Alvescot Road  
Carterton  
Oxfordshire  
OX18 3JL  
UK

**Deliver To:**

Alvescot Recreation Ground  
Arkeil Gardens  
Carterton  
Oxfordshire  
OX18 3DD  
UK

ENQUIRY FROM

QUOTED BY AR

CUSTOMER ID

CO125

LINE	QTY	UNIT	PART ID	DESCRIPTION / COMMENTS	UNIT PRICE	TOTAL PRICE
100000	1.0	EA	I&MRFBS	Misc Materials 25 m3 Playgrade Bark	3,780.00	£ 3,780.00
125000	1.0	EA	409120	30m AIR REFURB KIT	1,047.00	£ 1,047.00
150000	2.0	EA	RP400S	GRASSMATT FR SURFACING	39.42	£ 78.84
200000	1.0	EA	I&MRFBS	Telehandler	950.00	£ 950.00
300000	1.0	EA	I&MCONTRACTS	Installation Installation of all parts and materials	1,850.00	£ 1,850.00
400000	1.0	EA	I&MHERAS	Heras Etc	350.00	£ 350.00
					Total Price	<b>£8,055.84</b>

**TERMS:**

THIS QUOTATION IS VALID FOR 30 DAYS.

PRICES BASED ON UNRESTRICTED ACCESS WITH VEHICLE (LARGE TRANSIT / TIPPER) ACCESS WITHIN 30 METRES OF SITE ENTRANCE.

PRICES SUBJECT TO FULL SITE SURVEY

ALL RATES/PRICES BASED ON FULL JOB SPECIFICATION

PLEASE NOTE: THE ABOVE PRICES DO NOT INCLUDE VAT



Supplier 2: Greenfields

Cost:

£9969.00 + VAT



**Greenfields Ltd**  
Kites Nest Yard, Kites Nest Lane  
Churcham, Gloucester, GL2 8BL  
Tel: 01452 790190  
info@greenfieldsltd.co.uk  
<https://www.greenfieldsltd.co.uk/>  
VAT Reg No: GB 484 6350 25  
Company Reg No: 3175687

Quote No: **Q-4887**

Date: **09 Oct 2024**

Contact Name	<b>Lyndy Dennis Amenities Officer</b>	Site Name	<b>Alvescot Recreation Ground,</b>
Client Name	<b>Carterton Town Council</b>	Site Address	<b>Alvescot Road, Carterton, Oxfordshire, OX18 3JH</b>
Client Address	<b>Town Hall, 19 Alvescot Road., Carterton, Oxfordshire, UK, OX18 3JL</b>	Job Title	<b>Playground Repairs</b>
Client Reference	.		
Job Description	Installation of new parts to the existing zip wire Loose fill safety surface top up to zip wire		

Item	Description	Qty	Price	VAT	Total
Recreation	Zip Wire replacement parts - Cable, Swing, Carriage, Seat & all required fixings	1.00	6,347.00	20% (VAT on Income)	6,347.00
Recreation	Installation of all replacement zip wire parts	1.00	696.00	20% (VAT on Income)	696.00
Recreation	Zip Wire Safety Surfacing - Loose fill safety surface (Playbark) top up 200mm depth	1.00	1,680.00	20% (VAT on Income)	1,680.00
Recreation	Supply and installation of grass mats to cable way mound	2.00	30.00	20% (VAT on Income)	60.00
Recreation	Installation of safety surfacing	1.00	696.00	20% (VAT on Income)	696.00
Recreation	Telehandler for Safety Surfacing [REDACTED]	1.00	490.00	20% (VAT on Income)	490.00

**Notes:**

This Quotation is subject to our Terms and Conditions of Business which can be found at <https://www.greenfieldsltd.co.uk/terms-conditions>. The Price and other terms of the offer set out in this Quotation shall be valid for 30 days from the Issue Date.

Subtotal:	9,969.00
VAT @ 20.00%	1,993.80
<b>Total inc. VAT</b>	<b>£11,962.80</b>

### Supplier 3: KOMPAN

We asked KOMPAN to quote for the faulty zip cable and at a later date, for the replacement matting and play bark, hence the two quotes.

**Total cost:**

£5192.45 + VAT



#### Sales - Quote

Quote No. SQ299422-2  
Sell-to Contact No. 45592  
Quote Date 09-10-2024  
Expiration Date 08-11-2024

Lyndy Dennis  
Carterton Town Council  
Oxfordshire  
Town Hall  
Alvescot Road, Carterton  
OX18 3JL

Sales Support Jaymi King  
Email jaykin@kompan.com

Project Name EN362835 Spares - Cable

No.	Description	Quantity	Unit of Measure	Unit Price	Discount %	Amount
OME-2229575	CABLE 12 MM X 36 M	1	Pieces	1,235.00	48.00	642.20
FREIGHT	Freight	1	Pieces	148.20		148.20
EN-IM-INT-REPAIR	Kompan Engineer Repairs 2 MEN Replace 1no damaged cableway wire with new + retention cableway	1	Day	600.00		600.00
EN-IM-SUNDRIES	Scaffold tower	1	Pieces	71.43		71.43
<b>Total GBP Excl. VAT</b>						<b>1,461.83</b>
20% VAT						292.36
<b>Total GBP Incl. VAT</b>						<b>1,754.19</b>

Payment Terms Net 30 days

**Sales - Quote**

Lyndy Dennis  
 Carterton Town Council  
 Oxfordshire  
 Town Hall  
 Alvescot Road, Carterton  
 OX18 3JL

Quote No. SQ300851-1  
 Sell-to Contact No. 45592  
 Quote Date 14-11-2024  
 Expiration Date 14-12-2024

Sales Support Email Cassie Smith  
 Email cassmi@kompan.com

Project Name EN362835 Spares - Cable

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
INSTALL SPECIAL	Order related Installation Top up loose fill surface 200mm depth (25m3)  Installation of 2 x Grass Mat  Includes transportation of materials from car park to cableway location	1	Pieces	1,230.77	1,230.77
EN-SURFACING	Supply Play Grade Bark 25m3	1	Pieces	2,403.85	2,403.85
SUR14801-150	KOMPAN Grass Mat 1.5m x 1.0m x 22mm, black c/w 6 pegs & ties	2	Pieces	32.00	64.00
FREIGHT	Freight	1	Pieces	32.00	32.00
<b>Total GBP Excl. VAT</b>					<b>3,730.62</b>
20% VAT					746.12
<b>Total GBP Incl. VAT</b>					<b>4,476.74</b>

Payment Terms Net 30 days

**Recommendation:** That Council approve KOMPAN to carry out the repairs to the zip wire, matt surfacing and replenish the play bark at a cost of £5192.45 + VAT as they have supplied the most competitive quote.

**Air Skier – fitness**

One side of the air skier has been removed as a health and safety measure. The manufacturer is unknown, therefore a new model is required. The existing model needs to be removed and disposed of and a new model installed.

**Supplier 1:** Greenfields

**Cost:** £2015.00 + VAT

**Greenfields Ltd**

Kites Nest Yard, Kites Nest Lane  
Churcham, Gloucester, GL2 8BL  
Tel: 01452 790190  
info@greenfieldsltd.co.uk  
<https://www.greenfieldsltd.co.uk/>  
VAT Reg No: GB 484 6350 25  
Company Reg No: 3175687

Quote No: **Q-4744**Date: **16 Sep 2024**

Contact Name	<b>Lyndy Dennis Amenities Officer</b>	Site Name	<b>Alvescot Recreation Ground,</b>
Client Name	<b>Carterton Town Council</b>	Site Address	<b>Alvescot Road, Carterton, Oxfordshire, OX18 3JH</b>
Client Address	<b>Town Hall, 19 Alvescot Road,, Carterton, Oxfordshire, UK, OX18 3JL</b>	Job Title	<b>Air Skier</b>
Client Reference	.	Job Description	<b>To remove and dispose of old damaged air skier. To supply and install new double air skier with a grass matting both sides.</b>

Item	Description	Qty
Recreation	To remove and dispose of old damaged air skier.	1.00
Recreation	Supply and installation of adult size double slalom skier	1.00
Recreation	Supply and fit new grass matting either side of equipment	1.00

**Notes:**

This Quotation is subject to our Terms and Conditions of Business which can be found at <https://www.greenfieldsltd.co.uk/about/>. The Price and other terms of the offer set out in this Quotation shall be valid for 30 days from the Issue Date.

Subtotal: 2,015.00

VAT @ 20.00% 403.00

Total inc. VAT £2,418.00

**Supplier 2: HAGS****Cost:** £6555.92+ VAT

(£3192.72 of the cost is for work and installations) (cost of assumptive = £3,633.20)

**HAGS®**

Inspiring all generations


17th September 2024





Quotation Ref: **Q-33102-G4S0 rev 0**Quotation type: **Budget Estimate** - please see Estimate Assumptions at the end of this documentValid for: **60 days**






## Budget Estimate

### Fitness Equipment

B&R Air Skier		
	Breakout and remove from site 1 no. Air Skier	£1,151.72
<b>Item Total</b>		<b>£1,151.72</b>

GYM - Air Skier Colour Collection 2 - (FS030(002))					
					
<p><b>PRODUCT FEATURES</b>            Helps to tone the waist, hip and thigh muscles and improve general cardiovascular fitness, balance and co-ordination.            Swing your legs from side to side whilst keeping your abs tight and maintaining a neutral spine. Gradually increase the speed and intensity to make the exercise more challenging.            The air skier allows the user to perform gentle exercises with no strain on the joints and is ideal for low impact workouts or warm-ups.            With its curved organic lines and stylish look, the air skier brings value to any outdoor fitness area. It can be installed in an hour, fixed to a concrete foundation, and it is supplied with a label explaining the benefits and also clear instructions for the user.            Internal stoppers and rounded edges ensure maximum user safety. The sturdy steel frame with powder-coating finishing offers increased durability and excellent resistance against vandalism.</p>					
<p><b>EQUIPMENT DIMENSIONS</b>            m (L x W x H): 1.27 x 0.94 x 1.48</p>	<p><b>PLAY VALUE</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <small>Aerobic</small> </div> <div style="text-align: center;">   <small>Fitness</small> </div> <div style="text-align: center;">   <small>Multi-generational</small> </div> </div>				
<p><b>INSTALLATION</b>            Minimum concrete volume cu. m: 0.40            Cast in Place</p>					
<p><b>SURFACE &amp; SPACE REQUIRED</b>            Max Free Fall height -m: 0.48            Falling Space area – sq.m: 17.00            Min wet pour area – sq.m: 18.00</p>					
<p><b>PRICING</b></p> <table style="width: 100%;"> <tr> <td>Supply 1 No. GYM - Air Skier</td> <td style="text-align: right;">£1,833.00</td> </tr> <tr> <td>Hard Dig Installation</td> <td style="text-align: right;">£208.00</td> </tr> </table>		Supply 1 No. GYM - Air Skier	£1,833.00	Hard Dig Installation	£208.00
Supply 1 No. GYM - Air Skier	£1,833.00				
Hard Dig Installation	£208.00				
<b>Item Total</b>					
<b>£2,041.00</b>					

## Project Preliminaries

Carriage charge		
	Orders with equipment valued below £5,000 carriage is charged at 12%. Orders with equipment valued above £5,000, carriage is charged at 6%.	£640.20
Site Security / Storage / Welfare Facilities		
	<p><u>Site Security</u> – As recommended by the Health and Safety Executive, 2m high temporary site security fencing will be erected whilst all installation works are undertaken, including site safety signage.</p> <p><u>Site Storage</u> – Supply secure container for duration of the works inclusive of site compound management.</p> <p><u>Welfare Facilities</u> – Supply suitable welfare facilities for the duration of the project in line with the requirements of the Construction Design and Management Regulations 2015 (CDM)</p> <p><u>Skip Allowance</u></p>	£2,565.00
Post Installation Inspection		
	RPII Post Installation Inspection	£428.00
<b>Preliminaries Total</b>		<b>£3,633.20</b>

**Recommendation:** That council approve Greenfields to carry out the removal and installation of the new air skier at a cost of £2015.00 + VAT as they are the most competitive.

## **Mayors Report – November 2024**

As the Mayor of the Town, it is not only the civic services and dinners I am invited to where I have the opportunity to promote our town and all we are doing, but meeting residents and listening to all they have to say about our town, that makes this role so rewarding.

On 10<sup>th</sup> November, the town held our Remembrance Service which was attended by many invited guests. The support of our community, coming out to remember those we have lost, made the morning extremely moving and I personally felt very proud.

On 11<sup>th</sup> November, Armistice Day, we saw a small gathering on the Market square. The Last Post was played and there were readings from two members of the Royal British Legion before the two minutes silence was held at 11am.

After the short ceremony in the Market Square I went to the memorial garden on Monahan Way to lay a wreath alongside the Chair of Brize Norton Parish Council.

On 16<sup>th</sup> November, the chair of Cherwell District Council invited Mayors and Chairs from town and parish councils in Oxfordshire to his fund raiser, held in Banbury. The charity he is supporting this year is Oxfordshire Mind.

# Clerk's Report

## Deputy Clerk / RFO

I am delighted to report that Claire, our Deputy Clerk and Responsible Financial Officer, has successfully completed her probationary period. Congratulations to Claire on this achievement. She has been a great addition to the team and we all look forward to working with her going forward.

## NJC Pay Increases for 2024

The National Joint Council (NJC) has announced the agreed the annual pay increases and revised Spinal Column Point (SCP) rates for 2024/25. As per usual, these changes will apply to all council staff, effective as per the national agreement and will be backdated to April 2024.

## By-Election Update

The Monitoring Officer has confirmed that the required number of signatures has been received to trigger a by election in each of the three wards. The by-election will take place on **Thursday, 16th January 2025**. The Notice of Election will be published on **6th December 2024**. Candidate nominations must be submitted to West Oxfordshire District Council by **4pm on 16th December 2024**. The estimated cost of the by-election is £12,000–£14,000 with poll cards and £7,000–£9,000 without. Council must decide whether to issue poll cards, as this will impact the overall cost.

## Local Plan Working Group

The Local Plan Working Group held its first meeting to review development proposals, including Bloombridge's plans for Middle Norton. Discussions centered on ensuring these plans are considered within the broader context of other developments and the importance of securing adequate Section 106 and CIL contributions.

## Middle Norton Public Consultation

Along with the Mayor, Deputy Clerk and several other councillors, I attended a public event organised by Bloombridge at Elder Bank Hall, Brize Norton, regarding their Middle Norton development plans. This was a good opportunity to meet the developers, and ask questions, although most of this information is also available online <https://middlenorton.co.uk/proposal>

## December Council Meeting Date

It is proposed to bring the December full council meeting forward to **Tuesday, 10th December**, to avoid scheduling it in the last week before Christmas. Councillors are asked to make a note of this in their diaries / calendars.

## Grounds Maintenance Contract

Tender documents for the council's grounds maintenance contracts will go to the Amenities Committee to discuss on **3rd December 2024**, with a view to making a recommendation for approval by the full council at the meeting on **10th December 2024**.

## Shared Prosperity Fund

We are talking to the Economic Development Team about improving signage and promotion in the town and are looking to make an application to the shared prosperity fund for some new noticeboards for the town.

# REPORT TO CARTERTON TOWN COUNCIL - NOVEMBER 2024

## FROM CLLR NICHOLAS FIELD-JOHNSON

### GENERAL OCC REPORT

#### RESIDENTS' SATISFACTION SURVEY RESULTS

The results of the OCC "Residents' Satisfaction Survey" have just been published. It shows disappointment in rural areas (West Oxfordshire 6%), while residents in the city of Oxford are more content.

Key points are:

- Overall satisfaction with council below Local Government Association average
- 32% believes the council provides value for money
- Oxford residents are far happier with the council than those in rural areas
- 57% of residents believe the council doesn't keep them well-informed
- 43% of residents are satisfied with council services (this is boosted by higher levels of satisfaction in Oxford)
- Maintenance of roads is rated by 68% of residents as the council's most important service, but does not feature in the list of council priorities (see below)
- Only 14% of residents are satisfied with the council's level of road maintenance
- Road maintenance is far more important to residents than anything else (apart from in the city of Oxford)
- The level of satisfaction with the local area as a place to live has declined from 84% in 2021 to 72% in 2024
- Residents were asked to give feedback on the council's nine priorities, but they were given no opportunity to say that the priorities were wrong e.g. road maintenance should be a priority
- OCC's no.1 priority is Climate Change, and in 2021 38% of residents agreed with this, but that has now fallen to 18%
- The clear message is residents want day-to-day practical matters (particularly roads) prioritised over ideological objectives – just 3% of the council's annual spend currently goes on 'Highway Maintenance'

As a reminder, the Coalition OCC's nine priorities are:

1. Put the climate emergency at the heart of our work.
2. Tackle inequalities in Oxfordshire.
3. Prioritise the health and wellbeing of residents.
4. Support carers and the social care system.
5. Invest in inclusive, integrated and sustainable transport.
6. Preserve and improve access to nature and green spaces.
7. Create opportunities for children and young people.
8. Play our part in a vibrant and participatory local democracy.
9. Work with businesses/partners for environmental, economic and social benefit.

There is a perception in rural areas that the city of Oxford receives favourable treatment. Net satisfaction figures with respect to the way OCC runs things add weight to this:

- Oxford 36%
- Cherwell 14%
- South Oxfordshire 14%
- Vale of White Horse 10%
- West Oxfordshire 6%

## **OCC BUDGET PLANNING PROCESS**

Updates on OCC's budget planning for 2025/26 and beyond were presented to the cabinet on Tuesday 15 October, with new budget proposals to be published in late November and a final budget set in February 2025. At this stage calculations are being made on the basis of a 1.99 per cent council tax rise – the new government has not set out a policy on any council tax rise limits. Other key information also needs to be confirmed, including how the national living wage will operate from 1 April 2025.

## **IMPACT OF 30 OCTOBER NATIONAL BUDGET ON COUNCILS**

The whole range of implications of the Budget on OCC will not become clear until the Local Government Policy Statement in November and the Local Government Financial Settlement in December, but the council will face a substantial rise in overheads if the increased minimum wage and higher Employer National Insurance costs are not funded by Central Government.

[OCC Cllr Nicholas Field-Johnson, Burford & Carterton North](#)

[nick.fieldjohnson@oxfordshire.gov.uk](mailto:nick.fieldjohnson@oxfordshire.gov.uk) and [nfjuk3@gmail.com](mailto:nfjuk3@gmail.com)

## **Oxfordshire County Council Report for November 2024 from Cllr Nick Leverton**

Hot off the press comes the news that the proposed turning off of Oxfordshire's street lights between 11.00pm and 6.30 am has been deferred to allow further consultations to take place. This follows strong public reaction to the idea. Particular concerns were voiced regarding safety and discussions are now to include the police. Cllr Sudbury Deputy Leader of O.C.C. has issued an apology regarding any upset this controversial initiative may have caused.

Unsurprisingly the County Council have noted requests from people transferring from Private Schools to State Schools. Expected numbers are unknown but it will almost certainly have a negative effect on the schools impacted and the children being moved.

There has been a warning from senior Public Health Directors that increased NICs payments will have a negative impact on Public Health Services. A significant impact is expected within sexual health, addiction services, health visitors and school nursing which were highlighted in the report.

With two weeks since the budget and after allowing the dust to settle regarding its impact on people and businesses, various differing opinions are surfacing from financial institutions. Sadly as the days pass a common thread amongst the authors of doom seem to suggest increases in inflation, job losses and little or no confidence to invest in growth. Allied to this are figures showing a 10 year high of 1.2million amongst youth worklessness.

On a more positive note, Oxfordshire Fire Brigade are trialling some new hydrogen appliances following major advancements in the technology. We look forward to it being a positive trial.

Like with the district budget conversations are on most people's lips but next year's final budget from Central Government has yet to be declared.

## **West Oxfordshire District Council Report from Cllr Nick Leverton November 2024**

I've had an unusually busy month helping people with housing problems in the district after 'no fault eviction notices' were issued to them. I have managed after discussions with the housing team at the district to move 4 families nearer to achieving their housing needs.

I will be examining the proposed updates of the Armed Forces Covenant regarding housing to ensure that it is a less traumatic journey for serving members and their families. While they gain no advantage by being ex-military personnel, they equally should not be disadvantaged!

I will also be reviewing through the appropriate channels at District why we have a default position of sending people to Bristol as a temporary short term solution for failure to have housing stock in the District.

The other really big item being considered at the moment is the upcoming budget discussions. Central Government funding figures are yet to be released but with ever increasing costs including staff wages, utilities inflation and reduced revenue streams it would not be a surprise to see a reduction in services.



## **Councillor Natalie King - North West District Report - 19.11.2024**

### **21.10.24 – Royal British Legion AGM - Armed Forces Champion**

I attended the Royal British Legion 1 year anniversary AGM and I have been attending their monthly meetings since May and I'd like to say a big thank you to Brian and Yona who are the Chair and Secretary and have got the Carterton branch up and running with a growing number of members.

Please spread the word and all welcome to join the branch where monthly meetings are held on the third Monday evening 7pm at the Brize Norton Care Home (next meeting is 18.11.24) and follow them on Facebook.

### **10.11.24 – Remembrance Service**

I attended the Church and Remembrance service at Carterton Town in Town and District capacity. I laid a wreath as the Armed Forces Champion on behalf of the WODC alongside Nick Leverton the OCC Armed Forces Champion.

### **11.11.24 – Remembrance Service**

I paid my respects on the Remembrance Day alongside the Mayor in Carterton, before moving on to lay wreaths at the Repatriation site alongside Monahan Way and laid the WODC wreath there too with the Mayor and Brize Nortons Parish Chair.

It was lovely to be so involved with the Services and an honour to lay the wreaths on behalf for the WODC. A special thanks to all those who organised and took part in the services.

### **16.11.24 – Healing Military Minds Ball**

I was invited by the HMM Founder Hayley Court to attend the fundraising ball which was an honour and it was an incredible evening raising thousands of pounds for the charity. Hayley came to me a few years ago with the idea to set up HMM and I am so proud that she's now gone well over the £100,00 target! I've supported Hayley on various events over the years and donated balloons, prizes and games for her children's events over the years. Well done to Hayley and the HMM team for once again putting on another wonderful evening and I look forward to supporting the 2025 events.

### **Upcoming District meetings and events:**

18.1.24 - Royal British Legion Meeting 7pm

19.11.24 - Carterton Town Council Meeting at 7pm

26.11.24 – Oxfordshire nCounty Committee Meeting 6pm at Abingdon Barracks

27.11.24 - Full District Council Meeting

30.11.24 – Carterton Town Christmas Lights Switch on

03.11.24 – Carterton Town Amenities Meeting

10.12.24 - Carterton Town Council Meeting at 7pm

11.11.24 – Leisure Provisions Contract via Teams

21.12.24 – Healing Military Minds Christmas Kids Party 1-4pm

24.12.24 – 02.01.25 - Town Hall closed.

All District meetings are streamed live and can be watched back on the WODC website at any time.

Councillor Natalie King

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