

# Carterton Town Council

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16<sup>th</sup> January 2025

**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 21<sup>st</sup> January at 2025 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. CHAIR'S OPENING REMARKS**

Including a welcome to the newly elected councillors and confirmation from the Clerk that they have made a valid declaration of their acceptance of office.

**4. 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.

- 5. MINUTES OF THE PREVIOUS MEETING**  
Council to approve the minutes of the Full Town Council meeting held on 10<sup>th</sup> December 2024 **Pages 3-11**
- 6. COMMITTEE AND WORKING GROUP MEETING MINUTES/NOTES**  
Council to note the draft minutes of the Planning Committee meeting held on the 10<sup>th</sup> December 2024. **Pages 12-14**
- 7. FINANCE & ACCOUNTS**  
MOTION: Council to consider and approve expenditure for December 2024 as detailed in the tables below. **Pages 15-16**  
MOTION: Council to consider and approve the bank reconciliation for December 2024. (Paper to follow)
- 8. POLICIES REVIEW**  
MOTION: Council to review and approve the proposed update to Clause 19 of the Standing Orders **Page 17**  
MOTION: Council to review and approve the council's updated Publication Scheme **Pages 18-26**  
MOTION: Council to consider and approve the council's Memorial Policy. (Paper to follow)
- 9. PLAY PARK CONSULTATION**  
Council to note the plan and timeline for the consultation on the Carterton Recreation Ground (ARRG) playground.
- 10. WORKS FOR AUTHORISATION**  
MOTION: Council to consider and approve Town & Country Trees Ltd to proceed with mitigation option 1: Pollard the remaining tree to the primary fork at a cost of £650.00 + VAT. **Pages 27-29**
- 11. MONTHLY REPORTS**  
Council to note the Mayor's report. **Page 30**  
Council to note the Clerks report. **Pages 31-32**  
Council to note the County and District Councillor reports. **Pages 33-36**
- 12. CLOSURE OF MEETING TO THE PRESS AND PUBLIC**  
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.
- 13. CARTERTON FOOTBALL CLUB LAND UPDATE**  
Council to receive update from the Finance and Governance Committee regarding the land leased to Carterton Football Club.
- 14. DATE OF NEXT MEETING**  
Council to note the date of the next meeting as 18<sup>th</sup> February 2025 at 7pm.

**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 10 DECEMBER 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 R Crapper, Cllr K Godwin, Cllr D Melvin, Cllr K Wood  
 and Cllr L Wood.

Cllr N Leverton joined the meeting at 7:13pm

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>C97-2024/1</b>	<b>APOLOGIES</b>	
	<p><b>Council to receive apologies for absence.</b></p> <p>Apologies received from:            Cllr M McBride, Cllr J Guest, Cllr S Baylis and Cllr N Field-Johnson</p> <p>Cllr N Leverton had also sent apologies as he would be late due to traffic.</p>	
<b>C98-2024/2</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>There were no declarations of interest.</p>	
<b>C99-2024/3</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 three minutes per person, and will be under the direction of the Chair.</b></p>	

	<p>A member of the public who is a governor from Carterton Community College spoke on behalf of the school regarding the proposed speed reductions on Upavon Way outside the school. There had been 3 near misses this school year. The pathways are really too narrow and there has been an increase of pupils in recent years with an additional 200+ pupils now attending. Some pupils do use the crossing by the school, however others cross further up. For these reasons along with the poor state of the road means they would fully support a 20mph reduction between the Skate Park and the Crossroads.</p> <p>Another member of the public spoke on the state of Upavon Way which has been partially resurfaced but not all of it. He stated that in his opinion, the roads in Oxfordshire are worse than other parts of the country and that he couldn't understand why houses continue to be being built in West Oxfordshire while no-one is addressing the state of the roads and how that is helpful for either road safety or net zero. He wished to register his disgust at the state of the roads and asked the town council to make a lot of noise to the county council about the state of Carterton's roads.</p> <p>The Mayor and the Clerk confirmed that the town council regularly lobby the county council to improve the state of the roads and it was suggested that the resident write to their county councillor to ask them to raise the issues on their behalf.</p> <p>Another resident raised that he had witnessed a number of dangerous situations on Lawton Avenue around school drop off and pick up times due to parking and traffic issues and that maybe better signage / flashing lights would help improve safety.</p>	
<b>C100-2024/4</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 19.11.24.</b></p> <p>Councillor Godwin asked for the word 'better' to be added in between 'much' and 'price' on page 8 and with that amendment proposed the minutes be approved.</p> <p><b>IT WAS RESOLVED</b> that the minutes of the meeting held on the 19.11.24 should be signed as a true and accurate record of the meeting.</p>	<p>Proposed: KG          Seconded: KW          Vote:          Unanimous</p>
<b>C101-2024/5</b>	<b>COMMITTEE AND WORKING GROUP MEETING MINUTES/NOTES</b>	
	<p><b>Council to note the minutes of the Planning Committee meeting held on the 19th November 2024.</b></p> <p><b>Council to note the minutes of the Events Working Group meeting held on the 13th November 2024.</b></p> <p><b>Council to note the minutes of the Road Safety Working Group meeting held on the 14th November 2024.</b></p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>

C102-2024/6	<b>FINANCE &amp; ACCOUNTS</b>	
	<p><b>MOTION: Council to consider and approve expenditure for November 2024, as detailed in the tables below.</b></p> <p><b>IT WAS RESOLVED</b> that the Council approved expenditure for November 2024, as detailed in the tables below.</p>	<p>Proposed: KW Seconded: KG Vote: Unanimous</p>
C103-2024/7	<b>COUNCIL TAX PRECEPT 2025/26</b>	
	<p><b>MOTION: Following the approval of the Council’s Budget for 2025/26 at last month’s meeting, Council are asked to note the Council Tax Base Figure and approve the 2025/26 Precept.</b></p> <p>The RFO drew the council’s attention to the fact that there had been a very small amendment to the Council Tax Base figure but that this had only resulted in a small reduction in the Precept for an average Band D house reducing it from £116.89 to £116.75. (14p).</p> <p>Cllr N Leverton joined the meeting at 7:13pm</p> <p><b>IT WAS RESOLVED</b> that Council approve the Precept for 2025/26.</p>	<p>Proposed: KG Seconded: KW Vote: Unanimous</p>
C104-2024/8	<b>20MPH PROPOSAL FOR CARTERTON</b>	
	<p><b>MOTION: Council to consider and approve the draft recommendations of the Road Safety Working Group for 20MPH speed limits in Carterton.</b></p> <p>The Clerk introduced the item, explaining that the original proposal came from OCC around 18 months ago and that since March the working group had been discussing it, suggesting amendments and in November had met with officers from OCC Highways to discuss it further. This had resulted in a draft recommendation however they couldn’t really go any further without bringing it to the council to discuss.</p> <p>Cllr K Godwin stated that the working group had not only been looking at the speed limit proposal with OCC but also at other traffic calming options such as signage and crossings as well as engineering solutions such as speed humps and chicanes.</p> <p>Cllr N Leverton asked whether speed watch data had been submitted to the OCC Road Safety Team as he thought the data was a prerequisite for the 20mph. Cllr K Godwin confirmed that it wasn’t and that the speed watch team would be starting once the weather improves, and that the OCC Road Safety had some of their own data although obviously they would welcome any data that we could also submit. Also if the town council agreed to proceed with the proposals then OCC would do more data collection and put their proposals out for public consultation.</p> <p>Cllr N Leverton said that it was his understanding that other parishes in</p>	

	<p>county division had to provide speed watch data before proposals were taken forward and asked if the clerk could clarify this with OCC officers.</p> <p>Cllr L Wood confirmed that it was the Road Safety Working Group’s intention to gather speed watch data but it was the OCC officers that were pushing for the town council to agree the proposal.</p> <p>Cllr D Melvin stated that he felt the new draft from the Road Safety Working Group was better than the original OCC proposal.</p> <p>Cllr N King agreed the new draft was better than the original but that she was also interested in looking at signage and crossings in Lawton Avenue.</p> <p>Cllr K Godwin said this was an action for OCC to take away as well as other options such as temporary road closures.</p> <p>Cllr N Leverton confirmed he has had meetings with highways and that funding is in place for a crossing with flashing lights.</p> <p>Cllr N King asked whether double yellow lines could be added on Lawton Avenue to help solve the parking issues by the school. Cllr K Godwin confirmed that this was included within the Vision Zero funding so could be considered.</p> <p>The Mayor thanked the Road Safety Working Group for all of their hard work but felt that the 20mph proposal needed more discussion and recommended that a meeting of councillors is arranged for them to discuss it further before bringing it back to full council.</p> <p><b>IT WAS RESOLVED</b> that the item is deferred until January so that councillors can have a meeting of councillors to discuss it further.</p>	<p>Proposed: MMe  Seconded: NL  Vote:  Unanimous</p>
<b>C105-2024/9</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 and Brize Norton Scouts £120</li> </ul> <p><b>IT WAS RESOLVED</b> that Council approve the expenditure above from the 2023/24 Mayor’s Fund.</p> <p><b>MOTION: Council to approve the allocation of £350 from the 2024/25 Grant’s Budget towards a Mental Health Awareness Course in Carterton run by Oxfordshire Mind.</b></p> <p><b>IT WAS RESOLVED</b> that Council approve the allocation of £350 towards a Mental Health Awareness Course in Carterton run by Oxfordshire Mind.</p>	<p>Proposed: KW  Seconded: LW  Vote:  Unanimous</p> <p>Proposed: KW  Seconded: LW  Vote:  Unanimous</p>

C106-2024/10	<b>WORKS FOR AUTHORISATION</b>	
	<p><b>MOTION: Council to consider and approve OCC to relocate, repair, paint and install the disused bus shelter outside ASDA to the new proposed area in front of Pinewood Court, situated on Burford Road at a discounted cost of £4188.12 + VAT and for CTC to take responsibility for any future maintenance of the shelter.</b></p> <p>Cllr N Leverton stated that this seemed a lot of money. Cllr K Godwin reminded the council how this discussion began, namely with a discussion about the number of people who used the bus stop on Burford Road and that there was no shelter or seating. The Mayor pointed out that the ASDA shelter was in a bit of a state but there was a brand new shelter on Alvescot Road near Foxcroft Drive that wasn't used much.</p> <p><b>IT WAS RESOLVED</b> that Council approve the proposal for OCC to relocate, repair, paint and install the disused bus shelter outside ASDA to the new proposed area in front of Pinewood Court, situated on Burford Road at a discounted cost of £4188.12 + VAT and for CTC to take responsibility for any future maintenance of the shelter.</p> <p><b>MOTION: Council to consider and approve UBICO to provide Summer Bedding 2025 as per the quote below at a cost of £3,660.00</b></p> <p><b>IT WAS RESOLVED</b> that Council approve UBICO to provide Summer Bedding 2025 as per the quote below at a cost of £3,660.00</p>	<p>Proposed: KG Seconded: KW 7 in favour 2 abstention</p> <p>Proposed: KG Seconded: KW Vote: Unanimous</p>
C107-2024/11	<b>MONTHLY REPORTS</b>	
	<p>The Council were asked to note the Mayors Report, the Clerks Report and the County and District Councillor reports.</p> <p>The Mayor added that she would like to highlight how fantastic the Christmas Lights event was and to thank the Events Working Group, the Staff and the residents for all of their hard work.</p>	Noted.
C108-2024/12	<b>CLOSURE OF 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 was to be closed to the press and the public in order to consider the next item due to commercial sensitivity.</p>	

<b>C109-2024/13</b>	<b>NEW GROUNDS MAINTENANCE CONTRACT – INVITATION TO TENDER (ITT)</b>	
	<p><b>MOTION: Council to discuss, consider and approve the Council’s Invitation to Tender for the Provision of Grounds Maintenance Services.</b></p> <p>The Council to note there are 4 documents:</p> <ul style="list-style-type: none"> <li>• Schedule 1: Terms and Conditions</li> <li>• Schedule 2: Specifications</li> <li>• Schedule 3: Tender Response Form</li> <li>• Schedule 4: Specimen Contract</li> </ul> <p>There was a discussion which focused on schedule 2 and the specifications of the contract. It was noted that the Recreation and Amenities Committee had already discussed this in detail. The main points from the discussion were:</p> <ul style="list-style-type: none"> <li>• Need to ensure that cuts on the recreation ground do not take place immediately before big events e.g. Mayday. The Clerk had included a requirement for the contractor to notify the Town Hall in advance of cuts so that this can be avoided.</li> <li>• Need to reduce the number of tubs in the specification by half following the council’s decision to remove half of the tubs in the town centre.</li> <li>• Need to do something with the redundant gates we own on Monahan Way although it was acknowledged they are in Brize Norton Parish (not for the specification but an action for the team).</li> <li>• There were a number of areas mentioned that are in the specification but councillors felt were not being looked after as well as they could and so it was agreed that there needs to be tighter performance measurement and reporting requirements once the new contract(s) have been awarded.</li> </ul> <p><b>IT WAS RESOLVED</b> that Council approve the Invitation to Tender for the Provision of Grounds Maintenance Services with the amendments above.</p>	<p>Proposed: KW  Seconded: LW  Vote:  Unanimous</p>
<b>C110-2024/14</b>	<b>DATE OF NEXT MEETING</b>	
	<p>Council to note the date of the next meeting as Tuesday 21 January 2024 at 7pm.</p>	<p>Noted.</p>

The meeting closed at 7.55pm.

Chair: .....

Date: .....



**DIRECT DEBITS FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
M015 7F	BT	Telephone/Broadband charges - November	£249.95	£49.99	£299.94
KI-07CA0479-0007	EDF Energy	Gas usage - Town Hall November	£318.63	£15.93	£334.56
KI-OC2A52F8-0005	EDF Energy	Electricity usage - Town Hall November	£480.73	£96.15	£576.88
U004617861	Peninsula	Business Safe Agreement 535121	£150.70	£28.46	£179.16
6.91592E+11	Vodafone	Mobile phone usage November	£22.00	£4.40	£26.40
2174188	YU Energy	Electricity charges - Baldwin Mews - November MPAN 2000054305981	£44.23	£2.21	£46.44
<b>TOTALS</b>			<b>£1,016.29</b>	<b>£147.15</b>	<b>£1,163.44</b>

**INVOICES FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
	Administration	November Salary	£14,452.73	£0.00	£14,452.73
no invoice number	Alex Fleming	Honorarium payment (2 payments)	£200.00		£200.00
1052522AL TO	Altodigital	Copy charges 10.10.24-10.11.24 MPC307	£1.75	£0.35	£2.10
1046683AL TO	Altodigital	Copy charges 15.10.24-15.11.24 IMC 3500	£97.32	£19.46	£116.78
771035145-2024-1513	Amazon	Filter Cartridges x 6	£20.00	£4.00	£24.00
1424447075-2024-386	Amazon	Cellophane Wrap - plain	£8.32	£1.67	£9.99
211425463-2024-921	Amazon	Cellophane Wrap - printed	£7.91	£1.58	£9.49
1553818615-2024-4	Amazon	Large pull bows	£5.82	£1.17	£6.99
41LNHDAB EY	Amazon	Black bin bags	£16.62	£3.32	£19.94
570230363-2024-40	Amazon	Wine bottle carrier	£5.82	£1.17	£6.99
GB4107BS ABEY	Amazon	Wireless mouse for Town Clerk	£9.51	£1.90	£11.41
100113651-2024-49704	Amazon	Snow Foam/Liquid (6 x 5 ltrs)	£51.64	£10.32	£61.96
1496965635-2024-142504	Amazon	Millions sweets	£10.82	£2.17	£12.99

134700951 -2024- 320927	Amazon	1kg instant hot chocolate	£11.99		£11.99
150676441 -2024- 73899	Amazon	Juicy Lips sweets	£11.62	£2.33	£13.95
123835051 -2024- 110839	Amazon	Mini Chamallows	£8.32	£1.67	£9.99
GB410PAK ABEY	Amazon	Mini Marshmallows	£7.44	£1.49	£8.93
GB10QZZA BEY	Amazon	Sellotape Dispenser/6 x sellotape rolls	£18.19	£3.64	£21.83
129303	Azura	EICR test at Community Centre	£650.00	£130.00	£780.00
D-05668	Cloudy IT	IT support - December	£274.19	£54.84	£329.03
24883	DKC Payroll Solutions	Payroll - November	£124.60	£24.92	£149.52
2148	Faringdon Electrical Services	Stage payment - Christmas Lights	£5,000.00	£1,000.00	£6,000.00
SI899680	Glasdon UK Ltd	2 x seat ends	£296.98	£59.40	£356.38
	HMRC	PAYE/NI November	£5,541.12	£0.00	£5,541.12
W-3631	OALC	Trg course 11.12.24 for Town Clerk	£55.00	£11.00	£66.00
	OCC Pension	Pension contributions November	£5,227.49	£5,227.49	£5,227.49
139735	Richard Coglan Ltd	Copy charges - downstairs printer 15.10.24-15.11.24	£22.26	£4.45	£26.71
139734	Richard Coglan Ltd	Copy charges - upstairs printer 15.10.24-15.11.24	£39.79	£7.96	£47.75
32218	Rialtas	Cloud user fee 14.11.24-31.03.25	£124.66	£24.93	£149.59
60070796	UBICO	Playground inspections Empire/Stammore - October	£132.16	£26.43	£158.59
60070938	UBICO	Dismantle/Install new bench - Trefoil	£450.00	£90.00	£540.00
60070929	UBICO	Cut/collect grass - Richens Drive	£85.00	£17.00	£102.00
	S J Wells	External window cleaning - Town Hall - November	£25.00		£25.00
33599195	WODC	Lot3 Hedges & Footpaths/Lot4 Flowers & Shrubberies December	£2,018.18	£403.64	£2,421.82
33599284	WODC	Playground Inspections ARRG/Dell/SRRG/Trefoil/Pampas/Ma ples/Blackthorn - October	£490.88	£98.18	£589.06
33585977	WODC	Household waste Cemetery/Town Hall 01/10/24 - 31/03/25	£747.50		£747.50
33592336	WODC	Commercial food waste 01/10/24 - 31/03/25	£108.33		£108.33
<b>TOTALS</b>			<b>£21,706.23</b>	<b>£7,236.48</b>	<b>£23,715.22</b>

**MULTICARD/PAYPAL FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
receipt provided	Morrisons	Milk/cleaning products	£10.62		£10.62
receipt provided	Asda	Milk	£2.15		£2.15
receipt provided	Asda	Cleaning products	£10.80		£10.80
receipt provided	Morrisons	Milk/descaler/hob cleaner	£7.55		£7.55
receipt provided	Morrisons	2 x hot chocolate packs	£3.10		£3.10
receipt provided	Morrisons	4 x hot chocolate packs	£6.36		£6.36
receipt provided	Asda	Kitchen roll/Command hooks	£10.50		£10.50
receipt provided	Asda	Flowers x 3	£18.00		£18.00
receipt provided	Morrisons	Supplies for Mayors Drinks/Christmas	£97.20		£97.20
receipt provided	Aldi	Supplies - volunteers/marshalls at Christmas Event	£53.29		£53.29
receipt provided	Morrisons	Milk/tea bags/coffee/napkins	£23.00		£23.00
receipt provided	Screwfix	5 x 20 rolls wheelie bin liners	£21.30		£21.30
SZZEL0000 5356	WODC	TEN for Christmas Lights Event	£21.00		£21.00
<b>PAYPAL</b>					
04352-3222072	Canva	Monthly subscription	£13.00		£13.00
<b>TOTALS</b>			<b>£297.87</b>	<b>£0.00</b>	<b>£297.87</b>

**INTERNAL TRANSFERS FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
Savings	Wages	November Salary	£14,452.73		£14,452.73
<b>TOTALS</b>			<b>£14,452.73</b>	<b>£0.00</b>	<b>£14,452.73</b>

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

Number	Name	Description	Net	VAT	Gross
118	LJS Windows and Doors	Works within Town Hall LJS0129	£190.00	£38.00	£228.00
119	LJS Windows and Doors	Temporary repair at No1 Sweet Spot LJS0138	£120.00	£24.00	£144.00
No invoice number	Neil Esslemont (RAF Pipes & Drums)	Hire of Pipe Band for Lantern Parade	£150.00		£150.00
<b>TOTALS</b>			<b>£460.00</b>	<b>£62.00</b>	<b>£522.00</b>



## Carterton Town Council

**DRAFT**

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

Chair: Cllr K Godwin  
 Vice-Chair: Cllr K Wood  
 Members: Cllr R Crapper, Cllr N King, Cllr L Wood  
 Officers: Mr S Garwood (Town Clerk)  
 Mrs C Evans (Deputy Clerk & RFO)  
 In Attendance: No members of the public were present

ITEM	MINUTE	VOTE / ACTION
<b>P32-2024/1</b>	<b>APOLOGIES</b>	
	Apologies were received from Cllr S Baylis, Cllr J Guest and Cllr M McBride. Cllr N King joined the meeting during Item 5 at 6.34pm.	
<b>P33-2024/2</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>There were none.</p>	
<b>P34-2024/3</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, under the direction of the Chair.</b></p> <p>There were no members of the public present.</p>	

P35-2024/4	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p><b>MOTION: Council to approve and sign the minutes of the Planning Committee meeting held on 19 November 2024.</b></p> <p><b>IT WAS RESOLVED</b> that the minutes of the Planning Committee meeting held on 19 November 2024 be signed as a true and accurate record of the meeting.</p>	<p>Proposed: KW Seconded: LW All in favour</p>
P36-2024/5	<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 23/02971/FUL (43/2023)</u> Erection of nine dwellings and associated external works. APPEAL ALLOWED</p> <p><u>Garage court opposite 21 Kenley Avenue 24/01608/FUL (29/2024)</u> Creation of an open car parking court for up to 22 vehicles on land which currently houses domestic garages, as well as the formation of a car parking space and associated dropped kerb adjacent to number 21 and a further parking area for up to six cars and associated dropped kerb in between numbers 6 and 16 Kenley Avenue. RETURNED due to lack of BNG information. The application is essentially withdrawn and is no longer available to view on the WODC website.</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. PERMITTED</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. PERMITTED</p> <p><u>2 Hammett Place 24/02513/HHD (43/2024)</u> Erection of front single storey extension. PERMITTED</p> <p><u>37 Brizewood 24/02612/HHD (44/2024)</u> Replacement of existing conservatory with single storey extension. PERMITTED</p> <p><b>IT WAS RESOLVED</b> that the above results be noted.</p>	<p>Proposed: KW All in favour</p>

P37-2024/6	PLANNING AND LICENCING APPLICATIONS	
	<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>Brize Norton Service Station, Norton Way, Brize Norton 24/02842/S73 (47/2024)</u> Variation of conditions 2 (plans) and 5 (car parking) to allow changes to the position and design of the automatic car wash bays, alterations to the design of the single storey extension and changes to the car parking layout (part retrospective). (Original application 23/01014/FUL). <b>IT WAS RESOLVED</b> that Council respond to WODC in support of the application.</p> <p><u>19 Burford Road 24/02846/S73 (48/2024)</u> Variation of condition 2 of Planning Permission 22/02513/FUL to allow design changes. <b>IT WAS RESOLVED</b> that Council respond to WODC in support of the application.</p>	<p>Proposed: KW Seconded: KG All in favour</p> <p>Proposed: KW Seconded: LW All in favour</p>
P38-2024/7	DATE OF NEXT MEETING	
	Tuesday 21 January 2024 at the Town Hall.	Noted

The meeting closed at 6.35pm.

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

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

<b>DIRECT DEBITS FOR APPROVAL</b>					
<b>Number</b>	<b>Name</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
M016B1	BT	Telephone/Broadband charges Dec	249.95	49.99	299.94
10004538338	Castle Water	Water usage Allotments - November	£40.32	£20.68	£61.00
10004794256	Castle Water	Water charge Pavilion - November	£18.07	£0.00	£18.07
10004788021	Castle Water	Water Usage Town Hall - November	£6.24	£0.00	£6.24
10005022719	Castle Water	Water Usage Town Hall - December	£78.59		£78.59
10005083712	Castle Water	Water charge - Pavilion - December	£21.99		£21.99
10005108170	Castle Water	Water usage Allotments - December	£18.61		£18.61
KI-160D386B-	EDF Energy	Electricity charges Pavilion - November _ Refunded	-£28.53	-£1.43	-£29.96
KI-160D386B-	EDF Energy	Electricity charges Pavilion - 23.10.24 - 19.12.24	£34.20	£1.71	£35.91
KI-OC2A52F8-	EDF Energy	Electricity charges Town Hall December	£491.75	£98.35	£590.10
KI-07CA0479-	EDF Energy	Gas usage - December	£311.36	£15.57	£326.93
U004677408	Peninsula	Business Safe Agreement 535121	£150.70	£28.46	£179.16
140203	Richard Coglan Ltd	Print charges - downstairs printer 15.11.24 - 15.12.24	£48.39	£9.68	£58.07
140202	Richard Coglan Ltd	Print charges - upstairs printer 15.11.24- 15.12.24	£26.73	£5.34	£32.07
3	Vodafone	Mobile phone charges - December	£22.00	£4.40	£26.40
2249497	YU Energy	Electricity charges - Baldwin Mews - December MPAN 2000054305981	£46.71	£2.34	£49.05
<b>TOTALS</b>			<b>£1,287.13</b>	<b>£185.10</b>	<b>£1,472.23</b>

<b>MULTICARD/PAYPAL FOR APPROVAL</b>					
<b>Number</b>	<b>Name</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
receipt provide	Asda	Milk/bin liners	£2.95		£2.95
604619	Ordnance Survey	14 day free trial OS Maps			
receipt provide	Post Office	2nd class stamps (small and large)	£31.60		£31.60
receipt provide	Morrisons	Milk/bin liners	£1.45		£1.45
receipt provide	Morrisons	Tea bags/coffee/milk/Gazette	£16.55		£16.55
receipt provide	The Original Factory Shop	Mat for Staff toilet (replacement due to water damage)	£16.00		£16.00
#00852	Sutcliffe Play Direct	Cradle Crutch Set (ARRG)	£86.41	£17.28	£103.69
receipt provide	Asda	2 small scrubbing brushes	£2.00		£2.00
receipt provide	Aldi	Milk	£1.45		£1.45
receipt provide	Morrisons	Milk/dishwasher tablets/rinse aid	£9.20		£9.20
<b>PAYPAL</b>					
04383-37023505	Canva	Monthly subscription	£13.00		£13.00
8M2528230S6	Adobe Systems	Monthly subscription	£16.64	£3.33	£19.97
<b>TOTALS</b>			<b>£197.25</b>	<b>£20.61</b>	<b>£217.86</b>

<b>PAYMENTS MADE UNDER CLERKS AUTHORITY</b>					
<b>Number</b>	<b>Name</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
1207	McCracken & Sons Ltd	Fell damaged tree - Bracken Close	£300.00	£60.00	£360.00
<b>TOTALS</b>			<b>£300.00</b>	<b>£60.00</b>	<b>£360.00</b>

<b>INTERNAL TRANSFERS AND CHARGES</b>					
<b>From</b>	<b>To</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Savings	Current account	Decembers payments	£25,000.00	£0.00	£25,000.00
savings	Wages	December Salary	£12,070.61	£0.00	£12,070.61
	Unity Bank	Service charge - Current Account	£18.90		£18.90
	Unity Bank	Manual credit handling charge- Current Account	£3.00		£3.00
<b>TOTALS</b>			<b>£37,092.51</b>	<b>£0.00</b>	<b>£37,092.51</b>

<b>PAYMENTS FOR APPROVAL</b>					
<b>Number</b>	<b>Name</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
GB41V60FAB	Amazon	Pack of 3 Hardback A4 notebooks	£10.25	£2.05	£12.30
GB50003FET	Amazon	Chemical cleaning signs x3	£5.66	£1.13	£6.79
GB51G3ZAB	Amazon	Tork Matic Hand Towels (pack of 6	£109.45	£21.89	£131.34
1980	Anderson Complete Homes	Repair to entrance door/handrail - Fit Figures	£90.00		£90.00
129409	Azura Networks	6 monthly fire alarm/emergency light testing	£233.00	£46.60	£279.60
MI/1649944	Cathedral Leasing Ltd	Annual supply of hygiene services	£499.92	£99.98	£599.90
5967	Cloudy IT	IT Support January 2025	£376.67	£75.34	£452.01
24997	DCK Payroll solutions	Monthly payroll - December	£78.10	£15.62	£93.72
SI-1611	GW Shelter Solutions	Cleaning/remedial works - 4 sites	£200.00	£40.00	£240.00
258720	Kompan	Titan equipment at ARRG	£3,730.62	£746.12	£4,476.74
	Land Registry	Title Searches - January	£28.00		£28.00
304306	Qik Group Ltd	Chemical Toilet - Kilkenny Lane No	£75.60	£15.12	£90.72
307307	Qik Group Ltd	Chemical Toilet - Elmhurst Way No	£75.60	£15.12	£90.72
305021	Qik Group Ltd	Chemical Toilet - Kilkenny Lane De	£79.20	£15.84	£95.04
305022	Qik Group Ltd	Chemical Toilet - Elmhurst Way De	£79.20	£15.84	£95.04
85261	Playsafety Ltd	ROSPA Inspection - Annual	£742.50	£148.50	£891.00
BK219208-1	SLCC	Conference - Town Clerk 29-30 Jan	£160.00	£32.00	£192.00
QL206416-1	SLCC	SILCA Qualification - Town Clerk	£450.00		£450.00
60071176	UBICO	Remove broken benches at ARRG	£60.00	£12.00	£72.00
60071149	UBICO	Replace wooden blocks at ARRG	£337.50	£67.50	£405.00
60071167	UBICO	Empty/remove 11 x CTC flower beds	£540.00	£108.00	£648.00
60071078	UBICO	Remembrance Sunday/Christmas Lights works	£828.00	£165.60	£993.60
60071158	UBICO	Return Iron Bridge/Diane Beds to grass	£600.00	£120.00	£720.00
60071069	UBICO	Playground inspections Empire/Stammore - November	£113.28	£22.66	£135.94
2383	John Welch & Stammers	Licence for Ground Rent (Foddy's Yard)	£550.00		£550.00
824832	Wellers Hedleys	Lease of Carterton Football Club	£1,153.00	£230.00	£1,383.00
33600151	WODC	Playground Inspections ARRG/Dell/SRRG/Trefoil/Pampas/Maples/Blackthorn - November	£490.88	£98.18	£589.06
33602094	WODC	Lot3 Hedges & Footpaths/Lot4 Flowers & Shrubberies Jan 2025	£2,018.18	£403.64	£2,421.82
33602808	WODC	Small society lottery Permit - Annual	£20.00		£20.00
3359892X	WODC (original invoice not received)	Lot2 contract works - November	£1,713.04	£342.61	£2,055.65
<b>TOTALS</b>			<b>£15,447.65</b>	<b>£2,861.34</b>	<b>£18,308.99</b>

**PRE AUTHORISED PAYMENTS MADE**

<b>DATE</b>	<b>Name</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
27/12/2024	Administration Payments	December Salary	£12,070.61		£12,070.61
27/12/2024	HMRC	December PAYE /NI	£4,090.48		£4,090.48
27/12/2024	OCC pension	December Pension Contributions	£4,265.07		£4,265.07
03/01/2025	Siemens 001/25/0131685	Removal of RICOH Printer	£440.00	£88.00	£528.00
<b>TOTALS</b>			<b>£20,866.16</b>	<b>£88.00</b>	<b>£20,954.16</b>



## Proposed Amendments to the Standing Orders

Page No.	Standing Order No.	Current Wording	Proposed amendment
21	19a	A matter personal to a member of staff that is being considered by a meeting of the Administration Committee is subject to standing order 11.	A matter personal to a member of staff that is being considered by a meeting of the <b>HR Committee</b> is subject to standing order 11.
	19b	The Chair of the Administration Committee or in his absence, the vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Administration Committee	The Chair of the <b>HR Committee</b> or in his absence, the vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the <b>HR Committee</b> .
	19c	Subject to the Council's Complaints Policy, the Council's most senior member of staff shall contact the Chair of the Administration Committee or in their absence, the Vice-Chair of the Administration Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Administration Committee.	Subject to the Council's Complaints Policy, the Council's most senior member of staff shall contact the Chair of the <b>HR Committee</b> or in their absence, the Vice-Chair of the <b>HR Committee</b> in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the <b>HR Committee</b> .
	19d	Subject to the Council's complaints policy, if an informal or formal grievance matter raised by the Clerk relates to the Chair or vice-Chair of the Administration Committee, this shall be communicated to another member of the Administration Committee, which shall be reported back and progressed by resolution of the Administration Committee.	Subject to the Council's complaints policy, if an informal or formal grievance matter raised by the Clerk relates to the Chair or vice-Chair of the <b>HR Committee</b> , this shall be communicated to another member of the <b>HR Committee</b> , which shall be reported back and progressed by resolution of the <b>HR Committee</b> .

## Freedom of Information Act 2000

# Guide to Information provided by Parish/Community Councils under the model publication scheme

This template guide is written for the use of Parish and Community Councils.

It gives examples of the kind of information the Information Commissioner's Office (ICO) would expect you to provide in order to meet your commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

The [model publication scheme](#) is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt the model scheme in full, unedited and promoted alongside the guide to information. You do not need to tell the ICO that you have adopted the scheme; we will assume they have done so unless we hear otherwise.

You are in breach of FOIA if you have not adopted the model scheme or are not publishing in accordance with it.

### **Information included in the guide to information**

The template lists the information that the ICO thinks you are likely to hold and should make proactively available within each class. When completed, this will provide a list of all the information you will routinely make available, explain how it can be accessed and whether or not a charge will be made for it. You must:

- complete the relevant columns in the template guide;

- state how an applicant can obtain the specific information and if there is a cost involved;
- ensure the public can access the completed guide and the information listed in it.

The ICO expects you to make the information in this template guide available unless:

- you do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by you or on your behalf. You must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute.

This guidance now incorporates those key principles, which were not already included, from the Department for Levelling Up, Housing and Communities (DLUHC, originally known as the Department for Communities and Local Government [DCLG]), [Transparency Code for Smaller Authorities](#). The aligning of this document with this Code provides a harmonised approach to data transparency for you and avoids unnecessary duplication

### **Publishing datasets for re-use**

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested, together with any updated versions, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and you are the only owner, you must make it available for re-use under the

terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

## **Fees and Charging**

Information available through your publication scheme should be readily available at a low cost or at no cost to the public. If you do charge for this information, the ICO expects the charges to be justifiable, clear and kept to a minimum.

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide the information. You must ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If you charge a fee for licensing the re-use of datasets, you should state in the guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if they make the datasets available for re-use under the [Open Government Licence](#).

## **Model Publication Scheme**

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).

## **Carterton Town Council Model Publication Scheme**

### **Information available from Carterton Town Council under the Freedom of Information Act model publication scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b> (Hard copy or website)	<b>Cost</b>
<b>Class 1 - Who we are and what we do: Organisational information, structures, locations and contacts</b>		
List of council members, their contact details and which committees they are on	Hard Copy available from the office or online at: <a href="https://carterton-tc.gov.uk/about-your-council/your-councillors">https://carterton-tc.gov.uk/about-your-council/your-councillors</a>	Free
Details of any representation on local public bodies	Hard Copy available from the office or online at: <a href="https://meetings.westoxon.gov.uk/mgParishCouncilDetails.aspx?ID=1193">https://meetings.westoxon.gov.uk/mgParishCouncilDetails.aspx?ID=1193</a>	Free
Contact details for the office and the clerk Postal address, phone number and email address	Hard Copy available from the office or online at: <a href="https://carterton-tc.gov.uk/contact-us">https://carterton-tc.gov.uk/contact-us</a>	Free
Location of main Council office and accessibility details	Hard Copy available from the office or online at: <a href="https://carterton-tc.gov.uk/contact-us">https://carterton-tc.gov.uk/contact-us</a>	Free
Staffing structure	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/organisational-chart">https://carterton-tc.gov.uk/about-your-council/organisational-chart</a>	Free
<b>Class 2 – What we spend and how we spend it: Financial information about projected and actual income and expenditure, procurement, contracts and financial audit for current and previous financial year</b>		
Annual Return Form, Internal Audit Report and External Audit Report	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/finances">https://carterton-tc.gov.uk/about-your-council/finances</a>	Free
Finalised budget	Available online at: <a href="https://carterton-tc.gov.uk/about-your-council/finances">https://carterton-tc.gov.uk/about-your-council/finances</a>	Free
Precept	Available online at: <a href="https://carterton-tc.gov.uk/about-your-council/finances">https://carterton-tc.gov.uk/about-your-council/finances</a>	Free

Borrowing Approval letter	N/A	
All items of expenditure above £100	Available online at: <a href="https://carterton-tc.gov.uk/about-your-council/data-privacy/council-spending">https://carterton-tc.gov.uk/about-your-council/data-privacy/council-spending</a>	Free
Financial Standing Orders and Regulations	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/statutory-documents">https://carterton-tc.gov.uk/about-your-council/statutory-documents</a>	Free
Grants given and received	Available online at: <a href="https://carterton-tc.gov.uk/about-your-council/council-grants">https://carterton-tc.gov.uk/about-your-council/council-grants</a>	Free
List of current contracts awarded and value of contract	Hard Copy available from the office	
Members' allowances and expenses	Hard Copy available from the Office	Free
<b>Class 3 – What our priorities are and how we are doing: Strategies and plans, performance indicators, audits, inspections and reviews</b>		
Annual Return Form, Internal Audit Report and External Audit Report	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/finances">https://carterton-tc.gov.uk/about-your-council/finances</a>	Free
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/council-meetings/town-council-meetings">https://carterton-tc.gov.uk/about-your-council/council-meetings/town-council-meetings</a>	Free
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	N/A	

<b>Class 4 – How we make decisions: Decision making processes and records of decisions</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/council-meetings">https://carterton-tc.gov.uk/about-your-council/council-meetings</a>	Free
Agendas of meetings (as above)	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/council-meetings">https://carterton-tc.gov.uk/about-your-council/council-meetings</a>	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/council-meetings">https://carterton-tc.gov.uk/about-your-council/council-meetings</a>	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/council-meetings">https://carterton-tc.gov.uk/about-your-council/council-meetings</a>	Free
Responses to consultation papers	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/council-meetings">https://carterton-tc.gov.uk/about-your-council/council-meetings</a>	Free
Responses to planning applications	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/council-meetings">https://carterton-tc.gov.uk/about-your-council/council-meetings</a>	Free
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures: Current written protocols, policies and procedures for delivering our services and responsibilities</b>		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Standing orders</li> <li>• Financial Regulations</li> <li>• Committee terms of reference</li> <li>• Code of Conduct</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard Copies available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/statutory-documents">https://carterton-tc.gov.uk/about-your-council/statutory-documents</a>	Free

<ul style="list-style-type: none"> <li>Delegated authority in respect of officers (see Standing Orders and Financial Regulations)</li> </ul>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>Internal instructions to staff and policies relating to the delivery of services</li> <li>Equality and diversity policy</li> <li>Health and safety policy</li> <li>Recruitment policies and details of current vacancies</li> <li>Policies and procedures for handling requests for information</li> <li>Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard Copies available from the office.	Free
<ul style="list-style-type: none"> <li>Records Management Policy (retention, destruction and archive)</li> </ul>	N/A	Free
<ul style="list-style-type: none"> <li>Information Security Policy</li> </ul>	N/A	Free
<ul style="list-style-type: none"> <li>Data Protection Policy</li> </ul>	Hard Copy available from the office	Free
<ul style="list-style-type: none"> <li>Personal Data Retention Policy</li> </ul>	Hard Copy available from the office.	Free
<ul style="list-style-type: none"> <li>CCTV Policy</li> </ul>	Hard Copy available from the office.	Free



<b>Class 6 – Lists and Registers: Information legally required to hold in publicly available registers. Currently maintained lists and registers only.</b>	(hard copy or website; some information may only be available by inspection)	
Assets register, including details of public land and building assets	Hard Copy available from the office.	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	N/A	
Register of members' interests	Hard Copy available from the office or online at: <a href="https://meetings.westoxon.gov.uk/mgParishCouncilDetails.aspx?ID=1193">https://meetings.westoxon.gov.uk/mgParishCouncilDetails.aspx?ID=1193</a>	Free
Register of gifts and hospitality	Hard Copy available from the office.	Free
<b>Class 7 – The services we offer. Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. (Current information only)</b>	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/community-services/council-services/allotments">https://carterton-tc.gov.uk/community-services/council-services/allotments</a>	Free
Burial grounds and closed churchyards	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/community-services/council-services/cemetery">https://carterton-tc.gov.uk/community-services/council-services/cemetery</a>	Free
Community centres and village halls	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/community-services/council-services/community-centre">https://carterton-tc.gov.uk/community-services/council-services/community-centre</a>	Free
Parks, playing fields and recreational facilities	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/community-services/council-">https://carterton-tc.gov.uk/community-services/council-</a>	Free

	<a href="#">services/recreation-and-leisure/recreation-grounds</a>	
Seating, litter bins, clocks, memorials and lighting	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/council-responsibilities#toggle-id-1">https://carterton-tc.gov.uk/about-your-council/council-responsibilities#toggle-id-1</a>	Free
Bus shelters	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/council-responsibilities#toggle-id-1">https://carterton-tc.gov.uk/about-your-council/council-responsibilities#toggle-id-1</a>	Free
Markets	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/council-responsibilities#toggle-id-1">https://carterton-tc.gov.uk/about-your-council/council-responsibilities#toggle-id-1</a>	Free
Public conveniences	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/about-your-council/council-responsibilities#toggle-id-1">https://carterton-tc.gov.uk/about-your-council/council-responsibilities#toggle-id-1</a>	Free
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard Copy available from the office or go online at: <a href="https://carterton-tc.gov.uk/community-services/council-services/cemetery#toggle-id-8">https://carterton-tc.gov.uk/community-services/council-services/cemetery#toggle-id-8</a>	Free

## Works for Authorisation – 21 January 2025

### CTC Tree – Pampas Close

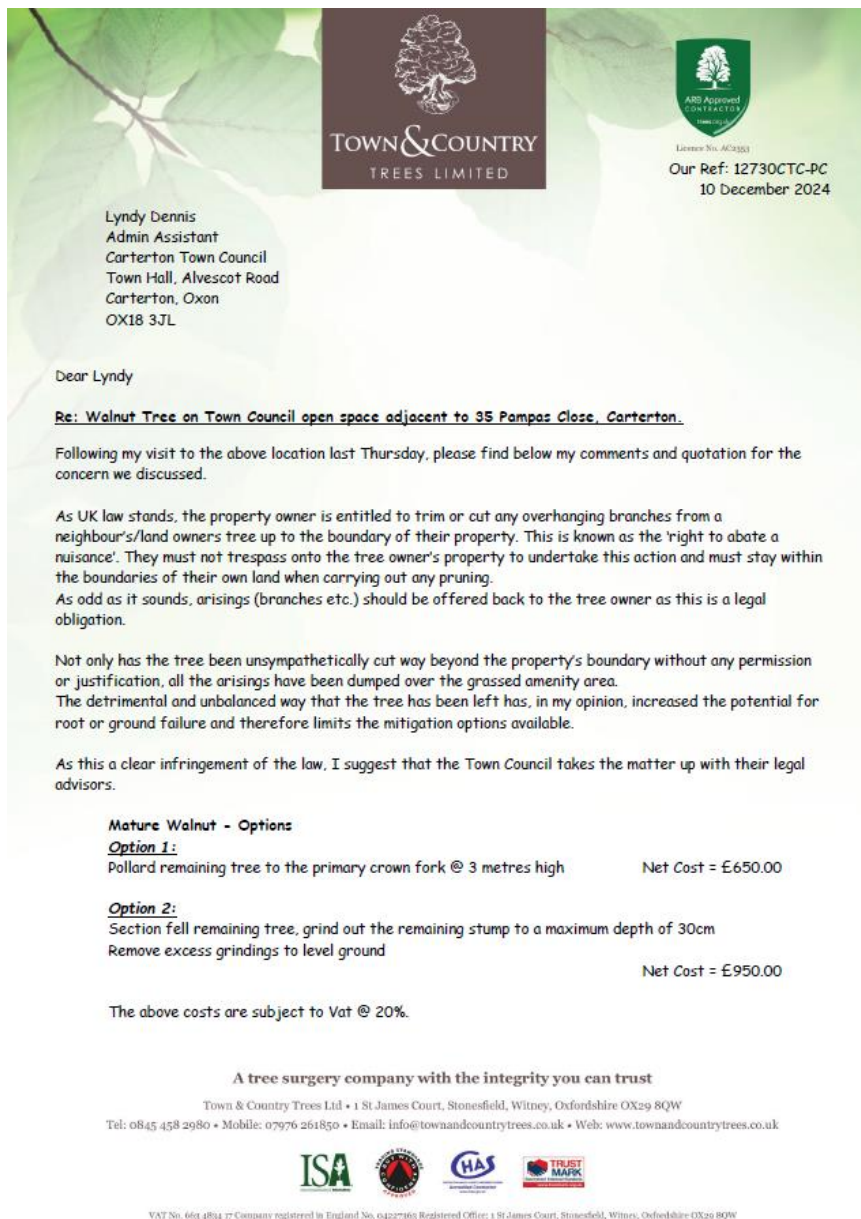
Some branches of the walnut tree adjacent to a property in Pampas Close were overhanging the garden and the roof of the house. Unfortunately, the residents didn't come to the council and took the decision to cut the branches back themselves, without our permission and without using a qualified tree surgeon.

This has resulted in an imbalance to the tree – see images below:



The Clerk issued a formal letter to the residents outlining UK law regarding the cutting back of overhanging trees and highlighting that this constituted a clear breach of legal boundaries. The letter also inquired whether the residents could contribute financially toward the mitigation works.

Preferred CTC Supplier, Town & Country Trees Ltd were asked to assess the tree and give recommendations) see letter below:



**Option 1:**

Pollard remaining tree to the primary crown fork @ 3 metres high.

**Cost: £650.00 + VAT**

**Option 2:**

Section fell remaining tree, grind out the remaining stump to a maximum of 30cm.  
Remove excess grindings to level ground.

**Cost: £950.00 + VAT**

**Recommendation:**

While legal action against the residents for damages is an option, the Clerk advises that the potential costs and reputational risks to the council outweigh the benefits.

Following a meeting with the residents, the Clerk is satisfied that the incident was a genuine mistake rather than a malicious act. Therefore, it is recommended that the council approve Town & Country Trees Ltd to proceed with mitigation option 1: pollarding the remaining tree to the primary fork at a cost of £650.00 + VAT.

## **Michele Mead**

### **Mayors Report - Jan 25**

Happy New Year everyone!

#### **Carol Service**

On the 16<sup>th</sup> December, I was invited to St Michael and All Angel Church in Abingdon by the Chair of Oxfordshire County Council for a Carol service. It was a lovely evening, raising money for local charities, while enjoying the church choir. Thank You to Katie Zasada for being my plus one!

#### **Santa and his Elves**

On the 19<sup>th</sup> December, I joined the Station Commander from RAF Brize Norton to accompany Santa and his Elves, as they took a tour around the town to say hello to all the children that came out on a very cold night to see him.

As 2025 begins, I am looking forward to the year ahead and continuing to promote our town.

## Clerk's Report

**21st January 2025**

### **Healthy Place Shaping Project Meeting**

I have a meeting scheduled for **Tuesday, 23rd January at 2:00pm** in the Town Hall to discuss a potential Healthy Place Shaping project, led by **Martha Holland** and **Tatiana Bell** from West Oxfordshire District Council (WODC). Public Health has secured funding for projects aimed at improving health outcomes for people in deprivation by utilising green spaces and other community resources. This is an exciting opportunity to explore innovative approaches to improving local health and well-being. If councillors are free and have an interest in improving health outcomes for residents, nature recovery or making good use of our green spaces then please come along.

### **Community Builder Project Feedback**

On **Tuesday, 30th January at 2:00pm**, there will be another opportunity to meet **Martha Holland** and **Danielle Coram** from WODC. They will provide feedback on the findings from the Community Builder Project. As you may recall, their visit last summer included discussions on areas in our town that could benefit from enhanced community assets to reduce social isolation and bring people together. This feedback session will be invaluable in identifying actionable steps to support our community further.

### **Carterton and Brize Norton Local Plan Working Group**

The Local Plan Working Group has now met twice to discuss the potential development coming to our area over the next few years. At the last meeting, **Bloombridge** gave a presentation, which led to a positive and constructive discussion. Looking ahead, **Lonestar** will be presenting at the next meeting. Additionally, we are arranging for a representative from WODC to come and discuss **Section 106 funding** and will explore effective ways to engage the community regarding future development. This group's work will play a crucial role in ensuring Carterton and Brize Norton's interests are well-represented in upcoming plans.

### **Boxing Club Working Group**

The Boxing Club Working Group has initiated discussions with the **Army Cadets** about the possibility of relocating to the RAF Brize Norton base. This could provide significant benefits for the cadets while freeing up the **Serf Hall** for future use by the boxing club. Although it's still early days, the working group has secured support from the **Air Commodore** and **Station Commander**, which is encouraging. The long-term goal remains for the boxing club to return to town, but the cadets' lease runs until 2027, so we will continue to monitor this situation closely.

### **Road Safety Working Group**

Due to the Christmas break and a busy January, progress on the Road Safety Working Group has been slower than anticipated. As discussed at the last council meeting, further discussion on the implications of the 20mph scheme is needed. Additionally, we have an upcoming online meeting with Oxfordshire County Council (OCC) to discuss the **Local Cycling and Walking Infrastructure Plan (LCWIP)**. I will circulate more details on this meeting as soon as they are available.



# **REPORT TO CARTERTON TOWN COUNCIL JANUARY 2025**

## **FROM CLLR NICHOLAS FIELD-JOHNSON**

### **GENERAL OCC REPORT**

#### **OCC BUDGET 2025/26 CONSULTATION**

A public consultation on the substance of the 2025/26 budget has now closed. The final proposals will be published this month and will then go forward to Full Council in February, together with Opposition amendments.

#### **SUPPORT FOR OXFORDSHIRE FARMERS**

A motion, which was seconded by me, in support of Oxfordshire farmers was passed at Full Council on 10 December. The Leader will now write to the Chancellor of the Exchequer and Secretary of State for the Environment, Food and Rural Affairs to ask that introduction of the family farm taxes be reconsidered for the sake of environmental protection and food security.

#### **HIF1 PLANNING INQUIRY COSTS £29M**

The result of the public inquiry into plans for a £269million road scheme (HIF1) has been announced. The proposals include creating a dual carriageway on the A4130 from the A34 Milton Interchange towards Didcot, new bridges and a Clifton Hampden bypass. In July 2023, [Michael Gove called in the planning application](#) after OCC applied to itself for planning permission but the OCC planning committee refused it – despite recommendations from officers that it should be approved. Local government minister Matthew Pennycook has now approved the application. The costs associated with both the CPO and Planning Public Inquiries are estimated to be around £1m. This figure does not include the inspector costs, which are not yet known. The inflationary increase of the construction works due to the delay in commencement is estimated to be 15%, which equates to approximately £28m.

#### **OCC AIMS TO GO BEYOND NET ZERO BY REMOVING CARBON EMISSIONS**

OCC has become the first local authority in the UK to set a target of going beyond net zero when it comes to carbon emissions. The council's Cabinet has committed itself to extending the current carbon neutral target for its own estate and move into carbon dioxide removal. The cost of this initiative to the Council Tax payer is £110,000 (including 'carbon offsets'). Critics claim residents are being short-changed by the council going way beyond its remit and mistakenly positioning itself as a climate change leader, and that it should get back to basics and deliver better services to residents.

#### **OXFORD TRAFFIC MEASURES TO BE QUESTIONED**

A motion as amended by the Opposition was passed at Full Council on 10 December that called for the establishment of a resident & business group to be set up to consider the impact of the proposed traffic measures that could cost Oxfordshire motorists £57m over five years.

**[Cllr Nicholas Field-Johnson](#)**

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

## **County Report.....January 2025**

**Cllr Nick Leverton**

**Carterton South and West Division**

### **Support for Farmers**

Oxfordshire's Farmers have received full council support after an opposition motion was passed resulting in the Leader of the Council having to write to the Chancellor of the Exchequer, and the Secretary of State for the Environment and Rural affairs, asking for the Family Farm Tax to be revisited! Concerns about our Countries Food Security and Environmental protection being cited as being of major concern.

### **Unitary**

Unitary has been the buzz word for the last two weeks with lots of "what if" conversations. At County Council the Leader was tasked with writing a letter to Government to ensure Oxfordshire and its residents are involved in any pertinent conversations that will help us to come to an informed decision when the time comes. The exact shape of the initiative and its consequences for Oxfordshire have to date not been confirmed.....watch this space !

### **Care Quality Commission Audit**

Lastly, as the Shadow Cabinet Member for Adult Social Care at County Hall, I was asked to attend a briefing with the Care Quality Commission Audit Team. This was a face to face meeting with myself and two members of their Scrutiny Team.

Hopefully the many hours of reading over the last week enabled me to answer their searching and varied questions.....we await the results of their report and any recommendations that they suggest for improvements. These CQC visits are to ensure that policies and practices in Adult Social Care Services are up to the level that delivers excellent outcomes to our many users.

## **Cllr Michele Mead**

### **District Councillor Report - January 2025**

I hope everyone had a good Christmas and I wish you all a very happy and prosperous 2025. Due to the break in district council meetings and activities over Christmas and New Year, this report will naturally be quite short.

#### **Overview and Scrutiny**

On the 8<sup>th</sup> January 2025 I attended the Overview and Scrutiny meeting. It was a packed agenda but the two items that created the most debate were Affordable Housing Delivery and Waste and Environment.

In terms of the first of those two items, the key question was, what is truly affordable? The second item that the committee had to consider was the Waste and Environment services contract.

West Oxfordshire is currently served by Ubico, a Teckal company, of which it is a shareholder, along with Cotswold District Council, Forest of Dean District Council and five other Gloucestershire local authorities. WODC is looking at the possibility of moving away from Ubico and working more closely with Cherwell District Council and Oxford City Council. This would save the council money in the long run, although this is at the very early stages of review, so currently we do not know what impact it would have on residents, if any.

#### **Carterton South**

In the Ward over the Christmas period, I have continued to receive complaints over the parking on Milestone Road and the surrounding roads. This was not just due to visitors over the festive season, but seems to have been due to construction workers too. I am monitoring this closely along with the other big issue in the ward, which is the litter on Black Bourton Road.

While out and about in Carterton I often stop and chat with residents which I am always happy to do so please don't hesitate to stop for a chat.

## **Councillor Natalie King - North West District Report - 21.01.2025**

Wishing all the residents a very Happy New Year. I took a break over the Christmas period to spend with my family so I do apologise to those who reached out and I took a bit longer to respond too.

### **08.01.25 – Overview & Scrutiny Meeting.**

The meeting mainly focussed on social housing and waste management. I spoke and questioned at length about the social housing expectations and need for the local area. The current situation I feel needs work and Thames Water are causing major issues where these properties have been built and also the random pricing strategy that seems to be fluctuating that the housing association companies are managing. Officers have promised they will be looking into the issues I raised and this footage can be watched back on the WODC website.

New government laws coming in regarding the amount of bins and collection dates to be reviewed and this was discussed at length. A decision will soon be finalised and I and the District will keep you updated on this and when changes are to be implemented.

### **09.01.25 – Budget Briefing 2025/26 Teams**

The teams meeting was an early introduction to the upcoming budget meeting which will be discussed and voted on at the next Full Council meeting. I mainly listened to the topic and felt adequate questions were asked so I will make my decision once receiving the papers for the upcoming meeting which will be held on 29.01.25 at 2pm and can be watched online.

Overall I have been helping residents with the on-going issues with Thames Water through sewage spills up and around Swinbrook estate and the low water pressure is stopping 14 families from moving into the new social housing at Miller Homes estate in Shillbrook.

If residents wish to get in touch please contact me via my email addresses below or on Facebook. The Town Council will be holding Meet the Councillor open day sessions too in the next coming weeks and I welcome all to pop in. I will also be working hard on the Playparks regeneration Project I started and work on continue to improve Kilkenny Play Park as well as the rec and skate park where a full town survey will be launched to get all residents feedback on.

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

20.01.25 - Royal British Legion Meeting 7pm  
22.01.25 - Carterton Town Council Meeting at 7pm – Planning at 6.30pm  
23.01.25 - Devolution of white paper meeting - Teams  
29.01.25 - Full District Council Meeting  
06.02.25 - Planning Enforcement and modern design meeting - Teams  
11.02.25 – ARRG Meeting  
Weekly meetings with the Mayor and Clerk

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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