



# Carterton Town Council

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13<sup>th</sup> February 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 E Hatton,  
Cllr N Leverton, Cllr C Lincoln, Cllr M McBride, Cllr D Melvin, Cllr S Vaughan, Cllr S Watson  
Cllr K Wood, Cllr L Wood

You are hereby summoned to attend an ORDINARY meeting of **CARTERTON TOWN COUNCIL** on **Tuesday 18<sup>th</sup> February 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. MAYOR'S OPENING REMARKS**

Opportunity for the Mayor to note any updates or highlight emerging issues to Council not covered on the agenda.

**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 21<sup>st</sup> January 2025. **Pages 3 – 10**
- 6. COMMITTEE AND WORKING GROUP MEETING MINUTES/NOTES**  
Council to note the draft minutes of the Planning Committee meeting held on the 21<sup>st</sup> January 2025. **Pages 11 – 13**  
Council to note the draft minutes of the Economic Regeneration and Environment Committee meeting held on the 4<sup>th</sup> February 2025. **Pages 14 – 18**
- 7. RECOMMENDATIONS FROM THE ECONOMIC REGEN. & ENVIRONMENT COMMITTEE**  
MOTION: Council to consider and approve the application to the UK Shared Prosperity Fund for the recommended items. **Pages 19 – 23**  
MOTION: Council to consider and agree the recommendation to adopt the Town Centre Improvement Plan.
- 8. FINANCE & ACCOUNTS**  
MOTION: Council to consider and approve expenditure for January 2025 as detailed in the tables below. **Pages 24 -25**  
MOTION: Council to consider and approve the bank reconciliation for January 2025. **Page 26**  
Council to note the Detailed Income & Expenditure by Budget as at 31<sup>st</sup> January 2025. **Pages 27 – 31**
- 9. LOCAL PLAN WORKING GROUP UPDATE**  
Council to receive a verbal update from the Local Plan Working Group.
- 10. WORKS FOR AUTHORISATION**  
MOTION: Council to consider and approve Town & Country Trees Ltd to carry out the tree maintenance at a cost of £500.00 + VAT. Work to commence in the new Financial Year. **Pages 32 – 33**
- 11. MONTHLY REPORTS**  
Council to note the Mayor’s report. **Page 34**  
Council to note the Clerks report. **Pages 35 – 36**  
Council to note the County and District Councillor reports. **Pages 37 – 40**
- 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. CONTRACT FOR THE PROVISION OF GROUNDS MAINTENANCE SERVICES**  
MOTION: Council to consider the recommendations of the Tender Evaluation Panel following a thorough review and competitive tender process for the Provision of Grounds Maintenance Services.
- 14. DATE OF NEXT MEETING**  
Council to note the date of the next meeting as 18<sup>th</sup> March 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

**DRAFT**

**A MEETING of the TOWN COUNCIL was held on 21 JANUARY 2025 at 7.00pm  
in Carterton Town Hall and was attended by the following:**

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 C Lincoln, Cllr D Melvin, Cllr S Vaughan, Cllr S Watson, Cllr K Wood and Cllr L Wood.

Cllr E Hatton joined the meeting at 7.02pm during item 3.

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

There were 2 members of the public in attendance.

ITEM	MINUTE	VOTE / ACTION
<b>C111-2025/1</b>	<b>APOLOGIES</b>	
	<p><b>Council to receive apologies for absence.</b></p> <p>Apologies received from Cllr McBride.</p>	
<b>C112-2025/2</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>C113-2025/3</b>	<b>MAYOR'S OPENING REMARKS</b>	
	<p>Following the recent by-election, the Mayor welcomed the four new councillors, Cllr Vaughan, Cllr Watson, Cllr Hatton and Cllr Lincoln.</p> <p>She confirmed that they will be filling the gaps on committees left by the councillors who had resigned.</p> <p>Cllr Watson – Planning Cllr Vaughan and Cllr Lincoln – Economic Regeneration &amp; Environment</p>	

	<p>Cllr Hatton and Cllr Lincoln – Finance &amp; Governance</p> <p>She noted there was still a gap for another councillor on the Grants Committee and that would need to be filled by a conservative councillor due to political proportionality. (TBC)</p> <p>She added that if any of the new councillors have any questions then she is happy for them to approach her as well as the Clerk.</p> <p>The Clerk confirmed that all four councillors had signed a valid acceptance of office and therefore are able to vote and take a full part in the meeting.</p> <p>Finally the Mayor mentioned that she was aware how busy the officers are at the moment due to workload and leave. She requested that councillors make appointments in advance if they would like to come into the town hall and see officers rather than just turning up.</p>	
<b>114-2025/4</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>There were 2 members of the public in attendance but they were just observing and happy not to speak on this occasion.</p>	
<b>C115-2025/5</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 10.12.24.</b></p> <p><b>IT WAS RESOLVED</b> that the minutes of the meeting held on the 10.12.2024 should be signed as a true and accurate record of the meeting.</p>	<p>Proposed: KW Seconded: KG Vote: Unanimous</p>
<b>C116-2025/6</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 10 December 2024.</b></p> <p><b>Council to note the minutes of the Events Working Group meeting held on the 13 November 2024.</b></p> <p><b>Council to note the minutes of the Road Safety Working Group meeting held on the 14 November 2024.</b></p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>

<b>C117-2025/7</b>	<b>FINANCE &amp; ACCOUNTS</b>	
	<p><b>MOTION: Council to consider and approve expenditure for December 2024, as detailed in the tables below.</b></p> <p>Cllr Godwin asked whether it would be possible to note which budget each item of expenditure was being taken from? The RFO explained that this is not possible because it is just a list of invoices and the payments are not allocated to the budgets until after they have been approved by council. However this information is available on the quarterly income and expenditure updates and also on the bi-monthly updates for the Finance and Governance Committee.</p> <p><b>IT WAS RESOLVED</b> that the Council approved expenditure for December 2024, as detailed in the tables below.</p> <p><b>MOTION: Council to consider and approve the bank reconciliation for December 2024.</b></p> <p>The Clerk explained that there had been an issue with the server on which Rialtas was hosted. The company that hosts the server had turned it off without warning and apparently had no back up. The Clerk stated that we are not convinced that we have been told the full story, but the result was that some data had been lost from our finance software. This wasn't an issue in terms of the financial position, but the RFO was having to input 6 months' worth of invoices back onto the system. This is now almost up to date and the bank reconciliation figures will be available by the next council meeting.</p> <p>Cllr Godwin asked whether this is now being backed up and the Clerk stated that the data is now being backed up in 3 other places.</p>	<p>Proposed: KW  Seconded: NK  Vote:  Unanimous</p>
<b>C118-2025/8</b>	<b>POLICIES REVIEW</b>	
	<p><b>MOTION: Council to review and approve the proposed update to Clause 19 of the Standing Orders</b></p> <p>Cllr Godwin asked for some clarification on what is a panel and what is a committee, i.e. should the HR Committee be called a committee if members of the public are not allowed to attend? The Mayor stated that it is her understanding that it should still be a committee and the agenda should be published as per any other committee, however the first item should be to exclude the press and public. However, she asked the Clerk to check and confirm this.</p> <p>Cllr Godwin also requested that wording in the standing orders be made gender neutral.</p> <p><b>IT WAS RESOLVED</b> that Council approve the proposed update to Clause 19 of the Standing Orders pending clarification on the definition of a Committee, and the amendments to ensure the wording is gender neutral.</p>	<p>Proposed: NL  Seconded: KW  Vote:  Unanimous</p>

	<p><b>MOTION: Council to review and approve the council’s updated Publication Scheme</b></p> <p><b>IT WAS RESOLVED</b> that Council approve the council’s updated Publication Scheme.</p> <p><b>MOTION: Council to consider and approve the council’s Memorial Policy. (Paper to follow)</b></p> <p>The Mayor explained that she was recommending that this item be deferred as she felt it needed further discussion and this should be done at the next Recreation and Amenities meeting and then be brought back to full council to consider.</p> <p><b>IT WAS RESOLVED</b> that Council defer the Memorial Policy to the Recreation and Amenities Committee to discuss further.</p>	<p>Proposed: KG Seconded: KW Vote: Unanimous</p> <p>Proposed: MMe Seconded: KG Vote: Unanimous</p>
<b>C119-2025/9</b>	<b>PLAY PARK CONSULTATION</b>	
	<p><b>Council to note the plan and timeline for the consultation on the Carterton Recreation Ground (ARRG) playground.</b></p> <p>The Clerk gave a verbal update on the plans for the Play Parks Consultation. There will be two online surveys, one for the play area at the Rec and one for the Skate Park and the Dell. The consultation will run for 6 weeks from early February to mid-March.</p> <p>There will also be two in-person events during half-term. One at the Town Hall on 17<sup>th</sup> February 1.30pm to 4.30pm and one at the Community Centre on 19<sup>th</sup> February 11am to 2pm.</p> <p>The Mayor added that the survey will be circulated to councillors in the next few days so that they can give their input and suggest any amendments before it goes live.</p> <p>Cllr Godwin suggested that we have a stall on the market during half-term to encourage people to give their views as there are already plans to have children’s activities on that day.</p> <p>Cllr King added that one of the reasons that she got involved in the council was to support improvements to the play parks and she is very passionate about it. She asked for all town councillors to support the events and help to promote / share the surveys. Cllr King also reminded councillors that there is a Play Parks Working Group if anyone would like to join.</p>	<p>Noted.</p>

C120-2025/10	<b>WORKS FOR AUTHORISATION</b>	
	<p><b>MOTION: Council to consider and approve Town &amp; Country Trees Ltd to proceed with mitigation option 1: Pollard the remaining tree to the primary fork at a cost of £650.00 + VAT.</b></p> <p>The Mayor explained that branches of a walnut tree in Pampas Close were overhanging the garden and the roof of a 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. The result is that the tree is now unstable and needs either pollarding properly or removing. The Clerk had met with the extremely remorseful residents and was satisfied that this was a genuine mistake rather than vandalism. As a result the recommendation was that the council pay to fix the tree.</p> <p><b>IT WAS RESOLVED</b> that Council approve Town &amp; Country Trees Ltd to proceed with mitigation option 1: Pollard the remaining tree to the primary fork at a cost of £650.00 + VAT.</p> <p>Cllr K Wood suggested that once the work has been done, a facebook post might be appropriate to highlight the issue and to remind residents to come to the council if they have concerns about a tree.</p> <p>The Mayor also mentioned that although it wasn't on the agenda we had been informed by the church in Black Bourton that the path and drive leading to the cemetery was extremely worn. Since the majority of the footfall is visitors to the cemetery, the church have asked whether we could pay the whole cost. They have had three quotes, and are happy to go with the lowest which is £1,400. The Clerk added that church goers and other residents of Black Bourton do use the path so his recommendation would be that we offer to make a significant contribution.</p> <p>Councillors discussed what level of contribution they thought should be made. Cllr L Wood also suggested that we get a quote from one of our contractors and Cllr Godwin agreed. The Clerk said that he felt the quote of £1,488 was very reasonable. The Mayor added that this is the churches land and they are commissioning the work, they are just asking us to make a contribution. Cllr Leverton expressed concern that we don't try to get the job done too cheaply and also agreed that we should get a quote.</p> <p>The consensus was to contribute to the path but to get another quote.</p>	<p>Proposed: KW  Seconded: RB  Vote:  Unanimous</p>
C121-2025/11	<b>MONTHLY REPORTS</b>	
	<p><b>Council were asked to note the Mayors Report, the Clerks Report and the County and District Councillor reports.</b></p> <p>The Clerk highlighted the 3 upcoming meetings he mentioned in his report and asked councillors to let him know if they would like to attend any of them.</p>	<p>Noted.</p>

<b>C122-2025/12</b>	<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 confidentiality and commercial sensitivity.</p>	
<b>C123-2025/13</b>	<b>CARTERTON FOOTBALL CLUB LAND UPDATE</b>	
	<p><b>Council to receive update from the Finance and Governance Committee regarding the land leased to Carterton Football Club.</b></p> <p>The Mayor gave the new councillors some background to the issue and summarised the current situation for all.</p> <p>It was noted that the Council had done it's due diligence and had obtained a valuation of the land from an independent surveyor.</p> <p>There was a short discussion about what the implications would be for the council in terms of selling an asset.</p> <p>It was noted that the Football Club are looking at different options.</p> <p>It was also noted that there hasn't been an offer from David Wilson Homes and they are not chasing for a meeting.</p> <p><b>MOTION: Council to agree that there is no more action to be taken at this point and to await further developments.</b></p> <p><b>IT WAS RESOLVED</b> that there is no more action to be taken at this point and to await further developments.</p>	<p>Proposed: MMe  Seconded: KW  Vote:  Unanimous</p>
<b>C124-2025/14</b>	<b>DATE OF NEXT MEETING</b>	
	<p>Council to note the date of the next meeting as Tuesday 18 February 2025 at 7pm.</p>	<p>Noted.</p>

The meeting closed at 7.50pm.

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 - Kilkeny 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 - Kilkeny 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/Stanmore - 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>



## Carterton Town Council

**DRAFT**

A meeting of the PLANNING COMMITTEE was held on  
21 January 2025 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 J Guest, Cllr N King, Cllr L Wood

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

In Attendance: One member of the public was present

ITEM	MINUTE	VOTE / ACTION
P39-2024/01	<b>APOLOGIES</b>	
	Apologies were received from Cllr S Baylis and Cllr M McBride.	
P40-2024/02	<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.	
P41-2024/03	<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, maximum 3 minutes per person, under the direction of the Chair.</b>  The member of the public present did not wish to speak.	

P42-2024/04	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p><b>MOTION: Council to approve and sign the minutes of the Planning Committee meeting held on 10 December 2024.</b></p> <p><b>IT WAS RESOLVED</b> that the minutes of the Planning Committee meeting held on 11 December 2024 be signed as a true and accurate record of the meeting.</p>	<p>Proposed: KW Seconded: LW All in favour</p>
P43-2024/05	<b>RESULTS OF PREVIOUS PLANNING APPLICATIONS</b>	
	<p><b>MOTION: Committee to note the following results of previous planning applications:</b></p> <p><u>61 Burford Road 24/01463/HHD (24/2024)</u> Proposed additional off street parking to existing dwelling. NOTICE OF APPEAL (24/00047/APPEAL). The Appeal will be proceeding under the Householder Appeals Service and there is no opportunity to submit further comments.</p> <p><u>Elmstead, Arkell Avenue 24/02061/FUL (37/2024)</u> Demolish existing house and garden building. Erection of replacement dwelling. PERMITTED</p> <p><u>Carterton Manor, 17 Corbett Road 24/02654/FUL (45/2024)</u> Change of use of two rooms above existing garage, reverting back to residential from Chiropractic clinic. PERMITTED</p> <p><u>Brooklyn Nurseries, 65 Shilton Road 24/02812/S73 (46/2024)</u> Variation of condition 2 of Planning Permission 22/02284/FUL to allow for design changes. PERMITTED</p> <p><b>IT WAS RESOLVED</b> that the above results be noted.</p>	<p>Proposed: KW All in favour</p>
P44-2024/06	<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>1 Humphries Close 24/03012/HHD (49/2024)</u> Conversion of loft and construction of a rear dormer to create additional living space. <b>IT WAS RESOLVED</b> that Council respond to WODC in support of the application.</p>	<p>Proposed: KW Seconded: RC All in favour</p>

	<p><u>9 Milestone Road 24/03162/FUL (50/2024)</u> Conversion of existing seven bedroom 12-person house in multiple occupation (HMO) to a seven bedroom 14-person HMO, along with erection of single and two-storey extensions and associated bicycle and bin storage areas within rear garden (part-retrospective). <b>IT WAS RESOLVED</b> that Council respond to WODC objecting to the application on the grounds that it is an overdevelopment of the site and it is unclear from the plans what is retrospective. Council would welcome the application to be considered by the Lowlands Planning Committee regarding concerns over parking.</p> <p><u>3A Pinecroft 24/03194/HHD (51/2024)</u> Erection of a two-storey side extension. <b>IT WAS RESOLVED</b> that Council respond to WODC in support of the application, but concerns were expressed about parking.</p> <p><u>Elmstead, Arkell Avenue 24/03247/HHD (52/2024)</u> Erection of a detached garage. <b>IT WAS RESOLVED</b> that Council respond to WODC in support of the application.</p>	<p>Proposed: KW Seconded: LW 5 Object 0 Support 1 Neutral</p> <p>Proposed: KW Seconded: LW All in favour</p> <p>Proposed: KW Seconded: LW 5 Support 1 Neutral</p>
<b>P45-2024/07</b>	<b>DATE OF NEXT MEETING</b>	
	Tuesday 18 February 2024 at the Town Hall.	Noted

The meeting closed at 6.42pm.

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

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



## Carterton Town Council

**DRAFT**

**A meeting of the ECONOMIC REGENERATION AND ENVIRONMENT COMMITTEE was held on Tuesday 4<sup>th</sup> February at 6.00pm at the Town Hall and was attended by the following:**

Chair: Cllr N Leverton  
Vice Chair:  
Town Councillors: Cllr R Crapper, Cllr C Lincoln, Cllr D Melvin,  
Cllr S Vaughan, Cllr K Wood  
In attendance: Two members of the public, including Cllr K Godwin  
Officers: Simon Garwood (Town Clerk)

ITEM	MINUTE	VOTE / ACTION
ERE13-2025/1	<b>APOLOGIES</b>	
	Apologies were received from Cllr L Wood.	
ERE14-2025/2	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>	
	<b>With reference to items on the agenda Members were reminded of their responsibility to declare interests and to update their Register of Interests accordingly.</b>  There were none.	
ERE15-2025/3	<b>PUBLIC PARTICIPATION</b>	
	<b>Members of the public were 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 under the direction of the Chair.</b>  Cllr Godwin had some queries from the minutes of the last meeting. She asked whether the working group for town development had been set up and the Clerk confirmed that it had and was the Local Plan Working Group. She also pointed out that 'Howdens' should read 'Howden', and that under Item 9 there	

	<p>was an Action for the Clerk that was not included in the Action column.</p> <p>On the Improvement Plan, she asked if the ivy was going to be cleared from the tree in Tower Square, as this would make the installation of the Christmas Lights easier; whether the plan included any pedestrianisation in the town centre; and if the trees outside The Original Factory Shop will be replaced by smaller trees/shrubs. She suggested involving the Market Square Group and the Community Builder Project.</p> <p>Under the item on S106 money, she said that as other committees were also looking at this, we need to ensure the funds are not oversubscribed.</p>	
<b>ERE16-2025/4</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p><b>Committee to approve and sign the minutes of the Economic Regeneration and Environment meeting held on 1<sup>st</sup> October 2024.</b></p> <p>Cllr Leverton noticed an error on the first two items, Election of Chair/Vice Chair, that the name of the Committee should read 'Environment' rather than 'Amenities'.</p> <p><b>IT WAS RESOLVED</b> that the minutes of the meeting held on 1<sup>st</sup> October 2024 be signed as a true and accurate record, subject to the amendments from Cllr Leverton and Cllr Godwin.</p>	<p>Proposed: KW Seconded: NL All in favour</p>
<b>ERE17-2025/5</b>	<b>CARTERTON TOWN CENTRE IMPROVEMENT PLAN</b>	
	<p><b>Committee to discuss and consider making a recommendation to Council to adopt the Carterton Town Centre Improvement Plan.</b></p> <p>The Improvement Plan was circulated with the Agenda. The Clerk pointed out that the plan is a working document for discussion and amendment as required. The recommendations made in the West Oxfordshire Market Towns Study were used as a starting point.</p> <p><b>Objective 1.</b> Establish a Town Centre Partnership. This would meet quarterly and it was hoped this could be established by the second quarter of 2025, with the first meeting taking place in the third quarter.</p> <p><b>Objective 2.</b> Initial Plan of Improvements. Funding is available from the UK Shared Prosperity Fund that has to be spent during this financial year and the following items were put forward: Replace broken noticeboards and install new ones in Rock Farm ward and Stanmore Crescent, so that each ward has a</p>	

	<p>noticeboard; replace broken equipment at the Recreation Ground Play Park - zip wire, air skier and three-seater rocker; and replace some of the broken Christmas Lights.</p> <p><b>IT WAS RESOLVED</b> to recommend to Council that the funding for the above items is applied for from the UK Shared Prosperity Fund.</p> <p>Tower Square - removal of shrubs and earth from around the tree and pedestrianise the space between Lynwoods café and Burgers &amp; Brews. A meeting has taken place with the owners to raise the idea with them and their response it awaited.</p> <p>Removal of overgrown trees outside The Original Factory Shop that are pulling up the pavement. These belong to OCC who would be approached in the first instance, but it might be possible to use S106 money this.</p> <p><b>Objective 3.</b> Develop a Carterton food and drink festival. In 2024, a very successful Food &amp; Drink Festival took place on the Market Square, organised by a private company. Could the Council run the event using local food and drink businesses, and could this be a regular annual event? It was agreed that this should be taken forward by the Events Working Group.</p> <p><b>Objective 4.</b> Business communication and support - create a business forum for networking and training. A No Pressure Networking breakfast meeting is held on the first Wednesday of each month at Burgers &amp; Brews organised by Howden Insurance. The Clerk and Cllr Godwin have attended and any other councillors would also be welcome.</p> <p><b>Objective 5.</b> Marketing and visitor promotion - launch a Carterton visitor website and run social media campaigns. The idea to explore the potential of a Carterton Museum should be taken forward. Potential venues for a museum are being investigated and it was suggested that a working group/trustee group is formed. It is important to create a new up-to-date Carterton map.</p> <p><b>Objective 6.</b> Involvement of Local Government and Public Bodies – hold quarterly strategic meetings with District and County Councils. We are currently working with WODC/OCC on projects with the UK Shared Prosperity Fund, Community Builder , Healthy Place Shaping, and Local Cycling and Walking Infrastructure Plan.</p>	<p>Proposed: KW  Seconded: CL  All in favour</p>
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ERE18-2025/6	<b>S106 MONIES</b>	
	<p><b>Committee to receive an update on S106 monies available. Committee to discuss and make a recommendation to Council on any projects they would like to see funded by S106.</b></p> <p>A list of S106 monies available was circulated with the Agenda and the following was discussed:</p> <p>Application 15/04061/OUT – signage contribution. New signage for the Market was suggested.</p> <p>Application 15/04061/OUT – town centre contribution. This is the most important one to concentrate on currently.</p> <p>Application 18/01517/FUL – sports and leisure contribution. Cllr K Wood queried whether the Army Cadet building and Squash Courts fall within the catchment area criteria, as both of these buildings would benefit from some improvements. The pathway is very narrow and the Play Park could also be improved. The possibility of Tennis Courts was suggested.</p> <p>Cllr Leverton gave an update on the underpass at Upavon Way, which has suffered from problems with flooding for a number of years. OCC have carried out a risk assessment and have decided to keep the underpass open and install a better pumping system and lighting. It would be funded by S106 money. The schools would like to get involved in creating artwork on the walls.</p> <p>Cllr K Wood had a request from Cllr L Wood whether some funding could be made available for a Market event for VE Day, possibly via the Events Working Group for approval at Council.</p>	
ERE19-2025/7	<b>LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN UPDATE</b>	
	<p><b>Committee to receive a verbal update on the Local Cycling and Waking Infrastructure Plan (LCWIP).</b></p> <p>The Clerk gave an update. The LCWIP is currently out for consultation. The project is being run across Oxfordshire by OCC and aims to make walking and cycling easier and more enjoyable, promoting a more active lifestyle. He encouraged councillors to look at the consultation via the link. An audit of the walking and cycling routes will take place and a steering group will then be set up to take it forward. The Road Safety Working Group have been working on this and will give an update at the next Council meeting.</p>	

<b>ERE20-2025/8</b>	<b>HEALTHY PLACE SHAPING PROJECT UPDATE</b>	
	<p><b>Committee to receive a verbal update from the Clerk on a potential project to improve health outcomes for residents by utilising green spaces.</b></p> <p>The Clerk gave an update. He has a meeting on Thursday with Public Health and the Local Nature Recovery Service, who have some joint funding to help people reconnect with nature and green spaces. They are particularly looking at areas of deprivation and want to talk to us about any areas that might benefit.</p>	
<b>ERE21-2025/9</b>	<b>OCC CLIMATE CHANGE ROUTE MAP</b>	
	<p><b>Committee to receive an update on Oxfordshire County Council's Climate Change Route Map.</b></p> <p>The Clerk gave an update. He has a meeting tomorrow to look at the existing Climate Change Route Map and get feedback on the consultation. Nothing further to report at this stage and it will be an item on the agenda for the next meeting.</p>	
<b>ERE22-2025/10</b>	<b>DATE OF NEXT MEETING</b>	
	<p><b>Committee to note the date of the next meeting is scheduled for Tuesday 3 June 2025 at 6.00pm.</b></p>	Noted

The meeting closed at 7.30pm.

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

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

## **Recommendations: Economic Regeneration & Environment Committee**

1. Council to consider and approve the application to the UK Shared Prosperity Fund for the items below:
  - i. Notice Boards (including installation costs): Replace the 4 old notice boards with 4 new ones and add 2 more boards at new locations (Rock Farm and Stanmore Crescent)
  - ii. Repair broken equipment at the Recreation Ground: Zip wire, Air Skier and 3 Seat Rocker.
  - iii. Replace broken Christmas Lights.
  
2. Council to consider and agree the recommendation to adopt the Town Centre Improvement Plan (see below).

**Please note:** This is a working plan that can be added to or amended. Having a plan give us a sense of direction and some goals / milestones to aim for and by which to measure our progress.

# Carterton Town Centre Improvement Plan

<b>Objective 1. Town Centre Partnership</b>					
Establish a Carterton Town Centre Partnership with local businesses, landlords, and community reps.					
<b>Action</b>	<b>Potential Funding Sources</b>	<b>Milestones</b>	<b>Timeline</b>	<b>Lead Responsibility</b>	<b>Key Performance Indicators</b>
Establish Partnership.  Define roles, governance, and objectives.	N/A	Meeting with WODC  Establish partnership & governance.  First meeting & action plan.	Q2 2024  Q2 2025  Q3 2025	Town Council, District Council & Local Businesses.	Number of active members, attendance at meetings, projects delivered.

<b>Objective 2. Initial Plan of Improvements</b>					
Identify priority improvements (e.g. street furniture, signage, public areas).					
<b>Action</b>	<b>Potential Funding Sources</b>	<b>Milestones</b>	<b>Timeline</b>	<b>Lead Responsibility</b>	<b>Key Performance Indicators</b>
Replace 4 old notice boards and replace with new ones. Also add 2 more boards at new locations (Rock Farm and Stanmore Crescent)	UK Shared Prosperity Fund	Funding application to WODC submitted	Q1 2025	Town Council	Number of completed improvement projects, resident satisfaction surveys.
New Zip wire, Air Skier and 3 Seat Rocker at the Recreation Ground Play Park	UK Shared Prosperity Fund	Funding application to WODC submitted	Q1 2025	Town Council	

Replace broken Christmas Lights	UK Shared Prosperity Fund  Christmas Lights Reserve Funds	Funding application to WODC submitted	Q1 2025	Town Council	
Tower Square. Clear shrubs and earth from around the tree and pedestrianise the space between Lynwoods Cafe and Burgers and Brews.	S106 Funds	Meeting with Owners and their Agents.  Waiting to hear.	Q3 2024	Landowners & Town Council	
Remove the overgrown trees outside the Factory Shop that are pulling up the pavement.	S106 Funds	Obtain relevant permissions and quote for works.	Q2 2025	Town Council & District Council	

<b>Objective 3. Events for Food &amp; Drink Venues</b>					
Develop a Carterton food & drink festival. Partner with local venues for themed events (e.g.tasting nights, farmers' markets).					
<b>Action</b>	<b>Potential Funding Sources</b>	<b>Milestones</b>	<b>Timeline</b>	<b>Lead Responsibility</b>	<b>Key Performance Indicators</b>
Carterton Food and Drink Festival on the Market Square. Selection of Food and Craft Stalls. Live Music and Children's Entertainment	N/A	Event booked with Market Square Group (MSG)	Q2 2024	Events Working Group and Town Hall Staff, Market Square Group (MSG).	Footfall at events, business revenue impact.

Regular (Annual) Food and Drinks Festival	N/A	Book event with Market Square Group (MSG)	Q1 2025	Events Working Group and Town Hall Staff, Market Square Group (MSG).	
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<b>Objective 4. Business Communication &amp; Support</b>					
Create a business forum for networking & training. Provide workshops on digital marketing, funding, and innovation.					
Action	Potential Funding Sources	Milestones	Timeline	Lead Responsibility	Key Performance Indicators
No Pressure Networking Event. Breakfast on the first Wednesday of every month at Burgers and Brews.	N/A	Organised by staff at Howdens.	Q1 2024	Staff at Howdens	Number of businesses engaged, feedback from meetings.

<b>Objective 5. Marketing &amp; Visitor Promotion</b>					
Launch a Carterton visitor website with business directories, events listings, and tourism highlights. Run social media campaigns.					
Action	Potential Funding Sources	Milestones	Timeline	Lead Responsibility	Key Performance Indicators
Website development grants, local advertising revenue	S106 Funding, Lottery Funding, Westhive, other Grants and Trusts.	Quotes for a website. Engagement with local businesses		Town Council	Website traffic, social media engagement, visitor numbers.
Create a new map of Carterton for residents and visitors.	S106 Funding, Lottery Funding, Westhive,	Quotes for design and supply of the map		Town Council	

	other Grants and Trusts.				
Explore the potential of a Carterton Museum – possibly a shared museum with RAF Brize Norton	S106 Funding, Lottery Funding, Westhive, other Grants and Trusts.	Form a working group / trustee group  Investigate potential venues		Carterton History Group  Town Council	

<b>Objective 6. Involvement of Local Government &amp; Public Bodies</b>					
Hold quarterly strategic meetings with District & County Councils. Identify areas for collaboration (e.g. transport, investment).					
<b>Action</b>	<b>Potential Funding Sources</b>	<b>Milestones</b>	<b>Timeline</b>	<b>Lead Responsibility</b>	<b>Key Performance Indicators</b>
UK Shard Prosperity Fund	N/A	Applications submitted	Q1 2025	Town Council, District Council	Number of collaborative projects, funding secured.
Community Builder Project	N/A	Update received	Q1 2025	Town Council, District Council	
Healthy Place Shaping Project		Meeting with Public Health and Local Nature Recovery	Q1 2025		
Local Cycling and Walking Infrastructure Plan	N/A	Meeting with Highways Officers	Q1 2025	Town Council, County Council	

**DIRECT DEBITS FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
M017FO	BT	Telephone and Broadband - January	£249.95	£49.99	£299.94
10005083712	Castle Water	Water charges Pavilion December	£21.99		£21.99
10005108170	Castle Water	Water charges Allotments December	£18.61		£18.61
10005022719	Castle Water	Water charges Town Hall December	£83.00		£83.00
10005344531	Castle Water	Water charges Town Hall January	£60.52		£60.52
10005382355	Castle Water	Water charges Allotments January	£35.15		£35.15
KI-07CA0479-	EDF Energy	Gas usage - Town Hall January	£544.62	£108.92	£653.54
KI-0C2A52F8-	EDF Energy	Electricity usage - Town Hall January	£544.19	£108.84	£653.03
KI-160D386B-	EDF Energy	Electricity usage - Pavilion January	£15.82	£0.79	£16.61
	Grenke	lease protection - Refunded	£131.04	£0.00	£131.04
	Grenke	Q3 lease hire	£411.00	£82.20	£493.20
	Land Registry	6 title plans & Maps (123 Milestone road)	£42.00	£0.00	£42.00
140670	Richard Coglan Ltd	Copy charges (upstairs printer) 15.	£6.23	£1.25	£7.48
140671	Richard Coglan Ltd	Copy charges (downstairs printer) 7	£15.07	£3.01	£18.08
2099556	YU Energy	Electricity charges - Baldwin Mews - October MPAN 2000054305972	£7.40	£0.37	£7.77
2174170	YU Energy	Electricity charges - Baldwin Mews - November MPAN 2000054305972	£7.19	£0.36	£7.55
2249480	YU Energy	Electricity charges - Baldwin Mews - December MPAN 2000054305972	£7.42	£0.37	£7.79
2326122	YU Energy	Electricity charges - Baldwin Mews - January MPAN 2000054305981	£48.96	£2.45	£51.41
2326107	YU Energy	Electricity charges - Baldwin Mews - January MPAN 2000054305972	£7.48	£0.37	£7.85
<b>TOTALS</b>			<b>£2,257.64</b>	<b>£358.92</b>	<b>£2,616.56</b>

**MULTICARD/PAYPAL FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
receipt provide	Aldi Stores	set of small screwdrivers and WD40	£8.90	£1.78	£10.68
receipt provide	Morrisons	Gazette and milk	£3.30		£3.30
receipt provide	Morrisons	Milk	£1.45		£1.45
2079891	Names Badges International	Name badges x 4	£35.43	£7.09	£42.52
receipt provide	Aldi Stores	Milk and washing up liquid	£2.24		£2.24
<b>PAYPAL</b>					
04414-306557	Canva	Monthly subscription	£13.00		£13.00
<b>TOTALS</b>			<b>£64.32</b>	<b>£8.87</b>	<b>£73.19</b>

**INTERNAL TRANSFERS AND CHARGES**

From	To	Description	Net	VAT	Gross
savings	Current account	January Payments	£25,000.00	£0.00	£25,000.00
	Wages Service Account	January charge	£7.05	£0.00	£7.05
	Current account	January Service Charge	£19.80	£0.00	£19.80
savings	wages account	January Salary	£11,768.97	£0.00	£11,768.98
savings	Current account	February Payments	£32,140.18	£0.00	£32,140.18
<b>TOTALS</b>			<b>£68,936.00</b>	<b>£0.00</b>	<b>£68,936.01</b>



**PAYMENTS FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
	Administration	January Salary	£11,768.97	0	£11,768.97
GB55ZAEABE	Amazon	Wireless mouse for Office Manager	9.19	1.84	11.03
GB58K3XABE	Amazon	A4 laminating pouches and A4 copy	14.06	2.81	16.87
GB-829618304	Amazon	Tork Hand Towels (pack of 6)	66.27	13.26	79.53
43116	BH Doors Service & Repairs	Call out to fix fault with disabled access door (7.1.25)	£185.00	£37.00	£222.00
U002810913	BrightHR	February H&S	£90.19	£17.03	£107.22
5237	Carterton Community Centre	Hire of hall 19.2.25 for Public consultation - ARRG	£88.00		£88.00
D-06336	Cloudy IT	IT Support - February	£332.99	£66.60	£399.59
25128	DCK Payroll	Monthly payroll - January	£78.10	£15.62	£93.72
2151	Faringdon Electrical Services	Installation, maintenance and removal of lights and barriers - Marigold Square	£1,268.31	£253.66	£1,521.97
2152	Faringdon Electrical Services	Installation, maintenance and barriers - Town Centre/Market Square	£9,155.27	£1,831.05	£10,986.32
31473	G & O Engineers	Work carried out to heating system(as no heating in building)	£160.00	£32.00	£192.00
S1902117	Glasdon	Spare cast end caps x 10	£141.10	£28.22	£169.32
	HMRC	January PAYE & NI	£3,968.02	£0.00	£3,968.02
322962	Huck Nets (UK) Ltd	Plastic post caps x 10	£44.16	£8.83	£52.99
258887	Kompan Ltd	Plug for connection ball x 30	£50.72	£10.14	£60.86
11136	Lightning Strike	Annual test and inspection of lightning protection system	£245.00	£49.00	£294.00
1160	McCracken & Sons Ltd	Area by Barclay House Flats - re-set bricks and replace kerb haunching	£275.00	£55.00	£330.00
	OCC Pensions	January Pension Contribution	£4,161.97	£0.00	£4,161.97
INV-3297	Parish Council Websites	Annual hosting costs	£228.00	£45.60	£273.60
3261	Peplar Fencing	Broken Fence Post Elmhurst Way a	£280.00	£56.00	£336.00
305781	Qik Group Ltd	Chemical Toilet - Kilkenny Lane Jar	£82.80	£16.56	£99.36
305782	Qik Group Ltd	Chemical Toilet - Elmhurst Way Jar	£82.80	£16.56	£99.36
8773	Town & Country Trees Ltd	Arboricultural services - PO 24102	£700.00	£140.00	£840.00
8774	Town & Country Trees Ltd	Arboricultural services - PO 24101	£250.00	£50.00	£300.00
8775	Town & Country Trees Ltd	Arboricultural services - PO 24042	£1,050.00	£210.00	£1,260.00
60071541	UBICO	Playground inspections Empire/Stanmore - December	£132.16	£26.43	£158.59
60071597	UBICO	Prepare/Plant up entrance signs x 3	£1,220.00	£244.00	£1,464.00
60071621	UBICO	Fit bench ends PO 24111	£120.00	£24.00	£144.00
107004	Vodafone	Phone charges	£22.00	£4.40	£26.40
121	West Oxfordshire Community Transport	WOCT Funding Oct 24-Dec 24	£4,000.00		£4,000.00
122	West Oxfordshire Community Transport	WOCT Funding Jan 25-Mar 25	£4,000.00		£4,000.00
33604437	West Oxfordshire District Council	Lot3 Hedges & Footpaths/Lot4 Flowers & Shrubberies - January	£2,018.18	£403.64	£2,421.82
33602915	West Oxfordshire District Council	Waste & Recycling removal after Christmas Lights Event	£144.00		£144.00
no invoice num	S J Wells Window Cleaning	External windows - Town Hall	£25.00		£25.00
<b>TOTALS</b>			<b>£34,688.29</b>	<b>£3,659.25</b>	<b>£38,347.54</b>

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## Carterton Town Council Current Year

### Bank - Cash and Investment Reconciliation as at 31 January 2025

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/01/2025	Current Account	16,420.81
31/01/2025	Wages Account	889.16
31/01/2025	Savings Account	441,664.65

**458,974.62**

##### Unpresented Payments

**0.00**

**458,974.62**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**458,974.62**

##### All Cash & Bank Accounts

1	Current A/c	16,420.81
2	Wages Account	889.16
3	Business Account	0.00
4	Savings Account	441,664.65

Other Cash & Bank Balances **0.00**

**Total Cash & Bank Balances** **458,974.62**

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 10

## Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Central Costs</u>								
1070 Miscellaneous Income	0	95	0	(95)			0.0%	
Central Costs :- Income	<b>0</b>	<b>95</b>	<b>0</b>	<b>(95)</b>				<b>0</b>
4000 Salaries	19,899	193,104	241,000	47,896		47,896	80.1%	
4001 Agency/Temp staff	0	(3,500)	0	3,500		3,500	0.0%	
4002 Recruitment Costs	0	211	1,000	789		789	21.1%	
4003 Travel & Subsistence	0	198	850	652		652	23.3%	
4004 Mace Bearer Honorarium	0	0	200	200		200	0.0%	
4005 Office Supplies	36	1,894	3,000	1,106		1,106	63.1%	
4006 Photocopier Costs	873	2,841	4,020	1,179		1,179	70.7%	
4010 Insurance	0	19,622	19,950	328		328	98.4%	
4015 Training	610	2,491	3,000	510		510	83.0%	
4020 Public Relations	0	8,000	0	(8,000)		(8,000)	0.0%	
4025 Audit	0	1,365	3,003	1,638		1,638	45.5%	
4026 Subscriptions and Publications	65	3,909	5,150	1,241		1,241	75.9%	
4027 Telephones/Mobile/Internet	259	1,786	3,654	1,868		1,868	48.9%	
4028 IT Costs	377	5,576	8,400	2,824		2,824	66.4%	
4032 Bank Charges	30	283	350	67		67	80.9%	
4035 Professional Fees	0	310	3,000	2,690		2,690	10.3%	
4036 Accountancy and Corporate Gov.	0	1,533	5,110	3,577		3,577	30.0%	
4037 Legal Fees	1,181	2,497	3,000	503		503	83.2%	
4041 HR/ Health and Safety	90	4,759	4,000	(759)		(759)	119.0%	
4043 Health & Safety	0	1,485	1,500	15		15	99.0%	
4099 Contingency	0	987	60,000	59,013		59,013	1.6%	
4355 Website	0	44	220	176		176	20.0%	
Central Costs :- Indirect Expenditure	<b>23,419</b>	<b>249,395</b>	<b>370,407</b>	<b>121,012</b>	<b>0</b>	<b>121,012</b>	<b>67.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(23,419)</b>	<b>(249,300)</b>	<b>(370,407)</b>	<b>(121,107)</b>				
<u>115 Civic and Democratic</u>								
4015 Training	0	0	2,000	2,000		2,000	0.0%	
4030 Elections and Meetings	0	12,913	0	(12,913)		(12,913)	0.0%	
4031 Dependant Care Claims	0	165	2,000	1,835		1,835	8.3%	
4050 Mayor's Allowance	0	180	2,750	2,570		2,570	6.6%	
4056 Civic Expenses	0	77	0	(77)		(77)	0.0%	
Civic and Democratic :- Indirect Expenditure	<b>0</b>	<b>13,335</b>	<b>6,750</b>	<b>(6,585)</b>	<b>0</b>	<b>(6,585)</b>	<b>197.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(13,335)</b>	<b>(6,750)</b>	<b>6,585</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 10

## Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Grants and Donations</u>								
1400 Grass Cutting Income	0	2,676	0	(2,676)			0.0%	
Grants and Donations :- Income	<b>0</b>	<b>2,676</b>	<b>0</b>	<b>(2,676)</b>				<b>0</b>
4040 Grants Awarded	0	6,229	14,000	7,771		7,771	44.5%	
4042 Grant-Community connector Bus	0	0	16,000	16,000		16,000	0.0%	
4430 CCTV	0	2,500	4,950	2,450		2,450	50.5%	
Grants and Donations :- Indirect Expenditure	<b>0</b>	<b>8,729</b>	<b>34,950</b>	<b>26,221</b>	<b>0</b>	<b>26,221</b>	<b>25.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(6,053)</b>	<b>(34,950)</b>	<b>(28,897)</b>				
<u>150 Other Costs and Income</u>								
1076 Precept	0	503,096	503,096	0			100.0%	
1090 Interest Received	0	10,254	10,000	(254)			102.5%	
Other Costs and Income :- Income	<b>0</b>	<b>513,350</b>	<b>513,096</b>	<b>(254)</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>513,350</b>	<b>513,096</b>	<b>(254)</b>				
<u>170 Capital</u>								
4808 Town Hall Electrical Upgrade	0	1,688	0	(1,688)		(1,688)	0.0%	
4809 Computer Equipment	0	4,046	0	(4,046)		(4,046)	0.0%	
4812 Streatfield House Boiler	0	493	0	(493)		(493)	0.0%	
4815 Benches	0	297	0	(297)		(297)	0.0%	
4819 Play Equipment Empire Drive	0	79,976	0	(79,976)		(79,976)	0.0%	79,976
4821 TH Furniture	0	1,095	0	(1,095)		(1,095)	0.0%	
4822 TH Conference Chairs	0	1,080	0	(1,080)		(1,080)	0.0%	
4823 TH New Office	0	590	0	(590)		(590)	0.0%	
Capital :- Indirect Expenditure	<b>0</b>	<b>89,265</b>	<b>0</b>	<b>(89,265)</b>	<b>0</b>	<b>(89,265)</b>		<b>79,976</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(89,265)</b>	<b>0</b>	<b>89,265</b>				
6000 plus Transfer from EMR	0	79,976	0	(79,976)				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(9,289)</b>	<b>0</b>	<b>9,289</b>				
<u>202 Town Hall</u>								
1100 Hire income	48	1,055	16	(1,039)			6593.8%	
Town Hall :- Income	<b>48</b>	<b>1,055</b>	<b>16</b>	<b>(1,039)</b>			<b>6593.8%</b>	<b>0</b>
4043 Health & Safety	0	301	3,000	2,699		2,699	10.0%	
4102 Water Charges	79	1,399	2,000	601		601	70.0%	
4105 Gas and Electric	803	(4,442)	10,430	14,872		14,872	(42.6%)	
4110 Repairs & Maintenance	0	10,749	12,520	1,771		1,771	85.9%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 10

## Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4120 Cleaning and Waste Removal	615	2,965	2,345	(620)		(620)	126.4%	
Town Hall :- Indirect Expenditure	<b>1,497</b>	<b>10,973</b>	<b>30,295</b>	<b>19,322</b>	<b>0</b>	<b>19,322</b>	<b>36.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,449)</b>	<b>(9,918)</b>	<b>(30,279)</b>	<b>(20,361)</b>				
<u>210 Properties</u>								
1200 Allandale Income	0	7	0	(7)			0.0%	
1205 Squash Club Income	260	2,600	5,850	3,250			44.4%	
1210 Vets Surgery Income	0	13,696	14,000	304			97.8%	
1230 Streatfield House Income	1,658	12,367	9,950	(2,417)			124.3%	
1231 Carterton FC Rent	0	0	5	5			0.0%	
Properties :- Income	<b>1,918</b>	<b>28,670</b>	<b>29,805</b>	<b>1,135</b>			<b>96.2%</b>	<b>0</b>
4200 Community Centre	0	1,828	4,800	2,972		2,972	38.1%	
4210 Allandale	0	833	7,000	6,167		6,167	11.9%	
4215 Squash Club	0	838	32,552	31,714		31,714	2.6%	
4216 Scout Building	0	593	2,700	2,107		2,107	22.0%	
4230 Streatfield House	0	1,563	3,365	1,802		1,802	46.4%	
Properties :- Indirect Expenditure	<b>0</b>	<b>5,655</b>	<b>50,417</b>	<b>44,762</b>	<b>0</b>	<b>44,762</b>	<b>11.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,918</b>	<b>23,014</b>	<b>(20,612)</b>	<b>(43,626)</b>				
<u>215 Recreation and Open Spaces</u>								
1250 Wayleaves and Easements	0	14	69	55			19.6%	
1610 Allotments Income	0	0	4	4			0.0%	
Recreation and Open Spaces :- Income	<b>0</b>	<b>14</b>	<b>73</b>	<b>59</b>			<b>18.5%</b>	<b>0</b>
4037 Legal Fees	0	0	3,000	3,000		3,000	0.0%	
4220 Allotments	19	3,560	5,175	1,615		1,615	68.8%	
4300 The Dell	0	0	1,000	1,000		1,000	0.0%	
4305 Repairs & Maint Play Equipment	13	12,083	17,000	4,917		4,917	71.1%	13
4306 Play Areas General	22	22	0	(22)		(22)	0.0%	
4307 ARRG Water	22	280	300	20		20	93.2%	
4308 ARRG Electricity	0	46	1,260	1,214		1,214	3.6%	
4309 ARRG Pavilion	0	570	6,505	5,935		5,935	8.8%	
4312 Willow Meadows	0	600	1,200	600		600	50.0%	
4313 St John Garden	0	1,680	1,000	(680)		(680)	168.0%	
4371 Bus Shelters	0	0	1,000	1,000		1,000	0.0%	
4410 Tree Works	0	3,040	10,000	6,960		6,960	30.4%	
Recreation and Open Spaces :- Indirect Expenditure	<b>76</b>	<b>21,881</b>	<b>47,440</b>	<b>25,559</b>	<b>0</b>	<b>25,559</b>	<b>46.1%</b>	<b>13</b>
<b>Net Income over Expenditure</b>	<b>(76)</b>	<b>(21,868)</b>	<b>(47,367)</b>	<b>(25,499)</b>				
6000 plus Transfer from EMR	13	13	0	(13)				
<b>Movement to/(from) Gen Reserve</b>	<b>(63)</b>	<b>(21,855)</b>	<b>(47,367)</b>	<b>(25,512)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 10

## Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Town Maintenance</u>								
1400 Grass Cutting Income	0	0	2,676	2,676			0.0%	
Town Maintenance :- Income	<b>0</b>	<b>0</b>	<b>2,676</b>	<b>2,676</b>			<b>0.0%</b>	<b>0</b>
4400 Litter & Dog Bins (Lot 2)	0	33,963	32,000	(1,963)		(1,963)	106.1%	
4401 General Maintenance	0	10,094	4,000	(6,094)		(6,094)	252.3%	
4403 Baldwin Mews Electricity	54	411	2,210	1,799		1,799	18.6%	
4405 Hedges & Paths (Lot 3)	0	7,765	5,000	(2,765)		(2,765)	155.3%	
4406 War Memorial	0	0	300	300		300	0.0%	
4415 Flowers (Lot 4)	0	12,694	9,000	(3,694)		(3,694)	141.0%	
4425 Grass Cutting (Lot 1)	0	27,258	19,179	(8,079)		(8,079)	142.1%	
Town Maintenance :- Indirect Expenditure	<b>54</b>	<b>92,185</b>	<b>71,689</b>	<b>(20,496)</b>	<b>0</b>	<b>(20,496)</b>	<b>128.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(54)</b>	<b>(92,185)</b>	<b>(69,013)</b>	<b>23,172</b>				
<u>225 Cemetery</u>								
1600 Burial Fees	1,430	10,855	7,000	(3,855)			155.1%	
Cemetery :- Income	<b>1,430</b>	<b>10,855</b>	<b>7,000</b>	<b>(3,855)</b>			<b>155.1%</b>	<b>0</b>
4600 Cemetery Repairs & Maintenance	0	1,803	1,000	(803)		(803)	180.3%	
4601 Cemetery Waste Collection	0	87	1,000	913		913	8.7%	
4605 Cemetery Grass Cutting/Hedges	0	2,758	3,450	692		692	79.9%	
Cemetery :- Indirect Expenditure	<b>0</b>	<b>4,648</b>	<b>5,450</b>	<b>802</b>	<b>0</b>	<b>802</b>	<b>85.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,430</b>	<b>6,207</b>	<b>1,550</b>	<b>(4,657)</b>				
<u>230 Street Furniture</u>								
4370 Bins	0	0	650	650		650	0.0%	
4371 Bus Shelters	200	200	0	(200)		(200)	0.0%	
4372 Clock	0	213	200	(13)		(13)	106.5%	
Street Furniture :- Indirect Expenditure	<b>200</b>	<b>413</b>	<b>850</b>	<b>437</b>	<b>0</b>	<b>437</b>	<b>48.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(200)</b>	<b>(413)</b>	<b>(850)</b>	<b>(437)</b>				
<u>301 Communication and Events</u>								
1305 Christmas Lights Income	0	0	460	460			0.0%	
1315 Events Income	0	3,331	0	(3,331)			0.0%	
Communication and Events :- Income	<b>0</b>	<b>3,331</b>	<b>460</b>	<b>(2,871)</b>			<b>724.2%</b>	<b>0</b>
4315 Events	0	10,603	20,000	9,397		9,397	53.0%	
4316 Flags	0	0	1,000	1,000		1,000	0.0%	
4350 PR/Advertising (inc Crier)	0	0	10,000	10,000		10,000	0.0%	
Communication and Events :- Indirect Expenditure	<b>0</b>	<b>10,603</b>	<b>31,000</b>	<b>20,397</b>	<b>0</b>	<b>20,397</b>	<b>34.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(7,272)</b>	<b>(30,540)</b>	<b>(23,268)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 10

## Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>901 Earmarked Reserves</u>								
4901 Cemetery Reserve	0	0	(60,000)	(60,000)		(60,000)	0.0%	
4903 Tree Initiative Reserve	0	0	(7,586)	(7,586)		(7,586)	0.0%	
4904 General Reserve	0	31	0	(31)		(31)	0.0%	
Earmarked Reserves :- Indirect Expenditure	<u>0</u>	<u>31</u>	<u>(67,586)</u>	<u>(67,617)</u>	<u>0</u>	<u>(67,617)</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(31)</u>	<u>67,586</u>	<u>67,617</u>				
Grand Totals:- Income	<b>3,396</b>	<b>560,046</b>	<b>553,126</b>	<b>(6,920)</b>			<b>101.3%</b>	
Expenditure	<b>25,246</b>	<b>507,113</b>	<b>581,662</b>	<b>74,549</b>	<b>0</b>	<b>74,549</b>	<b>87.2%</b>	
<b>Net Income over Expenditure</b>	<u>(21,850)</u>	<u>52,933</u>	<u>(28,536)</u>	<u>(81,469)</u>				
plus Transfer from EMR	<b>13</b>	<b>79,989</b>	<b>0</b>	<b>(79,989)</b>				
<b>Movement to/(from) Gen Reserve</b>	<u>(21,837)</u>	<u>132,922</u>	<u>(28,536)</u>	<u>(161,458)</u>				

## Works for Authorisation – 18 February 2025

### Tree Work

There is a tree belonging to CTC to the front of 3 Speyside Close which is overhanging into the property. The resident has requested that maintenance be carried out.

**Supplier:** Town & Country Trees Ltd

### Field maple

Remove branch stubs and remove x3 lower branches to raise crown

Reduce overall height by approximately 2.5 – 3 metres

Prune to clear street lamp head

Prune remaining crown circumference proportionately to contain and shape

**Cost:**

£500.00 + VAT



**Recommendation:** That council approve CTC preferred supplier Town & Country Trees Ltd to carry out the tree maintenance at a cost of £500.00 + VAT. Work to commence in the new Financial Year.





Licence No. AC2353

Our Ref: 12766CTC-35C  
30 January 2025

Lyndy Dennis  
Admin Assistant  
Carterton Town Council  
Town Hall, Alvescot Road  
Carterton, Oxon  
OX18 3JL

Dear Lyndy

**Re: 3 Speyside Close, Carterton, OX18 1TT.**

Following my visit to the above location on Wednesday 15<sup>th</sup> January, please find below my quotation for the work as requested.

- Field maple**
- Remove branch stubs and remove x3 lower branches to raise crown
- Reduce overall height by approximately 2.5 - 3 metres
- Prune to clear street lamp head
- Prune remaining crown circumference proportionately to contain and shape

<i>Net Total</i>	= £500.00
<i>VAT @ 20%</i>	= £100.00
<b><u>Total Cost</u></b>	<b>=£600.00</b>

If you find this quotation acceptable or have any further queries, please do not hesitate to contact me.

Yours sincerely

Paul Hodkinson  
Director

**Notes:**  
*On acceptance of this quotation, you are deemed to have agreed with our "Terms and Conditions of Service", a copy of which is attached.*

**A tree surgery company with the integrity you can trust**

Town & Country Trees Ltd • 1 St James Court, Stonesfield, Witney, Oxfordshire OX29 8QW  
Tel: 0845 458 2980 • Mobile: 07976 261850 • Email: info@townandcountrytrees.co.uk • Web: www.townandcountrytrees.co.uk



## **Mayors Report**

### **Jan-Feb 2025**

On 1<sup>st</sup> February the Royal British Legion hosted their annual Oxfordshire Conference and this year it was held in Carterton. I had the honour, alongside Marjorie Glasgow, the Lord-Lieutenant of Oxfordshire and The Rt Revd Gavin Collins, the Bishop of Dorchester, among others, to address the guests and give a warm welcome to our town.

It was great to hear of all the fantastic work the RBL do in Oxfordshire (its not all about selling poppies). The positivity and enthusiasm from all of the volunteers and guests was amazing. The RBL are always looking for new members and volunteers.

## **Clerk's Report - 18<sup>th</sup> February 2025**

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

On the 6<sup>th</sup> February Cllr Melvin, Cllr Lincoln and I had a meeting with WODC officers Martha Holland (Healthy Communities Officer) and Tatiana Bell (Nature Recovery Officer). They have some funding from Public Health to improve health outcomes by helping people reclaim green spaces. We discussed areas such as Swinbrook Recreation Ground and Willow Meadows but everyone felt that the area with the most potential for a project is probably the Dell given that it is walking distance of three primary schools and next to the secondary school. We mentioned that we are looking to do some work on the Dell as part of the Skate Park Project and that there are questions in the consultation about the area. We therefore agreed to meet again in late March when we have the results from the consultation.

### **Play Park Consultation**

The Play Park Consultation went live on Monday 10<sup>th</sup> February and will run for 6 weeks until Friday 21<sup>st</sup> March. Please promote and share the survey through your contacts and networks and also the dates of the two events:

Town Hall: Monday 17<sup>th</sup> February 2025 – 1.30pm to 4.30pm

Carterton Community Centre: Wednesday 19<sup>th</sup> February 2025 – 11am to 2pm

<https://carterton-tc.gov.uk/playparks-consultation>

### **Standing Orders and Committees**

Last month we agreed some changes to the standing orders as the names of our committees had changed. There was a question about Committees and Panels. I confirmed this with colleagues at OALC. It was as the Mayor said at the meeting. We should call them the HR Committee and the Grants Committee and we must publish the agendas as we do any other committee. However the first item on the HR Committee is always likely to be the exclusion of the public and press on confidentiality grounds. The one point to note is that HR and Grants are not Standing Committees in the sense that the other Committees are. This is because they only meet as and when they are needed i.e. if we have HR issues to discuss or if we have Grant applications to discuss. That said we will need to convene both committees during March so I will try to find appropriate dates and times to meet.

### **Local Cycling and Walking Infrastructure Plan (LCWIP)**

On the 4<sup>th</sup> February I attended an online meeting with Oxfordshire County Council officer along with the Deputy Clerk and several Town Councillors. They are keen to develop and a Local Cycling and Walking Infrastructure Plan for Carterton and are currently consulting on it. On the 6<sup>th</sup> February Cllr Watson and Cllr Godwin joined OCC officers and their consultants in an audit of current walking and cycling routes in the town. The next step is to form a steering group of key stakeholders. I have been given a potential date of 27<sup>th</sup> February for the first meeting and will confirm that in due course.

The consultation is due to end on the 28<sup>th</sup> February and can be found on the link below.

<https://letstalk.oxfordshire.gov.uk/carterton-lcwip>

## **District Councillor Report Jan-Feb 25**

### **Cllr Michele Mead Carterton South**

23 Jan 25

#### **Devolution White Paper Briefing**

The Labour Government announced in December that they are changing the way local authorities (councils) will look. As a result of this over the next two years approx. the district council will be dissolved and there will be one large unitary council. There are two ways this could look, either a large Mayoral council which could mean we become part of the Thames valley with one council, or more of a unitary/local government reorganisation approach, this would still be a larger council but could be made up of just Oxfordshire or Oxfordshire and Berkshire. Updates are coming out on an almost weekly basis it is expected we will know more by the end of March 25.

29 Jan 25

#### **Full Council Meeting**

In terms of the highlights of this meeting:

Firstly there was a question was put to the executive members after it was revealed that the local recycle centre commonly known as Dix pit, will be going to appointment only. The question was whether they would consider adding funding to the budget to deal with the expected increase in fly tipping? The answer to this question was that the executive do not expect an increase in fly tipping!

Secondly a motion was put forward by the executive member for environment asking the Leader to write a letter to the Secretary of State, Steve Reed MP, requesting that he puts Thames Water into special administration, after their appalling record in letting sewage pour into our rivers on an almost daily basis. This motion was supported unanimously.

#### **Extra-ordinary meeting**

The Extraordinary meeting followed the full council and had one item on the agenda. WODC are currently going through a boundary review for council wards. As a result of this, the council which currently has elections every three out of four years, will now go to one election every four years. There was little debate on this as over the next couple of years the District Council will not exist due to unitary as mentioned earlier in this report.

5<sup>th</sup> Feb 25

#### **Overview and Scrutiny**

There was only one item on the agenda, the council's budget. It is a legal requirement that the council produce a balanced budget. A short discussion was held on points of clarification, but I believe the main debate will happen at the full council on the 29<sup>th</sup> of this month.

6<sup>th</sup> Feb 25

### **Members briefing on planning**

This was mainly to bring councillors up to date on the new Local Plan and how it is proceeding. It has slowed slightly, but this is mainly due to the new Government changing the national planning policy framework.

10<sup>th</sup> Feb 25

### **Lowlands Planning Committee**

I attended the Lowlands planning committee meeting. We only had one application to consider, which the committee decided to defer, until we have had a sight visit, so this will come back for consideration next month.

### **Locally**

It was great to see the military have finally cleared the culvert on the perimeter pathway so hopefully the path should not flood again for a while. This is something I've been nagging about for months.

The state of the roads and pathways is a daily conversation I have with residents and also the inconsiderate parking on Milestone Road.

## **District Councillor Report January /February 2025**

### **Cllr David Melvin Carterton NE Ward**

I attended the Lowlands Planning Committee meeting on Jan 13th, There were no applications in Carterton considered on this occasion.

I managed to attend part of the District Council Executive meeting held at Warwick Hall Burford on the 15th January and also attended a presentation and discussion about Rural Economy which took place after the meeting.

I attended an extraordinary district council meeting on Monday 20th January. This was called to approve a leave of absence for Cllr Martin McBride from attending meetings on the grounds of ill health. I am pleased to confirm that this was unanimously approved.

I attended full council on Wednesday the 29th January. Among other business discussed, the council approved a motion to request that the leader of the council writes to the Secretary of State for Environment, Food and Rural Affairs to ask that Thames Water be put into Special Administration.

There was also an extra-ordinary meeting immediately after the main meeting this was to agree and approve to change the cycle for electing councillors to the District council from elections in thirds to whole council elections as from 2027. However the proposed changes to local government structure may impact on this.

Unfortunately I missed the Audit & Governance meeting on January 30th.

I attended Lowlands Planning Committee on February 10th, again there were no applications in Carterton on the agenda for consideration.

I attended the district Executive meeting on Wednesday the 12th February. Among other business the executive agreed the final budget proposals which include investing more in local services and priorities over the next financial year. This will be presented to the full council for approval at the next full council meeting in March.

Most council meetings are web cast and also recorded so residents can watch live or at a time that is convenient for them. Details on how to do this are on the District Council's website.

In December the Government published a White Paper on a national programme of devolution and reform to local government. This paper included two main elements that will fundamentally change the structure of Local Government.

The first is the creation of 'Strategic Authorities' that will sit above the current councils and would receive additional funding and powers and have more control and influence at a regional level these will be led by a elected mayor.

The second is the proposal to get rid of the current situation where in some areas such as Oxfordshire we have a two tier system of District and County councils delivering different services. These will be replaced by new Unitary Councils which will deliver these services. So in future West Oxfordshire District Council and Oxfordshire County Council will cease to exist in their current form and be replaced by a new single Unitary Authority which will provide the services the District and County Council previously delivered.

There are discussions and negotiations taking place about this and the councils will have to submit an interim plan for a new Unitary authority or authorities by 21st March 2025 with a full proposal by 28th November 2025. Hopefully we will have more information soon.

<https://news.oxfordshire.gov.uk/devolution-and-local-government-reorganisation/>

However the County Council elections planned for May are still going ahead. I was pleased to see that the County Council have agreed and approved their Budget which has included an increase in funding for road repairs and other services for the next financial year.

On a more general note I continue to support the community groups I'm involved with which include Volunteer Link Up , West Oxfordshire Community Transport, Carterton Community Centre, Carterton Litter Pickers, Carterton Youth Fund , Connecting Carterton. And the Burford Environmental Action Group and Carterton Environmental Awareness Group which organised the recent successful Repair Cafe at St John's Church.

Cllr David Melvin  
Carterton NE .