

Carterton Town Council

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12th February 2026

Chair: Cllr M Mead
Vice-Chair: Cllr S Watson

Members: Cllr R Brooks, Cllr R Crapper, Cllr S Evans, Cllr K Godwin, Cllr J Guest, Cllr E Hatton, Cllr N Leverton, Cllr N King, Cllr C Lincoln, Cllr M McBride, Cllr D Melvin, Cllr S Vaughan, Cllr K Wood and Cllr L Wood.

You are hereby summoned to attend an ordinary meeting of **CARTERTON TOWN COUNCIL** on **Tuesday 17th February 2026 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

PAGE NO.

- 1. APOLOGIES**
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**
To receive an update from the Chair on any noteworthy matters 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 three minutes per person, and will be under the direction of the Chair.

- 5. MINUTES OF THE PREVIOUS MEETING** **PAGES 4 – 14**
To approve the minutes as an accurate record of the Town Council meeting held on 20th January 2026.
- 6. NEW COUNCILLOR – WELCOME AND COMMITTEE APPOINTMENT**
To formally welcome Cllr Sarah Evans following her election to the town council and to consider her appointment to the Planning Committee for the remainder of the 2025/26 council year.
- 7. MONTHLY REPORTS** **PAGES 15 – 30**
Council to note the Mayor’s report.
Council to note the Clerks report.
Council to note the County and District Councillor reports.
- 8. COMMITTEE AND WORKING GROUP MEETING MINUTES/NOTES**
- a) To note the minutes of the Events Steering Group meeting on 2nd February 2026 **PAGES 31 – 34**
 - b) To note the minutes of the Finance & Governance Committee meeting on 3rd February 2026. **PAGES 35 – 39**
 - c) To note the minutes of the Carterton Recreation Ground Trustees meeting on 10th February 2026. **PAGES 40 – 47**
- 9. RECOMMENDATIONS FROM FINANCE AND GOVERNANCE COMMITTEE**
To consider the following recommendations from the Finance & Governance Committee:
- a) To review and adopt the updated burial regulations. **PAGES 48 – 54**
 - b) To review and implement the new burial fees as of 1st April 2026. **PAGE 55**
 - c) To consider and adopt the new IT Policy. **PAGES 56 – 60**
 - d) To consider and adopt the new Investment Policy. **PAGES 61 – 62**
 - e) To agree the proposed split of existing water charges with the past and current tenants and to authorise officers to investigate the options for separating utilities. **PAGES 63 – 66**
- 10. UPDATES FROM OUTSIDE BODIES**
Council to note:
- a) Any meetings attended by representatives on outside bodies
 - b) Any updates from representatives on outside bodies
- 11. PROVISION OF iPADS FOR COUNCILLORS** **PAGES 67 – 70**
To consider options for providing tablet devices to councillors to support Gov.Uk email addresses, digital agenda distribution and improved administrative efficiency.
- 12. SECTION 106 FUNDING – UPDATE**
To receive and note an update from the Clerk on the receipt of three successful Section 106 funding awards and to consider forthcoming Section 106 funding opportunities.
- 13. FINANCE AND ACCOUNTS** **PAGES 71 – 73**
- a) To approve expenditure for January 2026 as detailed in the tables below.
 - b) To approve the bank reconciliation for January 2026.
 - c) To note that the CCLA Investment Account has now been opened.

14. WORKS FOR AUTHORISATION

PAGES 74 – 76

- a) Weed Control - To consider and approve the proposed Weed Control Programme for 2026.
- b) Works carried out under Clerk's authority - To receive and note works commissioned under the Clerk's delegated authority.

15. DATE OF NEXT MEETING

To note the date of the next meeting as Tuesday 17th March 2026 at 7pm.

Members of the Press and Public Welcome



Carterton Town Council

DRAFT

**A MEETING of the TOWN COUNCIL was held on 20 JANUARY 2026 at 7.00pm
in Carterton Town Hall and was attended by the following:**

Chair:	Cllr M Mead
Vice-Chair:	Cllr S Watson
Members:	Cllr R Brooks, Cllr R Crapper, Cllr K Godwin, Cllr J Guest, Cllr N Leverton, Cllr N King, Cllr C Lincoln, Cllr M McBride, Cllr S Vaughan, Cllr K Wood, Cllr L Wood
Officers:	Mrs C Evans (Deputy Clerk/RFO)
County Councillors:	Cllr T Overton (Brize Norton and Carterton East)
In attendance:	7 members of the public

ITEM	MINUTE	VOTE / ACTION
C106/25-26/1	APOLOGIES	
	<p>Apologies were received from the following:</p> <p>Mr S Garwood (Town Clerk) Cllr E Hatton, Cllr D Melvin Cllr T Fenton, Cllr N Field-Johnson (County Councillors)</p> <p>There is currently a Town Councillor vacancy in Rock Farm ward.</p>	
C107/25-26/2	DECLARATIONS OF INTEREST and DISPENSATIONS	
	<p>With reference to items on the agenda, Members are reminded of their responsibility to declare interests and update their Register of Interests accordingly. Members were reminded to declare any further interests should they arise during the meeting.</p> <p>Cllr K Wood declared an interest in Item 8 as an allotment holder. Cllr Lincoln declared an interest relating to the grant application for Carterton Food Angels. Cllr Leverton declared an interest relating to the grant application for Carterton WI Hall as he had awarded them some funding from his County Councillor fund.</p>	

C108/25-26/3	CHAIR'S OPENING REMARKS	
	<p>The Chair welcomed all present and confirmed the meeting was being recorded for openness and transparency.</p> <p>The Chair reported that all Section 106 funding applications submitted by the Council had been successful, including funding for:</p> <ul style="list-style-type: none"> • Five bus shelters • Garden works outside The Golden Eagle • Directional fingerposts • Event marquees • Town Hall signage • Noticeboard for Carterton Recreation Ground • Pothole repairs at Burford Road car park <p>Members were advised of upcoming consultations by Bloor Homes at Elderbank Hall in Brize Norton.</p>	
C109/25-26/4	PUBLIC PARTICIPATION	
	<p>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 of three minutes per person, and will be under the direction of the Chair.</p> <p>The members of the public present did not wish to speak.</p>	
C110/25-26/5	MINUTES OF THE PREVIOUS MEETING	
	<p>IT WAS RESOLVED that the Minutes of the Town Council meeting held on 9 December 2025 be approved as an accurate record and were signed by the Chair.</p>	<p>Proposed: KW Seconded: KG All in favour</p>
C111/25-26/6	MONTHLY REPORTS	
	<p>Council to note the following monthly reports from the Mayor; Town Clerk; and County and District Councillors.</p> <p>The Deputy Clerk highlighted the following from the Clerk's report:</p> <ul style="list-style-type: none"> • The land purchase adjacent to Swinbrook Recreation Ground has been completed. • The Local Plan response has been submitted. • Six Councillors are trialling new .gov.uk email addresses. All Councillors need to be using the new email addresses by 31 March 2026 for compliance with Section 10 of the AGAR. • The Allandale Centre roof is leaking and this is currently being inspected. 	<p>Noted</p>

	<ul style="list-style-type: none"> Boiler replacement works at the Town Hall are underway and should be completed by Wednesday this week. Boardwalk replacement at Willow Meadows will be completed this week. It was raised that the boardwalks at Willow Meadows were completely under water during December 2025; and also whether a more sustainable material could be looked at for future replacements and how this would affect the wildlife. Cllr Lincoln said that the Green Spaces working group were looking at the boardwalks. Play park funding exploration is underway for the Recreation Ground. Dates have been set for a Saturday market trial at Shilton Park commencing at the end of January. A poster has been put on social media that give dates for the whole year, and this was queried because it was understood that this would be for a six month trial. The Deputy Clerk explained that the markets were looking to hire Carterton Community Centre to use as an indoor space as well. 	
C112/25-26/7	COMMITTEE AND WORKING GROUP MEETING MINUTES / NOTES	
	Council noted the following draft minutes:	
(a)	Grants Committee meeting held on 16 December 2025.	Noted
(b)	Recreation and Amenities Committee meeting held on 6 January 2026.	Noted
C111/25-26/8	RECOMMENDATIONS FROM THE RECREATION AND AMENITIES COMMITTEE	
	To consider the following recommendations from the Recreation and Amenities Committee:	
(a)	<p>Set up of an Allotments lease working group The current lease expires in June 2026 and the existing arrangements are being reviewed to ensure they are clear, fair and in line with good practice.</p> <p>Membership of the working group would be the Town Clerk, Cllr Guest (Outside Bodies representative for allotments) and two members of the Recreation and Amenities Committee. The working group would report back to the Recreation and Amenities Committee in April before signing off the new lease at full Council in May 2026.</p> <p>IT WAS RESOLVED to set up a working group consisting the Town Clerk, Cllr Guest and two members of the Recreation and Amenities Committee, together with three members of the Allotment Committee, to discuss and agree the new Allotments lease.</p>	All in Favour

	<p>(b) Consider future Allotment utilities funding Following the advice of the National Allotments Society, Members discussed whether toilet facilities or water should be funded from the public purse.</p> <p>Last financial year, the cost of water was £793.70 and toilets £1,887.28, and so far this year, water has cost £1,464.36 and toilets £1,252.80.</p> <p>IT WAS RESOLVED that the Council continue to pay water and toilet costs until June 2026, at which point responsibility will transfer in line with the new lease arrangements.</p> <p>(c) Sports provision survey Members discussed consulting residents on what is needed in Carterton in terms of sports provision, which could be part of a wider town survey that included funding from S106 from new developments.</p> <p>IT WAS RESOLVED to undertake a town-wide survey to gather information on residents’ views regarding sports provision. Results to be reported and further discussed at the Annual Town Meeting in May 2026.</p> <p>(d) Set up a Swinbrook Recreation Ground working group The Council has recently purchased a small parcel of land adjacent to the Recreation Ground, which offers the possibility of improvements to the layout of the site, including the option to alleviate current parking issues. A number of longer term ideas have been discussed for S106 funding for sports provision that could also be considered.</p> <p>Members were invited to discuss setting up a working group to discuss the overall masterplan for the area. Members of the public would also be welcome and it was noted that representatives from the Squash Club and Boxing Club had expressed an interest in being part of the group.</p> <p>IT WAS RESOLVED to establish a Swinbrook Recreation Ground working group to begin development of a masterplan for the area and that the Council representatives would be Cllr King, Cllr Lincoln and Cllr Vaughan.</p>	<p>Proposed: CL Seconded: KW Majority in Favour 1 Against</p> <p>Proposed: McB Seconded: KG All in favour</p> <p>Proposed: SW Seconded: KG All in favour</p>
C112/25-26/09	GRANT APPLICATIONS	
	<p>To consider the following recommendations of the Grants Committee:</p> <p>(a) Carterton Food Angels Carterton Food Angels seek a grant of £2,000 towards the cost of a dishwasher and cooker.</p>	

	<p>IT WAS RESOLVED to award a grant of £2,000 towards kitchen equipment.</p> <p>(b) Carterton WI Carterton WI has undergone a programme of refurbishment and the kitchen is the last area to be done. They seek a grant of £5,000 towards the cost of refurbishing the kitchen, but would welcome any amount offered.</p> <p>The new Grants Policy states that there is a limited of £2,000, unless there are exceptional circumstances. That being the case, the Grants Committee recommended that a grant of £2,000 is awarded.</p> <p>IT WAS RESOLVED to award a grant of £2,000 towards the refurbishment of the kitchen.</p>	<p>Proposed: LW Seconded: SW All in favour</p> <p>Proposed: KW Seconded: CL Majority in Favour 1 Abstained</p>
C113/25-26/10	INTERNAL AUDIT REPORT	
	<p>To discuss the findings and recommendations of the Internal Audit Report.</p> <p>The Internal Audit Report was received and its findings noted. The report did not highlight any issues and found that overall the Council’s systems and procedures are fit for purpose, and whilst the report highlights some areas for improvement, these are pointers to further improve systems rather than failings.</p> <p>The Deputy Clerk went through the report, as follows:</p> <ul style="list-style-type: none"> • Acceptance of Office forms should be amended to show formal consent for electronic papers. • Publish Members’ Register of Interests on the Council’s website. Currently the Council website has a link to the information on WODC website, but this is no longer sufficient. The Deputy Clerk would seeking advice on whether any personal information should be redacted. • Ensure Councillors use email addresses linked to the Council’s own domain (eg cllrx@carterton-tc.gov.uk). As previous stated, six Councillors are currently using the new email addresses and the remainder should be moved over by March. • Adopt and publish an IT Policy, which is a new requirement on the AGAR. This is currently being drafted and will go to the next Finance and Governance Committee on 3 February 2026. • Update website with Accessibility Statement. This has been completed. • Consider increasing the Clerk’s delegated spending limit. This will be looked at with the Financial Regulations in May 2026. 	

	<ul style="list-style-type: none"> • Review and update the Investment Policy. This will be taken to the Finance and Governance Committee in February 2026. • Enhance Risk Assessment using a risk matrix (likelihood, severity, mitigation). The current Risk Register is sufficient, but could be updated to make it stronger. • Monitor internal crime insurance cover to ensure it covers maximum balances. This is reviewed regularly. • Align burial fees with annual budget-setting process. This means reviewing the fees in November instead of April each year. This will go to the Finance and Governance Committee in February. • Check newly acquired assets against invoices for correct net purchase price. The Asset Register will be updated ready for the end of year. • Publish Statement of Accounts and Annual Governance Statement on the website. • Review general reserves. <p>Council formally thanked the Deputy Town Clerk for the high standard of work reflected in the audit.</p>	
C114/25-26/11	ANNUAL TOWN MEETING AND TOWN SURVEY	
	<p>To consider and agree an approach to consulting residents on the needs of the town in relation to proposed future development, including the potential commissioning of a town-wide survey and holding a workshop as part of the Annual Town Meeting in May.</p> <p>It was suggested that the survey should state what the Town Council is responsible for. Any matters that fall under the remit of WODC or OCC can be raised with them. It is important to reach all demographics within the town and be available both online and in paper form. Any specific questions for the survey should be emailed to the Clerk.</p> <p>IT WAS RESOLVED to proceed with a town-wide survey, both online and paper-based, to inform future priorities and form part of a workshop-style Annual Town Meeting in May 2026.</p>	All in favour
C115/25-26/12	TOWN COUNCIL FLAG	
	<p>To agree the final design and colours for the new Town Council flag.</p> <p>IT WAS RESOLVED that revised flag designs in red, green and blue be circulated electronically for Councillor consideration, with a majority decision to be taken by email.</p>	All in favour

C116/25-26/13	FINANCE AND ACCOUNTS	
	<p>(a) To approve expenditure for December 2025, as detailed in the tables below.</p> <p>IT WAS RESOLVED that the expenditure for December 2025 is approved.</p> <p>(b) To approve the bank reconciliation for December 2025.</p> <p>IT WAS RESOLVED that the bank reconciliation for December 2025 is approved.</p>	<p>Proposed: NK Seconded: KW All in favour</p> <p>Proposed: CL Seconded: SW All in favour</p>
C117/25-26/14	WORKS FOR AUTHORISATION	
	<p>(a) S106 works at the Crossroads The verge on the corner of Brize Norton Road and Black Bourton Road at the crossroads, outside The Golden Eagle, has been identified for improvements using the remainder of the S106 money, at a cost of just under £4,000. Quotes were sought with a brief to include removing the existing vegetation, lay seed/grass and mulch, create beds planted with a variety of shrubs and plants, and a 3ft high picket fence. Members were asked to consider the proposals and approve these works to go ahead.</p> <p>IT WAS RESOLVED that the works to improve the verge on the corner of Brize Norton Road and Black Bourton Road be approved, with the exception of the picket fence.</p> <p>(b) Removal of trees at Speyside Close and Scholars Acre An Ash tree in Scholars Acre has been identified as high risk and another Ash tree in Speyside Close identified as a safety concern. Both trees were inspected and recommended for felling. It was suggested that notices be published to inform the public of the works.</p> <p>IT WAS RESOLVED that McCracken and Sons carry out the works to remove the trees at Speyside Close and Scholars Acre at a cost of £1,385 + VAT.</p> <p>(c) Works under Clerk's Authority The Clerk had authorised the following works:</p> <ul style="list-style-type: none"> • Azura Networks to carry out remedial works at the Town Hall following on from the six monthly fire alarm/emergency lighting testing, at a cost of £612.20 + VAT. • Oxyplumb Ltd were called out at a cost of £164.00 + VAT due to heating system failure at the Town Hall. An interim solution was needed prior to installation of a new boiler on 19-21 January 2026, as various groups used the building on a daily basis. 	<p>Proposed: KW Seconded: KG All in favour</p> <p>Proposed: KW Seconded: CL All in favour</p> <p>Noted</p> <p>Noted</p>

C118/25-26/15	CLOSURE OF THE MEETING TO THE PRESS AND PUBLIC	
	<p>IT WAS RESOLVED that pursuant to s1(s) of the Public Bodies (Admissions to Meetings) Act 1960, and Standing Order 3d, Council approve the meeting to be closed to the press and public in order to consider the next agenda items due to confidentiality and commercial sensitivity.</p> <p>The meeting was closed to the press and public at 8.07pm.</p>	All in favour
C119/25-26/16	PURCHASE OF LAND FOR NEW CEMETERY	
	<p>(a) Appointment of a land agent to act on the Council's behalf. At the December meeting of full Council, it was agreed to explore the acquisition of land to meet future cemetery needs and that a working group be set up to take this forward. Initial work has begun and Members were asked to consider the appointment of a land agent to act on the Council's behalf.</p> <p>An area of land is currently being explored. If the land is found not to be suitable for a cemetery, there are other uses that could be looked at. A cemetery would generate income via burial fees and so far this year income from burial fees is £15,205.</p> <p>IT WAS RESOLVED that Council appoint a land agent to act on the Council's behalf for the potential purchase of the land, and agreed a maximum limit of the asking price.</p> <p>(b) Budget for the purchase of land and legal costs</p> <p>IT WAS RESOLVED to defer this item until the land agent is appointed.</p>	<p>Proposed: NK Seconded: ? All in favour</p> <p>All in favour</p>
C120/25-26/17	DATE OF NEXT MEETING	
	Council to note the date of the next meeting as Tuesday 17 February 2026 at 7.00pm.	

The meeting closed at 8.29pm

Chair:

Date:

PAYMENTS FOR APPROVAL

Number	Name	Description	Net	VAT	Gross
	Administration	Administration	£12,438.31	£0.00	£12,438.31
	OCC	December Pension Contributions	£4,530.18	£0.00	£4,530.18
	HMRC	PAYE / NI December	£4,833.61	£0.00	£4,833.61
1T1X-91HT-LFMM	Amazon	Wooden arrow signs for Christmas Fayre	£8.75	£0.00	£8.75
GB50055N09W9PI	Amazon	TORK Toilet rolls (pack of 6)	£36.42	£7.28	£43.70
GB52PMDNABEY	Amazon	TORK Hand towels (pack of 6)	£68.83	£13.77	£82.60
GB6000CLNV11XI	Amazon	Conqueror A4 copy paper	£47.65	£9.53	£57.18
GB6000QIQ4GWBI	Amazon	Henry Cordless Vacuum Cleaner	£124.99	£25.00	£149.99
130385	Azura	6 monthly fire alarm/emergency lighting service	£195.00	£39.00	£234.00
MI/1738783	Cathedral Leasing Ltd	Annual - supply of Hygiene Services	£499.92	£99.98	£599.90
INV-D-10072	Cloudy IT	IT Services	£332.99	£66.60	£399.59
INV-7743	Cloudy IT	Microsoft 365 Business Basic January	£10.43	£2.09	£12.52
26514	DCK Payroll Solutions	Payroll December	£83.85	£16.77	£100.62
146546	5A's Tool & Plant Hire	hire of lighting tower	£175.40	£35.08	£210.48
KS645224	Kingdom Signs	Town Hall signs on Town Hall building	£965.20	£0.00	£965.20
266097	Kompan Ltd	ARRG - Witches Hat	£928.58	£185.71	£1,114.29
1285	McCracken & Sons Ltd	Work at Blackthorn Mews (remove and replace sleepers x 10)	£375.00	£75.00	£450.00
1299	McCracken & Sons Ltd	Work at Blackthorn Mews (cut and clear damaged tree)	£85.00	£17.00	£102.00
16103	McCracken & Sons Ltd	Work at Blackthorn Mews (mound repair)	£375.00	£75.00	£450.00
INV-4115	Parish Council Websites	Website hosting 02/02/26-01/02/27	£228.00	£45.60	£273.60
SIN011982	Proludic Ltd	Trampoline at Stanmore Crescent	£2,460.20	£492.04	£2,952.24
314568	Qik Group Ltd	Chemical Toilets - Kilkeny Lane	£82.80	£16.56	£99.36
314569	Qik Group Ltd	Chemical Toilets - Elmhurst Way	£82.80	£16.56	£99.36
94588	ROSPA (PlaySafety Ltd)	Annual play inspections	£765.00	£153.00	£918.00
paperwork provided	Katie Zasada	Staff Expenses - purchase of large postage box for posting of Mayoral regalia	£4.50	£0.00	£4.50
60077376	UBICO	Work at Christmas Lights	£400.00	£80.00	£480.00
33654706	WODC	Lot1 Grass Cutting/Lot2 Litter	£6,615.96	£1,323.18	£7,939.14
33655946	WODC	Annual Small Lottery Permit	£20.00	£0.00	£20.00
33655060	WODC	Playground inspections -November	£602.33	£120.47	£722.80
paperwork provided	S J Wells Window Cleaning	External cleaning of Town hall windows	£25.00	£0.00	£25.00
TOTALS			£37,401.70	£2,915.22	£40,316.92

INTERNAL TRANSFERS AND CHARGES

From	To	Description	Net	VAT	Gross
Saving account	Current account	December payments	£14,458.52	£0.00	£14,458.52
savings account	Current account	December Payments	£20,000.00	£0.00	£20,000.00
savings account	Current account	December admin payments	£10,000.00	£0.00	£10,000.00
savings account	Wages Account	December salaries	£12,438.31	£0.00	£12,438.31
savings account	Current account	December payments	£20,000.00	£0.00	£20,000.00
	Current account charges	December Service Charge	£17.10	£0.00	£17.10
	Current account Charges	December Manual Handling Charge	£7.80	£0.00	£7.80
TOTALS			£76,921.73	£0.00	£76,921.73

PAYMENTS MADE UNDER CLERKS AUTHORITY

Number	Name	Description	Net	VAT	Gross
1809	Mulberry Local Authority Services	Internal Audit 2025-2026	£411.75	£82.35	£494.10
paperwork provided	Rachael Youd - Flowers You'd Love	Wreath for Repatriation	£45.00	£0.00	£45.00
TOTALS			£456.75	£82.35	£539.10

PRE AUTHORISED PAYMENTS MADE

DATE	Name	Description	Net	VAT	Gross
12.12.2025	SLCC	Clerk - attendance at SLCC Conference 28 & 29 Jan 2026	£465.00	£93.00	£558.00
08.01.2026	Cloudy IT	Logitech system for Council meetings etc	£7,119.79	£1,423.96	£8,543.75
13.01.2026	Wellers Law Group	Purchase of land south side of	£7,839.28		£7,839.28
TOTALS			£15,424.07	£1,516.96	£16,941.03

RECREATION

GROUND PAYMENTS

Number	Name	Description	Net	VAT	Gross
10008487912	Castle Water	Water usage Pavilion	£25.49	£0.00	£25.49
10008742433	Castle Water	Water usage Pavilion December	£26.34	£0.00	£26.34
KI-160D386B-0018	EDF	Electricity charges Pavilion 1 Nov - 7 Dec 2025	£23.64	£1.18	£24.82
KI-160D386B-0019	EDF	Electricity charges Pavilion 8 Dec 25 - 31 Dec 2025	£18.81	£0.94	£19.75
	Unity Trust Bank	CRG account charge December	£6.45	£0.00	£6.45
TOTALS			£100.73	£2.12	£102.85

MULTICARD/PAYPAL FOR APPROVAL

Number	Name	Description	Net	VAT	Gross
receipt provided	Aldi	Milk and cleaning products	£4.05		£4.05
receipt provided	Asda	Cleaning products and gazette	£11.96		£11.96
receipt provided	The Original Factory Shop	Additional baubles for trees etc	£7.20		£7.20
receipt provided	Asda	2 small artificial trees for decorating town hall	£16.00		£16.00
receipt provided	Morrisons	Milk	£1.65		£1.65
receipt provided	Morrisons	Refreshments for after drinks post TC meetin	£17.65		£17.65
receipt provided	Aldi Stores	Milk	£1.65		£1.65
receipt provided	Morrisons	Tissues	£4.85		£4.85
WB125964784	Travelodge	Clerk accommodation - attendance at SLCC 28 Jan 2026	£32.29	£6.45	£38.74
receipt provided	Aldi	Milk and teabags	£10.58		£10.58
receipt provided	Aldi	Milk and 2 x flowers	£8.03		£8.03
receipt provided	Morrisons	Parcel tape	£2.75		£2.75
receipt provided	Post Office	postage of Mayor/Dep Mayor Regalia (next day delivery)	£32.70		£32.70
Statement	Lloyds Multipay card	December Monthly charge - Katie	£3.00	£0.00	£3.00
IEN2025061775145	Adobe Shutterstock	November Subscription	£19.99	£4.00	£23.99
IEN2025068021496	Adobe Shutterstock	December subscription	£19.99	£4.00	£23.99
BL3334023238	Adobe Systems	Monthly subscription	£16.64	£3.33	£19.97
BL3331596028	Adobe Systems	Monthly subscription	£16.64	£3.33	£19.97
TOTALS			£227.62	£21.11	£248.73

DIRECT DEBITS FOR APPROVAL

Number	Name	Description	Net	VAT	Gross
M028 01	BT	Telephone/Broadband charges	£253.70	£50.74	£304.44
U003151384	Bright HR	HR Services	£90.19	£17.03	£107.22
U003183065	Bright HR	HR Services	£90.19	£17.03	£107.22
10008672887	Castle Water	Water usage - Town Hall	£93.69		£93.69
KI-07CA0479-0020	EDF	Gas charges Town Hall - December	£274.24	£13.71	£287.95
KI-0C2A52F8-0018	EDF	Electricity charges Town Hall December	£528.57	£105.71	£634.28
113023998	Grenke	Lease of photocopier	£493.20		£493.20
145884	Richard Coglan Ltd	Copy charges - upstairs	£24.51	£4.90	£29.41
145885	Richard Coglan Ltd	Copy charges - downstairs	£21.60	£4.32	£25.92
107015	Vodafone	Mobile phone charges	£23.40	£4.68	£28.08
3377055	YU Energy	Baldwin Mews December	£61.40	£3.07	£64.47
TOTALS			£1,954.69	£221.19	£2,175.88

Mayors Report

Jan-Feb 2026

On 31st January I was invited to the Royal British Legion Oxfordshire's AGM which was held in Carterton for a second year.

It was a well-attended event, with the Deputy Lord Lieutenant reading out a message from his Majesty King Charles III.

I had the honour of addressing the attendees and welcoming them to Carterton on behalf of the town.

The Royal British legion has done a fantastic job of raising much needed funds over the last year and it seems their biggest gap is in volunteers to sell poppies, so hopefully more people will come forward this year to help out.

Clerks Report 17/10/26

1. RAF Brize Norton – Construction Works Update

The Town Council has been notified of ongoing construction works at RAF Brize Norton being undertaken by contractors working on behalf of Vinci.

As part of the current phase of works, approximately 2,300m³ of inert subsoil is to be imported to site under the CL:AIRE Definition of Waste: Code of Practice (DoWCoP). The Town Council has confirmed that it has no objection in principle to this activity, noting that responsibility for regulatory compliance rests with the contractor and site operator.

No Town Council land is affected by these works. Officers will continue to monitor any community impact and liaise with the Station where necessary.

2. Land Purchase – Proposed Cemetery Site

Further discussions have taken place regarding the potential purchase of the parcel of land identified as suitable for future cemetery provision.

- The guide price remains the same.
- The Council's initial offer was not accepted.
- The land remains available.
- Formal instructions have been issued to the Council's appointed land agent to negotiate on our behalf.
- Emails have been sent to our solicitors and planning to explore whether there is anything that would prevent a cemetery being on the site.

Work is continuing in parallel with the following committees/ working groups:

- Strategic and financial oversight (Finance & Governance Committee)
- Operational cemetery planning (Cemetery Working Group)
-

This matter will ultimately return to Full Council for decision.

3. Allotment Lease Discussions

Work is progressing on the consolidation and modernisation of the two allotment leases (Elmhurst Way and Swinbrook Road) into a single updated lease document.

Key areas under review include:

- Clarification of repair and maintenance responsibilities
- Utilities and service charges (including water provision)

- Insurance requirements
- Governance arrangements with the Allotment Association
- Alignment with National Allotment Society guidance

Officers are also supporting the Association in exploring options for improved toilet provision, including potential grant funding opportunities.

A revised draft lease will be presented to the Allotment Lease Working Group before being brought forward formally.

4. Other Lease & Asset Management Work

A significant amount of officer time continues to be dedicated to lease and asset matters, including:

- SERFCA lease considerations
- Carterton Squash Club rental benchmarking
- Allotment lease modernisation
- Clarification of repair and maintenance responsibilities under the Community Centre lease
- Ongoing discussions with commercial tenants

During the month, officers held a constructive and positive meeting with representatives of the Carterton Boxing Club regarding the potential future use of the SERF Hall building when the current lease expires. The discussion focused on understanding the Club's requirements, their long-term aspirations, and the practical considerations that would need to be addressed should the building become available.

It has been agreed that a further meeting will take place in approximately one month's time to begin discussing potential heads of terms, including indicative rent levels, proposed lease length, building improvement requirements, and possible funding streams to support any necessary upgrades.

This work forms part of a wider strategic review of Council-owned assets to ensure they are:

- Properly documented
- Legally robust
- Financially sustainable
- Aligned with community need

Title	County Councillor's Report
Author	CLLr Toyah Overton
Parishes	Brize Norton Parish Council, Carterton Town Council
Date	12th February 2026
Contact Details	toyah.overton@oxfordshire.gov.uk

Dear town councillors and residents,

Firstly, I can finally wish you a happy new year!

Please see below a summary of the meetings I've attended over the last month, and the updates I am able to share from the County Council.

As always, please do contact me with any questions or anything I can help with.

Best wishes,

Toyah

1. Meetings and Events Attended

- **I joined an online meeting on Building Sustainable Support for Military Veterans on 21st January.** The main focus of the meeting was on how to support veterans who are struggling with a gambling addiction, and I met some people from the organisations that are able to offer dedicated support. Please do let me know if you become aware of anyone who needs this, and do urge them to contact me so I can get them linked up to the right support.
- **I also attended the OCC Corporate Parenting Panel on the 21st January.** We mostly discussed the Virtual School Report, which many of us had already seen at the Education and Young People Overview & Scrutiny Committee on 21st November, which talks about the virtual school (i.e. online) offering for Children We Care For (i.e. children in the OCC care system) and compares the outcomes between student groups. We also discussed the transition into adulthood for Children We Care For, which has been a regular theme as it can be an exceptionally difficult time. The mental health provisions for these individuals was covered here.
- **I spent as much time as I could at the Bloor consultation for 2,500 homes at Foxbury Garden Community on both the 22nd and 23rd January.** Bloor did assure me that they would be working with Thames Water to ensure that infrastructure is delivered alongside the houses, and not after. They also claim that they will be reducing flood risk to the homes nearby. However, I was mostly there to see what our residents are thinking/feeling rather than to make my own views. I think overall people like most of the facilities that Bloor are offering, but were worried there was no planned GP (as apparently is due to the ICB entirely). I was also very impressed with how much support there was for the railway – in fact, I'm not sure I heard a negative opinion! I mostly saw residents filling out the survey on the second day, so I hope that's useful and that the feedback won't be fully confidential as I will be meeting with Bloor regularly.
- **I was on the Pizza & Politics panel at their event in Witney on 23rd January.** This was an event for 11-18 year olds from all around West Oxfordshire to meet local politicians and ask their questions. While I still find it weird to consider myself a politician, apparently I am one so was on the panel alongside Charlie and various local councillors. The second half of the event has us 'politicians' sitting around tables with around 10 young people and discussing their

thoughts on various issues. I did note that many of them had concerns over Thames Water and flooding! There was also a lot of talk around things for children that age to do, such as youth centres, and questions around why we don't have them. Overall it was really nice to see so many young people engaged, including at least one from Brize Norton! I do wonder if there's any place for a "youth council" of sorts here, and what they could do? It could be a nice way of getting that age group engaged in their home.

- **I visited our local firefighters at Carterton Fire Station on 27th January.** They were very welcoming and were kind enough to share all their thoughts on the current proposal to changes to Oxfordshire's Fire & Rescue service, and I have fed back the concerns to my colleagues at OCC. The second biggest topic was the new station on Brize Meadow, which you are probably aware seems to have ground to a halt with no communication. I have finally found who to chase around this, as apparently the officer initially in charge has moved on, so hope I will have some answers very soon. From conversations, I think I have an idea of what may have caused the pause in progress, but don't want to speculate in my report.
- **The Education & Young People Overview & Scrutiny Committee met on 30th January.** One of the big topics was EHCP's for children with SEND, with the good news being that inspectors have found "effective action" has been taken around SEND in Oxfordshire. While this is great news, we are aware that there are still ongoing difficulties, and the broader national picture is worrying. One of the issues discussed by the committee is that health and education are in different systems, and therefore there are communication issues between these two systems, which is something I hope we can find a solution to. The latest Priority Action Plan has been submitted to the Department for Education, and outlines inclusion & early intervention, quality plans & timely processes, access to additional support and preparing for adulthood as the main areas of focus. I believe we were told in the meeting that EHCP timeliness was at 92% in January, but will double check this. The more difficult topic of discussion was the long-awaited Education Other Than At School (EOTAS) Guidance for Parents, as parents who have seen the guidance feel it is not "clear, safe and usable", which would make it not fit for purpose. We were able to agree that there should be changes made to make the document more accessible, so that all parents are able to understand the information. I am hopeful that we are not far away from having an EOTAS Guidance for Parents document that is exactly what the parents need.
- **I subbed for a colleague on the Place Overview & Scrutiny Committee on 4th February.** We reviewed the Director of Environment and Highways' report on Road Safety Initiatives, with discussion around the Council's "Vision Zero" strategy, which uses a "Safe System" framework to aim for zero fatalities and serious injuries by 2050. We looked at casualty data showing that while accidents have declined steadily from 2000 to 2020, this trend has stalled, with serious injuries rising slightly since 2020 as traffic returns to pre-pandemic levels. The data notably highlights that pedestrians, cyclists, and motorcyclists remain the most vulnerable groups on our network. The second half of the discussions was around the condition of our roads, where we know the current state of highway maintenance remains a issue. It was noted that the severe deterioration and pothole prevalence we are currently seeing is the result of an exceptionally wet winter exacerbating the long-term impact of the "managed decline" policy adopted by a previous Conservative administration in 2014. This policy has allowed the road network to slowly deteriorate over the last decade, leaving it less resilient to recent adverse weather conditions.
- **The Full Council met on 10th February to debate and approve the 2026/27 budget.** Oxfordshire County Council were able to agree their first fully Liberal Democrat budget in this meeting. Despite the Labour Government cutting £24.1 million from Oxfordshire's funding settlement, we delivered a balanced budget. However, this reduction in core government grant has forced a 4.99% council tax increase to maintain essential services. The budget protects adult social care, children's services and the fire service, invests a record amount in

highways, expands SEND support, improves libraries and schools, and continues investment in public health, active travel and climate action. In the meeting, I spoke to remind councillors that a focus on long-term maintenance of our roads is the responsible approach to tackle the impact that the 2014 policy of "managed decline" under a previous Conservative administration has caused to our roads longevity.

Local Issues

Proposed Relocation of Brize Norton Primary School

I am still not aware of any final decision from the Department for Education, which was expected before Christmas, so will confirm with the school as to whether they know more and whether they would appreciate myself or Charlie seeking answers from DfE directly.

I am sure we will all be continuing to look into potential uses for the existing building that benefit the community should the relocation go ahead, so am happy to have another meeting on this when we know more. I will also chase Cllr Levy and officers around the information we need from them.

The 350 Homes at Kilkenny Farm

As Thames Water are not able to provide the necessary sewage treatment to the homes, the developer is suggesting they could use a private company. This would require a permit from the Environment Agency (EA), so myself, Charlie Maynard MP and Cllr Lidia Arciszewska (the Executive Member for Environment for WODC) met with them to discuss our concerns further. I was told that the EA do not intend to loosen their requirements for giving permits, which would mean this development would not be considered for one at this time. However, the Department for Environment, Food & Rural Affairs (Defra) could force their hand. Charlie is going to be speaking with the minister to urge them not to do this, as we believe any concerns from the EA should be listened to.

The Potential 2,500 Homes at "Foxbury Garden Community"

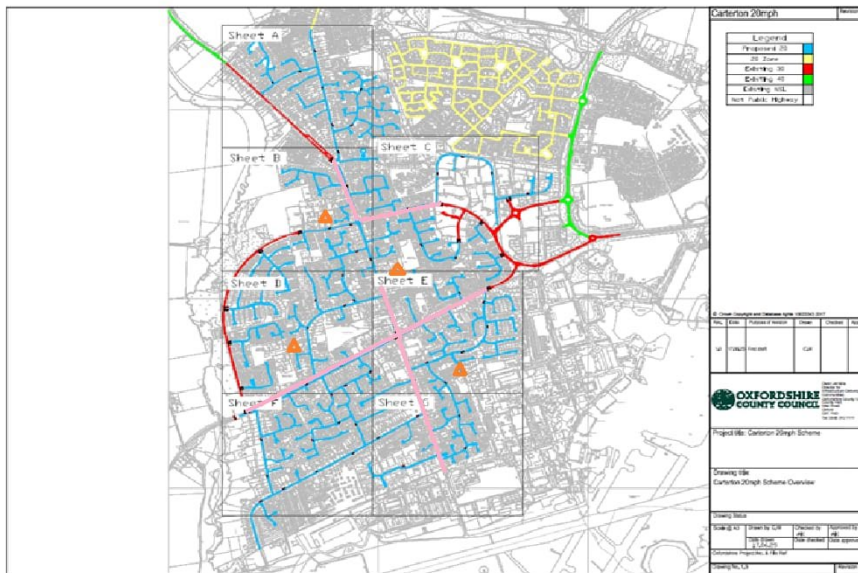
I have already mentioned the recent consultation run by Bloor in the first section of this report, but feel this is a better space to remind residents that they can share their thoughts with the developers using the online survey: www.bloorfoxbury.co.uk/#survey

Road Safety for Children Walking and Cycling to School - 30mph Proposals in Brize Norton

You may recall that the consultation on this had the 30mph on Monahan Way beginning just before the Teasel Way/Bellenger Way roundabout, however both my own response and that of the BNPC suggested that starting before the Burford Road crossing would be better, especially as more and more pedestrians are now crossing there. I have been informed that, as this is a more extensive suggestion than that of the consultation, in order to get this in place another consultation including this small area is needed. I have urged for this to be completed ASAP, as I would like to see the improved safety benefits of a lower speed limit, and will keep you informed as I know more. Note that this decision was made with Cllr Goble from BNPC, who also felt it would be better to have this done correctly rather than just quickly.

Road Safety for Children Walking and Cycling to School - 20mph Proposals in Carterton

I have asked officers to provide sketches for how only applying the 20mph in residential areas and around schools would look, which would be less extensive than the initial proposal. This is due to councillors at the Town Council changing their minds since their initial submission which they no longer support, as well as listening to concerns from residents. The following two proposals have been sent to the Town Council as well as Cllr Fenton and Cllr Field-Johnson for their approval/feedback. I am told that CTC and Cllr Fenton have yet to respond to the new proposals.

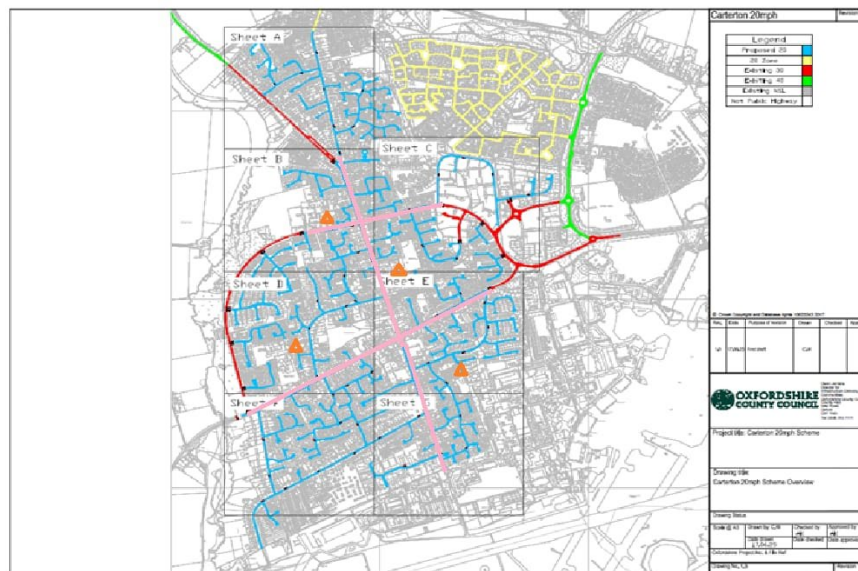


▲ School

Reduced 20mph:

Option 2:

Roads previously proposed to be 20mph to stay 30mph



▲ School

Reduced 20mph:

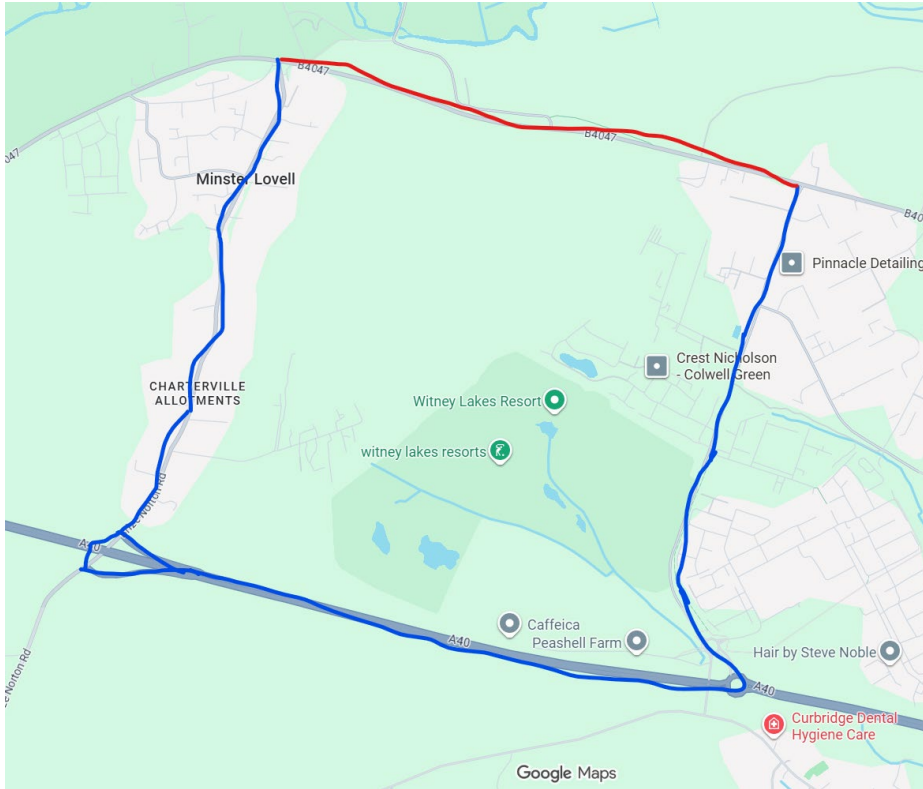
Option 1:

Roads previously proposed to be 20mph to stay 30mph

2. Road Closures

Minster Lovell, B4047 Burford Road – 12th-13th February

A temporary road closure and 'No Waiting' restriction will be in place between 20:00 and 6:00 on 12th-13th February in order for pre-surfacing dressing works to take place.



Alvescot, B4020 – 11th-12th March

A temporary road closure and ‘No Waiting’ restriction will be in place between 20:00 and 6:00 on 11th-12th March in order for resurfacing to take place.



3. Additional Roadworks

The following are upcoming roadworks which could cause disruption, but will not close the road:

Upavon Way: 2nd March – 21st April, surfacing works

Bampton Road: 7th April – 10th April, surface dressing

Main Street (Clanfield): 28th April - 2nd May, surface dressing

Buckland Road: 28th April - 2nd May, surface dressing
A361 through Signet: 29th April - 3rd May, surface dressing
Monahan Way: 29th April – 3rd May, surface dressing

4. County-Wide Issues

Road Maintenance

As a reminder, a map of all planned works across Oxfordshire can be found at <https://www.oxfordshire.gov.uk/transport-and-travel/roadworks/planned-road-maintenance>

I am aware that there are some roads which need resurfacing and don't yet appear to be in the near-term plan, so am in talks with Cllr Andrew Gant and officers about this.

Gully Clearance

In April, Oxfordshire County Council began its enhanced programme to clean nearly 145,000 highway gullies and manholes by the end of March 2026. By the end of October, 67,000 gullies had been emptied.

Both Brize Norton and Carterton were expected to be cleaned in October. I have enquired as to whether this was done but have still not had a response, so will continue chasing.

Local Government Reorganisation

The various councils across West Oxfordshire have put in their proposals for how they feel reorganisation should look. These can be found here: <https://www.oxfordshire.gov.uk/council/local-government-reorganisation-and-devolution/about-lgr-and-devolution>

There are no updates to give other than that the West Oxfordshire District Council elections will be going ahead in May, which I am very pleased about as I don't believe the reorganisation plans are currently in a position that would justify a postponement to elections.

Available Schemes and Consultations

Smoke-Free School Gates

Smoke-Free School Gates is an initiative that aims to protect children from the harms of second-hand smoke during drop-off and pick-up at school and to denormalise smoking to create a smoke free generation.

Oxfordshire County Council's Public Health team is willing to support schools in creating smoke-free policies for their premises and provide financial support in creating and printing signage to be placed at school gates and/or entrances.

If you would like to discuss Smokefree School Gates, please email smokefreeoxon@oxfordshire.gov.uk. More information is available at

<https://www.oxfordshire.gov.uk/residents/social-and-health-care/public-health-and-wellbeing/smoke-free-oxfordshire#paragraph-14234>.

5. **Grants**

Councillor Priority Fund

The new round of Councillor Priority Funds are now open. Applications can be made at <https://service.oxfordshire.gov.uk/councillorpriorityfund>

REPORT TO CARTERTON TC - FEBRUARY 2026

FROM CLLR NICHOLAS FIELD-JOHNSON

BURFORD BRIDGE PAVEMENT/FOOTWAY.

Good news is that the work to improve the Burford Bridge pavement has been approved by OCC and work is expected to start after the Easter break in April 2026. This project has been on-going for some time and it is pleasing to see that it is finally coming to fruition.

The scheme does include two bell bollards to protect the pavement from HGVs, and, in addition, the footway will be raised from the carriageway which will also prevent HGVs from mounting the pavement. This should provide a safer crossing across the bridge for pedestrians - especially those with prams, pushchairs or wheel-chairs.

OCC HAS AGREED AND APPROVED ITS BUDGET FOR 2026/27.

OCC has been able to deal with its budget shortfall of £5.4m and has invested £14m in adult social care, £19m in children's services and further funding for highways, libraries and other services. The Conservative Alliance proposed an amendment for an additional £1.3m for pothole repair (which would repair a further 20,000 potholes) but the amendment was rejected by the administration.

However, the authority already knows that it will need to find further savings of at least £15.5m for 2027/28. The government will cut grant funding by £27.2m by 2028/29 and assumed the council will make up most of the difference with maximum council tax rises. The effect of this is that the county council will have to put up council tax by 4.99% each year only to see a lot of this money immediately being subtracted by the government and sent elsewhere.

FLYING OF FLAGS

I am sure residents have noticed the increase in number of flags being flown on our roundabouts and street lighting. Although some residents have complained, the flags do tend to brighten up the neighbourhood.

What is inexcusable is that OCC have spent over £16,000 on employing teams to remove the flags. This money should be used to repair the ever-increasing number of potholes and repairs that our roads so desperately need. With the World Cup taking place in June, no doubt more flags will appear. I would hope that OCC will not spend even more money removing them !!

Perhaps, a thought..... If we put flags in the potholes, maybe that would lead to quicker repairs of the potholes and a better use of funds.

[Cllr Nicholas Field-Johnson](#)

nick.fieldjohnson@oxfordshire.gov.uk and nfjuk3@gmail.com

District Council Report Jan-Feb 2026

Carterton South Cllr Michele Mead

28th January 26

Full Council had a packed agenda. We kicked off with members questions. These included:

- Why WODC had to return unspent grant funding?
- The location of public bins and their cost to Town and parishes?
- I asked Cllr Sumner if there was any update on the Carterton Area Strategy and if the working group would be meeting again? A date was arranged for the 23rd of February so will update next month on any outcomes.

The draft budget was on the agenda for noting and will be considered at the next meeting at the end of February.

Three motions were put forward:

- The first with regards to the poor mobile phone signal in rural areas and it was asked that the leader contact the minister of state for culture to ask strategy for ensuring full coverage in this area.
- The second motion put forward was to review and improve the fast Track Disabled Facilities Grant for people suffering with Motor neurons disease this past unanimously.
- I put forward a motion asking for a local governance review for Town and Parish Boundaries with so many new developments on the horizon I believe a boundary review is essential so all services needed by the new communities can be delivered by the nearest service centres, it was agreed the officers undertake a review.

4th February 26

Overview and scrutiny covered three major topics:

- The forthcoming budget
- An update on the nature recovery plan
- Supporting mental health initiatives

The budget was a little tricky as the committee did not receive the updated version to scrutinise even, so we challenged the officers and portfolio holder on areas we needed clarity.

The nature recovery plan update was discussed, and it was recommended they set themselves some KPIs moving forward to make it easier to see progress.

The mental health initiatives the district council deliver are far reaching and the small team are doing amazing work but it is obvious the team needs expanding and more involvement from

town and parish councils could really help support the team, there will be more on this in due course.

9th February 26

Lowlands Planning Committee considered five applications and all of the outcomes can be found on the WODC website. Only one application was in Carterton, Brooklands Nurseries 47 Shilton Road (25/01221) for 18 new homes this application was passed.

Locally the word on everyone's lips are potholes, potholes and more potholes!

Although I love stopping and speaking to residents daily, this is not the only way to get in contact with me. I am available by email Michele Mead michele.mead@westoxon.gov.uk

Councillor Natalie King

North West Carterton District Report – 17.02.26

Welcome to the newly elected Carterton Town Councillor Sarah Evans, whom sits within my District Ward in Rock Farm. I look forward to working with you and welcome you to Council life. This wet weathered month has been a busy one with District and Town. I continue to head the play parks working group who continue to focus on the new ARRG play park.

I attended the Pantomime at RAF Brize Norton and want to thank the Military personnel and Community Support team that took the time to rehearse and put on a number of performances. It was a wonderful night and my children and I have never missed a show since we were posted here in 2017 and it was a fantastic night.

I took part in planting and mulching trees at Blue Cross in Burford on the morning of WODC meeting, which just sits on the cusp of my Ward. There was a great turn out of volunteers and felt this would be a great thing to take part in as a Councillor, but as I volunteer at Blue Cross weekly it would support the Charity that holds a big place in my heart.

As school Champion myself and Councillor Elaine Hatton have proposed to work on a new SEND/Library school project for St Joseph's School following on from us doing up their SEND classroom in the summer, so I look forward to updating you with this.

Resident issues:

- British flags flying
- Homelessness
- MOD play parks
- ANPR cameras
- SEND

28.01.26 – WODC Full Town Council Meeting – District Councillor

Draft Budget: This was talked through at length by Alaric Smith Executive for Finance and it was unanimous vote to go forward with the draft budget where we are on target of what we previously agreed.

Mobile Phone reception in rural areas: I voted for this motion as a number of my residents are targeted with no phone reception in their new home developments. It is not just residents whom are targeted by this issue, but also farmers, dog walkers, businesses, and the list goes on making people vulnerable to call for help if they needed it. The leader is to write to OFCOM and the Rt Ian Murray Minister of the State for Culture, Media and Sport for improvement to our services making non-spots a thing of the past.

Local Governance Review: Town and Parish Boundary review for WODC: Cllr Mead was given a revised motion by the Alliance to proceed with this motion once Unitary Council is established, beginning 2027. I spoke on the matter as I feel we cannot wait for a year or two years down the line while the housing applications are flooding in locally and these new developments continue to suffocate our Doctors, Dentists and other facilities which residents depend on. If we do not do the boundary review URGENTLY, we can see Carterton lose out on vital S106 monies as the developments that butt up against Carterton and depend on our facilities will fall into other parishes. The local plan is established now and so we know how the landscape is shaping up. It was 39 votes for and the majority pushed it through and to get the bare bones on this piece of work now and not to wait until Unitary takes hold.

Review and Improve Fast Track Disabled Facilities Grant: This was voted through unanimously and for obvious reasons and I support any help towards our most vulnerable getting fast tracked to the support they need.

29.01.26 – Police & Annual Police Crime Commissioner - Teams Meeting WODC - District Councillor

TVP were give 9 million pounds less to function this financial year from the Government and so recruitment and filling positions has been difficult. The Police Commission Officer will not be standing for election as the Government has cancelled his election and he will stay on until 2027 and Unitary comes into fruition. They currently have 5074 officers and 3863 staff all vacancies and all positions are filled within TVP.

Crime is at an all-time low in WODC which is positive to hear. This data is recorded by an app on the officers' phones which they work from and is live and continuously updating with the calls coming through to attend and resolved. Calls from 999 were 7.5 mins to be answered and now they are responding at 10 seconds at 97% of the time. 101 calls are 46 seconds, but previously were 5.4minutes. 20 minutes is their

response time for attending emergency calls.

Some of the stats on responses are: 1665 social media posts - 254 arrests - 423 offences in 2025/26.

They have been targeting gangs and specific people whom are causing trouble and have cracked down on this hard over the last two years.

Residents have said they want to see more neighbour officers and TVP have currently doubled their employment of neighbourhood officers, but they want to triple this. They launched an anti-social behaviour campaign which has had a positive response. Oxfordshire has now split into 5 areas from 12 and is one of the first in the country to be part of the restructuring.

Question time:

British flags: It is an offence to breach the public property and abuse to workers and Councillors/staff to taking them down arrests have been taking place.

E-Bikes: Hiring and riding E-Bikes in Oxford is fine according to the Police, but buying one from a shop is a criminal offence? If you are caught using one you will be sent to court for prosecution we were told.

31.01.26 – RBL Annual Meeting - District Councillor & Armed Forces Champion

I attended the RBL Annual Meeting which was held in Carterton Community Centre for the second year running on behalf of the Carterton and Brize Norton Branch. The Deputy Lord Lieutenant Linda Atkins and Mayor of Carterton Cllr Michele Mead headed the top table with the Leader of the RBL Oxfordshire branch. It went well and had a good turn out from branches and members, so thank you to all those that organised this event.

this was a positive review of the RBL's growth and achievements over the last year and all Branches have done an incredible job and welcome new members.

04.02.26 – Overview and Scrutiny Meeting WODC - District Councillor

The meeting agenda was as follows:

1. Budget 2026/27 and medium-term financial strategy was scrutinised at length focussing on homelessness, growth and hiring contracts which can fluctuate the budget staying on track. The budget will now go to the Executive for final stages and amendments next week.

2. WODC Nature Recovery Plan was pitched by Andrew Posser and two officers whom gave updates on the current plan set back in 2025. The 3 projects are on track; however, they mentioned that the huge number of planning applications will impact there strategy further down the line and may compromise they have spent money on areas that then no longer end up in the WODC once Unitary takes hold. They are in the unknown at the moment, but hope the Government will ensure they will continue to focus on nature element of development.

A discussion of the issues with sewage flooding into our rivers and the impact this is having on our residents as well as wildlife. Parish Councils haven't been as good at coming back to the team to see what local projects need doing so that will be a focus and target for next update.

3. Supporting Mental Health Councillor Rachel Crouch and Mental Health Champion has been working on hard on promoting Mental Health in the District and how we can normalise this topic and where we can go for help. I spoke on the matter and began by thanking Rachel and her team on the hard work that they have started doing and how I feel it was moving in the right direction.

Several steps have begun, she and the team have attended the mental health summit and arranged the mental health training, through Oxfordshire MIND. Rachel attends the board at OCC and brings this information back to move forward a WODC. The team identified that mental health does affect disadvantaged areas and how housing layout can emphasise the problem.

They have began supporting APCAM and other programmes with grant funding and updated the WODC website with links. APCAM is a local charity that supports mental health and SEND residents in Carterton which I am so pleased to hear as they really do make a difference in the community. I asked if they have reached out to present at schools and community groups to see if they can speak with people face to face to promote the work they are doing and fly the flag louder and harder, even create a campaign and promote harder on the website. I praised YOUMOVE and the Leisure Centre events they run and encourage them to grow and set themselves a target to reach more houses for those in need by next year.

This is a subject that really touches my heart as I struggle with my mental health and have had it hard since coming to Carterton and I really want to support those that need it and get them pointed into the right direction for support and help. Please watch the dull video on the WODC website.

05.02.26 – Armed Forces Children SEND Teams Meeting - District Councillor & Armed Forces Champion

This meeting has been an ongoing course of meetings that myself and OCC professionals and supporting staff are finding ways in how we can support Armed Forces Children moving in and out of Oxfordshire.

Past Agenda points being worked on:

- Update and circular terms of reference.
- In the process of re-writing the Covenant policy to be SEND friendlier and for easier understanding. Covering transport, time limits and placements.
- Thriving Lives to be shared to all schools in Oxfordshire.

This meeting focused on SEND needs and we began with a presentation from Alex Potts from OCC and role covers EHCPs and tribunals, appeals and case work, He was extremely helpful understanding the way in which OCC are managing expectations. Some bullet points of this meeting as follows:

- OCC aim for a 6-week response time for an ED Psychological review and they are currently not able to make this deadline due to the demand. They are using agency staff and working with schools to buy their time during this national shortage of ED Psychologists.

- Within the EHCP team at OCC there is 66 permanent roles and 12 agency. Their case load has 57.9% increase in cases in the last 5 years. They currently have 8,377 students with EHCPs and have 500 cases going through assessment and are working on a 20-week assessment period.

- We discussed the current process of transferring schools due to postings and they advised to notify the Council in advance if you know it is a permanent posting, giving the Council has 6 weeks to process the EHCP plan, plan an assessment of it. Social care should be done within 20 days. Once personnel are to move as the process does not officially begin until move day. Reaching out in advance assists the Council so they can make enquiries to the previous Council managing the EHCP.

- We discussed cases where it can be evident that if the move is not permanent, such as overseas or social care, then there has been tribunals where the council that issued it can retain its maintenance under condition. OCC are looking to make this easier.

- We discussed the growing concern of the amount of housing here and where all the families moving here will be sending their children to school when they are at maximum capacity. Also, how school placements are allocated based on postcode. There is a lot to do on this topic but I will keep you in the loop.

Upcoming Meetings and Events:

17.02.26 - Town Council Meeting – Town Hall 7pm.

19.02.26 - Overview and Scrutiny Working Plan Meeting – WODC 4pm (Councillors only)

25.02.26 - WODC Full-Council Meeting – WODC 2pm.

26.02.26 – CMP Board Meeting - Shrivenham Base 10am. (Armed Forces Champion invite only)

05.03.26 - All Members Briefing – Teams (Councillors only)

06.02.26 – Synolos Mental Health Event – Langdale Hall 6-8pm

Please check out your local RBL groups as they are looking for new members to help raise funds as well as support veterans. Carterton and Brize Norton Branch are going to be holding monthly events as well as Branch meetings.

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

Please notify the WODC officers if you wish as a member of the public to ask any questions in advance of the meetings, so they may be added to the agenda or when attending in person.

I welcome all residents to attend Carterton Town Council Meetings and if you wish to speak there is always an opportunity at the beginning of 15 mins in which you can.

Councillor Natalie King

Email: Natalie.king@westoxon.gov.uk

Facebook: Councillor Natalie King



CARTERTON TOWN COUNCIL

A meeting of the EVENTS STEERING GROUP was held at the Town Hall on Monday 2 February 2026 at 5.45pm and was attended by the following:

Chair: Cllr L Wood

Councillors: Cllr S Evans, Cllr K Godwin, Cllr D Melvin, Cllr S Watson

Members: Kate Coats (RAF Brize Norton)
 Rev Barry Hanson (St John’s Church)
 Sue James (Save the Children, ACT, Carterton Celebrates)
 Hemashu Kotecha (Resident)
 Chris Stanley (WI)
 David Wesson (RBL)

Officers: Simon Garwood (Town Clerk), Claire Evans (Deputy Clerk/RFO)
 Stella Catt, Lyndy Dennis, Katie Zasada

ITEM	MINUTE	ACTION
1	APOLOGIES	
	Apologies were received from: Cllr C Lincoln, Cllr M Mead Yona Barrett, Angela Finch, Mark Garwood	
2	MINUTES OF THE LAST MEETING	
	The minutes of the Events Steering Group meeting held on 13 October 2025 were approved as a true record and signed by the Chair.	All in favour
3	CHRISTMAS LIGHTS 2025 WASH-UP	
	An informal meeting of Councillors and Staff was held on Monday 19 January 2026 as a ‘wash-up’ for the Christmas Lights event that took place on Saturday 29 November 2025. The minutes from that meeting were circulated with the Agenda and were noted. Financial details were requested. A budget of £20,000 was set for the event. A large part of this, approximately £16,000, is used for installation and maintenance of the Lights themselves, including the Christmas trees	

	<p>on the Market Square and Marigold Square. There is also a storage cost of £1,100 per annum. Some new Lights were purchased in November last year, but had to be returned due to clearance regulations and alternatives are being explored.</p> <p>The electricity to run the Lights depends on where they are situated. Those on the Market Square come from the Town Hall’s electricity supply; individual shops pay for their own electricity.</p> <p>The total income (including Raffle) was £2,827.16. The Raffle raised £708, which was divided between two charities – Sobell House and Helen & Douglas House. Total income less the Raffle was £2,121.16. This offsets the cost of running the event and provides attractions free of charge to the public. The expenditure to date was £8,935.42. Further invoices are expected for installation of the Lights and the Lantern Workshops.</p> <p>Actions agreed:</p> <ul style="list-style-type: none"> • Date for the 2026. Set for Saturday 28 November 2026. The timings will be reviewed after feedback from the questionnaire. • Questionnaire. Circulate and promote feedback questionnaire, providing paper copies to community venues. • Police presence. Request police presence and direct contact arrangements for PCSO for future events. • Traffic management. Review barrier placement and car park closure times – look at closing car parks earlier to prevent vehicles entering and becoming trapped. • Promotion. Earlier and regular social media promotion, particularly for Lantern Workshops, perhaps with a countdown on posters. • Sound system. Investigate additional speakers along the street. • Lights. Investigate replacement lights. 	
4	EVENTS FOR 2026	
	<p>Events scheduled so far for 2026 are as follows:</p> <p>14-15 Feb Save the Children Book Sale</p> <p>15 Feb Doughnut Economics, free workshop run by BEAGLES</p> <p>28 Feb Carterton Community Market, Marigold Square (9am-4pm)</p> <p>28 Mar Carterton Community Market, Marigold Square (9am-4pm)</p> <p>25 Apr Carterton Community Market, Marigold Square (9am-4pm)</p> <p>4 May Save the Children May Day Fair</p> <p>23 May Big Bash (to be confirmed)</p> <p>23 May-7 Jun Arts Week</p> <p>30 May ACT Car Boot Sale</p> <p>30 May Carterton Community Market, Marigold Square (9am-4pm)</p> <p>7 Jun Open Gardens</p> <p>5-8 Jun Hatwells Funfair</p> <p>13 Jun OPA Play & Activity Day</p> <p>14 Jun Carterton Community Market (Family Day), Marigold Square</p> <p>27 Jun ACT Car Boot Sale</p>	

- | | |
|-----------|--|
| 27 Jun | Carterton Community Market, Marigold Square (9am-4pm) |
| 18-26 Jul | Carterton Celebrates Week |
| 18-19 Jul | Save the Children Book Sale |
| 25 Jul | ACT Car Boot Sale and Driveway Sales (10am-4pm) |
| 25 Jul | Carterton Community Market, Marigold Square (9am-4pm) |
| 26 Jul | Family Picnic and Bandstand Concert (12pm-3pm) |
| 29 Aug | ACT Car Boot Sale |
| 29 Aug | Carterton Community Market, Marigold Square (9am-4pm) |
| 5 Sep | Party in the Park (to be confirmed) |
| 26 Sep | Carterton Community Market, Marigold Square (9am-4pm) |
| 31 Oct | Carterton Community Market (Funday), Marigold Square |
| 8 Nov | Remembrance Sunday |
| 28 Nov | Carterton Community Market (Christmas Market),
Marigold Square 9am-5pm) |
| 28 Nov | Christmas Lights |

The above list is primarily for coordination of events in the town to assist with event planning. It was suggested that the list is published and displayed on noticeboards, and should include contact details for event organisers.

Carterton Community Market. Dates were given for these, which would run monthly on Marigold Square, with some indoors at the Community Centre. Toilet facility provision was queried. The Community Centre would be running some family fun days – dates not yet known.

Carterton Celebrates Week. Sue James hoped that various groups within the town would run open days or other events during the week, that Save the Children could coordinate. She hoped to organise an Afternoon Tea. Rev Barry said there would be a Men's Breakfast at St John's Church.

Arts Week. This would run from 23 May – 7 June, culminating in an exhibition at the end of the week. A nature walk was suggested at Willow Meadows, perhaps to approach BBOWT to see if they want to run it. It was suggested taking crafting sessions to community venues like care homes and dementia café.

The Market Square Group. They had approached Council to run a Food Festival on 28 February, but it was felt that this would clash with the Community Market at Marigold Square. Katie would ask them if other dates were available.

Food Festival. Following the success of the previous festival organised by Kay Leggett, it was queried whether this would run again this year. The alternative was to ask the Market Square Group to run this.

TVP are organising a 'Try It' day in March, to involve groups such as the Boxing Club, Youth Group etc, to be held on the Recreation Ground. No other details available at present.

5	ANY OTHER BUSINESS	
(a)	A concern was noted over an extended licence for G&T's Superbowl event that runs late into the evening on 8 February.	
(b)	A Repair Café was held on 31 January at St John's Church, run by the Burford Environmental Group (BEAGLES), and another would be arranged in due course.	
(c)	RBL are celebrating their 80 th year and would be running a series of events to mark this throughout the year.	
6	DATE OF NEXT MEETING	
	The next meeting will be held on 11 May 2026.	

The meeting closed at 6.35pm.

Chair: _____

Date: _____



Carterton Town Council

A Meeting of the FINANCE AND GOVERNANCE COMMITTEE was held on 3 FEBRUARY 2026 at 6.00pm in the Town Hall and was attended by the following:

Chair: Cllr M McBride

Vice Chair: Cllr J Guest

Town Councillors: Cllr K Godwin, Cllr E Hatton, Cllr M Mead, Cllr D Melvin

Officers: Simon Garwood (Clerk)
Claire Evans (Deputy Clerk & RFO)

Also in attendance: 2 Members of the Public (Cllr S Watson, Cllr S Evans)

ITEM	MINUTE	VOTE/ ACTION
FG45/2025-26/1	APOLOGIES	
	Committee to receive apologies for absence. Apologies were received from Cllr N King	
FG46/2025-26/2	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 Interest as required. Cllr Godwin and Cllr Guest declared interests as Trustees of the Family Centre. Cllr Melvin declared interests as a Trustee of the Community Centre.	
FG47/2025-26/3	MINUTES OF THE PREVIOUS MEETING	
	Committee to approve and sign the minutes of the Finance and Governance meeting held on 2 December 2025. IT WAS RESOLVED to agree the minutes of the Finance and Governance Committee on the 2 December 2025 as an accurate and true record of the meeting.	All Agreed

	<p>Cllr Melvin queried the use of personal devices and whether Councillors should use a Council device. It was explained that personal device could be used, however councillors should be willing to submit them for review if the need arose.</p> <p>Council could look at providing new updated equipment, however this would have to be investigated due to the cost.</p> <p>The IT Policy and Investment Policy were reviewed, no amendments were made.</p> <p>b) To make a recommendation to Council to adopt the policies.</p> <p>IT WAS RESOLVED To recommend both policies to Full Council.</p>	<p>Proposed: KG Seconded: EH Vote: All For</p>
<p>FG52/2025-26/8</p>	<p>PROPERTY UPDATE AND LEASES</p>	
	<p>a) To consider the report regarding the water at Streatfield House.</p> <p>Streatfield House water charges were reviewed. Councillors discussed three options available to them.</p> <ol style="list-style-type: none"> 1) Council continue being billed for the water and agree a long term split between the tenants and send the tenants quarterly bills. 2) An internal meter is installed in No.1 Sweet Spot, which measures the difference between the two properties usage, and No.1 Sweet Spot bills FitFigures as they currently do with the electricity. 3) Council pay the application fees (currently £259.00) for Castle water to send out a designer who will assess the possibility of a new water meter. Total costs are unknown for this option as this will involve several components. <p>Cllr Godwin suggested that we investigate the electricity at the same point to ensure that Council would be in a good position if they ever decided to sell the properties separately.</p>	

	<p>b) To make a recommendation to Council that the Clerk will agree a suitable way forward with all parties involved.</p> <p>IT WAS RESOLVED that the recommendation to Council would be to agree the proposed split of existing charges with the tenants and authorise officers to investigate separating utilities and report back.</p> <p>c) To note the request from Carterton Community Centre regarding works.</p> <p>Council has received emails recently regarding works that are required at the Community Centre. The Community Centre has queried whose responsibility this would be. In order to clarify Council’s position, the lease has been sent to the solicitor.</p> <p>d) To review the solicitor response regarding the lease of Carterton Community Centre.</p> <p>Carterton Community Centre lease advice was noted and referred to Full Council.</p> <p>e) To note the works required on the Allandale Centre roof, following the reports of a leak.</p> <p>The Allandale noticed four spots that were leaking from the roof struts during the heavy rain. The gutters have had their annual clean completed and work has been recommended to improve the guttering and stop damage to the render.</p> <p>Several roof companies have been asked to quote for the repairs and these have been brought to the Finance and Governance Committee for a first look.</p> <p>The roofing works were noted.</p>	<p>Proposed: KG Seconded: DM Vote: All For</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
<p>FG53/2025-26/9</p>	<p>COUNCIL RISK ASSESSMENT</p>	
	<p>a) To review the updated risk assessment.</p> <p>The risk assessment was deferred until the next meeting.</p> <p>b) To make a recommendation to Council following the update.</p> <p>No recommendation was made.</p>	<p>Deferred</p>

FG54/2025-26/10	AUDIT AND YEAR END	
a)	To note the year end closed with Rialtas has been agreed for 1 April 2026.	Noted
b)	To note that the final internal audit visit is booked for 11 June 2026. The year-end close date (1 April 2026) and internal audit visit (11 June 2026) were noted.	Noted
FG55/2025-26/11	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. IT WAS RESOLVED that the meeting be closed due to confidential business.	Proposed: MM Seconded: DM Vote: All For
FG56/2025-26/12	PURCHASE OF LAND	
a)	To receive an update regarding the progress on the land purchase. An update was received. Officers to clarify land availability and progress matters.	
b)	To discuss any recommendations the Committee would like to make to Council. No recommendations were made due to the uncertainty of the land being available.	
FG57/2025-26/13	DATE OF NEXT MEETING	
	Committee to note the date of the next meeting as Tuesday 7 April 2026 at 6pm.	Noted

The meeting closed at 6.38 pm

Chair: _____

Date: _____

CARTERTON RECREATION GROUND

DRAFT

**A QUARTERLY MEETING of CARTERTON TOWN COUNCIL as Sole Trustee of
CARTERTON RECREATION GROUND (Registered Charity No.202903) was held on
TUESDAY 10 FEBRUARY 2026 commencing at 7.00pm at the Town Hall
and was attended by the following:**

Chair: Cllr M Mead
 Vice Chair: Cllr S Watson

Trustees: Cllr R Brooks, Cllr R Crapper, Cllr S Evans, Cllr E Hatton, Cllr K Godwin,
 Cllr N King, Cllr C Lincoln, Cllr D Melvin, Cllr S Vaughan, Cllr K Wood and
 Cllr L Wood

Officers: Simon Garwood (Town Clerk)
 Claire Evans (Deputy Clerk/RFO)

Also In Attendance: Two members of the public present

ITEM	MINUTE	VOTE / ACTION
CRG67-2026/1	APOLOGIES	
	<p>Trustees to receive apologies for absence.</p> <p>Apologies were received from: Cllr J Guest, Cllr N Leverton, Cllr M McBride</p> <p>Apologies were also received from a member of the public (Don Herring)</p>	
CRG68-2026/2	DECLARATIONS OF INTEREST and DISPENSATIONS	
	<p>With reference to items on the agenda Trustees are reminded of their responsibility to declare interests accordingly.</p> <p>Cllr Vaughan had been approached by the bereavement café regarding designing a potential memory garden on a plot of land yet to be identified.</p>	
CRG69-2026/3	PUBLIC PARTICIPATION	
	<p>Members of the public are invited to speak on issues relating to this agenda. The period of time designated for public participation in accordance with Standing Orders 3(e) and (f) shall not exceed 15 minutes, maximum of three minutes per person, and will be under the direction of the Chair.</p> <p>A member of the public asked for confirmation that the charity accounts had been signed and uploaded. Officers confirmed this.</p>	

	Funding opportunities for future pavilion works were raised; Trustees noted funding streams would be explored once the pavilion project is formally progressed.	
CRG70-2026/4	MINUTES OF THE PREVIOUS MEETING	
	<p>Trustees to approve and sign the minutes of the meeting held on 11 November 2025.</p> <p>IT WAS RESOLVED that the minutes of the meeting held on 11 November 2025 be signed as a true record.</p>	<p>Proposed: DM Seconded: KG All in favour</p>
CRG70-2026/5	FINANCES	
(a)	<p>To approve the monthly bank reconciliation up to December 2025.</p> <p>IT WAS RESOLVED that the bank reconciliation up to December 2025 be approved and is attached at Appendix A.</p>	<p>Proposed: KW Seconded: DM All in favour</p>
(b)	<p>To note the latest income and expenditure budget update.</p> <p>The income and expenditure budget update was noted and is attached at Appendix B.</p>	<p>Noted</p>
CRG71-2026/6	ARRG WORKING GROUP UPDATE	
	<p>Trustees are asked to note the final report of the ARRG Working Group, now that the Working Group has completed its work, and recognise that the proposals and recommendations within the report will be brought forward separately for Trustee consideration and decision at future meetings.</p> <p>Trustees received and noted the final report of the Working Group and expressed their thanks for the considerable time and effort invested in its preparation.</p> <p>It was confirmed that the report contained a number of recommendations. These would be brought forward to future meetings for consideration. During discussion, it was suggested that the recommendations might be considered at a single meeting rather than across multiple meetings. The Clerk advised that, given the volume and complexity of the recommendations, and the fact that not all could be progressed immediately, a phased approach to consideration would be more appropriate.</p> <p>Trustees also noted clarification regarding the reference to a “5% building footprint” guideline. It was confirmed that this does not derive from the original Charter but appears to have been taken out</p>	<p>Noted</p>

	of context from historic open spaces legislation. Trustees reaffirmed that there are no proposals to increase the footprint of buildings on the Recreation Ground, including within the play area.	
CRG72-2026/7	CARTERTON RECREATION GROUND ASSET REGISTER REVIEW	
	To review the charity's asset register. A revised standalone Asset Register was presented following audit advice. Assets include structure such as the pavilion, the band stand, the car park and recent additions such as bins and benches. Clarification is being sought regarding ownership of certain access routes.	Noted
CRG73-2026/8	PLAY PARK PROJECT UPDATE	
	To receive a verbal update on progress with the project to deliver a new play park at Carterton Recreation Ground. Funding applications are underway including National Lottery Community Fund, Biffa Award, Bernard Sunley Foundation, Garfield Weston Foundation and RAF Community Fund. The project target remains £250,000–£300,000. Trustees noted the update and thanked officers.	Noted
CRG74-2026/9	FOOTBALL ON THE RECREATION GROUND	
	To receive an update on the use of the Recreation Ground by Carterton Football Club. As previously agreed, the Recreation Ground was made available to the Club for a trial period during December and January, but due to wet weather conditions, it has not yet been possible to mark out the pitch for matches. There is therefore no activity or usage data to report at this stage and the trial use period would therefore be extended through March and April, with a review to take place in May 2026.	Noted
CRG74-2026/10	DATE OF NEXT MEETING	
	Trustees to note the date of the next quarterly meeting as Tuesday 12 May 2026 at the Town Hall, which will also be the AGM.	Noted

The meeting closed at 7.23pm.

Chair:

Date:

**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 1 - Unity Trust Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank	30/09/2025		4,163.13
			4,163.13
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			4,163.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			4,163.13
		Balance per Cash Book is :-	4,163.13
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/10/2025
for Cashbook 1 - Unity Trust Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank	31/10/2025		9,322.17
			<u>9,322.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,322.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,322.17
		Balance per Cash Book is :-	9,322.17
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/11/2025
for Cashbook 1 - Unity Trust Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank	30/11/2025		10,658.91
			<u>10,658.91</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10,658.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,658.91
		Balance per Cash Book is :-	10,658.91
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/12/2025
for Cashbook 1 - Unity Trust Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank	31/12/2025		10,602.15
			<u>10,602.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10,602.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,602.15
		Balance per Cash Book is :-	10,602.15
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
1100 Grants Received	6,000	0	(6,000)			0.0%	
Administration :- Income	<u>6,000</u>	<u>0</u>	<u>(6,000)</u>				<u>0</u>
4100 Bank Charges	51	0	(51)		(51)	0.0%	
Administration :- Indirect Expenditure	<u>51</u>	<u>0</u>	<u>(51)</u>	<u>0</u>	<u>(51)</u>		<u>0</u>
Net Income over Expenditure	<u>5,949</u>	<u>0</u>	<u>(5,949)</u>				
<u>200 Recreation grounds</u>							
1010 Recreation Hire	900	0	(900)			0.0%	
Recreation grounds :- Income	<u>900</u>	<u>0</u>	<u>(900)</u>				<u>0</u>
4305 Repairs & Main.	45	0	(45)		(45)	0.0%	
Recreation grounds :- Indirect Expenditure	<u>45</u>	<u>0</u>	<u>(45)</u>	<u>0</u>	<u>(45)</u>		<u>0</u>
Net Income over Expenditure	<u>855</u>	<u>0</u>	<u>(855)</u>				
<u>300 Pavilion</u>							
4305 Repairs & Main.	956	0	(956)		(956)	0.0%	
4306 Health & Safety	1,435	0	(1,435)		(1,435)	0.0%	
4310 Water	245	0	(245)		(245)	0.0%	
4320 Electricity	196	0	(196)		(196)	0.0%	
Pavilion :- Indirect Expenditure	<u>2,832</u>	<u>0</u>	<u>(2,832)</u>	<u>0</u>	<u>(2,832)</u>		<u>0</u>
Net Expenditure	<u>(2,832)</u>	<u>0</u>	<u>2,832</u>				
Grand Totals:- Income	<u>6,900</u>	<u>0</u>	<u>(6,900)</u>			<u>0.0%</u>	
Expenditure	<u>2,928</u>	<u>0</u>	<u>(2,928)</u>	<u>0</u>	<u>(2,928)</u>	<u>0.0%</u>	
Net Income over Expenditure	<u>3,972</u>	<u>0</u>	<u>(3,972)</u>				
Movement to/(from) Gen Reserve	<u>3,972</u>	<u>0</u>	<u>(3,972)</u>				



Carterton Town Council

Black Bourton Cemetery

Regulations

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4. General Regulations	3
5. Graves	3
6. Coffins	4
7. Booking of Interments	4
8. Interments	5
9. Memorials	5
10. Care of Graves & Memorials	6

1. Introduction

- 1.1. These regulations apply to the sections of Black Bourton Cemetery owned by Carterton Town Council.

2. Contact Details

- 2.1. All funeral bookings, general enquiries and comments regarding the Cemetery should be directed to:

Stella Catt, Records Officer, Carterton Town Council, Town Hall, 19 Alvescot Road, Carterton, Oxon, OX18 3JL. Email: scatt@carterton-tc.gov.uk, Tel: 01993 842156

The offices are open from 9.30am to 16.30pm Monday to Friday (excluding bank holidays).

- 2.2. These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

3. Admission to the Cemetery

- 3.1. The Cemetery is open to visitors every day of the year and is accessed through the churchyard of St Mary's Church.
- 3.2. The Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, rollerblades or similar are allowed in the cemetery. No consumption of alcohol or drugs may take place within the burial grounds, and anybody under the effects of such substances may be asked to leave.
- 3.3. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees etc, will be required to leave the Cemetery immediately and may be the subject of subsequent legal action.
- 3.4. Children under the age of 14 are welcome in the Cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the Cemetery.
- 3.5. Dogs are permitted in the Cemetery but must be kept on a lead. Dog owners must clean up after their dog and dispose of it in the general waste bins provided.
- 3.6. Vehicles should be parked on the roadside rather than on the Church driveway. Drivers should avoid parking so as to cause a nuisance to residents or other users. The Council or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst at the Cemetery.

4. General Regulations

- 4.1. No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the Cemetery either in their own time or during their employed hours.
- 4.2. No person shall canvass or solicit business in the burial grounds.
- 4.3. All fees for interments or memorial works must be paid in full to the Council in accordance with Standing Orders.
- 4.4. The Council will publish a scale of fees and charges annually. Residents of the area will qualify for reduced fees compared to non-residents. A resident is defined as somebody who, immediately prior to their death, was a resident of the area, or who lived in the area for over ten years and moved away for health or welfare reasons, such as moving into a care home, and in the case of a stillborn child when one of the parents is such an inhabitant. This applies to fees for interment and purchase of the Exclusive Right of Burial.
- 4.5. The Council must be notified of any change of address as soon as possible so that appropriate records can be updated.
- 4.6. These regulations are not exhaustive and where matters arise that are not specifically covered, the Council is authorised to make such decisions as it considers reasonable and necessary for the day to day management and control of the Cemetery. Should any difference or dispute arise as to the real intent, meaning or interpretation of these regulations, the decision of the Council shall be final.
- 4.7. The Council reserves the right to amend these regulations from time to time and to deal with any circumstances or contingency not provided for in the regulations as necessary.

5. Graves

- 5.1. Graves are available in the cemetery, which consists of consecrated and unconsecrated sections. The allocation of grave spaces shall be on a next-in-line basis and at the discretion of the Council.
- 5.2. Every interment shall take place either in a private or public grave. Private graves are graves to which an Exclusive Right of Burial has been issued. Public graves are graves which remain in the ownership of the Council and to which no specific rights have been granted.
- 5.3. The Exclusive Right of Burial for a grave can be purchased for a period of 50 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.

- 5.4. The Exclusive Right of Burial cannot be purchased in advance of need, ie graves cannot be pre-purchased or reserved, although the Council reserves the right to grant permission in exceptional circumstances. The Exclusive Right of Burial can only be transferred to another person or persons who are entitled and via the legal process adopted by the Council.
- 5.5. Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at paragraph 9 below.
- 5.6. The types of graves available are traditional Graves, Ashes Plots and Children's Graves. Traditional Graves can accommodate memorials, including kerbsets and ledgers, and can be planted over the length of the grave; Ashes Plots are for the burial of cremated remains only; Children's Graves are for the burial of children under 17.
- 5.7 All graves will be excavated and prepared for interment by the Funeral Director's appointed contractors only. No other person or company will be allowed to undertake any excavation within the cemetery, except with the express permission of the Town Clerk. The depth of each grave will be determined by the Funeral Directors' contractors in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 5.8 When a second burial takes place in an existing grave, the soil removed during grave digging will need to be temporarily stored immediately next to the grave being dug. Where this affects an adjacent grave, a tarpaulin or similar will be used to protect the grave. This is unavoidable and will be dealt with as quickly as possible.
- 5.9 Following an interment, the grave will be leveled by the Funeral Director's contractor. Any graves that appear sunken over time may be topped up by the contractor as necessary.

6. Coffins/Ashes Caskets

- 6.1. All bodies for interment are to be contained within a sealed container, such as a coffin or ashes casket. Such containers are to bear the identity of the person contained therein. Coffins and ashes caskets for burial should be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo or cardboard whenever possible.
- 6.2. The scattering of ashes within the Cemetery is not permitted.

7. Booking of Interments

- 7.1. A provisional booking for a funeral should be made to the Council via the Funeral Director.
- 7.2. The provisional booking will be followed up by the submission of a completed Notice of Interment by the Funeral Director to the Council offices at least 48 working hours in advance

of the intended date and time of the funeral. Receipt of the fully and correctly completed Interment form will act as confirmation of the provisional booking.

- 7.3. In respect of private graves, the deed of grant (or certificate) for the Exclusive Right of Burial will be registered in the name of the applicant for the burial indicated on the notice of interment and signed by that person.
- 7.4. If the grave is purchased and is to be reopened for a further interment, the written permission of the registered grave owner must be given, except where the burial is that of the registered grave owner.
- 7.5. It is the responsibility of the Funeral Director to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the funeral.
- 7.6. The Certificate given by the Registrar of Births and Deaths or a Coroner's Order must be delivered to the Council Offices prior to the funeral.

8. Interments

- 8.1. Funerals will normally be permitted Monday to Friday 09.30 – 15.00 for most of the year, but up to 16.00 in the summer months (excluding Public Holidays). It may be possible to arrange funerals outside of these times. Please contact the Town Clerk if a time outside of the permitted hours is required.
- 8.2. It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required.
- 8.3. Any floral tributes from the funeral will be placed on top of the grave following backfilling and may remain in situ for up to three months before being cleared by Council staff (unless already removed by family members).

9. Memorials

- 9.1. Headstones will be inspected for safety at regular intervals. Plot owners are responsible for making repairs where headstones have become loose. If owners cannot be contacted, the Council reserves the right to make headstones safe by making repairs or laying them flat.
- 9.2. Headstones must be approved on an individual basis by the Council. White marble or white stone memorials are not allowed under a covenant on the land. Headstones in the shape of animals or toys are only allowed in the children's section of the cemetery.
- 9.3. Memorials will only be permitted on purchased graves. No memorial will be permitted on a public grave.

9.4. Benches, trees or any other type of memorial must be approved by the Council before installation at the Cemetery. Any benches installed must adhere to the Council's Benches Policy. Council reserves the right to remove/replace the memorial should this be deemed necessary.

9.5. Memorials should be fixed using BRAMM or NAMM accredited guidelines. The grave space may be defined through planting of suitable plants or the installation of kerbsets by a BRAMM or NAMM accredited memorial mason.

9.6. Memorials must be constructed of materials suitable to the environment and period of grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.

9.7. The maximum dimensions for memorials are as follows:

Graves - Headstone	Height 3'6 x Width 2'6 x Depth 12" (minimum of 3" thick)
Graves – Kerbset/Ledger	Height 3'6 x Width 3'0 x Length 7'0
Ashes Plots	Flat/sloping tablet – size varies depending on location
Family Ashes	Full size headstone and flat/sloping tablet for further inscriptions (as above).

9.8. All memorials shall bear the grave/plot number in good legible lettering not more than 12mm (½ inch) in height. The name of the stonemason without address may be inscribed on a memorial on the reverse of the headstone towards its base. On kerbsets, the grave number and mason's name should be inscribed on the right-hand side of the foot kerb - lettering to be a maximum of 12mm by 150mm (½ inch by 6 inches).

9.9. Graves may have one upright headstone and flat or sloping tablets for further inscriptions.

10. Care of Graves and Memorials

10.1. All memorials are erected at the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of six months from the date of the letter to affect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.

- 10.2. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site. Dead flowers, grass clippings and other forms of vegetation must be removed and placed in the appropriate bins provided. All rubbish must be placed in the correct bin.
- 10.3. All flower holders or other items left on graves should preferably be made of non-breakable material. Any items left on graves are at the owner's risk and the Council cannot be held responsible for any damage to them howsoever caused. The Council may remove any articles from any grave that are likely to cause risk, damage or offence to other visitors to the cemetery or which interfere with the Council's maintenance of the site, including any items placed outside of the grave space itself, which should be kept clear for access purposes.
- 10.4. Due to the rural location, rabbits and other wildlife have been seen in the Cemetery and therefore any planting on graves is at risk of damage.
- 10.5. No trees or shrubs may be planted on graves. Only suitable planting such as annual bedding will be permitted on graves. The Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance work.
- 10.6. Plot owners are asked to maintain their plot in such a way as not to encroach on neighbouring plots or to interfere with the maintenance of the burial ground. The Council reserves the right to require plot owners to tidy graves when necessary. If owners cannot be traced, the Council will arrange for plots to be cleared.

April 2026

**CARTERTON TOWN COUNCIL
BURIAL FEES 2026/2027**



EXCLUSIVE RIGHT OF BURIAL	RESIDENTS	NON-RESIDENTS
GRAVES: Child. For the Exclusive Right of Burial for a period not exceeding 50 years in an earthen grave of the body of a stillborn child, or of a child whose age at the time of death did not exceed 18 years.	£135.00	£270.00
Adult. For the Exclusive Right of Burial for a period of 50 years in an earthen grave, irrespective of depth of grave.	£400.00	£800.00
ASHES PLOTS: Ashes (single depth). For the Exclusive Right of Burial for a period of 50 years of cremated remains in an earthen grave in the ashes sections.	£100.00	£200.00
Ashes (double depth). For the Exclusive Right of Burial for a period of 50 years of cremated remains in an earthen grave in the ashes sections.	£175.00	£350.00
Transfer of Exclusive Right of Burial	£50.00	
INTERMENTS		
GRAVES: Child. Of the body of a stillborn or of a child whose age at the time of death did not exceed 18 years.	No charge	No charge
Adult. Of the body of a person whose age at the time of death exceeded 18 years.	£350.00	£700.00
ASHES: Child. Of the cremated remains of a stillborn or of a child whose age at the time of death did not exceed 18 years.	No charge	No charge
Adult. Of cremated remains of a person whose age at the time of death exceeded 18 years.	£135.00	£270.00
MEMORIALS AND INSCRIPTIONS		
For a memorial or plaque including the first inscription.	£200.00	
For each inscription after the first.	£120.00	
OTHER FEES		
Administration fee. For any additional work not covered under the categories above, for example record searches, more than one interment in a coffin/casket.	£35.00	

Some fees are doubled for non-residents – see Cemetery Regulations for further details.

April 2026

CARTERTON TOWN COUNCIL

INFORMATION TECHNOLOGY (IT) POLICY

1. Introduction

Carterton Town Council relies on information technology systems and electronic communications to carry out council business efficiently and securely. This policy sets out the standards and rules for the use of the council's IT equipment, systems, and digital services.

The council may use a combination of office-based and cloud-based systems, portable devices, and external IT support providers. This policy reflects those arrangements and must be read alongside the council's Data Protection, Records Management, and Health & Safety policies.

2. Purpose of the IT Policy

The purpose of this policy is to:

- Set expectations for appropriate use of council IT systems and equipment
- Raise awareness of cyber and data security risks
- Safeguard council data, systems, and digital assets
- Define acceptable and unacceptable use
- Outline consequences of misuse or breaches

Limited personal use of council IT equipment is permitted, provided it:

- Takes place during lunch breaks or outside working hours
- Does not interfere with council duties
- Does not breach this policy

The Clerk is responsible for determining what constitutes "reasonable" personal use.

3. Monitoring of IT Use

Carterton Town Council reserves the right to monitor the use of its IT systems where there is a legitimate reason to do so. Monitoring will be:

- Proportionate
- Carried out in line with UK GDPR and the Data Protection Act 2018
- Clearly communicated to users

Monitoring may include email, internet use, file access, and system logs.

4. Scope of this Policy

This policy applies to:

- Councillors

- Employees
- Contractors and agency staff
- Volunteers or other authorised users

It applies regardless of working location (office, home, remote venues, or travel).

5. Computer Use

5.1 Hardware

- Council IT equipment is primarily for council business.
- All users must lock computers when leaving their desks.
- Equipment must be handled with care and kept clean.
- Food and drink must be kept away from devices.
- Equipment must not be dismantled.
- No IT equipment or software may be purchased without prior authorisation from the RFO/Clerk
- Personal USB devices or storage media may not be used without approval from the Clerk.
- Faults or damage must be reported to the Clerk or the council's IT provider immediately.

6. Equipment

6.1 Portable Equipment

Includes laptops, tablets, and smartphones.

Users must:

- Keep devices secure and under supervision
- Never leave equipment unattended in vehicles
- Ensure devices are encrypted and protected with a PIN/password
- Enable remote wipe functions where possible
- Report loss or damage immediately to the Clerk

If loss or damage results from negligence, the individual may be liable for the first **£100** of the cost.

Recording of non-public meetings or conversations is prohibited without permission (except where lawful under the Openness of Local Government Regulations 2014).

6.2 Use of Personal Devices (BYOD)

Personal devices may be used for council purposes with permission.

Users must:

- Keep devices updated
- Use a strong password (three random words method)
- Enable automatic lock after 2 minutes
- Use council email accounts only for council business

- Keep council and personal data separate
- Use secure Wi-Fi only
- Notify the Clerk if a device is lost or compromised

Council data must not be stored on personal cloud services unless authorised.

The council may require temporary access to a device if needed for legal or security reasons

7 Health and Safety

The council will:

- Provide suitable workstations for office staff
- Offer eye tests for display screen equipment users (see eye test policy for further information)
- Address workstation concerns raised with the Clerk

Any equipment hazards must be reported immediately.

8. Password and Authentication Policy

- Strong passwords using three random words are required
- Passwords must never be shared
- Multi-Factor Authentication (MFA) must be used where available
- Default passwords must be changed immediately
- Passwords must be stored in an approved password manager
- Suspected compromise must be reported immediately

Administrative passwords are managed by the IT provider, with emergency access details held securely by the Clerk and IT Provider.

9. Monitoring

The council may:

- Log internet and email use
- Inspect files on council systems
- Use monitoring software to protect against threats

Monitoring is carried out in line with the Investigatory Powers Regulations 2018 and data protection law. Information is retained only as long as necessary.

Improper use may lead to disciplinary action.

10. Remote Working

When working away from council premises:

- Do not save passwords on shared/public devices
- Prevent others from viewing screens
- Secure printed materials

- Avoid public Wi-Fi unless secure
- Keep equipment and data secure at all times
- Use screen privacy filters where possible

Council data must never be left visible or unattended.

11. Email

Council email is for council business.

Limited personal use is permitted outside working hours.

Users must:

- Be cautious with attachments and links
- Avoid long unnecessary email chains
- Use professional and respectful language
- Use council email addresses for council work only

The council may withdraw email access if misused

12. Use of the Internet

Users must:

- Comply with copyright law
- Not download illegal or inappropriate material
- Check with the Clerk before using council branding online
- Treat online information critically

13. Use of Social Media

Social media use must not damage the reputation of Carterton Town Council.

Users must:

- Not claim to speak for the council unless authorised
- Not post confidential or internal information
- Avoid defamatory, discriminatory, or abusive content
- Obtain permission before posting images from council premises
- Refer media enquiries to the Clerk

Council-related accounts must have login details shared with the Clerk.

14. Misuse

Misuse of IT systems may result in:

- Withdrawal of access
- Disciplinary action
- Dismissal (for employees)

- Termination of contracts (for non-employees)

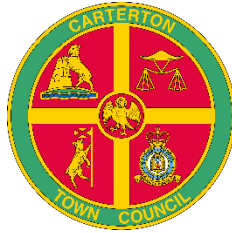
15. Guidance

Text in brackets in the source template has been adapted for Carterton Town Council. This policy should be reviewed annually.

Adopted by: Carterton Town Council

Review frequency: Annually

Responsible Officer: Town Clerk



CARTERTON TOWN COUNCIL INVESTMENT POLICY 2025-2026

1. INTRODUCTION

- 1.1 This policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of Carterton Town Council.
- 1.2 This policy reflects the Council's Financial Regulations (Section 8 - Loans & Investments) and Section 17 (Risk Management).
- 1.3 The Local Government Act 2003 Section 12 provides the Power to Invest:
 - (a) for any purpose relevant to its functions under any enactment, or
 - (b) for the purposes of the prudent management of its financial affairs.

Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.

- 1.4 The Council acknowledges its duty of care to the community and the prudent investment of public money.

2. OBJECTIVES

- 2.1 The Council's priorities are, in the following ranking order:
 - the security of capital funds to minimise the risk of losses
 - the liquidity of investments to meet cash flow needs of the Council
 - maximising income within the framework of the national economic framework
- 2.2 The Council will aim to achieve a high rate of return on its investment commensurate with adequate safeguards of security and liquidity.

3. INVESTMENTS

- 3.1 All investments and deposits will be with UK registered Banks or Building Societies.
- 3.2 All investments, deposits and interest will be in pounds sterling.
- 3.3 Investments for current expenditure will be on seven-day draw-down deposit accounts with the District Council.

- 3.4 Amounts sufficient to fund the expenditure of the Council will be drawn down on a monthly basis and are paid into the Council's money manager account.
- 3.5 Investments not required for current expenditure may be placed on longer term deposit of up to three years.

4. MANAGEMENT

- 4.1 The Responsible Financial Officer will determine the amounts that are used to maintain operational activity.
- 4.2 The Responsible Financial Officer will consult the Council on the investment of funds not required for current expenditure.
- 4.3 The Responsible Financial Officer will report to the Council annually the Council's investment portfolio.

Report to Council: Recovery of Water Charges & Future arrangements – Streatfield House

Purpose of Report

To inform Council of the situation regarding outstanding water bills for Streatfield House, outline the current issues with water supply and billing, and present possible options for resolution.

Background

Carterton Town Council has received two water bills from Castle Water relating to Streatfield House. Copies of these bills are included as Appendix A to this report.

The bills have been addressed to the Town Council in its capacity as landlord of the property.

It has since become apparent that:

- One water meter supplies multiple properties/units within Streatfield House.
- Water charges appear not to have been paid prior to October 2023.
- It is unclear who was responsible for water payments before October 2023.

Current Position

The Clerk has contacted all current occupants of Streatfield House requesting a meeting to discuss the matter and agree a way forward.

Responses to date:

Occupant	Response
FitFigures	Agreed to attend a meeting
The Sweet Spot	Requested that the Council resolve the issue and suggested installation of an additional meter
The Shake Shop	No response received

The RFO has calculated a proportional split of the water charges which is considered to be a fair distribution between occupants based on available information. These calculations are included below / attached as Appendix B

Key Issue

The current arrangement — one shared water meter across multiple separate occupancies — makes:

- Accurate billing per tenant difficult
- Responsibility for historic charges unclear
- Ongoing administration burdensome
- Disputes more likely

This is not a sustainable long-term solution.

Advice from Castle Water

Following discussions with Castle Water, Council has the option to request installation of a new meter / new supply arrangement.

Option 1 – New Inlet Supply & Meter

This would involve creating a separate supply and meter.

Process & Costs (known so far):

- Application for a new inlet supply: £259.00
- Visit from a Thames Water designer to assess works: (Cost currently unknown dependent on pipework requirements)
- Plumber costs to split internal supply within the property (also unknown at this stage)

Advantages:

- Clear separation of water usage
- Fair and accurate billing
- Reduced future disputes
- Long-term solution

Disadvantages:

- Upfront financial cost most likely occurred by council
- Potential disruption during works

Option 2 – Install Sub-Metering Arrangement

Council could request installation of a water meter arrangement similar to that used at:

- The Town Hall
- The Vets

Water charges could then continue to be proportioned in an agreed manner between tenants based on meter readings and an agreed formula.

Advantages:

- Lower immediate infrastructure change
- Familiar system already in use elsewhere

Disadvantages:

- Still requires proportional calculations
- Does not fully remove shared-supply complications
- Potential for ongoing disputes

Option 3 – Continue with Current Proportional Method

Council could continue to:

- Pay the main bill
- Recharge tenants using the RFO's proportional calculation method

Advantages:

- No installation costs
- Immediate continuation

Disadvantages:

- Not a long-term solution
- Ongoing administrative burden
- Potential liability risks
- Continued lack of clarity and accountability

Financial Implications

At present:

- Outstanding charges (see Appendix A)
- Potential initial cost of £259.00 plus unknown Thames Water and plumbing costs if Option 1 is pursued.

Recommendations for Council Consideration

Council is asked to:

1. **Note** the current position regarding unpaid water charges.
2. **Consider** whether to pursue:
 - A new inlet supply and meter (Option 1), or
 - A sub-metering/proportional arrangement (Option 2), or
 - Continue the temporary proportional method (Option 3).
3. **Agree** whether officers should obtain:
 - A quote from Thames Water
 - Plumbing cost estimates
4. **Support** continued engagement with tenants to agree interim payment arrangements.

Appendices:

- **Appendix A** – Castle Water Bills
- **Appendix B** – RFO Proportional Cost Calculations

Castle Water bill								
Total Bill:	£1,159.64			Total Bill:	£427.79			
Billing period:	1st October 2023	31st March 2024	6 months	Billing period:	1st August 2025	31st January 2026	6 months	
	1st April 2024	31st March 2025	12 months					
	1st April 2025	31st July 2025	4 months					
Time Occupied:	Fitfigures	1st October 2023	31st July 2025	22 months	Time Occupied:	Fitfigures	6 months	
	Shake Shop	1st October 2023	30th April 2024	7 months		No1 Sweet Spot	6 months	
	Unoccupied	1st May 2024	31st May 2024	1 month				
	No1 Sweet spot	1st June 2024	31st July 2025	14 months				
Proportion:				Proportion:				
	Fitfigures 1/4				Fitfigures 1/4			
	Shake Shop 3/4				No1 sweetspot 3/4			
	No1 sweetspot 3/4							
Calculations:	£1159.64 / 22 months = £52.71 pm			Calculations:	£427.79 / 6 months = £71.30pm			
	£55.22 / 4 = £13.177 per month per 25%				£71.30 / 4 = £17.825 per month per 25%			
Amount due:				Amount Due:				
	Contributors	Time occupied	Monthly payment	Total Due	Contributors	Time occupied	Monthly payment	Total Due
	Fitfigures	22 months	£13.18	£289.96	Fitfigures	6 months	£17.825	£106.95
	Shake Shop	7 months	£39.53	£276.72	No1 Sweet Spot	6 months	£53.475	£320.85
	No1 Sweet Spot	14 months	£39.53	£553.42				<u>£427.80</u>
	Unoccupied (Council)	1 month	£39.54	£39.54				
				<u>£1,159.64</u>				



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QUOTATION FOR

Commercial Summary

Line	Item	Qty	Terms	Unit Price	Ext. Price
1	Councillor Tablet Device Management	16.00	Monthly	£2.20	£35.20
	Device Management via Microsoft Intune - Remote Access - DNS website Filtering - App Control - Device lockdown / monitoring				
	Monthly				£35.20
4	Setup and Configuration	1.50	One Off	£650.00	£975.00
	- Setup of Tablets - Enrollment into Intune - Setup of security policies - Asset tagged				
	Labour				£975.00
7	Apple iPad A16 Wi-Fi	16.00	One Off	£300.00	£4,800.00
	Tablet 128 GB 11" IPS (2360 x 1640) silver				
8	Logitech Combo Touch Keyboard and folio case	16.00	One Off	£145.00	£2,320.00
	Logitech Combo Touch Keyboard and folio case with trackpad backlit Apple Smart connector QWERTY UK graphite for Apple iPad (10th Gen, 11-inch A16)				
	Hardware				£7,120.00
11	Heavy duty case	16.00	One Off	£30.00	£480.00
	Optional Subtotal				£480.00

Please note a valid Microsoft 365 licence is required for all councillors

Payment Terms Summary

One-Time Total	£8,575.00
Monthly Total	£35.20
VAT	£1,722.04
Total	£10,332.24

****Please note****

The project will not progress further than the architecture call until 100% of the One Time Total is received.

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

OUR BESPOKE SERVICES



Applications
for the Modern
Council



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PAYMENTS FOR APPROVAL

Number	Name	Description	Net	VAT	Gross
	Administration	January Salary	£12,213.01	£0.00	£12,213.01
	OCC	January Pension Contributions	£4,460.56	£0.00	£4,460.56
	HMRC	PAYE / NI December	£4,727.93	£0.00	£4,727.93
GB650E6ABEY	Amazon	Copy paper/TORK hand towels/pens	£87.62	£17.53	£105.15
GB6YDIABEY	Amazon	Parker Pen (for burial book)	£16.66	£3.33	£19.99
GB6388JABEY	Amazon	Wireless mouse/keyboard and wireless doorbell	£43.98	£8.80	£52.78
1YF6-VKVR-HJR	Amazon	24 black armbands	£7.59		£7.59
GB60000SU4BI11	Amazon	2 X spandex 6ft table covers	£10.97	£2.33	£13.30
Cheque 300011	CCLA	Open new account - initial deposit CTC General reserves	£370,000.00	£0.00	£370,000.00
paperwork received	Carterton Family Centre	Hall Hire (Lantern Workshop) 8.11.25	£75.00		£75.00
INV-D-10400	Cloudy IT	IT Services January	£352.59	£70.52	£423.11
INV-7776	Cloudy IT	Microsoft 365 Business Basic - 28th - 31st January	£0.47	£0.09	£0.56
26643	DCK Payroll	Monthly payroll January	£83.85	£16.77	£100.62
26514	DCK Payroll	Monthly payroll December	£83.85	£16.77	£100.62
2164	Faringdon Electrical Services	Installation and removal of lights/barriers/tree - Marigold Square	£1,268.31	£253.66	£1,521.97
2165	Faringdon Electrical Services	Installation and removal of lights/barriers/tree - Town Hall	£9,155.27	£1,831.05	£10,986.32
19808	Greenbarnes Ltd	Notice Board for the Recreation Ground	£1,846.50	£369.29	£2,215.79
1340	NJH Gutter Cleaning	Annual Gutter Maintenance/Cleaning	£925.00		£925.00
1359	NJH Gutter Cleaning	Allandale Gutter maintenance - New 4 metre section & Fascia Brackets & fittings	£265.00	£0.00	£265.00
1304	McCracken & Sons	Repairs to Boardwalk Willow Meadow	£2,740.00	£548.00	£3,288.00
INV-01412	NALC	Attendance at NALC Event	£35.00	£7.00	£42.00
13740	Oxyplumb	Commercial boiler & installation upgraded warrently & repair to leaky pipe in kitchen	£4,457.33	£891.47	£5,348.80
14356	Oxyplumb	Drain down heating & repair Radiator TVR as spotted when completing boiler works	£151.00	£30.20	£181.20
315290	Qik Group	Toilets - Elmhurst Way Allotments	£79.20	£15.84	£95.04
315289	Qik Group	Toilets - Kilkenny Lane	£79.20	£15.84	£95.04
112608	Redlynch Leisure Installations	Repair work to playarea at ARRG	£7,945.00	£1,589.00	£9,534.00
66462	Vaughtons	Replacement ribbon/clip for Deputy Mayor regalia/engraving of shield on Mayor's Chain (for Cllr Godwin)	£123.10	£24.62	£147.72
INV-GB-703	Seats and Beyond	7 x 5ft folding round banquet tables	£613.71	£122.74	£736.45
paperwork received	S J Wells Window Cleaning	External window cleaning at Town Hall	£25.00		£25.00
33656961	WODC	Lot1 Grass cutting/Lot2 Litter clearance/Lot3 Hedges & Footpaths/Lot4 Flowers & Shrubberies/Lot5 26.01.26-25.02.26	£6,615.96	£1,323.18	£7,939.14
33656872	WODC	34 x Playground inspections December	£706.18	£141.24	£847.42
33652004	WODC	35 x Playground inspections October	£726.95	£145.39	£872.34
33658984	WODC	Playground inspections - January	£726.95	£145.39	£872.34
paperwork received	E Taylor & Son	Overpayment in January	£20.00		£20.00
receipt provided	Claire Evans - Staff Expenses	Purchase of 1 box (40) replacement tiles for kitchen	£4.50		£4.50
TOTALS			£430,673.24	£7,590.05	£438,263.29

DIRECT DEBITS FOR APPROVAL

Number	Name	Description	Net	VAT	Gross
M029 S4	BT	Telephone & Internet Charges January	£253.70	£50.74	£304.44
U003221795	Bright HR	HR services	£90.19	£17.03	£107.22
10008960380	Castle Water	Water charges Town Hall - January	£72.65		£72.65
10009024169	Castle Water	Water charges Pavilion - January	£26.34		£26.34
KI-07CA0479-0021	EDF	Gas charges Town Hall - January	£490.14	£98.03	£588.17
KI-OC2A52F8-0019	EDF	Electricity charges Town Hall - January	£563.21	£112.64	£675.85
	PayPal	Abope Subscription			
146363	Richard Coglan	Copy charges (upstairs printer)	£7.41	£1.48	£8.89
146364	Richard Coglan	Copy charges (downstairs printer)	£10.73	£2.15	£12.88
107016	Vodafone	Mobile phone charges	£23.40	£4.68	£28.08
3488279	YU Energy	Electricity charges - Baldwin Mews	£60.30	£3.02	
		December's RAB charge (Not itemised on bill)	£0.72	£0.04	£64.08
TOTALS			£1,598.79	£289.81	£1,888.60

MULTICARD FOR APPROVAL

Number	Name	Description	Net	VAT	Gross
receipt provided	The Original Factory Shop	65 litre storage box	£19.80		£19.80
receipt provided	The Original Factory Shop	32 litre + 65 litre storage boxes	£26.55		£26.55
receipt provided	The Original Factory Shop	2 convector heaters/end of sale christmas decorations	£82.80		£82.80
receipt provided	Morrisons	milk and cleaning products	£11.05		£11.05
receipt provided	Morrisons	tea bags and coffee	£7.10		£7.10
receipt provided	Post Office	Postage charge (letter to Wellers) and postage stamps	£22.65		£22.65
receipt provided	Aldi	Tissues/bin liners/milk	£4.20		£4.20
receipt provided	Morrisons	Milk/Gazette	£2.90		£2.90
receipt provided	Aldi	Milk	£2.40		£2.40
receipt provided	Aldi	teabags/cleaning products	£11.32		£11.32
receipt provided	Morrisons	milk	£1.65		£1.65
S286580	Wel Medical	Electrode pads for Defibrillator	£62.65	£12.53	£75.18
12449	CPR Computers	collection of old broken printer	£60.00	£12.00	£72.00
1083925	AK Timms	4 x 2 piece of wood (for stabilising grave stone at cemetery)	£5.28	£1.06	£6.34
942444	The Packaging Depot	Protective jacket for new recording system in hall	£74.95	£14.99	£89.94
receipt provided	Morrisons	Milk	£1.65		£1.65
7216508740	Adobe Systems	January subscription	£19.99	£4.00	£23.99
BL3364166640	Adobe Systems	Monthly subscription	£16.64	£3.33	£19.97
BL3361256906	Adobe Systems	Monthly subscription	£16.64	£3.33	£19.97
TOTALS			£450.22	£51.24	£501.46

INTERNAL TRANSFERS AND CHARGES

From	To	Description	Net	VAT	Gross
Savings Account	Current Account	Transfer for HMRC & OCC pension contributions	£9,188.49	£0.00	£9,188.49
Savings Account	Wages Account	January Salary Payments	£12,213.01	£0.00	£12,213.01
Savings Account	Current Account	transfer for boiler payment & WODC payment	£14,783.60	£0.00	£14,783.60
Savings Account	Current Account	Transfer for cheque to be paid to CCLA	£370,000.00	£0.00	£370,000.00
Savings Account	Current Account	Transfer to pay January's Payments	£40,000.00	£0.00	£40,000.00
	Unity Trust Bank	January service charge - wages ac	£7.05	£0.00	£7.05
	Unity Trust Bank	January service charge - current ac	£15.75	£0.00	£15.75
TOTALS			£446,207.90	£0.00	£446,207.90

PAYMENTS MADE UNDER CLERKS AUTHORITY

Number	Name	Description	Net	VAT	Gross
14364	Oxyplumb	Recharge Vessel	£82.00	£16.40	£98.40
TOTALS			£82.00	£16.40	£98.40

PRE AUTHORISED PAYMENTS MADE

DATE	Name	Description	Net	VAT	Gross
09/06/7444	UK Life Medical	First aid cover for Christmas Lights	£660.00	£132.00	£792.00
TOTALS			£660.00	£132.00	£792.00

RECREATION GROUND PAYMENTS

Number	Name	Description	Net	VAT	Gross
KI-16OD386B-0020	EDF	Pavilion Electricity	£18.64	£0.93	£19.57
	Unity Bank	January service charge	£6.30	£0.00	£6.30
TOTALS			£24.94	£0.93	£25.87

Works for Authorisation – 17 February 2026

Weed Control for Carterton – 2026

CTC use a supplier to carry out a 2 spray weed programme to be carried out in mid-may and late august.

The make sure we are getting best value for money, we have asked suppliers to provide us with their prices for 2026.

Supplier 1: Empire Ground Care

Cost per treatment: £930.00 + VAT

Total cost: £1,864.00 + VAT

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Supplier 2: Complete Weed Control

Cost per treatment: £530.00 + VAT

Total cost: £1060.00 + VAT

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Recommendation: That Carterton Town Council approve Complete Weed Control to carry out the 2 spray treatment at a cost of £1,060.00 + VAT as they are the most competitively priced and have carried out this work in the past to a high standard.

WORKS DONE UNDER CLERKS AUTHORITY

Supplier: NJH Gutter Cleaning

Location: Allandale Family Centre

PO: 25143 **Raised** – 28.01.2026

Cost: £265.00 no vat

Description: Remedial work following on from annual Gutter Inspection

Supplier: Oxyplumb

Location: Town Hall

PO: 25146 **Raised** - 03.02.2026

Cost: £151.00 + VAT

Description: Drain down heating and replace TRV on radiator on 1st Floor (printer room). Fill test and re-dose with x 100 inhibitor.

Supplier: Kompan

Location: ARRG – Witches Hat

PO: 25147 **Raised** – 10.02.2026

Cost: £384.59 + VAT

Description:

Replacement of damaged rope connectors x 4 on yellow net

Supplier: McCracken & Sons Ltd

Location: ARRG

PO: 25144 **Raised** - 29.01.2026

Cost: £325.00 + VAT

Description:

Installation of the new Noticeboard at the ARRG.

Update: Ash Tree at Speyside Close

The work to remove the Ash Tree was approved at the meeting on the 17th January 2026.

Since the meeting, residents have appealed to CTC to re-think the decision as they believe the tree is healthy.

CTC contacted the tree officer at WODC, to ask if he could inspect the tree and give us his expert opinion. Please see his comments below:

From: Henry Penny <henry.penny@westoxon.gov.uk>
Sent: 04 February 2026 11:43
To: Lyndy Dennis <L.Dennis@carterton-tc.gov.uk>
Subject: RE: Carterton Town Council - Tree Advice/Visit

Morning Lyndy,

Sorry for not getting back to you, I was able to have a look at the Ash tree yesterday, also speaking to some of the residents.

I can confirm that the tree has significant dieback; likely a result of the works carried out on the tree previously. Noting the tree previously had approximately +80% coverage as of 2022. This is likely to have been significantly reduced, estimated 50% or less coverage, from ground assessment.

However, as the tree had no observable structural issues, I would suggest; as mentioned previously in your last email; that a reinspection of the tree should take place, when in leaf, and assess any regrowth that might occur. Unfortunately, with the current scale of dieback, it is unlikely to recover to its previous state and will likely, gradually decline with or without intervention. As the ADB will undoubtedly increase the tree susceptibility to secondary infection/pathogens. Having said that I have seen many mature Ash trees with less than 50% coverage and still provide amenity value; so this would be a risk based decision, on whether it was tolerable or not.

Kind Regards,

Henry Penny
Development Management - Tree Officer



www.westoxon.gov.uk

Based on the tree officers assessment, The Clerk has decided to heed the advice given. When the tree is in leaf (summer months) we will request another site visit from the officer to assess further.