

**WALLINGFORD TOWN COUNCIL**

MINUTES

of the

Meeting of Council held in the Town Hall, Wallingford on  
Monday 4<sup>th</sup> September 2017

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PRESENT

The Mayor, Councillor Michael Kidley

Councillors Baroni, Cockman, Davidson, Dolton, Holland, Hughes, Lester, Norton, Titchener Upcraft  
and Whelan

The Town Clerk, Mrs Paula Lopez

Officer in Attendance: Mrs Barbara Atkins

**Before the formal business of the agenda was transacted, prayers were said by The Mayors  
Chaplain, The Reverend David Rice**

**225. APOLOGIES**

(i) Apologies for absence were received from Councillors Beatty (prior commitment), Cripps (prior commitment), Lloyd (holiday), McGregor (prior commitment) and District Councillor Hornsby.

(ii) The Mayor welcomed new Councillors Deborah Whelan and Ruth Baroni to the meeting. Both Councillors had completed their Declaration of Acceptance of Office. New and existing Councillors Term of Office is until May 2019

**226. ADMISSION OF THE PUBLIC**

It was Proposed by Councillor Hughes, Seconded by Councillor Norton and

**RESOLVED:**

**THAT** in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the public be

excluded from the Meeting during consideration of the following items on the grounds that publicity would be prejudicial to the public's interest by reason of the confidential nature of the business to be transacted: -

Agenda Item 18 - Youth Worker (Contracts to be discussed)

Agenda Item 20 - To Consider Nominations for The Royal Garden Party

## **227. DECLARATION OF INTERESTS**

Information for each Member was available at the meeting.  
There were no declarations of interest.

## **228. PUBLIC PARTICIPATION (10 MINUTES IN TOTAL)**

i) The Mayor welcomed Emily Karau, SODC and Sally Stradling who reported on the forthcoming Wallingford Conservation Area Appraisal. The last appraisal had been in 2005 and since this date there has been a lot of development. The draft Wallingford Conservation Area Appraisal shows updated boundaries, some listed building additions and deletions, significant trees and tree groups and will also include important views. The public consultation period will be the 11<sup>th</sup> October to the 22<sup>nd</sup> November and the Consultation in Wallingford will be on the 8<sup>th</sup> November at Centre 70. An advance copy of the appraisal will be sent to the Town Council approximately a week before. The Neighbourhood Plan Steering Group had not been contacted about this work as it is not part of the consultation process.

ii) Beacon Group Small Group Meetings – Karen Whiting introduced two pupils that she had been working with, Tyler and Bonnie. Tyler and Bonnie reported that in their group sessions that they had talked about feelings and this had helped them to feel better and had helped with their confidence and self-esteem. Tyler had made memory boxes and books which they showed to the Councillors. Councillors were delighted that the pupils had been brave enough to come to the meeting and wished them well with their future.

The Mayor thanked all the speakers.

## **229. IMPROMPTU PUBLIC PARTICIPATION (15 MINUTES IN TOTAL)**

The Mayor welcomed Gareth Lloyd-Jones (Pastor) and Darrell Perrins (Treasurer) to the meeting. Mr Lloyd-Jones thanked the Town Council for their support in connection with the Beacon Project and their contribution towards the employment of the youth worker. Mr Lloyd Jones' report had been given to Councillors in advance of the meeting but he summarised and outlined the proposals. This proposal and contract will be discussed later under confidential. The Mayor thanked the speakers

## **230. COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS**

i) County Councillor L. Atkins had distributed a copy of her report (copy attached) to Councillors in advance of the meeting.

County Councillor Atkins summarised her report for Councillors and also added that on Monday 25<sup>th</sup> September there will be a get together at 1.30pm in the Ridgeway Church Centre where a range of people from across town will sit down will discuss helping older people in Wallingford. Councillor Holland suggested that Esther Mason of the Baptist Church be invited to the meeting.

The Mayor thanked County Councillor Atkins for her report and also for her help in ensuring that the footpath that runs alongside the Hithercroft Industrial Estate was nettle free in time for Bunk Fest.

ii) District Councillor E. Hornsby sent her apologies for being unable to attend the meeting.

## **231. MAYORS COMMUNICATIONS**

i) Andrew and Wilding Service – please sign the board and collect details from Barbara if you require them

ii) Agatha Christie weekend starts this Friday 9<sup>th</sup> September 2017. Town Hall Open 10am to 2pm on both Saturday (10<sup>th</sup>) and Sunday (11<sup>th</sup>).

Vintage Teas available in Town Hall 3.30pm to 5pm on Saturday 10<sup>th</sup> - £5 per person no need to book.

iii) BunkFest – Another very successful year. Thanks to all its volunteers plus also to staff who have replied to problems raised on Facebook. Councillor Lester stated that the stewards had been very professional and Councillor Whelan stated BunkFest had been superb and there had been approximately £15,000 people on the Kinecroft.

iv) The Mayor read out 2 emails that had been sent to the Town Council from visitors who had enjoyed their visits to Wallingford.

v) Changes to The Local Household Waste Recycling Centre from the 1<sup>st</sup> October 2017. The Mayor reported that charges will apply to DIY waste taken to Local Household Waste Recycling Centre.

vi) Helping Older People in Wallingford on the 25<sup>th</sup> September at 1.30pm in the Ridgeway Church Centre – All Councillors have had a copy of the email.

vii) Wallingford Allotments and Gardens Society (WAGS) – Saturday the 9<sup>th</sup> September at 2pm (The Mayor will present prizes at 4pm).

viii) Wigod Way Wallingford Family Centre – Launch Open Day 10am to 2pm.

## **232. TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE**

### **i) Minute 107/06/2017 Refers – Terms of Reference**

Councillors reviewed the Terms of Reference. Councillor Holland stated that within the Terms of Reference there should be a budget. Councillors discussed and agreed that this Committee and all other Committees would be able to function more efficiently if they had a budget allocated to them. It was Proposed by Councillor Holland, Seconded by Councillor Lester and

#### **RECOMMENDED:**

**THAT** a review of budget and spend for all committees is undertaken and thereby a budget is allocated to each committee.

Councillors considered and discussed the following recommendation and concluded that each committee should look at what it is likely to need as a budget in the first instance as most Councillors were in agreement to the committees having a small budget of say £500. However, the administration of such budgets would have to be considered and the standing orders would need to be changed to reflect this. This item will need to come back to Council once each committee has discussed its financial requirements.

### **(ii) Minute 122/06/2017 Refers Market Town Co-Ordinator – Role Scope and Role 2018 Onwards**

Members had all received a copy of Melanie Smans' report. The role of the Market Town Co-ordinator is different in each of the market towns and the information contained in Miss Smans' report can be used to look at the role scope and role in 2018 onwards. It was agreed after a detailed discussion that a working party should be set up. It was Proposed by Councillor Holland, Seconded by Councillor Cockman and

#### **RECOMMENDED:**

**THAT** a Working Party be set up to look at the role of the Market Town Co-ordinator and how the role can be developed. The working Party will report

back to the Tourism and Economic Development Committee, the Personnel Committee and Full Council.

Councillors discussed the above minute and recommendation. Councillor Cockman Proposed and Councillor Titchener Seconded that the above recommendation is **RESOLVED**. Councillors concluded that they would like further information regarding the financial implications if the Town Council take over this role. Councillors Cockman (Tourism and Economic Development), Norton (Personnel) and Dolton (Finance and Properties) to liaise with the working party and a full report from the working party is to be brought back to full Council.

### **233. APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES**

Councillors considered the vacancies:

i) Committees – Updated list of Committees attached.

- Finance and Properties (Councillor Cockman resigned from this committee and Councillor Whelan was added),
- Personnel (Councillor Baroni)
- Planning Committees (Councillor Whelan still 2 vacancies as Councillor Holland wished to be replaced.
- Neighbourhood Plan Steering Group (Councillor Baroni and 3 vacancies).
- Grants Working Party (Councillor Baroni).
- Working Party for Market Town Co-Ordinators Role. Councillor Cockman to co-ordinate.

The above changes were Proposed by Councillor Upcraft, Seconded by Councillor Norton and **RESOLVED**.

ii) Outside Bodies – Updated List of Outside Bodies attached.

- Councillor Hughes to be reappointed as a Trustee to the Walter Bigg Trust. Resolution Required. Proposed by Councillor Titchener, Seconded by Councillor Lester and  
**RESOLVED: THAT** Councillor Hughes is nominated by the Wallingford Town Council as a Managing Trustee to the Walter Bigg Foundation until 24<sup>th</sup> November 2019.
- To note that Ms Jordan's Term of Office on the Municipal Charities expires on the 11<sup>th</sup> November 2017. Ms Jordan has stated that she does not wish to stand again. Councillors to consider a replacement. Councillors noted and agreed to consider a replacement nomination. Future Agenda Item for 16<sup>th</sup> October 2017.

- Wallingford Volunteer Centre – The Volunteer Centre advised that Councillor Holland does not need to attend their meetings but to be their first point of contact if they need help or advice from the Town Council. **Noted**

**234. MINUTES**

To sign as a correct record the Minutes of the Meeting of Council held on the 31<sup>st</sup> July 2017 as set out on pages 67 to 77 of the Minute Book.

It was Proposed by Councillor Titchener, Seconded by Councillor Upcraft and

**RESOLVED:**

**THAT** the Minutes of the Meeting of Council held on the 31<sup>st</sup> July 2017 as set out on pages 67 to 77 of the Minute Book be signed by the Chairman as a correct record.

**235. TO ADOPT THE FOLLOWING MINUTES**

To adopt the minutes of the following committee meeting held in 2017, copies previously signed as a correct record and circulated to Councillors:

Parks, Gardens, Allotments & Open Spaces	24.04.17	Pages280-284
Plans & General Purposes	15.05.17	13-17
Finance & Properties	22.05.17	18-22
Planning	05.06.17	23-26
Planning	19.06.17	37-39
Planning	03.07.17	46-48
Planning	17.07.17	57-59
Planning	07.08.17	78-81

It was Proposed by Councillor Lester, Seconded by Councillor Dolton and

**RESOLVED:**

**THAT** the Minutes of the committee meetings as detailed above and as previously circulated to Councillors be adopted.

### **236. FREE CAR PARKING AT CHRISTMAS**

Councillors considered which day of the week to have as a free parking day in the District Council run parks. It was Proposed by Councillor Titchener, Seconded by Councillor Norton and

#### **RESOLVED:**

**THAT** Thursday is the free parking day the district council run car parks in Wallingford from Thursday 30<sup>th</sup> November to Thursday 21<sup>st</sup> December 2017 inclusive.

### **237. NEIGHBOURHOOD PLAN**

Councillor Norton gave the following update to Councillors. The Town Council's contract with Nexus has been terminated. The Project Manager along with Councillor Norton met with the District Council who are very keen that the Town Council submits its plan. There is a meeting of the steering group along with the working groups next week on Tuesday evening. In October there will be 4 policy workshops so that the working groups can meet and cross reference the policy documents. A huge amount of work is required in order to have the Draft Plan ready for spring 2018 and it was suggested a lead person could pull this together for completion. It was further suggested that consultants are used as and when required and the Town Clerk was instructed to look to see if there is a budget for this.

### **238. PLAY EQUIPMENT – LEVEL OF REPAIRS**

Councillors had received copies of the ROSPA report and they considered the level of repairs required to the play areas. The Town Clerk's proposed that the Cantilever swing, 30m Cable and wet pour surface repairs are approved. The Park's foreman has already ordered a flat seat swing and will replace this along with the fence posts.

It was Proposed by Councillor Norton, Seconded by Councillor Lester and

#### **RESOLVED:**

**THAT** the repairs to the Cantilever swing, 30m Cable and wet pour surface are approved.

### **239. APPOINTMENT OF NEW INTERNAL AUDITOR**

The Town Clerk reported that the internal auditor had decided to retire and that she had contacted various companies. She proposed that the Town Council use the internal auditor that Thame Town Council had recommended. It was Proposed by Councillor Titchener, Seconded by Councillor Upcraft and

**RESOLVED:**

**THAT** the Town Clerk appoint the internal auditor that had been recommended but that this appointment is reviewed after the 1<sup>st</sup> year. An official letter of thanks is to be sent to the retiring internal auditor.

**240. PLANNING APPLICATION P16/S4275/O – AMENDMENT No.3 (MAJOR)**

Type: Major

Amendment: No 3 dated 14<sup>th</sup> August 2017

Proposal: Residential development of up to 550 dwellings (including an extra care facility), a primary school and access (as amplified by additional information received 22 March 2017, and update to Environmental Statement received 19 and 27 June 2017, and as amended by parameter plans and additional information received 14 August 2017).

Address: Land north of A4130 Wallingford Bypass

Councillors discussed and concluded that the original response of **Refusal** should be upheld.

**241. THE REGAL CENTRE**

The Regal Working Party Chairman, Councillor Upcraft referred to Minute 149/07/2017 where Councillors had resolved to carry out repairs amounting to **£15,863.00 + VAT AND THAT** a working party consisting of Councillors Beatty, Dolton, Lester, Lloyd and Norton plus Neighbourhood Plan Representatives is set up to look at both the medium and long-term plans for the Regal Centre. However, it has now been discovered that there is additional work regarding the heating and ventilation along with structural repairs including the outside spiral staircase that need to be carried out. The working Party consider that with the repair costs escalating plus additional unknown costs that the Regal Centre should be closed.

Councillors considered and discussed the working party's recommendation in detail. Councillors Holland and Lester suggested a period of notice be given to all users of the Regal Centre but Councillors concluded that the safety issues were a worry along with issues regarding liability if an accident should occur. In conclusion, It was Proposed by Councillor Upcraft, Seconded by Councillor Lester and

**RESOLVED:**

**THAT** The Regal Centre is closed with immediate effect and that The Town Clerk communicates this to the users as soon as possible. The Town Council will offer as much help as possible to facilitate the users to find alternative accommodation.



It was Proposed by Councillor Upcraft, Seconded by Councillor Whelan and

**RESOLVED:**

**THAT** The Regal Centre Working Party bring back to full Council the plans for the Regal as soon as possible.

**242. SAMPLE OF COUNCIL LAPEL PIN**

Councillor Lester showed Councillors a lapel pin, with the Portcullis, which had been made by a local jeweller (cost £40). The cost to Councillors will however be reduced if more Councillors order them.

**243. ACTIVITIES ON BEHALF OF THE TOWN COUNCIL**

Councillor Upcraft – Meeting with Town Council’s solicitor regarding the Bull Croft, Regal Working Party.

Councillor Dolton – Regal Working Party

Councillor Lester – Regal Working Party, Health and Well Being Centre, Band Concert

Councillor Holland – Grants Working Party, Neighbourhood Plan Working Group, Band Concert

The Mayor – Site visits to Bull Croft Lodge and Town Hall, RAF Families Day at Benson, WI Function at Walcots, Formal visit to RAF Benson, Opened BunkFest, Earth Trust’s Marathon and prize giving, Wilding and Andrew Remembrance Centre, Opened the Wallingford Wigod Way Family Centre.

**244. FUTURE AGENDA ITEMS**

<u>Committee</u>	<u>Lead</u>	<u>Anticipated Agenda</u>
<b>Council</b>		
Neighbourhood Plan	Cllr Norton	Rolling
County/District Councillors		
Site B and Infrastructure		
Budget for committees	Cllr Lloyd	Rolling
Sand and Gravel		
Site B and Infrastructure	Cllr Lester	
Media Policy	Cllr Lloyd	
Local Plan	Town Clerk	Rolling
Castle Street Yard	Town Clerk	
Band Concert Refreshments	Cllr Lloyd	
Promoting the Town Hall	Cllr McGregor	
Nominated Trustee to the Municipal Charities	Cllr Lester	
Budgetary Requirements for Committees	Suzanne Symons The Town Clerk	
Future of Market Town Co-Ordinator – SODC Funding		16 <sup>th</sup> October
The Regal Centre	The Working Party  The Working Party	
<b>Parks</b>		
Car Parking		
Use of Phone Boxes	Cllr Davidson	
CCTV		
Rubbish	Cllr Dolton	
Dual Markets & Terms & Conditions	Cllrs Kidley and Lester Cllr Cockman	

Budgetary Requirements for Committees		
<b>Tourism</b> Future of Market Town Co-Ordinator – SODC Funding Garden Party for RAF Budgetary Requirements for Committees	Town Clerk	
<b>Finance</b> Freedom Parade – Breakdown of cost Budgetary Requirements for Committees	RFO	
<b>Personnel</b> Terms of Reference Budgetary Requirements for Committees		
<b>Planning</b>		
<b>Civic and Ceremonial Working Party</b>	Procedures and Protocols	
<b>Bull Croft Working Party</b>		

**CONFIDENTIAL MINUTES SEE PAGE 102**