

**WALLINGFORD TOWN COUNCIL**

MINUTES

of the

Meeting of Council held in the Town Hall, Wallingford on  
Monday 12<sup>th</sup> June 2017

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PRESENT

The Mayor, Councillor Michael Kidley

Councillors Beatty, Cockman, Cripps, Holland, Hughes, Lloyd and Upcraft.

The Town Clerk, Mrs Paula Lopez

The Responsible Finance Officer: Mrs Jennipher Jeje

**1717 Hours - The Meeting was unable to commence on time due to the late arrival of some councillors.**

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

**68. APOLOGIES**

Apologies for absence were received from Councillors Davidson (previous meeting commitments), Dolton (personal reasons), Lester (holiday), McGregor (work commitments), Norton (holiday) and Titchener (personal reasons).

**69. ADMISSION OF THE PUBLIC**

There were no items for inclusion in Part II confidential minutes.

**70. DECLARATION OF INTERESTS**

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

**71. PUBLIC PARTICIPATION (10 MINUTES IN TOTAL)**

There were no members of the public reporting under this section.

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

There were no members of the public reporting under this section.

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

i) County Councillor L. Atkins had distributed a copy of her report previously to Councillors (copy attached). County Councillor L. Atkins ran through her report and answered Councillors queries relating to: repainting of highways yellow lines; cycle boxes by traffic lights; removal of sunken boat and responsibility for this section of the river and bank; Criteria relating to repairs to drain covers and reports to Fix my Street. Any queries that were not fully answered County Councillor L. Atkins stated that she would check and report back to Councillors.

ii) District Councillor E. Hornsby updated Councillors on the following:

- Corn Exchange grant has been approved.
- Towns/villages that had submitted their Neighbourhood Plans.
- Local Plan – Currently comments are being reviewed and the results will be available in July.
- Oxfordshire Infrastructure Strategy – project involves 6 authorities and phase 1 is complete.
- Biffa are now offering a bin cleaning service.

Councillors made a few comments relating to gravel extraction and why had SODC removed their objections. Will District Councillor Lokhon be attending meetings as well/instead of District Councillor Hornsby?

The Mayor thanked the Councillors for their reports.

## **74. MAYORS COMMUNICATIONS**

**(i) St Georges Day** – Mr Derrick Hoare sent a thank you email for the grant for St Georges Day. The event had gone well, the shops had reported an improvement in takings on the day.

**(ii) Councillor Geoff Goddard** – The Mayor read out Councillor Goddard's letter of resignation and his reply to him on behalf of the Town Council.

i) The Town Clerk reported that although some interest had been shown in the vacancy due to Councillor Crook's application no application papers had been received. A notice advertising the Casual Vacancy created by Councillor Goddard's resignation has been displayed and we must now wait 14 working days to see whether an election is called for.

However, if an election is called this will only apply to Councillor Goddard's vacancy and Councillor Crook's vacancy will be filled by co-option.

ii) Councillor Cockman expressed his concern over the length of time it takes to fill a vacancy and suggested that the way forward may be to be constantly recruiting in order that, hopefully, a waiting list is formed. It was suggested that Councillors could try recruiting by having a presence in the Market Place at events such as Carnival. The newsletter once ready can carry information along with the website.

## **76. MINUTES**

The Town Clerk submitted the Minutes of the Annual Meeting of Council held on the 8<sup>th</sup> May 2017 as set out on pages 1 to 4 of the Minute Book and the Minutes of the Meeting of Council held on the 15<sup>th</sup> May 2017 as set out on pages 5 to 12 of the Minute Book.

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

### **RESOLVED:**

**THAT** the Minutes of the Annual Meeting of Council held on the 8<sup>th</sup> May 2017 as set out on pages 1 to 4 of the Minute Book and the Minutes of the Meeting of Council held on the 15<sup>th</sup> May 2017 as set out on pages 5 to 12 of the Minute Book be signed by the Chairman as a correct record.

## **77. WIGOD CENTRE/WIGOD WAY WALLINGFORD FAMILY CENTRE (WWWFC)**

**i) Councillors to give retrospective approval for use of the Common Seal** and the signing of the Wigod Centre Deed of Surrender between Oxfordshire County Council and Wallingford Town Council.

Councillors briefly discussed and it was Proposed by Councillor Lloyd, Seconded by Councillor Cockman and

### **RESOLVED:**

**THAT** the Town Council gives retrospective permission for signing and sealing of the Wigod Deed of Surrender.

**ii) Update for Councillors on Wigod Way Wallingford Family Services** - Councillor Maureen Norton's report attached. Mrs Michelle Andrews in attendance to answer Councillors questions.

Councillors had read Councillor Norton's report and asked Mrs Andrews to clarify a few points.

**iii) Councillors to formally agree that Wallingford Town Council lease The Wigod Centre to Wigod Way Wallingford Family Centre. Councillors to agree how to prepare the lease on behalf of The Town Council.**

Councillors discussed in detail taking into account that the Town Clerk did not feel skilled enough to prepare the lease, a peppercorn rent was discussed but it was thought it should be at least £1 per week, a break clause to be included, Councillor Lloyd knows a lawyer who could check a specimen lease for free, insurance implications and that staff are ready to go. Mrs Blacker confirmed that a business plan was in place. Finally, It was Proposed by Councillor Holland, Seconded by Councillor Upcraft and

**RESOLVED:**

**THAT** the Town Council allows the Wigod Way Wallingford Family Centre to use the Wigod Centre while a lease is being prepared providing there are no insurance implications. A rent of £52.00 per year was proposed.

**78. THE FUTURE OF THE MARKET TOWN CO-ORDINATOR (MTC)**

The Town Clerk updated Councillors on a recent meeting with Suzanne Malcolm of the District Council in that no decision has been made regarding the future the of the Market Town Co-Ordinator and that the District Council would like to know the Town Council's views. Currently SODC partially fund the post but the Town Council could take over full responsibility. Councillors discussed and concluded that they would like the Town Clerk to contact the District Council asking for information regarding the actual role and achievements of the MTC both here and in other towns before they make a decision. In addition it was Proposed by Councillor Lloyd, Seconded by Councillor Holland and

**RESOLVED:**

**THAT** The District Council's Cabinet Member responsible for Economy is invited to a council meeting.

***The Future of the Market Town Co-Ordinator will be an Agenda Item at the Tourism and Economic Development. – Councillor Holland.***

**79. NEET YOUNG PEOPLE RESEARCH**

Councillor Holland had distributed to Councillors the report (copy attached) prepared by Karen Whiting relating to young people not in education, employment or training. This report was in response to Councillor Lester asking for the information and as shown in the report good connections have been made and it is very well co-ordinated. The County Council are very pleased with the strategic plan.

## **80. LEGAL AGREEMENT FOR THE MOORINGS**

The Town Council asked Councillors to approve the legal agreement for the moorings and the signing and sealing of the same. Copy attached. The Town Clerk reported that a policy was already in place and that the Town Council is collecting the moorings fees, apart from the Salter Boats which remains under the District Council's responsibility, already on the Crowmarsh side. The Councillors discussed and it was proposed by Councillor Lloyd, Seconded by Council Hughes and

### **RESOLVED:**

**THAT** The Town Clerk is authorised to arrange the signing and sealing of the Legal Agreement with The District Council for the Moorings.

## **81. TO CONSIDER A PROPOSAL FROM WALLINGFORD MUSEUM TO TEMPORARY REMOVE SOME OF THE CASTLE STONES FROM THE GARDEN**

Councillors had received a copy Mrs Judy Dewey's proposal (written by Katharine Keats-Rohan) in advance of the meeting. The Town Clerk reported that the museum had previously asked to remove multiple stones but at P & GP Councillors stated one or two stones but at this meeting Councillors agreed to multiple stones. Councillors discussed and It was Proposed by Councillor Lloyd, Seconded by Councillor Upcraft and

### **RESOLVED:**

**THAT** the Museum may temporary remove ten castle stones from the motte of the Castle Gardens to the museum but that these stones must not leave Wallingford without prior permission.

## **82. PARKS, GARDENS, ALLOTMENTS AND OPEN SPACES SUB-COMMITTEE**

i) The Town Clerk requested Councillors to sign as a correct record the Minutes of the Parks, Gardens, Allotments and Open Spaces Sub-Committee held on the 24<sup>th</sup> April 2017 as set out on pages 280 – 284 of the Minute Book.

**This item was deferred as there were not enough councillors who were at the meeting were present to sign as a correct roecord.**

ii) To Resolve the recommendation in Minute 716/04/2017 (Page 281 of the minute book) relating to the allotment gate:

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

### **RESOLVED:**

**THAT** the gate be locked at all times, and no dogs be allowed on the allotment site.

***The New Allotments (Site B) to be an Agenda Item at the Parks, Gardens, Allotments and Open Spaces Committee. Councillor Lloyd will attend the meeting to report.***

**83. THE REGAL CENTRE**

The Town Clerk to update Councillors on the required remedial works including the fire doors and associated costs.

This item was deferred as the estimates had not been received.

**84. SAND AND GRAVEL EXTRACTION**

Councillor Lloyd updated Councillors on the latest position. Oxfordshire County Council are moving towards the final document but Councillor Lloyd believes that if the level of extraction stays in then there may be a judicial review. CAGE has a debt of £4,000 and Cholsey Parish Council will helping with this. Councillor Lloyd stated that he hoped that CAGE would come to a meeting to report to Councillors. The sighting of Otters is being investigated. Councillor Holland asked what would happen if a Unitary Council is adopted and Councillor Lloyd stated that the Mineral Plan would already have been adopted.

**85. NEIGHBOURHOOD PLAN**

Councillor Holland stated that she was very sorry that Councillor Goddard had resigned as a Town Councillor and that she had now taken over chairing the Neighbourhood Plan. A vibrant and vital meeting had recently taken place regarding site assessment. There is still more to do but the Neighbourhood Plan has a team of committed members of the community. The Neighbourhood Plan sits within the Local Plan with the Town Council as the qualifying body. There is a Public Consultation Meeting on the 8<sup>th</sup> July. Councillor Holland reported they will be getting in touch with neighbouring villages regarding their Neighbourhood Plans. Councillor Lloyd thanked Councillor Holland for taking over as Chairman.

**86. FINANCE AND PROPERTIES COMMITTEE MEETING – Minute 86/06/12**

The Town Clerk presented the following minutes for signing:

- i) Minutes of the Finance and Properties Committee held on the 22<sup>nd</sup> May 2017 as set out on pages 18 – 22 of the Minute Book.

It was Proposed by Councillor Lloyd, Seconded by Councillor Holland and

**RESOLVED:**

**THAT** Minutes of the Finance and Properties Committee held on the 22<sup>nd</sup> May 2017 as set out on pages 18 – 22 of the Minute Book be signed by the Chairman as a correct record.

- ii) To Resolve the recommendation in Minute 51/06/2017 of the Minute Book (Page 20) relating to External Auditor Requirements:

**a) To Receive the Unaudited Accounts for the 2016/2017 Financial Year and Recommend them for adoption at Council.**

The Responsible Finance Officer presented the unaudited accounts to Members, copies attached to the Minute Book. Councillor Titchener asked to see the annual return form and proceeded to read and explain the submission procedure to Members. Section 1 – Annual Governance Statement 2016/2017, Section 2 Accounting statements 2016/2017.

It was Proposed by Councillor Lloyd, Seconded by Councillor Holland and

**RESOLVED:**

**THAT** the unaudited 2016/2017 accounts are received and approved. Section 1 – Annual Governance Statement 2016/2017, Section 2 Accounting statements 2016/2017 and the Responsible Finance Officer and the Mayor are authorised to sign them as a correct record.

**b) Internal Audit – For Adoption at Council**

- i) To Receive The Internal Auditors Latest Report.

The Responsible Finance Officer distributed copies of the internal Auditor Reports to Members. Members noted that it was Satisfactory.

- ii) To Review the Effectiveness of the Internal Audit. Members discussed and agreed that the Internal Audit was effective.

It was Proposed by Councillor Lloyd, Seconded by Councillor Kidley and

**RESOLVED:**

**THAT** the contents of the internal auditor's report are satisfactory and that the internal audit is effective.

**c) To Receive and Approve the Finance Risk Assessment for the 2016/2017 Financial Year – For Adoption at Council**

Minutes 403/11/2016 and 417/11/2016 refer.

Members noted that the Financial Risk Assessment for 2016/2017 was adopted by Council at the Meeting held on 21<sup>st</sup> November 2016.

It was Proposed by Councillor Lloyd, Seconded by Councillor Kidley and

**RESOLVED:**

**THAT** the Financial Risk Assessment had been adopted by Council at their meeting on the 21<sup>st</sup> November 2016.

- d) To Resolve the recommendation in Minute 52/06/2017 of the Minute Book relating to the Financial Risk Assessment for 2017/2018.

The Responsible Finance Officer presented the Financial Risk Assessment for 2017/2018. Members reviewed and discussed and asked for the following changes to be made:

- Correct spelling “**NALC**”
- Under Election Costs to add “**Risk is higher in an election year, unbudgeted costs can also be incurred in a non-election year**”

It was Proposed by Councillor Holland, Seconded by Councillor Lloyd and

**RESOLVED:**

**THAT** the subject to the above amendments that the Financial Risk Assessment for 2017/2018 be adopted.

**87. INCREASE IN THE PROCUREMENT CARD**

The Town Clerk reported that the procurement card had a monthly limit of £500 but that this was too low especially at certain times of the year. It was Proposed by Councillor Lloyd, Seconded by Councillor Upcraft and

**RESOLVED:**

**THAT** the procurement card limit is increased to £1,500 per month.

**88. WILDING ROAD OPEN SPACE**

i) Councillors discussed providing support for a proposed children’s play park for the site and agreed to support as it had been identified as a leisure area in the Neighbourhood Plan.

ii) Councillors discussed the request for a grant of £300 to purchase public liability insurance for a social event for the residents to discuss proposals for this open space. It was Proposed by Councillor Lloyd, Seconded by Councillor Upcraft and

**RESOLVED:**

**THAT** the Town Council approves a grant of up to £300 in accordance with S137 of the Local Government Act 1972 in the current financial year for the purchase of public liability insurance but that a receipt is required from the Insurance Company.

**89. TO RECEIVE A REQUEST FROM THE CARNIVAL COMMITTEE**

Councillor Cockman asked Councillors for permission to discharge glitter and confetti from the Town Hall Balcony at the end of Carnival. Councillor Cockman was unsure whether access from inside the town hall was required and also stated that he would be personally responsible for clearing up after the event. Councillor Lloyd stated that he would like to see the technical information regarding the discharge of glitter and confetti and of course the Town Council’s Insurance Company would have to be notified. Councillor Holland suggested that bunting could be erected on the hooks that already exist on the town hall.



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

**RESOLVED:**

**THAT** providing the Town Council’s Insurers are happy with the technical specification then permission is given for the discharge of glitter and confetti from the town hall balcony.

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

Councillor Cockman – Carnival Committee meetings

Councillor Lloyd – Neighbourhood Plan Steering Group meeting and site assessment, Site B, site E and Gravel Extraction discussions with SODC, discussions with members of the public regarding Site B/E, talking to the press regarding Site B on behalf of the Mayor.

Councillor Holland – Neighbourhood Plan Steering Group and site assessment meetings.

The Mayor – Style Ace Race Night at The George; Art Club at Centre 70; Army Event at Upper Arccott, Thames Run Duties; RAF meetings re Freedom; Judging Dog Show at Donkey Sanctuary; Donkey Sanctuary judging the donkeys; Meeting with District Councillors; MIGWAL AGM; 2<sup>nd</sup> Wallingford Scouts AGM and Barbeque.

**91. FUTURE AGENDA ITEMS**

<b>Ref</b>		<b>Lead</b>	<b>Anticipated Agenda</b>
1	Neighbourhood Plan & Project Manager	Cllr Goddard	Council
2	District Councillors Liaison.		Council
3	Sand and Gravel CAGE Funding	Cllr Lloyd	Council
4	Car Parking	Cllr Davidson	Parks
5	Rubbish	Cllrs Kidley/Lester	Parks
6	Site B and Infrastructure	The Town Clerk	Council
7	Visit Midsomer Proposal		Tourism
8	Media Policy	Town Clerk	Council
9	Use of Phone Boxes		Parks
10	Grant Funding	Cllr Lloyd	Grants Working Party
11	New Allotments at Site B	Cllr Lloyd to attend	Parks
12	Parking Near Kerbs (Police to be asked)	Cllr McGregor	Parks
13	CCTV	Cllr Dolton	Parks
14	Protocol	Cllr Titchener	Personnel
15	Walk the Thames	The Town Clerk	Tourism
16	Youth Worker	Councillor Dolton	Council

17	Regal Centre	Council	Town Clerk
18	River Users Group		Tourism
19	Town Branding		Communications Working Party & Council
20	Local Plan (preferred options)	Cllr Lloyd	Council
21	Speakers/Telecom Communication for Town Hall	Cllr Cockman	Finance
22	Market Benches		Parks
23	Moorings Contract	Town Clerk	Council
24	Future of the Market Town Co- Ordinator – SODC Funding	Town Clerk	Tourism
25	Castle Yard Car Park	Cllr McGregor	Council
26	Dual Markets and Terms and Conditions	Cllr Cockman	Parks

Meeting Closed at 2110 Hours