

WALLINGFORD TOWN COUNCIL

MINUTES

of the

Meeting of Council held in Centre 70, Kinecroft, Wallingford on
Monday 8th January 2018

PRESENT

The Mayor, Councillor Michael Kidley

Councillors Baroni, Beatty, Cripps, Dolton, Holland, Hughes, Lester, Lloyd, Titchener,
Upcraft and Whelan

The Town Clerk: Mrs Paula Lopez

Responsible Finance Officer: Mrs Jennipher Jeje

Senior Officer/Minute Taker: Mrs Barbara Atkins

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

481. APOLOGIES

Apologies for absence were received from Councillors Davidson, McGregor and Norton.

482. ADMISSION OF THE PUBLIC

It was Proposed by Councillor Lester, Seconded by Councillor Dolton 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: -

483. DECLARATION OF INTERESTS

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

484. PUBLIC PARTICIPATION –NOTIFIED AND IMPROMPTU (Total 15 Minutes)

There were no members of public present at the meeting.

1905 Hours – Here Councillor Titchener arrive

485. COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS

(i) County Councillor L. Atkins had distributed a copy of her report prior to the meeting however she went through the contents with Councillors. Copy of report attached.

(ii) District Councillor E. Hornsby reported:

(a) **SODC Move back to Crowmarsh** – The District Council has set up a committee to discuss the design of the new premises and members of the committee were considering organising a competition regarding the design.

(b) **Borough Avenue** – District Councillor Lokhon has sent various emails concerning SOHA's closure of the garages and asked what their intention on this is. However he does not think that anything can be done.

(c) **District Council's Planning Meetings** – These are being held every 3 to 4 weeks instead of 5 due to the number of applications being submitted. Although Wallingford Town Councillors are good at attending SODC's planning committee meetings when necessary other parish councils are not so good and the District Council's members are considering taking away the power to attend. Councillor Lloyd responded that parishes may consider that because in the past their comments are not considered that there is little point in attending. District Councillor Hornsby will relay these concerns to the committee.

486. MAYORS COMMUNICATIONS

1. **South Oxfordshire Chairman's Charity Concert** – Saturday 20th January at Cornerstones in Didcot – Councillors have been sent full details of the event by email.

2. **Pancake Race** – February 13th at 9.30am for a start at 10am. Attendance board being circulated.

487. MINUTES

Councillor Upcraft stated that the resolution in Minute 465 did not give a true picture of the outcome of the discussion on charges and mooring fees and that he had asked for a report/summary of the impact of an increase in mooring fees on tourism and the Precept. Councillors had a long discussion concluding that this matter should be raised later in the meeting under the appropriate agenda item. It was also decided that the minutes would not be altered. It was Proposed by Councillor Titchener, Seconded by Councillor Beatty and

RESOLVED:

THAT the Minutes of the Meeting of Council held on the 11th December 2017 as set out on pages 193 - 201 of the Minute Book be signed by the Chairman as a correct record.

488. 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:

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

RESOLVED:

THAT the Minutes of the following committee meetings as previously circulated to Councillors be adopted.:

Planning 13.11.17 - Pages 156-161

Planning 27.11.17 - Pages 184-187

489. NEIGHBOURHOOD PLAN

Councillor Holland has taken over as temporary Chairman of the Neighbourhood Development Plan Steering Group and thanked Councillors Baroni, Lloyd, McGregor and the Mayor for their support and involvement. Councillor Holland updated Councillors on workshops, the outline planning permission for Site E and Consultant Support.

Councillor Holland said that the Steering Group very much appreciated Councillor Norton's contribution to the Neighbourhood Plan. Councillors thanked Councillor Holland for stepping in and overseeing the Neighbourhood Plan.

490. INTERNAL AUDIT

(i) **Internal Auditors Report (copy attached)** - The Responsible Finance Officer outlined the report and stated that the recommended changes would be implemented. It was Proposed by Councillor Titchener, Seconded by Councillor Dolton and

RESOLVED:

THAT the contents of the Internal Auditors Report is received and approved. Recommendations within the reported are to be implementation as soon as possible.

(ii) **Effectiveness of the Internal Audit** – Councillors were impressed with the clear report and action plan that the new internal auditor had provided.

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

RESOLVED:

THAT the procedures undertaken by the Internal Auditor are clear and effective.

491. EXTERNAL AUDIT

The Responsible Finance Officer had distributed in advance of the meeting the External Auditors report and issues arising from this report for the year ended 31st March 2017. The issues raised were as follows:

- External auditors report not minuted
- Internal auditor's recommendations
- Budget with regards to not considering the level of reserves when considering the precept.
- Risk Assessment not approved at full Council.

Councillors noted the issues and it was Proposed by Councillor Titchener, Seconded by Councillor Lloyd and

RESOLVED:

THAT contents of the External Auditors report are noted and the recommendations from the issues raised be implemented in future annual returns.

492. MOORING CHARGES

(i) The Town Clerk reported that the District Council had agreed that the Town Council may increase the mooring fee to £10 per overnight stay for the summer period.

(ii) Councillors discussed an increase in mooring charges. As stated in Minute 487/01/2018 above Councillor Upcraft stated he required further information relating to the impact of an increase in charges on tourism, etc. Several Councillors agreed with Councillor Upcraft and following a detailed discussion It was Proposed by Councillor Hughes, Seconded by Councillor Titchener and

RESOLVED:

THAT the Finance and Properties Committee should assess the impact of an increase on tourism and report back to full Council.

493. DATA PROTECTION OFFICER

The Town Clerk gave an overview of the new regulations coming into force in May and stated that the Oxfordshire Association of Local Councils believed that it may not be appropriate for a Town Clerk to be the Data Protection Officer for its council and that they were looking at ways a council may outsource. The Town Clerk will be attending a course to learn more about the legal requirements. However, as a contingency she asked that approval for a budget of £2k for an External Data Protection Officer be included in the budget. Councillors discussed and It was Proposed by Councillor Titchener, Seconded by Councillor Upcraft and

RESOLVED:

THAT £2k is included in the budget, providing the Responsible Finance Officer does not have to increase the Precept, for the provision of an External Data Protection Officer.

494. PRECEPT

Councillors had all received a copy of the budget following the review by the Finance and Properties Committee. Councillors asked for confirmation that provision had been made for staff costs and that the budget included an allocation for the Neighbourhood Plan. Following the Responsible Finance Officer confirmation it was Proposed by Councillor Upcraft, Seconded by Councillor Whelan and

RESOLVED:

THAT the Town Council's reserves should not be included in the Precept calculations as they will be required for numerous property repairs in the near future.

It was further Proposed by Councillor Lloyd, Seconded by Councillor Dolton and

RESOLVED:

THAT This Council Precepts on South Oxfordshire District Council in the sum of £349,901 for the 2018/2019 financial year.

495. MAJOR PLANNING APPLICATIONS

Note: When deciding upon whether to recommend approval or refusal of a planning application classified as "other", members should, if they feel strongly about their recommendation, request that the application

be called in by the District Council Ward Member in order that it may be referred to the District Council's planning committee.

(i) Reference: [P17/S3564/FUL](#) – Amendment 2

Type: Major

Proposal: Erection of a 70 bed care home (within Use Class C2), access, parking, landscaping and other associated works. (As amplified and amended by information accompanying email from Agent dated 11 December 2017).

Address: Land at Wallingford Road/Reading Road

Comment: Refusal – Amendment 2 does not alter this Council's original response.

(ii) Application Reference: [P17/S4054/FUL](#)

Type: Major

Proposal: Variation of condition 2 (approved plans) of planning permission P16/S1514/FUL to allow amendments to design and appearance of the approved scheme. Redevelopment of the Former Waitrose to create 22 retirement apartments, two ground floor retail units and associated parking.

Address: 12-16 St Martins Street

Comment: Councillors discussed and Councillor Lloyd stated that he would contact the developers to ascertain what actual changes were being proposed and he would report back to Councillors.

496. PLANNING COMMITTEE

Councillor Lloyd reported that it is difficult to meet consultation deadlines on major planning applications as currently full Council have to consider them and these meetings only take place every 5 to 6 weeks. He stated that it would be much easier to manage if the Terms of Reference were amended to include that major applications may be discussed and decided at the planning committee meetings. A lengthy discussion ensued with the following concerns being raised:

- All Councillors should be included in decisions regarding major applications as these have a major impact on the town and its infrastructure
- Once the Neighbourhood Plan is in place this will state where major developments should be sited.
- Concern over Councillors attendance and being quorate. As a consequence just 5 Councillors could be determining major developments.

Following the discussion it was Proposed by Councillor Titchener, Seconded by Councillor Lloyd and

RESOLVED:

THAT The Planning Terms of Reference should be amended to state that all planning applications including major applications will be considered by the Planning Committee.

Councillors Lester, Dolton and Cripps strongly objected to this resolution.

497. STANDING ORDERS

The Town Clerk reported on the required financial amendments regarding Procurement accounting legislation. It was Proposed by Councillor Upcraft, Seconded by Councillor Dolton and

RESOLVED:

THAT Councillors approve the Town Clerk amending the Standing Orders to reflect the statutory procurement legislation.

498. TOWN HALL REPAIRS

The Town Clerk updated Councillors regarding the Town Hall repairs (2 further quotes awaited) and the replacement boiler, flue and vent. There are further repairs needed in relation to the window frames and the conservation officer will be visiting the Town Hall to offer his advice. The Town Clerk advised that a full condition report is required. Following a brief discussion it was Proposed by Councillor Lloyd, Seconded by Councillor Titchener and

RESOLVED:

THAT The Town Clerk carries out her recommendations and obtains a full condition report on the town hall.

499. SITE B AND INFRASTRUCTURE

Councillor Lloyd stated that the developers were no longer pursuing putting up advertising flag poles. Councillor Lloyd further reported that the conservation officer had objected to the temporary access route and that there is concern over loss of trees, however an alternative route is being considered which will preserve the trees but the developer will incur an increase in costs.

500. REPAINTING THE FRONT OF 10 ST MARTIN'S STREET

The Town Clerk reported that the new tenant had signed the lease and was decorating internally however the external paint work particularly round the window frames is in a bad state of repair and she would like to paint this. Councillors had a brief discussion and it was decided that the Town Clerk makes a decision regarding the colour of the exterior paint.

501. FOOD BANK

The Town Clerk reported to Councillors that Councillor Whelan and Lloyd had approached Waitrose to request their help in funding a food container to store the Food Bank's non-perishable items to the Parks Yard. Councillor Whelan had liaised with Waitrose and Councillor Lloyd has sourced the container. Waitrose will be presenting the cheque to the Food Bank Representatives. Councillors had some concerns over state of the park's yard, insurance cover and times of access. The parks team have agreed to put sleepers down for the container to be sited on, access is envisaged to be a couple of times a week during day light and insurance cover will be checked.

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

RESOLVED:

THAT the storage container for use by the food bank may be sited at the yard.

502. DEFIBRILLATOR IN THE BULL CROFT PARK

The Town Clerk reported that there is one remaining defibrillator which ideally should be sited in the Bull Croft Park. Councillors discussed locations and it was Proposed by Councillor Whelan, Seconded by Councillor Beatty and

RESOLVED:

THAT the defibrillator be sited on either the toilet block or on the side of the Bull Croft Lodge.

503. ACTIVITIES ON BEHALF OF THE TOWN COUNCIL

Councillor Holland – Neighbourhood Plan Workshop, Neighbourhood Plan Steering Group, Neighbourhood Plan Consultant Interviewing.

Councillor Whelan – Municipal Charities, Food Bank, Wallingford Volunteer Centre.

Councillor Hughes – Sports Park

Councillor Beatty – Coms Group.

Councillor Upcraft – Abingdon Festival of Light, Regal Centre, Coms Group

Councillor Lester – Street Pastors AGM, Coms Group

Councillor Cripps – Coms Group

Councillor Lloyd - RAF, Neighbourhood Plan, Regal Centre, Site B planning work, Care Home planning work

Mayor – Christmas Event/Visit to Rush Court, Town Carols, Carols at the Donkey Sanctuary, Freemasons Event in Oxford, Hosted Market Traders Drinks, Christmas Drinks with Staff and Councillors, Christmas Day visits to Winterbrook Nursing Home, Wallingford Community Hospital and The Westgate Centre.

504. FUTURE AGENDA ITEMS

<u>Committee</u>	<u>Lead</u>	<u>Anticipated Agenda</u>
Council		
Neighbourhood Plan	Cllr Lloyd	Rolling
County/District Councillors		Rolling
Site B and Infrastructure	Cllr Lloyd	Rolling
Sand and Gravel		Rolling

Site E and Infrastructure Castle Street Yard Promoting the Town Hall Wallingford Accessible Boat Club Boat House Lease/Wallingford self drive electric day boat hire Mooring Projects Proposals Youth Worker Minute Reporting Air Quality/Bridge Closure	Cllr McGregor Suzanne Symons Public Participation/Cllr Whelan/Town Clerk The Town Clerk Councillor Lloyd Councillor Dolton Councillor Upcraft Councillor Lloyd	Rolling Feb 2018 Feb 2018
Parks Car Parking Use of Phone Boxes CCTV Rubbish	Cllr Davidson Cllr Dolton	
Tourism		
Finance Internal auditor's recommendations, Properties, quarter accounts, bills schedules, etc. Mooring Fees		Jan 2018 Jan 2018
Personnel Full Evaluation of all job roles		October 2018
Planning		
Civic and Ceremonial Working Party Procedures and Protocols	The Mayor	
Bull Croft Working Party	Update by Chairman	
Grants Working Party	Update by Chairman	
Communications Strategy Working Party	Update by Chairman	

District and County Councillors left the meeting

Councillor Titchener briefly left the meeting

Items Relating to Confidential Minutes Page 214