

**WALLINGFORD TOWN COUNCIL**

MINUTES

of the

Meeting of Council held in the Town Hall, Wallingford on  
Monday 21<sup>st</sup> May 2018

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PRESENT

The Mayor, Councillor Lee Upcraft

Councillors Baroni, Beatty, Cockman, Cripps, Kidley, Lester, Lloyd, McGregor, Norton,  
Upcraft and Whelan

The Town Clerk, Mrs Paula Lopez

Officers in Attendance: Barbara Atkins & Jennipher Jeje

***Before the start of the meeting and the formal business of the agenda is transacted,  
there will be a period of quiet reflection led by The Mayor***

**16. APOLOGIES**

*Apologies for absence were received from Councillors Davidson, Dolton and Titchener and  
County Councillor Lynda Atkins.*

*Councillor Hughes had advised that he may be late but in fact was not present.*

**17. ADMISSION OF THE PUBLIC**

Proposed by Councillor Kidley, Seconded by Councillor Lester 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 22b(ii) – Finance Committee Recommendations*

## **18. DECLARATION OF INTERESTS**

A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in our Council's Standing Orders code of Conduct (Item 13) in a matter being considered at a meeting is subject to statutory limitations or restrictions under code of conduct and his right to participate and vote on the matter (guidelines are available at the meeting and all Councillors have received a copy prior to the meeting) Information for each Member was available at the meeting.

*There were no declarations of interest.*

## **19. PUBLIC PARTICIPATION – NOTIFIED AND IMPROMPTU (Total 15 Minutes)**

*(i) A resident – Sports and Leisure Strategy – The resident stated how concerned he was about this strategy and that the contents of the report contained a number of inaccuracies, in particular it referred to the Regal which is in fact closed.*

*Councillors discussed. Councillor Baroni stated she felt very strongly about the Sports and Leisure Strategy report and had asked for it to be an agenda item at the meeting but the agenda had been too full.*

**Action – Future Agenda Item – Sports and Leisure Strategy.**

### **1920 HOURS – COUNCILLOR COCKMAN ARRIVED**

*(ii) Member of Public – Representing the local air quality group – The resident gave a very detailed report to Councillors including how a 20 mile speed limit on approach roads to Wallingford and outside schools would deter drivers cutting through Wallingford and help to reduce toxic limits thereby improving air quality. She also asked that Councillors work with local groups to improve the air quality. Councillor Lester thanked the representative.*

**Action – Future Agenda Item – Air Quality**

## **20. MAYORS COMMUNICATIONS**

*(i) Car Rally had been very successful. £16,000 raised.*

*(ii) Site D Consultation on the 22<sup>nd</sup> May in the Town Hall.*

*(iii) Tim Smith has resigned as Wallingford School Community Coordinator.*

**Action – Letter of thanks to be sent to Mr Smith.**

*(iv) The Mayor thanked all the Council staff for their hard work over Mayor Making and Mayors Sunday.*

## **21. COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS (Total 15 Minutes)**

i) **County Councillor Lynda Atkins** report had been distributed prior to the meeting.

*In her absence Councillors discussed the grant money which is available.*

**Action - Councillor Norton to contact County Councillor Lynda Atkins for more information regarding the allocation of the grant money.**

ii) **District Councillor Elaine Hornsby** stated that the preferred options for the Local plan were changing but the good news is that there is a 5 year housing supply. The district council have been discussing air quality and there is money available, a long term plan is being put together. Councillor Hornsby suggested asking for a delay on the Sports and Leisure Strategy and Councillors fully supported this course of action.

**Action: Councillor Hornsby to use the points brought up during the meeting (failing local plan, etc) to ask for the Sports and Leisure Strategy to be deferred.**

## **22. MINUTES**

The Town Clerk submitted the Minutes of Council Meeting of the 19<sup>th</sup> March 2018, copy circulated to all Councillors/Members, copy attached to the Minute Book.

*Corrections to Minutes: None*

**Proposed by Councillor Whelan, Seconded by Councillor Norton RESOLVED: THAT the Minutes of the Full Council Meeting of 19<sup>th</sup> March 2018 as set out on pages 275 to 286 of the Minute Book be signed by the Chairman as a correct record.**

## **23. TO ADOPT THE FOLLOWING MINUTES**

The Town Clerk asked Councillors to adopt the minutes of the following committee meetings held in 2017 and 2018, copies previously signed as a correct record and circulated to Councillors:

Tourism and Economic Development	04.12.17	Pages 188-192
Finance and Properties	22.01.18	220-225
Personnel	06.02.18	239-243
Planning	12.02.18	244-251
Planning	26.02.18	261-264
Planning	12.03.18	270-274
Planning	26.03.18	287-291
Planning	09.04.18	292-295
Planning	23.04.18	299-303

**Proposed by Councillor Lloyd, Seconded by Councillor Norton**

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

**Action: At the Town Clerk's request Councillors agreed that copies of the minutes were no longer required as they would look them up on the website.**

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

Councillors considered the agreed restructuring appointments to committees and outside bodies. See attached.

**Action:**

It was suggested, once elected, the Co-opted Councillor with his/her consent is added to those committees with a vacancy.

Proposed by Councillor Norton, Seconded by Councillor McGregor

**RESOLVED:**

**THAT**

(i) **Committees** - The new Councillor to be added to Finance and Properties, Councillor Lloyd to Tourism and Economic Development. Councillors Kidley and McGregor to Planning. Councillor Kidley to be added Parks, Gardens, Allotments and Open Spaces.

(ii) **Working Parties** - Councillors Beatty and Cockman & New Councillor to the Neighbourhood Plan Working Party.

Councillors Lester and Whelan to be added to the Bull Croft Trust Working Party.

Councillors Cripps and Upcraft to be added to the Communications Working Party.

(iia) Councillor Whelan to be added to the Grants Working Party.

(iib) **Proposed by Councillor Cockman, Seconded by Councillor Baroni**

**RESOLVED:**

**THAT**

**A new working party Arts** (Section 106 monies) is formed consisting of Councillors Baroni, Beatty, Cockman, Lester, McGregor and District Councillor Hornsby, Mrs Blacker and The Town Clerk/Responsible Officer is set up.

(iic) **New Working Party Events in the Town** – Councillor Cockman explained the remit of this working party and following a discussion the recommendation from the Tourism and Economic Development Committee was not resolved.

### **1958 Hours Councillor Cockman left the meeting**

(iid) **Outside Bodies** – To be added Oxfordshire South & Vale CAB – Councillor Kidley, Volunteer Centre – Councillor Cripps, River Users Group & River Thames Alliance – Councillor Whelan, Castle Meadows Advisory Group & Earth Trust – Councillor Lloyd  
New Outside Body – Pancake Race – Councillor Lester

## **25. POLICIES**

Councillors to adopt the following policies:

**i) Grants Policy - Proposed by Councillor Lloyd, Seconded by Councillor Norton,**

**RESOLVED: THAT** the Grants Policy is adopted by Wallingford Town Council.

**(ii) Media Policy - Proposed by Councillor Beatty, Seconded by Councillor Norton**

**RESOLVED: THAT** the Media Policy is adopted by Wallingford Town Council.

**iii) Pension Discretionary Policy** (Recommendation from Personnel Committee Meeting held on the 16<sup>th</sup> April 2018 Minute Number 674/04/2018).

**Proposed by Councillor Norton, Seconded by Councillor Lester**

**RESOLVED: THAT** the Pension Discretionary Policy is adopted by Wallingford Town Council.

## **26. STANDING ORDERS, CODE OF CONDUCT, DECLARATION OF INTERESTS AND PROTOCOL**

**i) Amendment to Standing Orders** - The Town Clerk at Councillor Lester's request gave an overview of the legislation changes to the standing orders.

**Proposed by Councillor Lloyd, Seconded by Councillor Kidley**

**RESOLVED: THAT** the Town Council adopts the amended standing orders.

**ii) Councillors were asked to remind themselves of the Code of Conduct, Declaration of Interests and Protocol. Noted.**

## **27. GENERAL POWER OF COMPETENCE**

To reaffirm that Wallingford Town Council meets the criteria to be eligible to use the General Power of Competency (attached explanatory paperwork). A resolution is required to affirm the use this General Power of Competency (Localism Act 2011, s 1-8 & (General Power of Competence) (Prescribed Condition) Order 2012). Resolution Required.

**Proposed by Councillor Lloyd, Seconded by Councillor McGregor**

**RESOLVED: THAT** this Council meets the criteria for eligibility relating to the electoral mandate (two thirds of the members of Council hold office as a result of being declared elected) and The Town Clerk has received the relevant training (CiLCA) for this Council to use General Power of Competence.

## **28. DEFIBRILLATOR SITUATED IN THE BULL CROFT**

The Town Clerk asked Councillors to agree to move the previously agreed location of the Defibrillator to the outside wall of Bull Croft Park toilets as the electrical cost for the erection of the defibrillator was much lower in this location.

**Proposed by Councillor McGregor, Seconded by Councillor Kidley**

**RESOLVED: THAT** the defibrillator for the Bull Croft Park be located on the side of the toilet block in the Bull Croft Park.

**Action: The Mayor asked that the Market Town Co-ordinator arranges with the Air Cadets a demonstration of its use and that an article to this effect is written for the eNews letter.**

## **29. FOOD BANK UPDATE**

Councillors Lloyd/Whelan to report.

*Councillor Lloyd reported that due to a problem with site access and the delivery of the container an alternative flat packed container had been sourced. It is hoped that 2 containers could be purchased but currently the cost including VAT and delivery is too high. Investigations to reduce the cost are being carried out.*

**Action: Further negotiations regarding cost being carried out by Councillors Lloyd and Whelan**

## **30. COUNCILLOR VACANCY**

Councillors to vote on the election of a co-opted Councillor.

*The Town Clerk and Senior Officer distributed the voting slips.*

*Mr John Wilder (known as Harry) was elected to be a Councillor (the slips being counted and double checked by the Town Clerk and Senior Officer respectively).*

*Mr Wilder was congratulated.*

**Action: Mr Wilder to sign the Declaration of Acceptance of Office and to read and complete, where appropriate, the supporting paperwork for this position**

## **31. REGAL WORKING PARTY**

The Mayor, Councillor Upcraft to give an update.

*The Regal working party are taking forward the concept and the project this would go out to tender (2 to 2 ½ million).*

*The advice of County Council legal services regarding procurement is being sought.*

**Action: Town Clerk and The Mayor to meet with representative of the County Council's legal services.**

### **32. GRANTS WORKING PARTY**

Councillor Norton had distributed a report in advance of the meeting (copy attached to minutes).

*The Town Clerk reported that 8 representatives from Historic England will be visiting the castle ruins and Town Hall on the 11<sup>th</sup> June to see the issues for themselves and offer advice. Councillors discussed and decided to defer their decision until after this meeting.*

**Action: That the proposal to pursue submitting a grant application for the Castle Ruins prior to the Town Hall be brought back to Council following the visit on the 11<sup>th</sup> June.**

### **33. RAF WORKING PARTY**

Councillor Norton had distributed a report in advance of the meeting (attached to minutes). Councillors to be asked to approve 2 engrossments for the event.

*Councillors discussed and approved the 2 engrossments along with the suggested wording.*

**Proposed by Councillor Whelan, Seconded by Councillor Lester**

**RESOLVED: THAT** Wallingford Town Council approves the use of the common seal for 2 engrossments (one for the RAF and one for town council) to support the RAF event.

**2032 HOURS – COUNCILLOR MCGREGOR LEFT THE MEETING**

### **34. COMMUNICATIONS WORKING PARTY**

*The town council's use of social media is increasing. Town Councillors distributed newsletter sign-up cards at the Car Rally."*

**Action: Councillors to man a communications stall at BunkFest**

### **35. NEIGHBOURHOOD PLAN WORKING PARTY**

*Councillor Lloyd gave an update, the Town Council's Neighbourhood Plan Project Co-Ordinator has now commenced work and the first steering group meeting will take place on the 22<sup>nd</sup> May. Councillor Lloyd asked Councillors to remember that the Neighbourhood Plan is independent of the Local Plan.*

### **36. TRAVELLERS IN WALLINGFORD**

Following the recent encampment of the Kinecroft by travellers, the Town Clerk and the Parks, Gardens, Allotments and Open Spaces Chairman recommend calling a special meeting to discuss the issue.

*The date of the special meeting to discuss the encampment of the Kinecroft is yet to be confirmed. The Parks Foreman will be present at the meeting. The Kinecroft and Bull Croft gates are being kept closed and locked.*

*Councillors asked that it be recorded in the Minutes that Trace Collins, Local Government Officer, had done a great job particularly over the weekend when she was not at work.*

**Action: A date to be set for a special meeting to discuss encampment of Kinecroft.**

### **37. RECOMMENDATIONS FROM COMMITTEES**

**a) Bunting – Minute 333(ii)/10/17 refers** - £500 for town bunting was included in estimates. Councillors to approve that bunting may be erected from June to September each year. Resolution required.

**Proposed by Councillor Lester, Seconded by Councillor Norton**

**RESOLVED: THAT** Councillors approved that bunting may be erected from June to September each year.

**b) Finance Committee Recommendations from the meeting held on the 8<sup>th</sup> May 2018 – Councillors to resolve the following:**

**i)** Proposed by Councillor Lloyd, Seconded by Councillor Whelan and Recommended That The CiL money from Clapcot Way is ring fenced for the Bull Croft Trust.

**Proposed by Councillor Lester, Seconded by Councillor Lloyd**

**RESOLVED: THAT** £10,108.80 CiL money from Clapcot Way be ring fenced for use within the Bull Croft Trust.

**ii)** It was Proposed by Councillor Lloyd, Seconded by Councillor Dolton and Recommended that the bad debts for the year be written off. (Councillors to receive confidential recommendation of the aged debtors).

*Covered in confidential minutes.*



**c) Tourism and Economic Development Committee Recommendation from meeting held on the 5<sup>th</sup> March 2018. Minute 611/03/2018 – Councillors to resolve the following:**

It was Proposed by Councillor Cockman, Seconded by Councillor Hughes and **RECOMMENDED: THAT** some of the initial grant money could be spent on a feasibility study.

**Action: Defer decision as this is linked with Arts (Section 106 monies) working party.**

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

To be notified by email in advance of the meeting.

**The Mayor, Councillor Upcraft**

Regal Working Party,  
Bull Croft Working Party  
Comms Group  
Discussions with Rainbow Pre-School

**Councillor Lloyd**

Meeting with Site B & communication with residents  
Meeting with Rowse Honey to discuss consultation with residents regarding possible planning application  
Meeting with residents of St Luciens & Alms Houses regarding police station redevelopment  
RAF Civilian Committee  
Meet with Caroline Newton– SODC Cabinet for environment, Cllr Hornsby & Cllr Lokhan to discuss air quality problem in Town Centre  
Attendance at Bloor Homes appeal behalf of WTC  
Oak Cottage appeal against refusal of planning permission  
Whitecross farm application – initial analysis, response to press enquiries  
Sport and Leisure strategy – analysis strategy  
Meet with David Wilkinson SAM officer – Bullcroft  
Meet with OCC legal – Town Green  
Meet with Dudley Light Rail – CWR – use of CWR during network rail works  
NDP coordinator interviews.

**Councillor Whelan**

OCVA - Area Forum,  
OALC training  
Bull Croft Working Party,  
Regal Working Party,  
RAF Garden Event working Party  
Dorney/Wallingford Regatta with Mayor  
OCVA Grant seeking  
SODC Planning Meeting

**Councillor Lester**

Municipal Charities  
Bullcroft trust working party x2  
St Georges day playground survey  
Correlated all the surveys  
Meeting with WI to discuss bunting  
Both mayoral events

Purchasing and distribution of park staff uniform  
 Friends of day centre meeting  
 Coms. Meetings

### **39. FUTURE AGENDA ITEMS**

Revised list for future agenda items below:

<b><u>Committee</u></b>	<b><u>Lead</u></b>	<b><u>Anticipated Agenda</u></b>
<b>Council</b> Neighbourhood Plan County/District Councillors Site B and Infrastructure Sand and Gravel Site E and Infrastructure Air Quality/Bridge Closure Car Parking (double yellow lines) Sports and Leisure Strategy White Cross Farm Youth Worker/Beacon Project Worker	Cllr Lloyd Cllr Lloyd  Cllr Lloyd Cllr Lloyd Cllr Lloyd Cllr Lloyd Cllr Norton  Cllr Baroni Cllr Lloyd	Rolling Rolling Rolling June 2018   June 2018 June 2018  September 2018
<b>Parks</b> Castle ruins Car Parking Wilding Road and Radnor Road Play areas	Councillor Norton Councillor Davidson Councillor Baroni	
<b>Tourism</b> Use of the Town Hall for Events and refreshments that could be provided		
<b>Finance</b> Investment Policy Castle Street Yard	Cllr McGregor	
<b>Personnel</b>		
<b>Planning</b>		
<b>Civic and Ceremonial Working Party</b>		
<b>Regal Working Party</b>		

<b>Bull Croft Trust Working Party</b>		
<b>Neighbourhood Plan Working Party</b>		
<b>Communications Strategy Working Party</b>		
<b>Properties Working Party</b>		
<b>Grants Working Party</b>		
<b>Arts Working Party (Section 106 monies)</b>		

**CONFIDENTIAL MINUTES SEE PAGE 16**