

WALLINGFORD TOWN COUNCIL

MINUTES

of the

Meeting of Council held in the Town Hall, Wallingford on
Monday 11th June 2018

PRESENT

The Mayor, Councillor Lee Upcraft

Councillors Baroni, Beatty, Cripps, Davidson, Dolton, Hughes, Kidley, Lester, Lloyd,
McGregor, Titchener, Whelan and Wilder

The Town Clerk, Mrs Paula Lopez

Officers in Attendance: Tracey Collins & 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*

64. APOLOGIES

Apologies for absence were received from Councillors Cockman and Norton.

1901 Hours – Here Councillor McGregor arrived

65. ADMISSION OF THE PUBLIC

There were no admissions of the public.

66. 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.

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

- i) **Are You Ready for an Emergency – Jonah Maddocks, Emergency Planning Officer, SODC** – did not attend as he required longer than the time allocation for his presentation
- ii) **Christine McElhill, Community Banker – NatWest Bank** – Ms McElhill stated that she is the Community Banker for Nat West Bank and will be in the Café in Waitrose each Wednesday morning and is able to do home visits. Ms McElhill will have a stand at Carnival on the 16th June 2018.

1903 Hours – Here Councillor Davidson arrived.

- iii) **Mark Brett – Car Rally** – Mr Brett thanked the Town Council for their support in respect of the Car Rally and in particular thanked the Town Clerk and Tracey Collins for their swift action and Bryan Gilbey and Scott Wells for all their help in making sure the Kincroft was ready following the eviction of the travellers. Mr Brett stated that £16,000 has been raised for charity with money still coming in. The tracking that the car rally had hired had prevented damage to the Kincroft and it was suggested that the Town Council could budget to purchase some for The Equipment bank and a charge could be made to all users for its hire.

Councillors thanked Mr Brett for an excellent car rally.

Action: Tracking to be discussed as an agenda item at Parks, Gardens, Allotments and Open Spaces committee meeting.

68. MAYORS COMMUNICATIONS

The Mayor summarised the content of the thank you letter that the Island Farm Donkey Sanctuary had sent following the donation of £127.25 which had been raised at the Pancake Race.

69. TERMS OF REFERENCE

Councillors noted the terms of reference for this Council – No changes.

70. HEALTH AND SAFETY

Councillors noted Section 2 – Responsibilities relating to Health and Safety.

71. COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS (Total 15 Minutes)

- i) **County Councillor Lynda Atkins** had distributed a copy of her report in advance of the meeting. In addition County Councillor Lynda Atkins encouraged people to respond the County Council regarding the planning application on the proposed marina.

1919 Hours – Councillor Hughes arrived here.

ii) **District Councillor Elaine Hornsby** reported on the following:

- Former Police Station – Planning Permission has been granted to the developer.
- Portcullis Club – This planning application is being heard at SODC’s planning committee. meeting on the 13th June. The officer is recommending approval.
- There are a further 240 homes planned for Benson.
- The Sports and Leisure Strategy consultation deadline has been postponed until September.
- There is a new round of SODC grants.
- District Councillor Hornsby has joined the Growth Board.

At this point Councillor Lester asked it to be noted that the Town Council wished to thank the Women’s Institute (W.I) for making the bunting and Mr Simpson for putting the bunting up.

72. MINUTES

The Town Clerk submitted the Minutes of Council Meeting of the 30th May 2018, copy circulated to all Councillors, copy attached to the Minute Book.

Corrections to Minutes: None

Proposed by Councillor Lester, Seconded by Councillor Cripps and RESOLVED: THAT the Minutes of the Full Council Meeting of 30th May 2018 as set out on pages 5 - 16 of the Minute Book be signed by the Chairman as a correct record.

73. TO ADOPT THE FOLLOWING MINUTES

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

Finance and Properties	08.05.18	304-309
Planning	09.05.18	310-316

Proposed by Councillor Titchener, Seconded by Councillor Lloyd and RESOLVED: THAT the Minutes of the committee meetings as previously circulated to Councillors and listed above be adopted.

74. APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES

Councillors considered appointments to committees and outside bodies.

(i) Committees - Proposed by Councillor Lloyd, Seconded by Councillor Hughes and RESOLVED: THAT Councillor Wilder be added to the Planning Committee.

Proposed by Councillor Lloyd, Seconded by Councillor Kidley and RESOLVED: THAT Beatty be added to the Finance and Properties Committee.

(ii) **Outside Bodies** - Councillor Lester reported that the Municipal Charities had heard of a gentlemen who was interested in being nominated as a trustee but the Municipal Charities will be approaching him in the first instance.

Future Agenda Item to appoint the trustee.

75. RECOMMENDATIONS FROM COMMITTEES

Councillors considered the Finance and Properties Committee Recommendations (Minute 48/05/2018 refers) from the meeting held on the 30th May 2018.

a) (i) **Proposed by Councillor Titchener, Seconded by Councillor Whelan and RESOLVED: THAT the internal auditor's report dated the 22nd May 2018 is satisfactory.**

(ii) **Proposed by Councillor Lloyd, Seconded by Councillor Wilder and RESOLVED: THAT the internal audit is effective.**

b) (i) & (ii)

Proposed by Councillor Titchener, Seconded by Councillor Dolton and RESOLVED: THAT the unaudited 2017/2018 accounts are received and approved

Section 1 – Annual Governance Statement 2017/2018 received, approved and that the Chairman (Mayor) and The Town Clerk are authorised to sign Section 1.

Section 2 Accounting statements 2017/2018 received, approved and the Responsible Finance Officer and the Chairman (Mayor) are authorised to sign Section 2 as a correct record.

Councillor Titchener thanked the Responsible Finance Officer for the clear and more efficient accounts and for the additional internal control that had been put in place.

76. SPORTS AND LEISURE STRATEGY

Councillor Baroni confirmed that the deadline had been extended until September and that it was a 10 to 15 year strategy. Councillors discussed the inaccuracies of the plan along with the lack of facilities in Wallingford and concluded that a working party was needed to discuss this more fully.

Proposed by Councillor Baroni, Seconded by Councillor Hughes and RESOLVED: THAT a working party needs to be formed to discuss the Sports and Leisure Strategy in detail, Councillors to email their interest/commitment in joining the party.

77. REPORTS FROM COUNCILLOR LLOYD

(i) **White Cross Farm/Sand and Gravel** – Councillor Lloyd reported that now that he had a complete readable document on the proposed marina he could prepare a detailed objection which he would circulate to Councillors before he submitted it.

Action: Councillor Lloyd

(ii) **Neighbourhood Plan Working Party** – The Neighbourhood Plan Co-ordinator was putting the draft plan together.

(iii) **Air Quality** – Councillor Lloyd is putting together a report. Air quality has deteriorated due to recent weather conditions and careful consideration is needed regarding any recommendations on how to improve the quality of the air within the town. Councillor Lloyd will circulate his report.

Action: Councillor Lloyd

(iv) **Site B and Infrastructure** – The County Council has objected to the access arrangements to the site and revised plans from the developer are now awaited.

(v) **Site E** - There is no progress and this may be because Thames Water are investigating the logistics of how to get water to the site and dispose of waste water.

78. HISTORIC ENGLAND

The Town Clerk gave an update following the visit of 8 representatives from Historic England who visited the Town Hall and the Town's ancient monuments. It is likely that the Castle Ruins and Saxon fortifications will be registered 'At Risk' but a full report is awaited regarding the other areas that the representatives saw.

79. OXFORD TO CAMBRIDGE EXPRESSWAY

Councillor Lloyd updated Councillors on the Oxford to Cambridge Expressway. Councillors considered joining the Expressway Action Group.

Proposed by Councillor Lloyd, Seconded by Councillor Beatty and RESOLVED: THAT Wallingford Town Council joins the Expressway Action Group.

80. MERCHANT NAVY DAY – 3RD SEPTEMBER

Councillors considered their involvement/support of Seafarers UK on Merchant Navy Day.

Proposed by Councillor Lloyd, Seconded by Councillor Beatty and RESOLVED: THAT The Town Council will support Merchant Navy Day on the 3rd September 2018. The appropriate flag to be purchased for display on the Town Hall.

Action: Office to purchase flag

81. COUNCIL'S SUPPORT FOR THE ARMED FORCES COVENANT

Councillors resolved their commitment to the Armed Forces Community by signing the Covenant as per the draft wording circulated.

Proposed by Councillor Lester, Seconded by Councillor Whelan and RESOLVED: THAT The Wallingford Town Council supports The Armed Forces Community and that approval is given for The Mayor to sign the Covenant.

82. STREET NAMES FOR SITE B – PHASE 1

Councillors discussed the proposed street names and were disappointed that their suggestions had not been used and they were particularly unhappy with the street name Montfort Close.

Action: To be discussed by the Planning Committee.

83. REGAL WORKING PARTY UPDATE

The Mayor asked Councillors for their approval to engage the services of OCC's Procurement Team in order to move the Regal Project forward – Estimate for this service to be obtained first but cost is £60+VAT per hour.

Proposed by Councillor Upcraft, Seconded by Councillor Beatty and RESOLVED: THAT the services of OCC's Procurement Team are engaged to move the Regal Project forward – Estimate for this service to be obtained first but cost is £60+VAT per hour.

84. CCTV AGREEMENT

The Town Clerk asked for Council's approval to sign and seal the amended agreement once received. Councillors discussed and approved that at an estimated cost of £3,546.98 per quarter the Town Clerk could sign and seal the agreement but that she requests, in the first instance, if the agreement could be for a term of 3 rather than 5 years.

Proposed by Councillor Beatty, Seconded by Councillor Lloyd and RESOLVED: THAT the Town Clerk sign and seal the agreement on behalf of the Town Council but to request a term of 3 years rather than 5 years but if the reduced term of 3 years could not be agreed then the Town Clerk is approved to sign and seal the agreement for 5 years.

85. THE FOOD BANK

Councillors considered the ongoing use of the Bull Croft Lodge by the Food Bank for storage. The use has now extended to 6 months rather than the agreed 3 months. It was suggested that the Sports Trust may have an area which could be used and then a smaller area could be used at the parks yard and this would facilitate a smaller container being located there.

Action: Councillors McGregor, Lloyd and Whelan to progress.

86. ACTIVITIES ON BEHALF OF THE TOWN COUNCIL

The Mayor – Air Cadets 966 Annual Presentation

Churches Conservation Trust Meeting

RAF Benson Annual Reception

Bicester Civic Service

Wallingford Scouts AGM

Discussion with OCC Legal Services for the Regal

Comms Group

Bull Croft Working Party

Parks & Gardens extra meeting

English Heritage visit to Wallingford

Councillor Lloyd - Speaking at SODC Planning Committee – Police Station

Press – (Herald, Oxford Guardian & BBC South) commentary on Bloor Homes appeal award of costs

Planning appeal for Oak Cottage submission of comments to Planning Inspectorate

NDP Steering Group

White Cross Farm review of Planning Application & meeting with CAGE

Oxford – Cambridge Expressway – review of documents.

Councillor Lester - RAF reception

Historic England meeting

Parks and Gardens working party

Meeting with Women’s institute re bunting

Erecting bunting

Wallingford Day centre

Councillor Whelan – Preview Site D development

RAF working Party Meeting

Grant funding search

Band Concert

Councillor Hughes - Meeting of Walter Bigg Trustees

Future plans for St Georges Road Sports field.

Meeting of the Wallingford Sports Park Trustees.

87. FUTURE AGENDA ITEMS

Councillors to note that there will be a meeting of the Bull Croft Trust Charity prior to the Planning meeting on the 2nd July 2018 at 7pm.

<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		Rolling
Castle Street Yard	Cllr McGregor	16 th July 2018
Promoting the Town Hall	Suzanne Symons	
Mooring Projects Proposals	Cllr Lloyd	2018
Youth Worker	Cllr Dolton	16 th July 2018

Beacon Project Worker Appointment of a Municipal Charity Trustee	Public Participation	September 2018 16 th July 2018
Parks Castle ruins Car Parking Wilding Road and Radnor Road Play areas Consider purchasing Tracking for Kinecroft/Equipment Bank	Councillor Norton Councillor Davidson Councillor Baroni	
Tourism Use of the Town Hall for Events and refreshments that could be provided		
Finance Investment Policy		
Personnel Full Evaluation of all job roles		October 2018
Planning Street Names		
Working Party Updates		Rolling

Meeting Close at 8.15pm