

**WALLINGFORD TOWN COUNCIL**

MINUTES

of the

Meeting of Council held in the Town Hall, Wallingford on  
Monday 7<sup>th</sup> January 2019

---

PRESENT

The Mayor, Councillor Lee Upcraft

Councillors Beatty, Cripps, Davidson, Hughes, Kidley, Lester, Lloyd, Norton, Titchener,  
Whelan and Wilder

The Town Clerk, Mrs Paula Lopez

Officers in Attendance: Barbara Atkins (Minute Taker)  
Michelle Taylor

Wallingford Neighbourhood Plan: Peter Starr

**444. APOLOGIES**

*Apologies for absence were received from Councillor Baroni, Dolton, Lester, McGregor and County Councillor L. Atkins*

**445. ADMISSION OF THE PUBLIC**

It was Proposed by Councillor Norton, Seconded by Councillor Whelan 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 19 – Personnel Committee Recommendations

**Due to public participation it was Proposed by The Mayor, Seconded by Councillor Wilder and RESOLVED: THAT agenda item 18 is discussed after agenda item 8**

**446. 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*

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

***1906 Hours Councillor Beatty arrived.***

Vicki Baker, Representative of the Bull Croft Trust Working Party stated that she had learnt a lot about the Bull Croft Trust since she had joined the working party and that she was aware of the restrictions that Councillors had to work with. Mrs Baker further stated that most other parks and open spaces have a 'Friends Group' whereby members of the community can become involved and assist councils with maintenance, raising funds and communication.

Once the details of the Trust are finalised the Friends Group will be further able to help the Council.

Councillors were pleased by Mrs Baker enthusiasm but requested that she seek guidance from the Town Councillors on the working party and that she share any Pin Interest with Councillors.

**448. COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS**

i) County Councillor L. Atkins sent her apologies for non-attendance

ii) District Councillor E. Hornsby reported on her and District Councillor Lokhon's attendance at the District Council's Local Plan meeting.

**449. MAYORS COMMUNICATIONS**

There were no communications

**450. MINUTES**

(i) To sign as a correct record the Minutes of the Meeting of Council held on the 3<sup>rd</sup> December 2018 as set out on pages 172 - 181 of the Minute Book.

**Correction: The Mayor reported that the minute numbers should start from 401.**

**Proposed by Councillor Lloyd, Seconded by Councillor Whelan and RESOLVED: THAT the corrected minute numbers have been note. The Minutes of the meeting of Council held on the 3<sup>rd</sup> December 2018 as set out on pages 172 – 181 of the Minute Book be signed by the Chairman as a correct record.**

**451. TO ADOPT THE FOLLOWING MINUTES**

To adopt the minutes of the following committee meeting held in 2018, copies previously signed as a correct record and circulated to Councillors:

Personnel	16.04.2018	Pages 296-298
Planning	29.10.2018	136-142
Planning	26.11.2018	162-166
Planning	10.12.2018	182-187

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

**452. FRIENDS OF THE BULL CROFT**

The Mayor referred to Minute 447 above and stated that as Councillors had heard from Mrs Baker the Bull Croft Working party were very keen to form a Friends of the Bull Croft. The Mayor reported that he would like to encourage this and advised that they would be able to assist with fund raising. Councillors supported the idea but wished the proposed Friends Group to be aware of the limitations of the Trust and the Charity Commission.

**Proposed by Councillor Lloyd, Seconded by Councillor Whelan and RESOLVED: THAT a public led Friends of the Bull Croft could be set up and that they liaise with the Bull Croft Working Party and the Town Clerk in order to comply with any limitations of the Trust and Charity Commission.**

**453. WALLINGFORD'S NEIGHBOURHOOD PLAN**

Mr Peter Starr distributed a briefing note (copy attached to minutes) and reported using the consultation boards on display that the aim is that the draft Neighbourhood Plan will be with the District Council for them to check by the end of January. The District Council's Local Plan Publication Version 2 states that Wallingford does not have to take any more housing and that its Neighbourhood Plan should stipulate that Site E is for housing and Site D for employment in order to prevent any further speculative development. It is therefore essential that Wallingford's Neighbourhood Plan be in place. Councillor Hughes suggested

that the display boards could be put in to one of the empty shops and Councillor Cripps offered to liaise with the local businesses.

Councillors asked for their thanks and praise to the Neighbourhood Plan volunteers and Peter Starr for all their work on the plan to be officially recorded in the Minutes.

#### **454. PRECEPT**

Minute 413(v)/12/2018 refers. Following adoption of the draft estimates at the last council meeting the Responsible Finance Officer asked Councillors to confirm the precept in the sum of £381,724 for the 2019/2020 financial year.

**It was Proposed by Councillor Davidson, Seconded by Councillor Whelan and RESOLVED: THAT this Council Precepts on South Oxfordshire District Council in the sum of £381,724 for the 2019/2020 financial year.**

#### **455. CHANGES TO TERMS OF REFERENCE & OUTSIDE BODIES**

i) All Committee Chairman to provide the communications working party with meeting updates/decisions for publication on the e-Newsletter.

The Mayor asked Councillors to support the content of the e-Newsletter in that could the Chairman of each committee provide the communications working party with updates/decisions that have been made.

**It was Proposed by The Mayor, Seconded by Councillor Wilder and RESOLVED: THAT all Chairman of the committees will provide content for the e-Newsletter and that the Terms of Reference will be amended to reflect this.**

ii) To consider reducing the number of scheduled committee meetings for Personnel and Tourism and Economic Development to three per Municipal Year.

**It was Proposed by Councillor Davidson, Seconded by Councillor Whelan and RESOLVED: THAT the Personnel Terms of Reference will be amended to reflect that there will be a minimum of 3 Personnel committee meetings within the municipal year.**

**It was Proposed by Councillor Beatty, Seconded by Councillor Cripps and RESOLVED: THAT the Tourism and Economic Development committee will remain at 4 meetings per Municipal Year.**

ii) Councillors to resolve Dr Tony Stead to the following committees and outside bodies: Tourism and Economic Development and Finance and Properties.

**Councillor Stead agreed to join the Tourism and Economic Development and Finance and Properties committees. It was Proposed by Councillor Upcraft, Seconded by Councillor Kidley and RESOLVED: THAT Councillor Stead will be adopted on to the Tourism and Economic Development and Finance and Properties committees.**

#### **456. DRAFT TIMETABLE OF MEETINGS**

i) Councillors to review the timetable of meetings and if required propose changes.

**No further action.**

ii) To adopt the 2019/2020 timetable of meetings.

**It was Proposed by Councillor Kidley, Seconded by Councillor Whelan and RESOLVED: THAT the time table of meetings for the 2019/2020 Municipal Year be adopted.**

#### **457. WORKING PARTIES UPDATES**

i) Bull Croft Trust – Councillor Baroni – **Deferred**

ii) Communications – **The Mayor reported that as mentioned in Minute 455(i) above the Communications Working Party needed assistance from Councillors with regard to content for the e-Newsletter. Officers have been monitoring the Town Council’s Facebook Page which was going well. The Mayor stated that he would welcome Councillors thoughts on what the Communications Working Party needed to discuss. Councillor Titchener suggested that Councillors share the content of the Town Council’s Facebook Page with their friends on their own Facebook Page.**

iii) Arts Working Party – **The Town Clerk read out Mrs Blacker’s report:**

**The working party was formed in July 2018 with the objective of creating a strategy and plan for the Public Arts Funding that Wallingford has been awarded through Section 106 agreements (£230k although not all paid to date).**

**The strategy and plan is currently work in progress (Cllr Lester and Cllr Baroni with Claire Blacker). The next step is to invite members of the community to join the working party and get involved with helping to maximise the opportunity for Public Art in the town.**

**The aim is for the draft strategy to be available for adoption by Council before the next financial year. It is envisaged that the working party will report to the Parks and Gardens Committee.**

**The Town Clerk added that she had been informed that Planning Permission along with Scheduled Monument Consent has been granted for the Agatha Christie Statue.**

**Councillor Norton suggested that the Town Council could work more with the Wallingford Herald and The Mayor stated that he and the Town Clerk were the initial spokespersons for the Town Council but that Councillors may express personal opinions to the press.**

iv) Regal – **The Mayor stated that project managers were working towards reassuring the Town Council regarding the concerns over the terms of contract. On the 10<sup>th</sup> January 2019 some Councillors along with a WATTS representative are meeting with 3 architectural firms regarding plans for the Regal. The next stages: demolishing the Regal and a business plan.**

v) Town Hall – **Councillor Wilder reported in Councillor Dolton’s absence that at their first meeting they had discussed the scope of the working party regarding whether to aim for staged remedial work or major improvement work which would involve applying for grants**

and this would involve what the future use of the Town Hall would be. During a brief discussion by Councillors The Town Clerk stated that she would send out her properties report again. Councillor Titchener asked that Properties be included as an agenda item at the next meeting.

**2012 Hours – Here Councillor Wilder left the meeting**

#### **458. COUNCILLORS TO NOMINATE A TRUSTEE TO THE BRIDGE ESTATE CHARITY**

Councillors considered a replacement nominative trustee as Mr Adrian Payne does not wish to stand again. Period of nomination 4 years.

**2015 Hours – Here Councillor Wilder returned to the meeting**

Councillors discussed and it was Proposed by Councillor Upcraft, Seconded by Councillor Davidson and RESOLVED: THAT The Town Clerk contact in the first instance ex Councillor Stone to see if he would be will to be willing to stand as the Town Council's nominative trustee to the Wallingford Bridge Estate Charity. If Mr Stone declines Mr Ken Lester, High Steward is to be contacted.

It was further Proposed by Councillor Upcraft, Seconded by Councillor Titchener and RESOLVED: THAT The Town Clerk contact the Trustees of the Wallingford Bridge Estate Charity and request that consider modernising the Charity's scheme document.

#### **459. SITE B – ALLOTMENT TRANSFER AND FOOTPATH UPGRADE**

Councillor Lloyd asked Councillors to approve the proposed allotment transfer and footpath upgrade. Councillor Norton queried if the Town Council would be responsible for the new fence and Councillor Lloyd confirmed that the Town Council would. Councillor Lloyd stated it would be a strong lap board fence. The Town Clerk asked if the issue regarding the water tanks had been solved and Councillor Lloyd stated that this was outstanding and that he had been informed that storage tanks were no longer required but a plan was awaited. There will also be a bridge from the existing allotment site to the new site to facilitate the movement of the Town Council's staff on their tractor between the sites. The new footpath will be tarmac.

It was Proposed by Councillor Lloyd, Seconded by Councillor Hughes and RESOLVED: THAT Wallingford Town Council approves the proposed allotment transfer and footpath upgrade.

#### **460. SPORTSWIZE MERCHANDISE LICENSE AGREEMENT**

Tourism Minute 338/11/2018 refers. Copy of agreement attached. Councillor Beatty asked Councillors to approve the signing and sealing of the license agreement between Sportswize and Wallingford Town Council. Councillors discussed and it was noted that the

logo on the draft license would be changed and all designs are referred to the Communications Working Party for approval as per the 'Use of Portcullis Logo' policy.

**It was Proposed by Councillor Norton, Seconded by Councillor Cripps and RESOLVED: THAT The Town Clerk can sign and seal the Sportswize Merchandise License agreement on behalf of the Town Council.**

**461. BULL CROFT RECREATION ROOMS – OUTSTANDING WATER BILL**

The Responsible Finance Officer reported that she had discovered since working for the Town Council, that The Rainbow pre-school had stopped paying for their water usage (8 direct debit payments had been missed which amounted to £868.55). In addition their future water usage has been estimated at £460.91. The Town Clerk stated that she wished to keep Council informed of the situation and also asked Councillors for their comments. Following a discussion it was agreed that the pre-school's lease would be checked and that Rainbow should be invoiced for the outstanding bill of £868.55 and that it is their prerogative to ask the other tenants if they wished to make a contribution towards the bill.

**Proposed by Councillor LLOYD, Seconded by Councillor Davidson and RESOLVED: THAT THE an invoice for the outstanding bill (£868.55) is sent to the Rainbow Pre-School for payment by the end of January 2019 and that they are advised of their future estimated bill which should be paid by direct debit.**

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

Councillor Whelan: visit to Millcroft Homes; town carols around the Christmas Tree, councillors and staff Christmas drinks/lunch.

The Mayor: Talking Newspaper Christmas Message; Window for Wallingford Christmas Message; Centre 70 AGM; Christmas Carols; Westgate House Christmas Bazaar; FAME at Wallingford School; Comms Group; Carols at Rush Court; Visit to St Leonards Ward, Wallingford Hospital; Winterbrook Nursing Home visit; Status update from Watts for the Regal; Market Traders Christmas drinks; Town Council Office Christmas drinks; Oxford Regional United Malayali Association 10<sup>th</sup> Anniversary

**463. FUTURE AGENDA ITEMS**

<u>Committee</u>	<u>Lead</u>	<u>Anticipated Agenda</u>
<b>Council</b>		
County/District Councillors		Rolling
Site B and Infrastructure		Rolling
Sand and Gravel		Rolling
Site E and Infrastructure		Rolling
Promoting the Town Hall	Suzanne Symons	
Mooring Projects Proposals	Cllr Lloyd	
Air Quality Management	Councillor Lloyd	Deferred from 24/9

Community Speed Watch Telephone Boxes – Use of Properties Car Parking issues RAF Garden Party Notes	Councillor Lloyd  Town Clerk Councillor Davidson Councillor Norton	Deferred from 24/9 Deferred from 24/9
<b>Parks</b> Castle Ruins	Councillor Norton	
<b>Tourism</b> Use of the Town Hall for Events and refreshments that could be provided Agatha Christie		
<b>Finance</b> Investment Policy Community building on the parks yard Draft Income/Strategy Policy Spreading Treasury Stock Grants, as required Precept new housing 85 properties Castle Yard Parking Investment into Allotments	Cllrs Cripps/McGregor	
<b>Personnel</b> Health and Safety Training Requirements and Training completed by staff		
<b>Planning</b>		
<b>Working Party Updates</b> Neighbourhood Plan Civic & Ceremonial Bull Croft Trust Communications Regal Town Hall	Cllrs Lloyd/Norton The Mayor Cllr Baroni The Mayor The Mayor Cllrs Dolton/Wilder	Deferred from 7/01

**CONFIDENTIAL MINUTES ON PAGE 199**

**Note: Officers were asked to leave the meeting while Councillors discussed the next item.**