

WALLINGFORD TOWN COUNCIL

MINUTES

of the

Meeting of Council held in the Town Hall, Wallingford on
Monday 20th May 2019

PRESENT

The Mayor, Councillor Lee Upcraft

Councillors Beatty, Davies, Dolton, Kidley, Lester, McGregor, Prunier, Rennie, Skinson,
Whelan and Wilder

The Town Clerk, Mrs Paula Lopez

Officer in Attendance: Barbara Atkins

15. APOLOGIES

Apologies for absence were received from Councillors Davidson and Hughes.

16. ADMISSION OF THE PUBLIC

Proposed by Councillor Lester, 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 Items 18(iv), 19, and 20 I e) and 20 II a), & b) and 21

17. 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.

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

Mark Brett – Car Rally – Not in attendance.

The Mayor reported that the event had been very successful.

19. APPOINTMENT OF DEPUTY MAYOR.

The Mayor formally thanked Councillor Cripps his deputy for the last Municipal year for her assistance during his term of office as Mayor.

The Mayor, Councillor Upcraft announced the appointment of the Deputy Mayor, Councillor Rob Upcraft for the ensuing Municipal year and presented him with his Badge of Office. Councillor McGregor thanked the Mayor and stated that his wife Lucy would be his consort, The Mayor asked him to kindly take the consort's badge to his wife.

20. MAYORS COMMUNICATIONS

- a) Co-Option of a Town Councillor – 17.06.2019 – The Mayor explained the procedure and asked Councillors to encourage any possible candidates to contact The Town Clerk.
- b) LEADER – Life-size Dame Agatha Christie Statue in Bronze – The Mayor explained that unfortunately the application had been unsuccessful.
- c) Thank you cards – The Mayor stated that Ex Councillors Titchener and Cripps had sent thank you cards to the office.
- d) Thank you letter from Wyll Willis, Retiring Headteacher, Wallingford School – The Mayor read out the letter which Mr Willis had sent to Councillors and himself.
- e) Community Projects – The Mayor explained that Wallingford School had reinstated its community projects scheme whereby the pupils will carry out jobs such as litter picking and graffiti removal.
- f) High Sheriff Awards 2019 – our nominations were unsuccessful.
- g) Councillor Hughes was recently taken ill and is currently in hospital.

21. MINUTES

i) To sign as a correct record the Minutes of the Meeting of Council held on the 11th March 2019 as set out on pages 245 - 254 of the Minute Book.

Proposed by Councillor Beatty, Seconded by Councillor Kidley and RESOLVED: THAT the Minutes of the Full Council Meeting of 11th March 2019 as set out on pages 245 to 253 of the Minute Book be signed by the Chairman as a correct record.

ii) To sign as a correct record the Minutes of the Extraordinary Meeting of Council held on the 15th April 2019 as set out on pages 274 - 278 of the Minute Book.

Proposed by Councillor McGregor, Seconded by Councillor Dolton and RESOLVED: THAT the Minutes of the Extraordinary Meeting of Council Meeting of 15th April 2019 as set out on pages 274 to 278 of the Minute Book be signed by the Chairman as a correct record.

22. TO ADOPT THE FOLLOWING MINUTES

To adopt the minutes of the following committee meeting held in 2018 and 2019, copies previously signed as a correct record and circulated to Councillors:

Personnel	28.11.18	Pages	167-171
Finance and Properties	19.11.18		159-161
Finance and Properties	04.02.19		215-220
Tourism and Economic Development	18.02.19		236-239
Planning	25.02.19		240-244
Planning	25.03.19		255-263

Proposed by Councillor Dolton, Seconded by Councillor Whelan

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

23. APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES

- (i) **Committees – Attached - Any changes/additions to be resolved – Members discussed, and It was Proposed by Councillor Upcraft, Seconded by Councillor Wilder and**

RESOLVED: THAT the attached Appointment to Committees document be adopted for the 2019/2020 Municipal year.

- (ii) **Outside Bodies including Working Groups to include adding The Thames Run as a new Outside Body – Members discussed, and It was Proposed by Councillor Upcraft, Seconded by Councillor Wilder and**

RESOLVED: THAT the attached Appointment to Outside Bodies document be adopted for the 2019/2020 Municipal year.

- (iii) **Timetable of Meetings – Attached – Noted**

24. STANDING ORDERS

Councillors reviewed the Standing Orders and noted that the number of Councillors appointed to the committees would need to be amended.

It was Proposed by Councillor Wilder, Seconded by Councillor McGregor

RESOLVED: THAT the Town Clerk amends the Standing Orders and that this Council adopts the amended Standing Orders.

25. TERMS OF REFERENCE FOR FULL COUNCIL

Councillors reviewed the Terms of Reference for Full Council. **It was Proposed by Councillor Wilder, Seconded by Councillor Dolton and**

RESOLVED: THAT the Terms of Reference for Full Council be adopted.

26. COUNTY/DISTRICT COUNCILLOR REPORTS

Councillors considered the frequency and attendance of the County and District Councillors at meetings. It was agreed that their reports and the opportunity to ask them questions were invaluable and that both County and District Councillors should be invited to all Council meetings.

Action: Office to invite County and District Councillors to Full Council Meetings.

27. TOWN COUNCIL'S INSURANCE

The Town Clerk reported that the Council's Town Plate was last valued in 1985 and that following a valuation last month the Town Council's insurance has been increased accordingly. The Town Council's insurance covers all insurable risks.

Councillors noted.

28. ALLOTMENTS

i) Site B Allotments & Right of Way – The Town Clerk reported that she had been trying to find out the current position from Mr Lloyd (Ex Councillor) but to date she had been unsuccessful. Councillor Wilder reported that he believed that there were still some drainage issues.

Defer.

ii) Allotment Charges - Councillors to discuss the attached letter regarding allotment charges. Members discussed a resident's letter regarding the increase in allotment charges and asked for clarification regarding the charges. The Town Clerk reported that charges for a half plot had increased by £2.00 to £20 and full plots had been increased by £5 to £30. This is an annual charge and on average other allotment providers charge £1 a week. Councillor

Prunier asked if this was the only complaint (there are approximately 100 allotments) and this is the only complaint. The Mayor stated that with regards to Thames Water and laying the new pipes the access to the site will be maintained and in fact only one plot holder will be affected. With regards to investing in the allotments this will be looked at in the future once the Town Council has the new allotments and hopefully the whole allotment site can be assessed. The Mayor stated that he would reply to the resident. The resident was present at the meeting and tried to interrupt but The Mayor politely reminded him that this was not allowed.

29. MEMORIAL PLAQUE REMOVED FROM THE REGAL CENTRE

Councillors to discuss and resolve a location/home for Ex Councillor Memorial Plaque (John "Sailor John" Beeton's memorial plaque. Members discussed and **It was Proposed by Councillor Upcraft, Seconded by Councillor Beatty and**

RESOLVED: THAT John Beeton's plaque should be stored safely until the new Regal is built.

30. BRING BANKS – GOLDSMITH LANE CAR PARK

Councillors discussed the proposed new site for the Bring/Recycling Banks in Goldsmith Lane Car Park. Councillors discussed and agreed that these recycling containers are required. The Town Clerk stated that it was possible that that 2 parking spaces would be required if the banks are moved. Councillors agreed that they would defer a decision until The Town Clerk has brought to the District Council's attention the loss of parking and any possible noise issues to local residents due to dropping of goods and the serving of the banks.

Action: Town Clerk to write to SODC and defer to next meeting.

31. MARKET PLACE

i) Ownership/Adoption - The Town Clerk reported that although the Town Council owned The Market Place it had many years ago been adopted by the County Council. The Town Clerk contacted Abingdon Town Council and they confirmed that their Market Place is different and designated as an Open Space.

ii) Future Use – The Town Clerk reported on the implications of Ownership/Adoption on the future use of the Market Place however she is awaiting further clarification from NALC's solicitors. Councillor Rennie stated that she believed that it might be possible the County Council and the Town Council to make a charge.

Action: More clarifying work to be undertaken by the Town Clerk.

32. REGAL CENTRE/WATTS CONTRACT

i) Update on Regal contract placement - Minute 656/04/2019 refers. Councillor Upcraft recommended to Council that they proceed with individual appointments under the JCT terms, but that these will not be placed until the Regal Working Party has taken part in the proposed procurement workshop lead by ADP to confirm that the services are appropriate and complete.

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

RESOLVED: THAT providing the Regal Working Party are satisfied that the proposed procurement workshop confirms the identified services are appropriate and complete and that the terms of appointment make clear that Council reserves the right to terminate contracts at the end of RIBA Gate 3, that the Town Clerk be authorised to sign and seal contracts for the services previously approved by Full Council (Minute Number 600/03/2019) in order for a building design as led by ADP as the Lead Designer to be delivered.

ii) a) Additional Contracts – The Mayor advised Council that Watts have reported that there are additional services which need to be procured over and above those listed in the tender and that the cost breakdowns and approved work to RIBA3. These are as follows:

- Quantity Surveyor – (Quotes of £26,885, £39,250 & £40,375 via WATTS)
- Alternative Quote for Quantity Surveyor from ADP - £13,500 approximately
- Site Survey – Councillors to approve to spend £3,890 on the site survey

Councillor Whelan expressed her disappointment and Councillor Wilder stated that it was ridiculous that this work had not been included.

b) It was Proposed by Councillor Upcraft, Seconded by Councillor Wilder and

RESOLVED: THAT providing the Regal Working Party are satisfied that the proposed procurement workshop confirms that the identified services are appropriate and complete and that the terms of appointment make clear that Council reserves the right to terminate contracts at the end of RIBA Gate 3, that the Town Clerk be authorised to sign and seal additional contracts for a quantity Surveyor and the ADP extra services and proceed with the site survey.

iii) Regal Centre – Councillors discussed a name for the new community building.

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

RESOLVED:

THAT the Regal will be known as The Regal Community Centre.

iv) **Update on ADP/Watts/WTC Relationship - In confidential**

33. RECOMMENDATIONS FROM COMMITTEES

I) FINANCE AND PROPERTIES COMMITTEE – Copy of Minutes attached – Councillors agreed to resolve the recommendations:

a) **Minute 628/04/2019**

Proposed by Councillor Whelan, Seconded by Councillor Wilder

RESOLVED:

THAT the contents of the internal auditor's report are satisfactory and the Council's internal control procedures are effective. The Internal Auditors recommendations to be actioned.

b) **Minute 629/04/2019**

Proposed by Councillor Whelan and Seconded by Councillor Wilder

RESOLVED:

THAT subject to changes discussed that the Investment Policy be adopted at Full Council.

c) **Minute 630/04/2019**

Proposed by Councillor Whelan and Seconded by Councillor Wilder

RESOLVED:

THAT subject to changes discussed that the Financial Risk Assessment 2018/2019 be adopted at Full Council

d) **Minute 633/04/2019**

Proposed by Councillor Whelan and Seconded by Councillor Wilder

RESOLVED:

THAT the Responsible Finance Officer give notice on 31 days' notice account and 180-days' notice account. Any money not required from 180 days' notice account to be deposited in 31 days' notice account.

II) PERSONNEL COMMITTEE - In confidential

34. ACTIVITIES ON BEHALF OF THE TOWN COUNCIL

Councillors are requested to email a copy to the office so that these may be added to the Minutes. The Mayor stated that the Car Rally which he attended had been fantastic and he thank Mark Brett the main organiser.

The Mayor: Meeting with Scouts re assistance for Rec Room Tenants; Annual Litter Pick; Comms Group; Regal Working Party; Neighbourhood Plan (multiple and now Chair of Steering Committee); Wallingford Air Cadets; Opening of Crowmarsh playground; Tony Sefton meetings; Wallingford School Annual Spring Concert; St George’s Day; Wallingford District Art Club; Style Acre Dorchester Abbey Abseil; Wallingford Rowing Club Regatta; Regal Architects Discussions and Procurement Workshop

Air Cadets Annual Parade; SODC Planning Committee re Portcullis Club; Bull Croft Concept designs visit with Historic England; RAF Benson Annual Reception

Councillor Whelan: Spring Concert at Wallingford School, Car Rally, Band Concert

Councillor Davies: Band Concert

35. FUTURE AGENDA ITEMS

<u>Committee</u>	<u>Lead</u>	<u>Anticipated Agenda</u>
Council Neighbourhood Plan County/District Councillors Site B and Infrastructure Sand and Gravel Site E and Infrastructure Promoting the Town Hall Telephone Boxes Air Quality Goldsmith Lane – One Way Beacon project Worker Policies – Training & Protocol Market Place Bring Banks/Recycling Apprenticeships		Rolling Rolling Rolling Rolling Rolling
Parks Castle ruins The Pond		
Tourism Markets Future High Street Fund		
Finance External Audit Requirements Commission Grants		
Personnel Full Evaluation of all job roles		
Planning		

CONFIDENTIAL MINUTES PAGE 15-17

2019-05-20-Council-First

Chairman