

WALLINGFORD TOWN COUNCIL

M I N U T E S

of the

Meeting of Council held in the Town Hall, Wallingford on
Monday 15th July 2019

PRESENT

The Mayor, Councillor Lee Upcraft

Councillors Beatty, Cattermole, Dolton, Hughes, Kidley, Lester, McGregor, Prunier, Rennie,
Sinkinson, Upcraft, Whelan and Wilder

The Town Clerk, Mrs Paula Lopez
Officer in Attendance: Barbara Atkins

127. APOLOGIES

Apologies for absence were received from Councillor Davies and County Councillor L. Atkins.

128. ADMISSION OF THE PUBLIC

Proposed by Councillor Upcraft, 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 Items 12 – Mooring Enforcement – District Enforcement – this item will be moved to be discussed as the last Item on the agenda.

129. 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.

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

(i) Marianne Hill – Vitality Farm – Mrs Hill reported on the two primary methodologies that she used in her farming practice (copy of report attached), she stated that she needed Town Councillors to take interest along with local residents to take responsibility. Mrs Hill hopes that Wallingford will become a Regenerative Town. Following enforced closure of a local footpath Mrs Hill had unfortunately taken a lot of abuse from local dog walkers who had cut fences. Councillor Lester asked if Mrs Hill would be talking to Brightwell Parish Council and the Mayor thanked Mrs Hill and said that Councillors had a lot to think about.

(ii) Mark Brett of 1155 Club (Equipment Bank) – Mr Brett stated that he had come to advise Councillors that a lot of the equipment (mainly gazebos) within the bank was worn out and needed replacing. He asked, that as the equipment had originally been provided by the Wallingford Partnership, would the Town Council consider budgeting for replacements in the next financial year. Mr Brett also stated that he had heard that the local County Councillor, Lynda Atkins may be able to assist with her budget and he was waiting to hear back from her in this respect. Councillor Whelan asked if the small charge that local organisations paid went back into an account to help with replacements. Mr Brett stated that at the moment most of the 1155 Club's surplus income was distributed amongst local charities but that this should in future be considered.

131. DISTRICT AND COUNTY COUNCILLOR REPORTS

i) County Councillor Lynda Atkins – County Councillor Atkins had sent her apologies for non-attendance.

ii) District Councillor Levy's – District Councillor Levy had sent his report in prior to the meeting (copy attached) but summarised the report for Councillors and Members of the public. The Mayor asked if there were any District Councillor grants available and District Councillor Levy replied, not at present.

132. MAYORS COMMUNICATIONS

i) New Street Plaques being erected at St John's Green for St John's Green and St John's Road – The Town Council own St John's Green but District Council have power to erect signs.

ii) Wallingford Accessible Boat Club's Newsletter – There are some hard copies available here.

iii) Scouts New 3rd Group in Wallingford – The Mayor stated the Scouts are doing very well in Wallingford and as they have enough volunteers they are able to set up a third group.

iv) **Agenda Packs** – Please let the office know in advance if you would like an agenda pack.

v) **Planning Applications** – Councillor Cattermole’s application, could Councillors please listen to both sides of the story.

133. MINUTES

To sign as a correct record the Minutes of the Meeting of Council held on the 17th June 2019 as set out on pages 31-40 of the Minute Book.

It was Proposed by Councillor Whelan, Seconded by Councillor McGregor and RESOLVED: THAT the Minutes of the Meeting of Council held on the 17th June 2019 as set out on pages 31-40 of the Minute Book, be signed by the Chairman as a correct record.

134. RESIGNATION OF A TOWN COUNCILLOR

Councillor Rebekah Davidson resigned as a Town Councillor on the 4th July 2019 and the Notice Advertising a Casual Vacancy went up the same day. The Town Clerk is now waiting to hearing if the vacancy will be filled by election or co-option, the deadline for this is the 24th July 2019.

135. TO ADOPT THE FOLLOWING MINUTES

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

Park, Gardens, Allotment and Open Spaces	15.04.19	290-296
Planning	10.06.19	25-30
Planning	24.06.19	41-45

Proposed by Councillor McGregor, Seconded by Councillor Lester and

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

136. TOWN COUNCIL’S RESERVES

The Town Clerk gave an overview of the documentation that had been sent out prior to the meeting and urged Councillors to be mindful how the available reserves were spent as these could be needed for emergencies.

137. EQUIPMENT BANK (1155 CLUB)

a. Council considered a request from the organiser of the town’s equipment bank regarding replacing worn out/old equipment – See Minute 130(ii)/07/2019 above. Councillors concluded their discussion in that they would defer until they know whether there

is any money available via the County Councillor. In the meantime Councillors asked for a third quotation.

Action: Agenda item for the autumn

b. Councillors discussed the renewal of a 5 year licence for the Equipment Bank's Walkie Talkies and **it was Proposed by Councillor Lester and Seconded by Councillor Wilder and**

RESOLVED: THAT the Ofcom licence would remain in the Town Council's name and the renewal would be paid of £75.00 for 5 years would be paid by the Town Council.

138. WALLINGFORD TOURISM COMPANY PROPOSAL

a. **Tourism Proposal** – The Mayor gave an overview of Tony Sefton's Tourism Company Proposal stating that Mr Sefton believes that his proposals could bring tourists from Oxford into Wallingford and could be worth 3 to 5 million pounds. The Mayor asked Councillors to consider letting the Town Council's assets be used for this project and that the Town Council take part in the Company. Councillors discussed and expressed the following:

- Only half of the Councillors were at the briefing meeting and therefore they were not fully informed
- Some Councillors were excited by the proposals
- It is a Community Interest Company and the Town Council would be a shareholder
- Mr Sefton is experienced and has put together a business plan however he has not been involved with any other councils.
- Parking and signage would be costly, who would pay for this?
- Town Council's assets would be ring fenced
- Presumably the 'company' would have paid staff
- The museum and railway have been consulted
- There should be an external consultation

Councillor Beatty asked how the Town Clerk felt about the proposals and she stated she felt cautious – The Town Council needs to find money for the many property issues and this might be an opportunity but that she would be cautious of using Town Council assets. Councillors concluded and **it was Proposed by Councillor Beatty, Seconded by Councillor Dolton and**

RESOLVED: THAT the Town Clerk liaise with Tony Sefton regarding the key issues that Council should consider and that she also arranges a further meeting for Councillors to be briefed by Tony Sefton.

b. **Regal Design Brief** – Councillors considered amending the design brief for the Regal to include a roof-top restaurant in order that it form an integral component of the proposed Wallingford Tourism Company. Councillors discussed in detail expressing their concern as to whether a 120 seat restaurant was viable; whether two designs for the Regal were needed and what would be architect's costs for producing a second design. The restaurant would increase the cost of the Regal build from 3 million to 4.5 million pounds approximately but The Mayor did not believe the architect would charge any extra for the amended design brief. The architects have asked for a clear steer and implied this will not

cost any extra but that various options would incur costs. It was also asked how critical it was for Tony Sefton's plan to have the restaurant, it could be a deal breaker.

Two options were put to Councillors: to include the restaurant in the design brief with a view to taking it out at a later date and to continue with the concept of the Regal just being a community building.

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

RESOLVED: THAT the Town Council consider a roof top restaurant with no commitment to proceeding with this design so it can be taken out later. The Architects to be instructed to this effected providing there is no additional cost from them.

This proposal was carried but Councillors Dolton and Lester abstained.

The Mayor was reminded by Councillor Lester about the second proposal/option of just a community building being discussed. It was therefore Proposed by Councillor Beatty, Seconded by Councillor Lester and

RESOLVED: THAT the Town Council continues with the plans for the Regal as just a Community Building.

This proposal was not carried and Councillor Dolton abstained.

139. NEIGHBOURHOOD PLAN

a. Update from Chairman of the WNP Steering Committee – The Mayor stated that the text of the Neighbourhood Plan had been reviewed by the District Council and the volunteers were now working on the plan again. Hopefully the consultation will be at the end of August/beginning of September.

b. Paddocks – Local Green Space – The Mayor asked if the Town Council could formally write to the Oxfordshire Clinical Commissioning Group to notify them that the Paddock is being designated as a Local Green Space in the Neighbourhood Plan. **It was Proposed by The Mayor, Seconded by Councillor Wilder and**

RESOLVED: THAT The Town Council writes formally to Oxfordshire Clinical Commissioning Group to notify them that the Paddock is being designated as a Local Green Space in Wallingford's Neighbourhood Plan.

140. INSURANCE FOR EVENTS

The Town Clerk reported to Councillors how the Council's insurance works for events. The Town Clerk stated that the Town Council's Insurance covers public liability for Town Council events but not third parties. Any accident, damage and loss caused by the council's negligence would be insured under the council's insurance policy. However, any accidents, damage or loss caused by a third party will not be covered under the town council's insurance. Therefore Third Parties must provide their own insurance. With regards to private hirers, such as weddings, parties, etc this is covered under the Town Council's hirers' liability line of cover however this does not cover commercial hirers or caterers who would have to provide their insurance cover.

141. TRADING AND COLLECTION LICENCES

The Town Clerk reported that the Market Town Co-ordinator had produced a table to assist Councillors and office staff in knowing when a Street Trading Consent Licence or Street Collection Permit is required. See attached table. Traders must also have 5 million public liability and Councillors asked the Town Clerk to check this point. The Town Clerk believes this is a District Council requirement and therefore the Town Council would still require 10 million public liability cover which was agreed by Council some time ago. The Town Council requires confirmation that traders have the appropriate licence and proof of their insurance cover.

Action: The Town Clerk to check the District Council's requirement regarding public liability insurance and to report back.

142. BOATHOUSE INSPECTION/CONDITION

The Town Clerk stated that all Councillors had seen the report. As there are some items which are urgent and some safety issues the Town Clerk has instructed Dunster and Morton to serve the Schedule of Repairs on the tenants. The lease is up in 2026. The Boathouse will have 3 months to carry out the repairs and Dunster and Morton will inspect the repairs once these have been carried out.

Councillors raised the following points:

- Can Dunster and Morton's fees be recovered from the Boathouse?
- Can Dunster and Morton revisit to see the top floors where they were denied access

Action: The Town Clerk to action the two bullet points above.

143. THE REGAL CENTRE

- a. **Quantity Surveyor** - Based upon a traditional form of procurement and the production of Bills of Quantities (BoQ) new quotes obtained by ADP - See attached document. The Mayor asked Councillors if they had any concerns over the quotations. Councillors discussed. **It was Proposed by The Mayor, Seconded by Councillor Whelan and**

RESOLVED: THAT the Town Council authorize the Regal Working Party to select the Quantity Surveyor after their next meeting with the architect (22.07.19).

- b. **Topographical, Measured Building and Underground Service Surveys** - ADP have obtained quotations from three companies to undertake topographical, measured building and underground service surveys. The Mayor asked Councillors to decide which contractor to use and if appropriate approve the Town Clerk to sign and seal the contract. Councillors discussed and **it was Proposed by Councillor Wilder, Seconded by Councillor Whelan and**

Future High Street Fund		
Finance Commission Grants		
Personnel Full Evaluation of all job roles		
Planning		

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