

**WALLINGFORD TOWN COUNCIL**

MINUTES

of the

Meeting of Council held in the Town Hall, Wallingford on  
Monday 17<sup>th</sup> June 2019

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PRESENT

The Mayor, Councillor Lee Upcraft

Councillors Beatty, Davidson, Davies, Dolton, Hughes, Kidley, Lester, McGregor, Prunier,  
Sinkinson, Whelan and Wilder

The Town Clerk, Mrs Paula Lopez  
Responsible Finance Officer, Michelle Taylor  
Officer in Attendance: Barbara Atkins

**67. APOLOGIES**

*Apologies for absence were received from Councillors Kidley and Rennie.*

**68. ADMISSION OF THE PUBLIC**

Proposed by Councillor Hughes, 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(iii) Aged Debtors and 21 (ii) Costa Coffee**

**69. 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.*

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

**(i) Karen Whiting and Joe Loescher** – Beacon Youth Project Wallingford – Report attached.

Mrs Whiting gave an overview of her report and stated that the Beacon Youth Project was very grateful for Wallingford Town Council's continual support. The projects main focus is for people at risk in the 11 to 18 year old bracket. The Monday Night Youth Club has approximately 30 -35 'people at risk' who attend. They project is also able to deal with 1 to 1 referrals.

#### **1905 Hours – Here Councillors Beatty and Wilder arrived.**

Mr Loescher spoke about his success with a small group who had been given goals around football and boxing, their success had been celebrated with a day out to a football match and a McDonald's meal. One of the pupils has now left Wallingford School with a lot more confidence. The Head of Wallingford School, Mr Willis had congratulated Mr Loescher on his work. Mr Loescher is now working with year 8 pupils at the school.

**(ii) Dennis Jackson – Carnival** - Mr Jackson thanked Councillors for attending Wallingford Carnival, whether as members of the public, procession entrants, volunteers, judges or in an official role. This year there were 22 entrants in the procession and there were 17 entrants in the Decorated Shop Window competition.

Mr Jackson stated that during the Carnival, a member of the public commented on the ice cream van that had its engine running, emitting fumes. The ice cream van needs electricity for the refrigeration but the options for an electricity supply are limited as there are four electricity points on the Market Place. Mr Jackson stated that sadly, one of these - the one in front of Helen & Douglas House shop isn't working and he believes this electricity point will not be repaired.

**Mr Jackson – Regal Centre** - At the last Council meeting there was a discussion about preserving a memorial plaque currently in the Regal Centre. A friend of Mr Jackson had pointed out that the word "REGAL" on the front of the building is the original sign from when the building was constructed in the 1930s and he asked if the Council were going to preserve the sign for use on the new building? If, however, the Council doesn't want the sign, then he knows of at least one person in Wallingford who would like it.

#### **71. DISTRICT AND COUNTY COUNCILLOR REPORTS**

**i) County Councillor Lynda Atkins** – County Councillor Atkins had distributed a copy of her report in advance of the meeting (copy attached) but added to number 4 of her report

that the Food Bank were still having trouble relocating as there were some details to sort. County Councillor Atkins stated that she noted that one of the agenda items for tonight was in respect of a crossing near to the new Lidl store. She reported that there was some Section 106 monies available but she was trying to ascertain what conditions were being imposed. Councillor Whelan asked if a car count needed to be done, apparently it may have already. In respect of the recent Cycle Race which came through Wallingford the Mayor had been pleased to note that the roads had been cleared of rubbish and County Councillor Atkins stated that some long standing pot holes had been filled too.

**ii) District Councillor Levy's** – District Councillor Levy reported that he and District Councillor Roberts (Green Party) would be alternating with regards to attending Town Council meetings. District Councillor Levy is on District's planning committee and District Councillor Roberts is a cabinet member. District Councillor Levy stated he was pleased that County Councillor Atkins was assisting with the relocation of the pre-school and liaising with Westgate House. He too had been in contact with the new manager who was receptive and would like to see the empty day care centre used.

Neighbourhood Plans are still very important and District Councillor Levy urged the Town Council to continue with theirs, he read out John Howell, MP Henley correspondence in connection with this. District Councillor Levy updated Councillors on some useful training he had received in connection with protecting oneself by not having meetings in private.

## **72. MAYORS COMMUNICATIONS**

- i) Cleaner Air** – Turn off your engine posters and car stickers are available at this meeting for Councillors to take away.
- ii) Open Spaces News Letter** – Articles about Town and Village Greens and legislation.
- iii) Wastelines** – Articles about Grundon Grants (lots in our area awarded recently)
- iv) Town Council Strategy** – Councillors to please think about this.
- v) Regal** – WATTS contract has ended.
- vi) Committee Membership** – As several committees have reduced members it is vital for committee members to attend meetings in order that they are quorate.

## **73. MINUTES**

To sign as a correct record the Minutes of the Meeting of Council held on the 20<sup>th</sup> May 2019 as set out on pages 7 - 17 of the Minute Book.

Councillor Davidson stated that there was a correction to be made on page 8 of the minutes regarding a Councillor's name.

**It was Proposed by Councillor Wilder, Seconded by Councillor Whelan and RESOLVED: THAT** following the above mentioned correction the Minutes of the Meeting of Council held on the

20<sup>th</sup> May 2019 as set out on pages 7 - 17 of the Minute Book, may be signed by the Chairman as a correct record.

**74. CO-OPTION OF A TOWN COUNCILLOR**

Three expressions of interest had been received and following the handing out of voting slips Councillors were asked to vote in order to fill the vacant post. The Town Clerk and Senior Officer counted the voting slips and Mr Dan Beauchamp was voted in. Mr Beauchamp completed the Declaration of Interest form and joined the Councillors at the meeting table.

**75. 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	21.01.2019	205-210
Planning	24.04.19	279-284
Planning	20.05.19	18-24

**Proposed by Councillor Lester, Seconded by Councillor McGregor and**

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

**76. SITE B ALLOTMENTS & RIGHT OF WAY**

Deferred from last meeting. Report attached.

(i) **Transfer of Allotments** - The Town Clerk gave Councillors an update on what she had discovered following Councillor Lloyd's departure in that it would appear all issues had been resolved bar the legal agreement with OCC regarding widening the footpath by 1 metre. The Town Clerk reported that the developer was paying the legal costs but she was trying to ascertain if this included the footpath documentation too. In respect of the storage tanks these are no longer required as Thames Water will be installing a new sewer pipe, the work will affect one current allotment holder and compensation has already been agreed. Currently Wallingford Town Council has 6 people on the allotment waiting list and 3 people had recently been allocated plots. **It was Proposed b Councillor Lester, Seconded by Councillor McGregor and**

**RESOLVED: THAT** The Town Clerk carries on with the transfer of the allotments from Site B to the Town Council.

(ii) **Transfer Agreement** – Councillors agreed that the Town Clerk may sign and seal the Transfer Document when appropriate.

**It was Proposed b Councillor Lester, Seconded by Councillor Wilder and**

**RESOLVED: THAT** The Town Clerk may sign and seal, when appropriate, the transfer document relating to The Allotments, West of Wallingford (Site B) being transferred to Wallingford Town Council.

**77. BEECHCROFT DEVELOPMENT & BRING BANKS – GOLDSMITH LANE CAR PARK**

(i) Bring Banks deferred from last meeting. The Town Clerk reported that the District Council has been asked for all Bring Banks to be removed from Goldsmith Lane car park. The Town Clerk also reported that the Air Ambulance had asked if the Town Council has an area where a bin could be located and that they would pay the Town Council £50 per ton of textiles.

(ii) Beechcroft – Demolition of 11-12 St Martins Street ex Rides on Air building – Councillor Wilder gave a brief update in that hoarding is due to be erected on the 8<sup>th</sup> July with demolition starting on the 15<sup>th</sup> July which will last for approximately 6 to 8 weeks. Construction will take about a year. Beechcroft have explained that the footpath will be cut off to the public, Town Council and The Bookshop's bins will need to be relocated and the hoarding could potentially affect the Town Council's staff parking area. Councillor Wilder also updated Councillors in where the new development's windows would be and how they will overlook the Regal. Also discussed were potential sound proofing issues and mention of Agent for Change.

Councillors discussed demolishing the Regal and The Town Clerk urged Councillors to be cautious if they considered doing this prior to obtaining planning permission for a replacement building. **It was Proposed by Councillor Hughes, Seconded by Councillor Wilder and**

**RESOLVED: THAT** planning permission for the demolition of the Regal Centre is sought now although there is no requirement to proceed immediately once it is granted.

**78. THE RESPONSIBLE FINANCE OFFICER'S REPORTS**

Deferred from Finance and Properties as the meeting had to be cancelled as it was not quorate. Councillors agreed as follows:

i) Bills Schedules for January 2019, February 2019 and March 2019. **It was Proposed by The Mayor, Seconded by Councillor Wilder and**

**RESOLVED: THAT** the schedule of bills paid in January 2019, February 2019 and March 2019 be received and the action of The Responsible Finance Officer in paying same is confirmed.

ii) Quarter 4 Accounts - **It was Proposed by the Mayor, Seconded by Councillor Wilder and**

**RESOLVED: THAT** that the Quarter 4 Accounts ending the 31<sup>st</sup> March 2019, copy attached to the minute book be received and approved.

iii) Aged Debtors (**CONFIDENTIAL**)

## **79. EXTERNAL AUDITOR REQUIREMENTS**

Deferred from Finance and Properties as the meeting had to be cancelled as it was not quorate.

### **a) Internal Audit**

i) To Receive The Internal Auditor's report dated the 22<sup>nd</sup> May 2019.

**Proposed by the Mayor, Seconded by Councillor Wilder and RESOLVED: THAT** the internal auditor's report dated the 22<sup>nd</sup> May 2019 is satisfactory and that it be accepted by Wallingford Town Council.

ii) To Review the Effectiveness of the Internal Audit.

**Proposed by the Mayor, Seconded by Councillor Wilder and RESOLVED: THAT THAT** The Internal Audit is effective.

iii) To discuss and action any recommendations of the Internal Audit.

**The Mayor looked at the recommendations of the Internal Auditor and the actions being undertaken by the Responsible Finance Officer and reported that the actions were satisfactory.**

### **b) External Audit**

**To Receive and Approve the Unaudited Accounts for the 2018/2019 Financial Year**

The Responsible Finance Officer to seek approval for The Mayor and The Town Clerk to sign the accounts:

i) Section 1 Annual Governance Statement 2018/2019

ii) Section 2 Accounting Statements 2018/2019

**Proposed by Councillor Lester, Seconded by Councillor Hughes and RESOLVED: THAT** the unaudited 2018/2019 accounts are received and approved

Section 1 – Annual Governance Statement 2018/2019 received, approved and that the Chairman (Mayor) and The Town Clerk are authorised to sign Section 1.

Section 2 Accounting statements 2018/2019 received, approved and the Responsible Finance Officer and the Chairman (Mayor) are authorised to sign Section 2 as a correct record.

## **80. NEIGHBOURHOOD PLAN**

(i) **Latest Version of the Neighbourhood Plan.** The Mayor stated that there were still some changes to make and that the Neighbourhood Plan needed to be completed as once it is in place CIL money will be at the higher level. Councillor McGregor stated that all Councillors should be united when the plan goes to referendum. Councillor

Wilder queried if there was money in the budget for the referendum? Yes there is some money.

(ii) Public Consultation – Councillors to resolve to go to public consultation.

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

**RESOLVED: THAT** the Town Council proceeds with the latest Neighbourhood Plan and goes to public consultation.

**Action: District Councillor Levy to see a copy of the draft Neighbourhood Plan**

#### **81. BOATHOUSE INSPECTION/CONDITION**

The Town Clerk reported that she was concerned with the condition of the Boathouse at Wallingford Bridge and consequently Dunster and Morton will be inspecting on the 3<sup>rd</sup> July, the cost of the report is £600.

#### **82. 9 ST MARTIN'S STREET**

The Town Clerk reported that the condition of the town council offices was deteriorating and asked Councillors if they had any views. Windows are particularly bad, sashes are broken and the window cils are in need of repair and painting. Councillors discussed and asked the Town Clerk to return with costs. With the proposed road closure In St Martin's Street, now would be an ideal time to carry out repairs.

**Action: Future Agenda Item**

#### **83. OUTSIDE BODIES**

Copy of Outside Bodies working document attached. Councillors discussed and concluded as follows:

(i) To appoint representatives to the Cholsey and Wallingford Railway Preservation Society and to the Gravel Extraction Working Party/Representative. **Councillor Prunier offered to be the representative.**

(ii) The Gravel Extraction Representative to confirm attendance at the New Barn Farm Liaison Panel Meeting on the 17<sup>th</sup> July at 10.30am. The Mayor appraised Councillors. **Councillors Wilder and McGregor agreed to be the representatives and one of them would attend the meeting.**

**It was Proposed by Councillor Upcraft, Seconded by Councillor Whelan and**

**RESOLVED: THAT** The Town Council's updated Outside Bodies be adopted by the Town Council.

#### **84. COUNCILLOR SURGERIES**

The Mayor stated that he would like to set up Councillor Surgeries and asked for Councillors to support. He thought that Fridays (market day) and once a month would be a



9 St Martin's Street		
<b>Parks</b> Castle ruins The Pond		
<b>Tourism</b> Markets Future High Street Fund		
<b>Finance</b> Commission Grants		
Personnel Full Evaluation of all job roles		
<b>Planning</b>		

**CONFIDENTIAL MINUTES ON PAGE 40**