



Wallingford Town Council

WALLINGFORD TOWN COUNCIL

MINUTES

of the

**Meeting of Full Council on Monday, the 11th October 2021 at Wallingford
Town Hall at 7.00pm**

Those Present: The Mayor, Councillor Harris

Councillors Beatty, Beauchamp, Cattermole, Gibbon, Holder, Holford, Keats-Rohan, Kidley, Lester, Sinkinson and Whelan

In Attendance: The Town Clerk/RFO, Miss Michelle Taylor

The Locum Clerk, Mrs Tracy Predeth (via TEAMS)

The Senior Officer, Mrs Tracey Collins (via TEAMS)

The Estates Officer, Mr Robert Workman

The Administration Officer/ Minute Taker, Miss Emilie Perry

District Councillor Sue Roberts

Public Attendance: There were 6 members of the public present

The meeting commenced at 7.02PM

263/21.THE CHAIRMAN TO ADVISE THOSE IN ATTENDANCE OF THE PROTOCOL FOR THE MEETING

The Mayor, Councillor Harris advised attendees of standard meeting protocol

264/21.APOLOGIES

Apologies were received from Councillors Hughes and McGregor.

Councillor Newcombe was not in attendance

265/21.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 and all Councillors have received a copy prior to the meeting)

There were no declarations of interest

266/21.MAYOR'S COMMUNICATIONS

The Mayor to communicate any news to Council:

- Introduced Mr Rob Workman to Councillors; Mr Workman is the Estates Officer and started on the 1st October 2021. Mr Workman briefly introduced himself and outlined his duties

It was here that Councillor Cattermole arrived

- Reported to Councillors and Public Attendees that he had contracted COVID-19 and had to self-isolate, then suffered a stroke the weekend of the 2nd October, and that he was recovering well

267/21.MINUTES

To resolve that the minutes from the meeting of Full Council on the 13th September 2021 as set out on pages 70-77 are a true and accurate record of that meeting, and authorise the Chairman to sign them (previously circulated to Councillors):

It was proposed by Councillor Kidley, seconded by Councillor Cattermole and

RESOLVED THAT the minutes from the meeting of Full Council on the 13th September 2021 as set out on pages 70-77 are a true and accurate record of that meeting, and the Chairman is authorised to sign them as such

267/21.PUBLIC PARTICIPATION

From Wallingford Town Council's Standing Orders:

E) Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

F) The period of time designated for public participation at a meeting in accordance with standing order 3(E) above shall not exceed 15 minutes unless directed by the chairman of the meeting.

G) Subject to standing order 3(F) above, a member of the public shall not speak for more than 10 minutes.

Members of the public who wish to speak at this meeting please email the Senior Administrator at senioradmin@wallingfordtowncouncil.gov.uk

Dr Tony Stead, Cholsey and Wallingford Railway:

Dr Stead reported that that the level crossing is due to be replaced by Network Rail on the 2nd and 3rd November 2021 with welding on the tracks being carried out on the 9th and 10th. He reported on the Polar Express event which has to date sold 20,357 tickets; he then asked Council if they could supply roughly 3000 more leaflets about Wallingford town to be posted out with attendees' tickets. He thanked Councillor Lester for approaching Wallingford's shops regarding Polar Express themed window

displays, and invited attendees to the dress rehearsal of the Polar Express at the Railway on the 12th November.

Action: the Office to source 3000 leaflets about Wallingford

Ms Elaine Hornsby, Christmas shopping event:

Ms Hornsby presented to Council many concerns regarding this year's event, such as lack of manpower, insurance and money, increased COVID risk presented by the mixing of school children, insufficient communication from South Oxfordshire District Council, and difficulty with a risk assessment due to a non-ticketed event. She reported that the usual road closure was not absolutely necessary and requested that Council support the event, using its Public Liability Insurance to cover the event.

Ms Emma Souter, Public Arts Strategy:

Ms Souter introduced herself as a local artist based at the Ayres House Studio and an active member of the Public Arts Working Group which was due to be officially appointed at agenda item 13.

Mr Dennis Jackson:

Mr Jackson reiterated that there was no insurance currently to cover the Wallingford Christmas shopping event. He reported that there are still at least sixteen posters from the Michaelmas Fair up in Wallingford, and that as the Fair is the Council's tenant, the Council should be responsible for removing the flyposting. Mr Jackson also queried Council on their previous decision regarding the Independent Market and the 6-month renewal of their contract, as well as the sourcing of alternative stalls as was set out at minute number 533 on page 227 of the 2018-2019 minute book.

268/21. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Councillors to note the reports from County Councillor Peter Sudbury and District Councillor Sue Roberts:

District Councillor Sue Roberts: Councillor Roberts reported that a Tree Planting Policy had been passed for SODC land; this would enable the planting of trees on SODC land but would not ensure maintenance of existing trees. She reported that the GP surgery in Wallingford had been awarded Planning Permission for expansion, but the expansion planned would not be sufficient for the thousands of new Wallingford residents over the coming years. Councillor Roberts outlined the District Council's plans to work towards being zero-carbon and then took questions from Councillors Whelan and Cattermole regarding the Tree Policy, the GP surgery, and the efforts being made by the Planning Department in line with SODC's plans to become zero-carbon.

269/21.INTERNAL AUDIT REPORT – INTERIM 1 2021-2022

To be adopted by Full Council as recommended at minutes 229/21(i), (ii), (iii):

Councillors took a moment here to thank the Town Clerk/RFO, Michelle Taylor, for her excellent work.

It was proposed by Councillor Whelan, seconded by Councillor Kidley and **RESOLVED THAT** the internal audit report is adopted by this Council

270/21.THE EXTERNAL AUDIT/ANNUAL GOVERNANCE & ACCOUNTABILITY YEAR END 31ST MARCH 2021

Council to formally note the conclusion of the final accounts (attached) and that the external auditors had no matters of concern or any recommendations that needed to be carried out:

Councillors noted the excellent conclusion of the final accounts and that the external auditors had no matters of concern or any recommendations that needed to be carried out; the Town Clerk/ RFO was thanked for all of her hard work on this.

It was proposed by Councillor Cattermole, seconded by Councillor Holford and **RESOLVED THAT** Wallingford Town Council formally note the excellent conclusion of the final accounts and that the external auditors had no matters of concern or any recommendations that needed to be carried out

271/21.TERMS OF REFERENCE

To adopt the following amendments (previously circulated):

- Removal of delegated powers – Chairman
- Working Party Update

The Town Clerk/RFO outlined the minor amendments made as advised by Ian Davison from Surrey Hills Solicitors, following the legal training attended by Councillors and Staff.

It was proposed by Councillor Keats- Rohan, seconded by Councillor Holder and **RESOLVED THAT** Council adopts the amendments made to the Terms of Reference

272/21.STANDING ORDERS

To adopt the following amendments (previously circulated):

- Minor Changes to Meetings Generally and Voting on Appointments

The Town Clerk once again outlined the amendments as advised by Mr Davison.

It was proposed by Councillor Beauchamp, seconded by Councillor Keats-Rohan and **RESOLVED THAT** Council adopts the amendments made to the Standing Orders

273/21.CHRISTMAS 2021

(i) Christmas tree sponsorship; following the recommendation from the Tourism and Economic Committee meeting on the 23rd August, minuted at 172/21 on page 58 of the Minute Book, Council to approve approaching the local business community for sponsorship towards the 2021 Christmas tree:

It was proposed by Councillor Lester, seconded by Councillor Cattermole and **RESOLVED THAT** this Council may approach the local business community for sponsorship towards the 2021 Christmas tree in return for a gesture of public thanks for their contribution, i.e. the sponsoring companies' logos advertised by Council

(ii) Shopping event 5th December 2021; Councillors to discuss the festive Shopping Event held on the first Sunday of December and resolve whether Council can/ will support this event in 2021:

The Mayor, Councillor Harris outlined that Wallingford in Business would usually partner up with Wallingford Carnival and use the Carnival's public liability for the event but this year that was not possible. Ms Hornsby elaborated and explained that Wallingford at Christmas does not have the insurance, manpower or capacity to organise such an event. The Town Clerk/RFO clarified that this is not a task the Office could undertake as the Office Staff are already very busy.

It was proposed by Councillor Beatty, seconded by Councillor Cattermole and **RESOLVED THAT** Council will support Wallingford in Business with the Wallingford Christmas shopping event on Sunday 5th December 2021.

Councillor Whelan here suggested that Ms Hornsby provides a list of duties for the Christmas shopping event which could be shared around for Councillors to take on certain responsibilities.

It was proposed by Councillor Holder, seconded by Councillor Sinkinson and **RESOLVED THAT** Councillors will undertake the task of supporting Wallingford in Business with organising the Christmas shopping event

(iii) Lights on the Wallingford Bridge; the Estates Officer, Mr Rob Workman to give an update:

The Estates Officer reported that the Bridge is a grade-1 listed structure and also a scheduled historic monument; any illuminations whether temporary or permanent would alter the character of the scheduled monument, so Council would need scheduled monument consent to put any seasonal decorations up. Mr Workman reported that it would take 8 weeks to get the necessary consent, which is too late, and that he has a meeting scheduled with David Wilkinson from Historic England where he will mention the lights and see what his Mr Wilkinson's views are.

It is **RECOMMENDED** by this Council that “festive decorations for Wallingford Bridge” goes to the Finance and General Purposes Committee to be discussed regarding inclusion in the 2022-2023 budget

274/21.PUBLIC ARTS

(i) To formally appoint the Public Arts Working Party that will report to full council regularly for approval on any projects/ spending on a case-by-case basis:

It was proposed by Councillor Lester, seconded by Councillor Beatty and **RESOLVED THAT** the Public Arts Working Party is formally appointed and will report to the Finance and General Purposes Committee before Full Council regularly for approval on any projects/ spending on a case-by-case basis

(ii) To approve the governance structure as set out in the Public Arts Strategy (previously circulated):

It was proposed by Councillor Sinkinson, seconded by Councillor Keats- Rohan and **RESOLVED THAT** Council approves the governance structure as set out in the Public Arts Strategy

(iii) To approve the approach of the Public Arts Strategy document:

Councillors Cattermole and Beatty respectively expressed their objection to this item.

It was proposed by Councillor Sinkinson, seconded by Councillor Beauchamp and **RESOLVED THAT** this Council approves the approach of the Public Arts Strategy document.

Councillors Beatty and Cattermole abstained from this vote

275/21.THE INDEPENDENT MARKET

(i) Councillors to note that the Independent Market has ceased to trade:

Noted by Councillors

(ii) Councillors to discuss interested parties looking to take over the Independent Market’s spot:

Councillors discussed and requested that the Office continue conversations with interested parties with regards to the Independent Market’s spot

Action: Officers to continue discussions with interested parties with regards to the Independent Market’s trading spot

276/21.ARCH – CRIME COMMISSIONER

Councillor Keats- Rohan to provide an update:

Councillor Keats- Rohan outlined the definition of heritage crime, and reported that the Crime Commissioner has established the Alliance for the Reduction of Heritage Crime (ARCH) to help. Councillor Keats- Rohan outlined the benefits that the

Alliance would bring to Wallingford Town Council, and proposed that Council asks the Chairman and Town Clerk/ RFO to write to the Thames Valley Crime Commissioner to ask if Wallingford Town Council formally accede to the ARCH

Actions:

- **Town Clerk/RFO and Chairman to invite Mr Harrison to address Council at the next meeting**
- **Councillor Keats- Rohan to write the letter for the Town Clerk/RFO and Chairman to sign**

277/21.CIVIL WAR RE-ENACTMENT EVENT IN 2022

To receive an update:

This item was deferred to a future meeting as the Town Clerk/RFO and Office were still awaiting word from the Earth Trust regarding availability for the dates for the re-enactment

278/21.CONCESSIONAL HIRE CHARGES POLICY

Councillors to approve the edited version of the Concessional Hire Charges Policy, previously circulated:

The Town Clerk/RFO outlined the minor updates made.

It was proposed by Councillor Beauchamp, seconded by Councillor Holder and

RESOLVED THAT this Council approves the updated version of the Concessional Hire Charges Policy

279/21.DOG BINS

Councillors to note price increase and come to a resolution regarding future use of dog bins on Council land and in Parks, new rates letter previously circulated:

It was proposed by Councillor Holder, seconded by Councillor Beatty and **RESOLVED THAT** the Office will seek three quotes for replacing the dog waste bin services, and if feasible, look to remove any dog waste bins that are situated immediately next to general waste bins

280/21.CCTV UPGRADE

Councillors to discuss the upgrade and submit any questions or feedback, email previously circulated:

Councillors discussed the proposed CCTV cameras; it was decided that costings should be investigated for more modern cameras that are smaller, and would fit into the heritage-style casing that was instated with the last upgrade. Councillors also asked for up-to-date CCTV reports

Action: the Senior Officer to retrieve the CCTV reports and bring back to the next Full Council meeting

281/21.THE CEE BILL

Councillors to discuss and note:

Councillor Keats- Rohan reported on the CEE Bill; Councillors noted

282/21.CASTLE GARDENS OPENING TIMES

Councillors to discuss extending the summer opening times until the end of October:

Due to Castle Gardens being closed, this item is deferred until the Castle Gardens are open again

283/21.PUBLIC LOAN

To discuss the possibility of using a Public Loan to support Capital Projects:

The Mayor reported on the reasons for using a public loan.

It was proposed by the Mayor, Councillor Harris, seconded by Councillor Beatty and

RESOLVED THAT this Council will countenance using a loan from Public Works Loan Board to support capital projects in respect of some of the critical architecture in the Council's buildings as a last resort

284/21.PUBLIC CONSULTATION 16TH OCTOBER 2021 – STRATEGIC PLAN

The Mayor, Councillor Harris to provide an update:

Mayor Councillor Harris reported that the community engagement event on Saturday 16th October was looking to be well-attended by both Councillors and members of the public

285/21.FUTURE AGENDA ITEMS

To consider any future agenda items:

- Castle Gardens update
- The Queen's Jubilee (rolling)
- 9 St. Martin's Street
- Christmas (rolling)
- CCTV update
- The Strategic Plan (rolling)

286/21.EXCLUSION OF PRESS AND PUBLIC

To resolve that due to the confidential items about to be transacted that Members of the public and press are asked to withdraw from the meeting:

It was proposed by Councillor Lester, seconded by Councillor Whelan and **RESOLVED THAT** due to the confidential items about to be transacted that Members of the public and press are asked to withdraw from the meeting

8.45pm Council took a short break. Here Councillors Cattermole and Sinkinson left

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8.55pm the meeting resumed