



Wallingford Town Council

## WALLINGFORD TOWN COUNCIL

### MINUTES

of the

**Meeting of Full Council on Monday, the 10<sup>th</sup> January 2022 at Wallingford  
Town Hall at 7.00pm**

**Those Present:** The Mayor, Councillor Harris

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

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

The Estates Officer, Mr Robert Workman

Local Government Officer/ Minute Taker, Miss Emilie Perry

**Public Attendance:** There were 3 members of the public present

**The meeting commenced at 7.00PM**

#### **454/21.THE CHAIRMAN TO ADVISE THOSE IN ATTENDANCE OF THE PROTOCOL FOR THE MEETING**

The Mayor, Councillor Harris, advised attendees of standard meeting protocol

#### **455/21.APOLOGIES**

Apologies were received from Councillor McGregor

#### **456/21.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)

No interests were declared

#### **457/21.MAYOR'S COMMUNICATIONS**

The Mayor to communicate any news to Council:

The Mayor welcomed Kassandra Jiminez from the Oxford Mail to the meeting. He reported that he and his wife had given out reindeer food to members of the public on Christmas Eve in the Market Place. He thanked Councillor Lester for her efforts working with Wallingford's local businesses towards the Polar Express themed window displays, and announced the four winners: Spin and Sparkle, the Dolphin, Branching Out, and Mary Handy. Councillor Lester gave special thanks to Fir Tree School for their window display at Louise Claire Millinery. The Mayor thanked Councillors and staff for their attendance at Town Carols the previous month.

#### **458/21. MINUTES**

To resolve that the minutes from the meeting of Full Council on the 13<sup>th</sup> December 2021 as set out on pages 146-155 are a true and accurate record of that meeting, and authorise the Chairman to sign them (previously circulated to Councillors):

Councillor Lester wished to have it minuted that she and Councillor Kidley abstained during the vote on the Agatha Christie bench at minute number 420/21.

It was proposed by Councillor Kidley, seconded by Councillor Whelan and **RESOLVED THAT** subject to the amendment above, the minutes from the meeting of Full Council on the 13<sup>th</sup> December 2021 as set out on pages 146-154 are a true and accurate record of that meeting, and the Chairman is authorised to sign them

**Action: the Local Government Officer to update the minutes as above**

#### **459/21. 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](mailto:senioradmin@wallingfordtowncouncil.gov.uk)

The members of the public present did not wish to speak

#### **460/21.REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

Councillors to note the reports from County Councillor Peter Sudbury, and District Councillors George Levy and Sue Roberts (previously circulated):

The reports were noted by Members

#### **461/21.FINANCIAL RISK ASSESSMENT**

Following the recommendation from Finance and Properties Committee on the 6<sup>th</sup> December 2021, minuted at 397/21 on page 142, Members to adopt the Financial Risk Assessment:

It was proposed by Councillor Cattermole, seconded by Councillor Whelan and **RESOLVED THAT** Council adopts the Financial Risk Assessment for the ensuing Financial Year

**Action: the Town Clerk/RFO to update the Financial Risk Assessment accordingly**

#### **462/21.COMMUNITY GOVERNANCE REVIEW**

Following the recommendation from Planning Committee on the 22<sup>nd</sup> December 2021, minuted at 451/21 on pages 164-165, Members to approve the recommendation for submission by the 21<sup>st</sup> January 2022; minute and previous correspondence circulated prior to the meeting:

It was proposed by Councillor Hughes, seconded by Councillor Lester and **RESOLVED THAT** Council approves the recommendation from Planning Committee on the 22<sup>nd</sup> December 2021, minuted at 451/21 on pages 164-165 regarding the Community Governance Review

**Action: the Local Government Officer and Town Clerk/RFO to submit the Council's response before the 21<sup>st</sup> January 2022**

#### **463/21.CLIMATE CHALLENGE UPDATE**

Members to receive an update from Councillor Keats- Rohan:

Councillor Keats- Rohan informed Members that there was not a specific update to be given

#### **464/21.AGATHA CHRISTIE PROJECT UPDATE**

Members to approve the unilateral undertaking and authorise the Town Clerk/RFO to sign the document; previously circulated:

The Town Clerk/RFO here informed the Mayor and Members that the resolution required here was simply to approve the unilateral undertaking, not to authorise the Town Clerk/RFO to sign.

It was proposed by Councillor Beatty, seconded by Councillor Whelan and **RESOLVED THAT** Council approves the unilateral undertaking

**Action: The Town Clerk/RFO to approve the document and proceed**

#### **465/21.QUEENS CANOPY UPDATE**

As requested by Councillor Keats- Rohan, Members to receive an update:

Councillor Keats- Rohan reported that the other Parishes within the OX10 postcode have joined Wallingford to make the most of the planting opportunities presented by the Queen's Green Canopy for the Platinum Jubilee; the Mayor thanked Councillor Keats- Rohan and her team for the efforts going into the Green Canopy project

#### **466/21.QUEEN'S JUBILEE UPDATE**

Members to discuss further the item discussed at the meeting of the Tourism and Economic Development Committee, minuted at 438/21 on page 159, regarding the Queen's Platinum Jubilee; minute previously circulated

Members discussed the Civil War Re-enactment, a Town Picnic, the Young Traders' Market, a Flotilla, or a Street Fayre as had been held for previous Jubilees. The Mayor here suggested offering a temporary contract to an individual who may organise and execute the Jubilee celebrations. Councillor Lester volunteered to chair a group of Councillors who would organise the celebrations. Councillors Cattermole, Holder, Holford, Hughes, Kidley and Whelan volunteered to work with Councillor Lester on this.

It was proposed by the Mayor, Councillor Harris, seconded by Councillor Kidley and **RESOLVED THAT** the group of Councillors as mentioned above, chaired by Councillor Lester, shall oversee the organisation and execution of the Queen's Platinum Jubilee celebrations

**Action: Councillor Lester to report to Full Council on the celebrations as a rolling future agenda item**

**467/21.STRATEGY EVENING TUES 11<sup>TH</sup> JAN 2022**

Members to note the next strategy meeting due to take place on Tuesday 11<sup>th</sup> January 2022; document previously circulated:

It was established that the following Councillors would head up the Working Parties for the purposes of the Strategy meeting: Councillor Holder, Councillor Gibbon, Councillor Hendrie, Councillor Keats- Rohan, Councillor Whelan and the Mayor, Councillor Harris.

**Action: Councillor Holder to update the PowerPoint previously circulated to show the Chairs of the Working Parties**

**468/21.WALLINGFORD ACCESSIBLE BOAT CLUB UPDATE**

Councillor Whelan to update Members on the decision made by Greene King regarding the Wallingford Accessible Boat Club's charity boat mooring along the front of Boathouse:

Councillor Whelan reported that the Wallingford Accessible Boat Club had been back in touch with Greene King's property team regarding a mooring spot for the charity boat at the Boathouse's frontage; the landlord of the pub and the area manager for Greene King were both keen to see this happen. Councillor Whelan hoped to report back to Full Council at the next meeting on the 14<sup>th</sup> February.

**Action: Councillor Whelan to report back to Full Council with the latest response from Greene King**

**469/21.ADDITIONAL BUILDINGS INSURANCE**

Members to note extra costs for insurance following the valuation of the Estates Portfolio; Estates Officer to update:

The Estates Officer reported that following assessments from a Registered Institute of Chartered Surveyors- accredited valuer, the Town Council shall have to pay additional premiums to adequately insure their buildings. Mr Workman suggested that the insurance of the Riverside Moorings and structures within the Castle Gardens (not including the ruins) be discussed by the Parks, Gardens, Allotments and Open Spaces Committee later in the month.

#### **470/21.CASTLE RUINS PROJECT UPDATE**

Members to receive an update from the Estates Officer:

The Estates Officer reported that the Council is currently in the first (survey and development) stage of the Castle Ruins project, looking into removal of vegetation to obtain a survey. There are currently three contractors who have been to look at the site, and hopefully one will be chosen by close of the ensuing week.

Councillor Sinkinson enquired about reopening the Castle Gardens; Mr Workman informed Members that currently there is no feasible way to create a safe exclusion zone to allow the public access to the Gardens, however when the works commence there will be appropriate safety measures in place so the Gardens can be opened to the public then.

The Mayor asked the Town Clerk/RFO come back with a statement on reviewing options to open the Castle Gardens as early as possible after March to ensure they are open throughout the Bank Holiday weekend and asked that the Estates Officer advise of the costs to do so.

**Action: the Town Clerk/RFO to report back to Council with a statement reviewing options for opening the Castle Gardens as early as possible after March**

#### **471/21.TOURISM, BUSINESS AND COMMUNITY MANAGER JOB DESCRIPTION**

Following the recommendation from the meeting of the Tourism and Economic Development Committee on the 20<sup>th</sup> December 2022, minuted at 439/21 on page 160, Members to approve the job description for the above role so that it may be advertised and the recruitment process may begin; minute and job description previously circulated:

Councillor Keats- Rohan reiterated that it is not an opportune time to go ahead with the role as it stands, and that the role should be held back and thought about further for a few months in order to better support the Estates Officer; she wished it minuted that she was against this.

Councillor Whelan corrected Members on the name of the job title: "Business, Community and Tourism Manager". Councillors Cattermole and Keats- Rohan concurred that this role would be appropriate for discussion at the Strategy meeting the following day.

Councillor Lester confirmed that the role was to be advertised countrywide to ensure the best-suited, highest-calibre candidates from across the UK.

It was proposed by Councillor Gibbon, seconded by Councillor Beauchamp and **RESOLVED THAT** Council approves this job description for advertisement as soon as possible; Councillors Hendrie and Keats- Rohan abstained

**Action: The Senior Officer to advertise the role**

#### **472/21.WALLINGFORD BEACH**

Mayor to give an update; Members to discuss:

The Mayor reported that there was ongoing research surrounding the logistics and legalities of the Wallingford Beach designation as bathing water and reported that there would be an update at the February Council meeting. Councillor Cattermole reported that the work surrounding the Wallingford Beach was 95% complete and that there was a document to be shared with the Town Clerk/RFO. The Mayor thanked Councillors Cattermole and Whelan for their hard work on this project

**Action: Councillor Whelan to forward across the document for the Wallingford Beach to the Town Clerk/RFO**

#### **473/21.DISCIPLINARY/ APPEAL PANEL**

Following the recommendation from the meeting of the Personnel Committee on the 8<sup>th</sup> November 2021 minuted at 335/21 on page 118, Members to resolve the establishment of a Disciplinary/ Appeal Panel which would consist of three members of the Personnel Committee for the Disciplinary Panel plus an additional three members for the Appeal Panel; minute previously circulated

Councillor Beauchamp gave an overview of this agenda item and explained that the Council does not currently have such panels in place should an issue arise, and that the resolution required here is to allow the Personnel Committee to set up these panels now in preparation of any potential issues. Councillor Cattermole enquired into the whistleblowing policy and asked to confirm that such panels will not undermine the authority of the Town Clerk/RFO. The Town Clerk/RFO will deal with and work through any issues with the help of the HR consultancy, WorkNest.

It was proposed by Councillor Beauchamp, seconded by Councillor Lester and **RESOLVED THAT** the Personnel Committee may appoint three Members of the Personnel Committee to sit on a Disciplinary Panel, and appoint three Members of Council outside of the Personnel Committee to sit upon an Appeal Panel

**This is to be actioned at Personnel Committee on the 21<sup>st</sup> February 2022**

**474/21.FUTURE AGENDA ITEMS**

- Staff team building/volunteer days- recommendation from Personnel
- Wallingford Beach
- Wallingford Accessible Boat Club
- Monitoring delivery of the Neighbourhood Plan
- Queen's Jubilee celebrations update
- Enabling Councillors to use a hot desk within the Municipal Office
- Music in the Castle Gardens
- Public Liability update
- Community Emergency Plan
- Update on Committees and Outside Bodies
- **March/April 2022: Estates Portfolio Review**
- **May 2022:** Renaming and reshuffling of Committees to establish the Estates Committee

**475/21.EXCLUSION OF PRESS AND PUBLIC**

Members to resolve that due to the confidential nature of the items about to be transacted that members of the press and public are asked to leave the meeting

It was proposed by Councillor Beauchamp, seconded by Councillor Lester and **RESOLVED THAT** due to the confidential nature of the items about to be transacted, members of the press and public are asked to leave the meeting

**Here the members of the press and public left the meeting**

**CONFIDENTIAL SESSION CONTINUES ON PAGE 176**

**476/21.WOLFSON FOUNDATION GRANT AWARD**

Estates Officer to give an update:

Mr Workman passed the floor to Councillor Keats- Rohan, who reported that the grant had been awarded to the tune of £50,000. The Mayor congratulated Councillor Keats- Rohan on the grant award and thanked her for the work that went into achieving it.

**477/21.9-10 ST MARTINS STREET/ REGAL – TITLE DEEDS AND ACCESS REVIEW**

Estates Officer to update Members:

Mr Workman has been in conversation with a solicitor; the work already completed could well have been done using information using the Land Registry. The next step is to straighten out rights of access for when it comes to redeveloping the site in case of any unlawful accesses or blockage.

**The meeting ended at 8.30pm**

2021-01-17 – Council EP

Chairman