

WALLINGFORD TOWN COUNCIL

MINUTES

of the

Meeting of Council held in St Mary's Church, Wallingford on
Monday 16th October 2017

PRESENT

The Mayor, Councillor Michael Kidley

Councillors Baroni, Cockman, Cripps, Davidson, Dolton, Holland, Hughes, Lester, Norton,
Titchener, Upcraft and Whelan

The Town Clerk, Mrs Paula Lopez

Officers in Attendance: Mrs Barbara Atkins and Rachel Rae

**Before the formal business of the agenda was transacted, prayers were said by The
Mayors Chaplain, The Reverend David Rice**

309. APOLOGIES

Apologies for absence were received from Councillors Davidson (holiday), Norton,
(holiday) and McGregor (urgent commitment).

310. ADMISSION OF THE PUBLIC

It was Proposed by Councillor Lloyd, Seconded by Councillor Dolton (Agenda 26)

Further Proposed by Councillor Lester, Seconded by Councillor Holland (Agenda 25)
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 Item Number 26 - 10 St Martins Street

Agenda Item Number 25(ii) - Confidential minutes (Tourism)

It was Proposed by Councillor Lester, Seconded by Councillor Dolton and

RESOLVED:

THAT Agenda Items 13 – The Regal Centre and 17 – Neighbourhood Plan are brought forward to be discussed before Mayors Communications.

311. DECLARATION OF INTERESTS

Information for each Member was available at the meeting.

There were no declarations of interest.

312. PUBLIC PARTICIPATION (10 MINUTES IN TOTAL)

i) **Mr Tim Colman & Henry Venners of JPPC Planning** were welcomed to the meeting. They spoke to Councillors about the **Development of Police Station Site**. Mr Venners held up the outline plans of the site and Mr Colman reported that there would be 9 houses all with 2 parking spaces each and in addition there would be 3 visitors' car parking spaces and a turning space. The Neighbourhood Plan Steering Group had been consulted along with the neighbouring properties. The houses would be energy efficient. Feedback regarding the plans has been good. They hoped to submit these plans to the district council in the next few days. The bus stop will remain in the same place.

ii) **Peter Wright – Garages at Saxon Close** – Mr Wright reported at how horrified the residents had been to be given very little notice to remove their cars/belongings from the garages. Where will these cars park?

iii) **John Hailstone – Garages at Saxon Close** – Mr Hailstone stated that the residents had been very shocked to receive just 2 weeks' notice. Parking in the close will increase and what about disabled parking places? Does this mean there will be 4 flats and 4 parking spaces on this site. What can the residents do?

The Mayor thanked all the speakers.

Councillors stated they were very concerned about the way South Oxfordshire Housing Association has acted both on this and past matters. The district council's scrutiny committee are being asked to look into these matters.

313. THE REGAL CENTRE

The Chairman of the working party, Councillor Upcraft gave a very detailed report to Councillors and members of the public (copy of Councillor Upcraft's notes attached). This report included the reasons behind closing the Regal that is the structure, safety, past maintenance costs and annual losses. Wallingford Town Council is committed to having a multipurpose community building on this site. Councillor Upcraft gave an overview of what is required and asked Councillors to consider 3 resolutions

1. Funding to complete a study of what is required. Councillors discussed and It was Proposed by Councillor Cockman, Seconded by Councillor Whelan and

RESOLVED:

THAT the Regal Working Party will apply for Grant Funding to enable a study to be completed. Should this application be unsuccessful than the Town Council will fund it from revenue reserves up to a maximum of £10,000.

2. Delegation to the Working Party the choice of which architect will take forward the study. Councillors discussed, Councillor Lloyd queried transparency regarding the selection process and It was Proposed by Councillor Lester, Seconded by Councillor Titchener and

RESOLVED:

THAT the Regal Working Party with the Town Clerk's support and guidance will undertake the first step, that is the study.

3. Protection of the Town Council's capital reserves and funding for the project. A detailed discussion took place relating to capital reserves, Section 106 monies, match funding from the district council, availability of grants and the cost of the project. Councillors decided that they could not make a resolution regarding capital reserves as they were not prepared and this item was deferred to the Finance and Properties committee, meeting scheduled for the 23rd October.

Councillor Whelan thanked Councillor Upcraft and the working group for their hard work.

314. NEIGHBOURHOOD PLAN

Miss Rachel Rae, Project Manager read the Chairman, Councillor Norton's report (copy of notes attached). This report covered the contribution that Councillor Baroni has made since joining the steering group and how some members of the working party have gone further than one would expected. The draft plan should be ready for consultation by January or at the latest February 2018,

following which the public will be consulted prior to going to Referendum when they will be asked to vote for Neighbourhood Plan.

1940 hours – Councillor Cockman left the meeting.

315. COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS

i) County Councillor L. Atkins had distributed a copy of her report (copy attached) to Councillors in advance of the meeting.

County Councillor Atkins summarised her report for Councillors and gave an overview about the Bull Croft deregistration. Despite Councillor Upcraft chasing to find out what it's happening, County Councillor Atkins reported that it is a new process so there are no time scales but she will keep Town Councillors informed of progress.

Councillors raised the following:

- Could future reports include information regarding St Nicholas and Fir Tree Schools.
- The Bull Croft deregistration and Wallingford School losing its sports field to a car park may affect how the Bull Croft working Party consider the future use of the Bull Croft Park.

ii) District Councillor E. Hornsby reported on the following:

- SODC apologies over the mix up regarding Site E going to the planning committee for discussion. This has been deferred until the 20th November and there will also be a site visit. Councillor Hornsby and Councillor Lloyd will discuss the issues prior to the meeting.
- District Councillor Hornsby stated that she had concerns about SOHA's handling of St Albans and also now Oakdale in Meridan Court. Does anyone know any of the ex-residents of St Albans so that she might be able to talk to them?
- The 34 new bin lorries have now arrived and the rounds are going well. Residents should remember that food waste is not collected at the same time.
- Funding for the homeless will be increasing.
- Councillor Hornsby has only received 2 applications for grants therefore she still has £4,000 left for allocation. Councillor Lokhon may still have the full £5,000 for allocation.

316. MAYORS COMMUNICATIONS

(i) The Mayor read out the Project Manager's thank you card for her wedding gift.

(ii) Remembrance Sunday – 12th November – Attendance board on the table. Councillors may collect an information pack from the office.

(iii) Town Council Carols – Wednesday 13th December 2017 – attendance board on the table.

(iv) Portcullis lapel pins may be collected from Councillor Lester.

(v) Beacon Youth Worker – Karen had her baby on the 12th October, baby boy Mark Caleb and he weighed 10 pounds 11oz. Congratulations to husband Pete and Karen.

317. TOWN CLERK – CiLCA QUALIFICATION

The Mayor Congratulated the Town Clerk on attaining her CiLCA qualification and presented her with a bouquet of flowers.

The Mayor left the meeting

318. GENERAL POWER OF COMPETENCE

The Town Clerk stated that as the Town Council now meets the criteria to be eligible to use the General Power of Competency (attached explanatory paperwork). Could they please resolve to use this General Power of Competency (Localism Act 2011, s 1-8 & (General Power of Competence) (Prescribed Condition) Order 2012).

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

RESOLVED:

THAT this Council meets the criteria for eligibility relating to the electoral mandate (two thirds of the members of Council hold office as a result of being declared elected) and The Town Clerk has received the relevant training (CiLCA) for this Council to use Power of Competence.

319. THE TOWN COUNCIL AND WIGOD WAY WALLINGFORD FAMILY CENTRE (WWWFC)

(i) The Town Clerk updated Councillors on the final version of the lease. It was Proposed by Councillor Hughes, Seconded by Councillor Holland and

RESOLVED:

THAT The Town Clerk is authorised to sign and seal the Wigod Way Wallingford Family Centre.

The Mayor returned to the meeting

(ii) Councillors considered the adoption of the Service Level Agreement (SLA) between Wallingford Town Council and the WWWFC. Councillor Holland pointed out an error which the Town Clerk agreed to correct. It was Proposed by Councillor Holland, Seconded by Councillor Upcraft and

RESOLVED:

THAT The Town Clerk is authorised to sign the Service Level Agreement between the Town Council and the Wigod Way Wallingford Family Centre. The agreement runs from the 16th October 2017 until the 31st March 2020.

(iii) The Town Clerk asked Councillors to resolve the release of funds to WWWFC. It was Proposed by Councillor Upcraft, Seconded by Councillor Lester and

RESOLVED:

THAT the Responsible Finance Officer releases the annual funds of £20,000 to the Wigod Way Wallingford Family Centre.

320. MINUTES

Councillors were asked to sign as a correct record the Minutes of the Meeting of Council held on the 4th September 2017 as set out on pages 91 to 102 of the Minute Book.

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

RESOLVED:

THAT the Minutes of the Meeting of Council held on the 4th September 2017 as set out on pages 91 to 102 of the Minute Book be signed by the Chairman as a correct record.

321. TO ADOPT THE FOLLOWING MINUTES

Councillors were asked to adopt the minutes of the following committee meeting held in 2017, copies previously signed as a correct record and circulated to Councillors:

Parks, Gardens, Allotments & Open Spaces	10.07.17	Pages 49-52
Planning	21.08.17	83-86
Personnel	30.08.17	87-90
Planning	04.09.17	103-105

It was Proposed by Councillor Lester, Seconded by Councillor Dolton and

RESOLVED:

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

322. CASTLE RUINS

The Town Clerk updated Councillors on the results and the costings. Paperwork attached. The grants working party will be looking for ways to fund the work that is required. The Town Clerk has asked the Historical Architect to put together a report which will be used to find funding and for tendering.

323. GRAVEL EXTRACTION

(i) Councillors had received details Oxfordshire County Council Planning Ref: MW.0094/16. Councillor Lloyd stated that Councillors had received an update earlier in the meeting by County Councillor Atkins. CAGE are continuing the fight but it is hard to County to accept the evidence relating to air quality and highways.

(ii) Councillors discussed contributing to CAGE's expenses. Councillor Lloyd stated that CAGE required £2,000 to clear outstanding debts. It was Proposed by Councillor Upcraft, Seconded by Councillor Dolton and

RESOLVED:

THAT the Responsible Finance Officer is authorised to release £2,000 to CAGE to clear the expenses incurred whilst fighting previous applications. Any future requests will be debated and discussed again by full Council.

324. BENCHES ON THE MARKET PLACE

Councillor Lester reported on feedback from the Friday Market Traders on the relocation of two benches and asked Councillors to consider unbolting the two remaining bolted down benches and moving them to an area to be mutually agreed with the Market Traders and bolting them down again. Two of the Market Traders have offered to pay £100 each towards the cost of removal £216 and the re-bolting will cost £800 approximately. Councillors discussed in detail, raising their concern about the cost of re-bolting and the fact that the benches which are on the Market Place are not designed to be moved about as they are very heavy. It was Proposed by Councillor Beatty, Seconded by Councillor Hughes and

RESOLVED:

THAT the benches should be unbolted, moved to a position that is mutually agreed with the market traders and re-bolted.

325. THE ADOPTION OF COUNCIL POLICIES

The Town Clerk requested Councillors to adopt the following policies:

a) **Protocol - Minute 220/08/2017 refers** – It was Proposed by Councillor Titchener, Seconded by Councillor Lloyd and

RESOLVED:

THAT Wallingford Town Council adopts the Protocol policy.

b) **Training - Minute 221/08/2017 refers** – It was Proposed by Councillor Titchener, Seconded by Councillor Dolton and

RESOLVED:

THAT Wallingford Town Council adopts the Training policy.

c) **Personnel Terms of Reference - Minute 216/08/2017 refers** – It was Proposed by Councillor Titchener, Seconded by Councillor Lloyd and

RESOLVED:

THAT Wallingford Town Council adopts the Personnel Terms of Reference.

(ii) **Publication Scheme** – The Town Clerk advised Councillors that although a publication scheme was in existence this had required updating. It was Proposed by Councillor Titchener, Seconded by Councillor Lloyd and

RESOLVED:

THAT Wallingford Town Council adopts the Publication Scheme.

326. TOWN COUNCIL'S COMMITTEE STRUCTURE AND APPOINTMENTS TO OUTSIDE BODIES

Councillors to check their committees and appointments to outside bodies.

(i) Councillor Whelan to be added to the Personnel Committee

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

RESOLVED:

THAT Wallingford Town Council adopts the Town Council's Committee Structure and Appointments to Outside Bodies.

(ii) Any changes to working parties do not need to be ratified at Council

To note: Councillor Whelan to be added to Disability Access Group, Councillor Lloyd to come of the Bull Croft and Regal working party groups, The Market Town Co-Ordinators working party group may not be required and Miss Granados and Miss Jordan will need to be replace on the Municipal Charities.

327. TREE OF GRATITUDE

Councillors considered the request from Ms Jordan to have a Tree of Gratitude in the rest garden opposite Waitrose during the Christmas period. Councillors concluded that they supported this request and were grateful for Ms Jordan' organising it. It was proposed and seconded that Ms Jordan has permission to continue to arrange this for as long as she wished.

328. MAYORS SUNDAY

Councillors considered the venue for Mayors Sunday (Senior Officer's report attached) and It was proposed and seconded that The Town Clerk and the Mayor could decide on the venue.

329. PRESENTATION OF ENGROSSMENT

Minute 4/5/2017 refers. The Mayor, Councillor Kidley, presented the retiring Mayor, Councillor Lester with an Engrossment. Councillor Lester was delighted with her engrossment and she thanked her fellow Councillors along with the office staff for their support. Councillor Lester stated that it had been an honour to be Mayor.

330. WALLINGFORD CONSERVATION AREA APPRAISAL

The office now has a copy of the Wallingford Conservation Area Appraisal and the deadline for the consultation is 5pm on the 22nd November 2017. The Public Exhibition is on Wednesday 8th November 12pm to 7pm at Centre 70, Kinecroft and Councillor Lester stated that she was urging members of the public to attend as areas have changed.

331. SOUTH OXFORDSHIRE LOCAL PLAN 2033

Councillors Lloyd and Norton attended a briefing at the district council. The public exhibition in St Mary's Church was on Saturday 14th October 10am to 2pm. The consultation period is the 11th October to the 22nd November. The Local Plan document is very weighty, it excludes the Waites development but Councillor Lloyd believes Wallingford can cope with the numbers. Councillor Lloyd will draft a response which he will present to our planning committee.

332. MAJOR PLANNING APPLICATIONS

i) Application Reference: P/16/S4275/O

Type: Major

Proposal: Amendment No 4 dated 3rd October 2017 – Residential Development of 502 Dwellings (Site E)

Address: Land north of A4130 Wallingford Bypass

Councillor Lloyd stated that surface water on this site had not been discussed and Thames Water are concerned about the sewage capacity for this amount of dwellings. Councillor Lloyd will submit the Town Council's response.

Planning Committee Notification – P16/S4275/O To be considered on 18th October 2017 6pm Didcot Civic Hall – SODC's Officers recommendation – grant planning permission – **Deferred**.

(ii) Application Reference: P17/S53566/DIS

Proposal: Discharge of Condition 7 - Archaeology

Address: Land to the West of Wallingford (Site B) - **Noted**

Councillor Lloyd stated that the detailed archaeology investigations had been very interesting and that the results will be available to the public. Section 106 consent has been given. There is still a query regarding the emergency vehicles and bus access route. Allotments and sports pitches have been agreed.

Decision Notice

iii) Application Number: [P14/S2860/O](#)

Site Location: Land to the West of Wallingford (Site B)

Decision: Outline Planning Permission - **Noted**

333. TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE

Councillors considered the following recommendations from the meeting held on the 25th September 2017 :

Non confidential recommendations

(i) Minute 292/09/2017 Refers - Any Suggestions for future events.

Garden Party for the RAF in 2018

Councillor Norton previously asked if this event should be run by the Tourism and Economic Development committee or if a working party should be set up. A budget will be required which will need full council approval. Members discussed and concluded that it was Civic Event and should go to full Council. It was Proposed by Councillor Cockman, Seconded by Councillor Lester and

RECOMMENDED:

THAT this proposed event should be discussed by full Council and that a breakdown of the Queen's 90th Birthday Celebration Costs would be helpful in determining the budget required.

Deferred whilst awaiting further information.

(ii) Minute 295/09/2017 Refers - Bunting

Councillor Lester stated that she had loved the bunting that had been used when Carnival took place and could the Town Council purchase some bunting. Councillor Cockman reported that the Carnival committee still had the bunting and perhaps this could be used at other times. However, it was Proposed by Councillor Lester, Seconded by Councillor Beatty and

RECOMMENDED:

THAT £500 is included in estimates for Bunting.
This will be agreed at the budget meeting in
November 2017.

**The Town Clerk advised that the amount of £500
would be included in estimates and that these
would be ratified at full Council on the 11th
December 2017.**

334. ACTIVITIES ON BEHALF OF THE TOWN COUNCIL

Councillor Beatty – Regal working party meeting.

Councillor Cripps – Municipal Charities meetings, Civic and Ceremonial Working Party meeting.

Councillor Upcraft – Didcot Mayor’s charity dinner, Andrew and Wilding Remembrance Service, The Regal and Bull Croft working party meetings,

Councillor Dolton – Regal Working Party, Andrew and Wilding Remembrance Service, Opening of the Michaelmas Fair, Civic and Ceremonial Working Party meeting.

Councillor Lester – Regal Working Party, Health and Well Being Centre, SODC Local Plan, Regal and Bull Croft working party meetings, Civic and Ceremonial Working Party meeting, Coms meeting

Councillor Holland –Neighbourhood Plan Steering Working Group meetings, Cholsey and Wallingford Railway Society meetings.

The Mayor – Earth Trust 10K Run, Andrew and Wilding Remembrance Service, Wigod Centre Opening, Meeting with Chairman of League of Friends of Wallingford Hospital, Thame Civic Ceremony, Battle of Britain at Banbury, Regal Working Party Meetings, Opening of the Michaelmas Fair, OALC meeting, Civic and Ceremonial Working Party Meetings.

Councillor Lloyd –

Councillor Whelan – Regal Working Party

335. FUTURE AGENDA ITEMS

<u>Committee</u>	<u>Lead</u>	<u>Anticipated Agenda</u>
Council		
Neighbourhood Plan	Cllr Norton	Rolling
County/District Councillors		Rolling
Site B and Infrastructure	Cllr Lloyd	Rolling
Sand and Gravel	Cllr Lloyd	Rolling
Site B and Infrastructure	Town Clerk	Rolling
Castle Street Yard	Cllr McGregor	27.11.2017
Band Concert Refreshments	Cllr Lester	27.11.2017
Promoting the Town Hall	Suzanne Symons	27.11.2017
Food Bank	Cllr McGregor	27.11.2017
Town Video	Cllr Beatty	27.11.2017
Municipal Charity Trustee nominations	The Town Clerk	27.11.2017
Parks		
Car Parking	Cllr Davidson	
Use of Phone Boxes	The Town Clerk	
CCTV	Cllr Dolton	
Rubbish	Cllrs Kidley and Lester	
Dual Markets/Terms&Cons	Cllr Cockman	
Tourism		
Finance		
Freedom Parade –Breakdown of cost	RFO	
Personnel		
Staffing Requirements	The Town Clerk	15.11.2017
Planning		
Civic and Ceremonial Working Party		
Procedures and Protocols	The Mayor	02.11.2017
Bull Croft Working Party		

CONFIDENTIAL MINUTES SEE PAGE 136