



Wallingford Town Council

**MINUTES
of a meeting of the
FULL COUNCIL
held on
Monday, 21 October 2024 at 7.00 pm
in Wallingford Town Hall**

Present

Members

Cllr Mike Acreman
Cllr Dan Beauchamp (Chairman/The Mayor)
Cllr Ailsa Charter
Cllr Mahmood Ebrahimjee
Cllr Susan Hendrie
Cllr Steve Holder
Cllr Jacki Hoskins
Cllr Mark Hoskins
Cllr Nigel Hughes
Cllr Katharine Keats-Rohan, Wallingford Town & South Oxfordshire District
Cllr Diana Margarido
Cllr Len Pannett
Cllr Christine Sandall

Officers:

Karen Crowhurst, Locum Clerk
Luke Whitcomb, Meetings Officer
Arthur Hodsdon, Head of Parks and Estates
Jo Emmerson, Grants Officer

Others:

8 members of the public, including 3 representatives of ADP Carter Jonas (see Minute 321/24)
0 members of the press

312/24

MEETING PROTOCOL

The Mayor welcomed everyone and reminded Members of the protocols that needed to be followed in the conduct of the meeting.

313/24

APOLOGIES

Apologies were tabled from Town Councillors Harris, Holford and Lester, District Councillor Barlow, and County Councillor Sudbury.

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

RESOLVED that these apologies be received and accepted.

314/24

DECLARATIONS OF INTEREST

The Locum Clerk indicated declared an interest in the item minuted as 335/24 and left the meeting during discussion of that item.

315/24

MINUTES

The Council reviewed the minutes of their last meeting.

It was proposed by Councillor Sandall, and seconded by Councillor Hendrie, and

RESOLVED that the minutes of the ordinary meeting of the Full Council held on 23 September 2024 be approved as a correct record and signed by the Chairman

316/24

ACTIONS FROM PREVIOUS MEETINGS [PUBLIC]

The Council reviewed in detail the progress of 'open' actions relating to decisions taken at previous Full Council meetings.

Action:

Meetings Officer to explore and pilot the addition of a further column explaining the next step for each action

317/24

MAYOR'S COMMUNICATIONS

The Chairman reported on recent activities undertaken in his role as Mayor.

318/24

TOWN CLERK'S REPORT

No updates had been received from Members or officers and there was therefore no Town Clerk's Report this month.

319/24

COUNTY AND DISTRICT COUNCILLORS' REPORTS

The Council received a written report from District Councillor Barlow and supplementary information from District Councillor Keats-Rohan.

Action:

Town Clerk to review and report on key providers to understand the Council's carbon footprint

Standing Orders were suspended for the next item

320/24

PUBLIC PARTICIPATION

Two members of the public chose to mark the introduction of 20 mph speed limits throughout the town by the County Council as Highways Authority and highlighted the multiple benefits of this restriction of speed. The widening application of the lower limits was coming into effect earlier than anticipated. Wallingford's satellite villages were all pursuing the same approach.

Standing Orders took effect again

321/24

THE REGAL

The Council received the feasibility study of options undertaken by ADP Carter Jonas and recommendations from The Regal Working Group.

The number of truly viable options had been reduced to three.

Representatives of ADP Carter Jonas attended and took questions from Members

It was proposed by Councillor Margarido, and seconded by Councillor Sandall, and

RESOLVED unanimously that Option 6 be adopted, i.e. a new build on the existing footprint, with mixed use (including a community space), in partnership with a third-party builder, Beechcroft being the preferred supplier

The existing Working Group would take forward the project to the next stage, the next steps having been identified in the report by ADP Carter Jonas. See Minute 331/24

The members of the Working Group and representatives of ADP Carter Jonas were thanked for their work.

322/24

TOWN HALL, URGENT REPAIRS

The Head of Parks and Estates presented a list of urgent repairs (and estimated costs) that needed to be undertaken to the historic Town Hall.

These related to rainwater goods and associated items, failed render, bressummer beam, minor roof repairs and windows.

Some elements of the work had originally been identified in 2015

Funding was available to undertake these works from the Community Infrastructure Levy and Section 106 monies, as well as provision within the Council's budget.

It was proposed by Councillor Sandall, and seconded by Councillor J Hoskins, and

RESOLVED unanimously that

- the procurement of alternative, heritage-grade contractors be agreed due to the sensitive nature of the historic building, recognising the need to use the government's ContractsFinder website;
- expenditure of up to £60k for the described urgent works be approved;
- that the writing of the tender document be delegated to the Head of Parks and Estates, and the approval of that document to the Locum Clerk, before submission to ContractsFinder;
- Section 106 and Community Infrastructure Levy funds be used to offset the costs of the works;
- an officer of the Council remains on site to minimise trip or slips when events are being held;
- bookings of the Town Hall not be accepted during the course of the works;
- effective communications be issued to the community and users of the Town Hall to explain the works

Action:

Head of Parks and Estates, Locum Clerk and Communications Officer to carry out assigned actions as described above

323/24

EVENTS PROGRAMME FOR 2025

This item was deferred for the time-being.

324/24

GREENING WALLINGFORD TOWN CENTRE

The Council considered a report by Councillor Acreman which had been forwarded by the Parks, Gardens, Allotments and Open Spaces Committee.

The Council welcomed the initiative to improve the 'greening' of the Town Centre and looked forward to hearing the public reaction, before considering action itself on Council-owned land.

325/24 **RED KITE CAMPAIGN**

The Council considered a report by Councillor Acreman which had been forwarded by the Parks, Gardens, Allotments and Open Spaces Committee.

It was proposed by Councillor Acreman, and seconded by Councillor J Hoskins, and

RESOLVED unanimously that a sum of £200 be put towards the production and distribution of a leaflet to discourage residents from feeding red kites

326/24 **RED KITE TRAIL**

This item was deferred to the next meeting of the Full Council in November 2024 for the Town Clerk to determine what is required of the Town Council, including whether the Town Council's endorsement through the use of the logo was possible if no Council funding was provided.

Action:

Discuss what's required of the Town Council and determine whether the WTC logo can be used if no funding is provided

327/24 **GRANT - CAB**

The Locum Clerk reported that the budget threshold had now been passed for 2024/25 and there were no longer funds available to make grants during the remainder of the financial year.

Action:

Inform CAB of this news and invite them to reapply in and for 2025/26

328/24 **EXTERNAL AUDIT**

The Council NOTED the External Auditor's Report and Certificate for 2023/24.

329/24 **CIVIC POLICY**

The Council considered a proposed new protocol.

It was proposed by Councillor Ebrahimjee, and seconded by Councillor Margarido, and

RESOLVED unanimously that the Civic Protocol be approved and adopted, subject to certain corrections

Action:

Ensure new protocol stored appropriately and published on website if appropriate

330/24

COMMUNITY EMERGENCY PLAN

The Council considered the need for a new 'task and finish' Working Group to develop a community emergency plan for the town.

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

RESOLVED unanimously that the terms of reference for a 'task and finish' Community Emergency Plan Working Group be approved and that Councillors Beauchamp, Charter, Keats-Rohan, Margarido, Sandall and Pannett be appointed as members.

Action:

Update Working Group list and details

331/24

THE REGAL WORKING GROUP

The Council NOTED that the present Working Group had delivered its objective, i.e. a comprehensive feasibility study of options and clear recommendation.

There was a conversation introduced at this point about whether District Councillors should sit on the working group due to the potential conflict of interests.

It was proposed by Councillor Margarido, and seconded by Councillor Ebrahimjee, and

RESOLVED unanimously that the present Working Group continue to deliver the next steps as identified and described in the ADP Carter Jonas report

Additional members could be proposed at future meetings of the Full Council.

Action:

Update the Working Group's terms of reference, and bring back to Full Council for ratification, allowing the Working Group to continue with moving the project forward in the meantime

Develop and circulate a clear timeline for the deliverables of the next stage of the project

332/24

FUTURE AGENDA ITEMS

The following items were identified for future meetings:

- The Regal Working Group – revised terms of reference and timeline (Cllrs Margarido and Sandall, and Meetings Officer leading)
- Bull Croft – reference from the Bull Croft Trust regarding the concerns on some residents in Castle Street to the proposed recreational developments (October 2024)
- Pedestrianisation of front area of Town Hall (Town Clerk and staff team leading)
- IT contract, including training and policy regarding document repository (Town Clerk and staff team leading)
- Honorary Freeman (proposed by Cllr Pannett)
- Calendar of Meetings 2025/26 (Meetings Officer leading)
- Annual Town Meeting 2025 (Meetings Officer leading)
- Red kite trail (Cllr Acreman leading)
- Christmas closure (Full Council or Personnel Committee to confirm)
- Town Councillor surgeries/clinics (proposed by Councillor Pannett)
- Working Group recommendations from Councillor Holder

333/24

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Hendrie, and seconded by Councillor Sandall, and

RESOLVED unanimously that the press and public be excluded from the meeting due to the confidential nature of the business to be transacted.

The following officers left the meeting at 8.54 pm: Locum Clerk, Head of Parks and Estates and Grants Officer

The meeting ended at 9.16 pm

Minutes of the meeting of the
Full Council held on
21 October 2024
signed as a correct record

Chairman

2024-10-21 FC minutes DRAFT CONFIDENTIAL