

Minutes of the Council of the Town of Abingdon-on-Thames held on 17th September 2014 in the Roysse Room, Guildhall, Abingdon-on-Thames.

Present

Cllr Angela Lawrence	Mayor of Abingdon-on-Thames
Cllr Helen Pighills	Deputy Mayor of Abingdon-on-Thames
Cllr Alice Badcock	
Cllr Marilyn Badcock	
Cllr Michael Badcock	
Cllr Samantha Bowring	
Cllr Jeanette Halliday	
Cllr Lesley Legge	
Cllr Iain Littlejohn	
Cllr Patrick Lonergan	
Cllr Monica Lovatt	
Cllr Sandy Lovatt	
Cllr Julie Mayhew-Archer	
Cllr Hermann Matheson	
Cllr Aidan Melville	
Cllr Jan Morter	
Cllr Katie Nobes	
Cllr Alison Rooke	
Cllr Andrew Todd	

In Attendance

Mr Nigel Warner	Town Clerk
Mr Steve Rich	Head of Service Delivery
Ms Heather Brown	Community Services Officer
Rev Paul Smith	Mayor's Chaplain

3 Members of the public for part of the meeting.

SECTION I (Open to the Public Including the Press)

C33 Prayers

The Mayor's Chaplain, Rev Paul Smith, led the meeting in prayer.

C34 Public Participation

(a) Mr Richard Riggs of the Abingdon Hydro Project outlined the progress made by the organisation installing an Archimedes screw on the River Thames in Abingdon in order to generate hydro-electricity. The overall cost of this project of £1.25 million was being raised by the organisation itself through a share offer. The launch date for the hydro was yet to be determined. Cllr Sandy Lovatt congratulated Abingdon Hydro on getting the project this far.

(b) The Town Council received a presentation from Mrs Felicity Dick, Deputy Lieutenant of Oxfordshire, in relation to the work of the Lieutenancy and her role as a Deputy Lieutenant.

Mrs Dick stated that the first Lord Lieutenant of Oxfordshire was Charles Brandon and that he commenced his duties in 1545. The current Lord Lieutenant was Tim Stevenson. The original duties of the Lord Lieutenant were to raise a military force, to enforce law and order and, effectively, to act as the eyes and ears of the monarch. The Lord Lieutenant was an unpaid apolitical post. There was a mandatory retirement age for Lord Lieutenants of 75 years' old and the Lord Lieutenant normally served a minimum of ten years. One of their duties which remained was to appoint and manage magistrates.

Mrs Dick contrasted the post of Lord Lieutenant with that of High Sheriff, a post established in 985. The High Sheriff is appointed annually for a term of one year and was the local link between the Monarch and the Judiciary. One of the duties of the High Sheriff was to entertain visiting judges. However, in terms of powers, these had diminished over the years and the last legal duty, that of acting as a Bailiff, was removed in 2005.

Returning to the position of Lord Lieutenant, Mrs Dick stated that the Lord Lieutenant acted as the Queen's personal representative in the County. Amongst the tasks outlined were: managing Royal visits; presenting the Queen's Award for Enterprise and also for Environment; presenting the Queen's Award for Voluntary Service; promoting the National Honours System, including presenting British Empire medals since they had been reinstated some years ago; building community relationships, for example, with the Armed Forces; attending Citizenship Ceremonies twice a week. The Lord Lieutenant was often invited to become a patron or president of organisations and it was a busy post; typically the Lord Lieutenant received 12 invitations per week.

The Lord Lieutenant could be assisted by up to 43 Deputy Lieutenants in Oxfordshire and at present he had appointed 35 of them.

(Cllr Michael Badcock entered the meeting at this point, it being 7.25pm.)

The Deputy Lieutenants did not have a uniform but now had badges of office so that they could be easily identified. A Deputy Lieutenant assisted the Lord Lieutenant and was a very busy post. Mrs Dick stated that another of the Deputy Lieutenants who lived locally was Nigel Mogg.

As a Deputy Lieutenant, Mrs Dick stated that her particular interests were youth, environment, and homelessness. She was patron of Archway Oxford and a trustee of the Earth Trust.

John Harwood was the Vice Lord Lieutenant, of which there was only one, and Mavis Shephard acted as Clerk to the Lord Lieutenant.

Cllr Sandy Lovatt stated that sometimes there was confusion over the roles of Lord Lieutenant and Deputy Lieutenant and whether it was permissible to have at any one function. Mrs Dick stated that the Lord Lieutenant would attend as many functions as he was able, but if he was not able to then a Deputy Lieutenant could come. However, it was permissible to invite a Deputy Lieutenant in their own right, even if a Lord Lieutenant were attending.

The Revd Paul Smith asked if he could speak at this point and having been granted permission stated that it was interesting to hear about the work of the Lieutenancy and it had been good to see the Vice Lord Lieutenant at the recent World War 1 Commemoration in Abingdon.

The Mayor, Cllr Angela Lawrence, thanked Mrs Dick for her thorough and interesting talk regarding the Lieutenancy.

C35 Apologies

Apologies were received from Cllrs Jason Fiddaman, Lesley Legge and Lorraine Oates.

C36 Declarations of Interest

Cllr Jeanette Halliday declared a non-pecuniary interest in all matters relating to the Guildhall as a nearby resident of the property.

C37 Minutes

(a) Approval of minutes:

The Council received and considered the minutes of the Council of Abingdon-on-Thames held on 25th June 2014.

A number of corrections were made to the minutes for accuracy as follows:
Page 4, Minute C21 Finance and General Purposes Committee, Minute F7: Grants Sub-Committee: to read: "Cllr Julie Mayhew-Archer reported that Cllr Michael Badcock was trying to progress this matter."

Page 6: Minute C21 Finance and General Purposes Committee, part 3:
Delete second paragraph and insert: "A Member asked the Chairman of the Guildhall Committee how much had been spent on the Project to date. Cllr Iain Littlejohn stated that expenditure was approximately £60,000."
Same page, Monks Map: delete the phrase "and asked that this be noted."

Resolved to adopt and sign as a correct record the minutes of the Council of Abingdon-on-Thames held on 25th June 2014, subject to the above amendments.

(b) Matters arising

There was a discussion regarding the format of the minutes and a proposal came forward that where at present minutes of the full Council, stated "a Member", in future that Member should be named within the minutes. Following a discussion, it was **resolved** by 16 votes in favour and two against, that where a Member, in the minutes of the Town Council, is currently referred to as "a Member" they should now be referred to by their name.

For clarification, Cllr Marilyn Badcock, as Chairman of the Communications Sub-Committee, stated that other bodies of the Council should now consider

the format of their minutes and whether they would wish to see any changes. This would be a matter which would be given consideration by the Communications Sub-Committee in relation to the Council's overall style of minute taking.

Minute C15 – Public Participation

(b) Question from District Councillor Dr Jim Halliday to Cllr Sandy Lovatt, the Chairman of the Finance and General Purposes Committee).

Cllr Alison Rooke asked whether or not the answer had gone out to Cllr Dr Halliday? Could it in be appended to the minutes when it is done so that it was available in the public section as the public should know the answer to the question? Cllr Sandy Lovatt stated that the answer had yet to go out. It involved a lot of work in collating the information and he would be looking to send this out in October 2014. He stated that the matter could then come up in matters arising at the next Council meeting. Cllr Alison Rooke assured him that he would raise the matter at that point.

Minute C18 (b) Matters Arising – Minute 92: Civic Matters

Cllr Alison Rooke reported that she had seen the Council's Crest being used on the side of a lorry and understood that this required permission. The Town Clerk reported that enforcing the restriction on the use of the Crest was quite difficult but that the officers would keep an eye out for any unauthorised usage and take appropriate action.

Minute C21 – Finance and General Purposes Committee: Minute F7 Grants Sub-Committee

Cllr Michael Badcock reported that in relation to the problems regarding fixing the plaque relating to Arthur Preston to the property in High Street, both he and Cllr Julie Mayhew-Archer were making representations to the Blue Plaque Board.

Cllr Marilyn Badcock asked for an update in relation to the copy of the Monks' Map which was due to be put up in the Guildhall. Cllr Julie Mayhew-Archer, as Chairman of the County Hall Museum Management Committee, reported that work was progressing. The Curator had found that she needed a higher resolution photograph and was also looking into the framing of the print. Cllr Julie Mayhew-Archer stated that an email had gone round to all Members in this regard and that the view had been expressed that the Council wanted a full sized print. This meant that a specialist framer had to be found but she assured the Council that the print was coming. Cllr Marilyn Badcock stated that when permission had been given for the Monks' Map to be moved to the County Hall Museum it was on condition that the copy be done for display in the Guildhall. She asked why the matter had taken such a long time and was surprised that the work had not been started. Cllr Iain Littlejohn stated that a note had gone out in relation to the framing and a print of the map had been made available for Members to view in the Roysse Room prior to a Planning and Highways Committee meeting.

Cllr Alice Badcock requested an update on the system in place for the hard of hearing at the Guildhall. Cllr Iain Littlejohn, as Chairman of the Guildhall Committee, stated that this matter was covered in the Guildhall minutes at G31 (b). The Committee had resolved that in the light of the Improvement Project being considered, new equipment should not be procured at this time.

Cllr Alice Badcock enquired about the monthly briefings for Members which she understood were due to be provided in relation to the Guildhall. Cllr Iain Littlejohn stated that he did not recall that there would be such briefings but that there would be open invitations for all Members to attend any of the Working Groups which were taking place.

Minute C21 Finance and General Purposes Committee Minute F11: First World War Commemorations

Cllr Alice Badcock asked that her thanks to all involved in the Commemorations of the start of the First World War be recorded. Many people in the town had commented positively regarding the Commemoration. The Mayor, Cllr Angela Lawrence, congratulated Cllr Michael Badcock for his work in leading this event.

C38 Mayor of Abingdon-on-Thames

The Council noted the list of Mayor's engagements for the year to date.

The Mayor, Cllr Angela Lawrence, thanked Alistair Fear and Jane Bowen for their efforts in organising the Heritage Open Days. The events organised had been very worthwhile.

She reported that she had been presented with a book by the local archaeologist, John Steane.

She stated that the Mayor's Fundraising Quiz would take place on Friday 14th November. Tickets were available at £25 each and 50 had already been sold. The Question Master was Paul Mayhew-Archer.

She invited all those present to join her in a drink in the Mayor's Parlour following the meeting.

The Mayor reported that plans for a Christmas concert were underway. This would be an event taking place in the Abbey Hall and would be instead of the carol service which sometimes took place. The Abingdon Town Band would be involved and the event would take place on the evening of Friday 5th December 2014.

Finally, she reported that a Bowls Match would take place between the Town Council and Christ's Hospital of Abingdon on 20th September 2014 at the Albert Park.

The annual Fairground Service was due to take place at 8pm on Sunday 5th October 2014 and would be advertised on the Council's website.

(Mrs Felicity Dick, Deputy Lieutenant, left the meeting at this point, it being 7.58pm.)

Cllr Marilyn Badcock stated that there were a number of events which the Mayor had attended which had not been listed on her list of engagements, for example the High Sheriff's Garden Party and a Brownies' and Guides' function. She stated that they should be on the list as this was an historic record and asked that the list be corrected accordingly. There was also a function which had taken place at Christ's Hospital on 4th September 2014 which was not on the list. Cllr Monica Lovatt mentioned that the list did not include the Scouts' AGM which had taken place in Kidlington. The Mayor commented that there had been some difficulties with the list this time because of the change in arrangements in relation to the Mayor's Secretary.

Cllr Michael Badcock suggested that all those who assisted in reading out names at St Helen's Church during the First World War Commemoration should be invited to the reception after Remembrance Day. The Mayor agreed that this should be done.

C39 Questions under Standing Order 10

There were no questions under Standing Order 10.

C40 Finance and General Purposes Committee

It was proposed by Cllr Sandy Lovatt, seconded by Cllr Alison Rooke that the Council receive and consider the minutes of the meeting of the Finance & General Purposes Committee held on 9th September 2014.

List of those attending the meeting: the Mayor, Cllr Angela Lawrence, stated that she had attended the meeting and asked that the draft be corrected accordingly.

Minute F24, Grants Sub-Committee: Plaque in relation to Arthur Preston.

The difficulties in relation to fixing the plaque in the High Street were noted and Cllr Julie Mayhew-Archer stated that there were two other buildings, one in Ock Street and one by the Albert Park, which had a close association with Arthur Preston and which may be suitable for a blue plaque.

Minute F26: Proposal for Business Improvement District

The Chairman of the Committee, Cllr Sandy Lovatt, reminded Members how the BID process worked. He stated that the Council would have four votes in the process, one for each of the separate hereditaments which the Council was responsible for. The recommendation that the Council vote in favour of the bid and that a delegation was granted to the Town Clerk to cast his vote on behalf of the Council was approved by 17 votes in favour with one abstention and none against.

Minute F28, Matters referred from other Standing Committees: Guildhall Committee

The Council agreed these recommendations subject to the clarification that in recommendation 1 it be clear that advertisements were due to be placed on or after 18th September 2014. Members also approved the recommendation in relation to which date bookings may be taken at the Guildhall, noting that there was an error in the draft minutes in that the date up to which bookings may be taken was 30th June 2015 whereas the draft had quoted 30th June 2014. The Council asked that this be corrected in the draft.

Minute F29 – General Report of the Town Clerk: Commonwealth Day

Further to this minute, Cllr Julie Mayhew-Archer stated that the reason the current flagpole was too short was that when the Museum Improvement Project took place, it was found that the lower part of the flagpole was rotten. The decision had been taken at that time to shorten the flagpole rather than, as was implied in the minutes, purchase another one which was found to be too short.

Minute F29 - General Report of the Town Clerk: Markets

In addition to the markets already approved by the Finance and General Purposes Committee it was **resolved** that in pursuance of its powers under the Food Act 1984, the Council create an occasional market, an Italian Market, to take place on 24th and 25th October.

Minute F35 – Matters arising

In relation to the recommendation for a review of the Council's Committee structure it was noted that the minutes had named Cllr Iain Littlejohn as proposing the recommendation but no seconder was given. It was noted that the seconder had been Cllr Marilyn Badcock. Cllr Samantha Bowring stated that within the minute it stated that the intention was that the new structure would align committees with budgets and staffing resources but she considered that this was the wrong way round. The staffing resource should reflect the committee structure.

Resolved: that the minutes of the Finance & General Purposes Committee held on 9th September 2014 together with the recommendations therein, be approved.

C41 County Hall Museum Management Committee

It was proposed by Cllr Julie Mayhew-Archer and seconded by Cllr Monica Lovatt that the Council receive and consider the minutes of the County Hall Museum Management Committee held on 29th July 2014

Resolved that the minutes of the County Hall Museum Management Committee held on 29th July 2014 together with any recommendations therein, be approved.

C42 Amenities and Recreation Committee

It was proposed by Cllr Helen Pighills and seconded by Cllr Marilyn Badcock that the Council receive and consider the minutes of the Amenities and Recreation Committee held 3rd September 2014.

Minute A10 – Roysse Court Garden

Cllr Julie Mayhew-Archer stated that the main issue in relation to the hard landscaping of the area was that a number of the paving slabs needed attention. Cllr Samantha Bowring expressed her concern as to why the Amenities and Recreation Committee were being requested to fund works in the Roysse Court Garden; this should come from the Guildhall budget. Cllr Marilyn Badcock stated that what was being looked at was not a capital scheme but it was maintenance, in terms of re-paving, improving the flower beds and taking trees down which were no longer viable. Cllr Iain Littlejohn stated that a capital proposal for larger scale improvements for the area would come later on. Cllr Patrick Lonergan agreed that this sounded like maintenance work at this point. Cllr Monica Lovatt suggested that works to the Roysse Court Garden could benefit from funding from the Joint Environmental Trust.

Minute A6 – Summer Events Working Group

Cllr Alice Badcock drew Members' attention to the minute which stated that an events company had made representations to work in partnership with the Council for the 2015 Fun and Music in the Park events. She stated that this had been the same company which had put together a proposal in relation to a Christmas event and which had been considered by the Finance and General Purposes Committee (Minute F37). The reasons for the Council not proceeding with this event were detailed in the minutes and she expressed concern as to whether the Council should consider working with this company in relation to Fun and Music in the Park. Cllr Samantha Bowring stated that this was the organisation which had cancelled an event which was due to take place on Heritage Day and was concerned as to whether they were in a position to deliver such an event with the Council. Cllr Marilyn Badcock stated that she felt that Music and Fun in the Park had been well organised by the Town Council and that the Council should continue to organise this event.

Minute A16 – Adoption of Land

Cllr Patrick Lonergan stated that the footpath mentioned, from Hendred Way to Chilton Close, was giving problems in relation to litter being dropped and also trees overhanging from houses. The Head of Services reported that this pathway was owned by UKAEA and that the Committee had stated that adoption could take place subject to a number of conditions which included it being resurfaced and also a commuted sum being made available to the Town Council. However, he understood that UKAEA did not have the resources to undertake this work. It was not the responsibility of the Town Council.

Resolved that the minutes of the Amenities & Recreation Committee Management Committee held on 3rd September together with any recommendations therein, be approved.

C43 Planning and Highways Committee

It was proposed by Cllr Michael Badcock and seconded by Cllr Alice Badcock that the Council receive and consider the minutes of the Planning and Highways Committee meetings held on 23rd June; 14th July; 4th August; 5th August; and 26th August 2014.

Meeting of 14th July 2014: the Mayor, Cllr Angela Lawrence, stated that she had sent her apologies to this meeting although they were not recorded in the minutes.

Minutes of 4th August 2014.

In terms of the apologies, it was noted that Cllr Michael Badcock submitted his apologies to this meeting and these needed to be recorded. However, Cllrs Marilyn Badcock and Julie Mayhew-Archer had not submitted their apologies as they were not members of the Committee.

Minutes of 5th August 2014 – Application 14.1, 57-59 Stert Street

Cllr Jeanette Halliday stated that she understood the Chairman of the Planning and Highways Committee, Cllr Michael Badcock, had attended a Vale Planning Committee that evening at which this application was being discussed and enquired as to whether he had an update. Cllr Michael Badcock, as Chairman of the Planning and Highways Committee, reported that he had attended the meeting and outlined the Committee's objections together with those of Cllr Lesley Legge, one of the local Members, but had had to leave the meeting before a decision had been taken in order to attend this meeting of the Town Council. He noted that the Vale's planning officers had recommended approval of the application.

Minutes of 5th August 2014 – Minute 5

It was noted that the minute stated that the Town Council's response was attached to the minutes but this had not been attached to the minutes circulated to the Town Council.

Minutes of 5th August 2014 – Application 14.2, Land East of Drayton Road, application by Taylor Wimpey

Further to the minutes, it was reported that Cllr David Nimmo-Smith was due to make a decision on whether or not to allow an additional pedestrian crossing to be installed east of the roundabout at the top of Ock Street and to move the existing pedestrian crossing west of the roundabout further west. This decision would be made at a meeting on Thursday 9th October 2014. It was noted that these works were a condition of the planning permission given by the Planning Inspector who had approved the proposed Drayton Road development. It was noted that the Mayor, Cllr Angela Lawrence, and Cllr

Alice Badcock would be registered to speak on the Council's behalf at this meeting. Cllr Michael Badcock reported that there were diggers on the site which were moving more and more earth around and he remarked that they were zealous in their archaeological investigation, it being stated by the developers that archaeological investigations were currently taking place.

Resolved that the minutes of the Planning and Highways Committee meetings held on 23rd June; 14th July; 4th August; 5th August; and 26th August 2014, together with any recommendations therein, be approved.

C44 Guildhall Committee

Cllr Jeanette Halliday declared a non-pecuniary interest in all matters relating to the Guildhall as a nearby resident of the property.

Minute G22 Matters Arising – G18 Guildhall Working Groups

Cllr Alice Badcock stated that she had recently attended a meeting in the Council Chamber on a Saturday morning and it had been difficult to hear what was going on at the meeting due to the noise which was emanating from the Music Centre.

Minute G24 – Guildhall Working Groups

Cllr Samantha Bowring reported that she had been speaking with the Council's Archivist and was concerned that the strong room in which the Council's archives were being stored did not have environmental control and that therefore provision of a new muniment room should be accorded a high priority. The Town Clerk responded that there was not an environmental control unit within the strong room but that the environment within the room was being monitored and was considered to be suitable for the archives. However action would be taken if the situation changed. Cllr Iain Littlejohn, Chairman of the Guildhall Committee, stated that he was content that the Council's archives were being stored properly.

It was proposed by Cllr Iain Littlejohn and seconded by Cllr Alison Rooke that the Council receive and consider the minutes of the Guildhall Committee meeting held on 4th September 2014.

Resolved that the minutes of the Guildhall Committee meeting held on 4th September 2014 together with any recommendations therein, be approved.

C45 Exclusion of the Public, Including the Press

The Mayor moved and it was **resolved**:

“That in accordance with section 1 (2) of the Public Bodies (admissions to Meetings) Act 1960, the public, including the press, be excluded from the meeting because of the confidential nature of the business to be transacted as summarised below.”

SECTION II (Excluding the public and the press)

C46 Confidential appendix to the minutes of the Council of Abingdon-on-Thame

The Committee received and considered the confidential appendix to the minutes of the Council of Abingdon-on-Thames held on 25th June 2014 subject to the following amendments:

Page 1: Minute C30 Finance and General Purposes Committee, first paragraph. Replace “a Member” with “Cllr Julie Mayhew-Archer” and add “this was seconded by Cllr Alison Rooke” as additional sentence at end of paragraph.

Resolved to adopt the confidential appendix to the minutes of the Town Council held on 25th June 2014 and that they be signed by the Mayor as a correct record.

C47 Confidential appendix to the minutes of the Finance and General Purposes Committee

The Committee received and considered the confidential appendix to the minutes of the Finance and General Purposes Committee held on 9th September 2014. Cllr Michael Badcock stated that signage to the Roysse Court offices needed to be improved as he had received a number of comments from members of the public who had found difficulty in finding the offices.

Resolved: that confidential appendix to the minutes of the Finance & General Purposes Committee held on 9th September 2014 be approved subject to the matters outlined in the confidential appendix.

C48 Confidential appendix to the minutes of the County Hall Museum Management Committee

The Committee received and considered the confidential appendix to the minutes of the County Hall Museum Management Committee held on 29th July 2014.

Resolved that the confidential appendix to the minutes of the County Hall Museum Management Committee held on 29th July 2014, be approved.

C49 Confidential appendix to the minutes of the Amenities and Recreation Committee

The Committee received and considered the confidential appendix to the minutes of the Amenities and Recreation Committee held on 3rd September 2014.

Resolved that the confidential appendix to the minutes of the Amenities and Recreation Committee held on 3rd September be approved.

C50 Confidential appendix to the minutes of the Guildhall Committee

The Committee received and considered the confidential appendix to the minutes of the Guildhall Committee held on 3rd June 2014.

The Chairman of the Guildhall Committee, Cllr Iain Littlejohn, updated members in relation to cinema proposals to the project.

Resolved that the confidential appendix to the minutes of the Guildhall Committee held on 3rd June 2014 be approved, subject to the above amendments.

The meeting rose at 8.55pm.