

**Minutes of the Council of the Town of Abingdon-on-Thames held on  
Wednesday 29<sup>th</sup> March 2017 in the Roysse Room, Guildhall,  
Abingdon-on-Thames**

**Present**

Cllr Alice Badcock	Mayor of Abingdon-on-Thames
Cllr Jan Morter	Deputy Mayor of Abingdon-on-Thames
Cllr Mike Badcock	
Cllr Samantha Bowring	
Cllr Margaret Crick	
Cllr Neil Fawcett	
Cllr Dennis Garrett	
Cllr Robert Hall	
Cllr Brian Hedley	
Cllr Vicky Jenkins	
Cllr Angela Lawrence	
Cllr Patrick Lonergan	
Cllr Monica Lovatt	
Cllr Sandy Lovatt	
Cllr Lorraine Oates	
Cllr Helen Pighills	
Cllr David Pope	
Cllr Andrew Todd	

**In Attendance**

Mr Nigel Luker	Macebearer
Mr Steve Rich	Assistant Town Clerk/ Head of Services
Mr Nigel Warner	Town Clerk (Clerk to the meeting)
Mrs Susan Whipp	Treasurer / RFO

21 members of the public and the press.

**SECTION I (Open to the Public Including the Press)**

C83 **Prayers**

The Mayor, Cllr Alice Badcock, reminded the meeting that the previous week there had been a terrorist attack in Westminster in which three people tragically lost their lives and many more were injured. The Council and the public stood and observed a minute's silence in memory of all those who were innocently caught up in that terrible event.

The Mayor's Chaplain, Rev. Dr. Charles Miller, then led the meeting in prayer.

#### C84 **Public Participation**

The Mayor stated that the Council had awarded a number of local organisations grants and was pleased to present cheques to representatives of those organisations as follows:

1. North-East Abingdon Community Association received a grant of £1,851 for a new noticeboard – cheque presented to Cllr Lorraine Oates, the Council’s representative on the Association.
2. Abingdon Eagles Basketball Club received a cheque for £500 towards initial set up costs and ongoing costs of this new club -cheque presented to Shiv and Nita Mahalingham.
3. The Abingdon Joint Schools Carnegie Forum received a cheque for £500 to help pay for a joint reading event between the six Abingdon Secondary Schools where a selection of Year 7 & 8 pupils create book reviews in groups and present to a judging panel and also to help with the awards ceremony – cheque presented to Donna Pocock-Bell.
4. ATOM (Abingdon Science Festival) received a cheque for £930 to help towards providing free and low-priced science related talks and demonstrations for children – cheque presented to James White.
5. Abingdon Concert Band received a cheque for £300 to help pay for new and more modern music scores – cheque presented to Lucy Wainwright.
6. Action for Carers Oxfordshire received a cheque for £700 to support unpaid carers by providing 2 “Wellbeing Days” and 8 “Tailored Training Sessions” – cheque presented to Kay Francis and Catherine Evans.
7. 2121(Abingdon) Squadron Air Training Corps received a cheque for £1,260 towards creating a marching band by helping to purchase percussion instrument – cheque presented to Flight Sargent Steve Pedge and Hamish Forsyth, Cadet Warrant Officer Carver, Sgt Spratt, Cpl Swainston, Cpl Forbes Forsyth and Cadet Lucas.
8. Abingdon Sea Cadets received a cheque for £1,000 to help purchase a Racing Kayak and racing wings – cheque presented to Chief Petty Officer Peter Young and Cadet Lauren Bell.
9. The Friends of Abingdon Civic Society received a cheque for £1,000 towards the maintenance & running costs of the Community Free Space – cheque presented to Hester Hand and Paul Johnson.
10. Age UK Oxfordshire received a cheque for £1,000 towards to help fund “Late Spring, Abingdon” a bereavement support group – cheque presented to Mandy Richens.

#### C85 **Apologies**

Apologies for absence were received from Cllr Jeanette Halliday.

#### C86 **Declarations of Interest**

None.

C87 **Minutes**

It was noted that Cllr Vicky Jenkins had pointed out some typographical errors in the minutes to which the Town Clerk draw the attention of Members. These had already been corrected in the grey copy.

**Resolved** that the draft minutes of the Council of Abingdon-on-Thames held on 25<sup>th</sup> January 2017 be adopted and signed by the Mayor as a correct record.

C88 **Mayor of Abingdon-on-Thames**

The Council received from the Mayor, Cllr Alice Badcock, her schedule of engagements since the last meeting of the Council and received the Mayor's announcements.

The Mayor reported that her Spring Ball was due to take place on Friday 7<sup>th</sup> April. This was now sold out.

The Mayor was pleased to report that Susan Whipp, Treasurer and Responsible Financial Officer (RFO) and Nina Özdemir, PA to the Town Clerk, had both passed the Certificate in Local Council Administration (CiLCA), with flying colours. She congratulated them on behalf of the Council.

The Mayor was also pleased to report that at a recent function she had been approached by a gentleman who had been very complementary regarding the service provided by Pamela Onions, Administrative Assistant, in relation to a query which she had dealt with in relation to the cemetery.

The Mayor informed the meeting that due to the long agenda it was likely that she would be proposing an adjournment of the meeting to a later date in order to complete business. The proposed date for the reconvened Council meeting will be Monday 3<sup>rd</sup> April and the items which are likely to be deferred were:

- Item 14 – minutes of the Planning, Highways and Consultations Committee;
- Item 17 – motion under Standing Order 8;
- Item 18 – motion under Standing Order 34, to permanently change standing orders.

She also proposed to advance item 16, Community Led Plan Working Group, up the agenda, to be considered following item 9, so that Hilary Lombard of Community First Oxfordshire could make her presentation and then leave the meeting.

Finally the Mayor stated that she had thoroughly enjoyed her year as Mayor and would normally have asked Members back to the Parlour for a drink following this meeting. However with the time constraints on the meeting this would not be possible so she was looking to organise a reception for Members at a later date.

C89 **Oxfordshire County Council - Report**

Members received and considered a report from Cllr Sandy Lovatt, Oxfordshire County Councillor for the Abingdon North which had been circulated prior to the meeting.

C90 **“Better Oxfordshire”**

Representatives of the County and District Councils were present at the meeting to make a presentation in relation to the above and answer questions from Members. **This presentation is attached as an appendix to these minutes.**

Cllr Ian Hudspeth (Leader of Oxfordshire County Council) made the presentation and Mr David Hill (Chief Executive Vale of White Horse District Council) was present to provide factual advice. It was noted that the Leader of the Vale Cllr Matthew Barber was unable to attend this evening but would be happy to meet Members at a later date. The Chief Executive of the County Council Mr Peter Clark had also given his apologies as he had been advised that in his role as Returning Officer, he needed to ensure that he remained neutral in relation to such matters during this pre County Council election period (Purdah).

Note that the Council considered a recommendation from the Planning, Consultations and Highways Committee in relation to this matter at minute C105 (adjourned meeting of 3<sup>rd</sup> April 2017).

C91 **Questions under Standing Order 10**

None.

C92 **Community Led Plan Working Group**

Members received the notes of the Community Led Plan Working Group meetings of 16<sup>th</sup> November 2016; 23<sup>rd</sup> February 2017 and 7<sup>th</sup> March 2017.

The Working Group's proposals to the Council were further presented by way of:

- A presentation led by Hilary Lombard of Oxfordshire Community First, who has been working with the Group. The Chairman of the Group Cllr Sandy Lovatt and the Town Clerk also assisted in making the presentation. The presentation had been circulated with the agenda.
- A draft press release in relation to the matter. The draft press release had been circulated with the agenda and an updated version also then circulated prior to the meeting.

It was **resolved:**

1. That the notes of the Community Led Plan Working Group meetings of 16<sup>th</sup> November 2016; 23<sup>rd</sup> February 2017 and 7<sup>th</sup> March 2017 be approved.

2. That the recommendations within the notes and the presentation be approved, including the governance arrangements and specifically:

2.1 Following initial public consultation the establishment of a Community Led Plan Advisory Group, which would take the place of the current Working Group. This would comprise of a maximum of 9 persons including 5 Councillors and would oversee the Project Plan and report to the Finance and General Purposes Committee, from which it would have a delegation to progress matters, including a delegation in relation to the budget for the Community Led Plan.

2.2 Following initial public consultation the establishment of a Community Led Plan Steering Group. This group would manage the project plan in terms of programme, process and outcomes and would report to the Community Led Plan Advisory Group. It would comprise community representatives and 2 or 3 councillors.

2.3 The publication of the press release (as amended) and establishment of a new section of the website.

2.4 The publication of the Community Led Plan by January 2019.

C93 **County Hall Museum Management Committee**

Members received and considered the draft minutes of the meeting of the County Hall Museum Management Committee held on 9<sup>th</sup> February 2017.

**Resolved** that the draft minutes of the County Hall Museum Management Committee of 9<sup>th</sup> February 2017 be approved, together with any recommendations contained therein.

C94 **Community Services Committee**

To receive and consider the draft minutes of the meeting of the Community Services Committee held on 28<sup>th</sup> February 2017.

**Minute CS33: Summer Events Sub-Committee**

Cllr Jan Morter referred to an incident at the meeting of 22<sup>nd</sup> February 2017. She stated that she had made a friendly pat on the back of Cllr Neil Fawcett and had also used language which was not suitable. She stated that there were extenuating circumstances for this behaviour. Cllr Morter had enjoyed her time as Deputy Mayor and hopefully excellent reports had come back. She had apologised to those at the meeting and meant no offence by her behaviour. Cllr Morter hoped that this incident could be put behind her and would like to continue her work with the Council.

**Resolved** that the draft minutes of the County Hall Museum Management Committee of 28<sup>th</sup> February 2017 be approved, together with any recommendations contained therein.

C95 **Amenities and Recreation Committee**

Members received and considered the draft minutes of the meeting of the Amenities and Recreation Committee held on 15<sup>th</sup> March 2017.

**Resolved** that the draft minutes of the Amenities and Recreation Committee of 15<sup>th</sup> March 2017 be approved, together with any recommendations contained therein.

C96 **Guildhall Committee**

Members received and considered the draft minutes of the Guildhall Committee meeting held on 23<sup>rd</sup> March 2017.

**Resolved** that the draft minutes of the Guildhall Committee of 23<sup>rd</sup> March 2017 be approved, together with any recommendations contained therein (note recommendations referred to the Finance and General Purposes Committee).

C97 **Finance and General Purposes Committee**

Members received and considered the draft minutes of the meeting of 14<sup>th</sup> March 2017 together with the recommendations contained therein.

Minute 146 – Policy Review Working Group

The recommendation from the Committee was *“that the Council’s current policy in relation to flying of flags from the County Hall, as attached to the notes, be confirmed as Council policy.”*

Cllr Neil Fawcett proposed an amendment to the recommendation to add the words: *“with the addition that the Council will fly the Rainbow Flag during the week of Oxford pride each year.”* This was seconded by Cllr Patrick Lonergan. Following debate, the amendment was put to the vote. There were recorded 5 votes in favour of the amendment, 9 against and 4 abstentions. Therefore the amendment was lost.

It was then **resolved**:

- (i) That the Council’s current policy in relation to flying of flags from the County Hall, as attached to the notes, be confirmed as Council policy
  - For: 9 votes
  - Against: 8 votes
  - One abstention.
- (ii) That if a proposal was received then consideration could be given to other ways in which organisations could mark events e.g. through

projection of light onto the County Hall, subject to approval by the Council and subject to compliance with relevant health and safety regulations and guidance.

- (iii) That organisations who have booked the Market Place for an event be permitted to fly, from the Market Place, an appropriate flag related to their organisation / event, for the duration of their event.
- (iv) That the Council can, on request and subject to a minimum of two weeks' notice, arrange for the Market Place flag poles to be installed for specific events in order to fly a flag(s) for which a charge of £50 plus VAT would be made in order to cover the Council's cost (*note that the charge would be £50 per flag pole*)
- (v) That the Council cease the practice of allowing banners to be placed on the Market Place for reasons set out in the notes of the meeting.

**Resolved** that the draft minutes of the Finance and General Purposes Committee of 14<sup>th</sup> March 2017 be approved, together with all the recommendations contained therein, including those detailed above.

#### C98 **Internal Control and Management of Risk**

Members received and considered the report of the Treasurer / Responsible Financial Officer.

It was proposed by Cllr Patrick Lonergan, seconded by Cllr Mike Badcock and **resolved** that the Council approve the report of the Treasurer / RFO and the corporate risk assessment and action plan, and resolved that the Mayor should sign the plan on behalf of the Town Council.

#### C99 **Calendar of Council and Standing Committee Meetings 2016/17**

Members considered the above as recommended by the Finance and General Purposes Committee.

**Resolved:** that the calendar of Council and Standing Committee meetings be approved.

#### C100 **Adjournment of Meeting**

The meeting was adjourned at 8.57pm to allow a Special meeting of the Finance and General Purposes Committee to take place. This meeting had been convened to consider matters referred by the Guildhall Committee of 23<sup>rd</sup> March 2017.

*The meeting reconvened at 9.00 pm.*

## C101 **Finance and General Purposes Committee**

Members received and considered the report of the Town Clerk together with the recommendations of the Special Meeting of the Finance and General Purposes Committee meeting which took place earlier in the evening.

It was **resolved**

1. To instruct the surveyor to enter into detailed discussion and negotiation with the District Council and Historic England in relation to the proposals for the staircase / lift and report back to this Committee at its next meeting.
2. To instruct the surveyor to undertake further work in relation to the proposals for (i) the refurbishment of the Guildhall reception to improve disabled access and the provision of disabled access from reception to the Old Magistrates Court and (ii) for the extension to the Guildhall (as detailed above) and to, on behalf of the Town Council, make an application for planning permission and listed building consent to undertake this work. In relation to this part of the project it is noted that part of the pre-planning application advice which was currently ongoing, there may need to be alterations to these plans and consequently it was further recommended that authorisation for changes to details, whilst retaining the broad principles as presented to this Committee, be delegated to the Guildhall Development Working Group.
3. That the capital budget for the Guildhall Development Project, as outlined in the report of the Town Clerk and at the meeting, be set at £1,019,486, this sum to be incurred over the two financial years 2017/18 and 2018/19 and financed from the deferred grant from the Vale of White Horse District Council. *(By 14 votes in favour, 0 against and 4 abstentions).*
4. That authority be delegated to the Town Clerk in consultation with the Guildhall Development Working Group to incur expenditure of up to £25,000, in addition to the £10,000 already allocated, towards the costs of the project, including necessary professional surveys and fees, from the budget recommended above (£1,019,486).

## C102 **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.”*

C103 **Confidential appendix to the minutes of the County Hall Museum Management Committee**

Members received and considered the draft confidential appendix to the minutes of the County Hall Museum Management Committee held on 9<sup>th</sup> February 2017.

**Resolved** that the draft confidential appendix to the minutes of the County Hall Museum Management Committee of 9<sup>th</sup> February 2017 be approved, together with any recommendations contained therein.

C104 **Confidential appendix to the minutes of the Guildhall Committee**

Members received and considered the draft confidential appendix to the minutes of the Guildhall Committee held on 23<sup>rd</sup> March 2017.

**Resolved** that the draft confidential appendix to the minutes of the County Hall Museum Management Committee of 23<sup>rd</sup> March 2017 be approved, together with any recommendations contained therein (agreed by 14 votes in favour, 2 against and 2 abstentions).

Cllr Mike Badcock, as Leader of the Council, thanked the Mayor, Cllr Alice Badcock, on behalf of the Council for her hard work during the year and for representing the town so well. This vote of thanks was seconded by Cllr Samantha Bowring, the Leader of the Opposition Group and approved unanimously by the Council.

The meeting was adjourned at 9.30 pm.

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Mayor of Abingdon-on-Thames

**Minutes of the Council of the Town of Abingdon-on-Thames held on  
Wednesday 29<sup>th</sup> March 2017 and reconvened on Monday 3<sup>rd</sup> April 2017 at 7pm  
in the Roysse Room, Guildhall, Abingdon-on-Thames**

**Present**

Cllr Alice Badcock	Mayor of Abingdon-on-Thames
Cllr Jan Morter	Deputy Mayor of Abingdon-on-Thames
Cllr Mike Badcock	
Cllr Samantha Bowring	
Cllr Margaret Crick	
Cllr Dennis Garrett	
Cllr Robert Hall	
Cllr Brian Hedley	
Cllr Vicky Jenkins	
Cllr Patrick Lonergan	
Cllr Monica Lovatt	
Cllr Sandy Lovatt	
Cllr Lorraine Oates	
Cllr Helen Pighills	
Cllr David Pope	
Cllr Andrew Todd	

**In Attendance**

Mr Nigel Luker	Macebearer
Mr Steve Rich	Assistant Town Clerk/ Head of Services
Mr Nigel Warner	Town Clerk (Clerk to the meeting)
Mrs Susan Whipp	Treasurer / RFO

*(Attendance as per meeting of 29<sup>th</sup> March 2017 with the exception of Cllrs Neil Fawcett and Angela Lawrence who gave their apologies for this reconvened meeting, in addition to Cllr Jeanette Halliday).*

**C105 Planning, Highways and Consultations Committee**

Members received and considered the minutes of the Planning and Highways Committee meetings held on 30th January and 20th February 2017; and the draft minutes of the meeting held on 13th March 2017.

Members considered the recommendation at minute 6 of the meeting of 13th March 2017 in relation to the “Better Oxfordshire” Unitary Authority proposal and also considered the presentation which had been made on 29<sup>th</sup> March 2017 at minute C90. The recommendation read *“that the Council approve the suggested letter (in support of the Better Oxfordshire Unitary Authority proposal) subject to the wording of the last paragraph being amended to read: ‘We therefore support the proposals being put forward jointly by Oxfordshire County Council; South Oxfordshire and Vale of White Horse District Councils.’”*

The recommendation was agreed.

**Resolved:** that the draft minutes of the Planning, Highways and Consultations Committee meetings of 30th January and 20th February 2017; and the draft minutes of the meeting held on 13th March 2017 be approved, together with any recommendations contained therein.

### **C106 Motions under Standing Order 8**

Motion proposed by Cllr Helen Pighills;  
Seconded by Cllr Samantha Bowring

*“This council supports the proposal for a new countywide unitary authority.”*  
Following debate on this motion, having due regard to minute C105 (above) it was **resolved** (*unanimously*) that:

*“This council supports the proposal for a new countywide unitary authority.”*

### **C107 Motion under Standing Order 34, to permanently vary standing orders**

At the Council meeting of 25th January 2017 the following motion was proposed by Cllr Mike Badcock and seconded by Cllr Dennis Garrett:

*It is noted that the “Model Standing Orders” issued by the National Association of Local Councils do not list Council Standing Committees, these usually being part of the separate “Council Committee Terms of Reference” document and therefore it is proposed to delete standing order 38 (1) and replace it with the following:*

#### **38. Committees**

- (1) *The Council may, at its Annual Meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:*
- (a) *Shall determine their terms of reference;*
  - (b) *May permit committees to determine the dates of their meetings;*
  - (c) *Shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;*
  - (d) *Shall at each annual meeting appoint a Finance and General Purposes Committee;*
  - (e) *Membership of Committees and Sub-Committees shall take into account the spirit of the provision of Section 15 (4) of the Local Government and Housing Act 1989, concerning the allocation of places between representatives of any political groups.*

*For information: Standing Order 38.1 currently reads:*

#### **38 List of Committees**

- (1) *The following committees shall be the Standing Committees of the Council and shall consist of the number of members stated below each committee:*
- (a) *Finance and General Purposes*  
*Chairmen of the five other Standing Committees plus five other members. The Chairman of Finance and General Purposes Committee cannot be Chairman of any other Standing Committee. The Chairman of Finance and General Purposes Committee shall also act as Leader of the Council.*
  - (b) *Planning, Highways and Consultations*  
*Nine members*  
*Where a member is unable to attend a meeting of this Committee they may nominate a substitute member provided that the nominating member informs the office of the Town Clerk prior to the commencement of the meeting.*
  - (c) *Amenities and Recreation*  
*Seven members.*

*(d) Community Services*

*Seven members.*

*(e) County Hall Museum Management*

*Seven members*

*(f) Guildhall*

*Seven Members*

*Membership of Committees and Sub-Committees shall take into account the spirit of the provision of Section 15 (4) of the Local Government and Housing Act 1989, concerning the allocation of places between representatives of any political groups.*

In accordance with Standing Order 34 (3) the motion had stood adjourned from the meeting of 25th January 2017 and was now debated by the Council.

In debate a concern was expressed in relation to the use of the word “may” in the first line of proposed Standing Order 38 (1). Although this was in accordance with the National Association of Local Council’s Model standing orders it could allow the possibility that the Council might not then appoint standing committees at the Annual Meeting, which was not the intention. It was therefore proposed by Cllr David Pope and seconded by Cllr Monica Lovatt that the word “shall” be substituted for the word “may” in the first line of proposed standing order 38 (1) so that part of the motion then read: *“The Council shall, at its Annual Meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:”* The amendment was accepted by the proposer and seconder of the motion and therefore became part of the substantive motion.

On being put to the vote is was **resolved** by 8 votes in favour, 5 against and 3 abstentions that:

*It is noted that the “Model Standing Orders” issued by the National Association of Local Councils do not list Council Standing Committees, these usually being part of the separate “Council Committee Terms of Reference” document and therefore it is proposed to delete standing order 38 (1) and replace it with the following:*

### *38. Committees*

*(1) The Council shall, at its Annual Meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:*

*(a) Shall determine their terms of reference;*

*(b) May permit committees to determine the dates of their meetings;*

*(c) Shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;*

*(d) Shall at each annual meeting appoint a Finance and General Purposes Committee;*

*(e) Membership of Committees and Sub-Committees shall take into account the spirit of the provision of Section 15 (4) of the Local Government and Housing Act 1989, concerning the allocation of places between representatives of any political groups.*

The meeting rose at 7.25pm.

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Mayor of Abingdon-on-Thames