

Abingdon-on-Thames Town Council

Draft Minutes of the Meeting of the Council of Abingdon-on-Thames held on Wednesday 24th June 2020

Due to the Covid-19 pandemic, this meeting was held online in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulation 2020 (“the 2020 Regulations”)

Present

Cllr Charlie Birks	Mayor
Cllr Cheryl Briggs	Deputy Mayor
Cllr Gabby Barody	
Cllr Samantha Bowring	
Cllr Grace Clifton	
Cllr Andrew Coveney	
Cllr Margaret Crick	
Cllr Jim Halliday	
Cllr Eric de la Harpe	
Cllr Neil Fawcett	
Cllr Andy Foulsham	
Cllr Alex Greenaway	
Cllr Patrick Lonergan	
Cllr Robert Maddison	
Cllr Lorraine Oates	
Cllr Helen Pighills	
Cllr Ulrike Rowbottom	
Cllr Andrew Skinner	

In Attendance

Rev Dr Charles Miller	Rector, Mayor’s Chaplain
Mr Steve Rich	Assistant Town Clerk / Head of Services
Cllr Alison Rooke	Oxfordshire County Council, Abingdon East Division
Mr Nigel Warner	Town Clerk (Clerk to the meeting)
Mrs Susan Whipp	Treasurer/ Responsible Financial Officer

One member of the public

SECTION I (Open to the Public Including the Press)

C1 Cllr Jeanette Halliday and Dr Vernon Butt

The Council observed a minutes’ silence in memory and thanks for the lives of Cllr Jeanette Halliday and Dr Vernon Butt (Freeman of the Town), both of whom had sadly died since the last meeting of the Council.

C2 Prayers

Rev Dr Charles Miller led the meeting in prayer.
(*Rev Dr Charles Miller left the meeting following conclusion of this item*).

C3 Public Participation

a) Dianne Regisford, Abingdon Black Lives Matter

Ms Regisford from Black Lives Matter read out the statement which had been shared at the peaceful protest gathering in Abingdon on 14th June 2020. This included three demands:

1. A Meeting to establish an agenda
2. Grant funding
3. Inclusive process for advocacy

b) Dennis Garrett

Mr Garrett did not attend the meeting but had submitted the following questions to Cllr Samantha Bowring, Chair of Finance and General Purposes Committee, Leader of the Council:

1. Can you tell me for which communities FERIA Urbanism have completed a Neighbourhood Plan
2. a) How much CIL money has ATC received in the past 3 years, and b) what is the estimated CIL income for the next 3 years (I appreciate that Covid19 will bring uncertainty. An estimate based on normal circumstances will be fine)
3. Following the easing of Lockdown measures will ATC give further consideration to the financial viability of the Museum Cafe

It was confirmed that Mr Garrett would receive a written reply to these matters raised.

C4 Apologies

There were no apologies.

C5 Declarations of Interest

Councillors declared the following interests.

Cllr Charlie Birks	Christ's Hospital of Abingdon Governor
Cllr Samantha Bowring	Vale of White Horse District Councillor
Cllr Cheryl Briggs	Vale of White Horse District Councillor and Christ's Hospital of Abingdon Governor.
Cllr Andy Foulsham	Vale of White Horse District Councillor
Cllr Eric de la Harpe	Vale of White Horse District Councillor
Cllr Helen Pighills	Vale of White Horse District Councillor and Christ's Hospital of Abingdon Governor

Cllr Margaret Crick Vale of White Horse District Councillor and Christ's
Hospital of Abingdon Governor
Cllr Rob Maddison Vale of White Horse District Councillor

C6 Minutes

Resolved that the draft minutes of the meeting held on 29th January 2020, and the Special Meeting held on 20th March 2020 be adopted and signed by the Mayor as a correct record.

C7 Matter arising

At the Special Council Meeting held on 20th March 2020, it was resolved that the requirement of members to attend at least one meeting in a six month period (section 85(1) of the Local Government Act 1972) be waived and this be reviewed again at the next meeting of the Town Council (*minute C97 (g)*).

It was proposed by Cllr Jim Halliday, seconded by Cllr Patrick Lonergan, and **resolved** that this continue to be waived, and reviewed again in six months' time.

C8 Mayor of Abingdon-on-Thames: Engagements and Announcements

The Mayor, Cllr Charlie Birks, presented his schedule of engagements since the last meeting of the Council, as circulated with the agenda.

The Mayor also extended thanks to Mr Steve Rich, Assistant Town Clerk / Head of Services, who would be retiring shortly.

C9 Notice of Vacancy for the office of Town Councillor (Fitzharris Ward)

The Council noted that a vacancy for Fitzharris Ward had been published.

C10 Oxfordshire County Council Report

The Council received and considered the report from Cllr Alison Rooke, County Councillor for Abingdon East Division in relation to the above, as circulated ahead of the meeting.

The report was noted.

Cllr Rooke also thanked Mr Steve Rich, Assistant Town Clerk / Head of Services, for all his work over the years at the Town Council, along with council staff for their help with community groups. The Mayor was also thanked by Cllr Rooke.

C11 Vale of White Horse District Council

Members received and considered the report from Cllr Helen Pighills, District Councillor for Abingdon Abbey Northcourt.

The report was noted. Cllr Lorraine Oates thanked Cllr Pighills, and all District Councillors for their efforts during this time. Cllr Jim Halliday commended the

waste collection contractors for their standard of service during the Covid-19 lockdown and asked Cllr Pighills to pass on his thanks.

C12 Completion and Approval of Annual Governance Statement

The Council received and considered the Annual Governance Statement for the year ended 31st March 2020, which was contained in section 1 of the Council's Annual Return, together with the report of the Treasurer / Responsible Financial Officer (RFO).

It was proposed by Cllr Margaret Crick, seconded by Cllr Jim Halliday, and **resolved** that the Council answer YES to questions 1 to 8 on the Annual Governance Statement for the year ended 31st March 2020.

It was proposed by Cllr Pat Lonergan, seconded by Cllr Jim Halliday, and **resolved** that the Annual Governance Statement for the year ended 31st March 2020 be approved and signed by the Chair and the Town Clerk.

C13 Approval of Annual Return and Financial Statements

The Council received and considered the report of the Treasurer/ RFO in relation to the above, together with the Annual Return and the Financial Statements for the year ended 31st March 2020.

Cllr Jim Halliday thanked Mrs Susan Whipp, Treasurer / RFO for her work on the year end process and accounts.

It was proposed by Cllr Charlie Birks, seconded by Cllr Jim Halliday, and **resolved** that the Accounting Statements included in section 2 of the Annual Return for the year ended 31st March 2020 be approved.

It was proposed by Cllr Samantha Bowring, seconded by Cllr Margaret Crick, and **resolved** that the draft Statement of Accounts for the year ended 31st March 2020 be approved.

C14 Questions under Standing Order 10

None.

C15 Planning, Highways and Consultations Committee

It was proposed by Cllr Lorraine Oates and seconded by Cllr Patrick Lonergan that the Council receive and consider the minutes of the Planning, Highways and Consultations Committee meetings held on 27th January, 17th February and 9th March 2020, and the draft minutes of 1st June 2020, as circulated with the agenda.

Resolved that the minutes of the Planning, Highways & Consultations Committee held on 27th January, 17th February and 9th March 2020, and the draft minutes of 1st June 2020 be approved.

Cllr Lorraine Oates thanked everyone for their help with regards to her taking over the Chair from the late Cllr Jeanette Halliday, particularly for tasks such as the Albert Park Conservation Area Appraisal.

The Mayor thanked Cllr Oates for taking on the role of Chair of this Committee.

C16 Green Advisory & Scrutiny Committee

It was proposed by Cllr Eric de la Harpe and seconded by Cllr Gabby Barody that the Council receive and consider the draft minutes of the Green Advisory & Scrutiny Committee meeting held on 13th February 2020, as circulated with the agenda.

Resolved that the draft minutes of the Green Advisory & Scrutiny Committee meetings held on 13th February 2020 be approved, together with any recommendations contained therein.

Cllr Eric de la Harpe stated that he wants to consider how this committee works in conjunction with the other committees, and this will be done at the next meeting of this committee on 7th July 2020.

C17 Amenities and Recreation Committee

It was proposed by Cllr Jim Halliday and seconded by Cllr Andrew Coveney that the Council receive and consider the minutes of the meeting of the Amenities and Recreation Committee held on 25th February 2020, and the draft minutes of the meeting held on 9th June 2020, as circulated with the agenda.

Resolved that the minutes of the Amenities and Recreation Committee held on 25th February 2020 and the draft minutes of the meeting of 9th June 2020 be approved, together with any recommendations contained therein.

Cllr Jim Halliday thanked the Works Team for their continued hard work.

C18 Guildhall Committee

It was proposed by Cllr Margaret Crick and seconded by Cllr Grace Clifton that the Council receive and consider the minutes of the meeting of the Guildhall Committee held on 5th March 2020 and the draft minutes of the meeting held on 21st May 2020.

Resolved that the minutes of the meeting of the Guildhall Committee held on 5th March 2020 and the draft minutes of the meeting held on 21st May 2020 be approved, together with any recommendations therein.

C19 Community Services Committee

It was proposed by Cllr Neil Fawcett and seconded by Cllr Andy Foulsham that the Council receive and consider the minutes of the meeting of the Community Services Committee held on 11th February 2020 and the draft minutes of the meeting held on 2nd June 2020, as circulated with the agenda.

Resolved that the minutes of the Community Services Committee held on 11th February 2020 and the draft minutes of the meeting held on 2nd June 2020 be approved, together with any recommendations contained therein.

C20 County Hall Museum Management Committee

It was proposed by Cllr Patrick Lonergan and seconded by Cllr Ulrike Rowbottom that the Council receive and consider the draft minutes of the meeting of the County Hall Museum Management Committee held on 27th February 2020, as circulated with the agenda.

Resolved that the draft minutes of the County Hall Museum Management Committee of 27th February 2020 be approved, together with any recommendations contained therein.

C21 Finance and General Purposes Committee

It was proposed by Cllr Samantha Bowring and seconded by Cllr Jim Halliday that the Council receive and consider the minutes of the meeting of the Finance and General Purposes Committee held on 26th May 2020 and the draft minutes of the meeting held on 16th June 2020, as circulated with the agenda.

Meeting of 26th May 2020

Minute F11 Terms of Reference and Scheme of Delegation:

Members reviewed the Council and Committee Terms of Reference and Scheme of Delegation and it was **resolved** that these documents be approved.

Meeting of 16th June 2020

Minute F25 Matters referred:

Members considered the recommendation and it was **resolved** that:

In accordance with its powers under the Small Holdings and Allotments Act 1908, the request from West End Allotment Association be approved and that an additional grant of £1,000 be awarded for the purpose to improve land as set out in the application. The additional grant to be by supplementary estimate, this sum to be treated as an advance against the 2021-22 grant allocation and the matter reviewed during the budget setting cycle.

Minute F28 Community Infrastructure Levy Policy:

Members considered the recommendation and it was **resolved** that the draft Community Infrastructure Levy policy be approved. It was further noted that a period of public consultation shall follow with the intention that the policy be adopted by the Council at the meeting on 9th September 2020.

Resolved that the minutes of the Finance and General Purposes Committee of 26th May 2020 and the draft minutes of 16th June 2020 be approved.

C22 Democratic matters including draft calendar of meetings 2020-21

Members noted the report of Town Clerk, including the draft calendar of meetings 2020-21.

The Town Clerk updated members on changes in the regulation in relation to the Annual Meeting and the virtual council meetings and these were noted.

The Town Clerk also drew members' attention to the vacant positions on Traffic Advisory Committee, Amenities & Recreation Committee and Planning, Highways & Consultations Committee, in addition to a vacancy for a representative on the Albert Memorial Trust. Cllr Pat Lonergan expressed an interest in being appointed to one of the committees and it was agreed that these vacancies would be discussed at a group meeting. Cllr Jim Halliday asked if he might be appointed (temporarily) as a member of the Planning, Highways & Consultations Committee. It was proposed by Cllr Lorraine Oates, seconded by Cllr Pat Lonergan, and **resolved** that Cllr Jim Halliday be appointed on a temporary basis to this committee until September 2020.

It was proposed by Cllr Patrick Lonergan, seconded by Cllr Lorraine Oates, and **resolved** that the report of the Town Clerk and draft calendar of meetings 2020-21 be approved.

At this point, Cllr Samantha Bowring thanked the members of the public who had stayed and listened to the meeting,

C23 Exclusion of the public including the press

The Mayor moved:

“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.”

The meeting was adjourned, the time being 8.10pm.

The meeting reconvened at 8.15pm.

SECTION II (Excluding the public and the press)

C24 Confidential appendix to the minutes of the special meeting of the Council of 20th March 2020

Members received and considered the draft confidential appendix to the minutes of the special meeting of the Council held on 20th March 2020.

Resolved that the draft confidential appendix to the minutes of the special meeting of the Council of 20th March 2020 be approved.

C25 County Hall Museum Management Committee

Members received and considered the draft confidential appendix to the minutes of the County Hall Museum Management Committee of 27th February 2020.

Resolved that the draft confidential appendix to the minutes of the County Hall Museum Management Committee of 27th February 2020 be approved.

C26 Amenities and Recreation Committee

Members received and considered the confidential appendix to the minutes of the meeting of 25th February 2020 and the draft confidential appendix to the minutes of the meeting of 9th June 2020.

Resolved that the confidential appendix to the minutes of the Amenities & Recreation Committee of 25th February 2020 and the draft confidential appendix to the minutes of the meeting of 9th June 2020 be approved.

C27 Guildhall Committee

Members received and considered the draft confidential appendix to the minutes of the Guildhall Committee of 21st May 2020.

Resolved that the draft confidential appendix to the minutes of the Guildhall Committee of 21st May 2020 be approved.

C28 Community Services Committee

Members received and considered the draft confidential appendix to the minutes of the Community Services Committee of 2nd June 2020.

Resolved that the draft confidential appendix to the minutes of the Community Services Committee of 2nd June 2020 be approved.

C29 Finance and General Purposes Committee

Members received and considered the confidential appendix to the minutes of the Finance and General Purposes Committee of 26th May and the draft confidential appendix of 16th June 2020.

It was proposed by Cllr Patrick Lonergan, seconded by Cllr Eric de la Harpe and **resolved** that the confidential appendix to the minutes of the Finance and General Purposes Committee of 26th May and the draft confidential appendix of 16th June 2020 be approved, together with the recommendations contained therein.

See the confidential appendix to these minutes.

The meeting rose at 9.50 pm.

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Mayor of Abingdon-on-Thames

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Date