

## Notice of an Ordinary Meeting of

**Didcot Town Council**  
1<sup>st</sup> July 2019 at 7.30pm  
Main Hall, Civic Hall, Didcot



All Members of Didcot Town Council are summoned to attend an Ordinary Meeting of the Council on Monday 1<sup>st</sup> July 2019 in the Main Hall at Didcot Civic Hall at 7.30pm.

### **Admission of the public and media**

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960.

### **Reports and minutes**

We add reports and minutes to our website.

### **Recording, photographs and filming**

The press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such members of the public may be recorded or photographed during the meeting.

We ask that anyone wishing to record or photograph the meeting notifies the Town Clerk before the start of the meeting.

### **Public participation**

The council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 18 – 20 on a matter before the Council).

The Chairman will invite members of the public to present their questions, statements or petitions, usually at the start of the meeting.

To find out about participation contact the Town Clerk.

The business to be transacted at the meeting will be:

**1. To receive apologies**

**2. To receive declarations of interests**

Members are reminded to declare any interests on any item on this agenda in accordance with Didcot Town Council's Code of Conduct. Members are also reminded to review their register of interests which will be available at the meeting.

**3. To receive petitions**

**4. To approve and adopt the minutes of the Ordinary Meeting held on 10<sup>th</sup> June 2019 [attached] and to include questions on the minutes as to the progress of any item.**

**5. To receive the Committee minutes [attached] and decisions taken under delegated authority, and to consider recommendations of Committees to Council in accordance with Standing Orders 100 to 107**

(a) Planning and Development Committee

(i) NB: 19<sup>th</sup> June meeting deferred to 26<sup>th</sup> June 2019

None

(b) Finance and General Purposes Committee

(i) To receive the minutes: *to follow*

24<sup>th</sup> June 2019 (not yet agreed by Committee)

(ii) Recommendations covered in Extra-Ordinary Council

(c) Environment Committee

(i) To receive the minutes

17<sup>th</sup> June 2019 (not yet agreed by Committee)

(ii) Recommendation(s) to Council

**Minute 15: Smallbone Rec Refurbishment Contractor**

“Company A be endorsed, but that it be encouraged to consider alternative, inclusive equipment such as floor level trampolines, extra wide slides and hoist swings.”

(d) Personnel and Administration Committee

(i) To receive the minutes

No meetings held

(e) Civic Hall Management Committee

(i) To receive the minutes

No meetings held

## 6. To receive the Mayor's report

<u>Date</u>	<u>Day</u>	<u>Event</u>
18/6/2019	Tuesday	Thames District Scouts AGM
21/6/2019	Friday	36th NAPE Oxfordshire festival of voices at Dorchester Abbey
25/6/2019	Tuesday	'An Evening at Dorchester Abbey'

## DEPUTY MAYOR'S ANNOUNCEMENTS

None

7. To receive and agree the schedules of financial payments made between 1<sup>st</sup> May 2019 and 31<sup>st</sup> May 2019 [attached]
8. To agree the members of the Standing Orders Working Group – Councillors E Hards; J Moody and M Walsh nominated so far – nominations requested from other groups.
9. To agree the sealing of the Bowls Club Lease [attached]
10. To receive communications from the Leader and to receive questions concerning the business of the Council in accordance with Standing Order 45.

## EXCLUSION OF THE PRESS AND PUBLIC

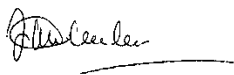
11. Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the committee will be asked to exclude the press and public from the meeting on the grounds that publicity

would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

**12. To consider motions in the order in which they have been notified**

Motion received from Cllr N Harris on 04/06/19

Motions received from Cllr P Davies on 02/06/19 and 14/06/19 are deferred pending legal advice



Janet Wheeler  
Town Clerk  
25<sup>th</sup> June 2019



## Didcot Town Council

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### Ordinary meeting of Council Monday 10<sup>th</sup> June 2019 at 7.30pm Main Hall, Didcot Civic Hall



### Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Council.

#### PRESENT

Councillors:

Mr A Dearlove (Mayor)	Mrs D Macdonald
Ms A Bell	Ms M Mallows
Mr P Davies	Mr M McNeill
Mr P Giesberg	Mr J Moody
Mrs E Hards	Mr D Rouane
Mr N Harris	Dr A Sandiford
Dr V Haval	Dr P Siggers
Mr S Hewerdine	Mr A Thompson
Mr A Hudson	Ms M Walsh
Mr M Khan	Ms C Wilson
Mr A Macdonald	

Officers: Mrs J Wheeler (Town Clerk)  
Mr T Hudson (Deputy Town Clerk)

Sixteen members of the public in attendance.

#### 20. To receive apologies

Councillor A Bell tendered apologies.

**21. To receive declarations of interests**

Declarations were declared from Councillor D Rouane on item 16 Motion one and item 18 CCTV Contract. He stated that he would stay in the room to listen to the debate on item 16 but take no part or vote. Councillor Wilson; A. Thompson; S. Hewerdine; V Haval – also declared an interest in item 16 – they would stay in the room to listen but not take part.

**22. To receive petitions**

None received.

A motion was raised by Councillor P Davies under SO42e to move the motions higher up the order of the agenda. This was seconded by Cllr S Hewerdine. **Motion failed.**

Public Participation

Di Chesterman spoke on behalf of Didcot First and SOFEA to request a meeting with all Town Councillors to look at ways of working together for the young people of Didcot. The two bodies wish to share their ideas at a less formal meeting. A letter had been written to the Town Council. This was an agenda item for later in the evening.

**23. Minutes of the Ordinary Meeting held on the 4 March; Extra-ordinary Meeting held on 25 March; Annual Meeting held on 13 May and the Extra- ordinary Meeting held on 29 May 2019.**

It was proposed by the Mayor and seconded by Councillor M Khan **RESOLVED** to approve and adopt the minutes of the **Ordinary Meeting held on 4 March 2019.**

Councillor S Hewerdine requested an up-date regarding Minute 461 and the action of writing to the Head Teachers asking for support in in promoting no idling zones outside Didcot schools. Councillor N Harris wished to know what comments had been received from the Head Teachers.

It was AGREED that the Town Clerk would respond outside of the meeting. Councillor S Hewerdine raised a question regarding the status of the Garden Town Board (Minute 462) - this was agenda item 17 on the agenda.

**Extra-Ordinary Meeting held on 25 March 2019**

It was proposed by the Mayor; seconded by Councillor A Thompson  
**RESOLVED** to approve and adopt the minutes of the **Extra-Ordinary Meeting held on 25 March 2019.**

#### **Annual Meeting held on 13 May 2019**

It was proposed by the Mayor; seconded by Councillor A Thompson  
**RESOLVED** to approve and adopt the minutes of the **Annual Meeting held on 13 May 2019.**

Councillor P Davies put forward a motion to reject these Minutes and send them back to the Town Clerk for revision. This was seconded by Councillor S Hewerdine. **Motion failed.**

Councillor P Davies raised a point of order on page 5 and 6 of the Minutes. Councillor Hewerdine's motion had failed after a recorded vote. Councillor M Khan had proposed to adjourn the meeting after agenda item 8 had been considered. This had been agreed but not voted on.

Councillor P Davies raised further objections on the spreadsheet circulated with nominations for the standing committees. He stated that just 2.5 hours were given to nominate Councillors but the Mayor stated that nominations could have been made on the evening. The purpose of the spread sheet was to speed things up.

Motion raised under SO42h – Councillor M Khan stated that the Council voted and accepted the nominations. Councillor S Hewerdine insisted that the Mayor denied the Procedure Group the opportunity to make nominations.

There was further discussion from other Members. Councillor D Rouane stated that he had sent his nominations to the Deputy Town Clerk and notified leaders. He stated that there as an incorrect Minute where he was waiting to speak where a motion was put straight to the vote.

Councillors N Harris and S Hewerdine voted against acceptance.

#### **Extra-Ordinary Meeting held on 29 May 2019**

It was proposed by the Mayor and seconded by Cllr E Hards **RESOLVED** to approve and adopt the minutes of the **Extra-Ordinary Meeting held on 29 May 2019.**

Councillor Harris will be added to the list of attendees and when he left the meeting. Other Councillors addressed the meeting in public participation and wanted to be recorded that they spoke as Councillors.

Neither the Town Clerk or the Mayor was at this meeting but both offered to review the recording. Councillor S Hewerdine spoke to state that this Extra-Ordinary Full Council had no legal basis to meet because there are no powers in Standing Orders to remove delegated authority from Committees. The Mayor put forward a motion to defer these Minutes; seconded by Councillor S Hewerdine seconded. Vote: Motion failed.

Councillor E Hards proposed to accept the Minutes; seconded by Councillor A Thompson.

Yet more discussion ensued and an amendment was tabled by Councillor P Davies to include the word “gerry-mandering” in the public participation. This was seconded by Councillor S Hewerdine. **Motion failed.**

**It was RESOLVED to accept the Minutes with the addition of Councillor N Harris as an attendee.**

**24. Committee minutes, and decisions taken under delegated authority, and recommendations of Committees to Council in accordance with Standing Orders 100 - 107:**

**(a) Planning and Development Committee**

- i. 13 March; 03 April and 24<sup>th</sup> April 2019

Councillors were asked to receive the Minutes of the Planning Committee meetings held on:

**13 March 2019** – Proposed by Councillor D Macdonald; seconded by Councillor J Moody and **RESOLVED** to accept these Minutes. Councillor S Hewerdine would be added to the list of attendees. Councillor N Harris had a question on Minute 483 speeding which could not be answered at the meeting. It was noted that reports should be available for the public to read in addition to Minutes of meetings.

**03 April 2019** – Proposed by the Mayor; seconded by Councillor D Macdonald and **RESOLVED** to accept these Minutes.



**24 April 2019** – Proposed by Councillor P Siggers; seconded by Councillor D Macdonald and **RESOLVED** to accept these Minutes.

**Recorded Vote**

	For	Against	Abstention
Cllr P Davies			x
Cllr A Dearlove	x		
Cllr P Giesberg			x
Cllr E Hards	x		
Cllr N Harris*			
Cllr V Haval			x
Cllr S Hewerdine			x
Cllr A Hudson			x
Cllr M Khan	x		
Cllr A Macdonald	x		
Cllr D Macdonald	x		
Cllr M Mallows			x
Cllr M McNeill	x		
Cllr J Moody	x		
Cllr D Rouane			x
Cllr A Sandiford	x		
Cllr P Siggers	x		
Cllr A Thompson	x		
Cllr M Walsh	x		
Cllr C Wilson	x		

- Cllr Harris refused to register a vote.

**(b) Finance and General Purposes Committee**

- i. 25 March; 29 April and 20 May (not yet agreed at Committee)

Councillors were asked to receive the Minutes of the Finance and General Purposes Committee meetings held on:

**25 March 2019** – Proposed by Councillor J Moody; seconded by Councillor P Siggers and **RESOLVED** to accept these Minutes.

**29 April 2019** – Proposed by Councillor J Moody; seconded by Councillor P Siggers and **RESOLVED** to accept these Minutes.

**20 May 2019** – Proposed by Councillor J Moody; seconded by Councillor M McNeill and **RESOLVED** to accept these Minutes. Both Councillors P Davies and V Haval felt that their statements at the start of the meeting were not adequately worded. These Minutes are due to be approved at the next F&GP Committee meeting.

**ii. Recommendation to Council Minute 531: Land at St Anne's Close**

It was proposed by Councillor J Moody, seconded by Councillor A Thompson and **RESOLVED** that the Council approve the purchase of land at St Anne's Close for £1. Estimated legal fees will be around £1000. The County Councillor for Didcot East and Hagbourne will give £5000 of his allowance to help keep the scheme cost neutral.

**iii. Recommendation to Council Minute 19: Attendance of Councillors at NALC Annual Conference**

This item was not yet agreed by the F&P Committee. It was suggested by the Town Clerk that the item be deferred until we know what is on the agenda and whether it is relevant to Didcot. After much discussion; this was **AGREED**.

**(c) Environment Committee**

**i. 11<sup>th</sup> March 2019**

Proposed by Councillor A Thompson and seconded by Councillor D Macdonald and **RESOLVED** to receive these Minutes.

Cllr E Hards queried the working group set up under Minute 474 Public Art. The Mayor encouraged names to come forward.

**(d) Personnel and Administration Committee**

No meetings were held.

(e) **Civic Hall Management Committee**

i. 27 February 2019

Proposed by Councillor A Thompson; seconded by the Mayor and **RESOLVED** to receive these Minutes.

Point of order from Councillor Hewerdine who questioned whether the Committee had been properly formed. The Town Clerk stated that if there was a problem with this Committee – the Minutes could be treated as advisory until such time as the Committee was properly constituted. The Deputy Town Clerk stated that there was an Extra Ordinary Council meeting in February where the decision was taken to form the Committee along with terms of reference.

Councillor Hewerdine then spoke of the decision to allow the Civic Hall to be run as a charity – a decision taken in July 2018. He stated that a decision to reverse this was taken within six months and is therefore not allowed unless a five member motion votes to rescind.

Post meeting note: *The Full Council meeting held on Monday 05 November 2018 confirms that the Civic Hall Management Committee would be a Standing Committee along with terms of reference. If there is new information which comes forward relating to a Council decision – it is perfectly legal to re-visit the decision within the six months. Significant information came from the VAT professional relating to the current status of the Civic Hall to allow the decision to be re-visited.*

**Recorded Vote**

	For	Against	Abstention
Cllr P Davies		x	
Cllr A Dearlove	x		
Cllr P Giesberg			x
Cllr E Hards	x		
Cllr N Harris*		x	
Cllr V Haval			x
Cllr S Hewerdine		x	

Cllr A Hudson		x	
Cllr M Khan	x		
Cllr A Macdonald	x		
Cllr D Macdonald	x		
Cllr M Mallows		x	
Cllr M McNeill			x
Cllr J Moody	x		
Cllr D Rouane			x
Cllr A Sandiford	x		
Cllr P Siggers	x		
Cllr A Thompson	x		
Cllr M Walsh	x		
Cllr C Wilson	x		

**25. Mayor's report**

The report detailing the Mayor's and Deputy Mayor's appointments from both the previous Civic year and the current Civic year was **NOTED**.

**26. To review the delegation arrangements to committees under Standing Orders 98 – 105 and to employees under Standing Orders Section 5 (no recommendations received)**

Cllr P Davies stated that there are duplicated delegated powers crossing across Environment and Planning Committees. The Mayor confirmed that he would look at this.

**27. To receive nominations to vacant seats on existing Committees and make those appointments**

The Mayor invited those Councillors on the Procedure group to put forward names to fill the seats allocated to them.

There was much discussion on the political proportion of the allocations but Councillor M Khan stated that there is political balance on the overall allocation of seats and no requirement at Town and Parish level to have

political proportions on every individual committee. He stressed that the Procedure Group should take their seats on the Committees where the work happens. If they will not take those positions, he invited other Councillors to put their names forward.

The Council made their decision at the last meeting.

Councillor A Thompson put his name forward to take an empty seat on the Finance & General Purposes Committee and on the Planning Committee.

Councillor C Wilson reluctantly put her name forward for the Planning Committee despite being unable to make comments due to being on the District Planning Committee – but would so to make the Committee quorate.

**Councillor A Sandiford agreed to be a substitute on the Planning Committee.**

**Proposed by Councillor M Khan; seconded by Councillor A Thompson.**

**Recorded Vote**

	For	Against	Abstention
Cllr P Davies			
Cllr A Dearlove	x		
Cllr P Giesberg		x	
Cllr E Hards	x		
Cllr N Harris*			
Cllr V Haval		x	
Cllr S Hewerdine			
Cllr A Hudson			
Cllr M Khan	x		
Cllr A Macdonald	x		
Cllr D Macdonald	x		
Cllr M Mallows			
Cllr M McNeill	x		
Cllr J Moody	x		
Cllr D Rouane		x	

Cllr A Sandiford	x		
Cllr P Siggers	x		
Cllr A Thompson	x		
Cllr M Walsh	x		
Cllr C Wilson	x		

**Councillor P Davies stated that he was spoiling his vote. Councillors N Harris; S Hewerdine; A Hudson; M Mallows refused to vote.**

**It was RESOLVED to accept these nominations to fill the seats on the Standing Committees.**

**28. To appoint any new Committees in accordance with Standing Order 87 and to confirm any delegated matters**

No recommendations were received but Councillor P Davies proposed that the motions were brought forward to allow the audience to listen to them. This was seconded by Councillor S Hewerdine. **Motion failed.**

**29. To review and adopt appropriate standing orders and financial regulations as recommended under Standing Order 103 and 125.**

The Mayor confirmed that the recommendation was to set up a Working Group using the NALC national standing orders as a starting point. It was proposed by Councillor Khan; seconded by Councillor C Wilson that a Task and Finish working group of eight members is set up to review the March 2018 Standing Orders and the representation should be across the Groups with three Labour; two Procedure; one Liberal Democrat and one Independent. Nominations should be sent to the Chair of F&GP and the Town Clerk before the next F&GP on 24 June 2019. F&GP will review the nominations and prepare a report to Full Council on 01 July 2019.

A long discussion ensued with Councillor M Khan repeating his recommendation several times.

Councillor S Hewerdine proposed an amendment to the motion - that the Working Group's Terms of Reference will ensure political proportionality with no ex-officio vote for the Leader. Councillor M Khan refused to accept the amendment.

Councillor S Hewerdine summed up his amendment to his motion. **Amendment fails.**

Councillor N Harris brought a motion that the standing orders used in the meeting tonight will not be used – only the NALC generic version. Councillor M Khan refused the amendment.

Councillor S Hewerdine seconded the amendment. **Amendment fails.**

Cllr M Khan sums up once again and proceeds to the Vote.

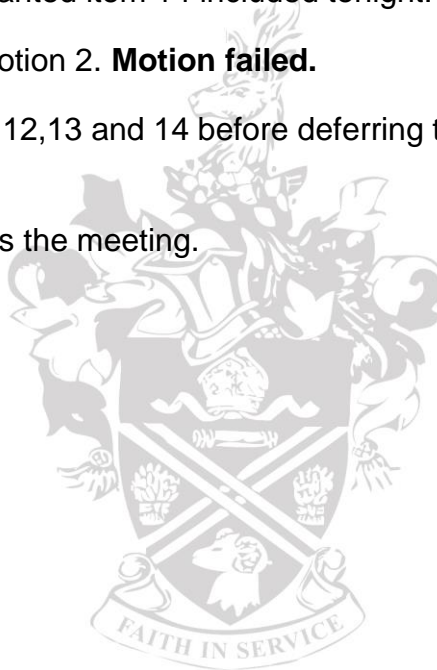
**Motion carried.**

The Mayor proposed that we adjourn the meeting with the exception of item 13 Finance and item 18 CCTV contract. Seconded by Councillor S Hewerdine. Councillor P Davies asked for an amendment to include motion 2 – climate change. Councillor V Haval also wanted item 14 included tonight.

Vote was on 12,13 and motion 2. **Motion failed.**

Second motion was to do 12,13 and 14 before deferring the meeting – **motion passed.**

Councillor P Davies leaves the meeting.



**30. To consider reallocation of Willowbrook vacant space** It was proposed to reform the Working Group in light of the decision from TRAIN that they no longer wish to make use of the space. It was AGREED that this Working Group continue unless it had been formally dissolved. Item deferred.

**31. Schedules of financial payments made between 1<sup>st</sup> February and 30 April 2019.**

a) It was proposed by Councillor J. Moody, seconded by Councillor A Thompson and **RESOLVED** to receive and agree the schedule of financial payments made between 1<sup>st</sup> February and 30 April 2019. Councillor S Hewerdine was against approval.

- (a) The list of supplier direct debits payments made between 1<sup>st</sup> February and 30<sup>th</sup> April 2019 amounting to £208,919.56.
- (b) The list of supplier BACS payments made between 1<sup>st</sup> February and 30<sup>th</sup> April 2019 amounting to £120,552.41.
- (c) The list of supplier cheque payments made between 1<sup>st</sup> February and 30<sup>th</sup> April 2019 amounting to £87,937.04.

**b) Annual Governance and Accountability Return (AGAR) 2018 – 2019**

The Annual Governance and Accountability Return (AGAR) has to be adopted by Council by 30<sup>th</sup> June. In order for F&GP to review and recommend to Council an Extra-Ordinary meeting of Council will be called to follow immediately on from the F&GP meeting on 24<sup>th</sup> June to dispose solely of items related to adoption of items specified by AGAR 2018 – 19.

It was proposed by Councillor J Moody, seconded by Councillor E. Hards to move this item along with adding the deferred items from this agenda.



**32. To consider a proposal by Didcot First Ltd and SOFEA to hold a special event with Didcot Town Council**

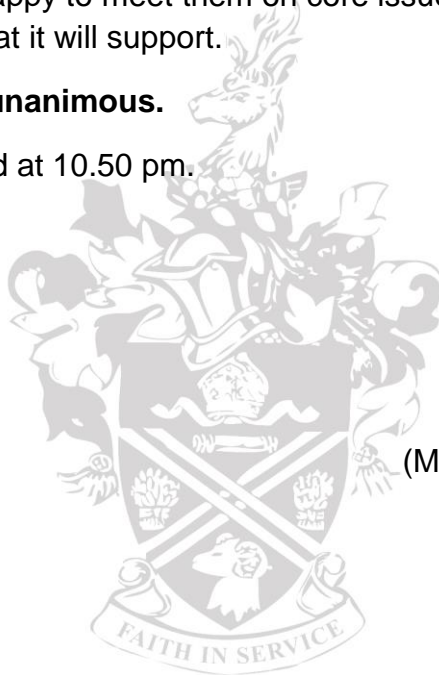
Councillor N Harris proposed to reject this invitation - happy to attend a meeting but not happy with the last line in the letter. The Group is sponsored by developers. Delighted to hear what they say – but concerned that we do not associate the Town Council as working with them.

Councillor S Hewerdine seconded the proposal and reminded Councillors that Didcot First is a limited company. If letter forms our terms of reference in the letter – we are agreeing a collaboration. No place to judge a democratically elected Council. Happy to meet them on core issues – but this Council should decide for itself what it will support.

**Motion carried – unanimous.**

The meeting closed at 10.50 pm.

Signed:



(Mayor)

Date:

## Didcot Town Council

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### **Environment Committee** Monday 17<sup>th</sup> June 2019 at 7.30pm All Saints Room, Civic Hall

## **Minutes**

Note: These minutes are subject to approval as a true and correct record by the next meeting of this committee.

### **PRESENT**

Councillors: Mrs D Macdonald (elected Chairman, minute 1 refers)  
Mr A Macdonald  
Mr D Rouane  
Mr A Thompson  
Mrs M Walsh  
Ms C Wilson

Officers: Mr T Hudson (Deputy Town Clerk)  
Mr T Rudge (Outdoor Services Manager)  
Mrs J Wheeler (Town Clerk)

Others: One member of the public and three non-Committee member  
Councillors in attendance

### **1. APPOINTMENT OF A CHAIRMAN FOR THE CIVIC YEAR 2019/2020**

It was proposed by Councillor Mr A Macdonald, seconded by Councillor Ms C Wilson and **RESOLVED** that Councillor Mrs D Macdonald be appointed Chairman for the Civic Year 2019/2020.

### **2. APPOINTMENT OF A VICE-CHAIRMAN FOR THE CIVIC YEAR 2019/2020**

It was proposed by Councillor Mrs D Macdonald, seconded by Councillor Mr A Thompson and **RESOLVED** that Councillor Mrs D Macdonald be appointed Vice-Chairman for the Civic Year 2019/2020.

It was proposed by Councillor Mrs D Macdonald, seconded by Councillor Mr A Macdonald and **RESOLVED** to suspend standing orders for public participation.

## **PUBLIC PARTICIPATION**

Mrs A Paterson addressed the Committee, firstly praising the work of the grass cutting team on Ladygrove. Mrs Paterson also asked for an update on discussions with Didcot Football Club regarding the land at Tyne Avenue and was advised that nothing further had been heard since the last contact made by the Town Council. Mrs Paterson also stressed the importance of getting end panels put into the Station Road bus shelter and future bus shelters. The Council was also asked to raise the need for official bus stops with Oxfordshire County Council to allow greater numbers of bus shelters.

Councillor Mr A Hudson addressed the Committee, seeking to get an update on where the Town Council's plans had got to in regards to the replacement of the pavilions at Edmonds Park and Loyd Rec. It was explained that the Council had taken advice by its health and safety inspectors in deciding to prioritise the replacement of the Outdoor Services Depot due to the latter's unsafeness. The Council had identified potential sources of funding that may help with the pavilions, but had not taken this further.

Councillor Mrs M Mallows asked about minimum standards for accessibility in children's play areas. The overriding requirement of the Equality Act aside, it was explained, there is no generally recognised kite mark, and that whilst suppliers include inclusive equipment where possible, different suppliers do vary.

Councillor Mr P Davies addressed the Committee to request a printable map of the verges being cut under the Council's verges contract. It was reported that the County Council maps used by the Town Council are out of date and that the Town Council was waiting for the County Council to provide more up to date information. However, in the meantime the out of date maps could be made available. Councillor Davies suggested future consideration by the Committee about pressuring Oxfordshire County Council about the state of the roads, and the need for more toilets, even temporary ones, at Edmonds Park.

## **3. APOLOGIES**

None

## **4. DECLARATIONS OF INTERESTS**

None

## 5. MINUTES OF PREVIOUS MEETINGS

It was proposed by Councillor Mr A Thompson, seconded by Councillor Mrs D Macdonald and **RESOLVED** to agree the minutes of the 11<sup>th</sup> March 2019 as a true and correct record and that the Chairman sign them as such.

## 6. QUESTIONS ON THE PREVIOUS MINUTES

Councillors sought clarification regarding the cause of the Mendip Heights litter pick area in minute 469 being considered least popular and were informed that it had received fewest expressions of interest from volunteers. Councillors also sought further clarification over the workings of earmarked reserves relating to minute 475.

## 7. FINANCIAL STATEMENTS AND BUDGETS

The Committee considered a report on the financial statements and budgets to 31<sup>st</sup> March 2019 and from 1<sup>st</sup> April 2019 to 31<sup>st</sup> May 2019. Councillors identified a number of areas of significant under and over spend and requested that future reports include commentary on areas of significant under or over spend. The details of each variance were explained by the Outdoor Services Manager. A specific request was made that the Clerk distribute information to the Committee concerning how budget 325-32587 (CIL / S.106) had been spent. The report was **NOTED**.

## 8. OUTDOOR SERVICES MANAGER'S REPORT

The Committee considered the Outdoor Services Manager's report.

In considering the report Councillors discussed a number of issues including the challenges of sourcing new parts for play equipment, the remaining capacity of Kynaston Road cemetery, the expected completion of Edmonds Park depot, land ownership on Tyne Avenue and whether to put benches into Stubbings Land.

Further, it was proposed by Councillor Mr A Thompson, seconded by Councillor Mrs D Macdonald and **RESOLVED** that:

- The Outdoor Services Manager research the viability of using wildflowers in the grass verges as had been undertaken in Rotherham and bring a report back to the Committee for its next meeting.
- The Deputy Town Clerk re-contact Didcot Town Football Club for clarification on whether it still wished to investigate a transfer.
- The Outdoor Services Manager to prepare a report for the Committee on the costs of adopting land on Tyne Avenue for its next meeting.
- Not to put in benches into Stubbings Land.

## 9. FLAG-FLYING REQUEST

The Committee considered a request from Seafarers UK to have the Town Council fly the red ensign flag to mark Merchant Navy Day on 3<sup>rd</sup> September. It was proposed by Councillor Mrs D Macondald, seconded by Councillor Mr A Macdonald and **RESOLVED** that permission be given to fly the red ensign flag on 3<sup>rd</sup> September.

The following motion was proposed by Councillor Mr D Rouane and seconded by Councillor Ms C Wilson:

“The Council should buy a rainbow flag to fly from the Council’s flagpole during the month designated as ‘Pride Month’ by Oxford Pride (currently June) and on other suitable occasions. It should normally be flown throughout the month except on occasional commemorative days where the Council may decide that another flag may take priority for that day.”

In commending the motion Councillor Rouane brought to the attention of the Committee that flying the Pride flag was becoming less and less controversial, with other places in Oxfordshire already doing so. He also recognised, however, the challenges faced by local members of the LGBT+ community in Didcot and stressed the importance of having the Town Council show civic leadership in offering a sign of welcome.

Councillor Mrs D Macdonald suggested an amendment which was accepted by Councillor Mr D Rouane that the Committee be presented with a draft policy on flags, that the Town Council inform the public via the press, its website and social media as to the reasons for the Pride flag being flown, and the purchase of a flag to come from the 325-1235 Civic Functions budget.

It was **RESOLVED** to accept the amended motion.

## 10. CLEAR CHANNEL BUS SHELTER CONTRACT

The Committee considered a report asking it to make a recommendation to Council in regards whether to accept suggested changes to the Town Council’s bus shelter contract with Clear Channel. Councillors expressed positive views towards extending the contract and on the visual appeal of digitalised displays. However, it was noted that new displays would likely generate more money, and it would therefore not be unreasonable to ask that the petitioned-for end panels be put in at Clear Channel’s cost. It was proposed by Councillor Mr D Rouane, seconded by Councillor Mrs D Macdonald and **RESOLVED** to defer consideration until a response to the proposal had been received by Clear Channel.

## 11. RESTORE BUILDING ON NEW ROAD ALLOTMENTS

Councillors **NOTED** that the Secretary of State for Housing, Communities and Local Government had given permission to build a replacement RESTORE building on New Road allotment.

## 12. PUBLIC ART

The Committee considered a report asking it to appoint members to the Public Art Working Group set up prior to the election. Councillors noted the lack of responses for expressions of interest prior to the meeting. It was proposed by Councillor Mrs D Macdonald, seconded by Councillor Mr A Thompson that:

- Membership of the group be changed to five Didcot Town Council members and that each of the political groupings on the Council be offered a nominee before open nominations took place.
- That the places be agreed at the Extraordinary Council meeting of 24<sup>th</sup> June 2019
- That the reporting arrangements should be agreed by the working group and fed back to the Environment Committee but should include who was present, the issues discussed and what was agreed.
- That there should be a public consultation and meeting to gather public views as part of the working group.

## 13. FIREWORKS DISPLAY

The Committee considered a report regarding options for holding a fireworks display on Town Council land. In considering the options Councillors discussed the best sites, the challenges of staff capability to run such events, the environmental impacts and more environmentally-friendly alternatives, as well as the impact on the possible venues. It was proposed by Councillor Ms C Wilson, seconded by Councillor Mrs D Macdonald and **RESOLVED** to explore the possibility with Illusion Fireworks that a laser show be run instead or alongside and for the Committee to reconsider the issue following receipt of this information.

## 14. SMALLBONE RECREATION GROUND REFURBISHMENT CONTRACTOR

The Committee considered a report asking it to consider which contractor should be chosen as the nominated recommendation to FCC Communities Foundation to refurbish Smallbone Recreation Ground. In considering the issue the Committee considered the ease of finding replacement parts, warranty periods as well as scrutinising the plans and considering public feedback. It was noted that over half of respondents to the Council's poll had been in favour of company A. Disappointment

was expressed at the lack of inclusive play equipment for children with physical disabilities. It was proposed by Councillor Mrs D Macondald, seconded by Councillor Ms C Wilson and **RESOLVED** to recommend to Council that company A be endorsed, but that it be encouraged to consider alternative, inclusive equipment such as floor level trampolines, extra wide slides and hoist swings.

## 15. FORMATION OF LADYGROVE LAKES WORKING GROUP

The Committee considered an update report on the situation with Ladygrove Lakes. In noting the report Councillors discussed the complexity of the situation, the different areas of responsibility and the challenges faced at Ladygrove Lakes. It was recognised that it was important that a plan to address these issues be agreed between stakeholders. It was proposed by Councillor Mrs D Macondald, seconded by Councillor Mr A Macdonald and **RESOLVED** that the following working group be set up:

## 16. FUTURE PROJECTS

Councillors put forward a number of future projects for further consideration:

- Metal shelters in Edmonds Park (proposed Councillor Mr A Thompson, seconded by Councillor Mr D Rouane)
- Changing the colour of the dog bins in the area to green (proposed Councillor Mr A Thompson, seconded by Councillor Mrs D Macdonald)
- A splash park in Edmonds Park (proposed Councillor Ms M Walsh, seconded by Councillor Mr A Macdonald)
- An outdoor refreshment area at Edmonds Park (proposed Councillor Ms M Walsh, seconded by Councillor Mr A Macdonald)
- Reports on verge cutting and whether there can be pollinator planning instead (proposed Councillor Ms M Walsh, seconded by Councillor Mrs D Macdonald)
- Creation of 'wild' areas in each of the Town Council's parks (proposed Councillor Mr D Rouane, seconded by Councillor Mr A Macdonald)
- Replacement of the Town Council pavilions in Edmonds Park and Loyd Rec (proposed Councillor A Macdonald, seconded by Councillor Mrs D Macdonald)
- Completing the paths on Stubbings Land (proposed Councillor Mrs D Macondald, seconded by Councillor Ms C Wilson)
- Options for addressing the issues at Ladygrove Lakes (proposed Councillor Ms C Wilson, seconded by Councillor Mr D Macdonald)
- Paving 'desire lines' in Ladygrove (location TBC) - (proposed Councillor Mr A Thompson, seconded by Councillor Mrs D Macdonald)
- Footpath widening in Ladygrove (location TBC) - (proposed Councillor Mr A Thompson, seconded by Councillor Mrs D Macdonald)
- Solar panels on the Civic Hall (proposed Councillor Mr A Thompson, seconded by Councillor Mrs D Macdonald)

The meeting ended at 10:00 pm

Signed \_\_\_\_\_ Chairman

Date: \_\_\_\_\_



## Payments for May 2019

### List of supplier direct debit payments

SODC	675.00	Office Rates
SODC	55.00	Cemetery Rates
Lex Auto	318.94	Ford Ranger Pick Up
Barclaycard	90.99	PDQ Machine
Hitachi Capital	35.00	Admin Fee Ransomes Parkway Mower
Arval	408.00	Nissan Tipper
Pitney Bowes	100.00	Postage
OCC Pension	7,335.43	Pension Contributions
HMRC	7,081.30	PAYE/NI
Midcounties Co-op	531.81	Vehicle & Machinery Fuel
Castle Water	12.30	Cemetery Water
Castle Water	12.61	Pavilion Edmonds Park
Castle Water	18.07	Mereland Road Allotments
Castle Water	22.04	Edmonds Park Water
Castle Water	36.06	Wantage Road Allotments
Castle Water	56.70	Cockcroft Allotments
Southern Electric	80.53	Christmas Lights (Unmetered Supply)
Southern Electric	53.71	Sports Pavilion Loyd Recreation Ground
CNH Industrial	425.77	Ransomes HR300 Rotary Mower
Hitachi Capital	548.25	Ransomes Parkway 3 Mower
Net Salaries	25,631.57	Salaries
	<b>£ 43,529.08</b>	

### List of Supplier Cheque Payments

Wooldridge and Simpson	93,848.40	Building Contractor for Depot at Edmonds Park
Wooldridge and Simpson	76,182.00	Building Contractor for Depot at Edmonds Park
	<b>£ 170,030.40</b>	

### List of Supplier BACS Payments

	3,376.80	Willowbrook Leisure Centre Roof Repair
Bondright Roofing Services	129.60	Gate Security at Edmonds Park
Calber	35.64	Hire of Barriers for Lakes
Didcot Plant	72.00	Replacement Barriers for Paths at Lakes
Didcot Plant	59.40	Hire of Pump for Lakes
Didcot Plant	402.00	Room Hire for Meetings
Didcot Civic Hall	24.00	Refreshments at the Mayor Making Meeting
Didcot Civic Hall	4,500.00	Didcot Food Festival Grant
Didcot Events Food Festival	99.60	Stationery
Espo	556.80	Paper Shredding Machine
Espo	217.20	Additional E Learning Module
Ellis Whittam Ltd	5,296.32	Bus Stop Broadway
Externiture	65.52	Ear Defenders
Greenhams	159.30	Chest Waders for Work at Lakes
Greenhams	177.60	Maintenance Car Park at Willowbrook Leisure Centre
John O'Connor	68.45	Stationery
Lyreco	47.20	Strimmer Cord
Millhill Tools	123.76	Small Tools, Gloves, Oil
Millhill Tools	148.68	Hosting of RBS and Accounts
Microshade	90.62	Hydraulic Fluid and Cable Ties
Oakes Bros	667.00	ROSPA Training
Playsafety Ltd	373.20	Skip Exchange at Edmonds Park
Raymond Brown	112.04	Reimbursement Tools, Lock, Fuel Can, Fuel
Mr T Rudge	231.00	Hedgecutter Attachment
Spalding	16.20	Water Cooler
Sun Water	25.00	Rodent Control Marsh Recreation Ground
Shire Pest Control		

	57.47	Orange Barrier Fencing
Travis Perkins	286.80	IT Network Contract
Triumph Technologies	118.80	TOD IT Services
Triumph Technologies	1,520.15	Annual Services of Iseki
Turney Groundforce	74.65	New Battery for Iseki
Turney Groundforce	216.40	Annual Service of Honda Mower
Turney Groundforce	87.23	Repairs to Iseki
Turney Groundforce	112.88	New Blade Iskeki
Turney Groundforce	1,826.24	Grass Verge Grass Cutting
The Grounds Care Group	1,094.40	Waste Recycling
FCC Recycling	280.00	First Aid Training
Whiteleaf Training	<b>£ 22,749.95</b>	
	986.28	Hire of Pump for Lakes Aeration
Andrew Sykes	368.97	Repair of Pump at the Lakes
Andrew Sykes	495.08	Red Diesel for Vehicle/Machinery Fuel
Butler Fuels	351.90	Replacement Trees and Mulch
Barcham Trees	1,320.00	Contract Services for Depot Edmonds Park
Baqus	162.00	Gate Security at Edmonds Park
Calber Facilities Management	43.26	Hire Emergency Pump for Lakes
Didcot Plant	243.00	Fencing for Broken Play Equipment
Didcot Plant	97.64	Stationery
Espo	3,840.00	Eco Tablets for Ladygrove Lakes
ECO WMT	40.00	Flowers for Mayor Making Event
Freeman Flowers	2,560.02	Replacement Play Equipment
GL Jones Playgrounds	162.39	Safety Glasses and Gloves for Outdoor Staff
Greenhams	4,751.24	Replacement Play Equipment
HAGS SMP	177.60	Maintenance Car Park at Willowbrook Leisure Centre
John O'Conner	177.60	Maintenance Car Park at Willowbrook Leisure Centre
John O'Conner	303.00	Plaque for QQ1 Glass in Civic Hall
Kingdom Signs	280.50	Stationery
Lyreco	5,555.60	Locum Town Clerk Services
LGRC	15.55	2 Stoke Oil for Machinery
Millhill Tools	119.48	Fuel Can, Strimmer Cord and Oil
Millhill Tools	61.85	New Lock for Bollards at Ladygrove Park
Millhill Tools	20.00	Grease for Hedgecutters
Millhill Tools	26.58	Cable Ties
Millhill Tools	247.90	Roundup and Sprayer
Oakes Bros. Ltd	31.60	Electricity Edmonds Park Pavilion
Opus Energy	19.18	Storage Building Edmonds Park Electricity
Opus Energy	83.22	Depot at Edmonds Park Electricity
Opus Energy	244.76	Broadband Services
Oxfordshire County Council	2,100.00	Architects Fees for Depot Edmonds Park
RPA Architects Ltd	373.20	Skip Hire at Edmonds Park
Raymond Brown	373.20	Skip Hire at Edmonds Park
Raymond Brown	288.00	Skip Hire at Mereland Rd Allotment Site
Raymond Brown	5.40	Water for Cooler
Sun Water	76.00	Rodent Control at Ladygrove Lakes
Shire Pest Solution	36.16	Repair Play Equipment at Smallbones Rec Ground
Travis Perkins	118.82	Repair Throttle for Iseki Mower
Turney Groundforce	1,392.64	Service Ransomes Triple Mower
Turney Groundforce	91.20	Green Waste Recycling
FCC Waste Recycling	182.40	Green Waste Recycling
FCC Waste Recycling	264.00	Toilet Hire for Armed Forces Day 22/06/2019
Tulu	<b>£ 28,087.22</b>	

## **Council meeting** 1<sup>st</sup> July 2019

Report author: Tom Hudson



## **Bowls Club Lease**

### **Introduction**

1. Didcot Town Council and Didcot Bowls Club have been in discussion regarding the extension of the Town Council's lease of the Bowls Club to Didcot Bowls Club.
2. A draft lease has been agreed by both parties but requires a resolution from Council to be effected.

### **Recommendation**

3. That Council resolves to sign the lease.

### **Background**

4. At the meeting of 5<sup>th</sup> November 2018 Council considered a recommendation from the Environment Committee of the terms of the lease to be offered to Didcot Bowls Club for the renewal of the Bowls Club lease.
5. The decision of the Council was to offer the draft lease to the Bowls Club subject to the removal of restrictions on use of the car park and the exclusion on using the Club House for charitable use, and that subject to the agreement of the Bowls Club the lease be returned to Council for final sign-off.
6. The Bowls Club have agreed to the draft terms of the lease.
7. The draft terms of the lease are available on the Member area of the website.

## **Legal Implications**

8. Under Standing Order 127 a deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
9. Once sealed, the deed will form a legally binding contract.

## **Financial Implications**

10. The Council will incur professional fees relating to the new lease.

## **Risk Implications**

11. If a contract is not signed, the Bowls Club would continue on a periodic tenancy, which would allow them to give notice of an intention to end the tenancy of six months. Such a situation would leave the Council with the need to make the decision whether, and if so, how to run the Bowls Club, and also would risk the Council becoming liable for any major building repairs due on the building at short notice.