

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL  
Telephone 01367 240281  
[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)  
Clerk: Sally Thurston



## **Minutes of the Annual Town Council meeting held Monday 9<sup>th</sup> May at 7pm in the Jubilee Room, 5 Market Place, Faringdon, SN7 7HL**

**Cllrs present:** Liz Swallow (Acting Chair)  
Kiera Bentley (from min no. 15/4/22),  
Jane Boulton  
Rosalind Burns  
Peter Castle  
James Famakin  
Angela Finn  
Steve Leniec  
Lucy Martin (from min no 11/4/22)  
Kimberly Morgan (from min no 11/4/22)  
Stephen Smith  
Bethia Thomas  
Mike Wise

**In attendance:** Sally Thurston (Town Clerk)  
Sarah Johnson (Services and Facilities Officer)  
District Councillor David Grant

### **1/4/22 Election of Town Mayor**

It was PROPOSED that Cllr. Kiera Bentley be elected Mayor. This was SECONDED.  
It was PROPOSED that Cllr. James Famakin be elected Mayor. This was SECONDED.  
A vote took place.  
It was RESOLVED that Cllr. Kiera Bentley be elected to serve as Mayor of Faringdon until May 2023.

### **2/4/22 Declaration of acceptance of office of Town Mayor**

Cllr. Kiera Bentley would sign the declaration of Office for Town Mayor at a later date.

### **3/4/22 Election of Deputy Mayor**

It was PROPOSED that Cllr. Liz Swallow be elected Deputy Mayor. This was SECONDED.  
It was PROPOSED that Cllr. James Famakin be elected Deputy Mayor. This was SECONDED.  
A vote took place.  
It was RESOLVED that Cllr. Liz Swallow be elected to serve as Mayor of Faringdon until May 2023.

### **4/4/22 Declaration of acceptance of office for Deputy Mayor**

Cllr. Liz Swallow signed the declaration of Office for Deputy Town Mayor.

### **5/4/22 Apologies for Absence**

Cllr Webb

### **6/4/22 Minutes of last meeting**

It was PROPOSED that the minutes of the meeting held on Monday 11<sup>th</sup> April 2022 be SIGNED as a correct record. This was SECONDED and RESOLVED.

### **7/4/22 Declarations of Interest & requests for dispensations**

None

**8/4/22 Public Speaking and Question Time**

None

**9/4/22** It was PROPOSED that the Mayor and Deputy Mayor are voting members on all committees and Working Parties. This was SECONDED and RESOLVED.

**10/4/22 To appoint members to the following Town Council committees**

It was PROPOSED that the following members be elected to serve on the Planning and Highways Committee:

Cllr. Bentley  
Cllr. Boulton  
Cllr. Castle  
Cllr. Famakin  
Cllr. Smith  
Cllr. Swallow  
Cllr. Webb  
Cllr. Wise

This was RESOLVED.

**b. Facilities**

It was PROPOSED that the following members be elected to serve on the Facilities Committee:

Cllr. Bentley  
Cllr. Boulton  
Cllr. Burns  
Cllr. Famakin  
Cllr. Finn  
Cllr. Leniec  
Cllr. Martin  
Cllr. Swallow  
Cllr. Webb

This was RESOLVED.

**c. Community and Partnerships**

It was PROPOSED that the following members be elected to serve on the Community and Partnership Committee:

Cllr. Bentley  
Cllr. Castle  
Cllr. Leniec  
Cllr. Martin  
Cllr. Morgan  
Cllr. Smith  
Cllr. Swallow  
Cllr. Thomas  
Cllr. Webb

This was RESOLVED.

**11/4/22 To appoint Chair of the following Town Council committees**

**a. Planning & Highway**

It was PROPOSED that Cllr. Jane Boulton act as Chair for the Planning and Highways Committee. This was SECONDED and RESOLVED.

**b. Facilities**

It was PROPOSED that Cllr. Rosalind Burns act as Chair for the Facilities Committee. This was SECONDED and RESOLVED.

**c. Communities and Partnerships**

It was PROPOSED that Cllr. Peter Castle act as Chair for the Communities and Partnerships Committee. This was SECONDED and RESOLVED.

**12/4/22 To appoint members to Finance & Audit Committee**

It was PROPOSED that the following members be elected to serve on the Finance and Audit Committee:  
Cllr. Bentley  
Cllr. Boulton  
Cllr. Burns  
Cllr. Castle  
Cllr. Finn  
Cllr. Leniec  
Cllr. Morgan  
Cllr. Smith  
Cllr. Swallow  
Cllr. Wise  
This was RESOLVED.

**13/4/22 To appoint Chair of Finance & Audit Committee**

It was PROPOSED that Cllr. Steve Leniec act as Chair for the Finance and Audit Committee Communities and Partnerships Committee. This was SECONDED and RESOLVED.

**14/4/22 To appoint members to advisory committees / working parties set up by Full Council to include:**

a) Strategic Working Party

It was PROPOSED that all Councillors and the Town Clerk be members of the Strategic Working Party. This was SECONDED and RESOLVED.

b) S106 and CIL Working Party

It was PROPOSED to merge the S106 and CIL working party. This was SECONDED and RESOLVED.

It was PROPOSED that the following be members of the CIL/S106 Working Party:

Cllr. Bentley  
Cllr. Boulton  
Cllr. Castle  
Cllr. Finn  
Cllr. Leniec  
Cllr. Swallow  
Cllr. Thomas  
Cllr. Webb

Officer appointed by the Town Clerk

This was RESOLVED.

c) Town Centre Regeneration working party

It was PROPOSED that the following be members of the Town Centre Regeneration working party Working Party:

Cllr. Bentley  
Cllr. Boulton  
Cllr. Burns  
Cllr. Martin  
Cllr. Smith  
Cllr. Swallow  
Cllr. Webb

Officer appointed by the Town Clerk

This was RESOLVED.

d) Parking Working Party.

It was PROPOSED that the following be members of the Parking Working Party:

Cllr. Bentley  
Cllr. Boulton  
Cllr. Castle  
Cllr. Morgan

Cllr. Swallow  
Cllr. Webb  
Officer appointed by the Town Clerk

This was RESOLVED.

e) Climate Change Working Party.

It was PROPOSED that the following be members of the Parking Working Party:

Cllr. Bentley  
Cllr. Burns  
Cllr. Castle  
Cllr. Martin  
Cllr. Swallow  
Cllr. Thomas  
Cllr. Webb

Officer appointed by the Town Clerk

This was RESOLVED.

f) Faringdon Neighbourhood Plan Working Party

It was PROPOSED that the following be members of the Parking Working Party:

Cllr. Bentley  
Cllr. Boulton  
Cllr. Smith  
Cllr. Thomas

Officer appointed by the Town Clerk

This was RESOLVED.

**15/4/22 To appoint Town Council representatives to outside organisations to include:**

It was PROPOSED that the following be appointed as representatives on outside bodies:

- a. Community Bus Executive Committee  
Cllr. Burns (Cllr. Wise Deputy)
- b. Faringdon Twinning Association  
Cllr. Wise
- c. Faringdon United Charities  
Cllrs. Bentley and Smith
- d. Neighbourhood Action Group  
Cllr. Morgan (Cllr. Webb Deputy)
- e. Oxfordshire Association of Local Councils  
Cllr. Bentley
- f. Parish Transport Representative  
Cllr. Webb (Cllr. Wise deputy)
- g. Pump House Project  
Cllrs. Burns and Martin.
- h. Traffic Advisory Committee  
Cllrs. Boulton and Morgan (Cllr. Webb Deputy)
- i. Public Access Defibrillator Committee  
Cllrs. Burns and Finn.
- j. The Place  
Cllrs Bentley (Mayor/Trustee) and Martin
- k. Vale Community Impact
- l. Cllr. Morgan
- m. ONPA  
Cllrs. Bentley and Boulton

This was SECONDED and RESOLVED.

**16/4/22 Representation on External Bodies**

It was PROPOSED that the representation on or work with the above external bodies and arrangements for reporting back be APPROVED. This was SECONDED and RESOLVED.

### **17/4/22 Delegation arrangements**

It was PROPOSED that delegation arrangements to committees, sub-committees, staff, and other local authorities be APPROVED. This was SECONDED and RESOLVED.

### **18/4/22 Terms of Reference**

It was PROPOSED that Terms of Reference for the following Committees, sub committees and working parties be APPROVED.

- 1) Finance and Audit Committee
- 2) Planning and Highways Committee
- 3) Facilities Committee
- 4) Community and Partnerships Committee
- 5) Strategic Working Party
- 6) CIL and s106 Working Party
- 7) Town Centre Regeneration Working Party
- 8) Parking Working Party
- 9) Climate Change Working Party
- 10) Faringdon Neighbourhood Plan Working Party

This was SECONDED and RESOLVED.

### **19/4/22 Subscriptions**

It was PROPOSED subscriptions to the following bodies be APPROVED:

- a) Oxfordshire Association of Local Councils (renewed April 2022)
- b) Society of Local Council Clerks (renewed January 2022)
- c) Oxfordshire Neighbourhood Plan Ass.

This was SECONDED and RESOLVED.

### **20/4/22 Standing Orders and Financial Regulations**

- a) Cllr. Wise commented that Saturday should not be counted as one of the three clear days' notice. The Clerk advised it was general practice not to use the Saturday, but it was important to have Saturday as a reserve in the case of an emergency. It was PROPOSED that Standing Orders be APPROVED and ADOPTED, amending all references to he to they. This was SECONDED and RESOLVED.
- b) It was PROPOSED that Financial Regulations be APPROVED and ADOPTED. This was SECONDED and RESOLVED.

### **21/4/22 Asset Register**

It was PROPOSED that the inventory of land and assets be APPROVED. This was SECONDED and RESOLVED.

### **22/4/22 Insurance**

It was PROPOSED that it be confirmed that arrangements for insurance cover is in place in respect of all insured risks. This was SECONDED and RESOLVED.

### **23/4/22 Complaints Procedure**

It was PROPOSED that the council's complaints procedure be APPROVED. This was SECONDED and RESOLVED.

### **24/4/22 Freedom of Information**

It was PROPOSED that the council's procedure for handling request made under the Freedom of Information Act 2000 be APPROVED. This was SECONDED and RESOLVED.

### **25/4/22 Employment Policies and Procedures**

It was PROPOSED that the following employment policies and procedures be APPROVED as recommended by the Finance and Audit Committee:

- a) Data protection policy – Staff
- b) Discretionary Policy
- c) Employee Handbook

- d) Lone Working Policy
- e) Recruitment Policy
- f) Social Media Policy
- g) Staff Code of Conduct
- h) Staff and Councillors Privacy Policy
- i) Stress Policy
- j) Training and Development Policy
- k) Pay Policy and Practice

This was SECONDED and RESOLVED.

### **26/4/22 Corporate Policies**

It was PROPOSED that the following policies and procedures be APPROVED:

- 1) Account Use Policy
- 2) Advertising Policy
- 3) Councillors Code of Conduct
- 4) Committee Chair Role Descriptor
- 5) Communication Plan
- 6) Credit Card Policy
- 7) Data breach response plan
- 8) Data Protection policy
- 9) Document Retention Policy
- 10) Dog Policy
- 11) General Privacy Notice
- 12) General Privacy Policy
- 13) Grant Policy
- 14) ICT Provision for Councillors
- 15) Mayor and Councillor Expenses Policy
- 16) Motion Under Notice form
- 17) Openness of Local Government Bodies Policy
- 18) Press and Media Policy
- 19) Projection Equipment Hire Policy
- 20) Protocol for marking the death of a senior figure
- 21) Publication Scheme
- 22) Reserve's Policy
- 23) Social Media Policy
- 24) Safeguarding Policy
- 25) Strategic Plan
- 26) Street naming policy
- 27) Subject access request policy
- 28) Town Mayor role descriptor
- 29) Treasury and Investment Policy
- 30) Tree Management Policy
- 31) Vexatious Complaints Policy
- 32) Volunteer Policy
- 33) Youth Service Funding Policy
- 34) Plastic Free Policy
- 35) Equality and Diversity Policy

This was SECONDED and RESOLVED.

### **27/4/22 Meetings**

It was PROPOSED that ordinary meetings of Full Council be held in the Jubilee Room, Pump House at 7pm on Mondays (where possible). This was SECONDED and RESOLVED.

### **28/4/22 Reports from Outside Bodies**

No report. The Clerk would remind the police to send a report.

### **29/4/22 County Councillor's Report**

Members NOTED report from Cllr. Thomas.

### **30/4/22 District Councillors' Report**

Members NOTED report from Cllrs. Grant and Thomas.

Cllr. Burns commented that planting that volunteers had undertaken has been removed when the new electric chargers were installed. Cllr. Grant agreed to follow this up and request replanting.

Cllr. Wise commented that connectivity of footpaths should be considered at planning stage. Cllr.

Swallow asked how this could be ensured. Cllr. Grant advised that this could be considered as part of the new local plan.

Cllr. Swallow asked if a tree cut down at Marlborough Gardens Park would be replaced. Cllr. Grant would follow this up.

### **31/4/22 Chair's Activity Report**

Members NOTED report from Cllr. Bentley

Cllr. Bentley thanked those who attended the Civic Service, which was well attended. Thanks were recorded to the staff for the organisation.

### **32/4/22 Reports from Committees**

Members NOTED minutes and reports of the following committee meetings, including decisions taken under delegated authority:

- a) Finance and Audit: 20<sup>th</sup> April 2022
- b) Planning & Highways: 25<sup>th</sup> April 2022
- c) Climate Change Working Party: 26<sup>th</sup> April 2022

### **33/4/22 Clerk's Report & Schedule of Payments**

a) Cllr. Bentley PROPOSED the schedule of payments up to and including May 9<sup>th</sup> 2022, be APPROVED. This was SECONDED by Cllr. Leniec and RESOLVED.

b) The Clerk' external activities to 29<sup>th</sup> April 2022 were NOTED

### **34/4/22 Change to Gt. Cowell Conservation Area**

Members NOTED a consultation. It was suggested that Cllrs respond as individuals if they wished.

### **35/4/22 Women's Tour returns**

Members NOTED notification that the professional cycling race will come through Faringdon on 11<sup>th</sup> June 2022. It was hoped that Farcycles would lead the festivities. Cllr. Morgan would mention the event to the schools.

### **36/4/22 Sewage Meeting**

Members received an invitation from Sewage for Windrush to attend an investigation meeting at the Faringdon Sewage Works. It was PROPOSED that the following Cllrs attend:

Bentley, Boulton, Famakin, Finn, Swallow, Thomas and Wise.

This was SECONDED and RESOLVED.

Cllr. Swallow would organise a date and time.

It was PROPOSED that a list of questions is drawn up to pose at the meeting. This was SECONDED and RESOLVED.

### **37/4/22 Stage two complaint: Rogers Concrete, Sandshill, Faringdon. Planning application: P20/V0855/O**

It was PROPOSED that a recommendation from the Planning and Highways committee to escalate the complaint to the next stage be upheld and the complaint be escalated as soon as possible. This was SECONDED and RESOLVED.

### **38/4/22 Items for Information Only**

The following were noted:

- Details received regarding town centre resurfacing
- Nursery places consultation response has been made
- Twinning with German town Koenigstein has been approved
- Traffic Order amendments to restrict parking and loading on market day had been submitted. Consultation will follow

- The Royal British Legion are organising a wreath laying at the war memorial to commemorate on Tuesday 14th June at 3pm the 40th Anniversary of the Falklands Conflict, Meeting up at 14.45pm

#### **39/4/22 Correspondence**

Members NOTED, for information only, correspondence up to and including 8<sup>th</sup> May 2022.

#### **40/4/22 Action list**

Members NOTED an update

It was NOTED there is a Strategy Meeting on Wednesday at 7pm – Cllr. Bentley encouraged everyone to attend to talk about the strategic direction of the council.

#### **41/4/22 Agenda Items for the next meeting**

- Recommendations from The Strategic Working Party
- Council Values review

**Meeting Closed at: 20.44pm**



<b>Appendix a. CLERK'S REPORT</b>	<b>May-22</b>	
Salaries	Salaries	£ 13,655.88
HMRC	Tax and NI	£ 2,894.38
OCC Pension CONTS	Pension Contributions	£ 4,378.55
<b>Bacs payments made due to urgency</b>		
Warren Window Cleaner	Bus shelters	£ 96.00
<b>Bacs payments to pay</b>		
Filmbank	Licence	£ 112.70
AJ Arborists	Tree Works	£ 1,296.00
Rialtas	Year End Closedown	£ 669.60
VWHDC	Litter Picking Equipment	£ 407.88
Jacksons	Lift repair	£ 460.80
Glasdon	Tuckers Bins	£ 289.27
Aston and James	Stationery	£ 36.26
MIW Water Cooler Experts	Water Fountain Repair	£ 106.80
Start Traffic	Road Signs	£ 728.12
Leaseplan	Van Lease	£ 152.53
ONPA	Subs	£ 50.00
SLCC	Staff Straining	£ 414.00
AIS	Copier Costs	£ 36.07
Digipress	Bollard Printing	£ 1,086.00
Amazon (S. Thurston Reimburse)	Jubilee Prizes	£ 109.30
<b>Direct Debits</b>		
Coop Bank	Credit Card repay	£ 342.60
VWHDC	Tennis Rates	£ 67.00
VWHDC	PH Rates	£ 369.00
VWHDC	CEX Rates	£ 773.00
Smartest Energy	PH Elect	£ 122.44
Total Energy	PH Gas	£ 949.25
Mainstream	Telephone and Broadband	£ 222.71
O2	Mobiles	£ 50.77
Barclaycard	Merchant Fee	£ 45.24
Screwfix	Maintenance	£ 153.31
Fuel Card Services	Card Fee	£ 8.40
<b>Total Town Council Invoices</b>		£ 30,083.86