

# **FARINGDON TOWN COUNCIL**

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Clerk: Sally Thurston



## **Minutes of Full Faringdon Town Council (FTC) meeting held on Monday 11<sup>th</sup> March 2024 at 7:00pm in the Jubilee Room, Pump House, Faringdon**

Cllrs. present: Peter Castle (Chair)  
Jane Boulton  
James Famakin  
Julie Farmer  
Alan Ford  
Steve Leniec  
David Norris  
Chris Palmer  
Gene Webb  
Mark Wild  
Mike Wise

In Attendance: Sally Thurston, Town Clerk  
Margaret Nairne, Town Clerk's Assistant  
Liza Whitney, Marketing & Community Officer  
D/Cllr. Lucy Edwards  
C/Cllr. Bethia Thomas  
2 members of the public

### **1/3/24 Apologies for Absence**

Cllr. Finn, Cllr. Lunn, Cllr. Morgan,

### **2/3/24 Minutes of last Meeting – Monday 12th February 2023**

The Minutes of the meeting held on Monday 12th February 2023 were signed as a correct record.

### **3/3/24 Declarations of Interest & requests for dispensations**

None

### **4/3/24 Public Speaking and Question Time**

It was PROPOSED that item 16. should be brought forward to enable members of the public to speak. This was SECONDED and RESOLVED.

#### **Bus review**

- a) Members NOTED an update including measures Stagecoach will take in the town centre to ameliorate too many buses arriving at the same time and buses idling their engines. Two members of the public spoke to propose a possible trial of buses turning at by the front of the Corn Exchange instead of coming into the Market Place in order to free the market place to become a more attractive and accessible space for townspeople and visitors.
- b) Members PROPOSED, SECONDED and RESOLVED to elect Cllr. Farmer, with Cllr.

Webb as reserve, to represent the council's view on a task and finish group being set up in collaboration with the Faringdon Area Traffic Advisory Committee (FATAC) to review bus services and stops in Faringdon.

It was PROPOSED, SECONDED and RESOLVED to deferred a letter regarding obtaining drugs and medication from the town pharmacies to the end of the meeting.

#### **5/3/24 Items for information and action list:**

Members NOTED the following:

- a) Action list

#### **6/3/24 Correspondence**

Members NOTED a list of correspondence circulated by email up to and including 11<sup>th</sup> March 2024.

#### **7/3/24 Reports from outside bodies.**

Members NOTED the following:

- a) There was no report from Thames Valley Police but the local Police Sargeant has asked for a meeting with the Mayor and D/Cllr. Thomas

#### **8/3/24 County Councillor's Report**

Members NOTED a report from C/Cllr. Thomas including noting that OCC are working to try and add safety measures along Park Road for crossing to and from the new primary school.

#### **9/3/24 District Councillors' Report**

Members NOTED a report from D/Cllr. Thomas and D/Cllr. Edwards.

#### **10/3/24 Chair's Activity Report**

- a) Members NOTED an activity report from the Town Mayor, Cllr. Castle
- b) Members NOTED an activity report from the Deputy Town Mayor, Cllr. Boulton

#### **11/3/24 Reports from Committees**

Members received and NOTED minutes from the following committee meeting, including decisions taken under delegated authority:

- a) Planning and Highways Committee: 26th February 2024  
It was agreed that the Clerk should write an initial positive response to the VoWHDC Planning Department to the proposals for a new SEN school to be built on the site of the old Infant School and the council looks forward to seeing the full planning application.
- b) Community and Partnerships Committee: 4th March 2024

#### **12/3/24 Clerk's Report & Schedule of Payments**

- a) Cllr. Castle PROPOSED, Cllr. Wise SECONDED and it was RESOLVED to approve the schedule of payments up to and including 11th March 2024.
- b) Members NOTED Clerk's external activities to 11th March 2024.

#### **13/3/24 Town Clerk Recruitment**

- a) Members NOTED and regretfully accepted the Town Clerk's resignation.
- b) Members received, considered and agreed a recommendation for next steps:
  1. Advertise the post of Clerk and Responsible Financial Officer full-time (37 hours)
  2. Appoint Panel to shortlist and interview
  3. Undertake second interviews if needed
  4. Call one item agenda full council meeting to appoint
- c) Members appointed a recruitment panel to consist of:  
Members PROPOSED, SECONDED and RESOLVED to appoint the following:

- Shortlisting committee and 1<sup>st</sup> interview panel: Cllr.Castle, Cllr. Leniec Cllr. Finn and the clerk in an advisory capacity only.
- 2<sup>nd</sup> interview panel: Cllr. Castle, Cllr. Norris, Cllr. Wise and the clerk in an advisory capacity only.

#### **14/3/24 Openness of Local Government Policy**

Members PROPOSED, SECONDED and RESOLVED to accept the draft policy to include recording and broadcasting of meetings.

#### **15/3/24 Community Infrastructure Levy (CIL)**

- a) Members PROPOSED, SECONDED and RESOLVED that CIL funding be automatically transferred to FTC.
- b) Members PROPOSED, SECONDED and RESOLVED to go ahead with a recommendation from the Planning and Highways Committee to improve the footpath between Canada Lane and land known as Humpty Hill using community infrastructure levy (CIL) funds. The clerk was delegated authority to obtain alternative quotes and instruct work up to a sum of £6,000.

#### **16/3/24 Bus review**

- a) See item 4/3/24.

Tourist Bus: Members PROPOSED, SECONDED and RESOLVED to run this again over the summer with an improved route and timetable.

#### **17/3/24 Laptop software**

Members PROPOSED, SECONDED and RESOLVED to delegate the Clerk to research purchase of laptop software for Councillor laptops and forward that to the Finance Committee for approval.

#### **18/3/24 Oxfordshire Association of Local Councils Membership**

Members PROPOSED, SECONDED and RESOLVED to renew the membership.

#### **19/3/24 Old FAZE site, Highworth Road**

Members considered options for this Oxfordshire County Council owned site which will be presented for sale in the region of £750,000. Having discussed the derelict nature of the on-site buildings and the also contamination of the land from previous use, the Members PROPOSED, SECONDED and RESOLVED to take no further action.

#### **20/3/24 Agenda Items for the next meeting**

- a) Items for the agenda of the next meeting should be forwarded to the Clerk by Thursday 28<sup>th</sup> March 2024.
- b) Item deferred for further information:
  - Probation Community Service

#### **4/3/24 Public Speaking and Question Time**

Members discussed a letter from a resident proposing a meeting between relevant parties to discuss current difficulties some residents face in obtaining drugs and medication from the town pharmacies. Cllr. Famakin explained that this is not a straightforward situation and D/Cllr. Thomas will take these concerns further by contacting the Oxfordshire Joint Health Overview & Scrutiny Committee (HOSC).

## 21/3/24 Saturday Market Stall Enquiry

Members received and considered a request to allow a market stall to sell vapes.

The Town Council can run a Saturday Market under their insurance but as there are currently no stalls and this is the only applicant this would not constitute a market and it was decided to advise them to apply for a stall on the public highway via Oxfordshire County Council.

**Meeting closed at: 8.22 pm**

<b>Appendix A. Schedule of Payments March 24</b>		
Salaries	Salaries	£ 16,821.47
HMRC	Tax and NI	£ 4,497.95
OCC Pension CONTS	Pension Contributions	£ 5,757.96
<b>Bacs payments made early due to urgency</b>		
Faringdon Foodbank	Grant transfer	£ 10,000.00
<b>Bacs payments</b>		
South Oxfordshire DC	Chairs Quiz	£ 10.00
L Whitney	Travel to training	£ 20.45
Aston and James	Stationery	£ 36.02
AIS	Copier costs	£ 40.82
Filmbank	Licence	£ 104.40
OALC	Training	£ 120.00
National Trust	Allotment Rent	£ 147.50
Leaseplan	Van Lease	£ 152.53
Cedar Telecom	Telephone and Broadband	£ 221.27
Faringdon Singers Concert	Agency	£ 274.00
Warren Window Cleaner	Window Cleaner/bus shelter	£ 370.00
MG Training	First Aid Training	£ 420.00
Spotless Cleaning	Cleaning	£ 432.00
B&W Lift Services LTD	Lift Servicing	£ 426.00
Andrew Townsend Architects	Portwell Architectural Services	£ 1,200.00
OALC	Membership	£ 1,840.34
Spurgeons	Family Services	£ 12,409.01
<b>Direct Debits</b>		
COOp Card	Repay	£ 85.32
Lloyds Card	Repay	£ 8.39
VWHDC	CEX Rates	£ -
VWHDC	PH rates	£ -
PWLb	Loan repayment	£ 2,005.75
Mainstream	Broadband and telephone	-£ 49.56
Fuel Card	Fuel	£ 107.82
Barclaycard	Credit Card Fee	£ 50.43
Screwfix	Maintenance	£ 39.46
O2	Mobiles	£ 47.32
Veolia	Waste diposal	£ 246.26
British Gas	CEX Gas	£ 1,018.66
British Gas	CEX Electric	£ 469.93
Total Energies	OTH Electric	£ 181.08
Smartest Energy	PH Electricity	£ 708.23
Total Energies	PH Gas	£ 1,170.49
Castle Water	PH Water	£ 48.27
Castle Water	OTH Water	£ 21.91
Castle Water	CEX Water	£ -
<b>Total Town Council Invoices</b>		<b>£ 61,461.48</b>