

**WESTBURY TOWN COUNCIL**

**AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON,  
BRATTON ROAD, WESTBURY ON MONDAY, 7<sup>th</sup> MARCH 2016 AT 7.00 PM**

**PRESENT:** Cllr D Bradshaw (Chairman)

**Cllrs D Anderson, S Andrews, I Cunningham, Mrs S Ezra, R Hawker,  
D Jenkins, G King, F Morland, M Sutton, I Taylor, W D Tout, P Wakeman  
and D Windess  
Mr K Harvey, Town Clerk, Mrs Deborah Urch, Town Clerk and  
Mrs A McCann.**

**Also in attendance:** One member of the public

**T.3472 PUBLIC FORM:**

**Dr Biggs raised questions/comments on the following items on the agenda:**

- Town Council Minute T.3459 – Scrutinising of grants
- Town Council Minute T.3447 – Grammatical error
- P&R Minutes 01.02.16, R.1525 - I do not recall attending and would not have spoken about the Hopper Bus Service
- HP&D Minutes 15.02.16 - The copy I received only had the odd pages
- Agenda item 15 – Cleaning of the White Horse - Budget annually
- Mayor's Civic Dinner – very good but a shame not all councillors felt it was their civic duty to attend.

**T.3473 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:**  
Cllr Mrs C Mitchell - Illness

**T.3474 DISPENSATIONS:** None

**T.3475 DECLARATIONS OF INTEREST:** None

**T.3476 MINUTES.**

The Minutes of the Town Council Meeting held on the 4<sup>th</sup> January 2016 were confirmed and signed by the Chairman.

**T.3477 MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken.** None

**Members' matters arising from these previous Minutes.** None

**T.3478 POLICE REPORT**

Inspector James Brain sent his apologies and forwarded the following report:

Welcome to the third report from your Community Policing Team (CPT).

We are continuing to develop the CPT pilot across your Policing area and are currently in a period of review and assessment. We are looking at ways to further develop our approach and continually look to improve on our performance. We are committed to delivering local Policing in your area that addresses the threats, harms and risks in your local community whilst working within the current austerity measures which are quite challenging. We are fluid in our approach and will look to evolve as demand and circumstances develop. It is important to hear your views in how we can find the balances and address the issues that affect your communities. Please continue to leave your feedback at [feedback@wiltshire.police.uk](mailto:feedback@wiltshire.police.uk)

I would like to introduce you all to the community messaging website; <https://www.wiltsmessaging.co.uk/>. This is a website open to everyone, that the Police and Crime Commissioner has introduced in order to provide local communities with information about what is affecting their area. The key highlights are:

- FREE messages from your local police officers about policing and crime matters in your area
- You can receive free messages by email, text or voicemail
- You can choose which organisations to receive messages from and the type of information you receive
- Currently messages are being sent by Wiltshire Police, Wiltshire and Swindon Neighbourhood Watch and Action Fraud. This will soon be extending to include other watch schemes, including Horse and Farm Watch, and potentially partner agencies in the future
- You can reply to messages from your local officers to help them better police your area, such as by responding to police appeals for information
- You can also join a neighbourhood Watch scheme in your area or request to start a new one

We are currently want to enhance community messaging by ensuring suitable training is given to my staff. The website itself is very simple and straight forward to navigate and I would encourage you to have a look and sign up.

**Team updates**

We are also pleased to welcome our new Deputy Head , Sgt Louis McCoy. Louis has joined us from the Chippenham area and brings with him 13yrs of Policing experience having worked in a variety of roles across Wiltshire Police. Louis is very pleased to have joined the team and is looking forward to supporting and developing the team as well as working with our local community. Please follow

Louis on his twitter account for updates on community matters and information around our daily Policing activities.

### **Wiltshire Control Strategy**

We are continuing to base our Policing activities on the control strategy and working with the 4 P's, Prevent, Pursue, Protect and Prepare. Under this strategy we are looking to maintain our consistent approach to addressing the threat, harm and risk that causes the greatest harm to your communities and this is a daily evolving situation that requires a degree of fluidity.

Our Control Strategy has been created to describe the current and emerging threats that are of the greatest impact to our Communities. This is set annually following the analysis of threats, harms and risks. You will have seen that we have moved away from a statistics lead report as this doesn't always capture the true context of the threat, harm and risk but we will inform you of any key issues in your areas. We are still able and actively do review figures, trends and intelligence and should anything present itself as an emerging issues, we will endeavor to address it at the earliest opportunity.

My theme for this report will focus on missing and absent.

### **Missing and Absent**

The importance and impact of a missing person should not be underestimated.

The National Crime Agency's (NCA) missing persons bureau reports that more than 300,000 reports of missing people are received by the police service every year, which equates to more than 800 reports a day.

With estimates suggesting that each report costs between £1,325 and £2,415, the financial costs of responding to this volume of reports are significant. However, with more than 750 fatal cases each year and a far greater number for whom missing is an indicator of being at risk of harm, the human cost is incalculable.

- Missing is defined as anyone whose whereabouts cannot be established and where the circumstances are out of character or the context suggests the person may be subject of a crime or at risk of harm to themselves or another.
- Absent is defined as a person not at a place where they are expected or required to be and there is no apparent risk.

It should be remembered that a person going missing could be a symptom of a much bigger issue and that person could be connected to criminality either as a victim or as an offender.

Nearly two-thirds of all reports relate to children and young people under the age of 18. We have a dedicated missing persons co-ordinator who works within the multi-agency safeguarding hub (MASH) at County Hall, Trowbridge and we actively link in with all relevant departments that we feel could benefit a young person who has been missing to help and support them from going missing again. We look to debrief each missing person so we can better understand them and the reason that they went missing.

It can be extremely worrying for parents when their child goes missing and it's a fine balance between allowing them their independence to grow up and make mistakes and safeguarding them from harm. Some key questions to ask yourself about your child:

- Do you know who they are speaking to online?
- Do you know who their friends are?
- Do you know where their friends live?
- Do you know what is going on with their social life?
- Do you know if they are being bullied?
- Do you know if they are socialising with older males/females?
- Are they a victim of crime?

Our public protection department holds the responsibility for our missing persons procedures, protocols and development and in the next few months we are launching a new platform on which to record all our missing person details within Wiltshire Police. This is with a view to developing our approach and good quality work we already undertake. We work closely across a number of partner agencies when appropriate to investigate missing persons reports and will look to find out the underlying reason why that person went missing and what can be done to prevent it in the future.

Below are 2 useful websites that can offer help, support, advice and guidance should someone you know go missing.

<http://www.missingpeople.org.uk/> <http://missingpersons.police.uk/>

Local Crimes.

For a detailed breakdown of the crime in your area visit...

<https://www.police.uk/wiltshire/>

**James Brain**  
**Community Policing Team Inspector**  
**Trowbridge & Warminster**

**T.3479 WILTSHIRE COUNCILLORS' REPORTS.**

**Cllr D Jenkins**

- Wiltshire Council and Wiltshire Safeguarding Children Board have joined a national campaign to help encourage more people to report child abuse. Full details are available on the Wiltshire Council website.
- Fracking – The government has identified sites in the country and Westbury area could be a possible site. The issue is being dealt with by the energy secretary.
- Wiltshire Council budget details are on the website

**Cllr G King**

- The budget has been agreed for next year. Wiltshire Council has raised the precept by 1.99%, making the average council tax £1,594.71, an increase of £57.28.
- At the Area Board meeting on 7<sup>th</sup> April 2016 they will be announcing the Champion Role once again. Nomination forms will be submitted ten days before the area board meeting.

**T.3480 MINUTES of COMMITTEES.** The following minutes were received and noted:

Highways, Planning & Development Committee	-	21.12.2015
Highways, Planning & Development Committee	-	11.01.2016
Highways, Planning & Development Committee	-	18.01.2016
Highways, Planning & Development Committee	-	15.02.2016
Policy & Resources Committee	-	01.02.2016

**T.3481 MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken.** None

**T.3482 TO RECEIVE NOMINATIONS FOR MAYOR FOR THE ENSUING YEAR.**

Cllr Stephen Andrews was nominated.

**T.3483 TO RECEIVE NOMINATIONS FOR DEPUTY MAYOR FOR THE ENSUING YEAR.**

Cllrs: Mrs Sue Ezra and Gordon King were nominated

**T.3484 RECOMMENDATION received from Policy & Resources Committee dated 02.02.16**

**Public Conveniences**

Purpose

To consider the recommendation received from the Delegation of Services Working Group regarding the future of public conveniences in Westbury.

Recommendation

1. Town Council formally accepts the transfer of tenure of the Warminster Road and High Street Public Conveniences from Wiltshire Council by seven year lease.
2. Westbury Town Council will pay for the managing of this facility from the 2016/17 Budget.
3. Westbury Town Council mandates the Delegation of Services Working Group to agree the terms of the transfer of tenure of the towns PC's from Wiltshire Council via a 7 (seven) year lease.

***It was resolved to AGREE the recommendation with the following amendment to point 3:***

Westbury Town Council ***directs*** the Delegation of Services Working Group to agree the ***draft*** terms of the transfer of tenure of the towns PC's from Wiltshire Council via a 7 (seven) year lease.

T.3485

**RECOMMENDATION received from Town Clerk dated 25.02.16:**

**Office 365**

**Proposal:**

To decide whether to subscribe the Councillors to a monthly log on subscription to Office 365 to enable them to access shared documents and shared calendar.

**Background:**

It was agreed at the Town Council meeting on 4<sup>th</sup> January 2016 to go ahead with the purchase of Office 365 at a cost of £9.40 + VAT per user per month for the office staff.

We have been advised of the following further one off costs:

- Bittitan MigrationWiz Pro – used to migrate mailbox's from the server to office 365 and make the process smoother = £7.50 + VAT per user.
- ½ day Installation and migration to office 365 = £180 + VAT

To enable Councillors to log on and access the shared point would cost £3.70 + VAT per user per month.

**Recommendation:**

To proceed with the installation of Office 365, as agreed at Town Council on 04.01.16, but to decide whether to opt for option a), or option b), as detailed below:

- a) Just staff, at the agreed cost of £9.40 + VAT per user per month, plus the one off payment of £225.00 + VAT for installation and Bittitan Migration Wiz Pro.
- b) Staff and all councillors. As quoted in a) plus the additional monthly cost to add the councillors, to enable them use of shared point and a shared calendar @ £3.70 + VAT per user per month.

**It was resolved to AGREE the recommendation and to proceed with option b) to include staff, councillors and installation costs.**

**T.3486 NOTICE of MOTION received from Cllr G KING dated 25.02.16**

**Neighbourhood Plan**

**Proposal:**

That Westbury Town Council should proceed with producing a Neighbourhood Plan.

**Background:**

The Town Improvement Group when investigating the viability of a Neighbourhood Plan undertook the following:

- *Presentation from John Grundy – Mayor and Project Co-ordinator, Malmesbury Neighbourhood Steering Group and Cllr. Kim Power on 12<sup>th</sup> September 2013 at the Laverton*
- *Attended the Localism and Neighbourhood Planning conference held at the Royal Agricultural University at Cirencester on 24<sup>th</sup> October 2013;*
- *Attended Wiltshire Council's Neighbourhood Planning Workshops held at the Civic Centres in Warminster or Trowbridge on 19<sup>th</sup> November 2013, 3<sup>rd</sup> February and 31<sup>st</sup> March 2014.*
- *Tim Martienssen Head of Service Economic Development and Planning - Wiltshire Council attended the Laverton and gave a presentation on Neighbourhood Planning on 10<sup>th</sup> September 2014*
- *Paid a visit to the offices of "Planning For Real" at Darlaston, West Midlands, on 12<sup>th</sup> January 2015 to view a Community Planning Consultation Method capable of capturing hard to reach groups.*
- *Familiarised itself with the number and types of grant aid available for Neighbourhood Planning.*
- *Made provision in its budgets for 2013, 2014, 2015 & 2016 in the form of ear marked capital reserves for use in Neighbourhood Planning.*

- *Taken note of the growth in the population of Westbury (24%) over the last decade without corresponding infrastructure and facility development; and is concerned that this situation will be compounded by the number of allocated and planned development growth over the next decade.*

**Recommendation:**

Westbury Town Council now has sufficient reserves and access to statutory grants in order to finance the commencement of the Neighbourhood Planning Process and as a consequence;

- *Westbury Town Council recognises that the Town Improvement Group (TIG), a working party of the Council is well prepared and grants permission for it to commence work on the Neighbourhood Planning Process without further delay, in accordance with the Neighbourhood Planning Framework as described by Wiltshire Council and the prescribed Material Considerations.*

**It was resolved to AGREE the recommendation.**

**T.3487 NOTICE of MOTION received from Streetscene Working Group and Events Working Group dated 29.02.16**

**Repainting of the White Horse**

**Proposal:**

To clean the White Horse with the aid of the Rotary Club of Westbury in time for the Queens 90<sup>th</sup> birthday celebrations and the lighting of the beacon.

**Background:**

The White Horse was last painted four years ago for the Queen's Diamond Jubilee and the Rotary Club ran this project with Town Council and councillors. The Rotary hold £4,300, being a donation from Lafarge, which will be used towards the project and Town Council have £1,000 in ear marked reserves.

**Recommendation:**

To ask the Town Council for up to £7,000 from Capital Project Fund to complete the project which will include power washing, repainting and filling in the cracks with a arbopolyethylene foam and covering with a microcrystalline wax treatment.

**It was resolved to AGREE the recommendation.**

**T.3488 RECOMMENDATION received from the LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 29.02.16**

**Phase 7 of The Laverton's Re-Development**

**Proposal:**

Produce a timeline of Westbury through the ages being a project which includes a booklet, audio guide and panel exhibition.

**Background:**

Phase 7 of the Laverton's redevelopment (Heritage was always one of the objectives when starting the refurbishment of the Laverton). We are working with Bath Spa University who are producing information panels and audio commentary, using historical information supplied by us via Steve Hobbs, archivist at Wiltshire Council. The costs will cover tutor, student and graphic designer during the summer.

**Recommendation:**

LITWIG recommends that WTC agrees to underwrite the initial cost of 2.5K which should be successfully recovered with the HLF Grant.

**It was resolved to AGREE the recommendation.**

**T.3489**

**RECOMMENDATION received from the LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 29.02.16**

**Lighting in the Main Hall**

**Proposal:**

Is to enhance the lighting of the main hall.

**Background:**

It has become apparent that the lighting of the Main Hall is suitable for events and private parties. However, when the Laverton holds exhibitions and any events that need more light, the lighting is insufficient. We have approached a lighting specialist and local electrical companies. But the specialist is the only company who came up with a suitable solution.

The price quoted is £1917. Copy attached.

**Recommendation:**

To improve the lighting in the main hall the group recommends proceeding with the installation of extra lighting at a cost of £1917.00, this will be allocated from the Capital Projects Fund.

**It was resolved to AGREE the recommendation.**

**T.3490**

**RECOMMENDATION from the Town Clerk dated 01.03.16, to raise the maximum monthly amount transferred from the Westbury Town Council Business Bank Account to Clerks Imprest Account from £12,000 to £13,000 to cover salaries, PAYE/NI and pensions.**

**Proposal:**

Increase amount transferred from Westbury Town Council Business Account to Clerks Imprest Account from £12,000 to £13,000 per month.

**Background:**

Each month we pay the salaries, PAYE/NI and Wiltshire Pension from the Clerks

Imprest Account. Money is transferred from the Westbury Town Council Business Account to the Clerks Imprest Account to cover these amounts. The figure transferred is monitored regularly and is currently to a maximum of £12,000 per month.

**Recommendation:**

- a) The Clerk is recommending this figure is increased from £12,000 to £13,000 to cover salary increases.
- b) For the month of March the amount should be a limit of £18,000 to cover two clerks and extra overtime

**It was resolved to AGREE the recommendation.**

**T.3491 WESTBURY TOWN COUNCIL INTERNAL AUDIT REPORT 2015-16 (First Interim)**

The Clerk confirmed all actions detailed in the action plan have been corrected.

**The Internal Audit Report 2015-2016 (First Interim) was received and approved.**

**T.3492 CLERK'S CORRESPONDENCE/MATTERS:**

- a. **Small Grants 2015-2016.** Thank you letters have been received from the following organisations:
  - Westbury Art Craft & Natter group
  - Bitham Brook Primary School
  - Relate Mid Wiltshire
  - West Wiltshire/Elblag
  - Westbury and District Link Scheme
  - Wessex MS Therapy Centre
  - Wiltshire Music Centre
  - Victim Support
  - Warminster Riding for the Disabled Association
  - The Wiltshire Bobby Van Trust
  - Bitham Brook Primary School
- b. **HM Queen Elizabeth II 90<sup>th</sup> Birthday Commemorative Medals.**
- c. **Thank you letter from Sean Price (ex Town Crier)**
- d. **Raising of commonwealth flag on Monday 14<sup>th</sup> March 2016 at 10am at the War Memorial**
- e. **Streetscene Meeting at County Hall, Trowbridge on 12<sup>th</sup> April 2016 1910hrs – 2100hrs**
- f. **CIL training at County Hall, Trowbridge on Tuesday 5<sup>th</sup> April 6pm – 8pm**
- g. **Speed Indicator Device - We have partnered up with Dilton Marsh and Bratton Parish Councils and following the HP&D meeting on 21<sup>st</sup>**

March we will get back to them on how we proceed with sharing the use of the device.

- h. **Finger Posts** – Now we have delivery of the new ones, we are obtaining quotes to repaint the old ones.
- i. **Play Area Signs** – We have taken delivery of some no smoking signs to be erected in our children's play areas.
- j. We will be lighting our beacon on 21<sup>st</sup> April 2016 at 7.30pm for the Queen's 90<sup>th</sup> birthday celebrations.
- k. The Clerk mentioned this was his last Town Council meeting before he retires at the end of the month and he took the opportunity to thank everyone for their support over the last six years.  
The Mayor gave his personal gratitude to the Clerk for all the work he has done and asked for it to be recorded in the minutes

The correspondence was NOTED.

**T.3493 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.** Report by Cllr D Bradshaw.

**Hall Hire:**

For the first time for many years the Laverton will achieve or be very close to achieving its budget for Hall Hire currently £10573 to the end of January with a budget of £12000.

This is due to the following:

Existing clients -Church of the living God, Masons, Infinity Dance, Tai Chi, Motiv8.

New clients – Mother and Toddler group, Training Express and several one off bookings.

In April and May we will be working with Active Trowbridge to provide sports activities for toddlers i.e. football and tennis (soft ball), however we have supplied the hall free of charge.

Our recorded Free Community use would equate to £5646 in financial terms.

Overall bookings are up compared with last year.

**Advertising:**

In January and February we advertised in several wedding magazines and local press special editions.

Lilly has also targeted a number of businesses on the West Wilts Trading Estate but she does have a large number to visit. This will also include Northacre, Brook Lane and Woodland industrial estates.

**Grants:**

We are still pursuing grants with the help of John Parker in an effort to create displays in the building based on a timeline for Westbury.

**Lighting:**

Lighting has always been a problem in the Main Hall and we are seeking solutions to this problem.

**Storage:**

We have been through a long process with consultants and architects and have obtained planning permission to replace a shed and increase the size of our storage area to the rear of the building.

We have obtained quotes and awaiting approval from town council to proceed with these long overdue and much needed projects.

**The Bar:**

Although we made money last year with the bar, we will not be so fortunate this year.

Although the monthly statement shows a loss you must bear in mind we have stock which is not allowed for on the monthly statement which will reduce this loss.

**The report was NOTED.**

**T.3494 COMMUNICATIONS BY THE TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council.

None

**T.3495 ACCOUNTS:**

**Payment of Accounts.** On report by the Clerk and Responsible Financial Officer, it was **resolved** to approve the List of Payments made since the last meeting, or to be made, and to confirm the action of the Clerk, the Mayor and one other member in signing the necessary orders for payment and Bank Transfers as follows:

January	-	£40,374.16
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**T.3496 To resolve that, in view of the confidential nature of the business about to be transacted, the public and press be temporarily excluded and instructed to withdraw.**

**T.3497 REPLACEMENT OF SHED AND IMPROVE STORAGE FACILITIES**

- T.3498      TOWN CARETAKERS**
- T.3499      STAFFING MATTERS**
- T.3500      To resolve to return to open Council.**