

WESTBURY TOWN COUNCIL

AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON, BRATTON ROAD,
WESTBURY ON MONDAY, 5th SEPTEMBER 2016 AT 7.00 PM

PRESENT: Cllr S Andrews (Chairman)

Cllrs D Bradshaw, I Cunningham, G King, R Hawker, D Jenkins,
Mrs C Mitchell, F Morland, M Sutton, I Taylor and W D Tout

Mrs Deborah Urch, Town Clerk and Mrs A McCann, Assistant Town Clerk

Also in attendance: PC Louis McCoy
Janette Bowra – Locality Youth Facilitator
Five members of the public

T.3580 PUBLIC FORM:

John Graham-Leigh

- Westbury Leigh car park

Dr Biggs

- Flower beds – full of weeds
- Westbury Leigh car park
- Agenda item 22 – bollards
- Budget for the full costs of play areas, public toilets and CCTV

Michael Eaves

- General state of town being untidy
- Large pot hole at Chalford

**T.3581 PRESENTATION BY JAN BOWRA – THE LOCALITY YOUTH FACILITATOR
FOR WESTBURY AND WARMINSTER COMMUNITY AREA**

T.3582 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

| | | |
|---------------------|---|----------------------------|
| Cllr D Anderson | - | Business |
| Cllr Mrs S Ezra | - | Personal |
| Cllr D Windess | - | Personal |
| Cllr Mrs C Mitchell | - | Personal leaving at 9.30pm |
| Cllr P Wakeman | - | No Apologies Given |

T.3583 DISPENSATIONS: None

T.3584 DECLARATIONS OF INTEREST:

Cllr I Taylor - Agenda item 13 – Westbury Leigh Car Park
Trustee of Westbury Leigh Community
Project Ltd.

T.3585 MINUTES.

The Minutes of the Town Council Meeting held on the 4th July were confirmed

and signed by the Chairman.

T.3586 MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken. None

Members' matters arising from these previous Minutes. None

T.3587 POLICE REPORT

PC Louis McCoy reported on:

- Child Sexual Exploitation
- Local Crimes – an increase in anti-social behaviour, especially in and around Edward Street.
- Community Messaging has been received very positively throughout the community. Please encourage your community to sign up at www.wiltsmessaging.co.uk

T.3588 WILTSHIRE COUNCILLORS' REPORTS.

Cllr R Hawker:

- Chemical Fire Brook Lane – Deborah Haynes from Public Health at Wiltshire Council has confirmed that two chemicals reacted with each other causing smoke but no flames. The Environment Agency are the main body to monitor the company and to ensure the two chemicals are not stored side by side in future. Feedback to residents and the Town Council should be quicker in the future.
- Resident from 66 Fell Road, Leigh Park is requesting a litter bin on footpath in Morgan Walk and would ask Town Council to consider this via the Streetscene Working Group.
- The cinder track footpath that is currently blocked by a pile of earth and the Highways, Planning and Development Committee are currently looking into this. It is not currently a rights of way and an application will need to be made to make it one.

Cllr D Jenkins:

- Chemical Fire Brook Lane – Wiltshire Council representative recommended better communication in the event of future incidents as Westbury Town Council were not notified of the incident.
- The 17-page Healthwatch Report is now available to view. The Clerk has already circulated it to all councillors

Cllr G King:

- Chemical Fire Brook Lane - It was an absolute failure on Wiltshire Councils part not to execute its emergency plan.
- Healthwatch Wiltshire are hosting a public meeting at The Laverton on Thursday 8th September at 6pm.
- Pot hole at Chalford – It has been filled, but rather badly. Wiltshire Council have said it is cheaper to fill the hole fives times than patch the road once. Pressure is being put on Wiltshire Council to patch the road as this is the A350 and main route.

T.3589 MINUTES of COMMITTEES. The following minutes were received and noted:

| | | |
|--|---|----------|
| Highways, Planning & Development Committee | - | 18/07/16 |
| Highways, Planning & Development Committee | - | 18/08/16 |
| Policy & Resources Committee | - | 01/08/16 |

T.3590 MATTERS ARISING FROM THESE MINUTES (if any). **Note: no new decisions can be taken.**

None

T.3591 RECOMMENDATION from the LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 16th June 2016

Redecoration of The Laverton Building

Proposal:

To carry out the necessary redecoration works required on The Laverton.

Background:

The Laverton Institute Trust Management Working Group received three quotes for the necessary works (see attached):

- 1) £16,687.00 + VAT (internal works only)
- 2) ££7,795.00 (Internal works only)
- 3) £18,730.00 + VAT (Internal & External works)

Recommendation:

The Laverton Institute Trust Management Working Group recommends proceeding with quote three for the total sum of £18,730.00, to carry out the necessary redecoration work required, internally and externally

RESOLVED: To AGREE the above recommendation

T.3592 RECOMMENDATION from the HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE, dated 18th July 2016

Transfer of Westbury Play Areas

Proposal:

Wiltshire Council has £20,000 remaining for the transfer of Play Areas. Wiltshire Council has agreed to allocate the full sum to Westbury Town Council to progress of the transfer. This equates to £2,000 commuted sum per area average plus a proportion of the material budget. The Play and Leisure Facilities Working Group propose accepting this offer.

Background:

The Play and Leisure Facilities Working Group have approached Wiltshire Council regarding taking over responsibility of the Play Areas, initially to secure S106 funding at Becksmill. However, the recent temporary closure of Kendrick Play Area and the subsequent public concern has brought the situation to a head. Positive conversations with Wiltshire Council resulted in the following proposal on the 01st July:

1. Westbury TC consider the transfer of the WC ten play areas.
2. WC would allocate a commuted sum payment of £20k in 2016/ 17 (sorry can make no commit for 2017/18, so if delayed the funding may not be available in the future).
3. The only other debate I could enter into is the revenue funding. I have a material budget of £50 per play area. Hence nine play areas would be £450 for a twelve-month period. This would reduce by the number of months remaining (likewise I can make no commitment for 2017/ 18).
4. The play area inspections are a lump sum payment for the 184 play areas, plus all the other amenity services. We have three inspectors. They each cover circa 60 play areas on a schedule. So an inspection saving really only comes in at a trigger point reduction of 60. So there is unlikely to be inspection revenue savings for WC, hence I could not include this in any payment.

At HP&D on 18th July 2016 it was agreed to contact Wiltshire Council to request the running expense budget associated with each play area and establish the insurance costs. Then refer and recommend the takeover of the Play Areas to Town Council.

The cost to add all the play equipment from all ten play areas to our insurance policy would be: £711.70 per year.

For quote from Landscape Group regarding weekly inspections, minor maintenance and grass cutting etc see attached.

Annual inspection costs – the skatepark is £150 + VAT but if inspected with adult fitness equipment we get both inspected for £195.00.

Recommendation:

The Play and Leisure Facilities Working Group recommend Westbury Town Council take over responsibility of the ten Play Areas and accept the offer from Wiltshire Council of £20k to progress the transfer

RESOLVED: To AGREE to above recommendation

T.3593

RECOMMENDATION from the POLICY and RESOURCES COMMITTEE, dated 1st AUGUST 2016

Structural Review Task & Finish Group

Recommendation:

That the council establishes a task-and-finish group to carry out the review described above and to make recommendations for structural change where needed and to agree membership.

7 members, plus 2 ex-officio members wish to join the working group. Standing order number 38 states the maximum should be 7 members, of which includes two ex-officio members.

Cllr Morland proposed the following amendment to the recommendation: *All those members who wish to join the structural review task and finish group should be allowed to do so and if it is more than the maximum allowance in standing order number 38, we override it on this occasion.* The amendment was PASSED.

RESOLVED: To AGREE to allow 7 members, plus 2 ex-officio members to join the task and finish group. The full membership is as follows:

- **Cllr Stephen Andrews**
- **Cllr Ian Cunningham**
- **Cllr Mrs Sue Ezra**
- **Cllr David Jenkins**
- **Cllr Gordon King**
- **Cllr Francis Morland**
- **Cllr Mike Sutton**
- **Cllr Ian Taylor**
- **Cllr David Tout**

T.3594 RECOMMENDATION from the POLICY and RESOURCES COMMITTEE, dated 1st AUGUST 2016

Westbury Leigh Car Park

Proposal:

That Westbury Town Council should contribute to the cost of running Westbury Leigh car park once it's been transferred to Westbury Leigh Community Project Ltd.

Background:

Wiltshire Council (WC) has determined the car park has a low strategic asset value and decided to dispose of it. If there is no Community Asset Transfer (CAT), the site will be sold for development (approximate value £380k).

It is understood the proposed CAT will take the form of a long lease or freehold agreement with a covenant to the effect that, should the transferee fail to use it as a community asset, the car park will revert to WC.

The car park has no income and although a permit scheme is available, it has never been implemented.

Westbury Leigh road has 80 properties without a garage or off-street parking, and 62 legal on-street spaces. The car park has 42 spaces, 20 to 30 of which are in regular use overnight; it is relatively quiet during the working day.

Closure of the car park would deprive at least 20 households of legal parking, generate increased illegal parking and cause a significant reduction in local property values.

Westbury Leigh Community Project Ltd (WLCP) will fund, manage, operate and maintain the car park for the foreseeable future. It will make this public amenity available as is, free-to-use 23 out of 24 hours, to any Westbury resident or visitor on a first-come basis.

WLCP has identified expected regular costs, periodic costs and the need, over time to pay annual contributions to a £30k target 'sinking fund' to meet the cost of long term maintenance including re-surfacing. Overall it proposes an annual budget of the order of £3k - see attached a schedule of expected costs and a summary of surveyor estimates.

Although it has a healthy bank balance and operates a well-established, successful enterprise, hiring out the local Community Hall - see attached an edited statement of accounts for 2015/16. WLCP is prosperous at present but in the long term is as vulnerable to risk as any other Limited Company.

Recommendation:

- 1 That this Council reaffirms its support for the transfer of the Car Park at Westbury Leigh to the Westbury Leigh Community Project Ltd.
- 2 That Westbury Community Project Ltd should be allowed to complete its negotiations with Wiltshire Council.
- 3 That if after the end first 6 months of transfer WLCP considers that WTC financial support is necessary it should present to Westbury Town Council its full Business Plan detailing all of the options that are available and have been considered or tested.
- 4 That in the meantime the Council should make a contribution of 50% of transfer costs or £600 whichever is the greatest.

Cllr Andrews proposed the following amendment to item 4:
That in the meantime the Council should make a contribution of 50% of transfer costs, up to a maximum of £600.
The amendment was **PASSED**.

Cllr Taylor proposed the following amendment:
On condition that, and as long as Westbury Leigh Community Project Ltd runs the car park according to the terms of the Community Asset Transfer, this council will contribute to its cost, in arrears, £1500 per annum or 50% of the preceding year's actual cost whichever is the lower; those costs to include a contribution to a long-term surface maintenance fund.
The amendment **FAILED**.

RESOLVED: To AGREE the above recommendation with the amendment to item 4 as proposed by Cllr Andrews.

T.3595

RECOMMENDATION from the POLICY and RESOURCES COMMITTEE, dated 1st AUGUST 2016

Appointment of Cleaning Contractor for Westbury Toilets

Proposal:

The Landscape Group has been cleaning the public conveniences on an ad-hoc basis while the 7-year lease for the public conveniences is negotiated. The Town Council is now close to finalising and signing the lease and now is a good time to firm up the cleaning contract arrangements.

Background:

At the Town Council meeting in 4.07.16 it was noted that the draft lease had been approved for signing, subject to minor corrections (T3569). The public conveniences are open and cleaned 7 days each week, 3 hours each day. Having considered the cost of employing cleaners, outsourcing the cleaning contract offers the best value to Westbury Town Council to save money, transfer risk and protect our staff resources. Having contacted several cleaning companies across the Southwest, two companies came forward with a quotation based on a detailed specification. The contract terms are initially 2 years and 6 months (to tie in with financial year) with an option to extend.

Company 1 £15,288 per year.
Additional cleans on request £42.00 per visit

Company 2 £12796.00 per year.
Additional cleans on request £9 per visit per toilet £13.88 on Saturday and
£18.51 Sunday & bank holidays.

Recommendation:

The P&R committee recommends to Town Council that Company 2 is given the
cleaning contract for Westbury Public Conveniences

RESOLVED: To AGREE the above recommendation

Cllr Mrs C Mitchell left at 9.30pm

**T.3596 RECOMMENDATION from the POLICY & RESOURCES COMMITTEE, dated
1st August 2016**

Revised Car Usage Policy

Recommendation:

To adopt the revised car usage policy

RESOLVED: To AGREE to adopt the revised policy.

**T.3597 NOTICE of MOTION from CLLR STEPHEN ANDREWS dated 2nd August
2016**

Mayoral Chain

Proposal:

To purchase new matching links for the Mayoral chain.

Background:

We have currently no spare links for the Mayoral Chain and we were unable to
obtain matching links. The current links are sterling silver and Gilded/gold plated,
each link is approx. 16.6g. A jeweller in Devizes has suggested a way to
replicate the link by creating a mould using one of the existing links and has
quoted prices based on 4-6 links being made:

| | |
|-------------------------|--|
| Sterling Silver @ 16.6g | £49.00 (including 6 adjoining silver rings per link) |
| Cast Charges @ | £40.00 |
| Hard Gold Plating | £50.00 |
| Hallmarking per item | £15.00 |
| Total | <u>£154.00</u> |

Recommendation:

To buy a "cold cure" re-useable mould to be able to re-create matching links for
the Mayoral chain at a cost of £75.00 and purchase 6 sterling silver and
gilded/gold plated links at a cost of £154.00 per link. Total expenditure =
£999.00, to be taken from the Civic Regalia budget, cost code 4102/102, of
which there is currently £1500.00 available to spend.

RESOLVED: To AGREE the above recommendation but to buy 8 links instead of 6.

T.3598

RECOMMENDATION from HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE, dated 15th August 2016

Dropped Kerb Scheme on Bratton Road

Proposal:

To contribute £750.00 towards the cost of dropped kerbs

Background:

At HP&D on 21.09.15 the Committee agreed to ask CATG for a Puffin Crossing between the Laverton and the car park, as it dangerous for any elderly or disabled person visiting the Laverton trying to cross the road and it was felt it prevented people from hiring The Laverton. The committee offered a contribution of 10000 as we felt this scheme is high priority. It concerns the Community of Westbury, anyone visiting the Town Council offices or attending Town Council meetings; also anyone who is attending functions and community events at The Laverton.

At HP&D on 18.07.16 HP&D were advised a puffin crossing could was not viable and were advised of a replacement solution for the disabled to cross the road, which was dropped kerbs. The committee agreed to contribute £750.00 (25%) towards the cost of dropped kerbs as per the outcome of the Traffic & Network Management, Bratton Road, Westbury Pedestrian Crossing Assessment (09/03/16).

HP&D were advised of the following update from CATG on 15.08.16:

Pedestrian survey undertaken and feasibility report prepared.

The proposed option is the provision of dropped kerbs to the north east of the Laverton. Westbury Town Council indicated disappointment that a signal controlled or zebra crossing would not be forthcoming but supported the provision of dropped kerbs. WTC would like to proceed on that basis and are willing to contribute £750 towards the implementation. The CATG made the decision to fund the remaining £2250.

Recommendation:

To contribute £750.00 towards the cost of the implementation of dropped kerbs on Bratton Road. There is currently enough money in the dropped kerb budget to fund this.

RESOLVED: To AGREE the above recommendation.

T.3599

RECOMMENDATION from the MANAGEMENT TEAM, dated 22nd August 2016

Permanent Appointment of Town Clerk

Proposal:

To recommend the permanent appointment of the Town Clerk and Responsible Financial Officer

Background:

Mrs Deborah Urch has now successfully completed her six-month probation period and after reviewing her performance the Management Team are pleased to recommend she is appointed permanently.

Recommendation:

The Management Team are pleased to recommend Westbury Town Council permanently appoint Mrs Deborah Urch as the Town Clerk & Responsible Finance Officer to Westbury Town Council following the successful completion of her six months' probationary period.

RESOLVED: To AGREE the above recommendation

T.3600 RECOMMENDATION from the MANAGEMENT TEAM, dated 22nd August 2016

Improvement of office IT

Proposal:

To purchase new faster broadband and replace five of the employee's desktop computers.

Background:

The existing ASDL broadband connection is not adequate for the number of staff using the IT system daily. Five of the desktops are past their shelf life, are slow and unable to respond to the current work practices.

There is a requirement to increase bandwidth and the speed of the network, provide the Clerk and Assistant Town Clerk with a laptop and docking station to enable flexibility and buy three new desktops. The one laptop currently in use will be replaced with a desktop as this is not suitable for continuous use. The laptop will be available to all staff for minute taking at working groups and committees.

Staff will also be provided with new monitors and flexible monitor arms to meet Display Screen Equipment (DSE Regulations 2002) requirements and increase working capacity.

Recommendation:

That the Town Council approve a budget of up to £10,000 from the Rolling Capital Fund to improve the IT access and replace the existing desktops.

Cllr Cunningham proposed the following amendment:

***That the Town Council approve a budget of up to £10,000 from the Rolling Capital Fund to improve the IT access and replace the existing desktops and give the authority to the Clerk to spend this amount.
The amendment was PASSED.***

RESOLVED: To AGREE the above recommendation with the amendment.

T.3601 RECOMMENDATION from the FINANCE COMMITTEE, dated 22nd August 2016

Payments to suppliers by BACS, Direct Debit and Standing Order

Proposal:

To introduce payment to suppliers by BAC's and increase the number of direct debit and standing order payments.

Background:

Currently the majority of payments are raised by the accountant monthly via the Omega system. Other Town Councils use BACS to pay a wide range of suppliers. The benefit of this is; the Council can make weekly payments to their regular suppliers, limit the risk of late payments, reduce postage costs. Decrease the time spent by the accountants raising cheques and increase accountancy time developing and improving management information.

The Finance Assistant will produce a list of payments to be made via BACS, the Clerk will quality check, sign and pass to two Council signatories to sign the payment list. Once signatures have been obtained, the Clerk will pay suppliers via on-line banking. Finally printing off a confirmation receipt that payments has been made. This will provide a clear audit trail.

Recommendation:

Town Council to approve the payment to suppliers by BACS, increase the use of Direct Debits & Standing orders to increase efficiency

RESOLVED: To AGREE the above recommendation.

T.3602 RECOMMENDATION from the CCTV WORKING GROUP, dated 30th August 2016

To Appoint a CCTV Maintenance Contractor

Proposal

To appoint a CCTV Maintenance Contractor for three years commencing 01.11.16

Background

The previous contractor Digivision gave one week notice to the Town Council in April 2016. A local company provided a temporary arrangement for repairs and installed two new wireless cameras at Leigh Park.

In the meantime, the CCTV Working Group developed a CCTV Maintenance Contract Specification and Tender that was sent to four providers. The closing date for receipt of the tenders was Friday 26th August at 12.00. All four returned their documents within the specified timescale.

The contract will provide the Council with a sustainable contract that can be budgeted for. The contract will run for a minimum of three years commencing the 1st November 2016. For annual maintenance & cleaning, not repair. The four companies submitted the following quote in order they were opened.

| | |
|-----------|----------|
| Company 1 | £3906.00 |
| Company 2 | £3480.00 |
| Company 3 | £2860.00 |
| Company 4 | £5200.80 |

The working group are meeting 31.08.16 to review and agree the recommendation to Town Council.

Recommendation:

Town Council to approve the appointment of a three-year CCTV Maintenance Contract as per the recommendation of the CCTV working group.

Cllr Tout reported that the Working Group had met on 31st August 2016 to discuss the tenders. The recommendation from the group is to proceed with the quote from company number 2 at a cost of £3480.00.

RESOLVED: To AGREE the above recommendation of appointing the contract to company number 2.

Cllr D Jenkins left at 9.57pm

T.3603 RECOMMENDATION from the TOWN CLERK, dated 30th August 2016.

Repainting of the Bollards in the High Street

Proposal:

To improve the appearance and visual impact of the High Street by painting the bollards the same dark green with silver bands around the top.

Background:

When the new traffic regulation signage was installed in the High Street last year, Wiltshire Council painted the bollards where signs had been removed but the paint did match. Wiltshire Council advised us there was no budget available to buy matching paint, so we asked for a quote to repaint them all to match, which was £1800.00. The invoice has been received for £2000.00.

Recommendation:

Town Council to approve that the money should be taken from Capital Projects Fund to cover the costs of the painting of the bollards in time for the Summer Fayre 2016.

The Clerk gave an update that after querying the invoice with Kirsty Rose at Wiltshire Council they have admitted it should have been £1800 not £2000, this was an error and they will re-issue the invoice.

RESOLVED: To AGREE to pay the revised invoice of £1800.00.

T.3604 RENEWAL OF HR, EMPLOYMENT LAW & HEALTH & SAFETY CONTRACT
– The contract has been renewed with Ellis Whittam Ltd on a five-year term to benefit from the maximum discount

Noted

T.3605 CLERK'S CORRESPONDENCE/MATTERS:

- Clerks Leave – a reminder that the staff will under pressure during the Clerks leave so please be mindful.
- P&R Agenda – All items for inclusion on the next agenda to be received in the office by 23rd September.
- Budget Bid Reminder – All budget bids need to go to the next Town Council meeting in November, so a reminder to set them at all working group meetings.

- Thank you letter received from Crosspoint for their grant.

T.3606 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.
Cllr M Sutton presented a power point report from Lilly Bale the Laverton Marketing & Development Officer.
A Laverton Institute Trust Management Group meeting has been arranged for 20th October 2016.

T.3607 THE CCTV WORKING GROUP
Report covered in agenda item 21.

T.3608 COMMUNICATIONS BY THE TOWN MAYOR.
Mayor's Charity Auction Night on 30th September 2016 at The Laverton.

T.3609 BUDGET BIDS:

- Management Team - £2000.00 each year into the Rolling Capital Fund for IT contingency and continuous improvement

Noted

T.3610 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:

| | | | | |
|------|---|------------|---|--------------|
| JUNE | - | £43,039.16 | - | Schedule 501 |
| JULY | - | £38,637.80 | - | Schedule 502 |

T.3611 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.3612 STAFFING MATTERS

Salary Increase of the Town Clerk & Responsible Financial Officer

Proposal:

To recommend the pay increment of one scale point from 44 to 45 on the successful completion of her six-month probationary period after the recommendation for permanent appointment.

Background:

Mrs Deborah Urch has now successfully completed her six-month probation period and has been recommended for a permanent appointment. The Management Team now recommend a one-point increase in her salary, taking her from SCP 44 to 45, as per the conditions set out in in minute point T.3444 b):
To approve the following salary details to be offered to Mrs Deborah Urch: NJC Salary Scale LC3 SCP 43 – 47 commencing at SCP 44 and dependent upon the successful completion of her probationary period will increase at least one SCP. It will also increase one SCP on completion of the CiLCA qualification.

Recommendation:

The Management Team recommend increasing the Town Clerks pay scale from SCP 44 to 45 as previously agreed in minute point T.3444 b), on the completion of her successful six-month probation period.

RESOLVED: To AGREE the above recommendation

T.3613 To resolve to return to open Council.

22.13hrs

**Signed on behalf of the Meeting
this seventh day of November 2016**

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Chairman