

WESTBURY TOWN COUNCIL

**AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON, BRATTON ROAD,
WESTBURY ON MONDAY, 9th JANUARY 2017 AT 7.00 PM**

PRESENT: Cllr S Andrews (Chairman)

**Cllrs D Bradshaw, I Cunningham, Mrs S Ezra, D Jenkins, R Hawker (19.04),
G King, Mrs C Mitchell, F Morland, M Sutton, and W D Tout**

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

Also in attendance: Six members of the public

T.3638

PUBLIC FORM:

- Alison Irving – Dilton Marsh Parish Council
Agenda item 11, Proposed Boundary Changes
- Sonja Harris – Dilton Marsh Parish Council
Agenda Item 11, Proposed Boundary Changes
- Kathy Hutt – Dilton Marsh Parish Council
Agenda Item 11, Proposed Boundary Changes
- Ward Jones
Agenda Item 19, Westbury Festival
- WDC Tout
 - Christmas Event – Apologies to Assistant Town Clerk for the barrier issues
 - Canvassing on Easter weekend – residents do not like it.
 - Agenda items 19, 20 and 21.

T.3639

ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

Cllr P Wakeman	-	Business
Cllr D Windess	-	Business
Cllr I Taylor	-	No Apologies Given

T.3640

DISPENSATIONS:

None

T.3641

DECLARATIONS OF INTEREST:

Cllr F Morland - Agenda item 11, Proposed Parish Boundaries –
Dilton Marsh & Heywood Parish Councillor

Agenda Item 17 - Small Grants: see table below:

Name of Councillor	Organisation Name
Cllr S Andrews	Step up pre-school Carers Support Wiltshire Welfare of the Elderly (Westbury) 68 Squadron ATC

Cllr D Bradshaw	Westbury Amateur Swimming Club
Cllr Cllr I Cunningham	Westbury Festival
Cllr Mrs S Ezra	West Wiltshire Elblag Twinning Association Welfare of the Elderly (Westbury) White Horse Day Centre Westbury Shed
Cllr R Hawker	Westbury & District Cricket Club LPC Youth Club
Cllr D Jenkins	LPC Youth Club Westbury Rugby Football Club (Juniors)
Cllr G King	Stepping Stones LPC Youth Club Welfare of the Elderly (Westbury) Westbury & District French Twinning Association Westbury Rugby Football Club (Juniors)
Mrs C Mitchell	West Wiltshire Elblag Twinning Association Welfare of the Elderly (Westbury) White Horse Day Centre Wiltshire Family History Society Westbury Shed
Cllr M Sutton	West Wiltshire Elblag Twinning Association Westbury Midweek Skittles League Westbury & District French Twinning Association
Cllr WD Tout	West Wilts Society of Model Engineers

T.3642

MINUTES.

The Minutes of the Town Council Meeting held on the 7th November were confirmed and signed by the Chairman.

T.3643

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

- T.3614 - Cllr Andrews confirmed the Mayor also has an original vote, as a councillor, in addition to the casting vote as Mayor and Chair of the Council.
- T.3632 – Cllr Sutton clarified that a new booking form will be introduced for regular clients, with a clause stating that under very exceptional circumstances you may be asked once to move your booking.

Members' matters arising from these previous Minutes.

None

T.3644

POLICE REPORT

Apologies received from Wiltshire Police as they were unable to attend the meeting.

They submitted a written report which informed that there have been no Dwelling Burglaries reported in December, with five confirmed Non-Dwelling Burglaries with three reported in the rural villages and two within the Industrial Estate. There have been no charges to note in the Westbury area throughout the month of December.

Cllr WD Tout informed he still was unable to receive action reports on his phone, even though he gave his details direct to PC McCoy.

T.3645 WILTSHIRE COUNCILLORS' REPORTS.

Cllr G King

- I reported in October 2016 that Wiltshire Council's revenue budget was overspent by £8.3m at the end of September. I can now report that this potential overspend is currently £4.4m a reduction in overspend of £3.9m owing to a number of urgent rectification interventions by senior officers to help achieve balance. £4.4m represents 1.3% of the revenue budget Wiltshire Council remain confident that it will achieve balance by the end of March 2017
- Wiltshire Council is currently developing a new housing strategy. The draft strategy contains a number of interesting statistics / projections that were correct at the end of 2015 some highlights include:
 - The population of Wiltshire is expected to grow by 9% or 42k by 2025;
 - The number of people aged over 75 will grow by 68% by 2025;
 - The percentages of occupied dwellings in Wiltshire are: Owned = 68%; Social Rent = 15% and Private Rent = 17%
 - £40m will be spent on refurbishing the Social Housing Stock by the end of 2015.

Cllr D Jenkins

- Elections will be with us in the next few months.
- Wiltshire Council's main budget is currently in determination and will become more apparent to the community over the next few months.

T.3646 MINUTES of COMMITTEES. The following minutes were received and noted:

Highways, Planning & Development Committee	-	21.11.16
Highways, Planning & Development Committee	-	19.12.16
Policy & Resources Committee	-	05.12.16
Finance Committee	-	12.12.16

T.3647 RECOMMENDATION received from HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE dated 21.11.16

Neighbourhood Plan

Proposal:

To designate the whole of Westbury Parish for Neighbourhood Planning purposes.

Background:

Westbury Town Council has been considering a neighbourhood plan for some time. Several councillors have attended training and seminars on the subject and have a good understanding of the process. We are not required to proceed with plan after any designation. Several issues have impacted the process:

- 1) CIL deliberations. There was a lengthy enquiry into the valuation of CIL. Westbury Town Council strongly objected to the very low rate applied to CIL in Westbury but the amount is now set
- 2) A number of Neighbourhood Plans have not passed inspection but we feel that we are aware of the issues around this

- 3) Neighbourhood plans were quite difficult to alter (e.g. when actual planning decisions render parts of the plan invalid); previously an alteration of any kind (except corrections) required a repeat of the whole process. Under recent legislation some aspects of Neighbourhood Plans can be reviewed and changed with inspector agreement.
- 4) New legislation means that the designation of a whole parish is now automatic and cannot be debated/held up by the principal authority.

Recommendation:

That Westbury Town Council requests (to Wiltshire Council) that the whole of the parish (town) is designated for neighbourhood planning.

RESOLVED: TO APPROVE ABOVE RECOMMENDATION.

T.3648

RECOMMENDATION received from HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE dated 21.11.16 +

High Street / Rotunda Improvement Project

Proposal:

To reinstate aspects of the High Street / Rotunda improvement project.

Background:

The vision for Westbury suggested a number improvements the could be made to the High-Street area in Westbury. Wiltshire Council brought forward a plan which was dropped near to adoption through lack of funding. We should request Wiltshire Council reconsider this project in view of their CIL funding stream. There are some risks; CIL funding may not be available for other projects; we may be asked to contribute some of our portion of the CIL receipts to the project.

Recommendation:

Westbury town council requests that Wiltshire Council re-examine the project to improve the High-Street area of Westbury [see attached] particularly in view of the substantial CIL receipts that current and planned development in Westbury should bring.

RESOLVED: TO APPROVE ABOVE RECOMMENDATION.

T.3649

RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 05.12.16

Proposed Boundary Changes

Proposal:

To submit to Wiltshire Council a proposal to consider and amend the boundaries currently defining Westbury Council.

Background:

The boundaries defining Westbury were fixed before the modern age and are often based on geographic features that have no logic in places where development and trade has rendered them no longer applicable or sensible.

In addition, common usage and practice have given locations an identity that is not compatible with their official location.

An example would be the West Wiltshire Industrial Estate where the majority of businesses list their location as within Westbury although they lie within another parish and the chalk figure popularly known as the Westbury White Horse although it too lies outside the Westbury boundary. This review was

partly but not totally undertaken because maintenance and upkeep of the said figure has been provided by Westbury at a cost whilst the owning parish has declined to contribute.

These are but two examples that led Town Council to ask for a boundary review.

The proposal and recommendation that follow are a result of that review.

* a submission will not take place until Wiltshire Council have completed their boundary review in 2017.

Proposed changes:

1. The boundary be redrawn so that West Wilts Industrial Estate be included within Westbury including the The Ham which is currently outside Westbury
2. The boundary on the White Horse be redrawn so that the White Horse itself is within Westbury but Bratton Fort stays within Bratton.
3. The boundary be redrawn so that the ex-Cement works be totally within Westbury and not split in half as currently designated and that the boundary be straightened to give it more sense.
4. The boundary between Leigh Park and Dilton Marsh be clarified by designating Mane Way as the boundary mark.
5. Consideration be given as to whether Old Dilton should be within Dilton Marsh and also to remove the current anomaly where the line puts some houses on one side and some the other. The uninhabited wilderness south could be offered to Upton Scudamore and Dilton Marsh should they wish to incorporate within their boundaries.

Recommendation:

P & R committee approved the recommendation and forward to Town Council for approval.

RESOLVED: TO APPROVE ABOVE RECOMMENDATION.

Cllr Morland asked for his vote against to be recorded

Cllr Hawker asked for his vote against to be recorded

T.3650

RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 05.12.16

Grant Aid Policy

Proposal:

To improve the council's grant awarding policy and processes associated with it to make it clearer, more robust, improve decision making and demonstrate proper scrutiny.

This Task and Finish Group was set up following a recommendation from Town Council to P&R on 4th January 2016

1. That bodies receiving regular grants are asked to supply information about themselves and the purpose for which grants are requested.
2. That bodies receiving grants annually report to the Council their activities in the preceding months.
3. The Council may choose to review recipient's activities in a proportionate and transparent manner and publicly report its findings.
4. Policy & Resources Committee would be asked to select and scrutinise 10 organisations each year who received small grants.

Background:

There have been a number of queries by the new Town Clerk and councillors over recent years as to how we manage our grants (or small grants). The previous process had grown up over years. In particular concerns have been raised about various issues including (but not exclusively):

- a. The repeat use of grants by some organisations “our annual cheque” without any real understanding as to how the grant would be used
- b. Whether all the organisations actually needed the grants they receive
- c. What information we have about activities of some groups – what they do, who they help
- d. Whether we are encouraging dependency by some groups
- e. Whether enough councillors are involved in the selection process
- f. That although we reserve the right to ask to see evidence of expenditure and results we typically don't do this
- g. Use grants as a way of getting closer to groups in the town

The group consider all these items and more in producing a suggested new policy. Members of the group with the clerk also examined the policies of nearby councils (which were largely more detailed and more like the new proposed policy in scope)

The draft policy has been shown to applicants (very clearly labelled draft) in the hope of feedback (there has been little) and with a letter from the clerk explaining that we are looking at changing our process so that applicants would be forewarned.

Risks: Staff and council time as always. That by being more discerning over grant awarded some groups may be “annoyed” that they no longer get their regular money.

Recommendation:

The policy & resources committee recommend the adoption of the draft Grant Aid Policy to Town Council.

RESOLVED: TO APPROVE ABOVE RECOMMENDATION.

T.3651

RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 05.12.16

Grants Scrutiny Task & Finish group

Purpose:

To establish an on-going group to review grant applications and to scrutinise them before and after awards.

If the new grant policy is adopted it is suggested that this Task & Finish Group be converted into a working group with an annual remit.

Background:

Grants have historically been voted on by Town Council without a great deal of information being available to the council. The review of grant applications has been “light” and only carried out by one or two councillors. There has not usually been any follow up to check on grant spending and the result of projects. The new task and finish group recommends that should its scrutiny plans for this year be adopted that this group meets each year to complete the same tasks.

1. Review the policy.

2. Schedule advertising.
3. Scrutinise applications – requesting further information from applicants as deemed necessary.
4. Make a recommendation (non-binding) to the finance committee with more information available before a final vote by full Town Council.
5. Select applications to be reviewed after the grants have been given.
6. Find out more about the groups in the town who use our support and see how else we may be able to work with them to meet the aims of the council.

Risks & Finance: As with all working groups there is staff time. The process this year would have involved more meetings because the group developed a more detailed policy. The number of meetings for review purposes would vary depending on the number of applications.

If the Town Council does not become more robust and inclusive in its grant processes it could be subject to criticism as being arbitrary or secretive.

Recommendation:

The Policy & Resources Committee recommends to Town Council to convert the Grants Scrutiny Task & Finish Group into an ongoing Working Group.

RESOLVED: TO APPROVE ABOVE RECOMMENDATION.

T.3652

RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 05.12.16

Adoption of Policies

Recommendation:

That Town Council adopts the following policies:

- Complaints Procedure
- Gifts & Hospitality Policy (New)

RESOLVED: TO APPROVE ABOVE RECOMMENDATION.

T.3653

RECOMMENDATION received from the FINANCE COMMITTEE dated 12.12.16

DRAFT BUDGET 2017-2018

Recommendation:

The Finance Committee recommend adoption of the attached draft budget to Town Council.

RESOLVED: TO APPROVE ABOVE RECOMMENDATION AFTER AGREEING THE FOLLOWING AMENDMENT BEING MADE:

To add £35,727.00 to the budget to pay for two hours free parking in the High-Street car park.

Cllr Morland asked for his vote against to be recorded.

T.3654

RECOMMENDATION received from the FINANCE COMMITTEE dated 12.12.16

Financial Regulations

Recommendation:

The Finance Committee recommend adoption of the amended Financial Regulations to Town Council

RESOLVED: TO APPROVE ABOVE RECOMMENDATION.

T.3655 **RECOMMENDATION received from the FINANCE COMMITTEE dated 12.12.16**

Small Grants 2016-2017

Recommendation:

The Finance Committee recommend Town Council approve the list of small grants for 2016-2017.

RESOLVED: TO APPROVE ABOVE RECOMMENDATION.

T.3656 **RECOMMENDATION from the Town Clerk, dated 23.12.16**

Permanent Appointment of Town Caretaker

Recommendation:

The Town Clerk would like to recommend Westbury Town Council permanently appoint Mr Andrew Thomas as the Town Caretaker to Westbury Town Council following the successful completion of his six months' probationary period.

RESOLVED: TO APPROVE ABOVE RECOMMENDATION.

T.3657 **RECOMMENDATION received from LAVERTON INSTITUTE MANAGEMENT TRUST WORKING GROUP dated 24.12.16**

Grant to Westbury Arts Festival

Purpose:

To clarify the arrangements whereby the Westbury Arts Festival is able to access the Laverton and utilise Council facilities and staff where necessary

Background:

The Westbury Arts Festival is an integral part of Westbury culture and as such its continued success is supported by Westbury Town Council.

In the past there has been some confusion and problems in identifying the amount of time that council staff provide when doing tasks to further the objectives and running of the festival. There has also been confusion over the use and availability of the Laverton for festival purposes and this proposal is a means to tidy up and clarify said arrangements in order to strengthen and confirm council's support for the festival.

The LIMTWG considered this matter at their meeting of December 2016 and agreed on this course of action to resolve any further problems

Proposal:

That Town Council authorise a grant of £2,000 to Westbury Arts Festival by which they can purchase staff time and facilities and the use of the Laverton. This payment to be notional for accounting purposes but will enable the Festival to buy time and facilities without further confusion or disagreement.

Recommendation:

Town Council approve the proposal and grant this facility

RESOLVED: TO APPROVE ABOVE RECOMMENDATION.

T.3658 MOTION received from Cllr R HAWKER dated 03.01.2017

Westbury post Office

Recommendation:

To ask the Town Clerk to make a formal approach to the relevant senior management of both Morrisons and McColls, and any other shop in Westbury which appears to be a possible venue to host the main Westbury Post Office, to request that they seriously consider taking on the franchise and the likely benefits to the town and their business given that the current main Westbury Post Office is likely to close sometime in 2017, and to report all progress to each full council meeting until the matter is resolved.

RESOLVED: TO APPROVE ABOVE RECOMMENDATION.

T.3659 MOTION received from Cllr I CUNNINGHAM dated 03.01.17
CCTV

Background:

The amount of money (and issues) spent on CCTV by Westbury Town Council seems to increase regularly. Some of this may be a perception but there seem to be regular upgrades, issues, repairs etc.

There is a building body of research evidence to suggest that outside of a few special cases (particularly car parks, areas near night clubs etc. or especially vulnerable facilities), CCTV may not actually be very effective at reducing crime. There is also evidence to suggest that CCTV is seldom effective in producing convictions even when crimes are detected (the simple wearing of hoods renders most CCTV ineffective) so although the crime is "detected" at the time by CCTV it would have been detected later e.g. in the morning and the CCTV provided no further usable evidence. Further, many business premises and even homes are now covered by their own systems which would give them similar levels of evidence if any. Other studies suggest (less strongly) that CCTV may only move some crime to places without CCTV so there must be a fairness question in that some residents may, in effect, be paying to perhaps reduce problems for some residents whilst increasing their own risk.

It would seem to be appropriate for Westbury Town Council to look at the benefits. Rather than debate this in an absence of local facts and consider generalised arguments (such as those which suggest most "ordinary" people assume that towns do have CCTV and behave accordingly whereas those intent on crime usually know exactly what is in place and work around it etc.) we can table a later debate when we have some data to view in light of more general evidence.

Recommendation:

- a) The town council asks the CCTV working group to collect and collate performance data with a view to proving a cost benefit analysis for the CCTV system to inform a later debate. It would be useful to have figures over say 10 years or the life of the system (whichever is shorter) to show.
 - 1) Costs per annum – direct
 - 2) Costs per annum – staff (meetings, dealing with maintenance issues etc.)
 - 3) Number of convictions resulting direct from CCTV evidence

4) Number of crimes prevented by CCTV report [obviously, this only includes crimes that were begun but then interrupted by CCTV reporting) i.e. where police intervened solely in response to CCTV reports (i.e. not cases where police had been called anyway but the event was observed on CCTV)

b) that we request from Wiltshire Police crime statistics for the areas (or as many as possible) covered by CCTV & not covered (to test for “crime shift”) for the period (say 5 years) *before* CCTV was installed and since it has been running to see if there is a measurable reduction in crime – particularly in areas within the town (the industrial estate being its own responsibility).

5) An estimated cost per crime “eliminated” could then be produced from the typical *before* and *after* figures.

RESOLVED: TO APPROVE ABOVE RECOMMENDATION.

Cllr Hawker asked for his vote against to be recorded.

T.3660 RESIGNATION OF COUNCILLOR ANDERSON (Westbury North Ward) with effect from 9th November 2016

In accordance with Section 89(3) of the Local Government Act 1972, where the vacancy occurs within six months before the day on which the councillor whose office is vacant would regularly have retired, an election shall not be held under Section 89(1) of the above Act, and the vacancy will be filled at the next ordinary election of councillors on Thursday 4 May 2017.

The Council may choose to fill the vacancy by co-option for the period until that election.

IT WAS RESOLVED NOT TO CO-OPT AND TO CARRY THE VACANCY THROUGH TO THE NEXT ELECTION IN MAY 2017.

T.3661 RESIGNATION of CHAIR of POLICY & RESOURCES COMMITTEE

Cllr Taylor resigned as chair with effect from 04.12.16. Policy and Resources Committee to appoint a new chair at their next meeting on 6th February 2017.

Noted – Policy and Resources to appoint a new chair at their next meeting.

T.3662 TO RESOLVE TO ACCEPT APOLOGIES for COUNCILLOR TAYLOR for personal reasons for all future meetings.

THE MOTION WAS NOT MOVED.

T.3663 SPORTS ROAD SHOW 2017

The Sports Roadshow was well attended in summer 2016 and it was agreed this was something the council would like to continue to support. £1100 has been allocated to this in the budget for 2017-18.

RESOLVED TO FUND THE SPORTS ROADSHOW FOR 2017 AS LONG AS IT REMAINS WITHIN BUDGET.

T.3664 CiLCA QUALIFICATION OBTAINED BY MRS AMANDA MCCANN – ASSISTANT TOWN CLERK. Awarded 3 point pay rise as agreed under minute point T.3437.

Mrs McCann was congratulated on obtaining her qualification within nine months of commencement.

NOTED

T.3665 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.

The Laverton Institute Trust has received a Heritage Lottery Fund (HLF) Sharing Heritage grant. This exciting project 'Victorian Westbury – a tale of industry, enterprise, philanthropy and political ambition', Westbury and led by Lilly Bale from Westbury Town Council, has been given £9,500 to tell the story of Victorian Westbury and Abraham Laverton.

The Laverton Institute Trust works in raising awareness and interest in the town's social, economic and architectural heritage during the Victorian period. The overall aim, being to build up a contextual overview of the town and local community during this period of significant growth and change – that will hopefully offer historical context and foment a better understanding of its rich heritage during a significant part of the town's history.

The Exhibition includes: Children's leaflets, interpretative display boards, Web App for smart phones and other electronic devices, promotional leaflets as well as yearly heritage events that promote Westbury's heritage sites.

The opening day of the exhibition will be January 27th 2017.

NOTED

Cllr Hawker left the room

T.3666 LAVERTON FACILITIES ASSISTANT – We have received written notice from Richard Traynor that he will be leaving on 31st March 2017. A new draft job description has been developed for his replacement.

NEW JOB DESCRIPTION FOR FUTURE APPLICANT AGREED

T.3667 THE CCTV WORKING GROUP

The CCTV working group met on Wednesday 7th December 2017. Issues reported included three faulty cameras (17 Haynes Rd, 19 Grassacres, 40 Leigh Park). The Clerk has been asked to meet with our new contractor Wheelers to resolve the problems. Following a meeting with Jon May on the 13th December the Clerk has since circulated a report and is waiting for a decision regarding replacing an Infrared at Grassacres.

Cllr Hawker returned

T.3668 INTERNAL AUDIT REPORT 2016-2017 (First Interim) – Previously noted by the Finance Committee on 12.12.16:

- a) To receive and consider the Internal Audit Report 2016-2017 (First Interim).
- b) To note Action Plan points R1 to R3.

INTERNAL AUDIT REPORT RECEIVED AND NOTED

T.3669 CLERK'S CORRESPONDENCE/MATTERS:

- a) Thank you letter from Music & Arts Festival

NOTED

- b) Office Photocopier – changing supplier to save money:

The Clerk presented a list of companies approached for quotes and the existing provider has come in cheapest to upgrade the office photocopier, which the Clerk is recommending.

NOTED

- c) Dr Biggs contacted the office to say he would like to see the Post Office relocated to either the library or the Laverton.

T.3670 **COMMUNICATIONS BY THE TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council
A reminder of the forthcoming events:
a) Grants Award Evening – Wednesday 25th January 2017
b) Civic Service – Sunday 29th January 2017
c) Mayor’s Civic Reception – Friday 24th February 2017

T.3671 **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:

NOVEMBER - £67,901.77 - Schedule 506

22.36hrs

**Signed on behalf of the Meeting
this sixth day of March 2017**

.....
Chairman

DRAFT