

WESTBURY TOWN COUNCIL

AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY ON MONDAY, 8th January 2018 at 7.00 PM

PRESENT: Cllr G King (Chairman)
Cllrs, I Cunningham, W Jones, J Russ, M Sutton, M Kettleby, N Pyne, S Kimmins, B Pyne, R Hawker, C Charlton, A Katonivualiku

Mrs Deborah Urch, Town Clerk and Mrs Sarah Barker

Also in attendance: PC Charlotte Chiltern
1 representative from the White Horse News

T.3854 PUBLIC FORM: 2 members of the public

T.3855 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

Cllr S Hendry – Personal
Cllr D Tout - Personal
Cllr F Morland - Business

T.3856 DISPENSATIONS:
None

T.3857 DECLARATIONS OF INTEREST:
None

T.3858 MINUTES: To approve as a correct record, the Minutes of the Town Council Meeting held on the 4th September 2017 and 6th November 2017, copies of these Minutes have been circulated to each Member and in accordance with Standing Order No. 13(d) may be taken as read.

The Minutes of the Town Council Meeting held on the 4th September 2017 and 6th November 2017 were confirmed and signed by the Chairman.

T.3559 MATTERS ARISING FROM THESE MINUTES (if any). **Note: no new decisions can be taken.**
None

T.3860 POLICE REPORT – PC Charlotte Chiltern

Community Speed Watch (CSW) is a scheme which gives local people the power to help reduce traffic speeds and improve the quality of their life in their community.

There are approximately 111 active Community Speed Watch teams across Wiltshire and Swindon (as of 1st April 2017), with approximately 1000 volunteers across the area.

Speeding can be a real problem within our communities and by training as Community Speed Watch volunteers; local residents have the opportunity to make their roads safer.

Volunteers are provided with special equipment and trained by Police Officers in the use of hand-held speed devices so that they can record the speed of passing vehicles.

Motorists caught speeding by volunteers is sent a warning letter from the police, approximately 26000 letters are sent out to motorists each year. Further action is taken against persistent offenders, who will receive a visit from Wiltshire Police.

The main objectives are:

- To secure a reduction in vehicle speeds, to prevent collisions
- To improve quality of life
- To reduce noise pollution
- To raise public awareness of inappropriate speed.

Changing the attitudes of drivers is key to reducing speed. Community Speed Watch is about taking positive action, working together to improve the safety and quality of life for everyone in the community.

What to do next :

Anyone can raise speeding issues with their local area board (Wiltshire Council) using Wiltshire's community issue system at

www.wiltshire.gov.uk/council/areaboards

You will be asked for details, including where exactly the speeding occurs. The issue will be investigated, in the form of a metro count. If it is found that the site meets the criteria for Community Speed Watch the CSW Co-ordinator for Wiltshire Police will make contact to assist and you will be invited to gather a small group of volunteers together.

The CSW co-ordinator will also arrange everything you need to become a CSW volunteer. The schemes will be supported by the Police.

For more information on Community Speed Watch please email communityspeedwatch@wiltshire.pnn.police.uk

Each Wednesday Inspector Fee chairs a 'Tasking Meeting' for the West Wiltshire Community Policing area. This meeting is attended by the team Sergeants, Community Coordinators, Police Community Support Officers and local partner agencies.

The aim of the meeting is to identify issues that may be occurring within our communities and putting a plan into place in order to tackle this. Over recent weeks we have introduced Community Speedwatch into this meeting. A representative from the Community Speedwatch Team attends the meeting, and highlights four locations

to be targeted by officers over the following two weeks. The results from the metro count indicate which areas require targeting.

CRIME EXCEPTIONS

These figures are based on an evaluation of data, over a two year rolling period. Using this data we can predict what figure is the average that should be reported in a specific month, and what are the higher and lower parameters that we may expect. Figures outside of these parameters are classed as 'Crime Exceptions'.

There were no crime exceptions in the Westbury Town area during the month of November. Offences of theft were slightly lower than previous months.

Officers are investigating burglaries in Trowbridge, Melksham, Bradford on Avon, Westbury and Warminster.

We have seen one Dwelling Burglary (to a home) in the Westbury Town area, since the 01st November. During this incident, damage was caused to a rear door in order to allow entry to the property, and a large quantity of jewellery was stolen from within.

To improve the security in and around your home, we are asking residents to remember the following advice:

- Lock your doors and windows every time you leave the house, and make sure you have approved locks or bolts on all doors and windows
- Use a timer to set lights to mimic your usual activity when you are not home.
- If you buy large or valuable items such as a bicycle, ensure any serial numbers are registered with www.immobilise.com
- Ensure keys and handbags are not on display in your premises
- Always report any suspicious activity, note any vehicle registrations, descriptions of persons involved and direction of travel
- Make sure any bolts on garden gates are low enough so that they cannot be opened by reaching over the top of the gate
- Never leave a key in a hiding place like in a plant pot or letterbox – a thief knows all the hiding places.

CHARGES TO NOTE

On the 25th November, a Vauxhall Astra failed to stop for local officers when requested to do so. The driver was later located, and arrested for a number of offences. As a result, Luke BOOTH, 23 year old male of an address in Queens Road, Westbury was charged with Dangerous Driving, Drive a motor vehicle when alcohol level above limit, Fail to stop a vehicle when requested by a constable, Use a motor vehicle without third party insurance.

He appeared before court on the 15th December, and the case was transferred to Salisbury Crown Court.

For a detailed breakdown of the crime

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

Sector Inspector – Inspector Andy Fee – andy.fee@wiltshire.pnn.police.uk

Sector Deputy – Sergeant Gill Hughes –

gill.hughes@wiltshire.pnn.police.uk

Community Coordinator – Pc Charly Chilton :

charlotte.chilton@wiltshire.pnn.police.uk

T.3861

WILTSHIRE COUNCILLORS' REPORTS

Cllr G King

Parliamentary Constituency Boundaries

The revised proposals for the new Parliamentary Constituency Boundaries have been placed on deposit for consultation. The consultation period runs until 11 December 2017.

The documents showing the proposals have been placed on deposit at five locations (please note documents must not be removed from these locations):

- a) Wiltshire Council, County Hall, Trowbridge BA14 8JN
- b) Wiltshire Council, Monkton Park, Chippenham SN15 1ER
- c) Wiltshire Council, Bourne Hill, Salisbury SP1 3UZ
- d) Devizes Community Hub & Library, Sheep Street, Devizes SN10 1DL
- e) Warminster Library, Three Horseshoes Walk, Warminster BA12 4AN

The Boundary Commission is promoting use of a specifically designed consultation website as the primary tool for displaying their proposals and receiving comments on them. This is available at www.bce2018.org.uk. All of the proposals and maps for the whole of this area, and the rest of England, have been published on this website.

Local Transport Plan (19th December)

(iv) To agree that, subject to any responses received during the public consultation, Option 1 is implemented as soon as possible through a variation notice to the Traffic Regulation Orders and delegates authority to the Associate Director for Highways and Transport in consultation with the Cabinet Member for Highways, Transport and Waste to consider any suggestions from respondents for alternative ways in which the estimated income increase from the option could be met by other means, and, with the advice of legal and parking services, to negotiate and agree any resulting legal agreements. Option 1 being: An inflation increase to all Wiltshire Council parking charges.

Cllr R Hawker

The long-awaited lease from Wiltshire Council transferring Leigh Park Community Centre to the Trust is now in place. It is a Peppercorn lease.

T.3862

MINUTES of COMMITTEES. To receive and consider Minutes and recommendations of the following Committees: -

Policy & Resources Committee	04/12/17	Noted
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Finance Committee	11/12/17	Noted
HP & D Committee	18/12/17	Noted

T.3863 RECOMMENDATION received from POLICY and RESOURCES COMMITTEE dated 13th September 2017

Proposal

All Town Council, Committee, Working Group Meetings and appropriate Events are added to the electronic calendar.

An electronic meeting invitation for all meetings & events should to be sent to Councillors with the agenda and supporting documentation attached.

Background

The Councillors have found it helpful and efficient to receive meeting invitations for working groups as an electronic calendar invitation. An agenda, previous notes & supporting documentation is also attached making it easy for a Councillor to find the relevant documentation when attending a meeting, simply by locating the meeting in their electronic calendar.

Recommendation

Policy & Resources Committee recommends that this is the process adopted for all Council meetings and events.

RESOLVED: To APPROVE the above recommendation

T.3864 RECOMMENDATION received from DELEGATION OF SERVICES WORKING GROUP dated 30th October 2017

Proposal

Town Council to consider adoption of the new Bus Stop on Bitham Park and on-going maintenance.

On the 6th November 2017 Town Council requested the Clerk to go back to Wiltshire Council and ask for funding for the bus stop and on-going maintenance (S106) from the Developer. If Wiltshire Council do not agree this should come back to the next Town Council and re-consider. **Original Minute Number T.3837**

Background

Town Council to re-consider after update below from Wiltshire Council

“The site planning permission was granted on appeal. There was no provision in a S106 agreement in relation to a bus shelter.

The position in a nutshell is this. If a bus shelter is provided, this Council has no funds to maintain, so it might fall into disrepair and eventually have to be

Recommendation

Town Council to adopt the bus shelter and on-going maintenance

RESOLVED: To APPROVE the above recommendation

T.3865 RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 20th November 2017 Rewards and Recognition Policy (see attached)

Proposal

Town Council recognises and values the contribution made by the paid staff in the delivery of its purposes.

Background

Town Council recognises times the paid staff have delivered a high-quality piece of work or are called upon to deliver results or lend support to cover projects, events and absence, over and above what would normally be expected of them.

Recommendation

Town Council is cognisant of the fact that it currently has no policy or procedure for recognising and saying thank you for whenever an exceptional contribution is made and for that reason it is resolved:

1. To recommend to Council the immediate adoption of attached Reward and Recognition Policy
2. That regarding the operation of this policy recommendations should be made to the Clerk regarding the paid staff and to the serving Mayor in consultation with the management team regarding the Town Clerk
3. Those making such a recommendation be aware that the policy should be used sparingly to have meaning and that the final decision rests with the Clerk or the Mayor.

RESOLVED: To ADOPT the above policy

T.3866

**RECOMMENDATION received from POLICY and RESOURCES COMMITTEE dated 4th DECEMBER 2017 (see attached)
Adoption of Policies**

Recommendation

Town Council adopts the following policies

- **Unitary Councillor Policy**
- **Volunteering Policy**

RESOLVED: To ADOPT the above policies

T.3867

RECOMMENDATION received from the FINANCE COMMITTEE dated 11th December 2017

Draft Budget 2018/19

To adopt the Draft Budget 2018/19 as recommended by the Finance Committee on 11th November 2017 and as amended to reflect increased costs in Administration, Delegated Services and the continuation of the 2 hours free car parking

RESOLVED: To APPROVE the above recommendation

T.3868 To resolve to set the Precept for 2018-2019

That a precept of £629,552.00 be set for the financial period of 2018-19.

The outcome of which would be an annual increase for 2018-19 of 14.09% making a Band D Property amount to £129.58 thereby an increase £16.00 per annum or .31 pence per week.

RESOLVED: To APPROVE the above recommendation

T.3869 RECOMMENDATION received from the FINANCE COMMITTEE dated 11th December 2017 (F.260)

Proposal

The Finance Committee considers meeting more regularly to monitor the financial performance of the council and to assist and support the finance team in their work.

Recommendation

Finance Committee considers meeting more regularly to monitor financial performance. Recommend to Town Council that the Finance Committee meets six times per year

RESOLVED: To APPROVE the above recommendation

T.3870 RECOMMENDATION from FINANCE COMMITTEE DATED 11th December 2017

Re-naming of Grants Scrutiny Working Group (F.257)

To accept the Grants Scrutiny Working Group is renamed Community Partnership Funding Working Group. To cover funding arrangements as well as Grants

RESOLVED: To APPROVE the above recommendation

T.3871 RECOMMENDATION received from HIGHWAYS, PLANNING and DEVELOPMENT COMMITTEE dated 18th December 2017

Recommendation

Highways, Planning & Development Committee recommend to Town Council that the CCTV and Streetscene Working Group are split into two separate working groups. As joining these two working groups has not worked well for external partners attending and there is a lack of synergy between the two groups.

To confirm membership for:

- a) CCTV
- b) Streetscene

Members confirmed as:-

CCTV – Cllrs Hawker, Charlton, Katonivualiku, Cunningham, King

Streetscene – Cllrs Hawker, Kimmins, Kettlety, Katonivualiku, Cunningham, King

NB – Town Clerk to contact existing members who are absent to confirm their membership

RESOLVED: To APPROVE the above recommendation

T.3872 RECOMMENDATION received from HIGHWAYS, PLANNING and DEVELOPMENT COMMITTEE dated 18th December 2017 (T.3486)

Recommendation

Highways, Planning & Development Committee recommend to Town Council the draft Project Mandate for the Neighbourhood Plan. This plan will be reviewed and updated throughout the life of the Neighbourhood Plan. The Town Council will receive regular updates throughout the life of the Neighbourhood Plan project. (See attached)

RESOLVED: To APPROVE the above recommendation

T.3873 CLERK'S CORRESPONDENCE/MATTERS:

- Thank you from the Westbury Amateur Swimming Club for their Grant
- Thank you from Westbury Music & Arts Festival for their Grant
- Thank you from Larkrise Community Farm for their Grant. Open invitation to visit
- Thank you from Westbury & District Churches Together for their Grant

The above was noted

**T.3874 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.
Report by Cllr M Sutton**

1. The next meeting of the LIMWG is at 10 am on January 18th
2. Tenders have been received for the extension and the lowest tender has been accepted even though it was higher than the budgeted amount, but the other two tenders were almost twice that of the accepted tender. Money has been found to cover the shortfall and it should be born in mind that the Laverton being an old listed building would require funds in any event particularly around the proposed extension where deterioration was noticeable.
The work will commence in the New Year and is expected to be completed by late June and although this may appear to be a longer period than first thought works such as a damp proofing course require a time to dry out completely and some sub- contractors can only work once other work has been completed. Even this time scale is dependent on favourable weather – **Building work due to commence mid-January**
3. It was hoped that both upstairs and downstairs toilets could be adopted for unisex use which would have included the removal of the men's urinals. This is not as simple as first thought and for which there is no budget, so the Laverton committee will consider various options at their meeting on Jan 18th. It is hoped that during building works the disruption and inconvenience will be as minimal as possible and it will be continually monitored and managed. **Toilets were deemed as NOT suitable as unisex toilets**

4. The trial of the solar lamps for the tables was deemed to be very positive and the group have approved the purchase of a full set which are now available for use as required.
5. Since the new belt was installed in the lift there have been no further problems and we are hopeful that the persistent problems of the past have now been eliminated. The new maintenance contractors have so far proved to be much more pro-active and dependable than the previous ones.
6. A weekly booking has ceased resulting in a large loss of projected income over the year but it should be stressed that this was due to the event re-locating to another town rather than any dissatisfaction with the premises or service.
7. Projected income for 2017 is still expected to exceed 2016 despite the loss of the client previously mentioned.

T.3875 COMMUNICATIONS BY THE TOWN MAYOR. To receive such communications as the Town Mayor may wish to lay before the Council.

- Cllr King reminded Councillors of the forthcoming Charity Quiz & Supper Evening on Friday, 19th January

The above was noted

T.3876 RECEIVE ASSET INVENTORY REPORT
To receive and confirm asset inventory report as correct

RESOLVED – Asset register confirmed

T.3877 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 518 - 2017 - £92,394.04

8.27pm hrs

**Signed on behalf of the Meeting
8th January 2018**

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Chairman