

WESTBURY TOWN COUNCIL

AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY ON MONDAY, 5th March 2018 at 6.30pm

PRESENT: Cllr G King (Chairman)
Cllrs, I Cunningham, J Russ, M Sutton, M Kettlety, N Pyne, S Kimmins, B Pyne, R Hawker, A Katonivualiku, S Hendry, F Morland

Mrs Deborah Urch, Town Clerk and Mrs Sarah Barker

Also in attendance:
Cllr David Jenkins

T.3881 PUBLIC FORM: 5 members of the public

Presentation by Wiltshire Clinical Commissioning Group (CCG) by Dr Sandford-Hill and Linda Prosser

Discussion about the health facilities in Westbury and confirmed:-

- There will be no provision for a new hospital in Westbury
- Adequate space has been confirmed in the health centre for population growth to 2025
- White Horse Health Centre may include delivery of a Minor Injury clinic
- The main priority is to provide care in people's homes – proven to have better and positive outcomes for patients
- Some roles currently carried out by Doctors will be passed to other healthcare professionals – eg triage nurses and heart failure nurses, this will be a standard offer for all patients
- A needs assessment for Wiltshire is currently underway and the results of this will be provided to CCG in the Autumn. CCG will return to the Town Council with an update
- Healthcare staff recruitment problems are being addressed countywide and CCG report the White Horse Health Centre have a full complement of staff
- Westbury White Horse Health Centre is the third best practice in Wiltshire for a high percentage of space per person
- Regarding transport, the CCG reported that the local authority are unable to help improve transport links due to budget pressures. If patients have mobility issues they need to bring it to the attention of the health services, who will deliver services to these people
- There is disconnect in the information shared between hospitals and GP surgeries. There is a project called 'Single View' looking at this

T.3882 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

Cllr C Charlton – Business
Cllr D Tout - Personal
Cllr W Jones – Personal

T.3883 DISPENSATIONS:
None

T.3884 DECLARATIONS OF INTEREST:
None

T.3885 MINUTES.
The Minutes of the Town Council Meeting held on the 8th January 2018 were confirmed and signed by the Chairman.

T.3886 MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken.

None

T.3887 POLICE REPORT

Westbury Town

Hello and welcome to this month's Community policing report.

This month's report will focus on Independent Advisory Groups (IAGs).

The primary role of an IAG is to act as a 'critical friend' to the Police. IAGs were created to work as genuine partners with the Police to inform improvements in service delivery with a particular focus on diversity and the protected characteristics as covered by the Equality Act 2000.

IAGs do not represent the views of the community as a whole, but of the individual IAG members. IAGs are only one part of the jigsaw of wide community consultation engagement.

What do IAGs do?

As critical friends, IAG members constructively advise and work with the Police as a genuine partner in driving service improvement. Members will challenge conventional thinking and giving an independent perspective on issues through a process of open discussion and feedback.

IAG members are not expected to provide 'specialist advice' on policing issues. Rather, they are designed to provide advice on how policing services may be, or are being perceived by communities. IAG members are not independent scrutinisers, as this function is carried out via existing established mechanisms.

What do members do?

- Give individual perception / advice on policy (including policy development), and practices, which impact on diverse communities.
- Provide a view on how particular police activities are likely to be perceived by communities, for example Stop & Search.
- Give a personal perspective as a person who is connected to a particular community – IAG members do not speak on behalf of the community.

- Advise the police on cultural and other issues, specifically relevant to the community involved.
- Give post incident advice in regard to critical incidents, noting how the incident advice may differ in different communities and cultures.

IAG Meetings

It is recommended that IAGs meet at least 4 times a year.

The IAG Chair and Coordinator will consult members and set meeting agendas.

The agenda can be informed from the information offered in the IAG information pack and will be updated at intervals in time for each meeting by the Strategic Service Improvement Department within Wiltshire Police.

The information pack will contain amongst other things, Hate Crime and Stop and Search activity data. If there is a rise in activity for example, members may wish to understand why and cover this as an agenda item.

A recent IAG recruitment campaign was conducted, and we are due to hold our first meeting in the beginning of April.

OTHER INFORMATION

Wiltshire Police has announced that Chief Constable Mike Veale will be stepping down in his role, and has accepted the role of Chief Constable for Cleveland Police. His last day with Wiltshire Police will be 4th March 2018. Mr Veale has said "It's been a very difficult decision to make, after serving here in Wiltshire for 13 years and the wider West Country for almost 34 years. However, I feel it is the right time for a new challenge and it is for that reason that I plan to make this move. I would like to publicly thank my officers and staff for their unwavering support for me during my tenure as Wiltshire Police Chief Constable".



Kier Pritchard will become Temporary Chief Constable. His appointment will be for a period of 12 months. Kier is an experienced senior Police Officer and will provide stability, innovation and build upon excellent foundations. Kier will take up the post of Temporary Chief Constable on Monday 5th March.

Paul Mills, who is currently an Assistant Chief Constable, has been appointed as Temporary Deputy Chief Constable.



Mr Pritchard said "I'm delighted to be able to announce that Paul Mills will become Temporary Deputy Chief Constable as of Monday 5th March. The appointment of a Deputy provides additional stability to the Senior Leadership Team in the force and will allow us to continue to work closely with the Police and Crime Commissioner in meeting the priorities he has set for the Force within his Police and Crime Plan."



Craig Holden, who is currently a Superintendent, has been appointed as Temporary Assistant Chief Constable, as of Monday 5th March.

If you have any questions about any of the above, please contact PCC Angus Macpherson on : policeandcrimecommissioner@wiltshire.pcc.pnn.gov.uk

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 102 recorded incidents within the Westbury Town area throughout January, compared to 140 recorded incidents during the same time period last year.

There were no crime exceptions throughout the month of January. All crime types were showing less than average.

COMMUNITY POLICING PRIORITIES WITHIN YOUR AREA

Antisocial Behaviour and drug use within the play park in Fell Road, Westbury was raised as a priority at the weekly tasking meeting on the 3rd January.

As a result of the priority, 11 additional patrols were conducted within the area, and names were obtained of a large group of young persons who were admitted to being in possession of drug paraphernalia. Work is ongoing with the young people, their parents and partner agencies.

The matter was removed from the tasking meeting on the 17th January, after we received no further reports of antisocial behaviour.

OTHER INFORMATION

We are urging people to follow security advice after a number of burglaries in Trowbridge, Bradford on Avon and Westbury where car keys and vehicles have been stolen.

Over the past week officers have been called to a series of incidents in the West of the county where insecure houses were entered and searched, and thieves took car keys and subsequently stole the vehicles from outside of the addresses.

We are investigating whether there are potential links between these incidents and have been carrying out house to house enquiries, as well as examining CCTV from the area. Our enquiries are ongoing.

We would like to take this opportunity to ask you to follow the following security advice, so that you can do everything you can to avoid being a victim of this type of crime.

- Check all doors and windows on vehicles and your house are locked and secure in good working order
- Keep all keys, purses, handbags and wallets out of sight and away from the letterbox
- Consider taking valuables such as wallets, purses, jewellery, cash, and small electronic items (phones, laptops, iPad) upstairs with you at night
- Never leave a spare key in a hiding place like in a plant pot or letterbox - a thief knows all the hiding places.

Ensure any alarms and security lighting is in good working order and active.

Always report any suspicious activity, note any vehicle registrations, descriptions of persons involved and direction of travel

** On the 27th February four teenagers were arrested in relation to the burglaries over the last week. The four males are aged between 16 and 19 years old.

All but one of the vehicles have now been locate **

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

<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.3888 WILTSHIRE COUNCILLORS' REPORTS

No reports

T.3889 MINUTES of COMMITTEES. The following minutes were received and noted:

Policy & Resources Committee	05.02.18	Noted
HP & D Committee	15.01.18	Noted
HP & D Committee	19.02.18	Noted

T.3890 TO RECEIVE NOMINATIONS FOR MAYOR FOR THE ENSUING YEAR.

Cllr Ian Cunningham was nominated

T.3891 TO RECEIVE NOMINATIONS FOR DEPUTY MAYOR FOR THE ENSUING YEAR.

Cllr M Sutton was nominated

T.3892 RECOMMENDATION received from the INTERNAL AUDIT WORKING GROUP dated 15th January 2018

The Internal Audit Working Group recommends the changes attached to the town councils current list of Ear Marked Reserves (EMR). The suggested changes will also reduce the list from its current 32 to 24.

RESOLVED: To APPROVE the above recommendation

T.3893 RECOMMENDATION received from the LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 18th January 2018

New Conference Table

The existing conference table in the Abraham Room is old and very heavy. It is not an item that was meant to be moved around the room and it does not fold and can't be stored in any other locations. Unfortunately, the structure of the table has been compromised due to the way it has been moved around in the past.

The LITMWG proposes replacing this conference table with four smaller folding tables which will interlock to seat 10 to 12 people whilst allowing the flexibility to fold and store them when not in use.

The recommendation is for Town Council to agree to purchase 4 x folding tables at a cost of £1,082.40 + VAT

RESOLVED: To APPROVE the above recommendation

T.3894 RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 5th February 2018

Members Code of Conduct

Town Council to note that the P&R Committee recommends that Westbury Town Council adopts Wiltshire Council's Code of Conduct (R.1788 refers – copy previously circulated with the P&R agenda for 5.2.18)

RESOLVED: To APPROVE the above recommendation

Recorded Vote – Cllr Morland and Cllr Hawker – Object to Recommendation

T.3895 RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 5th February 2018

Emergency Plan

Town Council to note that the P&R Committee recommends that Westbury Town Council adopts the Emergency Plan, however it has been referred to the Emergency Planning Working Group to include Church halls in the places

of safety (R.1789 refers – copy previously circulated with the P&R agenda for 5.2.18)

Town Council should note that this is a working document and subject to frequent change and should be re-confirmed annually.

- T.3896** **RESOLVED: To ADOPT the above recommendation**
RECOMMENDATION received from the POLICY & RESOURCES
COMMITTEE dated 5th February 2018

Revised Sponsorship Policy (formerly Sponsorship of Roundabouts Policy)

Town Council to note that the P&R Committee recommends that Westbury Town Council adopts the revised Sponsorship Policy (R.1790 refers – copy previously circulated with the P&R agenda for 5.2.18)

RESOLVED: To Adopt the above recommendation

- T.3897** **RECOMMENDATION received from the POLICY & RESOURCES**
COMMITTEE dated 5th February 2018

Draft Community Engagement Policy

Town Council to note that the P&R Committee recommends that Westbury Town Council adopts the revised Draft Community Engagement Policy (R.1791 refers – copy previously circulated with the P&R agenda for 5.2.18)

RESOLVED: To Adopt the above recommendation

Cllr Jones was congratulated for his contribution and members said this should have been written years ago

- T.3898** **RECOMMENDATION received from the TOWN CLERK dated 6th February 2018**

Town Council to approve two new direct debit payments to Water2business (Wessex Water) relating to the water supply at our public toilets in The High Street and Warminster Road Car Parks. This is in line with the town council other utility payments which are made by direct debit.

RESOLVED: To APPROVE the above recommendation

- T.3899** **RECOMMENDATION received from the HIGHWAYS, PLANNING &**
DEVELOPMENT COMMITTEE dated 19th February 2018

Town Council to arrange for a spring clean of the White Horse and develop and agree a long term plan for cleaning (only).

RESOLVED: To APPROVE the above recommendation

- T.3900** **APPOINTMENT OF A NEW FACILITIES ASSISTANT**

Town Council to note the appointment of a new Facilities Assistant subject to satisfactory references and receipt of signed contract of employment. This post is expected to commence on 1.5.2018.

RESOLVED: To APPROVE the above recommendation

T.3901 RECOMMENDATION from the Town Clerk, dated 21.02.18**Permanent Appointment of Administrative Assistant**

The Town Clerk would like to recommend Westbury Town Council permanently appoint Kieran Holburn-Thorburn and Sarah Harris as Administrative Assistants to Westbury Town Council following the successful completion of their six months' probationary period.

RESOLVED: To APPROVE the above recommendation

T.3902 CCTV

In January 2017 Town Council asked the CCTV Working Group to report on a number of questions. The report attached details those questions and the response from the CCTV Working Group as well as camera specific reports from the police .

AMEND THE ABOVE RECOMMENDATION TO: To go back to P & R Committee for a way forward, balanced debate and consideration then back to Town Council with recommendation

T.3903 RESIGNATION FROM TIG/TOURISM WORKING GROUP

Town Council to note Cllr R Hawkers resignation from the TIG/Tourism Working Group dated 13.11.17

To note only

T.3904 REPRESENTATIVES OF THE COUNCIL ON OTHER BODIES – Feedback to council by each representative:

ORGANISATION	REPRESENTATIVE	COMMENTS
68 (Westbury) Sqn ATC	Cllr Sutton	No representative
BA13 Community Partnership	Cllr King & Cllr Cunningham	Partnership, lively and busy – topics are good and interactive. These include health, passenger transport, flooding and environment
Community Area Transport Group (CATG)	Cllr Morland	No representative
Elblag Twinning Association	Cllr King	AGM meeting March 15 th 2018
Warminster & Westbury CCTV Committee	Cllr WD Tout	No representative
Westbury Area Board	Cllr Cunningham	Board have been doing some important work in the community
Westbury District Twinning Association	Cllr Sutton	No representative
Westbury Heritage Society	Cllr Cunningham	Information on the newsletter. Serious discussion about the viability of the centre

Westbury (Wilts) Welfare of the Elderly Association	Cllr King	No meeting held
Wiltshire Association of Local Councils	Cllr King	No meeting held
Wiltshire Council Rights-of-Way	Cllr Jane Russ	No information available
Northacre – Hills Liaison Group	Cllr Tout	No representative

T.3905 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.
Report by Cllr M Sutton.

1. The next meeting of the LIMVG is at 10 am on April 19th
2. Work is progressing on the extension and to date there have been no major interruptions or delays and it is still envisaged that it will be finished close to the projected date. It has now been agreed that the urinals will remain in place in the downstairs Gents toilets but options will be explored for better utilising the upstairs ones during functions.
3. It was decided that the cost of having a commercial recycling contract greatly exceeded the use required and as a consequence any recyclable waste will be disposed of by the Laverton committee and staff as appropriate.
4. Interviews for the Facilities Assistant took place on Feb 21st and a decision will have been made by the time of the Town Council meeting on March 5th
5. Since the lift maintenance contract was given to a new company and the belt replaced there has been a great reduction in lift problems and it is now hoped that this is a permanent improvement.
6. Due to the building works the emergency key has now been re-located to the building adjacent to the front door and defibrillator. It is pleasing to note that to date the defibrillator has not been utilised.
7. At the meeting of Jan 18th it was agreed by the working group that due to the nature of the Laverton operations there was no need for monthly meetings and quarterly meetings would suffice with the proviso that extra meetings could be called at the discretion of the chair. This would also benefit staff being re-deployed where necessary.
8. Despite the loss of a major client the projected income for 2017 is still expected to exceed 2016 despite the loss of the client previously mentioned

T.3906 CLERK'S CORRESPONDENCE/MATTERS:
Public Meeting - Proposed Advanced Thermal Treatment Facility

- a) Notes from Public Meeting are now available on the website.
- b) Westbury Town Council to consider questions received Mr Eades and numerous members of the public
 - Will the Town Council ask Wiltshire Council to request the Environment Agency to bring forward the Environmental permit procedure and make this part of the new planning consent issued to Hills?

- Will the Town Council ask the Environment Agency for immediate clarification of which issues will be covered by the Environmental permit so that those issues which fall outside the Environmental permit can be addressed to Wiltshire Council in the forthcoming planning application?

DEFERRED

T.3907 COMMUNICATIONS BY THE TOWN MAYOR. To receive such communications as the Town Mayor may wish to lay before the Council - **None**

T.3908 EAR MARKED RESERVE REPORT

RESOLVED: To APPROVE the above recommendation

T.3909 BUDGET REPORT

To note the report attached to 31.12.2017

RESOLVED: To APPROVE the above recommendation

T.3910 RECEIVE ASSET INVENTORY REPORT. To receive and confirm asset inventory report as correct record

RESOLVED: To APPROVE the above recommendation

T.3911 LOCAL COUNCIL RISK SYSTEM. The summary of all risk assessments that have been carried out and monitored by the Council are enclosed for review. Members to adopt and confirm the plan

RESOLVED: To APPROVE the above recommendation

T.3912 ACCOUNTS:

Payment of Accounts. To approve the lists of payments made since the last Meeting, or to be made, and to confirm the action of the Chairman and one other Member in signing the necessary orders for payment, Business Pass Cash/Visa Cards (if any) transactions, and staff remunerations: -

JANUARY 2018	-	£133,131.98
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RESOLVED: To APPROVE the above recommendation

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.

STAFFING MATTERS

To resolve to return to open Council

8.25pm hrs

**Signed on behalf of the Meeting
5th March 2018**

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Chairman