

**WESTBURY TOWN COUNCIL**

At the MEETING of the TOWN COUNCIL held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY 3<sup>rd</sup> SEPTEMBER 2018 at 7.00pm.

**PRESENT:** Cllr I Cunningham (Chairman)  
Cllrs: M Sutton, W Jones, J Russ, B Pyne, G King, S Kimmins,  
N Pyne, J Charles, F Morland (left at 19.35hrs), S Hendry  
Staff: Mrs D Urch (Town Clerk) and Mrs J Dyer

**Also in attendance:** Mr A Thomas  
PC Lee Pelling  
One member of the press

**T.3369 PUBLIC FORUM**

1 member of the public – Proposed Westbury Community Fridge

**T.3370 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE:**

No apologies received

**T.3371 DECLARATION OF INTEREST and DISPENSATIONS**

Agenda item 19: Community Grants  
Cllr G King – Stepping Stones (relative attends)  
Cllr G King – Westbury & District French Twinning (Member)  
Cllr W Jones – Westbury Churches Together (Member)

**T.3372 MINUTES**

**RESOLVED:** That the Minutes of the Town Council Meeting held on 2<sup>nd</sup> September 2018 were confirmed and signed by the Chair.

**T.3373 MATTERS ARISING FROM THESE MINUTES (If any): no new decisions can be taken**

Members' matters arising from these previous minutes: **None**

**T.3374 TOWN COUNCIL KEY DECISIONS September 2017 – present**

The decision list was reviewed, and outstanding actions noted, all of which are in progress or in hand.

**T.3375 POLICE REPORT**

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

With the summer months and warm weather upon us, we wanted to take this opportunity to provide information about Antisocial Behaviour and what we are doing to tackle it.

**Antisocial Behaviour**

Antisocial Behaviour, also widely known as ASB, is an extremely broad term used to describe day to day incidents that can have an impact on people's lives. Antisocial Behaviour is often a combination of both crime and nuisance. Because Antisocial Behaviour includes such a wide range of behaviours, it means that the responsibilities are shared between a number of agencies including the police, local councils and social housing landlords.

ASB can include:

- Rowdy and noisy behaviour
- Night time noise from properties and gardens
- Threatening and drunken behaviour
- Vandalism and graffiti
- Drug dealing and drug taking
- Litter and fly tipping rubbish
- Begging
- Street drinking

#### What can the Police do?

The police and local agencies have a number of powers available to them, in order to tackle antisocial behaviour. Each situation is different, however we will usually issue words of advice and / or a warning letter initially.

We also have the following powers available to us :

- Civil Injunction
- Criminal Behaviour Order
- Dispersal Power
- Community Protection Notice
- Public Spaces Protection Order
- Closure Order

Local Authorities are able to deal with :

- Abandoned vehicles
- Graffiti
- Damage to public property (street lighting, road signs etc.)
- Rubbish and fly tipping
- Noise, including loud music, noisy neighbours, parties and animals
- Animal complaints can be dealt with by the dog warden
- They also have been granted powers to obtain Civil Injunctions, Community Protection Notice, Public Spaces Protection Order, Closure Order and Criminal Behaviour Orders.

#### How you can report antisocial behaviour

From the list above, establish which agency is best placed to deal with your complaint.

You can contact Wiltshire Council by telephone – 0300 4560100 or via the Wiltshire Council App.

You can contact Wiltshire Police by telephone – 101, or 999 in the case of an emergency.

It is really helpful when trying to deal with antisocial behaviour, that we have logs of when and where the problems are occurring. It would be useful to keep a log including:

- Dates and times of incidents
- As much information as possible about what has happened
- Names and descriptions of those involved (if known)
- Details of any witnesses
- How the incident has affected you
- Whether the matter has been reported, and if so, who to as well as any reference numbers provided

### Op Albatross

During the summer months Operation Albatross will be used to target two distinct groups :

1. Adult Street Drinkers, who are drinking alcohol within open public spaces, including town centres / parks
2. Young person's congregating in groups, using intimidating behaviour, violence and antisocial behaviour.

A Police Officer and a Community Support Officer will be dedicated to carrying out foot patrols in identified areas across the West Wiltshire Policing Hub.

The Community Policing Team will work closely with the Youth Offending Team (YOT) to carry out follow up work and intervention, Motiv8 (Substance Misuse service) for young people, as well as Turning Point (Drug and Alcohol Support Service) where necessary for over 18's.

### **OTHER INFORMATION**

Inspector Andy Fee is currently away from the Community Policing Area, until December 2018 while he works on an internal project. Sergeant James Williams will be filling the position of Temporary Inspector, until his return.

On the 20<sup>th</sup> August Sergeant Jeff Rice joined us as Deputy Sector Sergeant on a temporary basis

### **CRIME EXCEPTIONS DATA**

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'.

\*\*\* Domestic Abuse figures will also be included in the values as it is on our Control Strategy but here will be no details shared on these cases \*\*\*

### Westbury Town and Villages combined (Area Board)

Westbury Area Board includes 2 Beat areas, 1 for the Town (EG11), and one for Rural and Villages (EG12). The Data is as Follows;

**(At the time of production (23<sup>rd</sup> July) the end of month Data for Aug is not yet available)**

### JUNE 2018 DATA

June 2018 showed a total of 61 crimes for the whole Westbury Area Board region against the average of 65.8 for this same month over the last 2 years. This is within the parameters we would reasonably expect. There are no exceptions within the data.

### EG11 (Westbury Town Centre Beat)

June 2018 showed a total of 45 crimes for the EG11 area against the average of 52.7 for this same month over the last 2 years. There are no exceptions within the data.

The 4 largest crime groups accounted for 93% of this recorded crime as follows;

Violence Against the person showed 21 crimes compared to the average of 22.9

Theft showed 10 crimes compared to the average of 9.3  
Public Order showed 7 crimes compared to the average of 3.5  
Vehicle Offences showed 4 crimes compared to the average of 4.2

JULY 2018 DATA

July 2018 showed a total of 95 crimes for the whole Westbury Area Board region against the average of 75 for this same month over the last 2 years. This is within the parameters we would reasonably expect. There are no exceptions within the data.

EG11 (Westbury Town Centre Beat)

July 2018 showed a total of 84 crimes for the EG11 area against the average of 60.8 for this same month over the last 2 years. There are no exceptions within the data.

The 5 largest crime groups accounted for 93% of this recorded crime as follows;

Violence Against the person showed 34 crimes compared to the average of 23.7  
Theft showed 24 crimes compared to the average of 10  
Criminal Damage showed 10 crimes compared to the average of 9.4  
Public Order showed 6 crimes compared to the average of 3.6  
Burglary showed 4 crimes compared to the average of 4.1

\*Crimes and Updates of note\*

- |             |          |            |  |
|-------------|----------|------------|--|
| 54180078794 | Crime -  | 20/08/2018 | BRIDGE COURT, WESTBURY, (EG11) Around 2300 hours Police attended an address at the location following a report of a disorder. An adult male in his 20's from Westbury was arrested on suspicion of assault and is currently in Police custody at the time of writing.  |
|             | Violence | 23:01      |  |
|             | Against  |            |  |
|             | the      |            |  |
|             | Person   |            |  |
| 54180077368 | Crime -  | 16/08/2018 | OLDFIELD PARK, WESTBURY, (EG11) Between 1550 hours a male was assaulted by being hit to the head by 2 white males who asked him if he wanted to buy drugs. The males were seen to ride off on scooters. The description of the suspects are as follows; Both are white, in their mid-teens and slim build, one was 5'4" to 5'6", blond short/medium straight hair wearing a dark grey hooded top, dark bottoms and carrying a "man bag". The second being 5'0" to 5'2", blond collar length hair, no clothing description. |
|             | Violence | 16:14      |  |
|             | Against  |            |  |
|             | the      |            |  |
|             | Person   |            |  |
| 54180078175 | Crime -  | 19/08/2018 | MARKET PLACE, WESTBURY (EG11) At around 0100 hours on the 19 <sup>th</sup> Aug, following a report of a disorder in the Market Place with a group of males, the Police attended and arrested 2 males on suspicion of assault and affray. 2 males from Westbury were later released RUI (Under Police Investigation). Enquiries are ongoing.  |
|             | Violence | 01:15      |  |
|             | Against  |            |  |
|             | the      |            |  |
|             | Person   |            |  |

54180076220	Crime - Drug Offence	13/08/2018 22:24	FELL ROAD, WESTBURY, (EG11) Following a routine Police Stop and search under Sec 23 (PACE), an adult male from Westbury was found to be in possession of a small amount of herbal cannabis. Police enquiries are ongoing.
54180075499	Crime - Drug Offence	11/08/2018 13:11	SANDALWOOD ROAD, WESTBURY (EG11) Following routine Police enquiries at an address, an adult male was arrested on suspicion of concerned in the supply of class A drugs. He was later released RUI (Under Police Investigation)
54180075680	Crime - Drug Offence	11/08/2018 13:32	SANDALWOOD ROAD, WESTBURY (EG11) Following routine Police enquiries at an address, a juvenile male from the Westbury area was arrested on suspicion of concerned in the supply of class A drugs. He was later released RUI (Under Police Investigation) in relation to this matter.
54180075776	Crime - Drug Offence	12/08/2018 13:30	OLDFIELD ROAD, WESTBURY (EG11) Following a routine Police vehicle stop check on a Ford Focus car, the vehicle and 2 occupants have been searched, and suspect male has been found in possession of class A drugs. The male was arrested on suspicion of being concerned with the supply of Class A drugs. A male in his 40's from Warminster was later released RUI (Under Police Investigation).
54180075888	Crime - Theft	12/08/2018 20:56	UFFINGTON PLACE, WESTBURY (EG11) Following information from the public about a suspicious Mitsubishi L200 vehicle, the Police attended the location and located what they believed to be a stolen L200 from the Yate area of Bristol on the 9 <sup>th</sup> Aug. The vehicle was then used in the theft of an Ifor Trailer in Great Cheverell, Devizes on the 10 <sup>th</sup> Aug. 2 males have been arrested on suspicion of theft and remain in custody. Enquiries are ongoing at this time.
54180069839	Crime - Drug Offence	26/07/2018 18:16	CRIOLLO COURT, WESTBURY (EG11) Following pro-active Police patrols in the area, 2 males were stopped and a section 23 Drugs search carried out. Both males were arrested on suspicion for being concerned in the supply of Class A Drugs. Both males in their teens, NFA from Bristol were later released RUI (Under Investigation)
54180068362	Crime - Burglary Residential (Dwelling)	23/07/2018 08:47	CHALFORD, WESTBURY, (EG11) Overnight on the 22 <sup>nd</sup> July a suspect has forced entry to garage through side door and stolen a Mercedes van and Motocross bike. These were later recovered by

		the owner from a wooded area near Shearwater Lake on the 23 <sup>rd</sup> July.	
54180066840	Crime - Theft	19/07/2018 07:33	MILLBROOK, WESTBURY, (EG11) Overnight on the 18 <sup>th</sup> July suspects have gained entry to a building site, the office door has been smashed, entry gained to 2 shipping containers and stole a large amount of tools, generators , disc cutters, wacker plates and plant machinery.
54180065613	Crime - Theft	16/07/2018 08:17	STATION APPROACH, WESTBURY, (EG11) Around 0815 hours a male had stolen a Vauxhall Combo Van fitted with an active tracker. The vehicle was spotted by Police travelling on the A36 towards Salisbury. The vehicle was located and was followed. The driver reverse rammed a Police vehicle at one stage, he was eventually stopped in Homington Road near Coombe Bissett. The driver was arrested on suspicion of Dangerous driving, theft of a motor vehicle, failing to stop and driving while disqualified. Glen DOLAN, 35, NFA from Warminster was later charged with aggravated vehicle taking, driving without due care and attention, disqualified driving, no insurance, failing to stop and two historical thefts and a burglary. He was refused bail and remanded to court.

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

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

### **COMMUNITY POLICING PRIORITIES WITHIN YOUR AREA**

#### **WEEKLY TASKING MEETING**

**Inspector Andy FEE chairs a weekly internal “tasking meeting” where emerging community issues and concerns are raised and discussed for the whole West Wiltshire CPT area. From this meeting, priorities and actions are set and a tasking document produced. This involves developing strategies and the targeting of resources (including partner agencies) into tackling the issue or concern.**

The Westbury Area currently has 2 specific matters

OP ALBATROSS where pro-active patrols by the local PCSO's, CPT Officers, Special Constables and our plain clothed CTT team will be focused across West Wiltshire to include specific locations within the Westbury area.

The focus for Westbury is on Grassacres Park area, Eden Vale Road. Penleigh Park Fell Road Park, Edward Street and most recently the former Bright Stars Nursery, All Saints Churchyard, Market Place

The second is Op KARINE. This is pro-active work to look at specific people and address which may be targeted by out of county drug dealers (Country Lines Networks) which seek

out low level drug users or vulnerable persons to “cuckoo” their address to operate from for a while. We have done work to identify specific people and addresses that may be vulnerable to this practice, so by pro-actively and regularly visiting them we can offer support and guidance to them, and also monitor the situation.

On the back of this, in July a known County Line Drug Dealer was arrested near Criollo Court, and there have also been other significant arrests for possession with intent to supply and being concerned with the supply of drugs (see crimes of note above)

**COMMUNITY SPEEDWATCH (CSW)**

**Every 2 weeks, 4 Community Speedwatch Schemes across West Wiltshire are selected by Leanne Homewood for CPT support (additional targeting, enforcement and patrols) to supplement the CSW team planned sessions. These are included in our weekly tasking document for action and update. All the results from the supplementary speed checks conducted are fed back to the relevant Town and Parish Councils in their individual Police Reports. The current Speedwatch Schemes being supported are as follows;**

The current locations selected for supplementary speed checks from 22<sup>nd</sup> Aug to the 4<sup>th</sup> Sept are:

LOCATION	ACTION REQUIRED
Bishopstrow, Warminster	30mph Near Pitmead Lane, especially mornings
Chapmanslade, Warminster	Either end of the village – Rush hours
Poulshot, Melksham	30mph – Near to The Raven PH – Mid morning and around 1600
Lowbourne, Melksham	30 mph

**OTHER INFORMATION**

The Wiltshire Police website has had a bit of an upgrade and there has been a drive to improve the information about policing in the local CPT area.

If you now go the web page (see link below) and scroll down to the “News” tab, there is a box you can click on called “Your area”. If you click on this, you will be taken to a map. Click on “Wiltshire West” and this is the page for your CPT Team. On this page you will see a range of useful features including a summary of the latest news as well as further links to your local team. Here you will see the general email address for the team if you wish to make contact.

The crime map is good (although usually 2 months behind), and can drill down to postcode areas.

There is also a new section on the Priorities for West Wiltshire CPT. These are just a brief list with a summary of up to 3 Priorities set at our regular Tasking meeting as mentioned above. For information, I have included the current list of priorities below

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

**As of 21/08/18 the current priorities for West Wiltshire CPT are:**

**1. Dwelling burglary - Trowbridge (Paxcroft Mead and Staverton)**

Evening and night patrols are being carried out following an increase in reports of dwelling burglaries. Suspects are targeting insecure properties and taking small valuable items and sometimes car keys, then stealing the car if nearby

**2. Poaching, theft and criminal damage - Sandpits Lane, Steeple Ashton and wider rural areas**

Following reports of possible Poaching, specifically Hare Coursing, Criminal Damage and theft of diesel at the location in recent weeks. Visible targeted patrols will be focused during the day, evening and night shifts.

**3. Anti-Social Behaviour - OP ALBATROSS (Pro-active patrols)**

Launched in July and to run all through the School Summer Holiday's, high visibility pro-active patrols will be conducted across various locations in West Wiltshire to deter ASB and criminal activity such as graffiti and criminal damage.

**COMMUNITY MESSAGING**

**PLEASE SIGN UP!** Community messaging to receive regular emails regarding crime updates, crime prevention advice and public appeals specific for your area. -

<https://www.wiltsmessaging.co.uk/>

**EVENTS**

For those looking to organize an even within the community, please have a look at the toolkit available from Wiltshire Council, which gives guidance and advice with regards to most types of events, including information about traffic management and which agencies / departments need to be contacted when applying for various licenses / road closures.

It can be found at <http://www.wiltshire.gov.uk/public-events-toolkit.pdf>.

Please email out Operations Planning team with details;

[opsplanning@wiltshire.pnn.police.uk](mailto:opsplanning@wiltshire.pnn.police.uk)

**CONTACT US**

Please use 999 in an emergency or crime in progress. Use 101 for all past or non-urgent crimes/incidents and issues or visit Wiltshire Police's new website at;

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

**CPT TEAM EMAIL (please use this email for all enquiries, meeting invitations and minutes)**

**CPTWestWiltshire@wiltshire.pnn.police.uk**

**Sector Inspector – Inspector Andy Fee – [andy.fee@wiltshire.pnn.police.uk](mailto:andy.fee@wiltshire.pnn.police.uk)**

**Sector Deputy – Sergeant James Williams – [james.williams@wiltshire.pnn.police.uk](mailto:james.williams@wiltshire.pnn.police.uk)**

**Sector Deputy – Sergeant Jeff Rice – [jeff.rice@wiltshire.pnn.police.uk](mailto:jeff.rice@wiltshire.pnn.police.uk)**

**Local Officer (Town) – PCSO Mat Katsande – [matoyizi.katsande@wiltshire.pnn.police.uk](mailto:matoyizi.katsande@wiltshire.pnn.police.uk)**

**Local Officer (Rural) – PCSO Caroline Wright – [caroline.wright@wiltshire.pnn.police.uk](mailto:caroline.wright@wiltshire.pnn.police.uk)**  
**Community Coordinator – PC Lee Pelling – [lee.pelling@wiltshire.pnn.police.uk](mailto:lee.pelling@wiltshire.pnn.police.uk)**

#### **T.3376 WILTSHIRE COUNCILLORS' REPORTS**

##### **Cllr G King**

SYSTRA has recently been appointed by Swindon and Wiltshire Local Enterprise Partnership (SWLEP), Wiltshire Council and Swindon Borough Council to provide an evidence base and develop a strategy to inform and support SWLEP's approach to investment in the rail network. This will inform and guide both Swindon Borough Council and Wiltshire Council's Local Plan and Local Transport Plan with the aim of supporting economic and social development up to 2036. SYSTRA are at the early stages of this study, the first part of which involves developing the evidence base on the interrelationships between rail, land uses and the economy.

Cllr David Jenkins is recovering in hospital after a recent accident.

#### **T.3377 MINUTES of COMMITTEES.**

The following minutes were received and noted:

Highways, Planning & Development Committee	-	16.07.18
Highways, Planning & Development Committee	-	06.08.18
Highways, Planning & Development Committee	-	20.08.18
Policy & Resources Committee	-	06.08.18
Finance Committee	-	13.08.18
Neighbourhood Plan Steering Sub-Committee	-	05.07.18
Neighbourhood Plan Steering Sub-Committee	-	16.08.18

#### **T.3378 RECOMMENDATION received from the TOWN CLERK dated 1<sup>st</sup> APRIL 2018**

In accordance with the Governance and Accountability for Smaller Authorities in England, the Town Council resolves to formally accept the 2018-19 precept of £629552.

**RESOLVED: To Approve the above recommendation.**

#### **T.3379 RECOMMENDATION from the HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE dated 16<sup>th</sup> July 2018 (P.4746 refers)**

##### **New bins**

##### **Recommendation:**

That Town Council approve £750 to purchase and install litter bins for the following locations:

- Grassaces (replacement)
- Black Horse Lane (replacement)
- Slag Lane/Frogmore Road (replacement)
- Westbury Junior School (new)

A discussion with Westbury Junior School is pending due to school holidays regarding the type of bin e.g. split general and recycled waste. And to obtain written agreement that the school will empty the bin.

**RESOLVED: To Approve the above recommendation.**

**T.3380 RECOMMENDATION from the HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE dated 16<sup>th</sup> July 2018 (P.4747 refers)**

**Town Clock**

**Recommendation:**

That Town Council consider the two options below as a solution to the broken clock face (one side only) and decide on the suitable course of action.

1. To set the time on the clock at 11 o'clock to mark the 100-year anniversary of the First World War (11.11.2018)
2. To replace the broken clock face with the Town Council crest

**Proposed amendment**

To replace the broken face with the Westbury Town Council crest and to change the direction of the clock face so that the working face directs towards the High Street, provided the cost is no more than £500+ VAT.

**RESOLVED: To Approve the above amended recommendation.**

**T.3381 RECOMMENDATION from the TOWN CLERK dated 6<sup>th</sup> AUGUST 2018**

**Community Fridge Project**

**Recommendation**

The Town Council approves the setting up of a Task & Finish Group working with community partners and businesses to support the development of a Community Fridge in Westbury.

**RESOLVED: To Approve the above amended recommendation.**

**T.3382 CLLR JOSH CHARLES – Committee membership dated 6<sup>th</sup> August 2018**

- The HP&D Committee would like Town Council to note Cllr Josh Charles membership of the committee, following his recent election to Westbury Town Council.
- The Policy and Resources Committee would like Town Council to note Cllr Josh Charles membership of the committee, following his recent election to Westbury Town Council.

**The above committee membership was NOTED**

**T.3383 RECOMMENDATION from the POLICY and RESOURCES COMMITTEE dated 6<sup>th</sup> AUGUST 2018 (R.1838 refers)**

**Volunteers contracts**

Town Council to note that the P& R Committee resolved to agree that Westbury Town Council always considers options to facilitate volunteer involvement when drawing up contracts with suppliers, particularly of services. This would be implemented on all relevant contracts with a statement about our general desire to encourage voluntary input and specific requirements on a contract by contract basis.

**The above recommendation was NOTED**

**T.3384 RECOMMENDATION from the POLICY and RESOURCES COMMITTEE dated 6<sup>th</sup> AUGUST 2018 (R.1839 refers)**

**Town Council Prayer**

**Recommendation:**

The P&R Committee approved a new form of words to replace current Town Council prayer and recommend Town Council adopt the new Prayer.

**RESOLVED: To Approve the above recommendation however it was noted that the use of the word “prayer” on the agenda was misleading. The new form of words is to be known as a “reflection”.**

**T.3385 RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 6<sup>th</sup> AUGUST 2018 (R.1840 refers)**

**Corporate Strategy – Redefining Westbury**

**Recommendation:**

The P&R Committee approved the Town Strategy and recommends to Town Council for adoption.

**Proposed amendment:**

To add to Priority 1, “Communicate in an appropriate way to reach all members of the community”.

**RESOLVED: To Approve the above amended recommendation.**

**T.3386 RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 6<sup>th</sup> AUGUST 2018 (R.1841 refers)**

**Westbury Business Plan**

**Recommendation:**

The P&R Committee approved the Business Plan as a living document and recommends to Town Council for adoption.

**RESOLVED: To Approve the above recommendation**

**T.3387 RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 6<sup>th</sup> AUGUST 2018 (R.1843 refers)**

**New Tablet**

**Recommendation:**

The P&R Committee approved up to £300 for the purchase of a new tablet for Cllr Charles and forwards to Town Council for noting.

**The above recommendation was NOTED**

**T.3388 RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 6<sup>th</sup> AUGUST 2018 (R.1844)**

**Town Council website events calendar**

**Recommendation:**

The P&R committee approved the inclusion of an events calendar on the new website – Time.ly Hublite, subscription is £300 per year or £25 per month payable by monthly or annual direct debit and forward to Town Council for noting.

**RESOLVED: To Approve the above recommendation**

**T.3389 RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 6<sup>th</sup> AUGUST 2018 (R.1845 refers)**

**Westbury Leigh car park**

**Recommendation:**

The Policy & Resources Committee recommend to Town Council that Westbury Leigh is retained as a free car park when the Town Council agrees the terms of the transfer and lease with Wiltshire Council.

**RESOLVED: To Approve the above recommendation.**

**T.3390 RECOMMENDATION from the FINANCE COMMITTEE dated 13<sup>th</sup> AUGUST 2018 (F.290 refers)**

**Community Grants 2018/19**

**Recommendation:**

That the Town Council approve the attached list of community grants totalling £10,946.

**RESOLVED: To Approve the above recommendation. Cllr Cunningham added his thanks to the staff and working group members for their contribution and good work done assessing this year's applications.**

**T.3391 RECOMMENDATION from the FINANCE COMMITTEE dated 13<sup>th</sup> AUGUST 2018 (F.291 refers)**

**Investment Strategy & Treasury Management Policy**

**Recommendation:**

The Finance Committee approved the Investment Strategy and Treasury Management Policies, developed in by the Town Clerk in conjunction with Mr D Kemp of DCK Accounting Solutions, and recommends to Town Council for adoption.

**RESOLVED: To Approve the above recommendation. Cllr Cunningham added his thanks to the Town Clerk for her hard work in producing the above.**

**T.3392 RECOMMENDATION received from the FINANCE COMMITTEE dated 13<sup>th</sup> AUGUST 2018 (F.293 refers)**

**Notice of date of commencement of period for the exercise of Public Rights. Accounts for the year ended 31<sup>st</sup> March 2018**

**Recommendation:**

Sections 26 & 27 of the Local Audit and Accountability Act 2014 provide for:

- Any person interested has the opportunity to inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31 March 2018.

The Town Council to note period for the exercise of public rights expired on the Tuesday 31st July 2018. The Town Council did not receive any requests from local electors to view the accounts.

**RESOLVED: To Approve the above recommendation. It was noted that there have been no requests from members of the public to view the accounts.**

**T.3393 RECOMMENDATION from the HIGHWAYS, PLANNING and DEVELOPMENT COMMITTEE dated 20<sup>th</sup> AUGUST 2018**

**CATG Budget**

**Recommendation:**

The Town Council agree a budget bid of £7,500 to establish a dedicated CATG budget in 2019/20.

**RESOLVED: To Approve the above recommendation.**

**T.3394 RECOMMENDATION from the TOWN CLERK dated 24<sup>th</sup> AUGUST 2018**

**Christmas opening hours**

**Recommendation:**

The Town Council to approve the Town Council Christmas and New Year operating hours. Open 24<sup>th</sup> December 2018 and closing for the period Tuesday 25<sup>th</sup> December 2018 to Wednesday 2<sup>nd</sup> January 2019.

**Proposed amendment:**

Town Council Christmas and New Year operating hours. Open 24<sup>th</sup> December 2018 (office to close at 3pm) and closing for the period Tuesday 25<sup>th</sup> December 2018 to Wednesday 2<sup>nd</sup> January 2019. The Town Clerk will check emails and social media during the closed period to ensure essential services are covered.

**RESOLVED: To Approve the above amended recommendation.**

**T.3395 RECOMMENDATION from the TOWN CLERK dated 24<sup>th</sup> AUGUST 2018**

**Office layout and furniture**

**Recommendation:**

The Clerk recommends that Town Council review quotes from Modular Workspace and Elm Workspace and agree to approve funding for new office furniture for the Town Council main office and side room.

- 1 Modular Workspace quote for the main room: £13,330.60
- 2 Modular Workspace quote for the side room: £3308.00
- 3 Elm Workspace quote for the main room: £5,692.45

**Proposed amendment**

To accept quotes 1 & 2 above subject to the Town Clerk making sensible savings by only ordering essential items.

**RESOLVED: To Approve the above amended recommendation**

**T.3396 MOTION from CLLR CUNNINGHAM dated 24<sup>th</sup> AUGUST 2018**

**Meeting Documents**

**Recommendation:**

- a) Make full agenda packs not just the summons available on the new town council website (Redacting sensitive information and withholding PART 2 documents)
- b) Show agendas and supporting docs (where useful) on the screen during meetings
- c) Make access to the agenda pack for the current/next meeting easy from the new website by displaying a button/link that always goes to the current or next meeting
- d) Provide the same link "pinned" on our Facebook site
- e) To offer an email registration option so that people can automatically receive notifications with links to agendas and minutes
- f) That we provide only one copy of paper agendas at meetings for reference – but make it clear how smartphone users etc. can access the agenda during the meeting and that the papers will be on screen as well. Further copies to be provided at the Clerk's discretion based only likely attendance.
- g) Consider making notes from working groups public by default but give any the group the right not to publish items the group considers them to be sensitive. Ask the operations and organisation group to consider with there is practical way to do this with perhaps split publishing?
- h) Adopt an agenda format in which supporting documents, background documents etc. are represented by live links before the end of this council year.

**RESOLVED: To Approve the above items individually as shown below:**

- a) Make full agenda packs not just the summons available on the new town council website (Redacting sensitive information and withholding PART 2 documents)  
**APPROVED**
- b) Show agendas and supporting docs (where useful) on the screen during meetings  
**APPROVED**
- c) Make access to the agenda pack for the current/next meeting easy from the new website by displaying a button/link that always goes to the current or next meeting  
**APPROVED**
- d) Provide the same link "pinned" on our Facebook site **APPROVED**
- e) To offer an email registration option so that people can automatically receive notifications with links to agendas and minutes **APPROVED however committees must be mindful of GDPR**
- f) That we provide only one copy of paper agendas at meetings for reference – but make it clear how smartphone users etc. can access the agenda during the meeting and that the papers will be on screen as well. Further copies to be provided at the Clerk's discretion based only likely attendance. **APPROVED**
- g) Consider making notes from working groups public by default but give any the group the right not to publish items the group considers them to be sensitive. Ask the operations and organisation group to consider with there is practical way to do this with perhaps split publishing? **APPROVED**

- h) Adopt an agenda format in which supporting documents, background documents etc. are represented by live links before the end of this council year. **APPROVED**

**T.3397 RECOMMENDATION from the Great War Working Group dated 27<sup>th</sup> AUGUST 2018**

**The Great War Group**

**Recommendation:**

Town Council to approve the Great War Working Group is amalgamated with the Events Working Group and the £2283.00 of funding allocated to the GWWG be transferred to the EWG to enable the Beacon Lighting and commemorative Service to take place.

**Proposed amendment:**

That the pre-agreed plan for the Beacon Lighting and Commemorative Service be given to the staff team to implement.

**RESOLVED: To Approve the above amended recommendation.**

**T.3398 RECOMMENDATION from the Town Clerk dated 28<sup>th</sup> AUGUST 2018**

**Cleaning requirement**

**Recommendation:**

Town Council to approve an increase in the cleaner's hours from 6 to 8 hours each week to allow for the cleaning of the new office space. This will be at a cost of £23.14 each week and will be paid for from the existing staffing budget.

**RESOLVED: To Approve the above amended recommendation.**

**T.3399 Andrew Thomas, Town Caretaker - verbal report on the recent cleaning of the White Horse and the current suggestions for a long-term maintenance plan.**

The cleaning of the White horse was instigated by Westbury Town Council who recognised that there was enough representation from the towns people wanting to have the horse cleaned in the short term to take action while at the same time looking forward to a longer-term maintenance plan.

The Town Caretaker was tasked to investigate and carry out a clean but also to look for long term maintenance solutions as the clean was a purely reactionary action due to the horse being so dirty and not in anyway part of a consistent plan.

The preparation and organising of the clean was undertaken in a little over two months prior to the cleaning taking place over the weekend of the 23<sup>rd</sup>-24<sup>th</sup> June 2018.

A great deal of work was required to gain the appropriate permissions from English Heritage who are guardians of the historic monument and Natural England whose interest was due to the area being a site of special scientific interest and protected in Law.

The Town Council brought together as stake holders and partners English Heritage, Natural England, Westbury Rotary club and White Horse cleaning veteran Steve Carrington to look at the clean but also to move forward in constructing a long-term plan for the site.

In total just under £1500 was spent out of an allocated budget of £4000 to achieve the clean. Overall costs for the clean were kept low by the generosity of the volunteers and sponsors who supplied vehicles, trailer and refreshments in the form of sausage sandwiches on the day.

The main contributors were the volunteers themselves, Idverde and Hire standards tool hire.

Volunteer hours totalled 32 hrs for those who were on the ropes as well as approximately 60 hrs for the Westbury Rotary club who were manning the safety cordon, there were in fact more volunteers required to carry out this task than the actual clean and hence the extra hours accounted for.

The hours given by Westbury town council staff and Steve Carrington who organised the clean are still ongoing as although the clean itself has been completed the work to achieve a longer-term maintenance plan along with the other partners continues.

The next meeting is on the 6<sup>th</sup> September where it is proposed that a satellite group of the Rotary club be formed with the specific task of maintaining the white horse and the said group undertaking a local management agreement with English Heritage. It is hoped that they will enjoy support from the main body of the Rotary club as well as the Town Council, English Heritage and the many volunteers of which without none of this would be possible.

A great deal of thanks should be given to not only those who gave their time on the day but also those who came forward but at that time were not required, many have expressed an interest to continue to volunteer not only for the White Horse project but generally the town with litter picking and hopefully soon maintaining the towns play areas.

Setting up and agreeing the structure and aims of the group as well as a name will take time and the Town Council will continue to act as a hub for the partners to make sure momentum is maintained.

Be assured that even though the clean was a success the horse will not be forgotten and left to become the old grey mare again.

#### **T.3400 COMMUNICATIONS BY TOWN MAYOR**

None

#### **T.3401 CLERK'S CORRESPONDENCE**

- Andrew Thomas – successful completion of ROSPA inspector's qualification and examination. **Noted**
- Crosspoint grant thank you letter. **Noted**
- To politely request councillors to respond to electronic meeting requests using the appropriate accept, decline or tentative options. **Noted**

#### **T.3402 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP**

- The extension has been completed although some minor issues need to be finalised and more importantly the flooring needs to be replaced but we have assurances these works will be completed in the near future.
- The opening event was successful and produced much interest although as yet no definite bookings. There has been interest from a health group who may wish to use the room on a Wednesday for community use and we are awaiting their response. As it is for community use the committee agreed there should be no charge.
- Furnishings need to be provided and it was agreed that they should be flexible so as to be able to provide the needs of most if not all users. The cost for this is £3303.50

- Budget available is £35,130 which will include screens for information display.
- The projected income from bookings for the year is £8,600 which is £6,400 down on the projected income previously forecast. This is mainly due to the absence of a Marketing Manager since the projection was first calculated.
- All room bookings for the Westbury Festival will be free but charges for staff, cleaning and bar will be paid by festival.
- There will be no request for an increased maintenance budget this year but there is a possibility that rising damp and roof repairs may require capital investment in future.
- It is felt that the sound system is too complicated and difficult for users and needs to be replaced with a simpler system that all users can manage. Approximate cost is £7,000 and the committee have requested suppliers to provide a demonstration.
- Laverton meetings will be on 2 monthly basis 2 weeks prior to Town Council meetings.

**T.3403 BUDGET BIDS**

- a) £300 – as approved by Policy and Resources Committee for the new website to include an events calendar – subscription is £25 per month

**APPROVED**

DRAFT

10.00pm

Signed on behalf of the meeting  
this day of 2018

.....  
Chairman