



Westbury Town Council

The Laverton, Bratton Road, Westbury
Wiltshire BA13 3EN Tel: 01373 822232
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Dear Councillor

You are summoned to attend a Meeting of **WESTBURY TOWN COUNCIL** to be held at 7pm on **MONDAY 5th NOVEMBER 2018** at The Laverton, Bratton Road, Westbury BA13 3EN.

All council meetings are open to the public and press. Members of the public are invited to address the Council at this meeting at 7pm (registration 6.50pm – 7pm).

Yours faithfully

Mrs D Urch Town Clerk
30.10.2018

A G E N D A

The Reflection

TWO MINUTES SILENCE

In remembrance of all those persons who lost their lives during the Great War, Second World War and subsequent armed conflicts.

PUBLIC FORUM: commencing 7pm following presentation (not to exceed 30 minutes). Members of the public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Any individual representation is limited to no more than 5 minutes. The Chairman will call the representation from those who registered to speak; written representations can also be submitted to the Town Clerk in advance of the meeting. A summary record of any public participation session shall be included in the Minutes.

Recording and using social media is permitted at Council meetings which are open to the public however, anyone wishing to do so must speak to the Town Clerk prior to the meeting as there are rules which must be followed.

PRESENTATIONS:

POPCAN – Community Feedback Report

NETWORK RAIL – Work at Westbury during Christmas 2018

1. APOLOGIES FOR ABSENCE

To receive apologies for absence and consider the reason for absence.

2. DECLARATION OF INTEREST and DISPENSATIONS

Members must be diligent regarding their interests.

Members to consider any dispensation requests received by the Town Clerk.

3. MINUTES (Click here [3/9](#) [17/9](#) [1/10](#)).

To approve as a correct record, the Minutes of the Town Council Meetings held on the 3rd and the Extraordinary Town Council meeting held on 17th September 2018 & 1st October 2018, copies of these Minutes have been circulated to each Member and in accordance with Standing Order No. 33(d) may be taken as read.

MATTERS ARISING FROM THESE MINUTES (if any).

Note: no new decisions can be taken

Members' matters arising from these previous Minutes

Minute ref	Subject	Action	Update
T.3379	New Bins	<ul style="list-style-type: none">Grassaces (replacement)Black Horse Lane (replacement)Slag Lane/Frogmore Road (replacement)Westbury Junior School (new)	New bins have arrived and awaiting fixing
T.3380	Town Clock	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	Pending
T.3389	Westbury Leigh Car Park	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.	Pending lease with Wiltshire Council

T.3395	Office Furniture	To accept quotes 1 & 2 above subject to the Town Clerk making sensible savings by only ordering essential items.	Town Council agreed £16,638 however the Town Clerk was to make savings by only ordering essential items. Final total cost will be £11,316.
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4. POLICE REPORT (To be circulated on the night)

5. WILTSHIRE COUNCILLORS' REPORTS

Members wishing to ask questions of Wiltshire Councillors are requested to give prior notice to Wiltshire Cllrs D Jenkins and G King, or to the Clerk for onward transmission.

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

Highways, Planning & Development Committee	-	17.09.2018 (Attached)
Highways, Planning & Development Committee	-	15.10.2018 (Attached)
Policy & Resources Committee	-	01.10.2018 (Attached)
Finance Committee	-	06.09.2018 (Attached)
Finance Committee	-	22.10.2018 (Attached)

7. RECOMMENDATION received from LITMWG dated 11th September 2018

Storage Racking

Recommendation

The LITMWG recommends Town Council approve £230 + VAT for the purchase of storage racks for the garage area at the rear of The Laverton.

8. RECOMMENDATION received from HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE dated 17th September 2018

Merge Street Scene with Town Improvement and Tourism Working Group

Recommendation

The HP&D Committee recommends that the Street Scene working group be merged into TIG. Any budgets assigned to Street Scene are moved to TIG; members of Street Scene who are not on TIG have the option to join the new working group (Click Link [P.4786 of HP&D Minutes dated 17.9.18 above refers](#)).

Town Council to note.

9. RECOMMENDATION from POLICY & RESOURCES COMMITTEE dated 1st October 2018

Terms of Reference for Town Council meetings

Recommendation

Policy & Resources Committee recommend that Town Council adopt the attached Terms of Reference for council meetings. R.1859 of P&R Minutes 1.10.18 above refers. (Click here for [Recommendation](#) [Terms of Reference](#))

10. RECOMMENDATION from POLICY & RESOURCES COMMITTEE dated 1st October 2018

Subject Access Request Policy

Recommendation

The P&R Committee recommends Town Council approve the Draft Subject Access Request Policy and Appendices. (Click here for [Form](#) [Draft letter](#) [Checklist](#))

11. RECOMMENDATION received from HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE dated 15th October 2018

Planning Applications 18/09473/WCM & 18/09550/FUL Northacre Renewable Energy

Recommendation

The HP&D Committee recommend that Town Council consider the following planning applications and formulate a response on behalf of Westbury Town Council. The Town Council did not receive notification of these applications until after the HP&D meeting agenda had been distributed and the committee requested these applications be deferred to give members of the public opportunity to respond.

18/09473/WCM Northacre Renewable Energy, Stephenson Road, Northacre Industrial Estate, Westbury, BA13 4WD

Revision of the layout and design of Advanced Thermal Treatment Facility permitted under consent 14/12003/WCM (re-submission following 18/03816/WCM refusal). (Click here for [planning application](#))

18/09550/FUL Land at Brook Farm adj Northacre Renewable Energy Facility Stephenson Road Northacre Industrial Park Westbury, BA13 4WD

Landscaping and screening bund. (Click here for [planning application](#))

For previous objections click on link below

[14/09538/SCO](#)

[14/12003/WCM](#)

[18/03816/WCM](#)

12. RECOMMENDATION received from HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE dated 15th October 2018

Welcome to Westbury signs

Recommendation

The HP&D Committee recommend Town Council approve £4,700 + VAT for the Street Scene, Town Improvement and Tourism Working Group to progress and

purchase new Welcome to Westbury signs. (P.4806 of HP&D Minutes 15.10.18 above refers). ([Click here for documents](#))

13. RECOMMENDATION received from COMMUNITY FUNDING WORKING GROUP dated 17th October 2018

Grant – Westbury Festival

Recommendation

The Community Funding Working Group recommends Town Council approve a grant of £10,000 to Westbury Festival for the financial year 2018/19, as currently allowed on the Town Council's budget. ([Click here for documents](#))

14. RECOMMENDATION received from FINANCE COMMITTEE dated 22nd October 2018

Authorising emergency expenditure

Recommendation

The Finance Committee recommends that Town Council adopt the following change to Financial Regulations. The Financial regulations to be amended to state the Clerk to nominate a person to authorise emergency expenditure solely in the absence of the Clerk and to notify the Management team in advance. ([Click here for documents](#))

15. RECOMMENDATION received from FINANCE COMMITTEE dated 22nd October 2018

Car Parking

Recommendation

The Finance Committee recommends that Westbury Town Council pays Wiltshire Council up to £45,000 per annum for 2 hours public free parking in the town's car parks (High Street, Warminster Road and Westfield House) and that this be included in the draft budget for 2019/20 ([F.313 of Finance Minutes of 22.10.18 above refers](#))

16. RECOMMENDATION received from CCTV WORKING GROUP dated 26th October 2018

CCTV Camera repairs

Recommendation

That Westbury Town Council authorises an expenditure of £236.40 + VAT to repair camera 31 in Haynes Road and soon as reasonably possible to return our CCTV system to full operation ([Click here for documents](#)).

17. NOTICE of MOTION received from Cllr S Kimmins dated 17th September 2018

School Grants

That School Grants are applied for and scrutinised by the Community Funding Working Group, in the same way that small grants are managed and processed. ([Click here for motion](#))

18. NOTICE of MOTION received from Cllr I CUNNINGHAM dated 22nd October 2018

Bath's Class D Clean Air Charging Zone

Town Council are asked to consider the following in response to Bath's Class D Clean Air Charging Zone, for which the closing date for comments is 26th November 2018.

- 1) Forming a task and finish group to provide a response to Bath's Class D Clean Air Charging Zone
- 2) Calling a public meeting to highlight the issues to the general public.
- 3) Urgently explore ways of working with other towns along the A350 corridor who are likely to suffer significant traffic increases as well as other supportive groups and persons (such as our local MP).
- 4) Asking Wiltshire Council to take urgent action and coordinate responses
(Click links – [Motion](#) [Summary](#) [Website](#))

19. NOTICE of MOTION received from Cllr I CUNNINGHAM dated 22nd October 2018

Electric Van

That Westbury Town Council makes significant effort to procure an electric van for our town caretaking function; this should include the possibility of paying a premium over internal combustion-based vans so that the council can decide if it wants to support a more expensive electric alternative.

The clerk should produce recommendations for an all-electric van for the council to consider well ahead of the expiry of our current lease in May. Should such a solution be more expensive than the best traditional offer, a clear explanation of the difference in cost, monthly and over lease life (3 years) should be produce such that the council can "put a price" on an electric alternative. ([Click here for documents](#))

20. RECOMMENDATION from the TOWN CLERK dated 26th October 2018

Permanent Appointment of Facilities Assistant

Recommendation

The Town Clerk would like to recommend that Westbury Town Council appoint Norman Burgess as Facilities Assistant permanently following the successful completion of his six months' probationary period.

21. NOTICE of MOTION received from Cllr I CUNNINGHAM dated 26th October 2018

Community Fridge

That Westbury Town Council

1. Puts aside up to £500 for the purchase of a community fridge to be installed at Crosspoint in the market place.
2. The council is prepared to share this cost with Westbury Area board – or withdraw from financial contribution should the area board wish to be the sole purchaser
3. The council join HUBBUB which is an organisation that advises on management of fridges. <https://www.hubbub.org.uk/the-community-fridge>
4. The council asks that a volunteer group runs the fridge (Radek Evans who is involved in the Frome fridge has volunteered to do this. There are already people who want to carry out this function who have expressed interest in volunteering)
5. The council requires reports from the group on management and usage. Initially at the end of the 1st month but eventually every 2 months. [To go to P&R to note]
6. The council will support other small incidental expenses involved with the setup
7. The council promotes the fridge through its website, social media and considers an announcement as part of the Christmas celebrations

[\(Click here for documents\)](#)

22. RECOMMENDATION from the TOWN CLERK dated 29th October 2018

Grant finder alerts

Recommendation

That Town Council consider paying £15 pa for membership of a daily grant finder alert with Grinn, to alert town council staff of grants available which may help to fund future projects and events. (<http://grin.coop/products/>)

23. RECOMMENDATION from the TOWN CLERK dated 30th October 2018

Move to Sharepoint – Temporary Staff Member

Recommendation

That Town Council agree to use the 2018-19 underspend (£15,000) to hire a temporary member of staff to move the council's electronic files to SharePoint (cloud), create associated libraries and train staff in the use of the SharePoint and libraries. ([Click here for documents](#))

24. COUNCILLOR VACANCY

To RESOLVE TO CO-OPT to fill the casual vacancy that has arisen from the resignation of Cllr Hawker. As no candidates have come forward for election, under the Power of the Representation of the People Act 1985 (S21a), with a view to interview candidates at Town Council meeting in January 2019. ([Click here for Co-option policy](#)).

25. LAVERTON INSTITUTE ACCOUNTS 2017/18 (final)

Finance Committee would like Town Council to approve the Laverton Annual Report & Statement of Accounts for the year ended March 2018. ([Click here for Accounts Report Notes](#))

To RESOLVE to ACCEPT.

26. NOTICE OF CONCLUSION OF AUDIT FOR THE PERIOD ENDING 31ST MARCH 2018

Finance Committee would like Town Council to approve the Conclusion of Audit for the period ending 31st March 2018. The Committee would also like it noted there have been no recommendations made by the external auditor and no requests to view our accounts received from members of the public.

To RESOLVE to ACCEPT.

27. RECEIPT OF PRECEPT FROM WILTSHIRE COUNCIL

Town Council to note the receipt of £314,776 from Wiltshire Council as payment 2 of 2 in relation to precept 2018/19.

To note only.

28. COUNCIL TAX SETTING PROGRAMME 2019/20

Town Council to note the attached Council Tax setting time table 2019/20 (and summary), and Council Tax Referendum Principles 2019/20 both received from Wiltshire Council.

Finance Committee would like Town Council to note that the Clerk is currently working with our Accountant to agree a draft budget which will be forwarded to Finance Committee in December and then onto Town Council for adoption in January 2019. ([Click here for timetable referendum](#))

29. SALARY SCALES

Town Council to note the attached salary scales effective as part of the Local Government Pay Award for 2018 & 2019 and the revised pay spine from April 2019 ([Click here for documents](#)).

30. RESIGNATION from EVENTS WORKING GROUP

Town Council to note that Cllr Jane Russ has resigned from the Events Working Group.

To note only

31. WORKING GROUP MEMBERSHIP

Councillors are asked to review the attached table of working group membership and consider volunteering for groups with less than 4 members, these groups can find it difficult to meet if they are not quorate. The Town Clerk will email councillors requesting volunteers. ([Click here for documents](#))

32. OCCUPATIONAL LENSES

Town Council to note that the Management Team have discussed and agreed an amount that staff can be refunded for the purchase of occupational lenses for VDU use. The maximum amount a member of staff will be repaid is £75. In addition to this the Town Council will also pay for an eye test but staff will be encouraged to make use of the many vouchers and offers available to reduce the cost of a standard eye test.

To note only

33. COMMUNICATIONS BY TOWN MAYOR

1. Letter from Hills Waste Solutions regarding Advanced Thermal Treatment Facility ([Click here for Letter Report](#))

34. CLERK'S CORRESPONDENCE

1. Beacon Lighting event update ([Click here for report](#))
2. Congratulations to Norman Burgess for completion of Routine Inspections of Play Area on the 2.09.18. Norman is now a member of RPII (Register of Play Inspectors International)
3. Norman was also awarded BIIAB Level 2 Award for Personal Licence Holders (bar licence) on 23.07.18 and Level 2 Award for Food Hygiene & Safety for Catering on 24.10.18.
4. Sarah Barker completed her First Aid Course 24.09.18
5. Julie Dyer and Deborah Urch attended Community Funding Conference in Devizes 16.10.18
6. NALC Bulletin – Chief Executives Bulletin Oct 2018 ([Click here to read](#))
7. Friends of Victoria Gardens have written to the Town Council to say thank you for the donation of flowers. ([Click here for letter](#))

35. REPORT from NEIGHBOURHOOD PLAN STEERING GROUP

Town Council to note the attached report from the Neighbourhood Plan Steering Group. ([Click here for report](#))

36. THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.
Report by Cllr M Sutton. ([Click here for report](#))

37. BUDGET BIDS

Town Council to consider and approve the following budget bids:

1. The HP&D Committee would like to submit a budget bid for up to £872 to purchase small equipment as detailed in the attached for use by the Town Caretaker & Facilities Assistant. (Click here [Budget bid Tools list](#))
2. The Finance Committee would like to submit a budget bid on behalf of the Business Plan Working for £4000 for support, promotion & marketing of Business Plan. ([Click here for budget bid](#))
3. The Finance Committee would like to submit a budget bid on behalf the Community Funding Working Group to increase the annual community grants budget to £14,000 and to set aside £300 annually to host the grants awards evening. ([Click here for budget bid](#))
4. The Finance Committee & Policy & Resources Committee both ask Town Council to consider making a provision in the 2019/20 budget to cover the cost of possible future elections. The Committees suggest £6,000 per annum to be set aside in the budget. ([Click here for budget bid](#))
5. The Finance Committee would like to submit a budget bid on behalf of the Neighbourhood Plan Sub-Committee for £10,000 for the continued development of the Neighbourhood Plan. ([Click here for budget bid](#))

33. GRANT AWARDS – October 2018

Town Council to note the following letters of thanks:

1. Hope for Tomorrow ([Click here for letter](#))

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.

39. RECOMMENDATION from the TOWN CLERK dated 30th October 2018

Staffing matters

To resolve to return to open Council