

**WESTBURY TOWN COUNCIL**

At the MEETING of the TOWN COUNCIL held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY 7<sup>th</sup> JANUARY 2019 at 7pm.

**PRESENT:** Cllr I Cunningham (Chairman)  
Cllrs: M Sutton, N Pyne, G King, W Jones, S Hendry, B Pyne  
J Charles, J Russ, M Kettleby, S Kimmins, F Morland

Staff: Mrs D Urch, Town Clerk & Miss S Harris

**PRESENTATIONS:**

- Barbara Swan
- Jane Pilgrim
- Toby Hindess - not in attendance
- Janet Parker

**T.3446 PUBLIC FORUM**

1 member of the public – Congratulations for Christmas in Westbury. A request for more Councillors to support the Carol Service. Support for delegated responsibility and the grant for Westbury Festival. Fire risk is required to look after The Laverton. Support for more women candidates and the town council should raise money to convert the library to a community hub.

**T.3447 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE**

Cllr C Charlton No apologies received  
Cllr A Katonivualiku No apologies received

**T.3448 VOTING ON CO-OPTION OF NEW COUNCILLORS**

Interviews of all candidates took place prior to the meeting, candidates were asked several questions. A vote by elimination was used, members voted by a show of hands. Members confirmed support for the voting process used. Janet Parker was co-opted to the casual vacancy. Janet Parker signed the Declaration of Acceptance before the Clerk and joined the meeting.

**T.3449 DECLARATION OF INTEREST and DISPENSATIONS:**

The following members declared a non-pecuniary interest in the Westbury Festival and will abstain from voting at agenda item 13 – Grant to Westbury Festival;

Cllrs I Cunningham, J Russ, W Jones & B Pyne.

**T.3450 MINUTES:**

**RESOLVED:** That the Minutes of the Town Council Meeting held on 5<sup>th</sup> November 2018 were confirmed and signed by the Chair.

**T.3451 MATTERS ARISING FROM THESE MINUTES (If any): no new decisions can be taken**

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

**T.3452 TOWN COUNCIL KEY DECISIONS**

The updates on the following decisions were noted:

- T.3379 New Bins – Redland Lane installed, the remaining bins have been prioritised.
- T.3380 Town Clock – Complete
- T.3389 Westbury Leigh Car Park – On the agenda for approval
- T.3426 Welcome to Westbury Signs – pending new logo
- T.3433 Electric Van – Quotes & vehicle specifications are being obtained

**T.3453 POLICE REPORT – JANUARY 2019**

(Attached)

- Christmas was a busy time but crime figures for December 2018 are down on previous years
- Cuckooing resulted in a closure order on a property in Westbury
- Police Officer assaulted while arresting a male
- Arrest for an attempted burglary in Edward Street, the police are looking for two others in connection with this burglary
- A female arrested in Dartmoor Street for assault
- A youth arrested in Palomino Place for assaulting another youth
- Two people arrested in Coach Road for stealing from a skip, theft by finding is an offence

**7.45pm Cllr Charles left the room**

**T.3454 WILTSHIRE COUNCILLORS' REPORTS**

- Cllr King reported, the planning application for Haynes Road has been refused. In 2018, Wiltshire Council cabinet approved changes to car parking charges. One of these changes is for residents overnight parking permits. Westbury residents living near to the town centre with no parking available, park their vehicles in the public car parks and currently pay £26 per month for a parking permit. Wiltshire Council will be increasing the cost of a parking permit by 65%, rising from £26 per month to £43, this is unreasonable when resident's income has stagnated. The Town Council would like to recommend the HP&D Committee consider a response to Wiltshire Council regarding the unjust increase for a hostage population.

**7.52pm Cllr Morland left the meeting**

**T.3455 MINUTES OF COMMITTEES. The following minutes were received and noted:**

7.1 Finance Committee	10.12.18
7.2 Highways, Planning & Development Committee	19.11.18
7.3 Highways, Planning & Development Committee	17.12.18
7.4 Policy & Resources Committee	03.12.18

**T.3456 WORKING GROUP MEMBERSHIP**

Councillors are asked to review the attached table of working group membership and consider volunteering for groups with fewer than 4 members, these groups can find it difficult to meet if they are not quorate.

**The Town Clerk will email councillors to request volunteers.**

**7.55pm Cllr Charles returned to the room**

**T.3457 OCCUPATIONAL LENSES**

Town Council to note that the maximum amount a member of staff will be repaid is £75 when spectacles are required for DSE use. 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.

**Noted**

**T.3458 RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 3<sup>rd</sup> December 2018**

**Standing Orders**

Recommendation

To amend the Standing Orders to include an item to prevent a Motion from a Working Group or Committee being amended without approval from the Committee or Council (see 50A)

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

**T.3459 RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 3<sup>rd</sup> December 2018**

**Westbury Leigh Car Park Management Agreement**

Recommendation

To approve the attached draft Management agreement from Wiltshire Council for Westbury Leigh Car Park

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

**T.3460 RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 3<sup>rd</sup> December 2018**

**Policies**

Recommendation

The Town Council to adopt the following amended policies

- Disability Discrimination Policy
- Car Usage Policy
- Complaints Policy

**RESOLVED: To Approve the above recommendation with the following amendment. The Complaints Policy – to amend the link on page 5, to point to the privacy policy rather than the website.**

**T.3461 GRANT – Westbury Festival 2017-18**

Westbury Festival has requested the £5,000 grant approved by Town Council 06.03.17 from EMR 369.

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

**T.3462 RECOMMENDATION received from the TOWN CLERK dated 10<sup>th</sup> December 2018**

**New and Replacement IT**

Recommendation

The Town Council to approve the purchase of two new desk top computers for two empty desks and replace two shared laptops.

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

**T.3463 RECOMMENDATION received from the TOWN CLERK dated 10<sup>th</sup> December 2018.**

**Town Crier honorarium**

Recommendation

To request that the Town Council approves the payment of the Town Crier half yearly honorarium of £250.00.

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

**T.3464 INTERNAL AUDIT REVIEW REPORT 2017/18 (INTERIM UPDATE)**

To receive and consider the Internal Audit Report (Interim) 2018-19.

**RESOLVED: To accept the above audit review report.**

**Congratulations to the staff team for another clean audit.**

**T.3465 RECOMMENDATION received from the FINANCE COMMITTEE dated 10<sup>th</sup> December 2018**

**Draft Budget 2019/20**

To adopt the Draft Budget 2019/20 as recommended by the Finance Committee.

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

**T.3466 To resolve to set the Precept for 2019-2020**

**RESOLVED: To set the Precept for 2019- 2020**

**T.3467 RECOMMENDATION received from the FINANCE COMMITTEE dated 10<sup>th</sup> December 2018**

**Clerk's Powers**

Recommendation

The Town Council asked the Finance Committee to look at extending the Clerk's powers to avoid the need for small value items to being brought to Town Council. Following advice from DCK Accounting, the Finance Committee agreed to recommend the following.

- Increase the Clerk's authority for emergency spend from £1000 to £2000
- Increase the Clerk's authority for revenue expenditure on approved budgets from £500 to £1000

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

T.3468 **RECOMMENDATION received from the TOWN CLERK dated 14<sup>th</sup> December 2018.**

**Service Level Agreement – IT & Telephony**

Recommendation

To develop a service level agreement (SLA) for the installation, maintenance, fixes and ongoing support of the IT and telephony systems. To test the market, to understand what can be provided. Tender & choose a supplier for the delivery of IT & telephony commencing in the Spring 2019 for three years.

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

T.3469 **RECOMMENDATION received from THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 21<sup>st</sup> December 2018.**

**Fire Risk Assessment**

Recommendation

Town Council accept the recommendation of the LITMWG that the arrangements in the Main Hall mitigate any fire risk arising from the close proximity of the rear window and fire escape.

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

T.3470 **RECOMMENDATION received from THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 21<sup>st</sup> December 2018.**

**Damp Proofing**

Recommendation

The Town Council to approve the works to resolve the significant damp, sunken floor and woodworm in The Laverton.

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

T.3471 **COMMUNICATIONS BY TOWN MAYOR**

- Bath Clean Air Zone – Update from the Chair

The Chair updated the Town Council on a recent meeting with BaNES. This discussion included BaNES claim that traffic diverted from the A46/A36 to the M4/A350 would have little effect on Bath, so why was this included within the CAZ. Concerns with the management data. The modelling used was flawed and made no allowance for drivers unaware of their vehicle's category, who would not understand the confusion caused by unfamiliar signage (Zone D charging).

T.3472 **CLERK'S CORRESPONDENCE**

- 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)
- Norman was also awarded BIIAB Level 2 Award for Personal License Holders (bar license) on 23.07.18 and Level 2 Award for Food Hygiene & Safety for Catering on 24.10.18.
- Sarah Barker completed her First Aid Course 24.09.18
- Julie Dyer and Deborah Urch attended Community Funding Conference in Devizes 16.10.18
- Friends of Victoria Gardens have written to the Town Council to say thank you for the donation of flowers.

- To note advice received from legal advisor to SLCC. When a Councillor uses the Town Council login/device they are covered under the Town Council registration with the ICO providing they use the login/device for council business. However, Councillors without a Town Council Login/device should be registered with the ICO as a data processor.  
**The Clerk emailed the above advice to all Councillors 04.12.2018**
- Email received from a member of the public 03.12.18 asking how many councillors attended the Christmas in Westbury event and wanted this number recorded in the minutes.  
**Ten Councillors attended the event**
- Sponsorship opportunity for Town Council – National Armed Forces Weekend  
**The Town Council decided this was a Wiltshire Council initiative**
- The closure of Trowbridge Birthing Unit  
**The Clerk to refer the above to the Policy & Resources Committee for consideration**
- Stonehenge Scheme Progress

**Noted**

**T.3473 GRANT AWARDS – October 2018**

Town Council to note the following letters of thanks:

- Hope for Tomorrow
- Westbury Amateur Swimming Club
- Alzheimers Support

**T.3474 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP**

Report by Cllr Sutton.

**Noted**

**T.3475 REPORT from NEIGHBOURHOOD PLAN STEERING COMMITTEE**

Town Council to note the attached report from the Neighbourhood Plan Steering Group

**Noted**

**T.3476 BUDGET BIDS**

**None**

**T.3477 MONTHLY STATEMENT**

**Noted**

**Signed on behalf of the meeting**

**This XXXXXXX**

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**Chairman**