

WESTBURY TOWN COUNCIL

**AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON,
BRATTON ROAD, WESTBURY ON MONDAY, 4TH NOVEMBER 2013 AT 7.00 PM.**

PRESENT: Cllr D Windess (Chairman)

**Cllrs S Andrews, D Bradshaw, I Cunningham, Mrs S Ezra, R Hawker,
D Jenkins, G King, S Miles, Mrs C Mitchell, F Morland, M Sutton,
I Taylor, W D Tout, and P Wakeman.
Mr K Harvey, Town Clerk, and Mrs B Mantle.**

3 members of the public.

T.2950 PUBLIC FORM:

Dr P Biggs:

- Congratulated Westbury Town Council on the anniversary celebrations for Westbury Swimming Pool and The Laverton. Dr Biggs requested details of the number of mugs sold to date.
- Safety concerns regarding the ivy-covered Scots Pine trees behind the Churchyard and close to All Saints Crescent.
- Request for information on the current position with regard to the censorship of Cllr Hawker.

The Clerk responded to these questions as follows:

- a. Unfortunately, the Town Council cannot reclaim VAT on the purchase of the anniversary mugs, as no VAT was charged, but the Council has to include VAT in the agreed price of £5 per mug, thus reducing the income from their sale.
- b. The trees will be reported to Wiltshire Council.

T.2951 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:
Nil.

T.2952 DISPENSATIONS. Nil.

T.2953 DECLARATIONS OF INTEREST. Nil.

T.2954 MINUTES:

Town Council Meeting 02.09.2013

T.2920 - Cllr Morland raised concerns regarding the first and third paragraphs, as he disagreed with the statements made by Mr Ian Gibbons, Director of Law and Governance, Wiltshire Council, and proposed that the words “the monitoring officer also said” be added before each statement. This amendment failed.

Cllr Hawker wanted to clarify the following statement in the third paragraph:

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“Both Cllr Hawker and Cllr Taylor had confirmed that in their view the process was fair.”

Cllr Hawker agreed that the minute correctly recorded Mr Gibbon’s statement, but considered this statement to be incorrect, as he did not, in fact, regard the process to be fair.

The Minutes of the Town Council Meetings held on the 2nd September 2013 and 22nd October 2013 were confirmed and signed by the Chairman.

T.2955 MATTERS ARISING FROM THESE MINUTES. Nil.

Members’ matters arising from these Minutes:

T.2921 - Cllr Andrews requested confirmation that the letter of censure had been delivered to and received by Cllr Hawker, and that the training has either been arranged, or carried out.

The Clerk confirmed the letter of censure has been received by Cllr Hawker, and that the training was to be arranged between Mr Ian Gibbons and Cllr Hawker.

Cllr Hawker acknowledged receipt of the letter, but informed Members that he refuses to attend any such training, as he did not consider he was at fault in this matter.

T.2956 POLICE REPORT. The Clerk reported that due to the demands of the service the Police Commissioner would not be sending police officers to report on local matters at town and parish meetings in future. However, this does not appear to have been communicated to local level. The Clerk was instructed to seek clarification from PC Hucks and express the Town Council’s concerns and dissatisfaction.

T.2957 WILTSHIRE COUNCILLORS’ REPORTS.

Wiltshire Cllr R Hawker: The Ethandun by-election will be in the New Year.

Wiltshire Cllr D Jenkins: The Trans Wilts Rail Service will now be improved as from 8th December. Eight trains per day will run between Swindon and Westbury. This contract will run for three years, subject to review, and substantial and regular use by passengers will need to be evident. Wiltshire Council is increasing expenditure on the roads over the next six years, and this will allow for 50% of the road network to be improved. The Area Boards will be involved in the setting of local priorities.

Wiltshire Cllr G King: Planning Application 13/02904 Chalford will be considered by Wiltshire Council. This Council objected, but the officers’ recommendation is for approval with the condition that the building is not to be used as a dwelling or for business.

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- T.2958** **MINUTES OF COMMITTEES.** The following Minutes were received and noted:
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|----------------------------------------------------|---|----------|
| Finance Committee | - | 07.10.13 |
| Finance Committee | - | 14.10.13 |
| General Purposes Committee | - | 07.10.13 |
| Highways, Planning & Development Committee | - | 16.09.13 |
| Interim Highways, Planning & Development Committee | - | 01.10.13 |
| Highways, Planning & Development Committee | - | 21.10.13 |
- T.2959** **MATTERS ARISING FROM THESE MINUTES.** Nil.
- T.2960** **VACANCY – TOWN CENTRE VIABILITY GROUP.** Cllr D Jenkins was appointed to this group.
- T.2961** **NOTICE of MOTION received from the Town Centre Viability Group (TCVG) dated 23rd July 2013.**
- To change the name of the TCVG to Town Improvement Group (TIG).
- APPROVED.**
- T.2962** **NOTICE of MOTION received from Cllr M Sutton dated the 10th October 2013.**
- Town Council is asked to set up a Task and Finish Group to decide the criteria for committee agendas and report back to the council with an action plan.
- On amendment the following was approved:
- Town Council is asked to set up a Task and Finish Group to recommend the criteria for committee agendas and report back to the Council with an action plan.
- The following members were appointed to the Committee Criteria Task and Finish Group:
- Cllrs D Windess, M Sutton, P Wakeman and G King.
- T.2963** **NOTICE of MOTION received from the Finance Committee dated 14th October 2013.**
- Draft Grants Policy.** To recommend that the Grants Policy, as presented, be approved. (F.107)
- APPROVED.**
- T.2964** **NOTICE of MOTION received from Cllr W D Tout dated 20th October 2013.**

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Chairman/Vice-Chairman, Highways, Planning & Development Committee

If any of the Westbury's elected members of Wiltshire Unitary Council are elected to the position of Chair/Vice Chair of the Western Planning Committee they cannot be elected to the same positions on Westbury Town Council's Highways, Planning & Development Committee at the same time due to good governance and perceived conflicts of interests.

Cllr W D Tout withdrew this motion.

T.2965 NOTICE of MOTION received from Cllr W D Tout dated 20th October 2013.

White Horse Surgery Bus Shelter

This Council instructs the Town Clerk to purchase a bus shelter like the one in situ at Warminster Road/Wellhead Road junction to be installed at the bus island at the Westbury White Horse Surgery. The cost of the monies to come from the Ear Marked Reserve Bus Shelter account in the current budget.

Cllr W D Tout withdrew this motion.

T.2966 NOTICE of MOTION received from Cllr D Jenkins dated 28th October 2013.

This Council notes the 100th anniversary of the Great War in 2014 and resolves to raise a working party / task and finish group to consist of 4 members to consider how best Westbury will commemorate this landmark event. The working party should work in partnership with other organisations and co-opt suitably qualified individuals as necessary.

On amendment this motion was approved as follows:

This Council notes the 100th anniversary of the Great War in 2014 and the 75th anniversary of World War II, and resolves to raise a working party / task and finish group to consist of 4 members to consider how best Westbury will commemorate this landmark event. The working party should work in partnership with other organisations and co-opt suitably qualified individuals as necessary.

The following members were appointed to the Task & Finish Group:

Cllrs S Andrews, D Jenkins, Mrs C Mitchell and W D Tout.

T.2967 ANNUAL TOWN CLOCK SERVICE – SMITH of DERBY. To consider again the decision made by the Finance Committee on 14th October 2013, when the following resolution was made:

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“It was resolved that the Town Council will enter into a six year service agreement with Smith of Derby Ltd to take advantage of a 15% discount for payment in advance.”

On contacting Smith of Derby, it has been confirmed that “payment in advance” will commit the Council to paying the whole six years in advance as a one off charge of approximately £1,100.00 excluding VAT, giving a saving of between £250.00 and £275.00 (see attached).

It was agreed to refer this back to the Finance Committee to look into this matter in greater detail.

T.2968 ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2013. To receive the Annual Return for 2012-2013 and to note the External Auditor’s Report.

The External Auditor’s Report was noted.

T.2969 DEBIT CARD AUTHORITY FOR MR D LAWRENCE, LAVERTON DEVELOPMENT & MARKETING MANAGER – WESTBURY TOWN COUNCIL BUSINESS ACCOUNT. It was agreed to refer this matter to the Finance Committee to look at in more detail.

T.2970 CLERK’S CORRESPONDENCE/MATTERS:

- a. Insurance claim – third party injury occurred 27th January 2012 High Street bus shelter. The Clerk reported the case involving a third party, who was injured because of damage caused by vandalism to the bus shelter outside Barclays Bank on 27th January 2012, has now been closed. Settlement date 3rd October 2013.

The settlement details are as follows:

Third party injury	2,625.00
Compensation recovery unit	1,241.25
Third party solicitor’s costs	7,511.37
Own solicitor’s costs	<u>272.00</u>

£11,649.62

- b. Remembrance Day Parade – Sunday, 10th November 2013.

T.2971 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP. Cllr Bradshaw reported on The Laverton website, which has attracted 216 visits during October, of which 174 were unique, most coming from Google at 65% and 15% direct visits, with 6% coming through from the town council website. The Wedding and What’s On pages are still the most popular after the Laverton homepage. The following on both Facebook and Twitter has increased over the last few months.

The Hall hire for October was £913 comparing to £813 last year. The free hall hire was £990. Bar takings amounted to £1,680 since the bar opened in

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September. October was a busy month with the Westbury Music & Arts Festival, as well as a great range of events from Bath Cancer Support Unit Fundraiser, a magic show and private parties.

Work has now been completed on the boiler, and it is operational. It has been split into five programmable zones.

T.2972 **CCTV WORKING GROUP.** Cllr Mrs Ezra reported on slow progress on finalising the installation of the new cameras. The Council is still waiting for a modulator for the camera on the eastern corner of the entrance to the Market Place to achieve a wireless link to the camera on the opposite side of the Market Place. With regard to the camera in Grassacres Park, Balfour Beatty has still to liaise with SSE to establish which street light column power can be taken from, as well as providing estimated running costs. The base for this column is due to be excavated shortly, which will enable the CCTV column to be erected.

T.2973 **EMERGENCY PLANNING WORKING GROUP.** Meeting to be held shortly.

T.2974 **COMMUNICATIONS BY THE TOWN MAYOR.** Cllr Windess reported on some of the events he had attended on behalf of the Town Council:

Wootton Bassett Mayor Making Service
Leg wax for charity
Westbury Junior School – re-opening of the wildlife pond.

T.2975 **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:

7 th October 2013	-	£62,214.50
4 th November 2013	-	£51,360.22

T.2976 **It was resolved 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.**

T.2977 **STAFFING MATTERS:**

NOTICE of MOTION received from the Management Team dated 25th October 2013.

APPROVED.

T.2978 **It was resolved to return to open council.**

9.10 pm

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Town Council
04.11.2013

**Signed on behalf of the meeting
this sixth day of January 2014**

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Chairman

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