

WESTBURY TOWN COUNCIL

**AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON,
BRATTON ROAD, WESTBURY ON MONDAY, 6th JULY 2015 AT 7.00 PM.**

PRESENT: Cllr D Bradshaw (Chairman)

**Cllrs S Andrews, I Cunningham, Mrs S Ezra (arrived 7.42pm), D Jenkins,
Mrs C Mitchell (arrived 7.05pm), F Morland, M Sutton, I Taylor
and W D Tout
Mr K Harvey, Town Clerk and Mrs A McCann.**

Also in attendance: One member of the public

A presentation was given by Jo Sutton, Head of People & Places, Citizens Advice Bureau

T.3342 PUBLIC FORM.

Dr Biggs:

1. Commented on the flower beds at the end of Haynes Road, Edward Street & the rotunda. However although the flowers have been planted the bind weed has not been removed and needs addressing.
2. Agenda Item 21, Mayoral Robes – A local commercial company offered to pay for the robes, what is the update?
3. Agenda Item 11, Public Forum Protocol – Various

The clerk responded as follows:

1. We are aware of the bindweed and have had discussions with the contractors requesting they remove it.
2. We have met with the local company concerned and are still in discussions with them
3. The protocol will be discussed at agenda item 11.

T.3343 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

Cllr D Anderson	-	Personal
Cllr G King	-	Personal
Cllr R Hawker	-	Business
Cllr P Wakeman	-	Personal
Cllr D Windess	-	Business

T.3344 DISPENSATIONS: Nil.

T.3345 DECLARATIONS OF INTEREST: Nil.

T.3346 MINUTES.

The Minutes of the Annual Town Council Meeting held on the 5th May 2015 and the minutes of the Town Council meeting held on 16th June 2015 were confirmed and signed by the Chairman.

T.3347 MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken.

Members' matters arising from these previous Minutes.

Cllr WD Tout referred to minute T.3317, Membership of Committees and Working Groups and advised he is withdrawing from the following working groups:

- Business Planning
- Emergency Planning
- Laverton Institute Management Group
- Tourism.

T.3348 POLICE REPORT.

PCSO Katsande gave the following report:

In April there were two reports of a male in a white van trying to get kids into his van by offering them sweets. The first report happened in the Shetland and Fell Road area. The second report was from Saxon Close area.

A third report was received of a male in a white van asking a young male to get in his van. This incident happened at the beginning of June in Station Road area. Enquiries are still ongoing.

The NPT are working closely with schools to make awareness of Stranger Danger.

One male has been arrested for criminal damage by spray painting the wall at Grassacres Park. He is currently on bail until the court date.

Reports of anti-social behaviour in Well Head Lane have been received, where youths have been seen riding motor bikes in the woods. Local NPT are carrying out regular patrols in the area.

At the beginning of May a dwelling burglary in the area of Gibbs Close was reported. Enquiries are still ongoing.

Another dwelling burglary was reported in the Arundell Close area on the same night. Enquiries are still ongoing.

A report was received of an attempted dwelling burglary in the Brabant Way area. No entry was gained and nothing stolen. Enquiries are still ongoing.

Both Tesco stores were broken into and enquiries are ongoing.

Two males were arrested for robbery which took place in the Kingfisher Drive area about one month ago. Both males are currently on bail while investigating officers complete their enquiries.

One male was arrested for robbery which took place at the Ham Post Office.

Current priorities are:

- Patrols to be carried out in the town centre
- Patrols to be carried out in all green areas

T.3349 WILTSHIRE COUNCILLORS' REPORTS.

Cllr D Jenkins:

- Campus update: The Area Board is asking Wiltshire Council for information from officers so we can start to collate ideas for Westbury. The response was that the first tranche of information will be available next Friday. Don't think it will be until after the next election that money will be available. Phase two will hopefully happen after the election. A meeting is being held tomorrow to talk about doing a presentation.
- Next Area Board meeting is on 6th August 2015 at Leigh Park Community Centre.
- Westbury Town Council, Wiltshire Council and the Heritage Society have been working on a WW1 exhibition which started today and will be on display until 17th July 2015 at The Laverton.

The Clerk read out an email from Cllr Gordon King informing of the changes of opening hours for Recycling Centres. They are now all to operate on a five day basis.

T.3350 MINUTES of COMMITTEES. The following minutes were received and noted:

Policy & Resources Committee	-	1 st June 2015
Highways, Planning & Development Committee	-	18 th May 2015
Highways, Planning & Development Committee	-	15 th June 2015

T.3351 MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken. Nil

T.3352 RECOMMENDATION received from Policy & Resources Committee, dated 1st June 2015.

Purpose:

To have a standard format for submissions to committees or Council.

Background:

Motions or recommendations to committees or Council are submitted in various forms some of which have more clarity than others.

Before making informed decisions it would benefit councillors if a standard format was adopted and used and which they could use at their convenience.

Recommendation:

To recommend the adoption of a standard format for submissions to committee or Council, for example: Purpose, Background and Recommendation.

The recommendation will be shown directly on the agenda, with the purpose and background as attachments.

The recommendation was APPROVED

T.3353 RECOMMENDATION from Policy & Resources Committee, dated 1st June 2015.

Protocol for Public Forum.

To recommend to Town Council to accept the below guidelines, as prepared by Cllr King, which should also be published on our website and made available to anyone attending the public forum.

Westbury Town Council [The Council] welcomes questions and comments from the public and has granted a Public Forum of no more than 30 minutes duration before the start of Council meetings. The Public Forum is not part of the formal Council meeting.

Speakers must register to speak at least 10 minutes before the start of The Forum. Speakers will be called one at a time, in order of registration, and may speak for up to 5 minutes.

Speakers may ask questions for information make comment on items on the agenda or make statements on matters that might be of interest to The Council.

What you can expect from the Council:

The Council will listen to you;

- *The Council will listen to you;*
- *If you ask a question, make a comment or a statement the Mayor will respond for The Council. The matter will not be debated and no other Councillor will comment;*
- *If you are speaking specifically about an item on the Council agenda, you will be offered the opportunity to speak later at the beginning of that debate;*
- *A factual question will be answered by The Mayor or failing that by the Chair of the appropriate standing Committee;*
- *If the Mayor cannot answer your question it will be recorded and you will be told that a written answer will be sent to you;*

- *If you make a comment or statement about a decision of The Council or about matters that The Council may be progressing or neglecting the Mayor may make an immediate response which will be final;*
- *If the Mayor believes that your matter may require scrutiny/debate they will refer that matter to the next relevant Committee or Working Group for consideration and report back. You will be given the date & time of that meeting and invited to speak;*
- *The notes of the Forum will record that you spoke and what you spoke about in brief. If you asked a question that was answered this will be recorded in the notes, entirely. If a comment or suggestion is simply 'noted' that is all that will be recorded. Should that comment provoke further debate or scrutiny (at a later date) by referral to committee, this will be recorded in the Notes in full as a recommendation of the Mayor.*

What the Council expects of you:

- *That you prepare what you want to say in advance;*
- *That you speak only when you are invited to do so, you stop when requested and you accept the Mayors response is final;*
- *That your presentation is measured, polite and courteous throughout, although you may feel like it you are not required to be angry to speak to The Council;*
- *That you refrain from making personal comments about individual Councillors in the Public Forum as that Councillor will not have a right of reply*

The recommendation was APPROVED with the following amendment:

Bullet point 4:

- *A factual question will be answered by The Mayor or failing that by the Chair of the appropriate standing Committee or The Clerk;*

T.3354 NOTICE of MOTION received from Cllr WD Tout, dated 24th June 2015.
Minutes of Committees:

The following minutes are received and noted:

Highways, Planning & Development Committee (Date)
Policy & Resources Committee (Date)
Finance Committee (Date)

Note NO NEW decisions can be made on these minutes.

Cllr Taylor proposed the motion to be amended as follows:

“Minutes of Committees” from “to receive and consider” to “ to receive and note”.

It was agreed to change the wording on future agendas as stated above.

Cllr Tout asked for his vote of abstention to be recorded.

T.3355 NOTICE of MOTION received from Cllr WD Tout, dated 24th June 2015.

Matters Arising from these Minutes

The resolution is that Matters Rising from these minutes is dropped from the agenda of Full Council meetings as the authoritative or substantive meeting for matters arising is the NEXT meeting of the standing committees named.

This motion FAILED

T.3356 NOTICE of MOTION received from Cllr WD Tout, dated 24th June 2015.

Minutes of Extraordinary Council Meetings.

The minutes of Extraordinary Full Town Council meetings are summarily dealt with at the NEXT SCHEDULED Full Town Council meeting NOT at any other interim meeting. As this is the current procedure for Extraordinary/Interim meetings minutes of THIS Council's Standing Committees.

The motion was APPROVED with the removal of the word 'extraordinary'. It was agreed to refer to Policy and Resources Committee so they can draft a suitable standing order.

T.3357 NOTICE of MOTION received from Cllr I Cunningham, dated 26th June 2015.

Purpose:

To remind councillors of their duty of care to employed staff and to show our support for officers who have been targeted in this way. Also to remind councillors that such behaviour can put the council at substantial financial or reputational risk.

Background:

In the last few years there have been several unfortunate incidents in which councillors have used press, social media and public meetings to criticise council officers or make unfounded allegations. Staff who would have understandable concerns about future employment and professional reputation have no right of reply in these circumstances being bound by employment contracts. Further, staff did not choose to enter into the (often childish) hurly burly of political life and so should not be expected to endure it.

Motion:

This council deplores the use of public media or public meetings to criticize the conduct of council staff. The council reminds councillors that any reasonable complaints or criticisms should be addressed through normal employment protocols.

Cllr S Andrews requested a recorded vote.

	FOR	AGAINST	ABSTAINED
Cllr D Anderson			
Cllr S Andrews	✓		
Cllr D Bradshaw	✓		
Cllr I Cunningham	✓		
Cllr Mrs S Ezra	✓		
Cllr R Hawker			
Cllr D Jenkins	✓		
Cllr G King			
Cllr Mrs C Mitchell	✓		
Cllr F Morland			✓
Cllr M Sutton	✓		
Cllr I Taylor	✓		
Cllr D Tout		✓	
Cllr P Wakeman			
Cllr D Windess			
TOTALS	8	1	1

The motion was APPROVED.

T.3358 RECOMMENDATION received from Management Team, dated 26th June 2015.

Westbury Town Council do not support or endorse any comments in public criticising council officers as they are not in a position to defend themselves and that if there are any criticisms of officers those complaints should be brought before Town Council so that the matter can be properly pursued and investigated in the correct manner.

This recommendation to be incorporated in standing orders'.

Cllr I Cunningham proposed the following amendment: To pass to Policy and Resources Committee to review the current policies and protocol and to propose

any necessary amendments to incorporate the procedure of dealing with complaints against officers through the appropriate line management system as opposed to taking to Town Council in the first instance.

It was AGREED to pass this to Policy and Resources Committee to review the current policies and protocol as above.

T.3359 RECOMMENDATION received from Cllr S Ezra, dated 29th June 2015.

Proposal

To proceed to instruct our regular contractor to install 2 CCTV cameras covering Leigh Park Local Centre, which would specifically cover between them all the shop fronts, car parks, the front of the community centre, the front of Leigh Park day nursery (currently a site) and the front entrances of the social housing flats at Criollo Court.

Background

Council previously discussed the outline aim of installing new cameras in this location and approved an earmarked reserve of £7,500 towards this cost pending progress on design and obtaining quotes. There is a long history of anti-social behaviour in this area including various illicit activities from time to time which result in police attendance. PCSO Neil Turnbull recently said at a CCTV working group meeting that the proposed CCTV installation in this location was a “fantastic idea” as this is an area where a number of issues have occurred and are recurring. Since then, in just the past few weeks, Tesco Express and the Community Centre have both suffered separate break-ins on different days. It is clear that the community would benefit from this area being added to the council’s CCTV system.

Recommendation

To approve the quotes from our regular approved contractor.

Quote for Camera 1 (with data cable link to CCTV Control Room) £3,735.00 + VAT.

Quote for Camera 2 (with radio link to Camera 1) £1,846.00 + VAT.

Total installation cost would be £5,581.00 + VAT.

As mentioned above, funds of £7,500 are already available in earmarked reserves for this project.

The motion was APPROVED

T.3360 NOTICE of MOTION from the CCTV Working Group, dated 29th June 2015.

Proposal:

To proceed to instruct our regular contractors to upgrade the Infrared (IR) Units in the camera in Grass Acre Park to give a better coverage.

Background:

Whilst the camera in Grass Acre Park does give some coverage, the present IR lighting is insufficient to produce excellent pictures. The upgrade with two extra IR unites will give 30-mtr coverage under low light. The working group will be asking for a further quote from our usual contractor to fit another camera at the other end of the park.

Recommendation:

To approve the quote from our regular contractor of £528 + VAT

As mentioned in the previous motion we have sufficient funds in the earmarked reserve for this project

The motion was APPROVED

T.3361 ANNUAL SUBSCRIPTIONS. The following payment was approved, in accordance with Standing Order No. 11, payment of the under-mentioned subscription:-

<u>2014/15</u>		<u>2015/16</u>
Community Matters	-	£88.50
£84.50		

T.3362 REPRESENTATIVE FOR WILTSHIRE ASSOCIATION OF LOCAL COUNCILS (WALC)

At the Town Council meeting in May the Town Clerk was appointed the representative for WALC. Since then we have received correspondence from WALC stating that the representative should be a councillor.

It was agreed for the Clerk to email all councillors to give all councillors the option of being the representative.

T.3363 TOWN COUNCIL TO NOTE THE PROCESS INVOLVED IN PURCHASING THE MAYOR ROBES.

Westbury Town Council recently purchased their first set of Mayoral Robes. The item was on the agenda of the Town Council meeting held on 2nd March where members voted in favour of purchasing the robes at a cost of £1349 (see attached). After we placed our order Councillor Marian Hannaford-Dobson who was the Mayor at Marlborough offered her robe at a reduced price. She bought

her own robe last year which had fake fur as those owned by Marlborough Town Council had real fur and her daughters did not want her wearing real animal fur.

Councillor Bradshaw went to Marlborough to inspect the robes which had only been worn on six occasions. On his return he mentioned to the Clerk that they looked new and we were aware that if we did not act swiftly another Town would purchase them.

Also we were contacted by a local company, Hire Standards, who offered to sponsor the robes and we are still in discussions with them.

To conclude we paid £979 for the complete outfit with the robe costing £500, the Bicorn hat £380 and the Jabot bib £99, reserves have been allocated for a Tricorn hat for any future female mayors which is the same price as the Bicorn hat.

The Committee noted the above

T.3364 TO AGREE THE INTERVIEW PANEL FOR THE POST OF EVENTS COORDINATOR

To recommend that the Interview Panel for the Events Coordinator will consist of:

The Town Clerk, the Mayor and the Chairman of Events Working Group.

The Committee AGREED the interview panel as above

T.3365 CHANGE TO ELECTION COSTS – notification from Wiltshire Council

Members are to note that Wiltshire Council has resolved to recharge the cost of parish council elections back to the parish. The precise costs to each council are not yet known and will depend on the number of postal voters and the number of polling stations. This announcement came too late for parishes to include within their budget setting for 2015/2016. It would be appropriate for a sum to be set aside in budget preparations later this year. (see attached).

The Committee noted the above

T.3366 CLERK'S CORRESPONDENCE/MATTERS:

- The flowers have now been planted at the top of Haynes Road and Edward Street
- The Town Maps are now all completed and displayed throughout the town

T.3367 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.

The following report was issued:

Bookings: June

Community Bookings: £ 415

Private Bookings: £878.56

Total amount of firm bookings for June: 27

Number of weddings for 2015: 5 weddings, plus one pending in the pipeline

Grant updates:

Landfill Communities fund: Four display screens have been delivered and installed on the 24th of June.

July: we need to arrange an opening evening to show the screens in use. This will be incorporated with a WW1 event. The grants officer will attend this event. Date is still to be confirmed.

Heritage Lottery Fund: Laverton Experience. Previous application was refused for lack of customer feedback. Lilly is currently gathering customer feedback through surveys following which we will reapply.

Big Lottery fund: John Parker is writing up the application which will also require input from ourselves. We have a 6 month deadline

T.3368 COMMUNICATIONS BY THE TOWN MAYOR. To receive such communications as the Town Mayor may wish to lay before the Council.

Nothing to report.

T.3369 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:

June 2015 - (circulated at the meeting).

10.25pm