

WESTBURY TOWN COUNCIL

At a MEETING of the POLICY & RESOURCES COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY 4th APRIL 2016 at 7.00 pm.

PRESENT: Cllr: M Sutton(Chairman)
Cllrs: S Andrews, D Bradshaw, D Jenkins, G King and I Taylor

Staff: Mrs A McCann and Mrs S Barker

Also in attendance: Cllrs Mrs S Ezra, F Morland and WD Tout
Three members of the public

R.1545 PUBLIC FORUM

- Cllr Morland – Agenda Item 8, Community Governance Review
- Cllr Tout – Various agenda items and reviewing of standing orders.
- Carol King – Agenda Items 13, Twinning request from Mairie de Cuincy in Northern France & agenda item 15, Westbury Heritage Society.

R.1546 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.

Cllr D Windess - No apologies received

R.1547 DISPENSATIONS. None

R.1548 DECLARATIONS OF INTEREST (if any) AND REASONS.

Cllr G King - Agenda Item 15, Westbury Heritage Society. Personal.

R.1549 MINUTES. The minutes of the Committee Meeting held on the 1st February 2016 were confirmed and signed by the Chairman.

R.1550 MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.

None

R.1551 WILTSHIRE COUNCILLORS' REPORTS.

Cllr Jenkins:

Fracking – A small team is to be set up to undertake an investigation to look further into it.

Cllr G King:

1. CAT Westbury Leigh Car Park: The asset transfer of the community car park in Westbury Leigh to a residents group based out of the Westbury Leigh Community Centre has been delayed because of the resistance of residents

of Brabant Way who have expressed concern about the effects of drainage works would have on their gardens. Wiltshire Council officers are working with these residents to allay fears and get the project back on track.

2. Children's Centres: Following the decision of council to re-design the delivery of services from Wiltshire's Children's Centres these new services were put out to tender in accordance with WC's procurement policy. The outcome of these arrangements are that the contract for the operation of the cluster of centres in the West of the County which includes the Westbury Children's Centre, has been awarded to Spurgeon's from 1st April 2016 subject to a short consultation exercise. Anyone wishing to comment on the outcome of the procurement exercise or the cabinet members delegated decision should email Julia Clamp, Associate Director for Children's Services by 8th April 2016.

3. Unfair Funfair Event: As Area Board Chair I have asked Community Engagement Manager Liam Cripps to organise a "Unfair Funfair" event in Westbury aimed at raising awareness of Child Sexual Exploitation amongst the younger residents of our community area.

Cllr R Hawker:

Land at Leigh Park – Community Asset Transfer
Persimmon are to transfer the land to Wiltshire Council within months.

**R.1552 RECOMMENDATION received from Cllr M Sutton dated 22nd March 2016
OFFICE 365**

Proposal:

To consider the options for using Office 365 and cloud technology to improve data handling in the Council's business.

Background:

The provision of information required by councillors and the systems that provide them have not kept pace with the current levels of business being generated by Council with the result that there are difficulties accessing all information for some or all councillors.

The T & F group to also look at the current technology and whether there would be benefits to the council of such technology and to ascertain the likely cost of such technology.

Recommendation:

P & R committee support the setting up of a Task & Finish group to determine the necessary application of said technology and cost.

Cllr Sutton advised, after speaking with the Town Clerk, that the setting up of a Task and Finish group was not necessary and proposed the recommendation be changed to as follows:

The staff to proceed with the installation of Office 365 as previously agreed and allow them to decide how it is best implemented within the office systems.

It was resolved to AGREE the revised recommendation as stated above.

NOTICE OF MOTION from Cllr G King dated 22nd March 2016 – Discuss A Community Governance Review

The Committee Notes:

The content of the Council's emerging Business Plan concerning the development of a thriving local economy and the creation of new jobs;

The intrinsic link between the Business Planning processes and the an emerging Neighbourhood Planning Process in achieving these aims;

The largest contribution to economic activity and jobs currently lie just outside the current parish boundary;

The existence of a number of anomalies that currently exist about the current boundary include (not exclusively) the West Wiltshire Trading Estate, Northacre Estate; The Ham, Hawkeridge Park, Glenmore Farm and Hawkeridge Mill.

The dismantling and demolition of the Westbury Cement Works may provoke extensive industrial development and offer the opportunity to create a Community Recreational Park;

The growing concern of Councillors about the protection and maintenance of the Westbury White Horse;

The growth over the past two decades has caused by a sustained period of development that has seen the town population grow by 24% and in addition it also notes the possibility that any future development might occur outside the Parrish Boundary;

That the best way to achieve all of the Councils likely objectives and to correct the anomalies around the current parish boundary and have a boundary that truly reflects all of the Westbury Community is a belts and braces revision of the parish boundary;

The Policy & Resources Committee therefore resolves:

1. That the current parish boundary may not fully reflect the true nature of the community that of what we consider to be Westbury;
2. That it should urgently institute a Community Governance Review;
3. That Wiltshire Council should be immediately advised about the purposes of this review and seek their help and cooperation in the progress of this review;
4. That such a review should concentrate entirely on the matters of COMMUNITY and GOVERNANCE alone and conducted in accordance with Wiltshire Councils processes and procedures;
5. Finally that in order to achieve all of these things it should urgently establish a Task & Finish Group that will report its finding back to the Committee as soon as practicable, but no more than 6 months after the date of its first meeting.

It was resolved to AGREE the above recommendation and set up a task and finish group as stated above. The Clerk to send a request to all councillors for interests of membership.

R.1554 RECOMMENDATION from the Delegation of Services Working Group dated 22nd March 2016 – Allotments at the Groves, Westbury

The WG notes that the majority of tenancies are now let and that Rent is being collected and paid;

The WG also notes that the last two vacant plots have been let to the Men's Shed club who will create a community allotment in accordance with their association's aims;

The WG further notes that the current block to the Community Asset Transfer of these allotments from Wiltshire Council to Westbury Town Council is legal issues relating to encroachment, yet Wiltshire Council routinely refer tenant's to Westbury Town Council for all issues concerning maintenance and rent.

The WG therefore recommends that the Policy & Resources Committee to:

- 1. Grant to the WG permission to set aside the outstanding legal issues blocking transfer on the grounds that these issues are most probably historic and therefore too complex so that the final transfer arrangements can be progressed, forthwith, and;*
- 2. Request the Clerk & Responsible Financial Officer to urgently make all arrangements for the setting up of all proper processes that are necessary for the management, maintenance and financial accounting of these assets.*

It was resolved to AGREE the above recommendation.

R.1555 RECOMMENDATION from Town Clerk regarding Westbury Town Council Policies – Review the following policies ready to be adopted by Town Council in May:-

- Car Usage Policy
- Complaints Procedure
- Disability Discrimination Policy
- Equalities Inclusion Policy
- Freedom of Information Policy
- Member & Employee Protocol Policy
- Staff Recruitment and Retention Policy

Proposal :

To review Policies every four years rather than annually

Background:

As there are a large number of policies that have not changed it may be worth considering reviewing them every four years rather than annually

Recommendation:

That Town Council reviews its policies every two years unless there have been any changes

It was resolved to AGREE the above recommendation and review policies every two years subject to the Town Clerk confirming the current policies are up to date.

R.1556 RECOMMENDATION from the Town Clerk to make the following proposals regarding the Town Caretaker dated 24th March 2016

Proposal

Andrew Thomas has been appointed as the town caretaker following interviews on Tuesday 8th March and will join the Town Council on the 3rd May. The Town Clerk will now proceed with organising necessary training and the purchase of suitable PPE and equipment. The cost options and best value recommendation for a commercial vehicle for the town caretaker will be presented to Town Council in May.

The uniform colour requires a decision; I would recommend navy blue with yellow wording to represent the Westbury Town Council shield. This will match The Laverton uniform.

The van will be white with livery representing Westbury Town Council and the Shield in blue and yellow (as per the headed note paper). Does the committee wish to see a "strap line" added to the livery. For example "improving your neighbourhood" "making a difference" or "at the heart of your community"?

It was resolved to AGREE the following strap line: "Working for Westbury" and to allow the Town Clerk to proceed with purchasing the necessary equipment as proposed above.

R.1557 RECOMMENDATION from the Town Clerk to make the following amendments to Standing Orders dated 23rd March 2016

1. Discussions and resolutions affecting employees of the council

Standing Order 31 referring to items of confidentiality refers you to Standing Order 60, this should read Standing Order 54.

2. Admission of the Public and Press to meetings.

Proposal:

Standing Order 55. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

Change to:

The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present. The Openness of Local Government Bodies Regulation 2014 permits any person (including the press) who attends a council (or committee) meeting to report on the proceedings of the meeting. A person may not orally report or comment about a meeting as it takes place but otherwise may:

- a) film, photograph or make an audio recording of a meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

Background:

The Laws changed in 2014 allowing filming, taking of photographs and recording of Town Council meetings however our Standing Orders have not been amended to reflect this change.

3. Add new Standing Order 56:

At all meetings of the Council the Chairman may, at his discretion and at a convenient time in the transaction of the business, adjourn the meeting so as to allow any member of the public to address the meeting in relation to the business to be transacted at that meeting.

4. Renumber Standing Orders 56 -65 following the addition of item 3.

Recommendation from P & R that Town Council notes these changes when adopting the Standing Orders at the Annual Town Council meeting on 3rd May 2016.

It was resolved to AGREE the above recommendation.

R.1558 TWINNING PROJECT. Request from Mairie de Quincy in France to launch a Twinning Relationship with Westbury

Westbury currently has a 'Civic arrangement between the Twinning Association (on behalf of Westbury Town Council) and Chateau du Loir, so it was agreed to ask the Twinning Association to consider this.

It was resolved to ask the Town Clerk to contact the Twinning Association to say that Westbury Town Council agrees in principal to consider this request, but would like to know if the association could manage another relationship.

R.1559 QUEEN ELIZABETH II 90TH BIRTHDAY COMMERORATIVE MEDAL from the Town Clerk dated 24th March 2016

The P & R committee to discuss whether they wish to purchase any medals. They should take into account that local schools would also have been issued with a sample medal.

It was resolved not to purchase any medals.

R.1559 PROPOSAL FROM WESTBURY HERITAGE SOCIETY- To consider Westbury Heritage Society Forward Plan 2016-2019

Proposal:

That Westbury Town Council receives and notes the Westbury Heritage Society's Forward Plan 2016-2019 and to consider future funding upon the signing of a new lease for the next 6 years

It was resolved to defer this request as more information is sought. The Town Clerk to contact the Heritage Society and request a representative be present at the next meeting to answer questions.

R.1560 RE-PAINTING OF FINGERPOSTS – Recommendation to Town Council for re-painting of fingerposts

It was resolved to refer this to the Streetscene Working Group for onward transmission to the Highways, Planning & Development Committee.

R.1561 CHAIRMAN'S MATTERS FOR REPORT – Cllr Sutton thanked committee members and staff for all their hard work over the last two years for the tremendous work achieved in taking the council forward, whilst he has been chairman for this committee.

R.1562 BUDGET BIDS - None

R.1563 CLERK'S CORRESPONDENCE/MATTERS:

- Councillors reminded of CIL session at County Hall on 5th April 2016.
- The Grant application request from the ATC Squadron 68 cannot now proceed as we have been advised they are no longer in operation for the foreseeable future.

R.1564 WORKING GROUP'S REPORTS/RECOMMENDATIONS:

▪ **Events Working Group -**

Regarding the Queen's Birthday on Thursday 21st April. The Beacon will now be lit by Vice Lord Lieutenant-Lt Gen. Sir Roderick Cordy-Simpson at 7.30pm. Afterwards he will be invited to the Laverton for refreshments. Unfortunately we will be unable to have any road traffic restriction in place only polite notices which are not enforceable

On 7th May the Loins and Leos are holding a Clean for the Queen between 10-1pm David Firth will be the point of contact.

Sunday 12th June Street Party in Grassacres for the Queens 90th Birthday. The Group felt the idea of a street party for neighbours to get together in their own locations and to arrange something in Grassacres only 1 month before the street event was too much. There is no budget allocated for this and no facilities at the park. How would the numbers be controlled?

Summer celebrations are now almost at the point of readiness but we still have to deal with Advertising, Road Closures and Event Management Planning.

Christmas light switch on; we will be asking the Mayor if he is happy to do the light switch on or whether he needs us to ask for a celebrity to do it. We are also looking at the cost of the stage and its size.

2017 Party in Penleigh Park.....We will be looking at a breakdown of costs for the event and how we will raise money to cover the cost.

A meeting of the events group was held with the Wiltshire Police, Wiltshire Council and RS security.

The matters that were discussed were proposed street closures from 6pm Fri 8th July to Sun 10th July. The group was informed that road closures signage would need to be erected by someone who was accredited and trained in Chapter 8 of the Traffic Signs Manual (traffic safety measures and sign for road works and temporary situations). The signage schedule that accompanies the road closure application should also state what type of sign, colour, background, font etc and where they are to be placed.

Access Issues were dealt with, regarding emergency access, redirecting the bus to behind the shops and stall holders will be given arrival time and access points.

Security and Stewarding was dealt with and the usual letters will be sent to residents and the licensed premises.

Jemma explained that with an Events Management Plan, which can be work on up until a week before the event. We would also have to hold a meeting with the new Events Safety Advisory Group to rectify any issues. With all future events we would need to produce a plan and meet with the ESA Group

- **Westbury Tourism Working Group – No meeting held**

- **Delegation of Services Working Group – As stated above in minute R.1554**

- **Great War Commemoration Working Group –**

With regards to the above 'The Everyday Tommy' film that was produced and directed by students from Bath University is now complete excluding a couple of small edits that need to be made.

The film will be shown to those members of the local community who kindly participated in the making of the film by talking about their relatives who were in the Great War and the conditions they were living through, in what was a significant time in world history. Plans will be made to have the film available on link also at the Heritage centre.

There will also be an evening showing later to coincide and commemorate the Battle of the Somme.

Final checks are being carried out on the Great War Westbury trail map before it goes to the printers. It should be available in about a couple of weeks subject to confirmation.

- **Business Plan Working Group** – No meeting Held

- **Editorial Working Group** –

WELCOME – Spring is here!
THE MAYOR'S COMMENTS
FAREWELL FROM KEITH HARVEY
WELCOME TO THE NEW TOWN CLERK DEBORAH URCH
INTRODUCE THE NEW CARETAKER
INFORMATION ON THE TOILETS
FINGERPOST UPDATE
CIVIC AWARDS
EVENTS – Beacon Lighting, Street Parties, Summer Celebration &
Evening Concert
LAVERTON AVAILABLE TO HIRE
DATES OF COUNCIL MEETINGS – up to July
TOWN CRIER VACANCY
ADOPTION/FOSTERING SERVICES - WILTSHIRE COUNCIL
ADVERT
ROUNDAABOUT SPONSORSHIP
BIG PLEDGE – ROAD TO RIO
FEEDBACK WELCOME

R.1565 **ACCOUNTS: List of Payments**

Noted

20.45pm