

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Town Council held at the Town Hall, High Street, Chippenham on Wednesday 26 September 2018 at 7pm.

COUNCILLORS	James Adman	Desna Allen (7.20pm)	Richard Bambury
	Peter Bishop	Jenny Budgell	Bill Douglas
	Peter Hutton	Teresa Hutton	Ruth Lloyd
	Michael Merry	Nick Murry	Mary Norton
	Ashley O'Neill	Andy Phillips (Chairman)	Nina Phillips
	David Powell	Chris Ruck	Sandie Webb

OFFICERS	Mark Smith (Chief Executive)
	Adrian Jones (Deputy Chief Executive)
	Charlotte Starkie (Head of Finance & Administration)
	Daryl Jones (Corporate Support Manager)
	Lynsey Nichols (Communications & Marketing Officer)
	Andy Conroy (Planning Officer)

PUBLIC PRESENT	Two members of the public were present.
-----------------------	---

PUBLIC QUESTION TIME

One member of the public spoke in relation to:-

- i) Agenda item 20 - the Old People's Forum as the newly elected Chairman and stated that he would be contacting the town council at some time in the future when he had decided how he was moving forward the organisation.
- ii) Agenda item 18 - conditions of hire, he agreed with the proposal for Chinese lanterns, but not helium balloons.
- iii) Agenda item 10 - Membership of the Neighbourhood Plan Steering Group, he queried when membership would be published.

37. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Holly Bradfield, Clare Cape, Rajvir Gill, Ashley O'Neill, John Scragg and Melody Thompson.

38. DECLARATIONS OF INTEREST

No Declarations of Interest were made.

39. MINUTES OF THE PREVIOUS MEETINGS

The draft minutes of the Town Council meeting held on Wednesday 20 June 2018 and the Extraordinary meeting on 1 August 2018 were received as a true and accurate record of the meeting and signed by the Mayor.

RESOLVED that

Both sets of minutes be accepted as a true record of the proceedings.

40. WILTSHIRE POLICE UPDATE REPORT

PS Don Pocock was present and answered questions relating to the report from the Wiltshire North Police Team, which was previously circulated.

41. MAYOR'S ANNOUNCEMENTS

- i) The Mayor referred to his written report previously circulated which stated 'Since the previous council meeting I have felt privileged and proud to be the town's Mayor. This is due to events that have taken place which have received much praise relating to the Council's achievements. As well as the major functions, other events and meetings have illustrated what a lively, vibrant and positive organisation we are creating to serve our community at present and the foresight the Council has for Chippenham's future. You have the list of Mayor's engagements so I would just like to highlight the annual Civic Sunday service and awards, and the Purple Flag Assessment event, the outcome of which we can celebrate. I finish this short message by thanking our hard working and enthusiastic staff for their support on many occasions which has played a part in the Council's success in general and to my duties and engagements in particular'.
- ii) Councillors received the list of engagements undertaken by the Mayor and Deputy Mayor.
- iii) The Mayor congratulated Councillor Peter Hutton, for his role in the Purple Flag Assessment, who in turn praised staff for their achievements.

42. LEADER'S ANNOUNCEMENTS

Councillor Sandie Webb gave a thorough overview of current council business, a written copy of which will be circulated to all Councillors for their information.

43. COMMITTEE MINUTES

- i) Amenities, Culture & Leisure Committee
The minutes of the meetings held on 1 August and 12 September were presented with all matters resolved.
- ii) Planning, Environment & Transport Committee
The minutes of the meetings held on 28 June, 19 July, 9 August, 30 August and 20 September were presented with all matters resolved, with the exception of the adoption of the PET Protocols which will be considered later in this agenda.

- iii) Strategy and Resources Committee
The draft minutes of the meeting held on 5 September were presented with all matters resolved.
- iv) Human Resources Committee
The draft minutes of the meeting held on 6 September were presented with all matters resolved.

44. ELECTORAL REVIEW OF WILTSHIRE: WARDING ARRANGEMENTS

The Chief Executive presented the report outlining the Local Government Boundary Commission for England's electoral review of Wiltshire Council and invited Councillors the opportunity to consider how it intends to respond to the Public Consultation Process.

The Chairman then issued a written statement:-

'Firstly a thank you to our Chief Executive Officer for his detailed report on the Review of Electoral Boundaries that Wiltshire Unitary Authority is making with regard to a reshuffle of its Divisional Boundaries all of which must be within 10% (either way) of the proposed NEW average of a 4,300 electorate. An observation already made by Wiltshire Cllr Richard Clewer - who has been given the task of overseeing the process - is: "We will probably need to define the exact boundaries in some of the INTERIOR areas (where we are dividing areas like Salisbury, CHIPPENHAM, Trowbridge, Melksham etc). We have got to know the precise number of electors we are proposing for each area. The final decision will be taken at Full Council on October 16th. All recommendations must be with the Boundaries Commissioners by November 5th. In response to the CEO's recommendation this evening, I would suggest we wait to see the Wiltshire Council's proposals and how they affect our Divisions. Then, if felt required, I would - after consulting with the Leader, Cllr Sandie Webb, and the CEO - call, as Mayor/Chairman, for a Special Full Council meeting to be held on Thursday, 25th October. It would give us time if we wished to make counter proposals to the Boundaries Commission. Apart from it being available I have deliberately suggested this date because our Strategy & Resources Committee meets the evening before. This would give it - together with any other Councillors who attended - a chance to make preliminary soundings as to views and produce a Resolution which would fully focus our considerations at the Council meeting'.

Councillors then debated how best to proceed and it was finally agreed to set a working party for a single task meeting of dealing with a response.

It was proposed by Councillor Peter Hutton, seconded by Councillor Bill Douglas and the majority in favour and

RESOLVED that

- i) To convene an Electoral Review Working Party for a single meeting, consisting of nine Councillors to debate and form an official response from the Town Council.

- ii) To delegate authority to the Chief Executive to take the decision to respond to Wiltshire Council accordingly.
- iii) To appoint the following nine Councillors to the Electoral Review Working Party:

Richard Bambury	Bill Douglas	Teresa Hutton
Nick Murry	Mary Norton	Andy Phillips
Nina Phillips	Chris Ruck	Sandie Webb

45. UPDATE ON THE NEIGHBOURHOOD PLAN

The Planning Officer presented the report updating Councillors on the progress of the Chippenham Neighbourhood Plan since work commenced on the Plan in June 2018.

RESOLVED that

Councillors noted the report.

46. COUNCILLOR MEMBERSHIP OF THE NEIGHBOURHOOD PLAN STEERING GROUP

The Planning Officer presented the report seeking the agreement of Full Council to appoint six Councillors and a Chairman to the Neighbourhood Plan Steering Group as determined by the Neighbourhood Plan Working Party at their meeting of 16 July 2018.

RESOLVED that

- i) The following six Councillors were appointed on to the Neighbourhood Plan Steering Group:

Clare Cape	Michael Merry	Nick Murry
Chris Ruck	John Scragg	Sandie Webb
- ii) Councillor Nick Murry was appointed to be the Chairman of the Neighbourhood Plan Steering Group.

47. REVIEW OF PLANNING, ENVIRONMENT & TRANSPORT COMMITTEE PROTOCOLS

The Deputy Chief Executive presented the report seeking Councillors to ratify the recommendation taken by the PET Committee to approve two Town Council protocols used by the Committee.

RESOLVED that

The recommendation of the PET Committee to approve the following be ratified:-

- Protocol on Pre-Application Meetings with Developers
- Chippenham Town Council Planning Guidance

48. ADOPTION OF A RISK MANAGEMENT POLICY

The Head of Finance & Administration presented the report recommended from the Strategy & Resources Committee that Full Council adopt a Risk Management Policy and Risk Management Strategy.

RESOLVED that

- i) Council adopt the Risk Management Policy
- ii) Council adopt the Risk Management Strategy
- iii) Authority is delegated to the Chief Executive to continue to manage the process for the creation and management of Risk Assessments and the Risk Register.

49. ANNUAL REPORT 2017 - 2018

The Marketing & Communications Officer presented the Annual Report seeking approval for public circulation.

RESOLVED that

The Annual Report is approved for public circulation.

50. LOCAL COUNCIL AWARD SCHEME

The Corporate Support Manager presented the report outlining the mechanism in which the council can meet the standards set by the local council sector and apply for accreditation in the Local Council Award Scheme. This requires formal resolutions that the council demonstrates it meets the standards

RESOLVED that

To achieve a Foundation Award, Chippenham Town Council demonstrates that it has the documentation and information in place for operating lawfully and according to standard practice. The council also has policies for training councillors and officers and is building a foundation for improvement.

51. TO REVIEW STANDING ORDERS

The Head of Finance & Administration presented the report on an interim review and amendments to the Standing Orders as stated below:-

- i) To add a new sentence: All councillors who wish to become Committee Chairmen or Vice Chairmen should be willing to undertake the “Chairmanship Skills” training when taking on that role. (to be added at item 8)
- ii) To add a new sentence: In the absence of a Chairman or Vice Chairman at a Committee meeting, that a councillor will be chosen from those present to chair the meeting (to be added to item 13).
- iii) To make it clearer when a recorded vote is to be asked for, that it must be made in advance of the vote being taken (item 14.2)
- iv) The other amendments are to reposition sections within the document:

To move the current Item 10 (Council, Committee and Sub Committee meetings) to page 6 and to become item 6. To move the current item 12 (Communicating with Wiltshire Councillors) to item 25.

RESOLVED that

The above proposed amendments are adopted and the Standing Orders working Party is reconvened in the spring.

52. TO NOMINATE TWO COUNCILLORS ONTO THE FINANCE WORKING PARTY

The Head of Finance & Administration presented the report to nominate two Councillors to join the Finance Working Party.

RESOLVED that

Councillors David Powell and Chris Ruck are appointed to join the Finance Working Party.

53. COUNCILLOR MOTION 1

Councillor Peter Hutton's motion regarding the submission of written questions was considered. A vote was taken and it was

RESOLVED that

The motion was not supported.

54. COUNCILLOR MOTION 2

Councillor Peter Hutton's motion regarding banning releasing Chinese lanterns and helium balloons was considered. A vote was taken and it was

RESOLVED that

The Town Council introduce a condition of hire which bans the releasing of Chinese lanterns and helium balloons from Town Council venues and open spaces for private, commercial or community hire and that lanterns and balloons are properly disposed of.

55. COUNCILLOR MOTION 3

The Head of Finance & Administration explained the budget setting process and Councillor Peter Hutton withdrew the motion to create a devolution budget line.

Councillor Sandie Webb invited Councillor Peter Hutton to attend future Finance Working Party meetings; the next one being on 12 October.

56. COUNCILLOR MOTION 4

Councillor Mary Norton's motion regarding representation at the Chippenham Older People Forum was deferred to the next meeting.

57. COUNCILLORS FEEDBACK

- i) Councillors received feedback from Wiltshire Councillors on significant work they are involved with: *(For future reference - if unable to attend a written report would be acceptable).*

Councillor Bill Douglas

At present I am continuing to work on the problems around the situation on Drug and Alcohol Service Provision at Turning Point the Service Provider. They have still not reorganised the Chippenham based support for users in recovery.

58. PRESS RELEASE

Councillors made no requests.

59. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 28 November at 7pm.

The meeting closed at 9.03pm

These Minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature:

Date: