

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Town Council held at the Town Hall, High Street, Chippenham on Wednesday 28 November 2018 at 7pm.

COUNCILLORS	James Adman	Desna Allen	Peter Bishop
	Jenny Budgetell	Bill Douglas	Peter Hutton
	Teresa Hutton	Ruth Lloyd	Michael Merry
	Nick Murry	Mary Norton	Ashley O'Neill
	Michelle Pearce	Andy Phillips (Chairman)	Nina Phillips
	David Powell	Chris Ruck	John Scragg
	Melody Thompson	Sandie Webb	

OFFICERS	Mark Smith (Chief Executive)
	Adrian Jones (Deputy Chief Executive)
	Daryl Jones (Corporate Support Manager)
	Lynsey Nicholls (Marketing & Communications Officer)
	Andy Conroy (Planning Officer)

PUBLIC PRESENT	Two people present
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PUBLIC QUESTION TIME

The Chairman received comments from two members of the public representing Cepen Park North with regard to the speed of traffic around Cepen Park North and Stainers Way, delays in roadworks, and associated email communication.

60. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Holly Bradfield, Clare Cape, Rajvir Gill and Richard Bambury.

61. DECLARATIONS OF INTEREST

No Declarations of Interest were made.

62. MINUTES OF THE PREVIOUS MEETINGS

The draft minutes of the Town Council meeting held on Wednesday 26 September 2018 were received as a true and accurate record of the meeting and signed by the Mayor.

RESOLVED that

The minutes be accepted as a true record of the proceedings.

63. MAYOR'S ANNOUNCEMENTS

- i) The Mayor announced the sad passing of Gill Minter, who had been a well-known and respected member of the community during her life.
- ii) Councillors noted the report, previously circulated, which outlined the Mayor's involvement in the recent events commemorating the end of the First World War, Remembrance Sunday and Christmas Lights Switch-on and praising other local activities.
- iii) Councillors received the list of engagements undertaken by the Mayor and Deputy Mayor.

64. BID PRESENTATION ON RENEWAL PROCESS AND TIMELINE FOR 2nd TERM

Kathryn Croweller and Matt Powell presented a summary of activities undertaken and an overview of the actions, consultation and engagement programme for negotiations with partners in the run up to the ballot in April 2020.

65. WILTSHIRE POLICE UPDATE REPORT

The report received from the Wiltshire North Police Team, which was previously circulated, was noted.

66. LEADER'S ANNOUNCEMENTS

The Leader's report containing a thorough overview of current council business, which was previously circulated, was noted.

67. COMMITTEE MINUTES

- i) Amenities, Culture & Leisure Committee
The minutes of the meeting held on 14 November was presented with all matters resolved.
- ii) Planning, Environment & Transport Committee
The minutes of the meetings held on 11 October and 1 November were presented with all matters resolved.
- iii) Strategy and Resources Committee
The draft minutes of the meeting held on 24 October were presented with all matters resolved.
- iv) Human Resources Committee
The draft minutes of the meeting held on 8 November were presented with all matters resolved.

68. WORKING PARTY MINUTES

The notes of the Electoral Review Working Party held on 31 October 2018 and the correspondence sent to the Boundary Commission were noted.

69. CHANGE TO COMMITTEE MEMBERSHIP

A report to inform Councillors of a change to the composition of the Planning, Environment and Transport Committee, and also the process if committee membership does change in the year, were both noted.

70. UPDATE ON THE NEIGHBOURHOOD PLAN

The Planning Officer presented the report updating Councillors on the progress of the Chippenham Neighbourhood Plan since work the last update in September 2018.

RESOLVED that

Councillors noted the report.

71. ANNUAL CALENDAR OF MEETINGS 2019/20

The Deputy Chief Executive presented the report proposing meeting dates and Civic events for the municipal; year 2019/20.

RESOLVED that

Councillors noted the report with a minor 'typo' change of one meeting, Amenities, Culture & Leisure from 31 August to 31 July.

72. EXTERNAL AUDIT REPORT

A report to inform Councillors on the successful conclusion of the External Audit process for 2017/18 was noted.

73. COUNCILLORS FEEDBACK

- i) Councillors received feedback from Councillor John Scragg on the activities of Wiltshire Association of Local Councils, and the report previously circulated was noted.
- iii) Councillors received feedback from Councillor Peter Hutton on the 'Wessex Water 'Yellow Fish' initiative and also Derriads Pond.

74. PRESS RELEASE

Councillors made no requests.

75. **DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 16 January 2019 at 7pm.

76. **EXCLUSION OF THE PUBLIC AND PRESS**

RESOLVED that

“The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2”.

77. **ORGANISATIONAL REVIEW**

The Chief Executive presented the report on an organisational review.

RESOLVED that

Councillors noted the proposed organisation structure as outlined in Chief Executive’s presentation as previously agreed by the Human Resources Committee, with effect from 1 April 2019.

The meeting closed at 9.00pm.

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