



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

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Minutes of a meeting of the Town Council held at the Town Hall, High Street, Chippenham on Wednesday 19 June 2019 at 7pm.

COUNCILLORS	James Adman (from 7.30pm)	Desna Allen (Chairman)	Richard Bambury
	Holly Bradfield (until 7.40pm)	Jenny Budgell	Bill Douglas
	Peter Hutton	Teresa Hutton (Vice)	Ruth Lloyd
	Nick Murry	Mary Norton	Michelle Pearce
	Andy Phillips	Nina Phillips	David Powell
	Chris Ruck	John Scragg	Sandie Webb

OFFICERS	Mark Smith (Chief Executive)
	Nick Rees (Director of Resources)
	Lynsey Nichols (Communications and Customer Services Manager)
	Andy Conroy (Planning Officer)
	Heather Rae (Democratic Services Manager)
	Michael Weeks (Democratic & Civic Officer)

PUBLIC PRESENT	There were 8 members of the public present.
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PUBLIC QUESTIONS There were 4 public questions which are appended to these minutes at **APPENDIX A**. Chippenham Town Council's responses to these questions have been appended to these minutes at **APPENDIX B** but did not form part of the meeting.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Pete Bishop, Clare Cape, Raj Gill, Michael Merry and Ashley O'Neill.

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

3. MINUTES OF THE PREVIOUS MEETINGS

The draft minutes of the Town Council meeting held on Wednesday 15 May 2019 were received as a true and accurate record of the meeting and signed by the Chairman of the Council.

RESOLVED that

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

4. MAYOR'S ANNOUNCEMENTS

- i a) The Mayor noted that the devolution leaflet explaining the process will be circulated next week.
- b) The Mayor noted that Civic Sunday would take place on Sunday 21 July 2019 and with only six Councillors having confirmed their attendance, the Mayor reminded Councillors of the expectation of the public for Councillors to be present at this community focused event.
- c) The Mayor noted that at an event held on 18 June 2019 Councillor Teresa Hutton received a Conservation and Environment Award on behalf of the town council for the museum entrance. The Mayor noted that it was a great honour to be recognised and this would be hung in the museum.
- ii) Councillors received the list of engagements undertaken by the Mayor and Deputy Mayor since the last meeting of the Town Council held on 15 May 2019.

5. POLICE REPORT

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

6. LEADER'S UPDATE

The Leader thanked the Deputy Leader for covering in her absence and noted that an email would be circulated in the next few days to Councillors containing the updates, this would be available to members of the public. The Leader noted that Devolution is now live and that although not easy everything was going to plan. It was noted that the SLC study report which was commissioned by council was completed and would be available to view in the Councillors room. It was noted that Waste Not Want Not and the Scrap Store were losing their bases, the Leader thanked the Business Support Manager for her support to these groups. The Leader thanked Councillors James Adman and Ashley O'Neill for their work on the ICT proposal. The Leader also noted conversations had taken place with Bradford on Avon Town Council regarding the process of devolution, the Leader reminded Councillors that any press enquiries regarding devolution should be passed onto the Communications and Customer Services Manager.

7. COMMITTEE MINUTES

- i) Amenities, Culture & Leisure Committee
The minutes of the meeting held on 05 June 2019 was presented with all matters resolved.
- ii) Planning, Environment & Transport Committee
The minutes of the meetings held on 28 March, 18 April and 06 June 2019 were presented with all matters resolved.

- iii) Strategy and Resources Committee
The draft minutes of the meeting held on 10 April 2019 were presented with all matters resolved.
- iv) Human Resources Committee
The draft minutes of the meeting held on 06 June 2019 were presented with all matters resolved.

8. UPDATE ON THE NEIGHBOURHOOD PLAN

The Planning Officer presented the report updating Councillors on the progress of the Chippenham Neighbourhood Plan since the last update in March 2019. The Planning Officer commented on the results of the pre vision survey, and noted that the topic groups would be set up for September with two members of the Steering Group in each topic group.

RESOLVED that

The report be noted.

9. ANNUAL REPORT ADOPTION

The Communications and Customer Services Manager presented the annual report to Councillors.

RESOLVED that

- i) The Annual Report 2018/19 be adopted and approved for publication.

10. YEAR-END FINANCIAL ACCOUNTS AND ANNUAL RETURN 2018/19

The Director of Resources presented the end of year financial accounts and annual return 2018/19 to Councillors noting that the Strategy and Resources Committee had received these documents last week. It was noted that once signed it will be available for public view for 30 days.

Councillor James Adman joined the meeting.

RESOLVED that

i) Councillors agreed to minute that the following statements within the Annual Governance Accountability Return be approved by Full Council and be signed by the Chairman and Clerk to the meeting:

- a) The Annual Governance Statement 2018/2019;
- b) The Accounting Statements 2018/2019;

ii) Councillors adopted the unaudited financial statements for the year ended 31 March 2019 for Chippenham Town Council.

11. UPDATE AND ARRANGEMENTS FOR THE PILOT PEER REVIEW PROCESS

The Chief Executive updated Councillors on the pilot peer review process which the Town Council will take part in from 10 - 11 September 2019. The Chief Executive noted that the Local Government Association (LGA) offer this opportunity to every council in principal authority but a parish council has not yet taken part. Feedback via a formal written report will be received a month after the peer review process which can be made public if council wish.

RESOLVED that

Councillors noted the report.

12. COUNCILLORS FEEDBACK

i) The Chairman invited Town Councillors to report feedback on significant work they have been involved with.

a) Councillor Teresa Hutton noted that there was a recent litter pick around Pewsham which was enhancing recycling and knowledge of Climate matters.

b) Councillor Sandie Webb thanked Councillors Teresa Hutton and Ruth Lloyd for their feedback report from the Chippenham Area Board, and congratulated Councillors Peter Hutton and Ashley O'Neill for their positions of Chairman and Vice-Chairman.

c) Councillor John Scragg noted that at the Annual General Meeting of the Rail Users Group it was decided to rename the group 'Friends of Chippenham Station' to make the group more accessible. It was noted that a separate report on this matter would be taken to the Planning, Environment and Transport Committee.

ii) Councillors noted that Councillor Scragg would provide a report on WALC after his attendance at the WALC Executive Committee on 1st July, and a meeting of the South West Conference of Local Council Associations on 10th July which will be followed shortly after by a meeting of the NALC National Assembly in London which he will also attend.

iii) The Chairman invited Wiltshire Councillors to present feedback on significant work they have been involved with.

a) Councillor Peter Hutton noted that the Chief Executive has been contacted to explore working with the Area Board. It was noted that the Local Youth Network (LYN) evening event for young people held in the Neeld was a great example of collaborative working and was a success with around 70 young people in attendance, Councillor Hutton thanked the staff for their work on this event.

iv) There were no updates on any Committee Membership changes.

v) To receive ideas for potential CIL projects to be forwarded to Wiltshire Council.

Councillor Peter Hutton put forward the river frontage as a potential CIL project.

Councillor Holly Bradfield left the meeting.

vi) Community Matters - opportunity for Councillors to ask for updates which can be given verbally or in writing after the meeting.

Councillor Peter Hutton asked for an update on who will be maintaining Methuen Park following devolution. Following the meeting the Chief Executive communicated to Councillor Hutton that this parcel of land was transferred from the Corsham Town Ward of Corsham Parish to the Chippenham Cepen Park and Derriads Ward of Chippenham Parish in December 2016. However, it falls within the Electoral Division of Corsham Town.

13. PRESS RELEASE

Councillors did not request a press release.

14. DATE OF NEXT MEETING

The next Full Council meeting will take place on Wednesday 25 September 2019.

15. EXCLUSION OF THE PUBLIC AND PRESS

Councillor Nick Murry objected to the exclusion of public and press due to significant public interest and stated that the item should be postponed to a future meeting once it had been made public. With no other objections it was

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”.

8 members of the public left the meeting.

16. CONFIDENTIAL REPORT FROM THE CHIEF EXECUTIVE

The Chief Executive presented the confidential report to Councillors. Councillors discussed the matter and voted on an amendment put forward by Councillor Peter Hutton, seconded by Councillor Bill Douglas and with the majority in favour of the amendment the motion was carried.

RESOLVED that:

i) Councillors approved the recommendations as per paragraph 7.1 in the report with one amendment to 7.2 to include the wording of the motion from Councillor Peter Hutton.

The Chairman closed the meeting.

The meeting closed at 8.40pm.

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

DRAFT

Public Comments and Questions

At the invitation of the Chairman a resident spoke regarding investment in renewable energy, and the lack of urgency of the town council following the declaration of a climate emergency. The resident provided Councillors with an information sheet containing three links and asked Councillors to commit to taking the time to view these links.

At the invitation of the Chairman a resident spoke to reiterate the lack of urgency of the town council and defined an emergency as a 'sudden danger requiring immediate attention'. The resident noted that the Neighbourhood Plan was at an exciting stage but nothing will happen until September. The resident asked the following questions:

- Why declare a Climate Emergency in March if you were not ready?
- What immediate action has been taken in the last 12 weeks?
- What progress has been made in establishing the advisory group?

At the invitation of the Chairman a resident spoke to congratulate the town council and staff on the recent Family Fun Day, noting the great effort from everybody and in particular staff.

At the invitation of the Chairman a resident spoke noting that the climate emergency meant there are eleven years to get to zero emission. The resident spoke on behalf of the local residents of Cepen Park North development and asked council to consider the following question:

- What steps can the council take using devolved services with sustainability in mind?

The Chairman noted that a response to these questions would be provided in writing following the meeting.

NOT PART OF THE MEETING - APPENDIX B

Chippenham Town Council Responses to Public Questions at Full Council on 19 June 2019

- Why declare a Climate Emergency in March if you were not ready?

The Town Council declared a Climate Emergency at the Full Council meeting held on 27 March 2019 as it recognised the issue and the need to take action. As a council it is necessary to have plans and resources in place in order to deliver any actions. The town council recognise the importance of working with stakeholders and local residents to make the most of the knowledge that is available to tackle the emergency collectively.

- What immediate action has been taken in the last 12 weeks?

At the Strategy and Resources meeting on 12 June 2019 councillors agreed to commit to facilitate a Climate Emergency Advisory Group made up of representatives from stakeholder organisations, and members of the public. Councillors agreed to work within existing resources and make best endeavours (taking into account the available resources at the disposal of the council) to develop a climate change mitigation strategy and implement best practice methods and agreed that officers report back ahead of next year's budget setting process, with regard to progress.

Councillors agreed that the remaining motions regarding the Climate Emergency be delegated to the advisory group for discussion and the outcome to be brought back to a future Strategy and Resources Committee meeting.

- What progress has been made in establishing the advisory group?

Councillors agreed to set up a Climate Emergency Advisory Group at the meeting of the Strategy and Resources Committee on 12 June 2019. Two weeks later officers are still in the process of organising this, details will be published once ready, and members of the public are encouraged to participate.

- What steps can the council take using devolved services with sustainability in mind?

On Saturday 01 June 2019 the town council took on a number of devolved services and assets from Wiltshire Council. The town council will, where achievable, incorporate sustainability into the use of new assets and the provision of services. This can be discussed by the advisory group.