



Minutes of a meeting of Full Council meeting held virtually on Zoom on 24 March 2021 at 7pm.

Councillors present:

James Adman	Desna Allen
Richard Bambury	Pete Bishop
Jenny Budgetell	Clare Cape
Bill Douglas	Peter Hutton
Teresa Hutton (Chairman)	Ruth Lloyd
Nick Murry	Mary Norton
Ashley O'Neill	Andy Phillips
Nina Phillips	David Powell
Chris Ruck (Vice)	John Scragg
Sandie Webb	

Officers present: Mark Smith, Chief Executive
Nick Rees, Director of Resources
Matt Kirby, Director of Community Services
Gillian Ballinger, Finance Manager
Heather Rae, Democratic Services Manager
Michael Weeks, Democratic and Civic Officer
Ann Chard, Administrative Services Officer - Planning
Andy Conroy, Planning Officer
Lynsey Nichols, Communications and Customer Service Manager
Paul Harvey, Head of Leisure Services
Julie Hook, Head of Venues

Public present: There were 7 members of the public present.

PUBLIC QUESTION TIME

There was one written question and one verbal question from members of the public, which are appended to these minutes at **APPENDIX A**. The responses to these questions were not part of the meeting but are appended to these minutes at **APPENDIX B**.

43. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Holly Bradfield, Raj Gill and Michael Merry.

44. DECLARATION OF INTEREST

Councillor Peter Hutton declared a non-pecuniary interest in the agenda item on the Dorset and Wiltshire Fire Authority's Consultation due to being a member, this is in relation to minute number 55.

45. MINUTES

- i) The minutes from the meeting held on 13 January 2021 were proposed by Councillor Desna Allen and seconded by Councillor Jenny Budgetell.
 - ii) The minutes from the extraordinary meeting held on 21 January 2021 were proposed by Councillor Chris Ruck and seconded by Councillor Ruth Lloyd.
 - iii) The minutes from the extraordinary meeting held on 09 February 2021 were proposed by Councillor Richard Bambury and seconded by Councillor Chris Ruck.
 - iv) The minutes from the extraordinary meeting held on 25 February 2021 were proposed by Councillor Chris Ruck and seconded by Councillor Peter Hutton.
 - v) The minutes from the extraordinary meeting held on 04 March 2021 were proposed by Councillor Bill Douglas and seconded by Councillor Clare Cape.
- With all in favour of the above minutes from five Full Council meetings it was

RESOLVED that:

The minutes were approved as a correct record and will be signed by the Chairman at a later date.

46. MAYOR'S ANNOUNCEMENTS

- i)
 - a) The Mayor noted that on 23 March it was the National Day of Reflection of the past year during the pandemic. The Mayor produced a video on behalf of the Town Council to commemorate this day. The Mayor thanked all Councillors and officers during the past year for stepping up to enable the Council to still run and hold meetings. The Mayor thanked those Councillors who would not be standing for their service and wished them well for future endeavours and thanked those that would be standing for their continued service.
 - b) The Mayor reminded all Councillors to respond to the Honorary Freeman invitation by 16 April.
 - c) The Mayor highlighted an email received from a resident noting a friend in Seattle, United States had been watching the Town Council's civic videos, and they were reaching worldwide.
 - d) The Mayor gave thanks to Ann Chard, the Administrative Services Officer - Planning, who would be retiring on 15 April 2021 after 19 years of service to the Town Council. It was highlighted that Ann had a few different roles within the Council from Office Manager to managing Mayoral and Civic engagements and events and finally to supporting the PET Committee and Councillors. Ann had always given total dedication to the Town Council and would be sorely missed by colleagues and Councillors. All present wished Ann well for the future and gave a virtual round of applause.

- ii) Councillors received the list of engagements undertaken by the Mayor and Deputy Mayor since the last meeting of the Council held on 13 January 2021.

47. POLICE REPORT

The Police report was noted.

48. COMMITTEE MINUTES

a. Amenities, Culture & Leisure Committee

The minutes of the meeting held on 03 March 2021 were presented by Councillor Desna Allen with all matters resolved except minute 65i which would be discussed at the next Committee meeting.

b. Planning, Environment & Transport Committee

The minutes of the meetings held on 07 January, 28 January and 11 March 2021 were presented by Councillor Richard Bambury with all matters resolved, the Administrative Services Officer - Planning was thanked for excellent support.

c. Strategy and Resources Committee

The minutes of the meeting held on 17 February 2021 were presented by Councillor Sandie Webb with all matters were resolved.

d. Human Resources Committee

The minutes of the meeting held on 04 February 2021 were presented by Councillor Sandie Webb with all matters were resolved.

49. YOUTH COUNCIL MINUTES

The minutes of the Youth Council meeting held on 11 January, 27 January and 22 February 2021 were noted.

50. YOUTH COUNCIL UPDATE

The Chairman of the Youth Council and the previous Chairman of the Youth Council updated on the work of the Youth Council and what the priorities are for the future. Councillors questioned how new members are found and how the Youth Council is received by peers in School. Youth Councillors noted there are a mixture of responses, young people are receptive of the idea and appreciate the Youth Council but only some are willing to get involved. The recruitment process should be easier now as the Youth Council are more established.

Councillors commended the Youth Councillors on their presentation and were impressed about their work with local homelessness charities. The Mayor thanked the Youth Councillors for attending and supported working together with the Youth Council.

51. COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE

The Director of Resources presented the report and highlighted that CIL income must be used within five years on infrastructure projects as a result of pressure that development places on the town. It was recommended that CIL be used for relevant budget capital expenditure that has already been made and two items of future expenditure, CCTV and LED lighting at Stanley Park.

Councillors requested that suggestions made on expenditure of CIL at other meetings such as committees be taken on board. With the majority of Councillors in favour it was

RESOLVED that:

Full Council approved the use of CIL income for:

- i) expenditure of £65k that has been recorded against CIL income in the accounts so far to February 2021
- ii) expenditure on relevant infrastructure related Capital projects that have been completed in this financial year, currently totaling £88k
- iii) expenditure on Further Phases of CCTV costing £37k, yet to be commenced
- iv) expenditure on upgrading to LED floodlighting at Stanley Park at a cost of £11k, yet to be commenced

52. FINANCE SUB COMMITTEE

The Director of Resources presented the report regarding the proposal for a public Finance Sub Committee which would replace the Finance Working Party. It was noted that the Strategy and Resources Committee considered the proposal on 17 February 2021 and supported the principle but had concerns over the composition and that Full Council would need to approve the Sub Committee being able to decide on unbudgeted capital expenditure and any CIL expenditure. It is now proposed that the composition be decided at the first meeting of the Strategy and Resources Committee. The Sub Committee would consider the budget and Medium Term Financial Plan for revenue and capital and make in year decisions for capital and expenditure including for CIL which are not in the budget. Within Financial Regulations, any expenditure over £25,000 would be considered by a specific committee.

Councillors discussed how CIL expenditure should be approved, that Full Council should have the final decision on the expenditure of CIL and that the difference between maintenance and improvements to infrastructure should be clearly defined. The Director of Resources explained that if Full Council has the final approval of CIL expenditure, the Sub Committee would not be much different to the Working Party. It was highlighted that the suitability of all CIL expenditure is checked with Wiltshire Council in advance. It was highlighted that the Sub Committee would be open to all Councillors subject to a maximum of nine members and this could be added to the Term of Reference 3.3 x.i.

Councillor Nick Murry proposed a motion to amend the recommended Terms of Reference (TOR) of the Finance Sub Committee, that numbers 5 and 6 of the TOR be amended to:

x.5 To make recommendations to Full Council on in-year additional capital expenditure proposals that have not been included in the Council's agreed annual capital expenditure budget, taking into account the income streams into, and the overall level of, Capital/Ear Marked Fund Reserves.

x.6 To recommend to Full Council whether CIL Income should be used to fund capital projects that were approved in the Council's Annual Capital Expenditure Budget or any additional capital expenditure proposals within the financial year.

This amendment was seconded by Councillor Ashley O'Neill, with the majority of Councillors in favour the amendment passed. With all in favour of the recommendations it was

RESOLVED that:

Full Council approved the setting up of a Finance Sub Committee under the auspices of the Strategy and Resources Committee and its Terms of Reference be:

X. FINANCE SUB-COMMITTEE

- x.1 The membership composition of the Finance Sub-Committee shall be determined at the first meeting in the financial year of the Strategy & Resources Committee and open to all Councillors.
- x.2 Meetings of the Finance Sub-Committee shall have a quorum of three councillors.

DELEGATED AREAS OF RESPONSIBILITY

- x.3 To meet regularly to develop a draft Income & Expenditure budget and precept, and a draft Capital Expenditure budget for the following year to go forward to the Strategy and Resources Committee at the December meeting and then on to Full Council in following January.
- x.4 To make recommendations to the Strategy and Resources Committee on the Council's Five-Year Medium Term Financial Plan for I&E and Capital/Ear Marked Fund Reserves (the Capital Expenditure Programme) for approval by Full Council.
- x.5 To make recommendations to Full Council on in-year additional capital expenditure proposals that have not been included in the Council's agreed annual capital expenditure budget, taking into account the income streams into, and the overall level of, Capital/Ear Marked Fund Reserves.
- x.6 To recommend to Full Council whether CIL Income should be used to fund capital projects that were approved in the Council's Annual Capital Expenditure Budget or any additional capital expenditure proposals within the financial year.
- x.7 To consider any other financial issues that the Strategy & Resources committee wishes it to consider.

53. COMMISSIONING OF A CUSTOMER RELATIONSHIP MANAGEMENT (CRM) SYSTEM - (APPROVAL OF EXPENDITURE)

The Director of Community Services presented the report to seek approval for unbudgeted expenditure on Abavus, a new Customer Relationship Management system (CRM) at a cost of £13,090 in year 1 with subsequent ongoing costs of

£7,190 per year. Councillors requested that a method of cross referencing with Wiltshire Council be included as members of the public do not know whether Wiltshire or the Town Council are responsible.

With the majority of Councillors in favour it was

RESOLVED that:

Councillors approved the unbudgeted capital (£13,090) and ongoing revenue expenditure (£7,190) in connection with the commissioning of a new Customer Relationship Management (CRM) system.

54. REVISED CALENDAR OF MEETINGS 2021/22

The Democratic Services Manager presented the proposed revisions to the meetings and Civic Event dates for the municipal year 2021/22. A further revision was proposed that the Planning, Environment and Transport Committee meeting scheduled for 31 March 2022 be moved one day earlier to Wednesday 30 March 2022 due to a clash in room bookings. With all in favour it was

RESOLVED that:

- i) The Annual Council meeting be moved one week to Wednesday 19 May 2021.
- ii) The Planning, Environment and Transport Committee (PET) on 13 May 2021 be cancelled with any items that cannot be deferred to the next meeting on 03 June 2021 be decided under delegated authority.
- iii) The Mayor's Investiture take place on Tuesday 25 May.
- iv) The Civic Matters Sub Committee on 01 June 2021 be deferred to 08 June 2021.
- v) The PET meeting on 31 March 2022 be moved one day earlier to 30 March 2022.

55. DORSET & WILTSHIRE FIRE AND RESCUE AUTHORITY - CONSULTATION OF DRAFT COMMUNITY SAFETY PLAN 2021-24

Councillor Peter Hutton declared a non-pecuniary interest in this agenda item due to being a member of the Dorset & Wiltshire Fire and Rescue Authority.

RESOLVED that:

Councillors noted the consultation on the draft Community Safety Plan 2021-24, no comments were made by Councillors.

56. NEIGHBOURHOOD PLAN UPDATE

The Planning Officer presented the report updating on the progress of the Neighbourhood Plan since the last update in January 2021. It was noted that the Steering Group had commented on the draft and annexes of the Neighbourhood Plan and had commented on the Local Plan Review consultation. The draft version of the Neighbourhood Plan would be circulated to all Councillors to read and raise any specific questions before going to Regulation 14 public consultation. The Planning Officer and Councillors on the Steering Group were thanked for their work on the Neighbourhood Plan.

RESOLVED that:

Councillors noted the report.

57. UPDATE ON THE CORPORATE STRATEGIC PLAN

The Director of Resources presented the report on behalf of the Business Support Manager and updated on the progress made on the implementation of the Corporate Strategic Plan.

RESOLVED that:

Councillors noted the report.

58. DORSET & WILTS FIRE AND RESCUE AUTHORITY COMMITTEE MEETING DATES

The next meeting date of the Wiltshire Local Performance & Scrutiny Committee on 27 May 2021 at 10am was noted.

59. COUNCILLORS FEEDBACK

- i. Councillor Bill Douglas updated on concerns raised by residents in the Birds Marsh Area regarding safe routes to school, this will be raised with the Head of School and officer assisting CATG.
- ii. Councillor John Scragg updated on the Executive Committee meeting held on 17 February on Zoom which was combined with the AGM. It was noted that there was no proposal to increase the subscription to the Wiltshire Association of Local Councils (WALC) and there was a 1.9% increase in the National Association of Local Councils (NALC) fees. It was highlighted that the WALC secretary is planning remote training courses for Councillors elected in May. The membership of WALC is stable with 227 council members last year, and NALC are still lobbying that remote Council meetings can still be held after 07 May 2021. It was also noted that the Toilet Tax Bill report had gone through the House of Lords and might be considered next year.
- iii. There were no updates received from Wiltshire Councillors on significant work they are involved with
- iv. The following Committee membership change was noted, Councillor Chris Ruck joined the Community Donations Sub Committee.
- v. Councillors requested that community facilities and improvements to the area around the river to the West of the town centre that have flooding, mud and graffiti be considered for CIL expenditure.
- vi. There were no Community Matters updated requested.

60. ITEMS FOR COMMUNICATION

There were no requests for specific items for communication.

61. **DATE OF NEXT MEETING**

The next meeting of Full Council will take place at 7pm on Wednesday 19 May 2021. The Mayor thanked all Councillors.

The meeting concluded at 9pm

These Minutes are subject to confirmation at the next meeting

Signed on behalf of the Committee as a true record of the meeting

Chairman:

Date:

DRAFT

Public Comments and Questions

At the invitation of the Chairman residents made the following comments and questions:

Written public question:

1. Please can some of the CIL money be spent on a monthly email subscription newsletter (with a note to pass on to family, friends and neighbours who do not have internet access) for residents as not everybody buys the paper or does social media so are being left out of decisions that effect them as Chippenham expands. Also on updating Chippenham on VisitWiltshire so it has its own tab like Salisbury and Calne mentioning the cycle path, canal and heritage to attract more employers into Chippenham rather than it being a commuter town. Friends and family are still arguing over whether the road is a bypass or not and whether the houses are Government figures as repeatedly said by Wiltshire Council or whether Wiltshire Council added 5,000 and dumped 20% of the allocation for the whole of Wiltshire in Chippenham. This is too important not to keep investigating so it doesn't keep happening, like the mistakes we have seen Wiltshire Council make with the Saddlers Mead car park, cycle lanes being put down and taken up, the old college site and many other projects. Has Chippenham Town Council sent a letter to Homes England withdrawing their support of the HIF bid following the votes against the houses and road now more information is known, following the misleading statements by Wiltshire Council of Government housing figures we need to make sure it gets to the right people? Also please can the Conservative Councillors contact Michelle Donelan MP to withdraw her support for the HIF bid as threatened? She isn't engaging with residents on this issue, I've sent 4 emails and left 2 phones messages since the beginning of January. The petition signed by 5,813 residents against the road and houses and rising shows how strong public feeling is and it's still increasing.

Verbal public question:

2. "Two questions tonight, I was very pleased to see the recent opening of the Community Hub, Councillor Webb's personal project. It's always good to see more community facilities. I attended the recent area board where the Hub was awarded funding, and was intrigued to hear that the project had been supported by council officers. Please could the council point me in the direction of the process by which community groups apply for time and support from council officers, as I'm sure there are many community groups that would benefit.

At the previous Extraordinary meeting, I asked for the third time, for a response to my original question; "under what power did Council Leader Sandie Webb, and Chief Executive Mark Smith write a letter to WC supporting the HIF Bid?" The response I got was the following;

Thank you for speaking at the Extraordinary Full Council meeting on 04 March 2021. At this meeting Full Council approved the letter be sent as a response to the Future Chippenham Consultation, the letter can be read in full [HERE](#). The involvement of the Town Council in Wiltshire Council's bid to the Housing Infrastructure Fund was outlined and published [HERE](#) on the

Town Council website on 25 January 2021. With regard to the letter written to Wiltshire Council from the Chief Executive and Leader, the matter was deemed confidential at the time by Wiltshire Council and therefore was not shared with a wider audience.

However, I also have the following reply from WC, to a question asked in October 2019;

Cabinet 08 October 2019 - Questions - Agenda Item 7 - Chippenham Housing Infrastructure Func Bid to Leader of the Council and Cabinet Member for Economic Development

Question 2 - Did Wiltshire Council request Chippenham Town Council to exclude the public from its discussion on this issue? If so, what was the justification for that?

Response - No

Are we really expected to believe that WC asked the council leader & chief executive to keep the matter secret from the rest of the Council, but not from the public? Which one of these is the truth, or they just alternative facts?"

Appendix B

Not part of the meeting

Written responses to public questions asked at Full Council on 24 March 2021:

1. Thank you for your question asked at Full Council on 24 March 2021, CIL money can only be spent on Community Infrastructure Projects and therefore cannot be spent on a monthly email subscription newsletter.

Chippenham Town Council is a member of Visit Wiltshire and are working on a Tourism Strategy, your comments about having a separate tab on the website and including information on the canal, cycle path and heritage of the town have been noted.

Chippenham Town Council has not sent a letter to Homes England relating to withdrawing support of the HIF bid. The Council resolution related to responding to the Future Chippenham Programme Consultation run by Wiltshire Council.

2. Thank you for your question asked at Full Council on 24 March 2021, the Council has no formal process by which community groups apply for time and support from council officers. The Chief Executive as the Head of Paid Service is responsible for the allocation of staffing resources. Good judgement is used to allocate staffing resources for the overall benefit of the Community, the town, and the town council.

With regard to the information that Wiltshire Council have provided, the Town Council have explained the process to you regarding the HIF bid, we have no further information to add.