



Minutes of the annual meeting of Full Council meeting held at the Neeld,  
Chippenham on 19 May 2021 at 7pm.

**Councillors present:**

Desna Allen	Liz Alstrom
Declan Baseley	James Bradbury
Jenny Budgell	Clare Cape
Peter Cousins	Bill Douglas
Robert Giles	Gemma Grimes
Angie Litvak-Watson	Kathryn Macdermid
Nick Murry	Andy Phillips
Nina Phillips	David Poole
Nic Puntis	Chris Ruck
John Scragg	Matthew Short
Myla Watts	Hayley Wilson

**Officers present:** Mark Smith, Chief Executive  
Nick Rees, Director of Resources  
Matt Kirby, Director of Community Services  
Heather Rae, Head of Democratic Services  
Michael Weeks, Democratic and Civic Officer  
Lynsey Nichols, Head of Communications and Customer Service  
Julie Hook, Head of Venues

**Public present:** There were six members of the public present.

**PUBLIC QUESTION TIME**

There was one written question and four verbal questions 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**.

**Outgoing Mayor, Mrs Teresa Hutton in the Chair**

**1. MAYOR'S ANNOUNCEMENTS**

i) Mrs Teresa Hutton, the outgoing Mayor of Chippenham welcomed and congratulated all Councillors new and returning. The Mayor thanked officers for all their hard work during the last year and in facilitating the first in-person meeting in a COVID secure setting.

ii) A list of engagements undertaken by the Mayor and Deputy Mayor since the last meeting of the Council held on Wednesday 24 March 2021 was noted.

Councillor Desna Allen spoke on behalf of all former colleagues and gave thanks to Mrs Teresa Hutton as the outgoing Mayor, it was noted that all had appreciated working with the Mayor and thanked her for her dedication to the roles of Councillor and Mayor.

## **2. ELECTION OF THE CHAIRMAN OF THE COUNCIL WHO SHALL BE KNOWN AS THE TOWN MAYOR 2021/22**

Councillor John Scragg was proposed by Councillor Desna Allen, seconded by Councillor Jenny Budgell and with all in favour was elected as Chairman of the Council and Town Mayor 2021/22.

### **RESOLVED that:**

Councillor John Scragg be elected Chairman of the Council, know as the Town Mayor for the municipal year 2021/22.

## **3. DECLARATION OF ACCEPTANCE OF OFFICE OF TOWN MAYOR**

Councillor John Scragg read and signed the Declaration of Acceptance of Office, witnessed by the Chief Executive, proposer Councillor Desna Allen and seconder Councillor Jenny Budgell. Councillor John Scragg highlighted his delight in serving the Town as Mayor for the year.

### **RESOLVED that:**

Councillor John Scragg signed the Declaration of Acceptance of Office of Chairman of the Council, known as the Town Mayor for the municipal year 2021/22.

## **Councillor John Scragg in the Chair**

## **4. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Richard Bambury and Mary Norton due to ill health.

## **5. DECLARATION OF INTEREST**

The Chairman invited Wiltshire Councillors who are also Town Councillors to declare their interest as a Wiltshire Councillor. Councillors Liz Alstrom, Clare Cape, Kathryn Macdermid, Nick Murry and Nic Puntis declared their interest as Wiltshire Councillors. No other declarations of interest were made.

**6. ELECTION OF VICE CHAIRMAN OF THE COUNCIL WHO SHALL BE KNOWN AS DEPUTY TOWN MAYOR 2021/22**

Councillor Liz Alstrom was proposed by Councillor Desna Allen, seconded by Councillor Jenny Budgell and with all in favour was elected as Vice Chairman of the Council and Town Mayor 2021/22.

**RESOLVED that:**

Councillor Liz Alstrom be elected Vice Chairman of the Council, known as the Deputy Town Mayor for the municipal year 2021/22.

**7. MINUTES**

The minutes from the meeting held on 24 March 2021 were proposed by Councillor Desna Allen and seconded by Councillor Chris Ruck.

**RESOLVED that:**

The minutes from the meeting held on 24 March 2021 were approved as a correct record and will be signed by the Chairman at a later date.

**8. COMMITTEE MINUTES**

a. Planning, Environment & Transport Committee

The minutes of the meetings held on 23 January, 13 February, 05 March and 22 April 2021 were presented by Councillor John Scragg with all matters resolved.

b. Strategy and Resources Committee

The minutes of the meeting held on 07 April 2021 were presented by Councillor Jenny Budgell with all matters resolved.

c. Human Resources Committee

The minutes of the meeting held on 25 March and 20 April 2021 were presented by Councillor Desna Allen with all matters resolved.

**9. ELECTION OF LEADER OF THE COUNCIL**

The Chairman invited nominations for Leader of the Council. Councillor Andy Phillips was proposed by Councillor Matthew Short and seconded by Councillor Myla Watts. Councillor Desna Allen was proposed by Councillor Jenny Budgell and seconded by Councillor Liz Alstrom. Councillor Robert Giles was proposed by Councillor Nic Puntis and seconded by Councillor Chris Ruck.

A recorded vote was requested by Councillor David Poole and a vote was taken for Election of Leader in accordance with Standing Order 16.2:

**In favour of Councillor  
Andy Phillips as Leader**

Cllr Declan Baseley  
Cllr James Bradbury  
Cllr Pete Cousins  
Cllr Gemma Grimes  
Cllr Angie Litvak-Watson  
Cllr Nick Murry  
Cllr Andy Phillips  
Cllr Nina Phillips  
Cllr David Poole  
Cllr Matthew Short  
Cllr Myla Watts

**Total: 11**

**In favour of Councillor  
Desna Allen as Leader**

Cllr Desna Allen  
Cllr Liz Alstrom  
Cllr Jenny Budgetell  
Cllr Clare Cape  
Cllr Bill Douglas  
Cllr Kathryn Macdermid  
Cllr John Scragg  
Cllr Hayley Wilson

**Total: 8**

**In favour of Councillor  
Robert Giles as Leader**

Cllr Robert Giles  
Cllr Nic Puntis  
Cllr Chris Ruck

**Total: 3**

With the majority in favour of Councillor Andy Phillips as Leader, it was;

**RESOLVED that:**

Councillor Andy Phillips be elected Leader of the Council who shall also be Chairman of the Strategy and Resources Committee for the municipal year 2021/22.

**10. ELECTION OF DEPUTY LEADER OF THE COUNCIL**

The Chairman invited nominations for Deputy Leader of the Council. Councillor Myla Watts was proposed by Councillor Pete Cousins and seconded by Councillor Declan Baseley. Councillor Desna Allen was proposed by Councillor Jenny Budgetell and seconded by Councillor Liz Alstrom. Councillor Robert Giles was proposed by Councillor Nic Puntis and seconded by Councillor Chris Ruck. There were no further nominations, and with the majority in favour of Councillor Myla Watts, it was;

**RESOLVED that:**

Councillor Myla Watts be elected Deputy Leader of the Council who shall also be Vice Chairman of the Strategy and Resources Committee for the municipal year 2021/22.

**11. COMMITTEE APPOINTMENT**

The Chairman thanked Group Leaders for providing Councillor names in advance for available places on each committee to ensure they were politically balanced where appropriate. Councillor names were read out by the Chief Executive and voted on block.

**a) i) Amenities, Culture and Leisure Committee**

**RESOLVED that:**

i) The Councillors named below be appointed to the Amenities, Culture and Leisure Committee for the municipal year 2021/22:

Liz Alstrom	Desna Allen	Richard Bambury	Declan Baseley
James Bradbury	Jenny Budgell	Pete Cousins	Angie Litvak-Watson
Kathryn Macdermid	Mary Norton	Nina Phillips	Matthew Short
Sub: Bill Douglas, Robert Giles			

**a) ii) Planning, Environment and Transport Committee**

**RESOLVED that:**

i) The Councillors named below be appointed to the Planning, Environment and Transport Committee for the municipal year 2021/22, letters denote the ward they represent:

Clare Cape P	Bill Douglas HC	Robert Giles H	Gemma Grimes M
Andy Phillips S	Nina Phillips S	David Poole LR	Nic Puntis CPD
Chris Ruck CPH	John Scragg LR	Matthew Short HC	Hayley Wilson CPD
Sub: Jenny Budgell for John Scragg, Subs need to be a ward representative			

**a) iii) Human Resources Committee**

**RESOLVED that:**

i) The Councillors named below be appointed to the Human Resources Committee for the municipal year 2021/22:

Desna Allen	Jenny Budgell	Pete Cousins	Bill Douglas
Robert Giles	Angie Litvak-Watson	Kathryn Macdermid	Matthew Short
Myla Watts			
Sub: Clare Cape			

**b) i) Strategy and Resources Committee**

**RESOLVED that:**

i) It was noted that Councillor Andy Phillips, Leader of the Council automatically be Chairman of the Strategy and Resources Committee.

ii) It was noted that Councillor Myla Watts, Deputy Leader of the Council automatically be Vice Chairman of the Strategy and Resources Committee.

iii) It was noted that Councillor John Scragg, Chairman of the Council automatically be appointed to the Strategy and Resources Committee.

iv) The Councillors named below be appointed to the remaining 9 places on the Strategy and Resources Committee for the municipal year 2021/22.

James Bradbury	Jenny Budgell	Clare Cape	Bill Douglas
Robert Giles	Nick Murry	Mary Norton	David Poole
Chris Ruck			
Sub: Hayley Wilson			

**c) Civic Matters Sub-Committee**

**RESOLVED that:**

i) The Councillors named below be appointed to the Civic Matters Sub-Committee for the municipal year 2021/22:

Liz Alstrom  
John Scragg  
Sub: Hayley Wilson

Jenny Budgetell

Robert Giles

Andy Phillips

#### **d) Dispensations Sub-Committee**

##### **RESOLVED that:**

i) The Councillors named below be appointed to the Dispensations Sub-Committee for the municipal year 2021/22:

Desna Allen  
Myla Watts

Jenny Budgetell

Pete Cousins

Robert Giles

#### **e) Community Donations Sub-Committee**

##### **RESOLVED that:**

i) The Councillors named below be appointed to the Community Donations Sub-Committee for the municipal year 2021/22:

Desna Allen  
Nick Murry

Richard Bambury  
Matthew Short

Declan Baseley  
Myla Watts

Kathryn Macdermid

## **12. REPRESENTATION ON OUTSIDE BODIES**

The Chairman thanked Group Leaders for providing Councillor names in advance for available places on outside bodies. Councillor names were read out by the Chief Executive and voted on block and vacancies were filled by nominations where appropriate.

##### **RESOLVED that:**

The following Councillor representatives be appointed to outside bodies for 2021/22:

<b><u>Wiltshire Council</u></b>	
Chippenham Area Board	Councillors Angie Litvak-Watson and Andy Phillips
Chippenham Community Area Transport Group (CATG)	Councillor James Bradbury
Chippenham Health & Wellbeing Group	Councillors Clare Cape and Myla Watts
Chippenham Local Youth Network	Councillors Angie Litvak-Watson and Kathryn Macdermid
<b><u>Honorary</u></b>	
Rotary Club of Chippenham	Councillor John Scragg (in capacity as Mayor)
Chippenham Sea Cadets	Councillor John Scragg (Mayor in their capacity of Honorary President)
Chippenham Twining Association	Councillors John Scragg (Mayor in their capacity of Honorary President) and Gemma Grimes
<b><u>Other</u></b>	
Waste Not Want Not Recycling Project	Councillor Liz Alstrom
Wiltshire Association of Local Councils (WALC)	Councillor John Scragg

Chippenham Rail Users Group	Councillors Clare Cape, Gemma Grimes and John Scragg
Chippenham Community Safety Group	Councillors Desna Allen, Liz Alstrom and Myla Watts  With Councillor Desna Allen elected as Chairman
<b><u>Steering and Advisory Groups</u></b>	
Chippenham Neighbourhood Steering Group	Councillors Clare Cape, Robert Giles, Nick Murry (as Chairman), Mary Norton, Matthew Short and John Scragg (as Vice Chairman)
Climate Emergency Advisory Group	Councillors Liz Alstrom, Declan Baseley, James Bradbury, Clare Cape, Nick Murry and John Scragg (as Chairman in capacity as Mayor)
<b><u>Existing Membership Noted</u></b>	
The Parish Church of St. Andrew - Vicar and Churchwarden's Charities Committee (until April 2021)	Councillors Richard Bambury and Mary Norton
Trustee of Mrs Utterson's Almshouses (until Nov 2021)	Councillors Richard Bambury and Jenny Budgell

### **13. GENERAL POWER OF COMPETENCE**

Councillors voted all in favour to adopt the General Power of Competence for the municipal year until the next Annual Meeting of Council.

#### **RESOLVED that:**

Chippenham Town Council resolved that from 19 May 2021, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (prescribed Conditions) Order 2012, the General Power of Competence be adopted.

### **14. URGENT ACTION FORMS**

Councillors noted two Urgent Action Forms regarding decisions made under delegated authority by the Chief Executive in accordance with Standing Orders.

#### **RESOLVED that:**

- i) Councillors noted the Urgent Action Form regarding delegated authority to the Chief Executive during the period following Elections until the Annual Council Meeting or first Committee/Sub-Committee meeting.
- ii) Councillors noted the Urgent Action Form regarding the completion of the Local Authority Remote Meetings - Call for Evidence consultation.

### **15. DECLARATION OF OFFICE**

The Chief Executive highlighted that two Councillors were unable to sign their Declaration of Office due to ill health. Councillors unanimously agreed to resolve that two Councillors may sign their Declaration of Office at a later date prior to the next meeting of Council.

**RESOLVED that:**

Councillors agreed that two Councillors who had not been able to sign their Declaration of Office due to ill health may sign their Declaration at a later date prior to the next meeting of Council.

**16. COUNCILLOR MOTION**

The Chairman invited Councillor Clare Cape to present the Councillor motion. Councillor Clare Cape proposed the Councillor motion requesting reaffirmation of the Town Council's position following recent consultations on the Housing Infrastructure Fund (HIF) bid and the Local Plan Review, the motion was seconded by Councillor Jenny Budgetell. A recorded vote was requested, and a vote was taken on the Councillor motion in accordance with Standing Order 16.2:

**In favour**

Desna Allen	Liz Alstrom	Declan Baseley	James Bradbury
Jenny Budgetell	Clare Cape	Pete Cousins	Bill Douglas
Robert Giles	Gemma Grimes	Angie Litvak-Watson	Kathryn Macdermid
Nick Murry	Andy Phillips	Nina Phillips	David Poole
Nic Puntis	Chris Ruck	John Scragg	Matthew Short
Myla Watts	Hayley Wilson		

With all in favour, it was;

**RESOLVED that:**

Chippenham Town Council reaffirms that it does not support the Future Chippenham Housing Infrastructure Fund (HIF) bid, or any of the three road route options. This position is based on the unanimous rejection of the proposals in the Local Plan Review consultations at the Planning Environment and Transport Committee of 18 February 2021. Also the majority of votes cast were for rejection of the road routes and the Local Plan Review, when they were discussed at respective Chippenham Town Council extraordinary meetings of the Full Council on 25 February and 4 March 2021. The Town Council believes that the Future Chippenham (HIF) distributor road and associated 7,500 houses is excessive and damaging to Chippenham and is not sustainable.

**17. ITEMS FOR COMMUNICATION**

There were no requests for specific items for communication.

**18. DATE OF THE NEXT MEETING**

The next meeting of Full Council will take place at 7pm on Wednesday 16 June 2021.

The meeting concluded at 7.58pm

These Minutes are subject to confirmation at the next meeting



Public Comments and Questions

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

Written public question:

1. “ The Chippenham County Farms owned by Wiltshire Council could help reduce food poverty and involve the community. Their close proximity to housing estates and the cycle path make them a unique asset. Local groups and individuals working with the CPRE and farmers in the area have detailed information on what could be achieved which would also be a vital resource in the climate emergency, presented to Wiltshire Council through the Local Plan Consultation. We need assistance now in raising the awareness of these farms and saving them rather than destroying them for short term profit. Can Chippenham Town Councillors help through Area Board meetings and the Wiltshire Councillors raising at County level? I have heard the farmers have already been given their notice as if the decision has been made so time is running out. We have the opportunity through the Bus Back Better funding to improve bus services in Chippenham and reduce ticket prices, who is coordinating this for Chippenham so we get the best out of the available funding? There are residents groups across the County doing some great work but we need Council involvement. At the moment due to the traffic lights causing chaos the bus companies are threatening to stop services to the Train station as it adds so much time to the routes, at a time when we need more people to be using buses.

The complaints about the Station Hill traffic lights unfortunately got a standard reply with the same misleading information we have seen from Wiltshire Council throughout the HIF bid and Local Plan Consultations. It states there wasn't a view coming down Station Hill, this was only after they took the view away with their so called improvements. It was also to improve and encourage pedestrians, but by taking out the island and making people wait 3 minutes to cross people are just walking out when they think it is clear. The cycle lanes are very erratic and dangerous, stopping and starting and just icons on narrow historic streets like Old Road. I forwarded some photos with my question as I am hoping Councillors attending the Area Board meeting will raise an item on the agenda (this was mentioned in the reply to the follow up email to my complaint) and get Wiltshire Council to work with us as we know our town best and our historic market town doesn't fit in with their generic model. We have seen this through the Traffic lights at Hathaway Retail Park which replaced a better fitting roundabout causing traffic to queue back in all directions and a dangerous situation of the Langley and Malmesbury road lights both being on green at the same time. Removing the crossing from the College for students and moving it to the new car park at Sadlers Mead so students have no safe route to the college, either having to cross Cocklebury Road or Sadlers Mead without a crossing when they had one before the so called improvements. The cycle lane put in on Bristol Road and then taken out when consulted on wasting money. Getting Corsham Train station reopened which Chippenham Town Council sent a letter of support would reduce the cars coming into Chippenham just to go back out by train.

The drop in air quality from all the queued back traffic and hearing an ambulance sirens going unable to get through the queued traffic gridlock are unacceptable, we need to do something before somebody dies waiting for an ambulance. In reply to the College

crossing Cllr Wayman said nobody had complained, surely we don't need to complain for it to be recognised that removing a crossing from students is dangerous?"

Verbal public questions:

2. A resident spoke to congratulate the newly elected Councillors and supported the green agenda of Councillors. The resident requested that the Town Council declare an Ecological Emergency, whilst being aware that a Climate Emergency had already been declared it was highlighted that other Town Councils had also declared an Ecological Emergency.
3. The Wiltshire Councillor for Chippenham, Sheldon Ward addressed Town Councillors noting that the contact details had not yet been updated on the website following Elections. It was highlighted that the number of dogs had increased substantially, and requested that the feasibility of additional poo bins be looked at to encourage the public to act responsibly.
4. A resident spoke and welcomed all newly elected Councillors, the resident noted she is a member of the public on Council's Climate Emergency Advisory Group as an experienced environmental scientist. The resident highlighted the importance of open spaces within the Town and that parkrun is due to re-start in June. It is a requirement to hear back from 90% of landowners who support before parkrun is re-started. It was requested that this be high on the Town Council's agenda as there are many benefits to the programme.
5. A resident spoke and welcomed the newly elected Councillors. It was highlighted that it was International Day of the Bee on 20 May and questioned what Chippenham Town Councillors are going to do to improve wildlife habitats in Chippenham. The resident wanted to see changes as the effects of strimming on hedgehogs is not good.

The resident questioned the openness and transparency of the Council and questioned why in 2017/18 income was £2.765million and by 2020/2021 it was almost £3.9million. The resident recognised this was largely due to increased powers from Wiltshire Council through Devolution. It was an increase of almost 45%, in the same time officer salaries rose from £1.2million to just over £2million which is an increase of 64%. Costs for agency and contract staff also increased by 400%. The resident questioned how the Council will keep salaries under control particularly when many families will struggle with the increased council tax this year.

Not part of the meeting

Written responses to public questions asked at the Annual Full Council meeting on 19 May 2021:

1. Thank you for your question and comments asked at Full Council on 19 May 2021, the Councillors present noted your comments and requests to raise these issues at the Wiltshire Council Chippenham Area Board meeting. The Town Council is not aware of who is coordinating the Bus Back Better funding referred to, the responsibility of buses within Wiltshire is held by Wiltshire Council as the statutory Highways authority.
2. Thank you for your question asked at Full Council on 19 May 2021, your request regarding declaring an Ecological Emergency has been noted.
3. Thank you for your question asked at Full Council on 19 May 2021, for clarity Dog excrement and litter can be put in any litter bin. The feasibility of additional litter bins could be explored if more precise locations are highlighted as the Town Council already owns and maintains over 450 litter bins within the Town. The Council is planning to undertake a proactive dog fouling awareness campaign later in the year. The contact details for newly-elected Town Councillors are now updated on the website following Elections.
4. Thank you for your question asked at Full Council on 19 May 2021, the Town Council gave permission by email for Chippenham parkrun to begin again on 17 May 2021. Junior parkrun has been taking place since 25 April 2021.
5. Thank you for your question asked at Full Council on 19 May 2021, your comments regarding improved wildlife habitats and the effects of strimming on hedgehogs have been noted.

The numbers you quote appear to be from the budget for last year (2020/2021), the final accounts are not yet complete for financial year 2020/2021, however income, actual staff costs and agency/contract staff costs will be much lower than assumed in the budget. The true increase in salary costs reflect additional staff to support devolution and other Town Council approved initiatives, along with the annual local government cost of living increases which are negotiated nationally between the employers and employees' representatives.