

ROYAL WOOTTON BASSETT TOWN COUNCIL

Minutes of a meeting of Royal Wootton Bassett Town Council held on Thursday 10th October 2019 at 7.30pm at Wiltshire Golf Club, Vastern Wharf, Royal Wootton Bassett.

PRESENT: Councillors: David Bowler, Steve Bucknell, Mary Champion, Mike Farrow, Janet Georgiou, Paul Heaphy, Nic Hughes, Sue Hughes Mike Leighfield, Eve Silvester, Jenny Stratton, Steve Walls and Steve Watts.

Officers in Attendance: Johnathan Bourne, Town Clerk, Michelle Temple, Administrative Services Manager, Kalpesh Patel, Accountant, Gillian Welsman-Clarke, Administrative Services Officer and Joshua Toll, Community Project Officer.

49. APOLOGIES

Apologies were received from Councillors Robert Anstee, Caroline Redmond, Marion Sweet and Wiltshire Councillors Chris Hurst and Mollie Groom.

50. DECLARATIONS OF INTEREST

To receive Declarations of Interest in accordance with sections 10 and 12 of Wiltshire Council's Members Code of Conduct, as adopted by Royal Wootton Bassett Town Council at a meeting held on Thursday 12th July 2012.

RESOLVED to note that no Declarations of Interest were made.

51. WRITTEN REPORTS

Written reports were submitted by Wiltshire Police, Mr James Gray MP and Councillor Sue Hughes, representative of RWB Local Youth Network.

Copies of documents were previously circulated.

Councillor Jenny Stratton attended the Area Board and was pleased to see Gill Welsman-Clarke speaking out at the Planning item.

52. CONFIRMATION OF MINUTES

RESOLVED to confirm and sign minutes of meetings of the Council held on Thursday 18th July 2019 [RWBTC/3/2019-2020] and Thursday 1st August 2019 [RWBTC/4/2019-2020]. Copies previously circulated.

53. MAYOR'S COMMUNICATIONS

The Mayor, Councillor Steve Watts reported on his attendance at many engagements such as: Bassett In Bloom, Rotary Calendar Launch and attended many more events.

54. TO ANSWER ANY QUESTIONS

There were no questions received either with or without notice received under Standing Orders.

55. PLANNING COMMITTEE

RESOLVED to note the reports on meetings of the Planning Committee held on Thursday 12th September 2019 [P/3/2019-2020] and Thursday 26th September [P/4/2019-2020], copies previously circulated.

56. AMENITIES COMMITTEE

RESOLVED to note the report on a meeting of the Amenities Committee held on Thursday Thursday 12th September 2019 [A/3/2019-2020], copy previously circulated.

57. REVENUE AND RESOURCES COMMITTEE

RESOLVED to note the report on a meeting of the Revenue and Resources Committee held on Thursday 26th September 2019 [R&R/3/2019-2020], copy previously circulated.

58. NEIGHBOURHOOD PLAN

The Council received a report from Administrative Services Officer, Gill Welsman-Clarke, giving an update of the previous meetings held with Savills, copy previously attached.

RESOLVED to:

- circulate the Savilles report to all members
- put together a statement for all members to share with residents, when asked about the Neighbourhood plan
- start reviewing the Neighbourhood Plan
- set up a new working party with Councillors David Bowler, Jenny Stratton, Eve Silvester, Paul Heaphy, Steve Bucknell and Mike Leighfield
- add an article to the community magazine inviting residents to become part of the working party

59. CATG UPDATE

The Council received a report from Councillor Mike Farrow, giving an update of the CATG meeting held on 11th September 2019, copy previously attached.

At the CATG meeting it was agreed that the parking issue in Woodshaw and the issue of vehicles speeding along Bath Road past the Royal

Wootton Bassett Infants school, have both been put through as priority A issues.

The Chairman of the Area Board is putting together a scheme for fully funded signage which will be separate to the CATG priority list.

Prioritise and support the signage item noted, in 3 places:

1. The Cemetery
2. Rugby Club
3. Longleaze School

Council RESOLVED to approve the above.

60. LG BOUNDARY COMMISSION WORKING PARTY

The Council received a report from the Boundary Commission Working Party meeting held on Tuesday 10th September 2019, copy previously circulated.

The Council was asked to adopt the recommendations and make these to LG Boundary Commission, in time for the deadline on 15th October 2019.

Councillor Steve Walls thanked Officers Kalpesh Patel and Helen Davies for all the work they have done.

Councillor Steve Walls proposed an amendment to the proposal, recommending that the North and South wards remain undivided with the North ward returning 7 councillors, South ward returning 6 councillors and the East ward returning 3 councillors. This was passed and became the substantive proposal.

RESOLVED to adopt the amended proposal.

61. CLIMATE CHANGE WORKING PARTY

The Council received a report from the Climate and Environmental Emergency Working Party held on Wednesday 4th September 2019, copy previously circulated.

Also, they received an update from the meeting held on 1st October 2019.

RESOLVED to adopt the report and introduce climate change policies into the Neighbourhood Plan.

62. TREE PLANTING PROPOSAL

The Council received a report from Joshua Toll, Community Project Officer, outlining a recommendation to take forward suggesting of tree planting on a council site, junction of Stoneover Lane. Copy previously circulated.

RESOLVED that the Town Council grant permission to consult with residents and to conduct a soil analysis of the proposed areas for tree planting.

63. NOTICE OF MOTION

Notice of Motion received from Councillor Steve Bucknell.

That this Council approached Wainhomes with an offer to enter into discussions with a view to Royal Wootton Bassett Town Council taking ownership of a responsibility for delivering the country park adjacent to the Brynards Hill development.

The motion was seconded by Councillor Eve Silvester.

Members also received correspondence by way of an update from Lee Burman Area Team Leader (North), Economic Development and Planning, Wiltshire Council:

This indicates that the land in question (country park) is privately owned by Wainhomes and the country park has not been provided to

date but once provided would be managed/maintained as part of their site wide management company arrangements.

RESOLVED that the Town Clerk and Councillors Steve Bucknell and The Mayor Councillor Steve Watts, meet to discuss the motion and discuss a way forward with Wiltshire Council.

64. DEVOLUTION UPDATE

The Council received a report from Joshua Toll, Community Project Officer, following an initial meeting held Friday 27th September 2019. Copy previously attached.

RESOLVED to note the report.

65. NEW MAYORAL PROCESS

The Council received a report from Town Clerk, Johnathan Bourne, advising members on the legality of using a secret “ballot box” system for the annual Election of Mayor and Deputy Mayor.

A copy of the report was previously circulated.

RESOLVED that Councillors Paul Heaphy and Steve Walls meet to discuss a way forward and bring a report back to Council in December 2019.

66. LOCAL COUNCIL AWARD SCHEME

Members will be aware that the Council has submitted an application under the Local Council Award Scheme, this is a government benchmarking process for Parish and Town Councils.

The Council has been awarded the Gold standard which is the highest level the Government can award.

Attached was a summary explaining the benchmarking process. Showing that Royal Wootton Bassett Town Council is the 47th Council

in the country out of 10,000 Parish and Town Councils to be recognised as an exemplar.

The award will be presented to the Mayor at his Civic Service by a prominent member of the Improvement and Development Board who administer the scheme on behalf of the government. Copy previously circulated.

RESOLVED to note the above.

67. GENERAL POWER OF COMPETENCE

The Council is currently eligible to use the General Power of Competence under the Localism Act 2011. The Council is required to periodically reaffirm its right to do so.

To consider re-adoption of the General Power of Competence.

Royal Wootton Bassett Town Council confirms that it meets the criteria necessary for it to adopt the General Power of Competence:

- i) The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;
- ii) The clerk to the council holds the Certificate in Local Council Administration; and
- iii) The clerk to the council has completed the relevant training;

The council was asked to reaffirm and re-adopt the above.

RESOLVED to adopt the above.

68. CODE OF CONDUCT

The Town Council currently operates under the Wiltshire Council model code of conduct, Wiltshire Council have recently changed the model and so members are now asked to consider for adoption the

revised changes to arrangements for dealing with Code of Conduct Complaints Briefing, copy previously circulated.

RECOMMENDATION that the council adopts the provisions of the revised Briefing Note 19-025.

RESOLVED to adopt the revised changes outlined in the Briefing Note, keeping open the adoption of making changes at a later date.

69. CORPORATE GOVERNANCE REVIEW PROGRAMME

All Town and Parish Councils are required to produce Corporate Governance documents, outlining the principles, regulations and processes by which a Council conducts its business. Royal Wootton Bassett Town Council's full suite of Corporate Governance documents is separated into 15 sections. The last full review of these documents took place between 2016 and 2017.

The Council was asked to note that a review programme will be brought forward to cover all documents over the next year.

RESOLVED to note that Kelly Warren, Administrative Services Officer, will take ownership of this when she returns from maternity leave.

70. AGENDA DELIVERY PROPOSAL

Councillor Paul Heaphy had asked the Council to consider by way of general discussion, the mechanism for delivery of agendas to see if this can be improved.

RESOLVED that Officers undertake a benchmarking exercise of how other Councils deliver agendas.

Councillor Heaphy left the meeting at 9.20pm.

71. CHANGE TO THE SCHEME OF DELEGATION

At the Revenue and Resources committee meeting held on 26th September 2019, the Chairman proposed a change in the Scheme of Delegation to require that any discussions with third parties wishing to purchase land owned by the Town Council are conducted via the Revenue & Resources Committee not at the Amenities Committee.

Precise wording for a change to the Scheme of Delegation was brought to the meeting by Councillor Bucknell who proposed the change.

That this council amends its scheme of delegation to provide that when considering the sale of land and/or buildings owned by the council, reports and recommendations will be required from the Amenities Committee and the Revenue and Resources Committee.

The Amenities Committee is to report on the operational impact of the disposal and recommend any further actions that the council may wish to take in order to mitigate any impact.

The Revenue and Resources Committee is to report on financial and legal matters to advise the council on compliance with requirements to achieve best value.

No sale of council property will be considered by the council until each committee has completed and submitted its relevant report.

RESOLVED that this item be included in the Council meeting being held in December 2019 in accordance with Standing Orders.

72. COMMUNICATIONS

The Committee was asked to consider whether it would like any Press Releases or other communications issued in respect of the Committee Agenda items.

RESOLVED to issue communications on:

- Royal Wootton Bassett Town Council receiving the Gold Award in the Local Council Award Scheme
- Climate Change activities

Meeting closed at 9.27pm