

RWBTC/10/2020-2021

11th February 2021

ROYAL WOOTTON BASSETT TOWN COUNCIL

Minutes of a meeting of Royal Wootton Bassett Town Council held virtually on Thursday 11th February 2021 at 7.00pm via Go to Meeting.

PRESENT Councillors: David Bowler, Steve Bucknell, Mary Champion, Mike Farrow, Paul Heaphy, Nic Hughes, Sue Hughes, Mike Leighfield, Tom Patterson, Eve Silvester, Jenny Stratton, Marion Sweet and Steve Walls.

ALSO in attendance: Wiltshire Councillor Chris Hurst.

Officers in Attendance: Stephen Nash, Town Clerk, Michelle Temple, Administrative Services Manager Kalpesh Patel, Accountant and Kelly Warren, Administrative Services Officer and Committee Clerk.

118. SUSPENSION OF STANDING ORDERS

RESOLVED to suspend Standing Orders for the duration of this meeting, only in respect of the following:

- a) To allow those councillors not able to connect to Go To Meeting to give a vote on any matter by telephone, text message or email.
- b) To allow councillors attending the meeting to vote on items using a roll call rather than show of hands.

119. APOLOGIES

No apologies were received.

120. 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 Councillor Tom Patterson declared an interest in the Replacement Poppy Policy item as Chair of the Forever Poppy group. The Council agreed that as it was approving a policy, he could contribute to the debate.

121. WRITTEN REPORTS

A written report was received from James Gray MP, previously circulated. Wiltshire Councillor Chris Hurst spoke to advise that Wiltshire Council's budget setting meeting is being held on 23/02/2021 and the Country Park/ Wainhomes planning application is still on-going and will provide more information when available.

122. CONFIRMATION OF MINUTES

RESOLVED to confirm minutes of meetings of the Council held on Thursday 10th December 2021 [RWBTC/8/2020-2021] and Tuesday 19th January 2021 [RWBTC/9/2020-2021]. Copies previously circulated. Minutes to be signed at a later date.

123. MAYOR'S COMMUNICATIONS

Councillor Nic Hughes, Mayor of Royal Wootton Bassett Town Council has not been able to attend any events due to Covid-19. He also welcomed Steve Nash to the meeting as the new Town Clerk.

Councillor Marion Sweet thanked office staff, Michelle Temple and Kalpesh Patel for stepping whilst the Council recruited for the Town Clerk's position.

124. TO ANSWER ANY QUESTIONS

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

125. PLANNING COMMITTEE

RESOLVED to approve minutes of the Planning Committee meetings held on Thursday 17th December 2020 [P/6/2020-2021] and Thursday 28th January 2021 [P/7/2020-2021] Copies previously circulated.

126. AMENITIES COMMITTEE

RESOLVED to approve minutes of the Amenities Committee meeting held on Thursday 7th January 2021 [A/5/2020-2021]. Copy previously circulated.

127. REVENUE AND RESOURCES COMMITTEE

RESOLVED to approve minutes of the Revenue and Resources Committee meeting held on Thursday 28th January 2021 [R&R/4/2020-2021]. Copy previously circulated.

128. NEIGHBOURHOOD PLAN

RESOLVED to approve minutes of the Neighbourhood Plan Working Group meetings held on Tuesday 12th January 2021 and Wednesday 20th January 2021. Copies previously circulated.

129. INVESTMENT COMMITTEE WORKING GROUP

RESOLVED to approve minutes of the Investment Committee Working Group meeting held on Thursday 14th January 2021. Copy previously circulated.

130. MANOR HOUSE WORKING GROUP

RESOLVED to approve the minutes of the Manor House Working Group meeting held on Thursday 21st January 2021. Copy previously circulated.

131. WILTSHIRE POLICE – COMMUNITY POLICING TEAM

Inspector Doug Downing of the Wiltshire Police Community Policing Team (CPT) was in attendance and updated members on the work of the CPT. Highlighting that they were still educating residents and enforcing fines for COVID-19 breaches. The team has recruited 6 new police officers so the community will see an increased visible presence. Domestic violence is still a great concern and will provide posters/material to the Town Council to place onto social media and noticeboards to raise awareness. Asked that if anyone has any concerns or issues then to raise immediately to the CPT team. The Council thanked Inspector Doug Downing for this time and update.

132. NOTICES OF MOTION

The Council received the following notices:

- a) Notice of motion in the name of Councillor Steve Bucknell, seconded by Councillor Tom Patterson.

“That this council forms a Police and Community Safety Liaison Sub Committee comprising no fewer than five elected members of the council. Recently the local inspector of police attended a community safety meeting organised by Wiltshire Council Area Committee where representation from Royal Wootton Bassett Town Council was allocated on a “first come” basis. This resulted in poor representation of the Town Council’s views and concerns at the meeting and was therefore a missed opportunity.

To ensure that liaison is improved and that the views of the council on policing and safety matters are expressed effectively a committee should be established called the Police and Community Safety Liaison Sub Committee. The subcommittee would meet no more frequently than bimonthly to discuss issues relating to policing and community safety raised by Councillors and members of the public to agree which issues should be communicated to the local police inspector, fire service, Wiltshire Council Community Safety team and the Police and Crime Commissioner for Wiltshire. In this way we can ensure the most appropriate priorities are communicated.

The recommendations of the subcommittee could be ratified by Full Council for ratification.

The subcommittee would seek and implement measures to ensure that the views of the community are gathered in both a proactive and reactive way to maximise stakeholder engagement.”

RESOLVED to create a Police and Community Safety Liaison Working Group with Councillors David Bowler, Steve Bucknell, Mike Farrow, Sue Hughes, Tom Patterson and Marion Sweet.

- b) Notice of motion in the name of Councillor Steve Bucknell, seconded by Councillor Tom Patterson.

“That this Council seeks to install the bicycle parking facilities on or as close as possible to the High Street in a location convenient for cyclists to use town centre shops and facilities.

Ideally such bicycle parking facilities should be secure and protected from weather to maximise their usability. This Council could consider locating bicycle parking facilities under the Town Hall in a way which does not prevent that space being usable by market stalls. If that is not possible, an alternative location is to be found and this Council is to secure all necessary consents and funding to implement bicycle parking as soon as practicably possible.”

RESOLVED to create a short term Working Group to investigate the costs and report back to the Council. The Working Group to comprise of Councillors Steve Bucknell, Mary Champion, Tom Patterson and Steve Walls.

- c) Notice of motion in the name of Councillor Steve Bucknell, seconded by Councillor Tom Patterson.

“That this Council instructs the Planning Committee to put in place measures to monitor and report breaches of planning law within the parish.

The local planning authority, Wiltshire Council, does not actively monitor breaches in planning law, relying instead on reports from Wiltshire Councillors, Parish and Town Councils and members of the public. This Town Council should also keep a register of all s106 planning agreements within the parish and monitor the activities associated with those agreements with a view to report any breaches.

This Council should also invite members of the public as well as Councillors to actively report breaches in planning to Royal Wootton Bassett Town Council for these to be communicated to Wiltshire Council in a coordinated way enabling the performance of Wiltshire Council’s enforcement team to be monitored This would include breaches of advertisement controls, Conservation Area and Listed Building controls as well as development controls.”

It was proposed that the wording of the third paragraph be amended to ‘*this council should investigate notifications from members of the public...*’

RESOLVED to approve the motion with the amendment.

The Town Clerk advised Councillors that Motions are not required if Councillors speak to the Town Clerk. Then these items can simply be included as an Agenda item with a brief report.

133. GRANT FUNDING REPORT

RESOLVED to approve the Grant Funding Strategy Report from Stephen Nash, Town Clerk. Copy previously circulated.

134. 10th ANNIVERSARY OF THE ROYAL CHARTER

The Council was asked to discuss how they would like to mark the 10th year anniversary of receiving the Royal Charter. It was agreed the Council would look to a date in October 2021 to have a dual celebration with the carnival's 50th anniversary.

135. REPLACEMENT POPPY POLICY

Members discussed the draft application forms and policy documents from Bevirs Law, copies previously circulated, detailing requirements that any group must satisfy before approaching the Town Council with a community project or donation. RESOLVED that a clearer policy is needed and delegated that the Town Clerk take this over and to bring back to the next Full Council meeting for ratification.

136. COMMUNICATIONS

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

RESOLVED to issue communications on the following:

- Memorial Hall and advertising for bookings
- Kickstart Funding secured
- Neighbourhood Plan Funding

137. EXCLUSION OF THE PUBLIC AND PRESS

It was recommended that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 of Part 1 of Schedule 12(A) of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

138. MEMORIAL HALL – CARETAKER

The Town Clerk updated members on his recent successful application to the Kickstart Scheme for grant funding. Members noted.

139. ALLOTMENT TENANCY AGREEMENTS

RESOLVED to approve the Allotment Tenancy agreement with an amendment to the size of sheds permitted.

140. STAFFING

The Council received a verbal update from the Town Clerk.

Meeting closed at 8.45pm