

CALNE TOWN COUNCIL

Draft Minutes of the Meeting of the Town Council held in the Large Hall on Monday 23 November 2015

PRESENT:

Councillor H R Marshall – Town Mayor
Councillor T W B Rounds – Deputy Town Mayor
Councillor Mrs G J Ansell
Councillor C M R Boase
Councillor Ms H E Canfer
Councillor D I Conway
Councillor D J Davies
Councillor A K Hill
Councillor R C MacNaughton
Councillor A Muir
Councillor P M Redmond
Councillor R J Stigwood
Councillor A J Trotman
Councillor D L Warnett
Councillor G P Widger

IN ATTENDANCE:

Sgt Lungu – Wiltshire Police
Mr A Lawton – Wilts Gazette & Herald
Reverend Sam King

OFFICERS:

Mrs L A Roberts – Town Clerk
Mrs A C Cawkwell – Finance & Committee Officer

59/15 APOLOGIES

Apologies had been received from Councillors Mrs Baggs, Denley, Dr Reid and Venton.

60/15 DECLARATIONS OF INTEREST

There were no declarations received.

61/15 MINUTES

The Minutes of the Town Council Meeting held on Monday 28 September 2015, having previously been circulated, were signed by the Town Mayor as a correct record.

It was **unanimously agreed** that Agenda Item 8.10 concerning a Proposal for a 2016 A4 Tourist Route should be moved forward as members of this group had previously spoken in public participation and were in attendance.

62/15 REPORTS FROM OFFICERS OF THE COUNCIL

62.1 Proposal for a 2015 A4 Tourist Route – Members discussed this item and the following points were made:

- The A4 Tourist Route was only one part of the procedure with Visit Wiltshire.
- The Town Council has allocated some funding to the Our Place Project so additional funding was not being requested.
- This funding was required to get a substantial seat on the Visit Wiltshire programme. There are ten towns who wish to be a part of this programme, and this will allow Calne to have a bigger input and increased publicity for Calne.

It was proposed by Councillor Trotman, seconded by Councillor Hill and

RESOLVED to re-allocate £2,500 of the earmarked funding for the Calne Our Place group for the A4 Tourist Route Pilot Marketing Campaign, subject to match funding from other local businesses and organisations.

63/15 TOWN MAYOR'S ANNOUNCEMENTS

63.1 Calne Bonfire and Fireworks Display – The Town Mayor congratulated and thanked the Town Council Officers, Staff and Councillors who helped at this event which was a great success. He voiced his disappointment as only five Councillors were able to help at the event. He continued by stating that the Remembrance Parade also had a very disappointing turnout from Councillors.

63.2 Christmas Festival – The Christmas Festival would be held on Saturday 28 November.

63.3 Finance Training on 15 December – At the moment there were six Councillors who had expressed an interest in this training, any other Councillors wishing to attend should contact the Town Clerk.

63.4 The Town Mayor informed that the Information Centre is collecting items for charity, to create packages to donate to victims of domestic abuse. Anyone who would like to donate should contact the information staff.

64/14 POLICING IN CALNE

52.1 Police Report – The report from Sergeant Lungu, which is attached to and forms part of these minutes, was noted by members. Sergeant Lungu was asked about the latest situation concerning the Travellers in lower Sainsbury's car park. He informed that the Travellers should have moved by Thursday, however, he had spoken to Sainsbury's and the Police required a Section 61 notice to serve on the Travellers. He would know more about the situation

tomorrow. It was explained that a Section 61 notice gives power to the Police to move the travellers on.

Councillor Trotman congratulated the work done by PCSO Mark Cook, buying sweets for the tick or treat youngsters and all the work on 'shout out Calne's' Facebook page, it is much appreciated and Sergeant Lungu was requested to pass on the Council's thanks and appreciation.

65/15 REPORT FROM UNITARY COUNCILLORS

Unitary Councillors updated members on the following:

- There were two new planning applications; 56 dwellings at the Marden Farm development and also outline planning permission for 42 dwellings opposite Oxford Road on the East Side.
- A Full Council meeting at Wiltshire Council would be held on Tuesday to discuss the boundaries review.
- The Chippenham Development Plan Document has been thrown out by the inspector. There was interest on the eastern side of Chippenham which would encourage traffic this way, into Calne.
- Councillor Stigwood asked if this development included the area at the back of Stanley Park, near Abbeyfield School as it was his understanding that these new houses would be in the catchment area for the school and children living in Calne may be prevented from going to Abbeyfield School. If the development went ahead it was understood that Abbeyfield's student numbers had a long way to go before the school reached full capacity. There is an application in for 200 houses on the left side opposite Stanley Park. The developers are trying everything to expand housing on the eastern side of Chippenham.

66/15 COMMITTEE MINUTES

66.1 Town Development and Planning Committee

It was proposed by Councillor Hill, seconded by Councillor Redmond and

RESOLVED that the Minutes of the Town Development and Planning Committee meetings held on 8 October and 27 October 2015 be received.

66.2 Amenities Committee

It was proposed by Councillor Trotman, seconded by Councillor Conway and

RESOLVED that the Minutes of the Meeting of the Amenities Committee held on 26 October 2015 be received.

66.3 Policy & Resources Committee

It was proposed by the Deputy Town Mayor, Councillor Rounds, seconded by Councillor Hill and

RESOLVED that the Minutes of the Meetings of the Policy & Resources Committee held on 28 September and 9 November 2015 be received.

66.4 Calne Community Neighbourhood Plan Steering Group

The Minutes of the Calne Community Neighbourhood Plan Steering Group meetings held on 24 September, 14 October, 29 October and 12 November 2015 were noted.

66.5 Finance Working Group Minutes

66.5.1 The Minutes of the Finance Working Group meeting held on 12 October 2015 were noted.

66.5.2 The Minutes of the Finance Working Group meeting held on 26 October 2015 were noted.

66.5.3 The Minutes of the Finance Working Group meeting held on 11 November 2015 were noted.

67/15 REPORTS FROM OFFICERS OF THE COUNCIL

67.1 Draft Budget 2016/2017

Councillor Mrs Ansell, as Chair of the Finance Working Group, presented the Draft budget to members. She commended the Draft Budget with a nil rise in the Band D charge.

Councillor Warnett was concerned as, although the budget had been presented to the relevant committees, the Amenities Committee had raised a number of queries which the Beversbrook Centre Manager was going to address with the Finance Working Group, however, these points have not come back and there has not been any explanation regarding these queries. Councillor Warnett raised a query concerning the amount owed by the Recreation Club for rent, and if money was still owed where it was included in the budget. Councillor Mrs Ansell informed that this would be listed as a bad debt and reflected in the accounts. The income is reflected in the budget code 217/1081. Due to the lack of information concerning how the issues raised at the Amenities Committee were resolved, especially the points concerning the income and expenditure figures for the Bar and Catering at Beversbrook and the Town Hall Bar, which were very optimistic, Councillor Warnett stated he would be unable to vote on the budget.

Councillor Hill confirm that a lot of items were discussed at the Finance working Group meetings and the budget was now being presented with a nil increase in the Band D charge for 2016/17.

It was confirmed that the tax base figure used reflected the position as it was now.

It was proposed by Councillor Mrs Ansell, seconded by Councillor Hill and

RESOLVED to approve the Draft Budget for 2016/17 and to set the Precept at £1,158,800, making the Band D charge for 2016/17 £210.31.

67.2 Five Year Strategic Plan Update

The plan is almost completed and thanks were given to the people who had put so much effort into the Plan to get it to this stage. There was disappointment that there was nothing to view and discuss at this meeting, however, now that the budget for 2016/17 had been set this can be used as the baseline for the five year budget which will be included in the Plan. The Plan would be presented for approval at the next meeting of the Full Council in February.

67.3 Standing Orders

The updated Standing Orders were discussed by members and the following points were raised:

- Councillor Hill proposed that the Standing Orders should be approved and adopted and this was seconded by Councillor Mrs Ansell.
- Councillor Warnett voiced his disappointment that this document had come straight to Full Council with no discussion beforehand with the Policy Working Group. There were a number of incoherencies and contradictions and this document needed more work.
- Councillor Warnett proposed that the Policy Working Group should be asked to review the Standing Orders and bring the document back to the next Full Council meeting in February for approval.
- This document had been completely revised and the bold print reflected what was mandatory by law.

A recorded vote was taken for those in support of the proposal that the Policy Working Group should be asked to review the Standing Orders and bring the document back to the next Full Council meeting in February for approval, and the results were as follows:

COUNCILLORS	FOR	AGAINST	ABSTENTION
Mrs G J Ansell		√	
Mrs M J Baggs	APOLOGIES	APOLOGIES	APOLOGIES
C M R Boase	√		
Ms H E Canfer		√	
D I Conway	√		
D J Davies	√		
S Denley	APOLOGIES	APOLOGIES	APOLOGIES
A K Hill		√	
R C MacNaughton	√		
H R Marshall		√	
A S Muir		√	
P M Redmond	√		
Dr J Reid	APOLOGIES	APOLOGIES	APOLOGIES
T W B Rounds	√		
R J Stigwood		√	
A J Trotman	√		
P A B Venton	APOLOGIES	APOLOGIES	APOLOGIES
D L Warnett	√		
G P Widger		√	

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It was therefore proposed by Councillor Warnett, seconded by Councillor Boase and

RESOLVED that the Policy Working Group should be asked to review the Standing Orders and bring the document back to the next Full Council meeting in February for approval.

67.4 Financial Regulations

The Financial Regulations were discussed by members and it was clarified that the Urgent Matters Committee was made up of the Town Mayor, Deputy Town Mayor and the Committee Chairs.

It was proposed by Councillor Warnett, seconded by the Deputy Town Mayor, Councillor Rounds, and

UNANIMOUSLY RESOLVED that the Financial Regulations should be approved and adopted.

67.5 Employee Handbook

It proposed by Councillor Warnett, seconded by Councillor Boase and

UNANIMOUSLY RESOLVED to approve and adopt the Employee Handbook.

67.6 Local Councils Award Scheme – Quality Level

The Town Clerk's report is attached to and forms part of these Minutes. After the Town Clerk clarified that the evidence would be accepted by NALC as satisfactory qualifying criteria, it was proposed by Councillor Warnett, seconded by Councillor Hill and

UNANIMOUSLY RESOLVED to confirm that the Town Council meets all the requirements of the Foundation Award and that it also publishes on its website, or publically advertises, the necessary documents concerning governance, community and development and is therefore eligible to apply for the Local Councils Award Scheme – Quality Level.

67.7 Calendar of Meetings 2016/2017

The Calendar of Meetings was discussed by members. The Town Development and Planning meetings moving to a Wednesday would mean that two Councillors currently on the Committee would no longer be able to attend meetings due to having other commitments on a Wednesday. However, there were currently three Unitary Councillors who are experiencing clashes with Area Board meetings. Therefore it was proposed to move the Town Development and Planning Committee meetings to a Wednesday to avoid clashes.

It was proposed by Councillor Hill, seconded by Councillor Mrs Ansell and

RESOLVED that the Town Development and Planning Committee meetings would be held on a Wednesday from April 2016.

It was proposed by Councillor Mrs Ansell, seconded by Councillor Redmond and

UNANIMOUSLY RESOLVED to approve and adopt the Calendar of Meetings 2016/2017.

67.8 Christmas Opening Times 2015/2016

It was proposed by Councillor Redmond, seconded by Councillor Conway and

UNANIMOUSLY RESOLVED to approve the Christmas Opening Times 2015/2016.

67.9 Calne Town Football Club – Request for Extension to their Lease which expires in six years

Calne Town Football Club have requested to extend their lease so it gives the Club at least 10 years security of tenure, which is a requirement of the Football Foundation to whom the Club are applying for a grant in order to carry out improvements to the ground. Members considered this request and the following points were raised:

- We own the land at the Football Club which is a valuable asset, and if the land was not used it could be even more valuable, this is not necessarily the best use of land for our community.
- More information was required in order to make a decision.
- A further ten years is a long time. There were currently four years left on the lease.
- More information was required regarding the proposed improvements and why they were necessary.

It was proposed by Councillor Trotman, seconded by Councillor Davies and

UNANIMOUSLY RESOLVED to defer a decision on extending the Calne Football Club's lease and that the Sports Facilities Working Group should meet with the Club to discuss their proposals and present them to Council.

67.10 Town Clerk's Year as SLCC President 2014/15

The Town Clerk's update was noted by members.

It was proposed by Councillor Warnett, seconded by Councillor Hill and resolved that the Town Clerk should be congratulated on her year as President of the Society of Local Council Clerks and the benefit which Calne Town has received from her role as President.

The Town Clerk was also thanked for only taking half of the allocated time for her duties.

67.11 Representatives on Outside Bodies

The Email for the Royal Air Force Cadets, 2189 (Calne) Squadron, was noted by members.

It was proposed by Councillor Warnett, seconded by Councillor Widger and

UNANIMOUSLY RESOLVED that the Deputy Town Mayor, Councillor Rounds, should be the Town Council's representative on the Royal Air Force Cadets, 2189 (Calne) Squadron.

67.12 Heritage Quarter and Town Hall Project Update

The update was noted by members.

68/15 ACCOUNTS

68.1 Accounts Paid

The Accounts Schedules dated 24 September 2015 (Manual Cheque), 28 September 2015, page 1878, 28 September 2015, pages 1879-1885, 30 September 2015 (Petty Cash), 14 October 2015, page 1900, 14 October 2015, pages 1905-1908, 15 October 2015, page 1909, 22 October 2015 (Petty Cash), 26 October 2015 (Manual Cheque), 28 October 2015, pages 1913, 28 October 2015, pages 1915-1919, 31 October 2015 (Petty Cash), 11 November 2015, page 1935, 11 November 2015, pages 1936-1941 were noted and approved.

69/15 ITEMS FOR INFORMATION

69.1 Britain in Bloom Working Group – The Minutes of the meetings held on 12 October and 9 November 2015 were noted.

69.2 Calne Community Safety Forum – The Minutes of the meeting held on 23 September 2015 were noted by members.

69.3 Calne and District Twinning Association – The Minutes of the meeting held on 2 November 2015 were noted.

69.4 Calne Heritage Centre Trust – The Minutes of the meeting held on 26 May and 21 July 2015 were noted.

69.5 Castlefields Canal and River Park Association – The Minutes of the Annual General meeting held on 16 July 2015 and the Committee meeting held on 17 September 2015 were noted.