

CALNE TOWN COUNCIL

Draft Minutes of the Meeting of the Town Council held in the Large Hall on Monday 28 September 2015

PRESENT:

Councillor H R Marshall – Town Mayor
Councillor T W B Rounds – Deputy Town Mayor
Councillor Mrs G J Ansell
Councillor Mrs M J Baggs
Councillor C M R Boase
Councillor Ms H E Canfer
Councillor D J Davies
Councillor A K Hill
Councillor R C MacNaughton
Councillor A Muir
Councillor Dr J Reid
Councillor R J Stigwood
Councillor A J Trotman
Councillor P A B Venton
Councillor G P Widger

IN ATTENDANCE:

Sgt Lungu – Wiltshire Police

OFFICERS:

Mrs L A Roberts – Town Clerk
Mrs C Harris – PA to the Town Clerk
Mrs A C Cawkwell – Finance & Committee Officer

48/15 APOLOGIES

Apologies had been received from Councillors Conway, Denley, Redmond and Warnett.

49/15 DECLARATIONS OF INTEREST

Declarations of interest received as follows:

- Councillor Boase, Agenda Item 8.1, Church Street Car Park, as his wife worked for Mrs Seal whose business was on Church Street and was requesting the Council to consider free parking.
- Councillor Trotman stated that Councillor Conway was unable to attend the meeting as he was receiving an award at Wiltshire Council for the Big Pledge. The Town Mayor expressed his congratulations to Councillor Conway on behalf of the Town Council.

50/15 MINUTES

The Minutes of the Town Council Meeting held on Monday 13 July 2015, having previously been circulated, were signed by the Town Mayor as a correct record.

51/15 TOWN MAYOR'S ANNOUNCEMENTS

51.1 *The Opening Church Service for the Calne Music & Arts Festival will be held on 4 October at The Methodist Church* – Members were requested to note this date as their attendance will be required.

51.2 *South West in Bloom Awards* – Calne was the only town in Wiltshire to win Gold in the South West in Bloom Awards. A huge thank you should be given to all involved, and letters sent.

Councillor Ms Canfer informed that Calne also received a Cup award for the skatepark. Calne tied with Exmouth for the best open space in the South West, for the involvement of all agencies especially the youth involvement.

52/14 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 introduced himself as the new Sergeant covering the Calne and Corsham towns, and apologised for the lack of police attendance at meetings, due to the many changes at the police force.

Sergeant Lungu was thanked for coming to the meeting and it was noted from the report that there had been a lot of burglaries, however, it was felt that Calne was one of the safest towns in Wiltshire.

In response to a question Sergeant Lungu confirmed these burglaries were mainly residential, and he explained to members that with having responsibility for Calne and Corsham if there was a need in either town, resources could be moved accordingly.

53/15 REPORT FROM UNITARY COUNCILLORS

Unitary Councillors updated members on the following:

- There had been considerable traffic disruption in Silver Street. However three weeks work was reduced to two weeks. Temporary traffic lights were also used, half and half, rather than using the whole road. It was also reported that the A4 is going to be closed for two weeks in October due to work on the Millennium Bridge. A diversion will be in place around Derry Hill.
- It was hoped that people would stay safe and remain cautious whilst using the diversion as buses and large vehicles would also be using this route. Balfour Beatty Living Places work has now transferred back to Wiltshire Council and new schemes are being planned. The coordinators newsletter suggests prior to 2016 a return of the Parish Steward scheme and new grass cutting arrangements.

- An Appeal concerning a planning application for 41 houses at Oxford Road, which was also refused by Wiltshire Council, will see a public enquiry in March 2016.
- The next Area Board meeting will be held on 6 October at Beversbrook.
- An issue was raised concerning grass cutting as all the cuttings are left behind making it look very untidy. If the grass was cut more frequently, this would be less noticeable. It was advised that it was not viable to pick up the grass cuttings.
- Concern was expressed about the road surface at the Thomas' roundabout in particular the deep recesses which could damage vehicles. It was also reported that Beversbrook Bypass has a very undulating surface in parts and if vehicles travel in excess of 38 mph vehicles may be damaged. These issues should be reported for investigation and repair.
- Council was advised that potholes can be reported to Clarence. Highway defects can also be reported via the Wiltshire Council website.

54/15 COMMITTEE MINUTES

54.1 Town Development and Planning Committee

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

RESOLVED that the Minutes of the Town Development and Planning Committee meetings held on 14 July, 4 August, 25 August and 15 September 2015 be received.

54.2 Amenities Committee

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

RESOLVED that the Minutes of the Meeting of the Amenities Committee held on 7 September 2015 be received.

54.3 Calne Community Neighbourhood Plan Steering Group

The Minutes of the Calne Community Neighbourhood Plan Steering Group meetings held on 25 June, 16 July, 6 August and 3 September 2015 were noted.

54.4 Town Hall Working Group

The Minutes of the Town Hall Working Group meetings held on 1 September and 22 September 2015 were noted.

The Deputy Town Mayor, Councillor Rounds, briefly explained the plans which had been handed out to members and the background concerning the requirement for a Steering Group to further investigate and apply for Heritage Funding by December. There was concern as this was the only option presented to members, however, it was explained that the Town Hall Working Group had already considered thirteen options and had narrowed these down to only two.

On the basis that the Town Council was the main stakeholder and on-going involvement would be required to report back to the Council it was proposed by Councillor Hill, seconded by Councillor Mrs Ansell and

UNANIMOUSLY RESOLVED to nominate Councillor Stigwood as the Town Council representative on the Heritage Quarter Steering Group with the Town Mayor and Deputy Town Mayor as ex officio members.

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

UNANIMOUSLY RESOLVED to approve as a concept the option presented in order to prepare a feasibility study and apply for Heritage Lottery funding, and that the Heritage Quarter Steering Group should report back to the Amenities Committee.

54.5 Town Events Working Group

The Minutes of the Town Events Working Group meetings held on 14 July and 8 September 2015 were noted.

54.6 Finance Working Group Minutes – Five Year Business Plan

There was disappointment at the recommendation to set up a working group to complete the business plan by January 2016, it was also stated that the Minutes of the Finance Working Group were missing from the Agenda. The Finance Working Group had been working tirelessly on the Business Plan for over a year, and although there were a few areas still to be completed, these just needed to be tweaked and polished. The Town Clerk pointed out that the term ‘business’ plan was misleading perhaps it should be called a Five Year Strategy.

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

UNANIMOUSLY RESOLVED to include the Five Year Business Plan on the Agenda for discussion at the Full Council meeting to be held on 23 November 2015.

55/15 REPORTS FROM OFFICERS OF THE COUNCIL

55.1 Church Street Car Park

Members discussed the recommendation from the Town Development and Planning Meeting, held on 14 July 2015, concerning the option of taking over Church Street Car Park as an asset with a view to eradicating parking charges, for the benefit of the business community and residents of Station Road.

At 9.21 Councillor Boase left the meeting.

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

UNANIMOUSLY RESOLVED

- 1) to refer the matter back to the Town Development & Planning committee and for that committee to consider a trial of two hour free parking for either six months or 12 months. And further, to delegate authority to the committee that any subsidy due, no more than £7,200 to support any such a trial, should come from the Town Council's General Reserve.
- 2) That a full report, detailing all costings, including the taking over of Church Street Car Park, is brought back to Full Council.

55.2 Wiltshire Council – CATG Recommendation relating to Traffic Calming on School Road and surrounding area

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

UNANIMOUSLY RESOLVED that School Road and the surrounding residential area should be classified as a 20mph zone, with the main feeder road remaining at 30 mph.

55.3 Portable Public Toilets

With the name and shame scheme used by the police from CCTV footage, public urinating in the streets had now greatly decreased. Also the responses received from portable toilet providers seem to make this idea unfeasible.

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

UNANIMOUSLY RESOLVED not to pursue the idea of portable public toilets any further.

A request was, however, put forward to look at including a public toilet in the future plans for the heritage quarter.

55.3.1 Public Convenience Survey

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

UNANIMOUSLY RESOLVED to delegate authority to the Town Clerk to complete the Public Convenience Survey on behalf of the Town Council.

55.4 Community Governance Review

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

UNANIMOUSLY RESOLVED that housing sites currently outside the town boundary, yet to be constructed but with permission granted, should be included within the proposed boundary review currently being conducted by Wiltshire Council.

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

UNANIMOUSLY RESOLVED that any sites recommended by the Neighbourhood Plan as being suitable for future development, which have a contiguous boundary with Calne, should also be included within the Calne town boundary.

55.5 Representative - Music and Arts Committee

It was proposed by Councillor Mrs Baggs, seconded by Councillor Widger and

UNANIMOUSLY RESOLVED that Councillor Mrs Ansell should replace Councillor MacNaughton as the Town Council representative on the Music and Arts Committee.

55.6 Authorised Officers – Fixed Penalty Notices

The report of the Outdoor Services and Facilities Manager, which is attached to and forms part of these Minutes, was discussed by members and the following points were raised:

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

RESOLVED to delegate authority to Neil Ash, David Phelps, Paul Wallace, Benjamin Braine, Colin Simpkins, Clare Harris, Daniel Windsor and Stuart West to issue Fixed Penalty Notices and that they are each issued a Letter of Delegated Authority to that effect.

55.7 Communications Policy

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

UNANIMOUSLY RESOLVED to approve the Communications Policy.

55.8 *Data Protection Policy*

It was proposed by the Town Mayor, Councillor Marshall, seconded by Councillor Widger and

UNANIMOUSLY RESOLVED to defer a decision on the Data Protection Policy until it has been refined and amended.

55.9 *Environmental Policy*

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

UNANIMOUSLY RESOLVED to approve the Environmental Policy.

55.10 *Freedom of Information Policy*

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

UNANIMOUSLY RESOLVED to approve the Freedom of Information Policy.

55.11 *Grant Application Policy*

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

UNANIMOUSLY RESOLVED to approve the Grant Application Policy.

55.12 *Local Government Pension Scheme Policy*

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

UNANIMOUSLY RESOLVED to approve the Local Government Pension Scheme Policy.

55.13 *Training Development Policy*

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

UNANIMOUSLY RESOLVED to approve the Training Development Policy.

56/15 ACCOUNTS

56.1 *Accounts Paid*

The Accounts Schedules dated 29 June 2015, page 1784, 29 June 2015, pages 1785-1878, 21 July 2015, pages 1804-1810, 21 July 2015, page 1802, 22 July 2015 (Manual Cheque), 30 July 2015, page 1822, 31 July 2015 (Petty Cash), 31 July 2015, pages 1823-1826, 21 August 2015, page 1843, 21 August 2105, pages 1844-1850, 21 August 2015, page 1852, 31 August 2015 (Petty Cash), 11 September 2015, pages 1868-1875 and 16 September 2015 (Petty Cash) were noted and approved.

56.2 *2014/15 Annual Return and Notice of Conclusion of Audit*

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

UNANIMOUSLY RESOLVED to approve the Annual Return and Notice of Conclusion of Audit for 2014/15.

57/15 ITEMS FOR INFORMATION

57.1 *Borrowing Approval* – The letter was noted.

57.2 *Calne Flowers* – The complimentary email was noted by members.

57.3 *Britain in Bloom Working Group* – The Minutes of the meeting held on 13 July 2015 were noted.

57.4 *Calne Community Area Partnership* - The Minutes of the Annual General meeting held on 8 January 2015 together with the Minutes of the Steering Committee held on 30 April 2015 were noted by members.

57.5 *Calne Community Safety Forum* – The Minutes of the meeting held on 22 July 2015 were noted by members.

57.6 *Calne Culture and Tourism Working Group* – The Minutes of the meetings held on 16 June, 14 July and 11 August 2015 were noted.

57.7 *Calne and District Twinning Association* – The Minutes of the meeting held on 5 July 2015 were noted.

57.8 *Castlefields Canal and River Park Association* – The Minutes of the Annual General meeting held on 17 July 2014 were noted.

58/14 CONFIDENTIAL MINUTES

The **Confidential** Minutes of the Town Council Meeting held on Monday 13 July 2015, having previously been circulated, were signed by the Town Mayor as a correct record

The meeting closed at 9.47 pm.

DRAFT