

11th March 2019

AGENDA

Dear Councillor

You are summoned to a meeting of the:

Full Council

**to be held on Monday 18th March 2019 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

Membership:

Cllr Batchelor (Broadway)	Cllr Jolley (Broadway)
Cllr Brett (East)	Cllr Macfarlane (West)
Cllr Davis (East)	Cllr Nicklin, Chairman of Council and Mayor (West)
Cllr Doyle (East)	Cllr Pitcher (Broadway)
Cllr Fraser (West)	Cllr Ridout (West)
Cllr Fryer (Broadway)	Cllr Robbins (East)
Cllr Jeffries Vice Chairman of Council and Deputy Mayor (Copheap)	

Members of the public are warmly welcome to attend meetings of the Council and its committees, unless excluded due to the confidential nature of the business.

Yours sincerely



Fiona Fox BA (Hons) MCIPD FSLCC
Town Clerk and Responsible Financial Officer

1. **Apologies for Absence**

To receive and accept apologies, including reason for absence, from those unable to attend.

2. **Declarations of Interest**

To receive any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

3. **Minutes**

3.1 To approve as a correct record, the minutes of the Full Council meeting held on Monday 21st January 2019; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

3.2 To note any matters arising from the minutes of the meeting held on Monday Monday 21st January 2019.

4. **Mayor's Announcements**

4.1 To note any announcements made by the Mayor.

4.2 To note the engagements for the Mayor (**See attached**).

5. **Questions**

To receive questions from members of the Council submitted in advance.

6. **To Authorise the Sealing of Documents**

None.

***Standing Orders will be suspended
to allow for public participation.***

7. **Public Participation**

To enable members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations.

***Standing Orders will be reinstated
following public participation.***

8. **Correspondence Circulated**

Members to note the list of all correspondence circulated to members since the last meeting. (**See attached**).

9. **Reports from Unitary Authority Members & Police**

To note reports provided which are relevant to the Council.

10. **Reports from External Representatives**

To receive brief reports from any member who has attended an external meeting as a Council representative.

11. **Proceedings of Committee**

To receive minutes with recommendations from Committees, already circulated, and to consider any questions arising from them:

11.1 Planning Advisory Committee: 28th January 2019 and 11th February 2019 respectively

11.2 Devolved Services and Assets Committee: 13th December 2018 and 24th January 2019 respectively

11.3 Town Development Committee: 3rd December 2018

11.4 Finance and Assets: 7th January 2019

12. Skatepark Project: Signature for Contract

At the January 2019 Full Council meeting members resolved to appoint Maverick to construct the new skatepark. In addition, members agreed that Cllrs Brett, Jefferies and Nicklin and the Clerk would be signatories for the funding. With funding secured, some of which comes from the EU, the Maverick contract must be signed by 29th March 2019.

Members are requested to agree a signatory for the Maverick contract and for any further contracts which require action under hand, for the skatepark project.

13. Interim Audit Report

The Practitioners' Guide requires that the internal audit report is presented to the Council. Members are required to adopt the report and issue a formal response to the recommendations set out in the Action Plan. Members are directed to the Interim Audit Report which has already been distributed to Council with the Finance and Assets agenda. **(See attached for the Action Plan).**

Members are requested to adopt the Interim Report and to adopt and agree to actions contained within the Action Plan.

14. Calendar of Meetings: Municipal Year May 2019 – May 2020 inclusive

The draft calendar is attached for members perusal. Of note, Devolved Services and Assets has now been re-scheduled to alternate months, and to a Monday evening at 7pm, bringing it into line with the other scheduled meetings. **(See attached).**

Members are requested to adopt the calendar of meetings for the May 2019 – May 2020 municipal year.

15. Electoral Boundary Review Working Group

15.1 Given the tight deadline for a WTC submission to Wiltshire Council in the first instance, and subsequently to The Boundary Commission, a working group was convened to consider a WTC response to the Wiltshire Council proposals. **(See attached).**

The timescales referred to are as follows:

11.03.2019 Wiltshire Council boundary review (working group) met to discuss

22.03.2019 WTC submission to Wiltshire Council – to be agreed **18.03.2019** Council meeting

25.03.2019 Wiltshire Council to meet and agree their submission to the Boundary Commission

15.04.2019 Boundary Commission's submission deadline

The working group consisted of Cllrs Brett, Davis, Fraser, Fryer, Macfarlane, Nicklin and Ridout. Members are requested to retrospectively approve the formation of the Boundary Review Working Group.

15.2 Working Group's Recommendations:

Warminster Town Council (WTC) would like to make the following comments to Wiltshire Council regarding the Boundary Review proposals: -

- **Warminster West Ward** - proposals accepted and agreed with the minor adjustments to our current ward
- **Warminster East Ward** - proposals accepted and agreed with the minor adjustments to our current ward
- **Warminster Broadway Ward** - proposals accepted and agreed with the minor adjustments to our current ward
- **Warminster Wylfe Ward** - proposals generally accepted, but suggest that the Parishes of Horningsham and Maiden Bradley are excluded from Wylfe and transferred into the new Rural and North Ward
- **Warminster Rural and North Ward** – the creation of a new designation for this area (Rural and North) is agreeable, but with some rebalancing of the areas of the town that are more closely related to the Town centre and the East Ward. This new ward should include the areas that are north of the River Were i.e. Newport, Portway Estate, Westbury Rd, Elm Hill, Copheap, and the Army Residential areas

It is NOT accepted that the Manor Gardens area be included in the North, as this area should remain mostly in the East Ward.

Our recommendations for the Parish of Warminster are related only to the numbers of town councillors that will represent a growing community. We currently have 13 councillors and our proposals for the newly created wards that will fit within the boundaries of the new Unitary Wards should be as follows: -

- **East Ward, West Ward, and the Broadway Ward** - should all be represented by 4 Councillors. We DO NOT agree with the proposals to reduce the East Ward from its current 4 councillors down to 3.
- **The new North Ward** - should be represented by 2 councillors as proposed.

This makes the total Town councillors sum to 14 and NOT the 13 so far proposed.

Warminster has for too long be represented by the minimal number of councillors and it has long been recognised that Warminster is in need of a stronger team of councillors to represent and to provide the Town with the best possible service. With the proposed changes to the sharing of the community services, needed at individual town level, the workload required from the complete team of staff and councillors should be given a greater priority than just numbers of the electorate. The teams need to be strong and properly represented to enable Council committees to carry out the expectations of these new responsibilities that parishes are being asked to accept.

Members are requested to consider the findings and recommendations and to agree a Council response for submission to Wiltshire Council and the Boundary Commission respectively.

16. Warminster Town Fairtrade Status: Renewal

Warminster is registered as a Fairtrade Town and this status requires renewal by the end of 2019.

WTC has received an approached from the Warminster Fairtrade Steering Group. The current steering group now have other commitments and feel unable to commit to

the renewal process. They have, however indicated a willingness to provide advice, support and guidance to others seeking renewal of Fair-Trade Status.

Warminster achieved Fairtrade Town status in 2007 and it has been renewed regularly since then.

It is due for renewal this year and every two years subsequently. The Town Council has supported Fairtrade Status both in supporting the applications and in using Fairtrade products, for example tea and coffee.

To renew Fairtrade status, a working group is required to:

- Provide a brief update on what's happened since the last renewal; and
- Provide a two-year action plan detailing what the working group (and its partners) intend to achieve in the next two years.

The Town Council could act to facilitate the working group. For example.

- Set up a working group
- Publicise on the Town Council Website and Facebook Pages
- Run an article in the Newsletter delivered to all residents
- Host a meeting for interested people at the Civic Centre
- Offer a stall at Spring in the Park

It is recommended that members agree to set up a working group to consider applying for renewal of Town Fairtrade Status.

17. Mayor and Deputy Mayor Elect 2019/2020

Members are requested to propose and second their nominations for the position of Mayor and Deputy Mayor Elect for the municipal year 2019/2020.

18. Terms of Reference, Standing Orders and Financial Regulations

The Chairman has asked for members to confirm if they have any changes recommended to the Terms of Reference and Delegation of Powers to Committees, or to the Standing Orders and Financial Regulations, that will be put to the 20th May Annual Meeting of the Council, prior to the reprinting of the documents for the municipal year 2019/2020.

19. Communications

The members to decide on items requiring a press release and to nominate a speaker for any item on the agenda if required.

Next meeting: Annual Meeting of the Council and Mayor Making will be held on 20th May 2019

Minutes from this meeting will be available to all members of the public either from our website www.warminster.uk.com or by contacting us at Warminster Civic Centre.

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Mayor's Engagements for Full Council

Councillor Tony Nicklin 15th January – 11th March

Tuesday 15th January Lunch and talk at Warminster Conservative Club

Monday 11th March Flying a Flag for the Commonwealth

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CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
15.01.19	Wiltshire Police	Crime Update 10-14 Jan 2019 14/01/2019	email
16.01.19	Wiltshire Police	Crime Update 14-15 Jan 2019 15/01/2019	email
16.01.19	Wiltshire Police	Crime Update 15-16 Jan 2019 16/01/2019	email
17.01.19	Wiltshire Council	Temporary Closure of: Kingston Deverill (Part) Kingston Deverill (04/03/19 - 08/03/19)	email
17.01.19	Wiltshire Council	Parish Newsletter - w/c 14 January 2019	email
18.01.19	Wiltshire Police	Crime Update 16-18 Jan 2019 18/01/2019	email
18.01.19	Wiltshire Council	Temporary Closure of: B3092 (Part), Zeals, Stouton with Gasper and Kilminster (08/03/19 - 12/03/19)	email
18.01.19	Wiltshire Police	Police Report for Warminster Town Council – January 2019	email
21.01.19	Wiltshire Police	Pcc Wants Your Views On Local Policing 18/01/2019	email
21.01.19	Wiltshire Police	Crime Update 18-21 Jan 2019 21/01/2019	email
21.01.19	Wiltshire Police	Warminster Drugs Warrants 17 Jan - 5 Arrested 21/01/2019	email
23.01.19	Wiltshire Police	Crime Update 21-23 Jan 2019 23/01/2019	email
24.01.19	Wiltshire Council	Briefing Note 19-002: Children's Centre Rationalisation	email
24.01.19	Wiltshire Police	Crime Update 23-24 Jan 2019 24/01/2019	email
24.01.19	Wiltshire Police	Press Release - Campaign To Disrupt Terrorist Activity 24/01/2019	email
25.01.19	Wiltshire Police	Wiltshire Police One Of Four Forces To See Reduction In Overall Crime 24/01/2019	email
28.01.19	Wiltshire Police	Witness Appeal - Warminster Fatal Rtc 28/01/2019	email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
28.01.19	Wiltshire Police	Crime Update 24-28 Jan 2019 28/01/2019	email
28.01.19	Wiltshire Police	Amended Witness Appeal - Warminster Fatal Rtc 28/01/2019	email
29.01.19	Wiltshire Police	Crime Update 28-29 Jan 2019 29/01/2019	email
29.01.19	Wiltshire Council	Meeting cancelled - 06/02/2019, 15:00, Western Area Planning Committee	email
30.01.19	Wiltshire Council	Temporary Closure of: B3095 (Part) Gillingham Road and B3092 (Part), Mere, Zeals, Stourton and Maiden Bradley (06/03/19 until 14/03/19)	email
31.01.19	Wiltshire Council	Briefing Note 375 - Polling District and Polling Place Review	email
01.02.19	Wiltshire Police	Crime Update 29-31 Jan 2019 31/01/2019	email
01.02.19	Neighbourhood Alert	Advice For Staying Safe 01/02/2019	email
04.02.19	Wiltshire Police	Witness Appeal - Rtc A36 Codford 04/02/2019	email
04.02.19	Wiltshire Police	Crime Update 01-04 Feb 2019 04/02/2019	email
06.02.19	Wiltshire Police	Crime Update 04-05 Feb 2019 05/02/2019	email
06.02.19	Wiltshire Police	Armed Robbery At One Stop Shop In Warminster 06/02/2019	email
08.02.19	Wiltshire Council	Community Led Housing in Wiltshire	email
08.02.19	Tynings Allotment	Tynings Allotments Committee Minutes – 7 th February 19	email
08.02.19	Wiltshire Council	January Highways Newsletter	email
11.02.19	Wiltshire Police	Crime Update 05-11 Feb 2019 11/02/2019	email
11.02.19	Wiltshire Council	Warminster planning decisions for January from Wiltshire Council	email
12.02.19	Wiltshire Council	Parish Newsletter - w/c 11 February 2019	email

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Date	Name	Item/Response	Action Taken
12.02.19	Wiltshire Council	TTRO Sambourne Road and West Parade, Warminster.	email
12.02.19	Wiltshire Council	Briefing Note 19-003 - Electoral Review of Wiltshire Council - Draft Recommendations of the Local Government Boundary Commission for England	email
13.02.19	Wiltshire Police	Romance Fraud 13/02/2019	email
13.02.19	Wiltshire Police	Crime Update 11-13 Feb 2019 13/02/2019	email
14.02.19	Wiltshire Police	Witness Appeal - Trowbridge Stabbing 14/02/2019	email
15.02.19	Wiltshire Police	Crime Update 13-15 Feb 2019 15/02/2019	email
15.02.19	Wiltshire Police	Lonely Hearts Romance Fraudster Alert 14/02/2019	email
18.02.19	Wiltshire Council	Briefing Note 19-004 Draft Wiltshire Housing Site Allocations Plan	email
18.02.19	Neighbourhood Taking Group	NTG Jan Minutes & Police Rural Report Feb	email
18.02.19	Wiltshire Council	Proposed Temporary Closure of: Various Roads, Waminster (28/04/19 12:30 - 15:30)	email
19.02.19	Wiltshire Police	St George's Day Parade Crime Update 15-18 Feb 2019 18/02/2019	email
20.02.19	Wiltshire Council	Army Basing Newsletter - February 2019	email
20.02.19	Wiltshire Council	Briefing Note Number 19-005 - Digital Access to Council Tax Records & Applying for Housing and Council Tax Reduction On-line	email
22.02.19	Wiltshire Council	TTRN Copheap Lane, Warminster	email
25.02.19	Wiltshire Police	Crime Update 19-23 Feb 2019 23/02/2019	email
25.02.19	Wiltshire Police	Crime Update 23-25 Feb 2019 25/02/2019	email
26.02.19	British weights and Measures Association	Pedestrian Distance Signs – unit of measurement.	email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
26.02.19	Wiltshire Council	Temporary Closure of Footpath 51 Warminster	email
27.02.19	Wiltshire Police	Crime Update 25-26 Feb 2019 26/02/2019	email
27.02.19	Wiltshire Police	Press Release - Lost And Found Property 26/02/2019	email
28.02.19	Flood Wessex environment agency	Groundwater flood warning awareness campaign	email
01.03.19	Wiltshire Police	Crime Update 27-28 Feb 2019 01/03/2019	email
04.03.19	Democratic and Member Services	Supplement to Planning Appeals and Updates to the agenda for Western Area Planning Committee, Wednesday, 6th March, 2019, 3.00pm	email
04.03.19	Wiltshire Police	Press Release - Court Result 04/03/2019	email
04.03.19	Wiltshire Police	Crime Update 28 Feb - 04 March 2019 04/03/2019	email
05.03.19	Wiltshire Council	Briefing Note Number 19-007 - Retail Rate Relief for the High Street APPROVED Temporary Closure of: Various Roads, Waminster (28/04/19 12:30 - 15:30)	email
06.03.19	Wiltshire Council	St George's Day Parade Temporary Closure of: B3095 (Part) Gillingham Road and B3092 (Part), Mere, Zeals, Stourton and Maiden Bradley (06/03/19 until 14/03/19)	email
06.03.19	Wiltshire Police	Scam Warning 06/03/2019	email
08.03.19	Wiltshire Police	Crime Update 04-08 March 2019 08/03/2019	email
08.03.19	Allotment Management Committee Meeting	Minutes 7 th March 2019	email
11.03.19	Wiltshire Police	Crime Update 08-11 March 2019 11/03/2019	email
11.03.19	Communications Officer, Cranborne Chase AONB	Invite to astrotourism workshops for local businesses	email
13.03.18	Great Western Railway	Compensation Changes	email

Rec. No.	Recommendation	Response
Review of Expenditure		
R1	The paper work for the vehicle lease, rental of £383.14 and related maintenance agreement of £32.12 should be provided for the audit.	
R2	The payment to Idverde £9,303.98 in October which was cancelled as it was a duplicate amount, should be reversed out of the cash book and the subsequent invoices should be recorded.	
Review of Income		
R3	Where bookings are not subsequently invoiced the reason for not doing so should be recorded on the system to provide an audit trail.	
R4	Officers should confirm the amount charged Westbury TC for CCTV to the current agreement.	

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