

**Minutes of the Meeting of Warminster Town Council  
on Monday 13<sup>th</sup> June 2022 at 7pm  
held at the Civic Centre,  
Sambourne Road, Warminster, BA12 8LB**

**Membership:**

<b>Cllr Allensby (West)</b>	<b>*</b>	<b>Cllr Keeble (West) Vice Chairman of the Council and Deputy Mayor</b>	<b>*</b>
<b>Cllr Brett (East)</b>	<b>*</b>	<b>Cllr Macdonald (East)</b>	<b>*</b>
<b>Cllr Cooper (Broadway)</b>	<b>A</b>	<b>Cllr Macfarlane (West)</b>	<b>AB</b>
<b>Cllr Davis (East)</b>	<b>*</b>	<b>Cllr Parks (North)</b>	<b>*</b>
<b>Cllr Fraser (West)</b>	<b>A</b>	<b>Cllr Robbins (East) Chairman of the Council and Mayor</b>	<b>*</b>
<b>Cllr Fryer (Broadway)</b>	<b>*</b>	<b>Cllr Syme (Broadway)</b>	<b>*</b>
<b>Cllr Jeffries (North)</b>	<b>A</b>		

**Key:** \* Present    **A** Apologies    **AB** Absent

**In attendance:**

**Officers:** Tom Dommett, (Town Clerk and RFO), Judith Halls (Deputy Town Clerk),  
Stuart Atherton (Committee and Administration Clerk)

**Police:** none

**Press:** 1

**Members of the public:** 8

**FC/22/028    Apologies for Absence**

Apologies were received and accepted from Cllrs Cooper, Fraser, Jeffries.

**FC/22/029    Declarations of Interest**

There were no declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

**FC/22/030    Minutes**

**FC/22/030.1** The minutes of the meetings held on Monday 16<sup>th</sup> May 2022, were approved as a true record, and signed by the Chairman.

FC/22/030.2 There were no matters arising from the minutes of the meetings held on Monday 16th May 2022.

**FC/22/031 Chairman's Announcements**

**FC/22/031.1** Cllr Robbins informed members:

- ❖ Road resurfacing will commence this year on Woodcock Road, Imber Road (from Boreham Rd. to the junction with Woodcock Rd.) Boreham Road. This is part of Wiltshire council's 5-year programme.
- ❖ Number 3 High Street, Warminster, has planning permission that runs out in September 2022. It is hoped that work will start before then.
- ❖ Communication with owners of the empty shops in the town is underway to discuss making the shop fronts look presentable within the town.
- ❖ The opening of the Splash Pad has proven successful with feedback being positive and usage high.
- ❖ Following a spate of cars speeding through the town and youths riding bikes on the pavement, one having knocked a member of the public down, the police have been involved and have made combatting cycling on pavements a priority for the PCSO engagement.
- ❖ The knight on the mayoral chain symbolises the first Lord of the Manor of Warminster. This symbol was presented to the town in 1948.

**FC/22/031.2** Members noted the Mayoral engagements.

**FC/22/032 Correspondence Circulated**

**The correspondence list was noted.**

**FC/22/033 Questions**

There were no questions submitted by members of the council.

**Standing orders were suspended 7:09pm**

**FC/22/034 Public Participation**

Mr Steve Price of Ashley Close and Mr Denis Kent of Ludlow Close, spoke on the matter of item **FC/22/043**, the Malaby Biodigester in relation to:

- continuing pungent odour;
- applying a filter to stop such odours, which was promised some time ago but never delivered.
- complaints not being registered in publications from Malaby;
- the Environment Agency not being aware of the volume of complaints.

**Standing orders were suspended 7:13pm**

**FC/22/035 Reports from Unitary Authority Members and the Police**

Cllr Davis reported the next Area Board will meet on the 14<sup>th</sup> July 2022 and that grants available to be applied for in this round of applications, from the Area Board, close on Thursday 16<sup>th</sup> June.

Cllr Parks added that there had been change to the grants from the Area Board. There is a reduction in the amount available. At the next Area Board meeting there will be a presentation relating to the new funding arrangements, encouraging members to attend the board to understand the changes. There have also been funding changes to the newly named, 'Local Highway and footpath improvement Group' (previously CATG), that Cllr Parks encouraged members to attend to understand the changes to this group.

Signed..... Date.....

Cllr Jackson, via the Chair, submitted an update on the Malaby Biodigester. The Environment Agency aims to consult with the local community and Town Council with regards to the changes that have been applied for by Malaby - Biodigester.

**FC/22/036 Proceedings of Committee**

**Minutes from the following meetings were adopted:**

**FC/22/036.1 Finance and Audit Committee** meeting held on 7<sup>th</sup> March 2022.

**FC/22/036.2 Parks and Estates Committee** meeting held on 14<sup>th</sup> March 2022.

**FC/22/037 Internal Audit Report 2021– 2022 (Final)**

**Members considered the recommendations contained therein, adopted accordingly and approved the final audit report.**

**FC/22/038 Financial Statements for Year Ended 31st March 2022**

**Members approved and authorised the unaudited Financial Statements for year ended 31st March 2022. The Town Clerk, Tom Dommett, and Mayor Councillor Chris Robbins signed the paperwork.**

**FC/22/039 Section 1: Annual Governance Statement 2021 - 2022**

**Members considered, approved, and authorised the Chairman of the meeting to sign the Annual Governance Statement 2021-2022, which had been previously certified by the Responsible Financial Officer.**

**FC/22/040 Section 2: Accounting Statements 2021 - 2022**

**Members considered, approved, and authorised the Chairman of the meeting to sign the Accounting Statements 2021-2022, which had been previously certified by the Responsible Financial Officer.**

**FC/22/041 Annual Governance and Accountability Return (AGAR) 2021 – 2022**

**Members noted the arrangements for the completion of the AGAR 2021-2022 namely that the Town Clerk would submit to PKF Littlejohn LLP as instructed, with all supporting documents required concerning reconciliations and variances on the accounting statements.**

**It was further noted that that the exercise of public right would commence on Tuesday 14<sup>th</sup> June 2022 and would continue for a 30-day working period in accordance with ‘The Local Audit Accountability Act 2014’. The signed statements, statutory declarations and notice would be published on the external and internal notice boards as well as the Council’s website. Following completion of the Council’s Limited Assurance Review the Council will publish the certified AGAR by no later than 30th September 2022.**

**FC/22/042 Request from Westbury Town Council**

**Westbury Town Council had sought financial support from Warminster Town Council for traffic counts in relation to a potential Westbury bypass.**

**Members resolved not to offer financial support of the proposed traffic count.**

Signed..... Date.....

**FC/22/043 Biodigester**

**Members resolved to inform the Environment Agency of their concerns relating to the existing levels of odour and the high probability of an increase in odour levels, should Malaby be permitted to increase the amount of waste processed and to inform the Wiltshire Council Public Protection Officer of the same.**

**FC/22/044 Communications**

**Members agreed a press release should be issued on the Town Council's response to the Malaby Biodigester licence variance, Cllr Syme would be spokesperson and a press release with information about the mayoral chain, Cllr Robbins would be spokesperson.**

**Meeting closed 7:50pm**

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

Next Full Council meeting to be held on 25<sup>th</sup> July 2022

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