

**Minutes of the Meeting of Warminster Town Council  
on  
Monday 12<sup>th</sup> June 2023 at 7pm  
held at the Civic Centre,  
Sambourne Road, Warminster, BA12 8LB**

**Membership:**

<b>Cllr Allensby (West) Vice Chairman of the Council and Deputy Mayor</b>	*	<b>Cllr Keeble (West) Chairman of the Council and Mayor</b>	*
<b>Cllr Brett (East)</b>	*	<b>Cllr Jones (East)</b>	*
<b>Cllr Cooper (Broadway)</b>	A	<b>Cllr Macfarlane (West)</b>	*
<b>Cllr Davis (East)</b>	*	<b>Cllr Parks (North)</b>	*
<b>Cllr Fraser (West)</b>	*	<b>Cllr Robbins (East)</b>	*
<b>Cllr Fryer (Broadway)</b>	*	<b>Cllr Syme (Broadway)</b>	*
<b>Cllr Jeffries (North)</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:** 1

**Press:** 1

**Members of the public:** 8

**FC/23/029    Apologies for Absence**

Apologies were received and accepted from Cllr Cooper.

**FC/23/030    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/23/031    Minutes**

**FC/23/031.1** The minutes of the meetings held on Monday 22nd March 2023, were approved as a true record, and signed by the Chairman.

FC/23/031.2 There were no matters arising from the minutes of the meetings held on Monday 22<sup>nd</sup> May 2023.

**FC/23/032 Chairman's Announcements**

**FC/23/032.1** Cllr Keeble reported that the CCTV opening was successful and that the Chief Constable Wiltshire was very impressed and had said that the way that Warminster Town Council had organised the system should be the model for all of Wiltshire to follow.

Cllr Keeble also brought attention to the vandalism in the newly refurbished tennis courts. He stated that with the new high-definition CCTV cameras, footage of the 11 perpetrators had been captured and assisted police in their enquiries.

**FC/23/032.2 The Mayor's engagements were noted.**

**FC/23/033 Correspondence Circulated**

**The correspondence list was noted.**

**FC/23/034 Questions**

There were no questions submitted in advance by members of the council.

***Standing Orders were suspended for public participation: 7:03pm***

**FC/23/035 Public Participation**

Mr Andrew Lee spoke on behalf of the residents of Westbury Road, Warminster in relation to planning application PL/2021/09013. Residents asked that the Planning Advisory Committee revisit the application as further information on the application had arisen, giving information about the impact of the sewage management.

The Clerk agreed to add this application as addendum to the 19.06.2023 Planning Advisory Committee.

***Standing Orders were reinstated: 7:09pm***

**FC/23/036 Reports from Unitary Authority Members and the Police**

Cllr Parks acknowledged the planning application raised by Mr Lee: PL/2021/09013. He informed the committee that he would contact the case officer of this planning application for clarity.

Cllr Keeble referred back to the objections that were made on this planning application PL/2021/09013 and welcomed the proposed addendum.

Inspector Kevin Harmsworth detailed.

- The vandalism at the tennis courts was work in progress, helped greatly by the CCTV footage. The police are following the set process in handling previous anti-social behaviour in the park by the use of their Community Resolution Scheme.
- There has been a spike in reported shoplifting. He attributed this to the hi-tech CCTV system that had given better accuracy in tracking perpetrators.
- The Project Zero continued to be successful. The initiative that looks to enforce the Road Traffic Act and cut the number of accidents on Wiltshire's roads. There had been 38 offences caught and dealt with.

Inspector Harmsworth answered questions from Councillors in relation to the above.

- FC/23/037** Proceedings of Committee  
**Minutes from the following meetings were adopted:**  
**FC/23/037.1 Parks and Estate Committee** meeting held on 13<sup>th</sup> March 2023;  
**FC/23/037.2 Town Development Committee** meeting held on 24<sup>th</sup> April 2023;
- FC/23/038** Internal Audit Report 2022-2023 (Final)  
**Members considered the recommendations contained therein, adopted accordingly and approved the final audit report.**
- FC/23/039** Financial Statements for Year Ended 31<sup>st</sup> March 2023  
**Members approved and authorised the unaudited Financial Statements for year ended 31st March 2023. The Town Clerk, Tom Dommett, and Mayor Councillor Phil Keeble signed the paperwork.**
- FC/23/040** Section 1: Annual Governance Statement 2022-2023  
**Members considered, approved, and authorised the Chairman of the meeting to sign the Annual Governance Statement 2022-2023.**
- FC/23/041** Section 2: Annual Governance Statement 2022-2023  
**Members considered, approved, and authorised the Chairman of the meeting to sign the Accounting Statements 2022-2023, which had been previously certified by the Responsible Financial Officer.**
- FC/23/042** Annual Governance and Accountability Return (AGAR) 2022 – 2023  
**Members approved the completion of the AGAR 2022-2023 which the Town Clerk will submit to PKF Littlejohn LLP as instructed, with all supporting documents required concerning reconciliations and variances on the accounting statements.**
- The exercise of public right will commence on Wednesday 14<sup>th</sup> June 2023 and will 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 2023.**
- FC/23/043** Sealing of Documents  
**Members resolved to approve the Section 106 side agreement relating to contributions towards the upgrade of facilities at Warminster Park be executed as a deed by affixing of the Common Seal of Warminster Town Council.**
- FC/23/044** Solar Panels  
**Members resolved to proceed with the installation of solar panels on council buildings and to appoint Company C to carry out the work,**

subject to satisfactory structural roof surveys being completed at all 4 locations.

**FC/23/045 Membership of the HR Committee**

**Member resolve to defer this item to the next Full Council meeting when a number of options would be presented.**

**FC/23/046 Vacancy on The Town Development Committee**

Following the resignation of Cllr Syme from the Town Development Committee, **Members resolved to appoint Cllr Allensby to the committee.**

**FC/23/047 Communications**

**Members agreed a press release detailing the backing of potential solar panels on Warminster Town Council properties, in line with meeting the town council's commitment to net zero emissions by 2030. Cllr Steve Jeffries was appointed as spokesperson.**

**Meeting closed 8:09pm**

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 24<sup>th</sup> July 2023