

**Minutes of the Meeting of Warminster Town Council  
on  
Monday 15<sup>th</sup> January 2024 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>*</b>	<b>Cllr Jeffries (North)</b>	<b>*</b>
<b>Cllr Brett (East)</b>	<b>A</b>	<b>Cllr Keeble (West) Chairman of the Council and Mayor</b>	<b>*</b>
<b>Cllr Cooper (Broadway)</b>	<b>*</b>	<b>Cllr Jones (East)</b>	<b>*</b>
<b>Cllr Davis (East)</b>	<b>*</b>	<b>Cllr Macfarlane (West)</b>	<b>A</b>
<b>Cllr Fraser (West)</b>	<b>*</b>	<b>Cllr Parks (North)</b>	<b>*</b>
<b>Cllr Hawker (Broadway)</b>	<b>*</b>	<b>Cllr Robbins (East)</b>	<b>*</b>
<b>Vacancy (Broadway)</b>			

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

**In attendance:**

**Officers:** Tom Dommett, (Town Clerk and RFO), Judith Halls (Deputy Town Clerk), Stuart Legg (Parks and Estate Manager), Patsy Clover (Committee Clerk), Will Bradley (Communications Officer).

**Police:** None

**Press:** One

**Members of the public:** 13

**FC/23/099    Apologies for Absence**

Apologies for absence were received and accepted from Cllrs Brett and Macfarlane.

**FC/23/100    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/23/101 Minutes**

**FC/23/101.1 The minutes of the meeting held on Monday 27<sup>th</sup> November 2023, were approved as a true record, and signed by the Chairman.**

**FC/23/101.2** There were no matters arising from the minutes of the meeting held on Monday 27<sup>th</sup> November 2023.

**FC/23/102 Chairman's Announcements**

**FC/23/102.1 Cllr Keeble, Mayor of Warminster, welcomed Cllr Russell Hawker to the council.**

**Cllr Keeble spoke about the sad passing of Cllr John Syme. Members stood for a quiet minute to reflect on all the work that John had completed during his time in office.**

**Cllr Keeble read an email received from Wiltshire Council about the proposal to close Smallbrook Road during the annual toad migration season.**

The Traffic Engineering Manager has confirmed costs for applying for the road closure would be in the region of £5,000.

It would need the support of the Police as the enforcement agency.

The Town Council would need to bring the proposal through the LHFIG (The Local Highways and Footpath Improvement Group] for ratification.

However, a support level as indicated (at the time this was 400 responses 80% in favour) is quite low, particularly given the impact it could have on a large area of residential properties either side of the restriction.

**FC/23/102.2 The Mayor's engagements were noted.**

**FC/23/103 Correspondence Circulated**

**The correspondence list was noted.**

**FC/23/104 Questions**

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

***Standing Orders were suspended for public participation at 19:05.***

**FC/23/105 Public Participation**

Harriet James spoke on agenda item 13, Road Closure Smallbrook Road, presenting a petition with 341 signatories to the council on behalf of the Toad Patrol and Sustainable Warminster requesting the closure of Smallbrook Road on an annual basis for the duration of the toad migration season. Measures to prevent people ignoring the road closure, including removable bollards or a fixed gate, were suggested.

Maggie Richens provided members with a summary of data collected over five years suggesting a 75% decline in overall numbers of toads during the period. She outlined what she saw as the drawbacks of the use of barriers and buckets which had been suggested as an alternative solution.

Iain Perkins referred to the results of the public consultation and media interest.

***Standing Orders were reinstated at 19:16.***

**FC/23/106 Reports from Unitary Authority Members and the Police**

There was no report from the Police.

Cllr Jackson was pleased that the council had agreed to explore the option of closing Smallbrook Road during the toad migration season and hoped that a practical solution could be arrived at with the cooperation of all parties. He reminded members that Richard Clewer, the Leader of Wiltshire Council, was visiting Warminster on 24<sup>th</sup> January for a Q&A session.

Cllr Davis advised members that Wiltshire Council were currently budget setting for the 2024/2025 financial year.

Cllr Parks reminded members that the Highways Matters meeting of Warminster Area Board would take place on 23<sup>rd</sup> January.

**FC/23/107 Proceedings of Committee**

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

**FC/23/107.1 Finance and Audit Committee** meeting held on 6<sup>th</sup> November 2023.

**FC/23/107.2 Planning Advisory Committee** meetings held on 20<sup>th</sup> November 2023.

**FC/23/107.3 Town Development Committee** meeting held on 11<sup>th</sup> September 2023.

**FC/23/108 Appointments to Committees**

**Members approved the following appointments:**

Highways Advisory Committee – Cllr Hawker

Planning Advisory Committee – Cllr Hawker

**FC/23/109 Wiltshire Towns' Programme – Sealing of Documents**

**Members resolved to approve** the Year 2 Grant Agreement which was executed by affixing the Common Seal of Warminster Town Council.

**The Chairman proposed bringing forward item 13 of the agenda and members agreed unanimously.**

**FC/23/110 Road Closure Smallbrook Road**

**Members resolved to:**

**i) Defer a decision on whether to seek a road closure for Smallbrook Road during the toad mating season until their meeting scheduled for 25<sup>th</sup> March.**

**ii) To look at alternative options, including a toad fence, with the Wiltshire Wildlife Trust and Sustainable Warminster.**

**iii) To look at the costs in detail, including the option of metal gates/bollards to close the road.**

**iv) To look for grant funding opportunities.**

- FC/23/111 Precept and Budget 2024 - 2025**  
**Members resolved to approve a precept of £1,382,830 for 2024-2025. This represents an increase to the precept of £44,282 (an increase of 3.31%) to maintain a balanced budget. The tax base has increased by 1.55% so this represents an increase (per Band D Equivalent charge) of 1.73% (equal to £3.68 per annum or 7 pence per week).**
- FC/23/112 Grant Application**  
**Members resolved to defer a decision on whether to award a grant of £5,000 to Selwood Housing for the installation of CCTV cameras on the Westleigh Estate. Members asked for further information to be obtained from Selwood Housing and the Police about the proposed monitoring system.**
- FC/23/113 Warminster Town Football Club request for Community Infrastructure Levy (CIL) Money**  
**Members resolved:**
- i) That the Council gives Warminster Town Football Club £30,000 of CIL Money to replace the existing flood lighting at the ground on the condition that Warminster Town Football Club contributes a minimum of £10,000 towards the cost.**
  - ii) That the Council requires Warminster Town Football Club to report back to the town council about the completion of the project and going forward submits annual reports about its activities to the town council, particularly with regard to community involvement and youth engagement in respect of use of the pitch and floodlights.**
  - iii) That the floodlighting must meet dark skies requirements.**
- Members recorded** their thanks to Warminster Town Football Club for their work on the application and to the ten members who had agreed to loan the club £1,000 each on an interest free basis to fund the club's contribution.
- FC/23/114 Under 5's Multiplay at Warminster Lake Pleasure Grounds**  
**Members resolved to approve** the tender application from Kompan with funding to come from Earmarked Reserves Capital Projects.
- FC/23/115 Internal Audit Report 2023-24 (Interim update)**  
**Members resolved to adopt** the Internal Audit Report 2023-24 (Interim update).
- FC/23/116 Warminster Town Council Strategic Plan 2024-2029**  
**Members resolved to adopt** the Warminster Town Council Strategic Plan 2024-2029.
- FC/23/117 Wiltshire Towns' Programme - Delegation of Spending**  
**Members resolved to give** the Town Clerk, in liaison with the Regeneration Working Group, delegated powers to ensure the Wiltshire Towns' Programme money is spent in line with the agreed objectives and the Town Centre Action Plan.

**FC/23/118** **Safeguarding Policy**  
**Members resolved to adopt** the Safeguarding Policy.

**FC/23/119** **Communications**  
**Members agreed press releases to be issued with the following spokespeople:**

- Precept and Budget 2024 – 2025 – Cllr Cooper
- Warminster Town Football Club request for Community Infrastructure Levy (CIL) money – Cllr Keeble
- Road Closure Smallbrook Road – Cllr Jeffries
- Under 5's Multiplay at Warminster Lake Pleasure Grounds – Cllr Fraser.

**Meeting closed 8:20pm.**

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> March 2024