

## Minutes of the Meeting of Warminster Town Council

on

**Monday 23<sup>rd</sup> June 2025 at 7pm**

**held at the Civic Centre,**

**Sambourne Road, Warminster, BA12 8LB**

### Membership:

Cllr Allensby (West)	*	Cllr Keeble (West)	*
Cllr Barnes (East)	*	Cllr J Kirkwood (Broadway)	*
Cllr Carter (West)	*	Cllr S Kirkwood (Broadway)	*
Cllr Cooper (Broadway) Chairman of the Council and Mayor	*	Cllr Lee (Broadway)	*
Cllr Davis (East)	*	Cllr Parks (North)	*
Cllr Hawker (West)	*	Cllr Robbins (East)	*
Cllr Jones (North) Vice Chairman of the Council and Deputy Mayor	*	Cllr Tuisinu (East)	*

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

### In attendance:

**Officers:** Tom Dommett, (Town Clerk and RFO), Judith Halls (Deputy Town Clerk), Patsy Clover (Committee Clerk).

### Attendees:

**Unitary Councillors:** One

**Members of the press:** None

**Members of the public:** Five

**Police:** None

### FC/25/032 Apologies for Absence

There were no apologies for absence.

### FC/25/033 Declarations of Interest

Cllr Davis declared a non-pecuniary interest in agenda item 20 as a Feoffee of the Chapel of St Lawrence.

**FC/25/034**     **Minutes**  
**FC/25/034.1**   The minutes of the Full Council Meeting held on Monday 12<sup>th</sup> May 2025 were approved as a true record and signed by the Chairman.

**FC/25/034.2**   There were no matters arising from the minutes of the Full Council Meeting held on Monday 12<sup>th</sup> May 2025.

**FC/25/035**     **Chairman's Announcements**  
**FC/25/035.1.** Cllr Cooper thanked the Deputy Mayor, Cllr Jones, for attending several mayoral engagements whilst Cllr Cooper was on holiday.

**FC/25/035.2** The Mayor's engagements were noted.

**FC/25/036**     **Correspondence Circulated**  
The list of correspondence circulated was noted.

**FC/25/037**     **Questions**  
There were no questions submitted in advance by members of the council.

***Standing Orders were suspended at 19.02 to allow for public participation.***

**FC/24/038**     **Public Participation**  
Ian Frostick spoke to agenda item 20 regarding the Chapel of St Lawrence's application for Community Infrastructure Levy funds providing an update on maintenance work carried out to date and future plans.

***Standing Orders were reinstated at 19.05 following public participation.***

**FC/25/039**     **Report from the Police**  
A written report was provided by Sergeant Smith (see attached).

**FC/25/040**     **Reports from Unitary Authority Members**  
There were no reports from Unitary Authority Members.

**FC/25/041**     **Proceedings of Committees**  
**Minutes from the following meetings were adopted:**  
**FC/25/041.1** HR Committee meeting held on 3<sup>rd</sup> February 2025.  
**FC/25/041.2** Highways Advisory Committee meeting held on 9<sup>th</sup> December 2024.  
**FC/25/041.3** Parks and Estate Committee meeting held on 10<sup>th</sup> March 2025.  
**FC/25/041.4** Planning Advisory Committee meeting held on 14<sup>th</sup> April 2025 and 19<sup>th</sup> May 2025  
**FC/25/041.5** Town Development Committee meeting held on 3<sup>rd</sup> March 2025.

**FC/25/042      Casual Vacancy Co-option of a Town Councillor (Warminster North)**

The four candidates gave a short statement in support of their application.

*Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.*

**Members resolved to co-opt Bill Parks on to Warminster Town Council.**

*Cllr Parks signed his Declaration of Office and joined the table to take part in the remainder of the meeting.*

**FC/25/043      Casual Vacancy Co-option of a Town Councillor (Warminster East)**

**Members resolved to co-opt Simone Tuisinu on to Warminster Town Council.**

*Cllr Tuisinu signed his Declaration of Office and joined the table to take part in the remainder of the meeting.*

**FC/25/044      Appointments to Committees**

**Members resolved to make the following appointments to the council's standing committees for 2025 - 2026:**

Finance and Audit Committee – Cllrs Parks and Tuisinu  
Highways Advisory Committee – Cllr Tuisinu  
Parks and Estate Committee - Cllr Parks

**FC/25/045      Appointments to Working Groups and Outside Bodies:**

**Members resolved to make the following further appointments to working groups and outside bodies for 2025 - 2026:**

**Working Groups:**

Climate Change – no appointment made  
Community Infrastructure Levy (CIL) – Cllr Barnes  
NP Steering Group – no appointment made.

**Outside bodies with vacancies:**

Neighbourhood Tasking Group – no appointment made  
Wiltshire Association of Local Councils (WALC) – Cllr Parks  
LHFIG – no appointment made.

**FC/25/046      Internal Audit Report 2024 – 2025 (Final)**

**Members considered the recommendations contained therein, adopted accordingly, and approved the final audit report for 2024 - 2025.**

The Town Mayor, Cllr Cooper, thanked the officers for their work.

- FC/25/047**     **Financial Statements for Year Ended 31<sup>st</sup> March 2025**  
Members noted the Responsible Financial Officer's (RFO) Certificate duly signed, approved the unaudited Financial Statements for the year ended 31<sup>st</sup> March 2025, and authorised the Town Clerk, Tom Dommett, and the Town Mayor, Cllr Cooper, to sign the approval.
- The Town Clerk, Tom Dommett, and the Town Mayor, Cllr Cooper, signed the approval.
- FC/25/048**     **Section 1: Annual Governance Statement 2024 - 2025**  
Members considered, approved, and authorised the Chairman of the meeting and the Town Clerk to sign the Annual Governance Statement 2024 – 2025.
- The Town Clerk, Tom Dommett, and the Town Mayor, Cllr Cooper, signed the Annual Governance Statement 2024 – 2025.
- FC/25/049**     **Section 2: Accounting Statements 2024 - 2025**  
Members considered, approved, and authorised the Chairman of the meeting to sign the Accounting Statements 2024 – 2025, which had been previously certified and signed by the RFO.
- The Town Mayor, Cllr Cooper, signed the Accounting Statements 2024 – 2025.
- FC/25/050**     **Annual Governance and Accountability Return (AGAR) 2024 - 2025**  
Members noted the completion of the AGAR 2024 – 2025, which the Town Clerk will submit to PKF Littlejohn LLP with all supporting documents required concerning reconciliations and variances on the accounting statements, as stipulated by legislation.
- The exercise of public rights will commence on Tuesday 24<sup>th</sup> June 2025 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 30<sup>th</sup> September 2025.
- FC/25/051**     **Requests for Community Infrastructure Levy (CIL) Money**  
In line with the recommendation of the CIL Working Group, Members resolved to allocate £3,770 of CIL money to the Chapel of St Lawrence.
- FC/25/052**     **Warminster Neighbourhood Plan Update**  
Members received an update report from the Neighbourhood Plan Steering Group.
- The Town Mayor, Cllr Cooper, thanked Cllr Keeble and the Steering Group for their work.

FC/25/053

**Council Policies**

**Members approved and adopted the following council policies for 2025 – 2026:**

**Media Presence Policy**

**Personal Safety Policy**

**It was agreed to defer approval of the Mobile Phone Policy so it could be reviewed.**

FC/25/054

**Lake Pleasure Grounds Lottery Bid Working Group**

**Members received the report of the Town Clerk and resolved to create a working group to assist in progressing the bid to the National Lottery Heritage Fund with the following members:**

**Cllr Allensby, Cllr Cooper, Cllr Keeble, Cllr J Kirkwood, Cllr S Kirkwood, Cllr Robbins.**

FC/25/055

**Council Youth Champions**

**Members resolved to appoint Cllr Allensby and Cllr Jones as the council's Youth Champions.**

FC/25/056

**West Urban Extension Working Group**

**Members resolved to create a working group with the following members:**

**Cllr Allensby, Cllr Carter, Cllr Hawker, Cllr Keeble.**

**Members requested that Len Turner be invited to become a member of the working group.**

The working group would work on behalf of the town council and liaise with the developers and others involved in the West Urban Extension e.g. Wiltshire Council, on community matters and projects. This could include discussion over facilities such as allotments, a community centre and public art installations. Meetings held by the working group will be open to the public. The working group would not be decision making but advisory and would report back to Full Council.

A recorded vote was taken:

<b>Councillor</b>	<b>For</b>	<b>Against</b>
Allensby	X	
Barnes		X
Carter	X	
Cooper	X	
Davis		X
Hawker	X	
Jones		X
Keeble	X	
Kirkwood J	X	
Kirkwood S	X	
Lee	X	
Parks	X	
Robbins	X	
Tuisinu	X	
<b>Totals</b>	<b>11</b>	<b>3</b>

**FC/25/057      Communications**

**Members agreed press releases to be issued with the following spokespeople:**

- the co-option of two councillors for Warminster (East) and Warminster (North) – Cllr Cooper.
- award of CIL grant – Cllr Cooper
- the appointment of council Youth Champions – Cllr Jones

**Meeting closed at 8.25pm.**

**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.**

**Date of next meeting: Monday 21<sup>st</sup> July 2025.**



## **Warminster Police Report**

### **News**

Warminster Police have seen an increase in thefts from Motor Vehicles/Vans, break-ins and Vehicle Interferences over the month of May.

These have been categorised into three groups, one relates to a known male within Warminster who has targeted vehicles left insecure in Warminster town. This male has been arrested and on Saturday was sentenced to prison.

The van breaks were a series that had occurred over the Bank Holiday Weekend and had hit the whole of the county, with Warminster having 9/10 reported. The suspects for this are unknown but enquiries are still on-going.

The recent increase in theft from motor vehicles/vehicle interferences was across both Warminster and Westbury and again these were four unknown suspects, of which identifying suspects from CCTV images was unfortunately negative.

Shoplifting for the month of May sat at around 18 reported crimes, I would like to highlight some great work by both response policing from Trowbridge and my team on dealing with a number of youths by way of out of court disposals.

There were reports of a white Audi that was causing a lot of issues within a short period of time, the driver was stopped Tuesday evening and arrested and was served with a Section 59 Notice. I provided an update to Cllr Hawker regarding this matter.

### **Crime statistics**

Please find below the policing report from 1<sup>st</sup> May – 31<sup>st</sup> May 2025 for Warminster town.

- 6: ASB reports
- 18: Shoplifting reports; this has increased from last year
- 2: Burglary
- 3: Transport (Road related offences)
- 18: Vehicle Offences

### **Advice and partner agencies**

#### **Bobby Van**

The Bobby Van Trust is a registered charity who work alongside but are separate from Wiltshire Police. They offer a completely free service to anyone over 60 (or over 18 and registered disabled). They offer a free Home Security service which includes checks for door and window locks, lighting, dummy CCTV cameras and more. They also offer a Stay Safe Online service which will help prevent any fraud related offences occurring. Their contact number is 01225 256867 and their website: [www.wiltshirebobbyvan.org.uk](http://www.wiltshirebobbyvan.org.uk).



## Other agencies who can help

- Abandoned cars and anti-social parking fall under the jurisdiction of the local council as abandoned. [Report or claim an abandoned vehicle - Wiltshire Council](#)
- Untaxed cars can be reported to the DVLA. [GOV.UK - Vehicle details](#)
- Lost or found dogs should be reported to the local dog warden. [Dog Wardens - Strays and lost dogs - Wiltshire Council](#)
- Noise complaints need to be reported to the council environmental protection team. [Noise nuisance - Wiltshire Council](#)

[www.wiltshire.police.uk/advice/advice-and-information](http://www.wiltshire.police.uk/advice/advice-and-information)

## Selecta DNA

This was a product trialled by Greater Manchester Police following a significant spate of burglaries in their area. This product was rolled out and reduced burglaries by up to 83%.

SelectaDNA offers a full range of property marking solutions and is ideal for protecting the assets and belongings of individuals, schools, businesses, hospitals, and councils. By combining unique DNA coding with microdot technology, SelectaDNA not only reduces crime and property theft but also enables police to link criminals to crime scenes and secure convictions.

<https://www.selectadna.co.uk>

## Upcoming

Week commencing 23<sup>rd</sup> June is our NPT Awareness week with various events planned throughout the week.

Any questions ahead of the meeting please let me know.

PS SMITH