

AGENDA

20th September 2021

Dear Councillor

You are summoned to the:

Meeting of Warminster Town Council
on Monday 27th September 2021 at 7pm
to be held at

Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

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

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

The meeting is streamed live and recorded. If you wish to view the meeting, please see the link on the Warminster Town Council Website www.warminster-tc.gov.uk in the meetings diary.

Yours sincerely



Tom Dommett CiLCA
Deputy Town Clerk

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 26th July 2021, 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 Full Council meeting held on Monday 26th July 2021.

4. **Chairman's Announcements**

4.1 Announcements.

4.2 Mayor's engagements (see attached)

Members to note.

5. **Correspondence Circulated**

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

6. **Questions**

To receive questions from members of the council submitted in advance to the Clerk.

***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. The Mayor may read out statements submitted in advance.

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

8. **Reports from Unitary Authority Members and the Police**

To note any reports provided which are relevant to the Full Council.

9. **Proceedings of Committee**

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

9.1 **Finance and Audit Committee** meeting held on 5th July 2021 questions to Cllr Brett, chairman of the committee.

9.2 **Parks and Estates Committee** meeting held on 12th July 2021 questions to Cllr Fraser, chairman of the committee.

9.3 **Planning Advisory Committee** meeting held on 19th July and 16th August 2021 questions to Cllr Syme, chairman of the committee.

10. Community Engagement and Climate Change Officer

Notice of Motion – Proposed Cllrs Parks, Seconded Cllr Davis

Supported by Cllrs Macdonald, Syme, Allensby, Macfarlane and Fryer

At its meeting on 21st June 2021, Full Council agreed the recruitment of the Climate Change and Community Engagement Officer should go ahead with the start date for the role beginning in October.

Since then, Wiltshire Council have announced their draft Climate Strategy and a major engagement with the community.

Wiltshire Council are giving residents, businesses, and local groups in the county the opportunity to have their say on their draft Climate Strategy which will help to shape the next five years of Wiltshire Council's action on climate change.

The draft strategy covers seven delivery themes: transport, built, environment, waste, green economy, energy generation, storage and distribution, natural environment, food and farming, and carbon neutral council.

At the same time, Wiltshire Council are also consulting on 'Our Natural Environment Plan' - A Green and Blue Infrastructure (GBI) strategy for Wiltshire, which looks at the future for Wiltshire's natural environmental assets and how the council can help protect and enhance them for the benefit of people and biodiversity.

The outcome of this engagement will influence how Wiltshire Council interacts with town councils in tackling climate change.

In view of this, we propose that the employment of a Climate Change and Community Engagement Officer is deferred for the time being and reconsidered at the Full Council meeting on Monday 28th March 2022.

11. Civic Award Review

At the Full Council, meeting on 22nd March 2021 Members resolved that the Civic Award process should be reviewed before recommencing later in the year.

Officers have produced a report **(see attached)**

Members are invited to resolve:

1. That there would be three awards:

- **The Civic Award which can be made to an individual or to a voluntary group which has made a significant difference for the community of Warminster**
- **The Young Persons (under the age of 18) Civic Award for achievement within the community**
- **The Green Award for environmental issues – for setting an example or changing behaviour of others - which could be awarded to an individual, group or business**

- 2. Community Groups and Schools would be contacted by officers directly with information about the nomination process.**
- 3. Judging of applicants should be based on highlighting examples of community spirit, focused to those who have 'gone the extra mile'. Motivating others to act would be considered as important as individual efforts.**
- 4. The award ceremony would be tea of thanks with the Mayor and other members. Photos of the award presentation will be issued with a media release containing a write up about each recipient.**
- 5. The Council could choose to award entrants a certificate of the Mayor's commendation.**
- 6. The revised Civic Awards be advertised shortly and a winners selected at the November 2021 Full Council Meeting**

12. Standing Orders and Code of Conduct Working Group

Full Council resolved to set up a working group to review: Terms of Reference, Standing Orders and Financial Regulations and the Code of Conduct. The working group submitted an interim report to Full Council in July.

The working group has submitted a final report (see attached).

Members are requested to resolve to:

Add a new standing order 3.5

"Councillors who are not members of a committee shall be able to attend confidential sessions at the discretion of the committee"

Add a new standing order 3.8

"Councillors who are not members of a committee shall be able to speak on agenda items at the discretion of the chairman of the committee."

And renumber accordingly.

Amend standing order 15.1 to read

"The Proper Officer shall be the Clerk, in the Clerks absence, the Deputy Town Clerk will act as nominated as deputy unless another staff member is nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent."

Amend standing order 16.1 to read

"The Responsible Financial Officer shall be the Clerk, in the Clerks absence, the Deputy Town Clerk will act as nominated as deputy unless another staff member is nominated by the Council to undertake the work of the Responsible Financial Officer when the Clerk is absent"

Amend the terms of the HR committee to read

1. Membership

The Mayor and the chairmen of all the full committees.

13. External Audit

Council is asked to note the External Auditors Report (to follow) and approve the Notice of Conclusion of Audit Dates to be published. The notice will be published on the 29th September 2021 and also be published on the website.

14. Communications

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

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.

Mayor's Engagements for Full Council
Councillor Steve Jeffries 26th July – 21st September

Sunday 8 th August	Annual Patronal Service at St Lawrence Chapel
Sunday 22 nd August 2021	A Civic Service & Mayoral Lunch (Cllr. Brett, Deputy Mayor)
Wednesday 8 th September	Warminster School Careers Fair (edge event) (Mayor and Deputy Mayor attended)
Sunday 12 th September	Opening Fun Day in the park 12 noon (Cllr. Brett, Deputy Mayor)
Thursday 16 th September	Warminster Swimming Club (Cllr. Jeffries, Mayor)

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
22.07.21	Neighbourhood alert	Dangerous Items Banned - Offensive Weapons Act 22/07/2021	Email
23.07.21	Councillor Training	Training record of councillors	Email
26.07.21	Wiltshire Council	Briefing Note 21-14 Bus Back Better update	Email
26.07.21	Wiltshire Council	Meeting cancelled - 04/08/2021, 15:00, Western Area Planning Committee	Email
27.07.21	Highways	Road closure – Sutton Veny 28.07.21	Email
04.08.21	GWR	Next phase of Bristol East Junction Renewal – further changes to service patterns	Email
04.08.21	Wiltshire Council	Blanket TTRO - LockChip works - Warminster Journal Area	Email
06.08.21	Wiltshire Council	Invitation to "Meet the Area Board" event	Email
17.08.21	Wiltshire Council	Neighbourhood plans and Revised National Planning Policy Framework (NPPF)	Email
19.08.21	WALC	Two Planning Briefing courses on the WALC	Email
19.08.21	McCarthy Stone	McCarthy Stone's proposals for land at Woodmead Care Home, 35 Portway, Warminster	Email
19.08.21	Dorset & Wilts Fire and Rescue Authority	Information for Wiltshire Parish Councils - Dorset & Wilts Fire and Rescue Authority, Wiltshire Local Performance & Scrutiny Committee	Email
26.08.21	Wiltshire Council	Briefing Note 21-15: Climate Strategy and Natural Environment Plan - Consultation	Email
27.08.21	Wiltshire Council	Wiltshire Council: Wiltshire Council Leader thanks residents for offers of help as preparations continue to welcome Afghan refugees to the county	Email

CORRESPONDENCE LIST

03.09.21	Wiltshire Council	Reminder - Meet the Area Board event - Tuesday 7 September, 6.30pm @ Codford Village Hall	Email
13.09.21	Wiltshire Council	Planning Appeal Decisions - 20/05587/Ful & 20/06311/LBC - 64 Victoria Road, Warminster, Ba12 8hf - 3271637 & 3271641	Email
13.09.21	Wiltshire Council	Warminster Area Board 16 September 2021 and Wiltshire Council Draft Climate Strategy Consultation.	Email
13.09.21	Neighbourhood Alert	Service supports 11th Gas Safety Week	Email
14.09.21	Neighbourhood Alert	Local Impactive Crimes 6th to 12th September 2021	Email
17.09.21	Wiltshire Council	Briefing Note 21-16: Taxi Tariff Changes	Email
20.09.21	Wiltshire Council	Correction: Briefing Note 21-16: Taxi Tariff Changes	Email
20.09.21	Neighbourhood Alert	Local Impactive Crimes 13th To 19th September 2021 - Warminster 20/09/2021 13:51:37 [396866]	Email

REPORT FOR DECISION

Full Council 27th September 2021

Civic Award

Recommendation:

Members are invited to resolve:

1. That there would be three awards:
 - The Civic Award which can be made to an individual or to a voluntary group which has made a significant difference for the community of Warminster
 - The Young Persons (under the age of 18) Civic Award for achievement within the community
 - The Green Award for environmental issues – for setting an example or changing behaviour of others - which could be awarded to an individual, group or business
2. Community Groups and Schools would be contacted by officers directly with information about the nomination process.
3. Judging of applicants should be based on highlighting examples of community spirit, focused to those who have 'gone the extra mile'. Motivating others to act would be considered as important as individual efforts.
4. The award ceremony would be tea of thanks with the Mayor and other members. Photos of the award presentation will be issued with a media release containing a write up about each recipient.
5. The Council could choose to award entrants a certificate of the Mayor's commendation.
6. The revised civic awards be advertised shortly and a winners selected at the November 2021 Full Council Meeting

Purpose of the Report

Members resolved that the Civic Award process should be reviewed.

Background

Civic Award Review August 2021

Currently the Civic Award has been presented since 1994 to recognise contribution to and within the community of Warminster. Usually, it has been presented to an individual, but sometimes to two people and once to a group.

The junior award was introduced in 2015.

The criteria for the Civic Award are currently that nominees should have:

- (a) made a material contribution to the welfare of the people of Warminster in the form of community service, efforts in support of charitable work in the town, personal effort and achievement, or any form of personal self-sacrifice that has directly or indirectly assisted the townspeople of Warminster.
- (b) contributed to the advancement and wellbeing of the town of Warminster; or
- (c) performed any other act of outstanding citizenship.

The criteria for the Junior Civic Award are that nominees should be aged between 12 and 18 who help other people in Warminster. They could do voluntary work, be a carer or be active in a local group or organisation where they help other members. This could be a leisure group or church group, for example. The public are asked to nominate someone and give the reasons why they think the nominee deserves the award.

At the full council, meeting on 22nd March 2021 Members resolved that the Civic Award process should be reviewed before recommencing later in the year.

Members debate and discussion had identified what were seen to be shortfalls in the current process:

- There has been a dwindling number of nominations from the community and that those nominated did not always meet the criteria.
- There was a perception that the criteria for nomination was too high and that this deterred people from making nominations
- The junior award in particular had sometimes not even attracted a single nomination and therefore no award has been possible in those years.
- That the award was presented at a formal dinner setting and that might be seen as unfamiliar and intimidating to some.

The award is a framed certificate, signed by the Mayor.

Some felt that while the current format had served its purpose well, the award has now run its course and it was now time to revamp the award

Current practice is to advertise for nominations via adverts in the Warminster

Journal, on the Council's website, via press and on social media. This leaves the initiative on members of the public to spot and respond to the publicity. Nominations are made by members of the public and the selection of the winner made by councillors.

In past years, the emphasis has been on the contribution of an individual, favouring those who have undertaken an activity for several years without much input from others.

Officers have undertaken a review of the civic award or equivalent at other similar councils in Wiltshire. Most of the other councils reviewed, currently operate a far more flexible and informal system.

In particular, it was noticeable that other councils had different categories for awards and that the criteria were focused on more recent contributions to the community rather than a long-term ongoing contribution.

Options

- Keep the award as it is currently
- No longer have a Civic Award
- Make the award more modern in delivery and in line with other local councils

The implications of the first two of these options are obvious. Keeping the award as it is sticks with a tried and tested system but runs the risks of not addressing the problems identified above that have prompted the review.

No longer having a Civic Award is simple and straightforward to implement, but again, fails to tackle the issue that prompted the review, that is to say the desire to keep the Civic Award relevant, prestigious and part of the council engagement with the community

Attention is therefore focused on the third of the options -

The fundamental question is, what is the purpose of the Civic Award? It may be assumed that it is to recognise and encourage selfless behaviour by individuals or groups that has a benefit to the community of Warminster. Particularly it could highlight actions that might not otherwise be recognised or not so widely recognised and rewarded.

The award should demonstrate that Warminster Town Council wants to reach out to the whole community and show its recognition of the huge voluntary contribution made by members of the community. To achieve this aspiration, it is vital that more of the groups and demographics of the town are reached.

To enable the council to move forward with a more modern version of the Civic Award, a number of suggestions have been considered.

1. That there would be three awards:

- The Civic Award which can be made to an individual or to a voluntary group which has made a significant difference for the community of Warminster
- The Young Persons (under the age of 18) Civic Award for achievement within the community
- The Green Award for environmental issues – for setting an example or changing behaviour of others - which could be awarded to an individual, group or business

2. Community Groups and Schools would be contacted by officers directly with information about the nomination process.

3. Judging of applicants should be based on highlighting examples of community spirit, focused to those who have 'gone the extra mile'. Motivating others to act would be considered as important as individual efforts.

4. In order to reach a broader and more diverse demographic of the local community, it is suggested that a more intimate and less intimidating award ceremony is adopted. This would be tea of thanks with the Mayor and other members. Photos of the award presentation will be issued with a media release containing a write up about each recipient.

5. The Council could choose to award entrants a certificate of the Mayor's commendation.

If the recommendations are adopted, the revitalised civic awards could be advertised shortly and a winners selected at the November 2021 Full Council Meeting.

Members are therefore asked to resolve that:

1. That there would be three awards:

- The Civic Award which can be made to an individual or to a voluntary group which has made a significant difference for the community of Warminster
- The Young Persons (under the age of 18) Civic Award for achievement within the community
- The Green Award for environmental issues – for setting an example or changing behaviour of others - which could be awarded to an individual, group or business

2. Community Groups and Schools would be contacted by officers directly with information about the nomination process.

3. Judging of applicants should be based on highlighting examples of community spirit, focused to those who have 'gone the extra mile'. Motivating others to act would be considered as important as individual efforts.

4. The award ceremony would be tea of thanks with the Mayor and other members. Photos of the award presentation will be issued with a media release containing a write up about each recipient.
5. The Council could choose to award entrants a certificate of the Mayor's commendation.
6. The revised civic awards be advertised shortly and a winners selected at the November 2021 Full Council Meeting.

Financial and Resource Implications

No new budgetary implications.

Legal Implications and Legislative Powers

WTC has the power to provide this service under the General Power of Competence.

Environmental Implications

Officers are not aware of any negative environmental impacts.

Risk Assessment

N/A

Crime and Disorder

Officers are not aware of any issues the council should consider under the Crime and Disorder Act.

Report to Full Council

Standing Orders, Code of Conduct and Terms of Reference and Financial Regulations Working Group.

Full Council agreed in May 2021 that a working group be established to review:

- Terms of Reference,
- Standing Orders and Financial Regulations
- Code of Conduct.

The Working Group issued an interim report in July and now presents its final report.

Proposals for Standing Orders

Members asked for clarification of meaning of “inspect” with regards to limits on councillors’ powers. Currently the Standing Orders read.

Unless duly authorised no councillor shall:

25.1 inspect any land and/or premises which the Council has a right or duty to inspect; or

25.2 issue orders, instructions or directions.

The current wording has been in the standing orders since at least 2011.

It is recommended by the working group that no change is made to the wording

Access to confidential information

Current standing orders read:

3.4 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion.

The working group recommends that a new standing order is added:

3.5 Councillors who are not members of a committee shall be able to attend confidential sessions at the discretion of the committee.

The ability of any member to address a committee of which they were not a member.

Members may make representations, answer questions and give evidence at a meeting under the existing standing order 3.5. [Public Participation]
The working group recommend that a new standing order is added:

3.8 Councillors who are not members of a committee shall be able to speak on agenda items at the discretion of the chairman of the committee.

Business continuity

Under the existing standing orders the absence of the Clerk for sustained lengths of time can cause disruption and lack of clarity about delegation of responsibility.

The working group recommends that two standing orders are amended

Proper Officer

15.1 The Proper Officer shall be the Clerk or other staff member(s) nominated By the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

Amend to:

15.1 The Proper Officer shall be the Clerk, in the Clerks absence, the Deputy Town Clerk will act as nominated as deputy unless another staff member is nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

Responsible Financial Officer

16.1 The Responsible Financial Officer shall be the Clerk or other staff member(s) nominated by the Council to undertake the work of the Responsible Financial Officer when the Clerk is absent.

Amend to:

16.1 The Responsible Financial Officer shall be the Clerk, in the Clerks absence, the Deputy Town Clerk will act as nominated as deputy unless another staff member is nominated by the Council to undertake the work of the Responsible Financial Officer when the Clerk is absent.

Code of Conduct

The council has an existing code of conduct. Members were unhappy about the proposed replacement put forward in March 2021, feeling it strayed too far from the base document.

It is recommended by the working group that the council continue with the existing code of conduct, which will be reviewed at the May 2022 Council meeting.

Terms of Reference

Policies and Procedures Committee.

The terms of reference proposed in May 2021 included provision to set up a Policy and Procedures Committee. The proposed terms of reference are set out below.

[Highlighted in grey] The council adopted the terms of reference except those relating to the Policy and Procedures Committee. The Working Group has reviewed the idea of a Policy and Procedures Committee and could not see a need for it at the current time.

It is recommended by the working group not to proceed with the creation of a Policy and Procedures Committee.

Policies and Procedures Committee

The Policy and Procedures Committee is responsible for: reviewing proposals for creation of, amendments to or changes to policies and procedures that arise due to any changes in legislation, legal advice, best practice, officer recommendations, advice from the council's external advisors, decisions by council or committees, and in response to or in anticipation of an identified need.

1. Membership

Mayor and Deputy Mayor, and the chairmen of all the full committees.

2. Delegated Business

The committee has been delegated authority to deal with the following matters:

2.1 To receive and consider and review any changes in policies and procedures, protocols, practices, and guidelines, including standing orders and the code of conduct and to make recommendations to be received, ratified and adopted by full council.

2.2 To receive and consider and respond to any consultations that would impact on the council's procedures, protocols, practice, and guidelines, including standing orders and the code of conduct.

2.3 To respond to any other matters referred to the committee by full council or any committee, sub-committee or working group.

3. Referred Business

To consider and make recommendations to full council or any committee, sub-committee or working group on the following matters:

3.1 Any matters relating to policies and procedures, protocols, practices, and guidelines, including standing orders and the code of conduct referred to the committee by full council or any committee, sub-committee or working group.

Membership of the HR Committee

Under existing terms of reference, the HR Committee consists of the Mayor and Deputy Mayor and the chairman of the four main committees. At the moment there is one councillor who is doubly qualified to be on the HR Committee.

It is important that the Mayor is on HR given their role vis-à-vis the Clerk. It makes sense also that the Chairman of the Committees who work closely with officers are on HR.

HR Committees should be small. Wiltshire Council's Officer Appointment Committee for example consists of 5 Councillor out of 98.

The working group recommends that the terms of reference are so the Membership of the HR Committee will consist of the Mayor and the Chairman the full committees.

Financial Regulations

The working group recommends that no amendments are needed to Financial Regulations at the moment.

In summary it is recommended that Council Resolve to:

Add a new standing order 3.5

"Councillors who are not members of a committee shall be able to attend confidential sessions at the discretion of the committee"

Add a new standing order 3.8

"Councillors who are not members of a committee shall be able to speak on agenda items at the discretion of the chairman of the committee."

And renumber accordingly.

Amend standing order 15.1 to read

"The Proper Officer shall be the Clerk, in the Clerks absence, the Deputy Town Clerk will act as nominated as deputy unless another staff member is nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent."

Amend standing order 16.1 to read

“The Responsible Financial Officer shall be the Clerk, in the Clerks absence, the Deputy Town Clerk will act as nominated as deputy unless another staff member is nominated by the Council to undertake the work of the Responsible Financial Officer when the Clerk is absent”

Amend the terms of the HR committee to read

1. Membership

The Mayor and the chairmen of all the full committees

MINUTES
of the
Finance and Audit Committee
held on Monday 5th July 2021, 7pm at the
Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Brett (East) Chairman	*	Cllr Keeble (West)	*
Cllr Cooper (Broadway) Vice Chairman	*	Cllr Syme (Broadway)	*
Cllr Davis (East)	*	Cllr Robbins (East)	*
Cllr Jeffries (North)	*		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Fiona Fox (Town Clerk & RFO), Judith Halls (Office Manager), Janette Woodhouse (Civic Centre Manager), Stuart Atherton (Committees and Administration Clerk)

FA/21/001 Election of a Chairman of the Finance and Audit Committee for the municipal year 2021-22
Cllr Brett was voted Chairman.

FA/21/002 Election of a Vice-chairman of the Finance and Audit Committee for the municipal year 2021-22
Cllr Cooper was voted Vice-Chairman.

FA/21/003 Apologies for absence
There were no apologies received.

Signed: Date:

FA/21/004 Declarations of Interest

Cllr Davis declared a non-pecuniary interest in agenda item 11, Grants 2021-2022: St Lawrence Chapel.

Cllr Keeble declared a non-pecuniary interest in agenda item 11, Grants 2021-2022: Grovelands Countryside and Wildlife Park.

Cllr Cooper declared non-pecuniary interest in agenda item 11, Grants 2021-2022: Tyninigs Allotments Association

Cllr Syme declared non-pecuniary interest in agenda item 11, Grants 2021-2022: Multiple Sclerosis Therapy Centre (Wessex)Ltd

FA/21/005 Minutes

FA/21/005.1 The minutes of the Finance and Audit Committee meeting held on Monday 4th May 2021 were approved and signed by the Chairman.

FA/21/005.2 There were no matters arising from the minutes of the Finance and Audit Committee meeting held on Tuesday 4th May 2021. Members noted.

FA/21/006 Chairman's Announcements

There were no announcements.

FA/21/007 Questions

There were no questions received by the town clerk.

FA/21/008 Public Participation

There were no members of the public in attendance.

FA/21/009 Reports from Unitary Authority Members

There were no reports to note, relevant to this committee.

FA/21/010 Financial Information

FA/21/010.1 The reconciliations for April and May 2021 were noted. The Chairman signed and verified them against the bank statements seen.

FA/21/010.2 The accounts from April and May 2021 were noted.

FA/21/010.3 The list of payments made in April and May 2021 were approved and signed by the Chairman.

FA/21/010.4 Members noted the internal transfers between the Instant Access Account and the Current Account by the town clerk.

FA/21/010.5 The CCLA investments were noted.

FA/21/010.6 The variance report for May 2021 was noted.

FA/21/011 Grants 2021-2022

Members agreed the following grant requests of up to £2,000, paid from Warminster Town Council and/or The Dewey Trust as set out in the table below.

Signed: Date:

Name	App No	Grant Requested	Council Grant	Dewey Trust Grant	Total
Cop Heap Volunteers	1	£2,000.00	Nil	£2,000.00	£2,000.00
Friends of St. Georges School	2	£1,985.60	£1400 *	Nil	£1400
Group Five	3	£750.00	£750.00	Nil	£750.00
Grovelands Countryside and Wildlife Park	4	£1,000.00	£1,000.00	Nil	£1,000.00
The Hive Nursery, Princecroft Primary School	5	£1958.98	Nil	£1,000.00	£1,000.00
Independent Living Centre	6	£850.00	£850.00	Nil	£850.00
Multiple Sclerosis Therapy Centre (Wessex) Ltd	7	£2000.00	£1,000.00	£1,000.00	£2,000.00
St Lawrence Chapel Warminster	8	£1,964.00	£1,964.00	Nil	£1,964.00
Touching Tones Music Therapy Trust	9	£1,800.00	Nil	£1,800.00	£1,800.00
Tyninigs Allotments Association	10	£823.99	£823.99	Nil	£823.99
Warminster Action Group	11	£1,894.82	£1,000.00	Nil	£1,000.00
Warminster Common Volunteers	12	£250.00	£250.00	Nil	£250.00
Warminster Highbury Youth Football Club	13	£2,000.00	Nil	£2,000.00	£2,000.00
Warminster Town Football Club	14	£2,000.00	£2,000.00	Nil	£2,000.00
Warminster Philharmonic Orchestra	15	£350.00	£350.00	Nil	£350.00
Warminster Volunteer Tool Library	16	£500.00	Nil	£500.00	£500.00
Warminster and Westbury Visually Handicapped Club	17	£750.00	£750.00	Nil	£750.00
Sub Totals		£22,850.39	12,137.99	£8,300	20,437.99

*It was noted that the £1400 allocated to Friends of St Georges was to be spent on the picnic breakout tables only.

Signed: Date:

Members noted grants already budgeted and approved by full council for 2021- 2022:

Warminster Community Radio Service Level Agreement £7,500

Warminster Community Hub Service £6,000

Grant to Warminster Carnival £3,500

Inspire £3,500

Warminster Wobble £3,000

FA/21/012 To Approve the Annual Regular Payments List

Members approved the annual regular payments list.

FA/21/013 Civic Centre Business Plan

Members noted the Civic Centre Business Plan and requested that the plan be brought back to the Finance and Audit Committee in 6 months.

FA/21/014 Communications

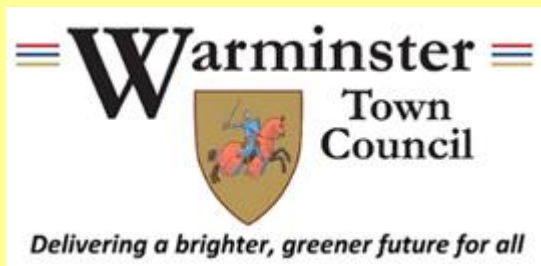
It was agreed that Cllr Brett would be the spokesperson for the committee. Members requested a press release to be issued regarding grant allocation and Warminster Town Council communication to the grant recipients directly.

Date of next scheduled meeting: Monday 6th September 2021

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

Meeting ended at 8:39pm

Signed: Date:



MINUTES

Parks and Estates Committee

**Monday 12th July 2021 at 7.00pm, held at the
Civic Centre, Sambourne Road, Warminster, BA12 8LB**

Membership:

Cllr Allensby (West) Vice-Chairman	*	Cllr Macdonald (East)	A
Cllr Brett (East)	*	Cllr Macfarlane (West)	*
Cllr Fraser (West) Chairman	*	Cllr Parks (North)	A
Cllr Fryer (Broadway)	A	Mr Peter Hewitt (Advisor)	*

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Dommett, (Assistant Town Clerk), Stuart Legg, (Parks and Estates Manager), Judith Halls (Office Manager), Stuart Atherton, (Committee and Admin Clerk)

Attendees: None

PE/21/013 Apologies for absence

There were apologies received and accepted from Cllrs Fryer, Macdonald and Parks.

PE/21/014 Declarations of Interest

There were no declarations of interests.

PE/21/015 Minutes

PE/21/015.1 The minutes of the Parks and Estates Committee meeting, held on Monday 24th May 2021, were approved as a true record and signed.

PE/21/015.2 There were no matters arising from the minutes of the Parks and Estate Committee meeting, held on Monday 24th May 2021.

PE/21/016 Chairman's Announcements

The chairman had no announcements for the meeting.

Signed: Date:

PE/21/017 Public Participation

There were no public in attendance.

PE/21/018 Reports from Unitary Authority Members

There were no reports from Unitary members.

PE/21/019 Parks and Estates Manager's report

The Park and Estate Manager's report was noted.

PE/21/020 Accounts

The accounts for the Parks and Estates Committee up to 31st May 2021 were noted.

PE/21/021 Tender for Timber Trail and Heathlands Play Area

Members carried out a detailed review of all 7 tenders. It was agreed that one tender best met the criteria, that fulfilled the brief to its end.

Members voted unanimously to recommend that the tender application from Proludic go forward to Full Council on the 26th July 2021.

PE/21/022 Communications

PE/21/022.1 Members decided there were no communications needed at this time.

PE/21/022.2 Members decided there was no spokesperson needed at this time.

The date of the next Parks and Estates Committee will be Monday 13th September 2021 at 7.00pm

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

Meeting ended 7:20pm

Signed: Date:



MINUTES **of the Planning Advisory Committee** **held on Monday 19th July 2021 at 7.00pm at** **Warminster Civic Centre**

Membership:

Cllr Allensby (West)	*	Cllr Macdonald (East)	*
Cllr Fraser (West)	v	Cllr Robbins (East)	*
Cllr Jeffries (North)	*	Cllr Syme (Broadway)	*
Cllr Keeble (West)	*		

Key: * Present A Apologies AB Absent V Attended online

In attendance:

Officers: Tom Dommatt (Deputy Town Clerk), Judith Halls (Office Manager),
 Stuart Atherton (Committees & Administration Clerk)

Online meeting attendees: Cllr Fraser (due to being virtual Cllr Fraser was not entitled to vote but could take part in discussion)

Members of the public in attendance: 2

PC/21/013 Apologies for Absence
 There were no apologies for absence

PC/21/014 Declarations of Interest
 Declarations of interest were received under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011 from
 Cllr Robbins declared a non-pecuniary interest in application PL/2021/06353, he would take part in discussion but not vote.
 Cllr Allensby declared a non-pecuniary interest in application PL/2021/05308, she would not take part in discussion nor vote.
 Cllr Jeffries declared a non-pecuniary interest in application PL/2021/05308, he would take part in discussion as a member of the public had raised concerns but would not vote.

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



PC/21/015 Minutes

PC/21/015.1 The minutes of the meeting held on Monday 14th June 2021 were approved as a true record and signed by the chairman.

PC/21/015.2 There were no matters arising from the previous minutes.

PC/21/016 Chairman's Announcements

None.

PC/21/017 Questions

None.

Standing Orders were suspended at 7:03pm to allow for public participation

PC/21/018 Public Participation

Mr Jonathan Nuth re: applications **PL/2021/05066 & PL/2021/06344**

Mr Nuth stated that the erection of this proposed housing was in line with Wiltshire Council's Development Plan, for new housing.

He stated that previous objections have been addressed and are no longer in contention with previous objectors. Mr Nuth explained that if the proposal was not accepted by Wiltshire Council and further changes need to be made, it would not be able to go ahead as the development would no longer be financially viable.

He also explained that the site had now become vulnerable to fly-tipping which was becoming a local nuisance.

He asked for full support from the members of the committee to have no objections to the revised planning application in order to move forward with the development.

Standing Orders were reinstated at 7:10pm

PC/21/019 Reports from Unitary Authority Members

None.

*The chair proposed bringing forward items **PL/2021/05066 & PL/2021/06344** for discussion and the committee agreed unanimously.*

PC/21/020 Planning Application

PL/2021/05066 The erection of a block of 6 no.flats and associated works including the partial demolition of a listed wall to facilitate the proposed development.
Land at The Close, Warminster, Wilts BA12 9AL

It was resolved that there was no objection to the application, members requested that Wiltshire Council include a condition whereby the developers are asked to finance necessary carriageway signage - right hand turn from the site and a no entry from the High Street.

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

PL/2021/06344 Listed building consent. Partial demolition of listed wall to facilitate proposed development of the site to provide six flats and associated works. Land at The Close, Warminster, Wilts BA12 9AL

It was resolved that there was no objection to the application.

PL/2021/05001 Detached Oak Framed Garage. 3 Elm Hill, Warminster, BA12 0AU

It was resolved that there was no objection to the application.

PL/2021/05295 Side and rear extensions. Avontor, 109 Bath Road, Warminster, Wilts, BA12 8PB

It was resolved that there was no objection to the application.

PL/2021/04966 Existing 570mm heritage projecting sign to be removed and make good. Existing 200mm individually lettered signage to be removed and make good. Existing ATM to be removed and new glazing re-instated. Existing night safe to be removed. Existing night safe's cut out hole to be infilled by stonework to match existing. 32 Market Place, Warminster, Wilts BA12 9AR

It was resolved that there was no objection to the application.

PL/2021/06207 Listed building consent. Existing 570mm heritage projecting sign to be removed and make good. Existing 200mm individually lettered signage to be removed and make good. Existing ATM to be removed and new glazing re-instated. Existing night safe to be removed. Existing night safe's cut out hole to be infilled by stonework to match existing. 32 Market Place, Warminster, Wilts BA12 9AR

It was resolved that there was no objection to the application.

PL/2021/03986 Installation of storage container for storage of equipment and wild animal feed. Land to the North of Willow Barn, Henfords Marsh, Warminster, BA12 9PA

Cllr Syme proposed no objection, subject to 4 planning conditions:

- 1. sympathetic colour of the storage container;**
- 2. no outside lights;**
- 3. no other use, other than what the proposal states;**
- 4. only ever two vehicles on site at one time.**

Seconded Cllr Jeffries. Voting In Favour 2, Against 4, Abstentions Nil. Motion not carried.

Cllr Macdonald proposed objection to the application based on:

- the location of the building, believing that this was in full view from the road, in this otherwise rural setting;**
- concern about the proposed storage container material not being sympathetic to the surrounding environment.**

Seconded Cllr Jeffries. Voting In Favour 4, Against 2, Abstention Nil. Motion carried.

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



PL/2021/05151 Erection of single-storey Log Cabin as Garden room/Hot Tub enclosure (Retrospective application). 5 Tennyson Close, Warminster, Wilts, BA12 8HL

It was resolved that there was no objection to the application.

PL/2021/05308 Additional storey and side and rear extensions 1 Copheap Rise, Warminster, BA12 0AR

Cllr Macdonald proposed objection based on overdevelopment as the proposed building would not be in-keeping with this bungalow setting.

It was also noted that there were trees that had already been removed from the sight.

Seconded Cllr Syme. Voting In Favour 4, Against Nil, abstentions 2. Motion carried.

PL/2021/05168 Pitched roof kitchen extension to rear of house + Alterations to external openings + Replacement flat roof to rear dormer + Pitched roof to front dormers + New pitched roof to garage. 60 Weymouth Street, Warminster, BA12 9NT

It was resolved that there was no objection to the application.

20/06550/FUL Erection of retirement apartments (category ii type) with communal facilities and car parking. Woodmead Residential Home 35 Portway Warminster BA12 8QR

Cllr Macdonald proposed objection to the application based two points:

- **Poor provision for parking on the site. It was deemed that this would force the residents, visitor and employees out onto local streets which are already congested with parking, having a wider effect on the local roads.**

- **Highway safety for pedestrians and cyclists. There is a cycle route adjacent to the site and the area is also has a direct footfall of children attending The Avenue School and Kingdown School.**

Seconded Cllr Syme. Voting In Favour of objection - unanimous. Motion carried.

PL/2021/05086 Enlarged opening and glazed canopy to rear elevation; Removal of garden workshop and replacement with carport; new rooflight; replacement timber gate. 23 Vicarage Street, Warminster, BA12 8JG

It was resolved that there was no objection to the application.

PL/2021/06353 Listed building consent. Removal of existing late 20th century timber stairs and spiral stair, original basement staircase reinstated; new staircase between ground and second floor in new stairwell; minor internal alterations to accommodate new stairwell, including new rooflight at head of staircase; Enlarged opening and glazed canopy to rear elevation; Removal of garden workshop and replacement with carport. Insertion of replacement gate into garden wall. 23 Vicarage Street, Warminster, BA12 8JG

It was resolved that there was no objection to the application.

PL/2021/05384 Change of use of the site from a residential care home (Use Class C2) to residential use (Use Class C3) Glencoe, 3 Boreham Road, Warminster, Wilts, BA12 9JP

It was resolved that there was no objection to the application.

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



PL/2021/05868 Proposed 1 No Chalet Type Bungalow in garden area of 2 Wren Close
(Outline application relating to Access, Appearance, Layout and Scale)
2 Wren Close, Warminster, BA12 8EH

Cllr Syme proposed objection of the application based on the size and position of the building and potential for increased flooding. The area has already had issues with flood runoff from a nearby field. Wessex Water already had concerns of flooding in this area. Seconded Cllr Allensby. Voting In Favour 3, Against Nil, Abstentions 3. Motion Carried.

PL/2021/06116 Single storey rear extension. 5 Beacon View, Warminster, BA12 8HP
It was resolved that there was no objection to the application.

PL/2021/05975 Demolish existing conservatory & construct new extension. 5 Grange Lane, Warminster, BA12 9EY
It was resolved that there was no objection to the application.

PL/2021/05479 Demolition of dilapidated buildings and construction of 8 dwellings and associated parking/external works. 90, Market Place, Warminster, BA12 9AW
It was resolved that there was no objection to the application with the request that access road from East Street to the top of the location be tarmacked by the developer.

PC/21/021 Tree applications
None.

PC/21/022 Communications
None.

Meeting closed at 7:50pm

Date of next meeting 16th August 2021

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





MINUTES of the Planning Advisory Committee held on Monday 16th August 2021 at 7.00pm

Membership:

Cllr Allensby (West)	A	Cllr Macdonald (East)	*
Cllr Fraser (West)	*	Cllr Robbins (East)	*
Cllr Jeffries (North)	A	Cllr Syme (Broadway) Chairman	*
Cllr Keeble (West) Vice Chairman	*		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Dommett (Deputy Clerk), Judith Halls (Office Manager), Stuart Legg, (Park and Estate Manager), Stuart Atherton (Committees Clerk)

Online meeting attendees: None

Members of the public in attendance: 5

PC/21/023 Apologies for Absence

Apologies were received and accepted from Cllrs Allensby and Jeffries.

PC/21/024 Declarations of Interest

There was one declaration of interest were received under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011 from Cllr Keeble on PL/2021/06518 and PL/2021/06882. He declared a pecuniary and would not vote or enter discussion unless he was asked a direct question.

PC/21/025 Minutes

PC/21/025.1 The minutes of the meeting held on Monday 19th July 2021 were approved as a true record and signed by the chairman.

PC/21/025.2 There were no matters arising.

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



PC/21/026 Chairman's Announcements

There were no Chairman's announcements.

PC/21/027 Questions

There were no questions submitted by members to the Clerk, prior to the meeting.

Standing Orders were suspended at 7:03pm to allow for public participation

PC/21/028 Public Participation

Mr S Bond spoke on behalf of Mr P Strong in relation to planning application, PL/2021/07083. Mr Bond stated that the change of this brick built agricultural Building, to a residential dwelling, would pose no detrimental effect on the local environment or community. This land has been owned by Mr Strong for the past 26 years, with him attending the land at least three times a day, 7 days a week and is part of this local community.

He noted that the land was a private piece of land which holds no public rights of way. Currently, the land falls victim to vandalism and fly-tipping on a regular basis. Whilst the land falls within the community local green space, he could not see that the conversion of this building would have any impact beyond improving the area. Mr Bond also noted that there have been no comments on the Wiltshire Council planning portal relating to this application. He thanked the members for their time in listening.

Standing Orders were reinstated at 7:07pm

PC/21/029 Reports from Unitary Authority Members

There were no reports from Unitary Authority Members.

PC/21/030 Update No.3 High Street

Ian Frostick, Vice Chairman of the Feoffees of St Lawrence Chapel & Robert Gamlen of Robert Gamlen Homes, delivered information to the members relating to the redevelopment of no.3 High Street, Warminster. See attached.

Members thanked both Mr Frostick and Mr Gamlen for the clarity in the presentation, for what they felt was a much-needed improvement to the town.

PC/21/031 Planning Application

PL/2021/06073 Listed building consent (Alt/Ext) Proposed internal alterations to the first and second floor 32 Boreham Road, Warminster, BA12 9JR

It was resolved that there was no objection to the application.

PL/2021/06209 Proposed side two storey extension, porch extension, and replacement of conservatory with single storey rear extension. 11 Melrose Avenue, Warminster, BA12 8EG

It was resolved that there was no objection to the application.

PL/2021/06290 Single storey rear extension and first floor side extension. 53 St Johns Road, Warminster, BA12 9LZ

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



It was resolved that there was no objection to the application.

PL/2021/06225 Installation of external home shopping van canopy in service yard, Morrison Supermarket Weymouth Street Warminster BA12 9NJ

This application had expired at the time of the meeting, it was therefore not discussed.

PL/2021/05972 Conversion of utility room to use as hair salon. 3 Thames Close, Warminster, BA12 9QB

It was resolved that there was no objection to the application.

PL/2021/06428 First floor extension over existing flat roof and single storey front extension to provide WC. 42 Broxburn Road, Warminster, Wilts, BA12 8EY

It was resolved that there was no objection to the application.

PL/2021/06518 Front and side extensions. 2 Camellia Drive, Warminster, Wilts, BA12 7RN

Cllr Syme proposed no objection to the application, seconded Cllr Fraser.

Voting in favour 4, abstention 1. Motion carried.

PL/2021/06613 Listed building consent (Alt/Ext) Replacement upper storey windows (retrospective) and replacement shopfront 3 Market Place Warminster BA12 9AY

It was resolved that there was no objection to the application.

PL/2021/07083 Prior approval Part 3 Class Q: Agricultural buildings to dwelling houses Notification under Class Q to Determine Whether Prior Approval is Required for a Proposed Conversion of an Agricultural Buildings into 1 no. New Dwelling (Use Class C3) with Associated Building Operations 15 Folly Lane Warminster, BA12 8EA

It was resolved that there was no objection to the application.

PL/2021/06882 Timber orangery to replace existing conservatory and utility room 11 Boreham Road, Warminster, BA12 9JP

Cllr Macdonald proposed no objection to the application, seconded Cllr Robbins.

Voting in favour 4, abstention 1. Motion carried.

PL/2021/05423 Installation of external heating flue in place of existing vent and installation of new boiler 6 Portway House, Portway, Warminster, Wilts, BA12 8QQ

It was resolved that there was no objection to the application.

PL/2021/07188 Demolish garage and conservatory, raise roof to form additional accommodation, construct extension and detached car port. 94 Victoria Road, Warminster, BA12 8HG

It was resolved that there was no objection to the application.

PC/21/032 Tree applications

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



There were no Tree Applications for discussion.

PC/21/033 Communications
No communications required.

Meeting closed at 7:35pm

Date of next meeting 20th September 2021

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

