

Warminster Civic Centre Sambourne Road Warminster Wiltshire BA12 8LB Town Clerk: Fiona Fox Tel: 01985 214847 Email: admin@warminster-tc.gov.uk www.warminster-tc.gov.uk

15th June 2020

### **AGENDA**

Dear Councillor
You are summoned to the:

# Meeting of Warminster Town Council on Monday 22<sup>nd</sup> June 2020 at 7pm to be held online

### Membership:

Cllr Batchelor (Broadway)	Clir Macfarlane (West)
Cllr Brett (East)	Cllr Nicklin (West)
Cllr Davis (East)	Cllr Pitcher (Broadway)
Cllr Doyle (East)	Cllr Ridout (West)
Cllr Fraser (West)	Cllr Robbins (East) Chairman of the Council and Mayor
Cllr Fryer (Broadway)	Cllr Spender (Broadway)
Cllr Jeffries (Copheap) Vice	
Chairman of the Council and	
<b>Deputy Mayor</b>	

Normally, the Council would meet in person and provide an opportunity for members of the public to attend. However, during the current emergency, this is not possible, and the Government have put in place Regulations that allow 'Virtual' committees to be convened and held to conduct local authority business.

The Council has adopted appropriate procedures to ensure the smooth administration of such virtual meetings.

If you wish to attend the meeting and contribute in public participation please contact <a href="mailto:admin@warminster-tc.gov.uk">admin@warminster-tc.gov.uk</a> at least a day prior to the meeting to enable this to be facilitated. If you wish to view the meeting please see the link on the Warminster Town Council Website <a href="https://www.warminster-tc.gov.uk">www.warminster-tc.gov.uk</a> in the meetings diary.

Yours sincerely

Jana Ja

Fiona Fox BA (Hons) MCIPD FSLCC Town Clerk and Responsible Financial Officer

### 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 (and sign at a later date) as a correct record, the minutes of the Full Council meeting held on Monday 18<sup>th</sup> May 2020; 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 18<sup>th</sup> May 2020.

### 4. Chairman's Announcements

- **4.1** Announcements.
- 4.2 Mayoral Engagements: None due to Covid 19 situation Members to note.

### 5. Correspondence Circulated

Members to note the list of all correspondence circulated since the last meeting. (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 will read any statements submitted

# Standing Orders will be reinstated following public participation.

### 8. Reports from Unitary Authority Members

To note any written 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 Planning Advisory Committee** meeting held on 11<sup>th</sup> May 2020; questions to Cllr Nicklin, Chairman of the committee.
- **9.2** Town Development Committee meeting held on 17<sup>th</sup> February 2020; questions to Cllr Macfarlane, Chairman of the committee.
- **9.3** Devolved Services and Assets Committee held on 3<sup>rd</sup> February 2020; questions to Cllr Fraser, Chairman of the committee.



### 10. Working Groups

To appoint members to working groups.

- 10.1 To determine membership of working groups that report to Full Council: Climate Change, Paddling Pool and Service Devolution. (attached)
- 10.2 To determine membership of working groups that are normally appointed at the relevant committee meeting but due to the exceptional circumstances, may be appointed at this meeting. Finance, NPRWG, CCTV and Flood (attached)

### 11. Appointments to Outside Bodies

Members to resolve on appointments to outside bodies (attached) and to agree on report back to council by,

- a) a brief written report to be submitted to the clerk for inclusion with the agenda,
- or b) to confirm that apologies were sent to the respective meeting.

### 12. Assets

Members to Note an inventory of the council's land and other assets including buildings and office equipment (attached).

### 13. Council's Annual Subscriptions

At the last meeting, members raised concerns about the paying of personal professional fees and requested that the two items be deferred whilst further investigations were undertaken. (attached). For Members to approve.

Subscription	Amount per annum
Society of Local Council Clerks 20/21 Fellow	368.00
Society of Local Council Clerks 20/21 Full	254.00

### 14. Calendar of Meetings

The members to amend the calendar of meetings to include a meeting of Full Council on 20<sup>th</sup> July and a meeting of Finance and Audit on 3<sup>rd</sup> August.

### 15. Communications

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

The next meeting of Full Council will be on Monday 20th July 2020.

Minutes from this meeting will be available to all members of the public either from our website <a href="https://www.warminster.uk.com">www.warminster.uk.com</a> or by contacting us at Warminster Civic Centre.



Date	Name	Item/Response	Action Taken	
06.05.20	Wiltshire Council	Briefing Note Number 20- 18 Community Governance Review Consultation	Email	
07.05.20	Help Counselling	Update	Email	
08.05.20	Wiltshire Council	COVID 19 UPDATE – Thursday 7 May 2020 on behalf of Cllr Whitehead	Email	
11.05.20	Wiltshire Council	Meeting cancelled - 13/05/2020, 15:00, Western Area Planning Committee	Email	
11.05.20	Bobby Van	Bobby Van news	Email	
11.05.20	Warminster PA	letter from the Mayor of Warminster UK	Email	
12.05.20	Wiltshire Council	COVID-19 UPDATE – Tuesday 12 May 2020 on behalf of Cllr Whitehead	Email	
12.05.20	Wiltshire Police and the Police & Crime Commissioner	Briefing for Local Area Boards and Parish Councils	Email	
13.05.20	Great Western Railway	Update on Timetable Changes	Email	
14.05.20	Wiltshire Council	COVID-19 UPDATE – Thursday 14 <sup>th</sup> May 2020 on behalf of Cllr Whitehead	Email	
14.05.20	Neighbourhood Alert	Safety Warning Around Smoking Following House Fire In Warminster	Email	
14.05.20	Neighbourhood Alert	Final Interactive Road Safety Module Released 14/05/2020	Email	
14.05.20	Neighbourhood Alert	Wiltshire Police the Only Force In England To Increase PCSO Numbers In Past 10 Years	Email	
15.05.20	Neighbourhood Alert	Incidents of Zoom- Bombing Reported In Wiltshire	Email	
17.05.20	Neighbourhood Alert	Wiltshire Police To Support National Speed Operation 16/05/2020	Email	
17.05.20 Wiltshire Council		COVID-19 UPDATE – Saturday 16 <sup>th</sup> May 2020 on behalf of Cllr Whitehead	Email	

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18.05.20	Wiltshire Council	Message From Cllr Mrs Bridget Wayman - Cabinet Member - Highways, Transport and Waste - Re- allocation of Road Space	Email
18.05.20	Wiltshire Council	Notes from the Community Update on 12 May.	Email
18.05.20	Neighbourhood Alert	If You Are Struggling With Your Mental Health Help Is Available 18/05/2020	Email
18.05.20	Neighbourhood Alert	Public asked for views on policing response to COVID-19	Email
19.05.20	Neighbourhood Alert	Get Safe Online Advice Re Safe Email	Email
20.05.20	Wiltshire Council	COVID-19 UPDATE – Tuesday 19th May 2020 on behalf of Cllr Whitehead	Email
20.05.20	Dorset and Wiltshire Chief Fire Officer	Coronavirus: Update from the Chief Fire Officer	Email
21.05.20	Wiltshire Council	TTRN - Furnax Lane, Warminster	Email
22.05.20	Wiltshire Council	TTRN - Furnax Lane, Warminster – amendment	Email
22.05.20	Neighbourhood Alert	Funding Boost For Organisations Supporting Victims of Domestic Abuse and Sexual Violence	Email
25.05.20	Wiltshire Council	COVID-19 UPDATE – Sunday 24 <sup>th</sup> May 2020 on behalf of Cllr Whitehead	Email
26.05.20 Neighbourhood Alert		Last Chance To Tell Us Your Thoughts about Policing and Covid-19 26/05/2020	Email
27.05.20	Wiltshire Council	COVID-19 UPDATE – Wednesday 27th May 2020 on behalf of Cllr Whitehead	Email
27.05.20	Neighbourhood Alert	Neighbourhood Watch June Our News Enewsletter Is Here 27/05/2020	Email
27.05.20	Wiltshire Council	TTRN - Upper Marsh Road,Warminster_2020RE F256	Email
29.05.20	Neighbourhood Alert	Public Urged To Take Extra Care As Temperatures Soar 29/05/2020	Email

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29.05.20	Neighbourhood Alert	Public Q and A launched on Wiltshire Police website in response to coronavirus pandemic	Email
01.06.20	Wiltshire Council	COVID-19 UPDATE – Sunday 31st May 2020 on behalf of Cllr Whitehead	Email
01.06.20	Wiltshire Council	Briefing Note 20-19 Phased return to school and early years settings 1 June onwards	Email
01.06.20	Wiltshire Council	Planning decisions from Wiltshire Council for Warminster in May 2020	Email
01.06.20	Neighbourhood Alert	Wiltshire Police Celebrate National Volunteers Week 01/06/2020	Email
03.06.20	Wiltshire Council	Briefing Note 20-20 - 5 year housing land supply	Email
03.06.20	Wiltshire Council	Wiltshire Council: Online booking system for household recycling centres launches later this week	Email
04.06.20	Wiltshire Council	Briefing Note 20-20 - 5 year housing land supply - Updated	Email
04.06.20	Neighbourhood Alert	Neighbourhood Watch Week 7-13th June 2020 04/06/2020	Email
06.06.20	Wiltshire Council	COVID-19 UPDATE – Friday 5 <sup>th</sup> June 2020 on behalf of Cllr Whitehead	Email
06.06.20	Neighbourhood Alert	Starting This Sunday Neighbourhood Watch Week Celebrates Our Neighbours 05/06/2020	Email
08.06.20	Neighbourhood Alert	Open letter to residents from PCC and Wiltshire Police and Neighbourhood Watch	Email
08.06.20	Wiltshire Council	Change of time for meeting 17/06/2020, 10:30, Western Area Planning Committee	Email
11.06.20	Wiltshire Council	COVID-19 UPDATE – Wednesday 10 <sup>th</sup> June 2020 on behalf of Cllr Whitehead	Email
11.06.20	Wiltshire Council	TTRN - Furnax Lane, Warminster_HRC_2nd Notice	Email

11.06.20	Defence Infrastructure Organisation	Update for stakeholders about work to clear trees infected with ash dieback on Salisbury Plain	Email
13.06.20	Neighbourhood Alert	Npcc Speeding Campaign Catches High Speed Risk Takers In Wiltshire 12/06/2020	Email

# Working Groups Membership July 2020

Flood Warminster Flood Plan	CCTV CLOSED MEETINGS	NPRWG Neighbourhood Plan Review Working Group	recommendation about spending of CIL, Dewey Trust and S106	Finance To make	Service Devolution from Devolution Wiltshire Council	Climate Climate Change	Paddling Pool Replacement of Paddling Pool in Lake Pleasure Grounds	
ood Plan	NGS	d Plan <sub>lg</sub> Group	on about , Dewey		ci m	ro.	of Paddling easure	
Environmental Services	Town Development	Town Development	Audit	Finance &	Full Council	Full Council	Full Council	K
Fraser	Fraser Davis	Nicklin, Fraser, Brett,		None	All Committee Chairmen	Brett, Jeffries, Nicklin	Brett, Nicklin, Fraser	Councillor Reps
Fraser	Davis <mark>vacancy</mark>	Nicklin, Fraser, Brett,	& Audit, vacancy, vacancy	Chair Finance	All Committee Chairmen	Brett, Jeffries, Nicklin	Brett, Fraser, vacancy	2020/21
Len Turner, Trevor Woodyatt, <mark>Vacancy</mark>		Vron Mills, Len Turner, Colin French, Harriet James, Chris March			n/a		Steve Matthews, Peter Hewitt	i
TC, POSM	TC, ATC, CCTV Manager			TC, ATC	TC, ATC, POSM	ATC	ATC, POSM	

### **Outside Bodies and other representatives**

Outside Body 2020-21	Nominees
Athenaeum Trust	Sue Fraser +1 Vacancy
Carnival	Sue Fraser, Pip Ridout
Elblag	Rob Fryer
Flers Assoc	Sue Fraser, Steve Jeffries
Foodbank	Pip Ridout
Market Town Forum	Sue Fraser
Park Community Centre	Denis Brett, Andrew Davis
Relief in Need	Paul Macfarlane, Chris Robbins
South West Operational Flood Group	Sue Fraser + Vacancy
Trans Wilts P/ship	Steve Jeffries
Tynings Allotments	Tony Nicklin
WCR Crab	Nick Pitcher
Wiltshire Association of Local Councils (WALC)	Steve Jeffries
Westbury CCTV	Andrew Davis

Area Board/Wiltshire Council	Nominees to attend
Area Board	Sue Fraser
CATG	Sue Fraser, [NB Cllr Davis Area Board Rep]
LYN Local Youth Network	Denis Brett [NB Area Board TBC 16/6/2020]
Warminster & Villages	Tony Nicklin, [NB Cllr Ridout Area Board Rep]
Development Trust/ Warminster	
& Villages Development Trust	
NTG (Neighbourhood Task	Sue Fraser [NB Cllr Ridout WC Rep]
Group) Police	
H&WB (Health and Wellbeing	Sue Fraser [NB Area Board TBC 16/6/2020]
Board)	
Covid 19 Response Group	Chris Robbins
Warminster Regeneration	Sue Fraser, Tony Nicklin [NB Area Board reps Cllr
pr/h2	Tony Jackson and Cllr Fleur de Rhé-Philipe MBE]

Miscellaneous	
Army Liaison	Mayor and Deputy Mayor

Infrastructure Assets Wooden Seats (22) Bus Shelters (9) Bus Shelter- West Parade Bus Shelters (3) Planters (4) Bench Seats (3) Phoenix Bench Seats (3) Camera Columns (3+1) Tourism Signage (5)	Freehold Land and Buildings Dewey House Civic Centre Town Park Depot Town Park Depot Town Park Bandstand Town Park Bandstand Town Park Bandstand Town Park Bendstand Town Equipment Control Room Equipment Control Room Equipment Air Cont Equipment Control Room Equipment Control Room Equipment Air Contex System Matrix & Keyboards Real Time Quad Display New Camera & Controls CCTV Camera Computer System Mobile CCTV Computer System Computer System Computer Equipment Computer System Computer Syste
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Prepared for: Warminster Town Council

Pedestrian Signage
Hanging Baskets
Flagpole (Civic Centre)
Fencing at Queensway Park
Town Park Paddling Pool
Town Park Play Park
Town Park Benches x 39
Town Park Lighting Columns x 12
Town Park Tennis Courts
Town Park Court
Town Park Car Park 8 Spaces
20 x Blue Plaques
Town Park Footpath
Town Park Footpath
Town Park Skatepark

10.00%	10.00%	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.00% Cost	10.00% Cost	10.00% Cost	10.00% Cost			
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Community Assets
War Memorials
Civic Regalia
Tapestry
Flers Gift
Paintings
Land at Ashley Coombe
Allotments
Town Park
Town Park Monument

Capital Work In Progress Skatepark

Total Fixed Assets		2,034,206.00 342,651.00 -	- 3,425.00 -	- 2,373,432.00	644,400.00	79,331.00 - 3,425.00	- 720,306.00	1,389,800.00	1,617,449.00	86,466.00
Deferred Grants Applied			Grants Receivable			Grants Released to Offset Depreciation		Net		
		01/04/2019	applied	30/03/2020	01/04/2019	Released	30/03/2020	01/04/2019		Cost Centre
Wiltshire Council - Bus Shelter	10.00%	1,335.00		1,335.00		134.00	1,340.00	129.00 -		215
Wiltshire Council - Architects Fees	2.00%	1,941.00		1,941.00		39.00	351.00	1,629.00	1,590.00	301
Assembly Rooms	2.00%	200,310.35		200,310.35	32,048.00	4,006.00	36,054.00	168,262.35	164,256.35	301
Allotments		1.00		1.00			1	1.00	1.00	
Town Park Assett		18.00		18.00				18.00	18.00	
FOWP Skatepark	10.00%	- 31,301.00		31,301.00		3,130.00	3,130.00		28,171.00	210
Military Covenant Grant - Skatepark	10.00%	20,000.00		20,000.00		2,000.00	2,000.00		18,000.00	210
Wiltshire Council (Fudge Trust) - Skatepark	10.00%	5,000.00		5,000.00		500.00	500.00		4,500.00	210
Plain Action Grant - Skatepark	10.00%	98,500.00		98,500.00		9,850.00	9,850.00		88,650.00	210
Wiltshire Coucil S106 - Skatepark	10.00%	16,220.00		16,220.00	,	1,622.00	1,622.00	1	14,598.00	210
		203,605.35 171,021.00	1	- 374,626.35	33,566.00	21,281.00 -	- 54,847.00	170,039.35	319,779.35	

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									01/04/2019 Received		
	16,220.00	98,500.00	5,000.00	20,000.00	31,301.00				Received		
	- 16,220.00	- 98,500.00	- 5,000.00	- 20,000.00	- 31,301.00				Returned applied	Grants Receivable	
	1	1	ı	1	ı	I	1	1	30/03/2020		
CP Not for capital	Fund Capital	Tfr from 315			General Reserve		Loans	Capital Fund	Capital Grants		
0	0.00			0.00			0.00	0.00	0.00		

WCR - Lease Premium
Assembly Rooms
Alllotments
FOWP Skatepark
Military Covenant Grant - Skatepark
Wiltshire Council (Fudge Trust) - Skatepark
Plain Action Grant - Skatepark
Wiltshire Coucil S106 - Skatepark

Deferred Grants Unapplied

Prepared for: Warminster Town Council

## Society of Local Council Clerks (SLCC) Subscriptions – Further Information for Full Council 22<sup>nd</sup> June 2020

SLCC Subscriptions are part of continuous professional development. It is set out in staff contracts that "The Council shall be responsible for the costs associated with any training and development that it considers necessary."

The Council has paid SLCC subscriptions ever year since at least 2013. (no check was made for years before that)

Over 90% of members' councils willingly pay for their clerks' subscriptions to the SLCC as encouraged by the Local Government Act.

The Local Government Act 1972 s 143 (1) (b) states that, 'a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed.'

The National Association of Local Council (NALC), Local Government Association (LGA) and Department of Communities and Local Government (DCLG) now known as the Ministry of Housing, Communities and Local Government (MHCLG) have said.

'Your clerk (and the council) benefit if the clerk is a member of the SLCC. The SLCC provides legal, financial and other advice, a useful training pack and considerable support and guidance from the clerks' network. Your council may wish to pay the clerk's subscription to the SLCC.' source Good Councillor Guide.

Benefits of membership also include (not exhaustive):

- Access to a team of experienced advisors by telephone or email to your professional queries
- bi-weekly news bulletin containing the latest sector news and information
- online, professional Forum which provides information exchange with local council colleagues
- Access over 600 best practice advice documents on a range of topics
- advice, information, case studies, briefings on legislation and regulation
- discounted rate for training courses