

MINUTES
of the FULL COUNCIL
held on Monday 17th September 2018 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Committee membership:

Cllr Batchelor (Broadway)	A	Cllr Jolley (Broadway)	A
Cllr Brett (East)	*	Cllr Macfarlane (West)	*
Cllr Davis (East)	*	Cllr Nicklin, Chairman of Council and Mayor (West)	*
Cllr Doyle (East)	A	Cllr Pitcher (Broadway)	*
Cllr Fraser (West)	*	Cllr Ridout (West)	*
Cllr Fryer, (Broadway)	*	Cllr Robbins (East)	A
Cllr Jeffries, Vice Chairman of Council and Deputy Mayor (Copheap)	*		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Fiona Fox, Town Clerk and Responsible Financial Officer (RFO), Tom Dommett, Assistant Town Clerk, Judith Halls, Officer, Stuart Legg, Parks and Open Spaces Manager

Wiltshire Police: 1

Public and Press: 3 members of the public, 0 members of the press

FC/18/050 Apologies for Absence

Apologies were received and accepted from Cllrs Batchelor, Doyle, Jolley and Robbins.

FC/18/051 Declarations of Interest

None.

FC/18/052 Minutes

FC/18/052.1 The minutes of the Full Council meeting held on Monday 25th June 2018 were approved as a true record and signed by the Chairman.

FC/18/052.2 Noted.

FC/18/053

Mayor's Announcements

FC/18/053.1 Cllr Nicklin noted that there were two confidential items contained on the agenda; to receive legal advice and the Civic Award respectively, and that following a resolution by the Council, members of the public and press would be asked to leave the meeting.

FC/18/53.2 Following careful consideration, Cllr Nicklin was pleased to announce that his chosen charity for his Mayoral year would be Fairfield Farm College. Cllr Nicklin had been very impressed by the college's on-going work in the Elizabeth Collins Garden in the Lakeside Pleasure Grounds, and he had visited the college to meet staff and students.

FC/18/53.3 The Mayor's Civic Reception will be held on Saturday 20th October 2018. The event was on budget.

FC/18/053.2 Two additional engagements were added; opening the Carnival Fun Day on Sunday 9th September 2018, and the Mayor's Parlour broadcast, Warminster Community Radio (WCR) on Saturday 21st July 2018.

The engagements were noted.

FC/18/054

Questions

None.

FC/18/055

To Authorise the Sealing of Documents

None.

FC/18/056

Public Participation

Wiltshire Unitary Cllr Jackson congratulated the Town Council on its approach to the recent play area community engagement exercise. The working group, led by Cllr Brett, had produced useful and helpful evidence and data led reports.

FC/18/057

Correspondence Circulated

Noted.

FC/18/058

Reports from Unitary Authority Members and Police

FC/18/058.1 Cllr Ridout advised Members that the boundary review for Wiltshire Council would increase the average electorate per Unitary division from approximately 3,700 to 4,300 and that there may be adjustments to Ward Boundaries to balance the numbers.

FC/18/058.2 Cllr Jackson advised Members that he had joined Wiltshire's Military Civilian Integration Partnership Committee, adding that he was happy to share agendas and minutes with those who were focused on military/civil integration. The first meeting of the committee will be held on Wednesday 26th September 2018.

FC/18/058.3 PC Lee Pelling outlined his experience and current role.

The Police report was noted.

FC/18/059 Reports from External Representatives

None.

FC/18/060 Proceedings of Committee

The minutes of the following meetings were adopted:

FC/18/60.1 HR Committee: 26th March 2018.

FC/18/60.2 Finance and Assets Committee: 11th June and 3rd September 2018 respectively.

FC/18/60.3 Planning Advisory Committee: 18th June 16th July, 20th August 2018 respectively.

FC/18/061 Appointment of Devolved Services and Assets Committee

FC/18/061.1 Cllr Brett proposed that the Devolved Services and Assets Sub-Committee should be constituted as a full committee of the Council. Seconded Cllr Jeffries, voting unanimous in favour

FC/18/061.2 Members resolved to adopt the draft terms of reference.

The following Members were appointed to the committee:

Cllrs Brett, Fraser, Jeffries, Nicklin, Fryer, MacFarlane, one vacancy.

Mr Peter Hewitt was appointed as a co-opted member of the committee.

FC/18/061.3 Members resolved that the committee will hold 12 ordinary meetings per municipal year and that the meetings will be held at 7pm. The details of which are to be confirmed to Members by the Clerk.

FC/18/061.4 Members determined the place, notice requirements and quorum of the committee as follows: the Civic Centre; three clear days before the meeting and three or a third quorum.

FC/18/062 Community Infrastructure Levey (CIL) Policy

FC/18/062.1 Members received the recommendations from the Finance and Assets Committee and draft CIL policy respectively, and unanimously resolved to adopt the CIL policy.

FC/18/062.2 Members resolved to form a working group to recommend to Council the process by which projects will be considered for inclusion on the rolling list referred to in the CIL policy. To report back to the next Council meeting. Appointed to the working group were Cllrs Ridout, Nicklin and Fraser.

FC/18/063 Skatepark Project

FC/18/063.1 Members resolved to continue with the aim to deliver a new skatepark facility for Warminster and the surrounding area, to take ownership of the skatepark project and take it forward to conclusion.

FC/18/063.2 Members authorised the appointment of a quantity surveyor (QS) to cost the project including the haul road. The Clerk to action.

FC/18/063.3 Members recognised the excellent work that the Friends of Warminster Park (FOWP) had completed to date, and resolved to continue working in partnership with them to deliver the project.

FC/18/063.4 Members resolved to accept any funds from FOWP which had been raised to date.

FC/18/063.5 Members resolved to prepare and to make the necessary funding applications to Plain Action, Military Covenant. The Clerk to action.

FC/18/063.6 It was resolved that any additional fund raising would be discussed by Members once the project costing proposal had been received from the QS.

FC/18/063.7 It was resolved to appoint a working group to oversee the project; to include the Chairman of the Devolved Services and Assets Committee, the Chairman of Council, a representative of the FOWP, the Clerk plus Cllr Pitcher (on the understanding he could only attend evening meetings) and one other member to be confirmed.

FC/18/63.8 Where two signatures are required on any funding applications, including the Military Covenant and Plain Action, Members resolved to delegate this authority to the Chairman of Council, the Deputy Chairman of Council, the Chairman of Devolved Services and Assets and the Clerk respectively.

FC/18/064 Royal British Legion: 'Thank You' silhouette

In recognition of the tri-services and as recommended by the Remembrance Working Group, Members resolved to purchase three Royal British Legion 'thank you' silhouettes. Total cost: £750. Proposed Cllr Nicklin, seconded Cllr Jeffries.

FC/18/065 Current Events

FC/18/065.1 Remembrance Service – Town Council event:

Members ratified the formation of the working party and the appointment of Cllrs Nicklin and Fraser onto the working group.

FC/18/065.2 Christmas Lights – Town Council event:

Members ratified the formation of the working party and the appointment of Cllrs Fraser and Brett onto the working group.

Cllr Nicklin proposed moving into a confidential session pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 owing to the confidential nature of the legal advice to be given, and that details of the Civic Award winner was embargoed until the surprise presentation.

Seconded Cllr Jeffries, voting unanimous in favour.

FC/18/066 Play Area Consultation

Members received, via the Clerk, legal advice from the Council's solicitor and a debate followed where this advice was considered in the context of the playground recommendations report.

Cllr Ridout proposed that Warminster Town Council ask Wiltshire Council for the asset transfer of the eight play areas under the ownership of Wiltshire Council and that authority be delegated to the Clerk to make further enquiries regarding Victoria Fields which is currently owned by Persimmon. Seconded by Cllr Nicklin. Voting unanimous in favour.

FC/18/067 Legal Advice: King George V Field

Members received, via the Clerk, legal advice from the Council's solicitor regarding the transfer of the King George V Field to the Council.

Cllr Jeffries proposed that the Council agrees to appoint a surveyor and that the Clerk instructs the Council's solicitor to carry out local searches. Seconded Cllr Nicklin. Voting unanimous in favour.

FC/18/068 Civic Award Nominations

Details of The Civic Award nominees remains confidential and the name of the winner embargoed until the award presentation. Five nominations had been received for this year's award, all very worthy, but there was a clear winner.

Members resolved to whom they would present the award.

FC/18/069 Communications

Members resolved for the following press releases:

- Silhouettes
- Play areas
- Skatepark

Cllr Brett was appointed as spokesperson if comments were required.

Meeting closed at 8.59pm