

MINUTES

At the Full Council Meeting held in the Council Chamber, the Civic Centre, St Stephen's Place, Trowbridge on Tuesday 21st January 2020 at 19.00hrs.

IN ATTENDANCE: Councillors: Bates, Bazan, Beaver, Blackmore, Blakemore, Brice, Bridges, Bryant, Cavill (In the Chair), Cooper, Drewett, Fuller, Halik, Hill, Hoar, King, Kirk, Oldrieve, Palmen, Piazza and Whiffen.

Officers: Mr L Allan, Mrs T Carpenter (minutes)

Public & Press: 13 members of the public, 1 press

The Chair welcomed newly elected Cllr Piazza to his first Full council meeting.

3290 APOLOGIES

- a) There were no apologies.

3291 MINUTES OF PREVIOUS MEETING

- a) **RESOLVED to approve as a correct record the Minutes of Full Council meeting held on 19th November 2019**
b) There were no matters arising.

3292 MINUTES OF COMMITTEES

RESOLVED to receive reports, minutes and recommendations of Committees, as follows:

- a) **Leisure & Information Services Committee** meeting on 3rd December 2019
b) **Museum Committee** meeting on 17th December 2019
c) **Neighbourhoods Committee** meeting on 17th December 2019
d) **Town Development Committee** meetings held on 10th December 2019 & 7th January 2020
Cllr Kirk expressed his concern regarding the Town Development minutes, requesting in future more accuracy. The Town Clerk apologised for any inaccuracies.
e) **Policy & Resources Committee** meeting held on 14th January 2020
Cllr Brice reported that the birthing unit is to close and there is to be no new facilities at Bythesea Road. He requested that the council writes to the authority expressing our regrets. The Mayor also expressed his disappointment, stating it was totally unsatisfactory.
Cllr Fuller reported that our opinions were not taken into consideration and suggested that members of the community should write to their members of parliament. The Town Clerk reported he had written and copied in the Joint Chief Executive at Wiltshire Council and the two MPs. Tributes were paid to Mr Andy Milroy for his dedicated work in raising this important issue.

RESOLVED that the council writes to the authority expressing its regrets at the closing of the Trowbridge Birthing Unit.

3293 COMMITTEE PLACES

- a) Members considered the following committee vacancies, one on the Leisure & Information Services Committee and one on the Museum Committee. In addition Cllr Kirk resigned from the Town Development committee and also from the Risk & Audit Panel.
Cllr Fuller nominated Cllr Piazza to all three committee vacancies. Cllr Piazza accepted the positions, and as there were no other nominations it was
RESOLVED to appoint Cllr Piazza to the Leisure & Information Services committee, Museum committee and Town Development committee.
It was noted that the Risk & Audit Panel had appointed extra member, therefore it was not necessary to replace Cllr Kirk on it unless members so wish.
RESOLVED not to appoint another councillor onto the Risk & Audit Panel.

Initials.....dated.....

3294 **DECLARATIONS OF INTEREST**

- a) There were no Declarations of Interest not already included on the Register.
- b) There were no Dispensation Requests received by the Town Clerk and not previously considered.

3295 **COMMUNICATIONS BY THE MAYOR**

a) A list of events attended was noted, copies of which had previously been circulated with the agenda. The Mayor pointed out the following amendments to the list: The Mayor also attended:

- The Alzheimer's Christmas Party at Mill St
- The Trowbridge Philharmonic Choral Society Christmas Concert.
- Friends of the Museum Christmas Party on 13th December

Neither the Mayor nor the Deputy Mayor were able to attend the Civic Service at St Michael's Church. The Mayor thanked the Deputy Mayor for standing in on occasions when he was unable to attend.

b) The Mayor gave the following Chair's announcements:

- Sadly, Kevin Hartley's mother has passed away. (Kevin is the Mayor's photographer). The funeral service is on 13th Feb at the Crematorium in Semington at 3.15pm.
- Sadly, Nick Alford, our former Neighbourhoods Officer, lost his fight with cancer and passed away last Thursday. Funeral Semington Crematorium on Thursday 6th February at 9am.
- Full Council meeting scheduled for 17th November 2020 – the Town Clerk reported that as **apetito** has booked out the building on 17th November, an alternative date for the meeting is suggested as Tuesday 24th November. In order for this to take place, it will be necessary to amend Standing Orders at the Annual Council meeting on 19th May 2020 as follows:

The three other statutory and two additional meetings shall be held on the third Tuesday in the months of July, September, November, January and March, except in 2020 when the November meeting will be held on the fourth Tuesday; 24th (not 17th).

- The Mayor reported on Trish Carpenter's forthcoming retirement from her role as Council Secretary.
- The Mayor introduced Mandy Quick, who has recently been appointed as the new Council Secretary, who has joined the meeting this evening. Mandy will commence in post on Monday 17th February 2020.

c) Trowbridge Together – 8th February 2020 – the Mayor provided an update, advising that he is working in partnership with Town Hall Arts. The events look promising and he asked fellow members to support the events through the various groups they are involved with. Cllr King conformed that the Bridge Club she runs has booked a stand at the event in the Civic.

d) Fairtrade Forum – Cllr Oldrieve reported that Fairtrade fortnight starts on 24th February 2020 and invited all to celebrate the event.

3296 **OPEN FORUM**

a) The Mayor invited Gemma Novis, Wiltshire Council's local area team co-ordinator for Trowbridge to give a brief presentation.

<https://adults.wiltshire.gov.uk/Information/wiltshire-local-area-coordinators>

Gemma reported she has been in post since September 2018. The Local Area Coordination team is part of Public Health in Wiltshire Council. Local Area Coordination is an evidence-based approach and is now being implemented by over 14 local authorities across England and Wales. It has been funded mainly by the NHS England Better Care Fund (<https://www.england.nhs.uk/ourwork/part-rel/transformation-fund/bcf-plan/>). Local Area Coordinators are invited to work alongside people in their homes and across the community, (there is no office), developing trusting relationships with people and families within a 10-12k catchment population. It is still in the early days of building relationships, providing practical assistance to avoid crises. The team help people to find

information, advice and support, for example, to claim benefits, learn new skills, make new connections etc, and maximise their contribution and sense of citizenship as local residents. There is no referral form, the public can self-introduce, or be introduced by GPs, the police or other public services. Gemma helps individuals to create their own action plan which sets out steps towards achieving their goals. Local Area Coordinators work to a set of 10 principles, which include things like Being Heard and people having Choice & Control. There are no rules or boundaries to where and how long they work alongside people. To date Gemma has worked with 42 individuals and families and assisted over 400 people to make new connections with others across the town. Gemma continues to build relationships.

Cllr Brice asked if Gemma is in contact with Trowbridge Future and The Hub. Gemma confirmed she is, and added that 10% of the work she does is community development.

Cllr Fuller suggested with the presence of the press, that the Wiltshire Times might wish to publish the times that Gemma is at The Hub, however Gemma explained that the Hub in the Shires was not on her original catchment area, however they are aware of Gemma's services and will contact her if appropriate. Gemma confirmed she works with the Seymour Hub, attends their committee meetings, and has started a weekly community chat on Tuesday afternoons as a drop-in for residents who live on the estate, helping them to build their connections and confidence.

Cllr King asked if the team wore uniforms. Gemma replied that they did not as the role is not uniform based. Gemma confirmed she feels safe in her role due to training received and that her team manager knows where she is at any time.

The Mayor thanked Gemma for her interesting presentation and invited members of the public to speak:-

b) Mr Mitchell highlighted his concern raised at a previous council meeting regarding the buses in Market Street parked at the bus stops with their engines running and asked why it is taking so long to action this, and asked if the council could make a local byelaw to prevent engines running, which would help reduce carbon emissions.

The Town Clerk confirmed that the town council could NOT impose a byelaw for this and reported that all highway matters are statutory services of Wiltshire Council, however he confirmed that the list of air quality assessment sites is being reviewed this year and suggested Wiltshire Councillors should raise this with Wiltshire Council. Cllr Palmen reported that there is a push to pedestrianize Market St as part of the Future High Street Fund bid.

Cllr Kirk suggested low emission buses, and Cllr Palmen confirmed there is pressure on bus companies to have carbon neutral vehicles.

Mr Mitchell also suggested the need for more brown historic boards around the town, depicting our rich heritage and other visitor attractions.

c) Mr Robert Wall reported on the possible asset transfer of the Down Cemetery and Biss Meadows Country Park, and suggested it may be of interest to have these groups involved in carbon neutral discussions which are due to commence in May. It is reported that Wiltshire Council have rescheduled January discussions to March/April. Councillors will be keen to involve voluntary groups.

Cllr Kirk asked Mr Wall's view on the possible asset transfer of the Down Cemetery; Mr Wall replied that as there is no cost benefit to the town council, he felt it should remain with Wiltshire Council.

Cllr Bridges reported, however, that The Lodge is an asset at the cemetery, bringing in a potential income of £700 a month and suggested that the town council should NOT consider taking over the cemetery without the lodge. It was also noted that the new part of the cemetery does make money.

Initials.....dated.....

3297 **POLICE MATTERS**

Members noted a report received from Inspector Andy Fee, copies of which had previously been circulated with the Agenda. Inspector Fee introduced Leighton Williams, the new Neighbourhood sergeant for Trowbridge. Since December the WWCPT (West Wilts Community Policing Team) has been split into two. See www.wiltshire.police.uk/WiltshireWest

The public will see an increase of officers going into neighbourhood teams. The police continue to interact with communities via social media. Sergeant Williams reported he has been in the force for 18 years and is up for the challenge in Trowbridge. He confirmed his role is all about community engagement and what can be done together. He has a dedicated inbox and email, and encouraged councillors to contact him if they have any issues. Leighton.williams@wiltshire.pnn.police.uk

It was noted that there is currently no intelligence that County Lines are operating in Trowbridge, but in Melksham and Chippenham. Knife crime – plain clothes community tasking team are out there acting on intelligence, and using stop/search. This is one of the busiest teams, who have had some success. Young people are hiding knives so doing sweeps in the park etc.

Cllr Kirk reported on the recent incidences of people jumping from the top floor of the Castle Place Multi Storey car park, involving a massive police presence, and asked if any measures can be taken to erect a physical barrier. Negotiations with Wiltshire Council are in place to change the hardware.

3299 **MOTION**

Members considered the following motion proposed by Cllr Kirk and seconded by Cllr Cooper and the Town Clerk's response.

MOTION: That the Town Council fully adheres to the Probity in Planning for Councillors and Officers, published by the Local Government Association (LGA) and the Planning Advisory Service (PAS).

The Town Clerk's RECOMMENDATION: That the town council does NOT change its policy and procedures with regards to councillors acting as planning agents, being members of the Town Development committee or being members of the council and that if the council or any individual has a concern regarding the appropriateness of any member's actions with regard to declaration of interests or actions relating to their interests then it should be reported to the police (failure to declare an interest) or to the Monitoring Officer at Wiltshire Council (conduct) as appropriate.

Cllr Brice re-affirmed that the town council does not make any planning decisions. We are a consultant. He then moved the Town Clerk's recommendation, which was seconded.

Cllr Bryant also supports Cllr Brice's comments.

Cllr Fuller reported that the correct procedure has been taken by this council.

Cllr Beaver reported his deep regret that this matter has been brought to this council, with no prior consultation before the Town Development meeting, which had put him in an invidious position, calling his integrity into question. He further reported that he had referred himself to the Monitoring Officer who would be looking into Cllr Kirk's comments. If Cllr Beaver is subsequently exonerated, he will call on Cllr Kirk to give an apology.

Cllr Piazza suggested the council could review its Code of Conduct and invited the Town Clerk to explain how and when that would happen. The Town Clerk reported that should there be an amendment to the motion, it would have to be accepted by the proposer and seconder. He could

bring the Code of Conduct to a committee prior to the Annual Council meeting in May 2020 so that it can adopt any change then.

Initials.....dated.....

Cllr Beaver concluded that he would be happy to defer the issue until he has received a determination from the Monitoring Officer.

A recorded vote took place (at the request of Cllr Kirk, seconded by Cllr Cooper) on Cllr Kirk's motion:

Recorded vote:

In favour: Cllrs Cooper, Kirk and Piazza.

Against: Cllrs Bates, Bazan, Beaver, Blackmore, Blakemore, Brice, Bridges, Bryant, Cavill, Drewett, Halik, Hill, Hoar, King, Oldrieve, Palmen, Whiffen.

Abstentions: Cllr Fuller

Therefore the motion was LOST.

The meeting then voted on the Town Clerk's RECOMMENDATION which had been proposed and seconded, and it was:

RESOLVED: *That the town council does NOT change its policy and procedures with regards to councillors acting as planning agents, being members of the Town Development committee or being members of the council and that if the council or any individual has a concern regarding the appropriateness of any member's actions with regard to declaration of interests or actions relating to their interests then it should be reported to the police (failure to declare an interest) or to the Monitoring Officer at Wiltshire Council (conduct) as appropriate.*

3300 **POLLING CARDS**

The council considered the following question from Cllr Kirk and the Town Clerk's response.

Question:

Please can the Town Clerk, explain the policy of the Town Council NOT issuing Polling Cards for Town Council elections? Please can the clarification include the following points:

- Who makes the decision within the Town Council whether or not to issue Polling Cards?*
- The cost to the Town Council of issuing Polling Cards?*
- Would it be possible to achieve political advantage by NOT issuing Polling Cards?*
- When did the Town Council first set the precedent of NOT issuing Polling Cards and what was the political make-up of the Town Council at that time?*

Town Clerk's response:

The Town Council does not have a policy on the issuing of Poll Cards. The Town Clerk has made the decision whether or not to issue Poll Cards for all of the bye-elections which have taken place during the current term of office (2017 - 2021) in consultation with the Leader, which given the political make-up of the council during this period has inevitably meant that the Leader and the leader of the Liberal Democrat group have both been consulted. The decision in all cases was to reduce the cost to the Town Council. At the time of the first Drynham bye-election (won by the Liberal Democrat) and the Grove bye-election (won by the Independent), the political make-up of the town council was 9 Conservative, 8 Liberal Democrat, 1 Independent and 1 Labour. Poll Cards were issued in Drynham because it was held on the same day as the Unitary bye-election and they were therefore paid for by Wiltshire Council. No Poll Cards were issued for Grove. All councillors were notified of this decision on 30th May and no issues were raised. I understand at least some Poll Cards were issued for the Central bye-election (won by the Liberal Democrat) because Wiltshire Council's Elections Team decided to issue them as there was a change of polling station for some of the electors. At the time of this bye-election the political make-up of the Town Council was 9 Conservative, 9 Liberal Democrat and 2 Independent. No Poll Cards were issued for the

second Drynham bye-election (won by the Conservative). At the time of this bye-election the political make-up of the Town Council was 8 Conservative, 10 Liberal Democrat and 2 Independent.

Initials.....dated.....

The Town Clerk was able to provide, at the meeting, the estimated costs of issuing polling cards, having received the following response from the elections team at Wiltshire Council:

Grove Ward - £2154 Drynham Ward - £2106

Cllr Brice reported that in the interest of democracy the policy of this council should be that polling cards are issued for every election whatever the cost and made a proposal to that effect, which was seconded.

Cllr Fuller reported that the decision had been based on reducing the cost.

Cllr Kirk had not realised until it was too late that poll cards were not being issued.

A recorded vote took place, on Cllr Brice's proposal

Recorded vote:

In favour: Cllrs Bates, Bazan, Beaver, Blackmore, Blakemore, Brice, Bridges, Bryant, Cavill, Cooper, Drewett, Halik, Hill, Hoar, Fuller, King, Kirk, Oldrieve, Palmen, Piazza and Whiffen

Against: none.

Abstentions: none.

And it was therefore:

RESOLVED: *That in the interest of democracy the policy of this council should be that polling cards are issued for every election whatever the cost, and to inform Wiltshire Council's elections of this.*

3301 **FREEDOM OF INFORMATION**

The council considered the following question from Cllr Kirk and the Town Clerk's response.

Question:

Please can the Town Clerk, who is the stipulated Officer in relation to the Freedom of Information Act 2000 and Data Protection Act 1998 confirm if as a Council we failed in our legal duty to redact personal or sensitive information in relation to FOI data we release? If this is the case, please can the Town Clerk confirm the extent of the issue.

Town Clerk's response:

Whilst the Town Clerk is the responsible officer he is not a lawyer and therefore is unable to judge or rule on whether what the council did was a failure of its legal duty or not. We did release information which had been redacted, but then found that the redaction process had not worked correctly and the recipients were able to access the redacted information. This occurred once in response to one request and covered a large number of items of information which were released together. As a result we have had to purchase additional software to secure the redaction process at an additional cost to the town council. This has all been reported previously to the council.

RESOLVED to note.

3302 **REPRESENTATIVES ON OTHER BODIES**

a) **RESOLVED to approve the following nominations for vacancies arisen:**

- Trowbridge/French Twinning Association committee – Cllr Piazza.
- Trowbridge/Leer Twinning Association - Cllr Drewett

b) Members noted those reports submitted and circulated on the Agenda as follows:

- **Trowbridge/Leer Twinning Association** - Plans are progressing for the trip to Leer later in the year, and fund raising event are being organised.
- **Friends of Biss Meadows Country Park** - Have revised their H&S constraints and have sent new guidelines to the group.

- **Friends of the Down Cemetery** - nothing new to report other than Wiltshire Council has reviewed its Health & Safety policy in respect of the Down Cemetery.

Initials.....dated.....

In addition, the following was also noted:

- **Fairtrade** - Cllr Oldrieve had provided a copy of the Fairtrade Minutes of meeting held on 13th January 2020 to the Council Secretary prior to the meeting. If any councillor wishes to receive an electronic copy please advise the Council Secretary.
- **Wiltshire Operational Flood Group** – Cllr Hill reported that the flood plan that Trowbridge is missing would cover surface water and watercourse issues including critical gully clearance. Cllr Hill offered to draft the flood programme process, pass it to councillors and then put it in place.

3303 BUDGET 2020/21

The Town Clerk circulated to those at the meeting an updated Budget Report for consideration.

The council considered the recommendation from the Policy & Resources Committee at their meeting held on 14th January as follows:

- | | |
|---|------------|
| a. That the Council approves the department Budgets for 2020/21 as detailed on the budget spreadsheets, totalling | £1,899,950 |
| b. That the Council approves that the contribution to General Reserves for 2020/21 be | £62,500 |
| c. That the Committee recommends to Council therefore a total budget requirement for 2020/21 of | £1,962,450 |
| And that this is funded in part through estimated income for 2020/21 from Community Infrastructure Levy of | (£65,500) |
| Leaving a net precept requirement for 2020/21 of | £1,896,950 |
| Which results in an increase of £7.60 on the Trowbridge Town Council 'Band D' Council Tax Charge, to | £161.58 |
| Which is less than £3.20 per week. | |

Cllr Brice proposed an amendment which was seconded.

To reinstate the £40K which would result in an increase of £11 and would mean the Band D Council Tax Charge would be £164.98 to enable us to take on responsibilities from Wiltshire Council.

A vote took place on the amendment. Cllr Kirk requested a recorded vote. This was seconded by Cllr Cooper.

Recorded vote:

In favour: Cllr Bates, Beaver, Blackmore, Blakemore, Brice, Bridges, Bryant, Hill, Hoar, Oldrieve and Palmen. (11).

Against – Cllrs Bazan, Cavill, Cooper, Drewett, Fuller, Halik, King, Kirk, Piazza and Whiffen. (10).

Therefore the amendment was CARRIED.

A recorded vote was requested by Cllr Kirk and seconded by Cllr Cooper on the substantive recommendation.

Recorded vote:

In favour: Cllr Bates, Beaver, Blackmore, Blakemore, Brice, Bridges, Bryant, Hill, Hoar, Oldrieve and Palmen. (11).

Against – Cllrs Bazan, Cavill, Cooper, Drewett, Fuller, Halik, King, Kirk, Piazza and Whiffen. (10).

Initials.....dated.....

Therefore it was RESOLVED:

- | | |
|--|------------|
| a. That the Council approves the department Budgets for 2020/21 as detailed on the budget spreadsheets, totalling | £1,899,950 |
| b. That the Council approves that the contribution to General Reserves for 2020/21 be | £62,500 |
| c. That the Council reinstates the additional contribution to Reserves to prepare for Service Delegation from Wiltshire Council of | £40,000 |
| d. That the Committee recommends to Council therefore a total budget requirement for 2020/21 of | £2,002,450 |
| And that this is funded in part through estimated income for 2020/21 from Community Infrastructure Levy of | (£65,500) |
| Leaving a net precept requirement for 2020/21 of | £1,936,950 |
| Which results in an increase of £11.00 on the Trowbridge Town Council 'Band D' Council Tax Charge, to | |
| Which is less than £3.20 per week. | £164.98 |

3304 MEDIA

- a) **RESOLVED** to note the information about Media Releases.
- b) **RESOLVED** to make a press release/social media report regarding the following:
- Council tax – included
 - Council secretary's retirement
 - Gemma Novis (photo)

Cllr Bazan reported that he had met with Matt Callaway of the Trowbridge Environmental Group who confirmed that tree planting will take place in town on 7th March 2020.

3305 DATE OF NEXT MEETING

NOTED the next meeting will be the Full Council meeting on Tuesday 17th March 2020 in the Council Chamber, The Civic Centre, St Stephen's Place, Trowbridge.

Meeting closed 21.05hrs

Signed.....Dated.....

FULL COUNCIL MEETING 21st JANUARY 2020 ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
RESOLVED that the council writes to the authority expressing its regrets at the closing of the Trowbridge Birthing Unit.	LA	
RESOLVED to appoint Cllr Piazza to the Leisure & Information Services Museum and Town Development committees.	LA/TC	
RESOLVED not to appoint another councillor onto the Risk & Audit Panel.	LA	
To amend Standing Orders at the Annual Council meeting on 19 th May 2020 as follows: The three other statutory and two additional meetings shall be held on the third Tuesday in the months of July, September, November, January and March, except in 2020 when the November meeting will be held on the fourth Tuesday 24th (not 17th).	LA	
RESOLVED: That the town council does NOT change its policy and procedures with regards to councillors acting as planning agents, being members of the Town Development committee or being members of the council and that if the council or any individual has a concern regarding the appropriateness of any member's actions with regard to declaration of interests or actions relating to their interests then it should be reported to the police (failure to declare an interest) or to the Monitoring Officer at Wiltshire Council (conduct) as appropriate.	LA	
RESOLVED THAT in the interest of democracy the policy of this council should be that polling cards are issued for every election whatever the cost, and to inform Wiltshire Council's elections.	LA	
RESOLVED: BUDGET as above.	LA/JW/GS	
RESOLVED to make a press release/social media report regarding the following: <ul style="list-style-type: none"> • Council tax – included • Council secretary's retirement • Gemma Novis (photo) 	LA	