

## MINUTES

**At a meeting of the Policy & Resources Committee held in The Council Chamber at The Civic, Trowbridge, on Tuesday 6<sup>th</sup> September 2022 at 19.00hrs.**

### **IN ATTENDANCE**

**Councillors:** Bridges, Bates, Cave, Cavill, Hill, Hoar, Palmen (Chair), Piazza, Trigg, Cooper (substitute for Bryant),

**Officers:** L Allan (Town Clerk) Mrs J Weimar (HOS Resources & Venues), Mrs N Patterson (Council Secretary)

**Public:** Cllr. D Vigar, Mr J Smith (Via Teams)

**Press:** 0

### **3370 APOLOGIES**

The council received apologies from Cllr. Bryant

**RESOLVED** to accept apologies from Cllr. Bryant and the reason for absence

### **3371 MINUTES**

- a. **RESOLVED:** To approve as a correct record, the minutes of the meeting held on 5<sup>th</sup> July 2022.
- b. There were no questions arising from those minutes.
- c. **RESOLVED:** To note the minutes of the Civic Board meeting held on 16<sup>th</sup> August 2022.
- d. **RESOLVED:** To note, the Minutes of the Risk & Audit Panel held on 16<sup>th</sup> August 2022.

### **3372 DECLARATIONS OF INTEREST**

None

### **3373 CHAIR'S ANNOUNCEMENT**

The Chair wished the New Prime Minister the best.

### **3374 OPEN FORUM**

The committee received questions from the public.  
None

### **3375 QUESTIONS FROM COUNCILLORS**

None

### **3376 TOWN CLERK'S REPORT**

Cllr Palmen ran through the P&R Report and the following points were raised:

**Graham Hill:** It is being consider the possibility of setting up warm rooms/spaces in the coming months. Is it possible to apply for a Grant?

**Cllr Palmen:** Grants applications are made by organisations and can be made by 5/10/2022

**Cllr. Piazza:** Are Grants voted on by this committee? Is possible that outside of this committee grants can be made by officers for an organisation.

**Cllr. Palmen:** Yes, Grants are voted for on the committee and No it is not possible.

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**Cllr. Piazza:** The £18000 that has been given to the Rugby club as part of the lease hold purchase of the strip of land for access. On the invoice it says Grant.

**Town Clerk:** The wording on the invoice is incorrect to refer to a grant. However, an amended invoice will not be issued. It was not a grant. The decision was previously made by the council and was part of the Doric Pak project, to move the play park and purchase new play equipment as access was needed where the play park was situated. The Rugby Club part funded this with the area board.

The Town Clerk has been to several meetings for the Town Hall project, these meetings considered the main project and designs and they have now started the first round of tenders. Progress is being made on the Wayfinding Project and Highways project. Papers are going to cabinet with Wiltshire Council next week which outline some of these projects with recommendations to move projects and delegate decision making to cabinet members and officers.

**Cllr. Piazza:** Asked if the report could be amended and the word confidential could be removed from 6.1.

**Town Clerk:** Responded with, it would be inappropriate to amend a document that has already been circulated in the public domain.

The next child and well-being partnership meeting is on the 19<sup>th</sup> September. If any councillors would like to attend please let Cllr. J Trigg know so can inform Colin Kay.

**Cllr. Cavill:** Regarding the street clean contracts wanted to make clear that the images of rubbish on the front cover of the Wiltshire Times was not the fault of the Town council but County.

Progress is being made in the cleaning up of commercial waste.

### **3377 MANAGEMENT ACCOUNTS 2021-22**

**The committee considered the end Quarter One accounts.**

**RESOLVED: To note the end of Quarter One accounts.**

### **3378 LH&FIG BROADMEAD 20MPH PROPASAL**

**The committee considered** the report from ATKINS on behalf of Wiltshire Council, which includes two options for the implementation of a 20mph speed limit in Silver Street Lane.

**Option 1- traffic calming measures for the entire length of Silver Street Lane with the other 3 Automated Traffic Count (ATC) sites in this area having a 20mph speed limit imposed. Costing £95,000 (Town Council 25% contribution; £23,750)**

**Option 2 – Retaining the 30mph speed limit along Silver Street Lane with the other 3 ATC sites having a 20mph speed limit imposed. Costing £11,250 (Town Council 25% contribution; £2,812.50)**

**RESOLVED: The committee approves contributions totalling £5,550 including, Waiting Restrictions Implementation, Boundary Walk Streetnameplate, Westfield Close Parking Bay markings, Manor Road Bus shelter, Chilmark Road Bus Stop markings, Leap Gate speed transition signs and Church Lane Frome Rd junction.**

**RESOLVED: The committee is to defer the decision on Option 1 and Option 2 until more options are available.**

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**RESOLVED:** The committee approves a virement in the budget totalling £10,000, to enable the approved contributions to be made during the current financial year for all of the LH&FIG projects. This is transferred as follows: £4,990 unspent in Investment in Assets (Other) in the same cost centre and £5,010 from Neighbourhood Services Salaries, which is underspent and will remain underspent this year.  
Noted that Cllr. Piazza abstained

**RESOLVED:** The town council will, subject to CIL availability, offer to match fund on a £1 for £1 basis any contribution from North Bradley Parish Council towards LH&FIG projects, subject to town council approval on a project by project basis.  
Noted that Cllr. Piazza & Hoar against, Cllr. Cave abstained

### 3379 **DELEGATION SERVICE**

**RESOLVED:** The committee noted the update from Cllr J Trigg. The next service delegation meeting is the 22<sup>nd</sup> September.  
Wiltshire Council are taking papers to cabinet next Tuesday which is their new Service Delegation and Asset Transfer Policy. It makes it clear, at a minimum cemetery's must be part of the service delegation.

At present this was not part of the Town Councils Negotiation for Service Transfer. In recent communications with Wiltshire Council the Town Council have indicated that the Town Council would like to seek an asset transfer.

### 3380 **PAYMENTS OF ACCOUNTS**

The committee considered for approval payments and receipts made since the last meeting of the council recorded on the Cash Receipts and Payments Records by the Finance Officer. To confirm the actions of Councillors Denise Bates and Stewart Palmen who reviewed the bank reconciliations on 30/08/22 and found no errors. These were duly signed.

	<u>Payments</u>	<u>Receipts</u>
June	£ 248,062.13	£ 84,977.91
July	£ 325,593.61	£ 108,605.75

**RESOLVED:** The committee approves the payments & receipts for June and July and they have been signed by Councillors Denise Bates and Stewart Palmen.

### 3381 **INTERNAL AUDIT**

The Committee noted the receipt of the first interim internal audit report for 2022/23 from the Council's Internal Auditors, Mulberry & Co.

**RESOLVED:** The Committee noted the Internal Audit Report.

### 3382 **CIVILITY AND RESPECT**

To consider the Invitation for councils to sign up to the Civility and Respect Pledge, by signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles. We invite all councillors all councils to include an agenda item to review the statements and sign up to the civility and respect pledge. Visit

[www.slcc.co.uk/news-publications/civility-respect-project](http://www.slcc.co.uk/news-publications/civility-respect-project)

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**RESOLVED:** That the council signs up to the Civility & Respect Pledge and urges each councillor to do so.

**3383 MOTIONS**

**MOTION: 220812/10:56**

**From Cllr. D Vigar**

**RESOLVED:** Trowbridge Council refuses to allow its land at the Grove Recreation Ground to be used to achieve the biodiversity net gain required in respect of the planning application for Land off Frome Road, Upper Studley, Trowbridge – reference 20/09659/FUL. The Council requests the Facilities Manager to continue pursuing plans to plant trees, mark out football pitches and create meadow areas at the site and to seek alternative sources of funding for the trees that are not linked to planning applications.

Cllr. Palmen & Cavill removed themselves from the room because they had a pecuniary interest as Trustees of St James Trust.

**3384 MEDIA RELEASES**

**RESOLVED:** The committee consider the following Media releases.  
**The LH&Fig match Funding.**

**3385 FUTURE AGENDA ITEM**

**The committee consider** the following for an agenda item at the next meeting.

The need for warm rooms/spaces in the coming months with the increased cost of utility bills.  
The things to consider:

Look at existing groups

- o Do we know what they are/where etc. Need to identify
- o Could they extend opening times/availability? Barriers - including staffing and energy bills, overall funding?

Energy Companies - worth approaching for potential grant funding.

Any space needs to feel comfortable/welcoming i.e. not just a corporate space.

TTC considerations:

- o Buildings generally booked - should not negatively impact current commercial operation
- o Post Xmas may have more space opportunities
- o Funding - shouldn't just come from reserves
- o Some grant funding still to be awarded - could this be used to support existing groups?
- o If TTC does not offer space/staff - is co-ordination right with TTC?
- o Reaching out to the community and those in need with communications from the Mayor.

**RESOLVED:** The committee approved this as an agenda item at full Council

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# Trowbridge Town Council

Policy & Resources Committee 6<sup>th</sup> September 2022


**3385 DATE OF NEXT MEETING**

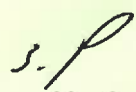
1<sup>ST</sup> November 2022

10<sup>th</sup> January 2023

7<sup>th</sup> March 2023

Meeting closed at 20:13

Signature .....  ..... Date..... 3/11/22 .....

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