



# CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

15 March 2023

To Councillors:

Desna Allen	Liz Alstrom (Chair)
Declan Baseley (Vice-Chair)	James Bradbury
Jenny Budgetell	Clare Cape
Pete Cousins	William Douglas
Robert Giles	Gemma Grimes
Angie Litvak-Watson	Kathryn Macdermid
Conor Melvin	Nick Murry
Andy Phillips	Nina Phillips
David Poole	Nic Puntis
Chris Ruck	John Scragg
Matthew Short	George Simmonds
Myla Watts	Hayley Wilson

Meeting of Full Council - Wednesday 22 March 2023

**PRESENTATION:** There will be a presentation taking place before the meeting at 6.25pm relating to a Public Art Project from the Friends of the Museum and the Civic Society.

Dear Councillor,

You are summoned to attend a meeting of Full Council to be held in the Town Hall on Wednesday 22 March 2023 commencing at 7.00 pm for transaction of the business given in the Agenda attached.

Please note members of the public are invited to address the council at this meeting at 7pm. Members of the public are requested to send their public question to [enquiries@chippenham.gov.uk](mailto:enquiries@chippenham.gov.uk) by 12pm on the day before the meeting and confirm whether they will be in physical attendance or require an officer to read out the question on their behalf. Priority of physical attendance will be given to the press and those that have sent their public question in advance and will read it out, remaining seats will be allocated on a first come first served basis.

Alternatively, anyone who wishes to watch the meeting only can do so via this link: <http://youtube.com/channel/UCLhKQ0VMR7-mu7GvGYO3uGg/live>

Yours sincerely,

Mark Smith MBA LLB (Hons) CMgr FCMI FSLCC  
Chief Executive

**All council meetings are open to the public and press**

### **RECORDING OF PUBLIC COUNCIL MEETINGS**

Recording and using social media is permitted at Council meetings which are open to the public. Please note that Chippenham Town Council will be streaming this meeting to YouTube, the video recording will be available in the public domain for six months.

### **7pm - PUBLIC QUESTION TIME (not to exceed 30 minutes)**

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chair will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting. A record of any public participation session shall be included as an appendix to the Minutes.

## **Agenda**

Full Council - Wednesday 22 March 2023

	Wards affected	Page no.
1. <b><u>APOLOGIES FOR ABSENCE</u></b>		
To receive any apologies for absence.		
2. <b><u>DECLARATION OF INTEREST</u></b>		
All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct. Councillors are reminded to declare any dispensation granted in relation to any relevant matter.		
3. <b><u>MINUTES</u></b>		7 - 22
To receive the draft minutes of the Council meeting held on Wednesday 11 January 2023. Minutes require a proposer and seconder for approval (copy attached).		
4. <b><u>MAYOR'S ANNOUNCEMENTS</u></b>		23 - 24
i. To receive any announcements from the Mayor.		
ii. To receive a list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 11 January 2023 (copy attached).		

5. **POLICE REPORT**

To receive a verbal update from Wiltshire Police.

6. **COMMITTEE MINUTES**

The Chair invites all Councillors to raise any queries or questions on the work being undertaken by Committees, purely for information only. To receive the following:

- a. **Amenities, Culture & Leisure Committee**  
The draft minutes of the meeting held on 18 January 2023 (previously circulated).
- b. **Planning, Environment & Transport Committee**  
The draft minutes of the meetings held on 05 January, 26 January, and 16 February 2023 (previously circulated).
- c. **Strategy and Resources Committee**  
The draft minutes of the meeting held on 15 February 2023 (previously circulated).
- d. **Human Resources**  
The draft minutes of the meeting held on 23 February 2023 (previously circulated).

7. **YOUTH COUNCIL MINUTES**

25 - 28

To receive the minutes from the Youth Council meetings held on 31 January and 21 February 2023 for information only (copies attached).

**To consider the following items**

8. **REQUEST FOR FINANCIAL SUPPORT FROM WESTBURY TOWN COUNCIL**

All Wards

29 - 36

To receive and consider a report from the Director of Community Services regarding a previous Council decision for financial support to Westbury Town Council under conditions that have subsequently not been met (copy attached).

	Wards affected	Page no.
<p>9.     <b><u>FREEDOM OF THE TOWN RENEWAL</u></b></p> <p>To receive and consider a report from the Head of Democratic Services regarding re-support for the existing ‘Freedom of the Town’ honour to 9 Regiment, Royal Logistic Corps and holding a celebratory event to mark this (copy attached).</p>	All Wards	37 - 40
<p>10.    <b><u>SIX MONTH RULE: CONSIDERATION OF REASON FOR ABSENCE</u></b></p> <p>Council to receive an update from the Head of Democratic Services on whether this item is required.</p> <p>If required, Council to formally consider the reason for a long period of Councillor absence in advance of the six month deadline. The Local Government Act 1972 s.85 outlines vacation of office by failure to attend meetings, <i>‘if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority’</i>.</p> <p>If Councillors approve the reason for absence, the Councillor’s six month period shall begin again. If Councillors do not approve the reason for absence, there would be a Councillor vacancy arising if the Councillor is unable to attend a meeting before the existing six month deadline.</p>	Sheldon	
<p>11.    <b><u>COUNCILLOR MOTIONS</u></b></p> <p>To receive and consider the following Councillor motions:</p> <p>i) Councillor motion from Councillor Desna Allen regarding writing to Wiltshire Council about recent election charges to the Town Council (copy attached).</p> <p>ii) Councillor motion from Councillor Declan Baseley regarding the potential of public drinking fountains (copy attached).</p>	All Wards	41 - 44

**To note the following items, questions for clarification purposes only****12. NEIGHBOURHOOD PLAN UPDATE**

45 - 50

To receive a report from the Head of Planning, presented by the Director of Community Services, updating Councillors on the progress of the Neighbourhood Plan (copy attached).

**13. DORSET & WILTSHIRE FIRE AND RESCUE AUTHORITY, WILTSHIRE LOCAL PERFORMANCE & SCRUTINY COMMITTEE**

To note the future dates of the Dorset & Wiltshire Fire and Rescue Authority, Wiltshire Local Performance & Scrutiny Committee.

Thursday 1 June 2023, 10am-12noon  
 Thursday 31 August 2023, 10am-12noon  
 Thursday 30 November 2023, 10am-12noon  
 Thursday 29 February 2024, 10am-12noon  
 Wednesday 5 June 2024, 10am-12noon

Further information available on their website:  
<https://www.dwfire.org.uk/fire-rescue-authority/meetings/local-performance-scrutiny-committee-wiltshire/>

**14. COUNCILLOR'S FEEDBACK**

- i. To receive feedback from Town Councillors on significant work they are involved with including ward work.
- ii. To receive feedback from Town Councillors nominated by the Council to outside bodies on significant work they are involved with.
- iii. To receive feedback from Wiltshire Councillors on significant work they are involved with.
- iv. To receive any updates on meeting membership changes from the Democratic Services Team.
- v. To receive ideas for potential Community Infrastructure Levy (CIL) projects funded by the 85% of CIL that Wiltshire Council retain from development within Chippenham to be forwarded to Wiltshire Council by the Chief Executive.

15. **ITEMS FOR COMMUNICATION**

To consider any items for communication and any items to be consulted with the Youth Council.

16. **DATE OF NEXT MEETING**

The next meeting of Full Council will be the Annual Council meetings held at 7pm on Wednesday 17 May 2023.