



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

14 June 2023

To Councillors:

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

Meeting of Full Council - Wednesday 21 June 2023

Dear Councillor,

You are summoned to attend a meeting of Full Council to be held in the Town Hall on Wednesday 21 June 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 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 21 June 2023

	Wards affected	Page no.
1. <u>APOLOGIES FOR ABSENCE</u>		
To receive any apologies for absence.		
2. <u>DECLARATION OF INTEREST</u>		
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. <u>MINUTES</u>		7 - 16
To receive the draft minutes of the Council meeting held on Wednesday 17 May 2023. Minutes require a proposer and seconder for approval (copy attached).		
4. <u>MAYOR'S ANNOUNCEMENTS</u>		17 - 18
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 17 May 2023 (copy attached).		

	Wards affected	Page no.
5. <u>POLICE REPORT</u>		19 - 26
To receive a report from Wiltshire Police for information (copy attached).		
6. <u>COMMITTEE MINUTES</u>		
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. Planning, Environment & Transport Committee		
The draft minutes of the meetings held on 12 May and 01 June 2023 (previously circulated).		
b. Strategy and Resources Committee		
The draft minutes of the meeting held on 07 June 2023 (previously circulated).		
<u>To consider the following items:</u>		
7. <u>NEIGHBOURHOOD PLAN UPDATE AND APPROVAL</u>	All Wards	27 - 1292
To receive and consider a report from the Head of Planning updating Councillors on the progress of the Neighbourhood Plan. To consider approval of the Plan and supporting documents to be able to submit these to Wiltshire Council, as the Local Planning Authority (copy attached).		
8. <u>YEAR END ACCOUNTS AND FINANCIAL STATEMENTS FOR 2022/23</u>	All Wards	1293 - 1328
To receive and consider a report from the Director of Resources, the Responsible Financial Officer, regarding the Year End Accounts and Financial Statements 2022/23 as recommended by the Strategy and Resources Committee at its meeting on 07 June 2023 (copy attached).		
9. <u>ANNUAL REPORT</u>	All Wards	1329 - 1340
To receive and consider a report from the Head of Communications and Customer Services regarding approval and publication of the Annual Report 2022-23 (copy attached).		

	Wards affected	Page no.
10. <u>STANLEY PARK DEPOT PROJECT</u>	All Wards	1341 - 1344
To receive and consider a report from the Director of Community Services updating on the Stanley Park depot project and to consider approval for additional capital expenditure to enable completion (copy attached).		
11. <u>OUTSIDE BODY REPRESENTATION: CHIPPENHAM COMMUNITY PARISH AREA FORUM</u>	All Wards	1345 - 1346
To receive and consider a report from the Head of Democratic Services regarding an outside body request for the Chippenham Community Parish Area Forum (copy attached).		
12. <u>SIX MONTH RULE: CONSIDERATION OF REASON FOR ABSENCE</u>	Cepen Park & Hunters Moon	
Council to receive an update from the Head of Democratic Services on whether this item is required.		
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> .		
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.		
13. <u>COUNCILLOR MOTION</u>	Monkton	1347 - 1348
To consider a Councillor Motion from Councillors Matthew Short and Gemma Grimes regarding writing a letter requesting any future development that adjoins Island Park seeks to protect and enhance the special environmental characteristics of the Park (copy attached).		

To note the following items, questions for clarification purposes only:**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 held at 7pm on Wednesday 27 September 2023.