



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

3 January 2024

To Councillors:

Desna Allen

Declan Baseley (Chair)

Matthew Bragg

Clare Cape

William Douglas

Gemma Grimes

Kathryn Macdermid

Nick Murry

David Poole

John Scragg

George Simmonds

Myla Watts

Liz Alstrom

James Bradbury

Jenny Budgell

Pete Cousins

Robert Giles

Angie Litvak-Watson

Conor Melvin (Vice-Chair)

Andy Phillips

Nic Puntis

Matthew Short

Adam Ward

Hayley Wilson

Meeting of Full Council - Wednesday 10 January 2024

Dear Councillor,

You are summoned to attend a meeting of Full Council to be held in the Town Hall on Wednesday 10 January 2024 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 faithfully,

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 10 January 2024

	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 - 32
To receive the draft minutes of the extraordinary Council meeting held on Monday 20 November 2023 and the Council meeting held on Wednesday 22 November 2023. Minutes require a proposer and seconder for approval (copies attached).		
4. <u>MAYOR'S ANNOUNCEMENTS</u>		33 - 34
i. To receive any announcements from the Mayor.		

	Wards affected	Page no.
<p>ii. To receive a list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 22 November 2023 (copy attached).</p>		
<p>5. <u>POLICE REPORT</u></p> <p>To receive an update from Wiltshire Police (copy attached).</p>		35 - 42
<p>6. <u>COMMITTEE MINUTES</u></p> <p>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:</p> <p>a. Planning, Environment & Transport Committee The draft minutes of the extraordinary meeting held on 08 November 2023, and the ordinary meeting held on 07 December 2023 (previously circulated).</p> <p>b. Strategy and Resources Committee The draft minutes of the meeting held on 06 December 2023 (previously circulated).</p>		
<p>7. <u>YOUTH COUNCIL MINUTES</u></p> <p>To receive the minutes from the Youth Council meetings held on 14 November and 12 December 2023 for information only (copies attached).</p>		43 - 46
<u>To consider the following items:</u>		
<p>8. <u>BUDGET 2024/25</u></p> <p>To receive and consider a report from the Director of Resources, (Responsible Financial Officer) and Chief Executive. The report will be introduced by the Leader of the Town Council and presented by the Director of Resources.</p> <p>To consider the recommendation from the Strategy and Resources Committee regarding the adoption of the draft Income and Expenditure (I&E) and Capital / Ear Marked Funds (C/EMF) budgets for 2024/25 and associated precept (copy attached). A recorded vote to be taken in accordance with Standing Order 16.4.</p> <p>Any questions relating to this item should be</p>	All Wards	47 - 64

	Wards affected	Page no.
submitted to officers at least 24 hours in advance of the meeting.		
9. <u>ADOPTION OF CODE OF CONDUCT</u>	All Wards	65 - 88
To receive and consider a report from the Head of Democratic Services regarding a recommendation from the Strategy and Resources Committee for Council to adopt the Local Government Association's Model Councillor Code of Conduct (copy attached).		
10. <u>MEMORANDUM OF UNDERSTANDING BETWEEN THE ENVIRONMENT AGENCY, THE TOWN COUNCIL AND WILTSHIRE COUNCIL (RIVER IMPROVEMENT PROJECT)</u>	All Wards	89 - 94
To receive and consider a report from the Head of Democratic Services regarding a request from the Environment Agency to sign the Memorandum of Understanding which formalises the working arrangements that are currently taking place between the Environment Agency, the Town Council and Wiltshire Council in relation to the river improvement project in Chippenham (copy attached).		
11. <u>ANNUAL CALENDAR OF MEETINGS AND CIVIC EVENTS FOR 2024/25</u>	All Wards	95 - 98
To receive and consider a report from the Head of Democratic Services regarding the proposed meeting and civic event dates for the municipal year 2024/25 (copy attached).		
<u>To note the following items, questions for clarification purposes only:</u>		
12. <u>NEIGHBOURHOOD PLAN UPDATE</u>	All Wards	99 - 100
To receive a report from the Head of Planning updating Councillors on the progress of the Neighbourhood Plan (copy attached).		
13. <u>URGENT ACTION FORM</u>	All Wards	101 - 102
To note the urgent action form relating to a decision made by the Chief Executive under delegated authority to sign the campaign for equality regarding the payment of carers' allowances at a parish level (copy attached).		

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 March 2024.