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**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

FULL COUNCIL

Minutes of a meeting of the Full Council held in the Town Hall on Wednesday 11 January 2023 at 7.00 pm.

COUNCILLORS:

Desna Allen	Liz Alstrom (Chair)	Declan Baseley (Vice-Chair)
James Bradbury	Jenny Budgell	Clare Cape
Robert Giles	Angie Litvak-Watson	Kathryn Macdermid
Conor Melvin	Nic Puntis	Chris Ruck
John Scragg	Matthew Short	George Simmonds
Hayley Wilson		

OFFICERS:

Mark Smith, Chief Executive
Nick Rees, Director of Resources
Matt Kirby, Director of Community Services
Andy Conroy, Head of Planning
Heather Rae, Head of Democratic Services
Alex Cooper, Democratic Services Officer

PUBLIC PRESENT: There were three members of the public present

There was a presentation before the meeting from a representative from the Community Hub regarding the Community Town Team.

PUBLIC QUESTION TIME

There was one verbal public question, a copy of the question is appended to these minutes at **APPENDIX A**, the response was not part of the meeting but is appended to these minutes at **APPENDIX B**.

69. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Pete Cousins due to ill health, Councillor Nick Murry due to another commitment, Councillor Nina Phillips due to ill health, Councillor Andy Phillips due to ill health, Councillor David Poole due to family commitments and Councillor Gemma Grimes due to work commitments.

70. DECLARATION OF INTEREST

There were no declarations of interest.

71. MINUTES

The minutes from the meeting held on 23 November 2022 were proposed by Councillor Desna Allen, seconded by Councillor Matthew Short and with all in favour, it was;

RESOLVED that:

The minutes from the meeting held on 23 November 2022 were approved as a correct record and were signed by the Chair.

72. **MAYOR'S ANNOUNCEMENTS**

- i. a) The Mayor highlighted the main Charity fundraising event of the year on Saturday 29th April 2023. The event will support the Mayoral charities: Heals and Wiltshire Air Ambulance. The theme is a midsummer night's dream, a costumed masquerade event. The main event includes a drinks reception, dinner, live entertainment, live music and a DJ music set. There will also be tickets to the 'afterparty' only, with live music and the DJ set. Tickets will be on sale soon with further details published on the Town Council website and socials. The Mayor thanked all in advance for their support of this event.
- b) The Mayor noted that in relation to agenda item 7 the Community Safety Forum notes had the incorrect attachment. The Community Safety Forum notes from the meeting on 06 December 2022 were to be noted, a copy is attached to the minutes for information.
- ii. The list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 23 November 2022 were noted.

73. **POLICE REPORT**

The Inspector updated on the current policing priorities within the Chippenham area including partnership working to tackle anti-social behaviour, low levels of burglaries, successful drug investigations, anti-social behaviour at Saddlers Mead car park. The Inspector highlighted that any incidents occurring need to be reported to the police, otherwise they will not be aware of issues. The importance of communication with local representatives was highlighted. The Chair thanked the Inspector for attending the meeting.

RESOLVED that:

The update be noted.

74. **COMMITTEE MINUTES**

- a. **Amenities, Culture & Leisure Committee**
The minutes of the meeting held on 02 November 2022 were presented by Councillor Declan Baseley with all matters resolved.

- b. **Planning, Environment & Transport Committee**
The draft minutes of the meetings held on 17 November and 08 December 2022 were presented by Councillor Clare Cape with all matters resolved.
- c. **Strategy and Resources Committee**
The draft minutes of the meeting held on 07 December 2022 and the extraordinary meeting held on 20 December 2022 were presented by Councillor Desna Allen with all matters resolved.
- d. **Human Resources**
The draft minutes of the extraordinary meeting held on 12 December 2022 were presented by Councillor Desna Allen with all matters resolved.

75. **COMMUNITY SAFETY FORUM NOTES**

It was noted that the attached Community Safety Forum notes were incorrect, the notes from the meeting held on 06 December 2022 were the last meeting and are attached to the minutes.

RESOLVED that:

The notes from the Community Safety Forum meeting held on 06 December 2022 were noted.

76. **FINANCIAL REGULATIONS AND PROCUREMENT POLICY REVIEW**

The Director of Resources, Responsible Financial Officer, presented the report regarding revisions to the Council's Financial Regulations and Procurement Policy. The Strategy and Resources Committee recommended to Full Council that these be adopted, S&R 07/12/22 Minute 57 refers.

Councillor Clare Cape highlighted acknowledgement of the Government's policy regulations regarding the lack of scope for ethical investment and procurement and expressed disappointment that the Council are prevented from considering ethical topics that may be important to residents such as international human rights.

With all in favour of the report recommendations, it was;

RESOLVED that:

Councillors adopted the revised versions of the Council's Financial Regulations and Procurement Policy as recommended by the Strategy & Resources Committee on 7 December 2022.

77. **BUDGET 2023/24**

The Leader introduced the budget report and thanked officers and councillors for their involvement in the process. The Leader urged Council to support the recommendation of the Strategy and Resources Committee to approve the proposed budget and precept.

The Director of Resources, Responsible Financial Officer, presented the report regarding the draft income and expenditure for 2023/24 and associated precept. The proposal for a breakeven outturn for income and expenditure was noted. The draft Capital Earmarked Fund expenditure budget for 2023/24 was outlined and it was noted that CIL income be sought for funding £728k of the total Capital Earmarked Fund expenditure of £828k.

A recorded vote was taken in accordance with Standing Order 16.4.

For	Against	Abstain
Desna Allen	Chris Ruck	Declan Baseley
Liz Alstrom		Angie Litvak-Watson
Jenny Budgell		James Bradbury
Clare Cape		
Robert Giles		
Kathryn Macdermid		
Conor Melvin		
Nic Puntis		
John Scragg		
Matthew Short		
George Simmonds		
Hayley Wilson		
Total: 12	Total: 1	Total: 3

With the majority in favour, it was;

RESOLVED that:

Council approved:

- i) The draft Income & Expenditure for 2023/24 and associated Precept of £3,968,965.
- ii) The draft Capital Ear Marked Fund expenditure budget for 2023/24 of £828k, with the use of £728k of CIL Income to fund it.

78. **CONSIDERATION OF APPOINTING A COUNCILLOR REPRESENTATIVE TO AN OUTSIDE BODY - COMMUNITY TOWN TEAM**

The Head of Democratic Services presented the report regarding the request for a Town Councillor representative on the Chippenham Community Town Team, a group set up by the Chippenham Community Hub. It was noted that these external meetings were already attended by several Town Council

officers relating to their roles and also by some Town Councillors in their capacity as individuals. It was highlighted that this attendance by Town Councillors was not in the role of Town Councillor or nominated by Council.

Councillors requested general feedback from officers on work relating to the community. Councillors supported the Town Team's benefit to the community of Chippenham but noted there was sufficient representation in place by officers and individuals and did not agree that a Town Councillor representative would contribute further. With the majority against, it was;

RESOLVED that:

Councillors did not support appointing a Councillor representative to the Community Town Team.

79. **NEIGHBOURHOOD PLAN UPDATE**

The Head of Planning updated Councillors on the progress of the Chippenham Neighbourhood Plan since the last update in November 2022.

RESOLVED that:

Councillors noted the report.

80. **CALENDAR OF MEETINGS AND CIVIC EVENTS 2023 TO 2024**

The Head of Democratic Services presented the report regarding the proposed meeting and civic event dates for the municipal year 2023/2024.

RESOLVED that:

The Calendar of Meetings and Civic Events at **APPENDIX A** be noted for the municipal year 2023/24.

81. **COUNCILLOR'S FEEDBACK**

- i. There were no updates from Town Councillors on significant work they are involved with.
- ii. The following updates from Town Councillors nominated to outside bodies were given:
Councillor Jenny Budgell updated as representative on Chippenham Borough Lands Charity (CBLC) that a new playground is being built by the Arc Climbing Centre. This had been delayed due to bad weather, there had been negative feedback about flooding. It was highlighted to Councillors that any residents experiencing difficulty can approach CBLC for financial help, staff will help or signpost.

Councillor John Scragg updated in capacity as the Chairman of the Wiltshire Association of Local Councils (WALC). There would be a

meeting on 18 January 2023 to address issues concerning the executive committee. Representation from Town Councillors has been reasonable but poor from Parish Councillors, this will be investigated. Due to the large number of small parishes, attendance should be higher.

Councillor John Scragg updated, as representative for the Friends of Chippenham Station, that works to install a lift and rotate the footbridge to make it safer have started. There will be no access for pedestrians to cross the line north to south, there is a diversion in place. These works will benefit the people of Chippenham once completed.

- iii. There were no updates from Wiltshire Councillors on significant work they are involved with.
- iv. There were no Committee or Sub-Committee membership changes.
- v. The following potential CIL projects were suggested to be funded by the 85% of CIL that Wiltshire Council retain:
 - Wiltshire Council spend some of their CIL on public arts scheme in Chippenham, similar to the calf statue that is installed. This is in association with the Civic Society and Friends of Chippenham Museum. This is being progressed and requires funding - raised by Councillor John Scragg.

82. ITEMS FOR COMMUNICATION

Councillors requested communications on Community Infrastructure Levy (CIL), to ask the Youth Council for their thoughts on this.

Councillors requested that communications relating the budget be mindful of how to present to the public, it was confirmed this would be presented accurately and clearly.

83. DATE OF NEXT MEETING

The next meeting of Full Council will be held at 7pm on Wednesday 22 March 2023.

The Chair closed the meeting.

The meeting closed at 7.58 pm.

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date

Public Question - Full Council 11 January 2023

1. “Good evening Council, I have a brief statement and a brief question in relation to the budget proposals on your Full Council meeting tonight. As a previous Town Councillor, I’m aware of the challenges the Town Council face in setting its budget and precept for the coming financial year. However, I was somewhat surprised about the proposed precept increase of 10% and would ask the Council to carefully consider not only the challenges that the Town Council face but also of the local residents in respect of the current financial climate. My specific question to the budget is as follows:
 - a) The proposed budget includes a recommendation to use £728,000 of CIL income towards capital expenditure. Can the Town Council provide me with details on how they plan to engage with the local community over the next 12 months with regard to current and future CIL income to ensure the Town Council’s plans and ambitions are in line with that of the local residents.”

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APPENDIX A

Not Part of the Meeting - APPENDIX B

Response to Public Question - Full Council 11 January 2023

1. Community Infrastructure Levy (CIL) income received from the Local Planning Authority (LPA), Wiltshire Council, is one of the income sources that funds the Town Council's Capital Programme. The projects and schemes which are funded through the Town Council's capital programme are delivered in support of the Town Council's Corporate Strategic Plan 2022 - 2026. The Corporate Strategic Plan was agreed by Chippenham Town Council at the meeting of Full Council on 23 March 2022 after an extensive consultation process. The Town Council is open to feedback from residents, members of the public can contact their Local Town Councillor, the Town Council or attend and speak at public meetings.

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**CHIPPENHAM
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**Minutes of a meeting of the Chippenham Community Safety Forum held on
Tuesday 6 December 2022 at 11.00 am.**

Councillors present:

Desna Allen (Chair)
Pete Cousins

Liz Alstrom

Also present:

Representatives from the following groups
Wiltshire College
RCCG Church
CHAP
Sheldon Road Methodist Church
Chippenham Borough Lands
Wiltshire Bobby Van Trust
Wiltshire Neighbourhood Watch
Wiltshire Police Cadets
Doorway
Wiltshire Police
Chippenham Community Hub
St Andrews Church

Officers present:

Matt Kirby, Director of Community Services
Daryl Jones, Head of Community Development
Jaqui Gallimore, CCTV Supervisor
Michael Weeks, Democratic and Civic Officer

22 WELCOME AND INTRODUCTIONS

The Chair, Councillor Desna Allen, welcomed all to the Chippenham Community Safety Forum.

23 CHAIR'S ANNOUNCEMENTS

There were no Chairs announcements.

24 NOTES FROM PREVIOUS MEETING

The notes from the previous meeting held on Friday 7 October 2022 were approved as a correct record of the meeting and were signed by the Chair.

25 WILTSHIRE POLICE UPDATE

Sergeant Michael Tripp introduced himself to the forum.

Sergeant Tripp is newly installed in the role, and confirmed in the New Year the Town will see a new inspector in post (Inspector P Foster), an additional Sergeant and a new PCSO.

During the World Cup, the police in Chippenham have had a visible presence in the town's night time economy.

With the upcoming Christmas period the yearly campaign to reduce drink & drug driving will start within the week. This would also include a visible presence around the town.

Wiltshire Police have a new victim engagement template that all officers are beginning to use. This follows a recent review when the constabulary was in special measures. Sergeant Tripp confirmed that all officers in the Chippenham team are aware of the template and are using the new process.

Councillor Peter Cousins queried the lack of CCTV monitoring in the car park, and if there were plans to monitor it in the future to tackle the ongoing anti-social taking place behaviour there.

Sergeant Tripp confirmed that Wiltshire Police have seen a dramatic reduction in the amount of incidents reported in Sadlers Mead car park, which may be linked to the changing seasons to the winter months. Daryl Jones confirmed that it is possible to link the existing Town Council system to the car park system but finances / existing resources make this prohibitive due to the amount of cameras already being monitored across the town (currently 60 cameras, the car park would bring over 50 extra cameras). In addition Matt Kirby stated that the car park is the responsibility of Wiltshire Council, and they should provide the resources to monitor the system.

Officers from Fraud Protect and Cyber Protect introduced themselves to forum members. The respective teams can visit areas / community groups to present to residents how they can protect against fraudulent activity. These presentations can be tailored to suit the audience e.g. tech aware / non tech aware.

The officers stated that 80% of fraud is preventable and they are there to offer resources to help reduce this.

26 **ROUGH SLEEPING UPDATE**

Due to the severe weather protocol being enabled by Wiltshire Council their representative Louis Shortfall sent his apologies.

27 **ASSISTANCE TO RESIDENTS OVER THE CHRISTMAS / WINTER PERIOD**

There were the following in person updates:

Chippenham Borough Lands Charity

- The charity has seen an increase this year in welfare grant applications this year. Anyone wishing to apply for a grant can still do so via the CBLC website.
- Grants have been given to local community groups to provide warm spaces, community lunches and coffee mornings.
- The Charity can also provide debt assistance to residents if they require it.

Sheldon Road Methodist Church

- Free community lunches on a Saturday although not on Christmas Eve. Anyone can come to receive a free 2 course lunch.
- Monday mornings the Church offer a warm space and a coffee & cake morning.
- They will be hosting a free Christmas Day lunch for individuals who are on their own, but this needs to be booked.
- All details can be found on their website site.

Overcomers House Redeemed Church

- Currently delivering food parcels on Saturday and Sunday evenings to residents and are open to receiving further referrals for assistance.
- Will be delivering hampers to approx. 42 families supplied by the Citizens Advice Bureau prior to Christmas.

Doorway

- Due to time of year, new guests have been welcomed to the Charity for assistance recently.
- All guests being supplied with food parcels and referred to other local community groups such as Sheldon Road Methodist where appropriate for free lunches etc.
- If you are aware of anyone sleeping rough, report on the streetlink website. The website will pass on details to the appropriate roughsleeper team.

Chippenham Community Hub

- Currently in the process of setting up a warm space at the hub which

should open to residents in January. This is in addition to what the hub already provides e.g. crafting sessions etc.
Michael Weeks provided the following emailed in / sourced online updates.

Salvation Army

- Christmas Gifts and toys for those aged 0 - 16 year olds, and food parcels to all those in need are currently being prepared for those already referred to them.
- Individuals can be referred to the Salvation Army for assistance if not already been helped by a statutory agency.
- The food bank is open all year round, but those in need are required to be referred by an appropriate agency. This ensures that they are being given all appropriate advice and support not just receiving food parcels.
- The Salvation Army charity shop on New Road will provide clothing to people if required.

Café Spero

- Food bank open every Tuesday 12 till 1pm. No criteria / referral needed just bring a bag.
- On Thursdays the café provides a warm space and hot drinks from £1 between 12 and 2pm but will be closed for two weeks over the Christmas period.

Chippenham FUEL

- In the week before Christmas this Wiltshire Council initiative will provide families with children on free school meals a holiday club at Sheldon School. All details on the Wiltshire Council website.

Chippenham Library

- Will be providing warm packs providing such items as a blanket to residents that require items to help them keep warm at home. Residents to go to library and ask for one.

Chippenham CAP (Christians Against Poverty)

- Providing debt assistance and have a presence at the Ladyfield Church Tuesday weekly café morning. The café also provides a warm space for all residents that require it.

28 **WILTSHIRE AND SWINDON POLICE AND CRIME COMMISSIONER**

PCC Philip Wilkinson provided a verbal update to the forum.

The PCC confirmed that following 16 months in the post he can confirm that officers within Wiltshire Police are working hard and are dedicated, but matters relating to criminal activity require a multi agency response, and its not just the polices responsibility. The PCC highlighted the recent knife crime in Swindon as an example of this where their needs to be prevention, reduction and of course appropriate sentencing when charges are brought against an offender.

Issues within Wiltshire Police have been identified regarding strategy and planning, and the new Chief Constable when in post will be held to task by the PCC, with the new Chief Constable having a clear remit to be operationally minded, with the reinforcement of neighbourhood policing teams.

New officers are being recruited but they will take time to be trained and then deployed with the PCC wanting these new officers to do at least 2 to 3 years in the neighbourhood teams before moving onto the various special teams within Wiltshire Police. This will give continuity to residents.

New training packages for all Sergeants will be rolled out to provide them with the necessary tools to carry out their role.

The PCC confirmed the new Chief Constable will be in post for spring 2023.

29 **FORUM MEMBERS FEEDBACK**

All organisations are encouraged to engage with the One Chippenham Website to promote what they are doing / review existing provision within the town.

30 **DATE AND TIME OF NEXT MEETING**

The date of the next Chippenham Community Safety Forum is Tuesday 14 March 2023.

The meeting concluded at 12.33 pm

These minutes are subject to confirmation at the next meeting.

Signed on behalf of Committee as a true record of the meeting.

Chairman:

Date:

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