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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 10 January 2024 at 7.00 pm.

**COUNCILLORS:**

|                           |                     |                        |
|---------------------------|---------------------|------------------------|
| Desna Allen               | Liz Alstrom         | Declan Baseley (Chair) |
| James Bradbury            | Matthew Bragg       | Jenny Budgetell        |
| Clare Cape                | Pete Cousins        | Robert Giles           |
| Gemma Grimes              | Angie Litvak-Watson | Kathryn Macdermid      |
| Conor Melvin (Vice-Chair) | Andy Phillips       | Nic Puntis             |
| John Scragg               | Matthew Short       | Adam Ward              |
| 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 no members of the public present and no public questions

### 72. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Nick Murry due to another commitment, Councillor George Simmonds due to ill health, Councillor Myla Watts due to ill health and Councillor David Poole due to ill health.

### 73. DECLARATION OF INTEREST

There were no declarations of interest.

### 74. MINUTES

The minutes from the extraordinary meeting held on Monday 20 November 2023 were proposed by Councillor Desna Allen, seconded by Councillor John Scragg. The minutes from the meeting held on Wednesday 22 November 2023 were proposed by Councillor Robert Giles, seconded by Councillor Pete Cousins. With all in favour, it was;

#### RESOLVED that:

The minutes from the extraordinary meeting held on Monday 20 November 2023 and the meeting held on Wednesday 22 November 2023 were approved as a correct record and were signed by the Chair.

75. **MAYOR'S ANNOUNCEMENTS**

- i. a) The Mayor highlighted the date of Saturday 6th April 2024 for his Mayoral event of the year, this will be a casino night held in the Neeld. All are welcome and details about how to purchase tickets will be available soon on the Town Council's website.  
  
b) The Mayor thanked everyone that helped with the last Book and Bake sale and announced that £430 was raised for the Mayor's chosen charity, Doorway.
- ii. The list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 22 November 2023 were noted.

76. **POLICE REPORT**

The Sergeant updated on the current policing priorities within the Chippenham area including the target operating model, increased officer resource, visibility within the community, dedication of Inspector to the Neighbourhood Policing Team. The week of action undertaken was highlighted which addressed modern slavery and human trafficking, it was noted that the majority of people were working as they should be with one person being identified for further investigation.

An update was given on issues that had been previously raised regarding speeding and anti-social behaviour. The area of Hathaway retail park was highlighted as an area of focus.

Councillors raised issues including the safety of pedestrians with cars continuing to travel through zebra crossings and red lights, speeding, and an emphasis that young offenders from Chippenham should be engaged with by local policing and support teams. Councillors questioned whether there had been any increase in anti-Islamic or anti-Semitism reports.

The Sergeant urged members of the public to use technology to report and record evidence of issues such as not following zebra crossing or red lights and noted that the Police can use education to deter issues occurring. It was noted that there had been no increase in anti-Semitism or anti-Islamic reports to the Police, the situation is under constant review.

The Chair thanked the Sergeant for attending the meeting and answering Councillor questions.

**RESOLVED that:**

The report be noted.

77. **COMMITTEE MINUTES**

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 were presented by Councillor Clare Cape with all matters resolved.

b. **Strategy and Resources Committee**

The draft minutes of the meeting held on 06 December 2023 were presented by Councillor Matthew Short with all matters resolved.

78. **YOUTH COUNCIL MINUTES**

**RESOLVED that:**

The notes from the Youth Council meetings held on 14 November and 12 December 2023 were noted.

79. **BUDGET 2024/25**

The Leader introduced the budget report outlined the thorough process that had taken place and 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 (I&E) and Capital / Ear Marked Funds (C/EMF) budgets for 2024/25 and associated precept. It was noted that it was a breakeven outturn with an overall requirement to increase the precept by £184k with the net impact on a typical Band D property of a 3.7% increase amounting to 92p per month for a typical Band D precept payer.

The Director of Resources highlighted that capital expenditure for next year would be in line with income with an assumption that Community Infrastructure Levy income (CIL) will be the same as last year.

It was recommended that the Council continues to make decisions based on the financial position at the time and with reference to the MTFP so it can be confident it can complete strategic projects. Full Council can always approve unbudgeted expenditure during the year if it turns out better than anticipated.

Councillor Jenny Budgell supported the budget proposals as Chair of the Finance Sub Committee and thanked officers who had made decisions and gone through the figures to ensure that the Council can continue to provide services.

Councillor Matthew Short supported the budget and highlighted the contribution that the air source heat pump and solar panels had made towards reducing the Council's energy costs.

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

| For                 | Against        | Abstain        |
|---------------------|----------------|----------------|
| Desna Allen         |                |                |
| Liz Alstrom         |                |                |
| Declan Baseley      |                |                |
| James Bradbury      |                |                |
| Matthew Bragg       |                |                |
| Jenny Budgetell     |                |                |
| Clare Cape          |                |                |
| Peter Cousins       |                |                |
| Robert Giles        |                |                |
| Gemma Grimes        |                |                |
| Angie Litvak-Watson |                |                |
| Kathryn Macdermid   |                |                |
| Conor Melvin        |                |                |
| Andy Phillips       |                |                |
| Nic Puntis          |                |                |
| John Scragg         |                |                |
| Matthew Short       |                |                |
| Adam Ward           |                |                |
| Hayley Wilson       |                |                |
| <b>Total:19</b>     | <b>Total:0</b> | <b>Total:0</b> |

With all in favour, it was;

**RESOLVED that:**

- i) Council approved the draft Income & Expenditure for 2024/25 and associated increase in Precept to £4,151,782.
- ii) Council approved the draft Capital Ear Marked Fund expenditure budget for 2024/25 of £479k, with the use of £439k of CIL Income to finance it.

**80. ADOPTION OF CODE OF CONDUCT**

The Head of Democratic Services presented the report regarding a recommendation from the Strategy and Resources Committee for Council to adopt the Local Government Association’s Model Councillor Code of Conduct. With all in favour, it was;

**RESOLVED that:**

Council adopted the LGA Model Code of Conduct including one change to refer to the role of ‘Chief Executive’ rather than ‘Clerk’.

81. **MEMORANDUM OF UNDERSTANDING BETWEEN THE ENVIRONMENT AGENCY, THE TOWN COUNCIL AND WILTSHIRE COUNCIL (RIVER IMPROVEMENT PROJECT)**

The Head of Democratic Services presented the report 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.

Councillors supported the signing of the memorandum noting that it would enable the Environment Agency to access additional funding. Councillor Declan Baseley proposed the signing of the Memorandum of Understanding, this was seconded by Councillor Desna Allen and with all in favour, it was;

**RESOLVED that:**

Council agreed to delegate authority to the Chief Executive on behalf of the Town Council to sign the Memorandum of Understanding between the Environment Agency, the Town Council and Wiltshire Council in relation to the river improvement project in Chippenham.

82. **ANNUAL CALENDAR OF MEETINGS AND CIVIC EVENTS FOR 2024/25**

The Head of Democratic Services presented the report regarding the proposed meeting and civic event dates for the municipal year 2024/25. With all in favour, it was;

**RESOLVED that:**

Council agreed that the Calendar of Meetings and Civic Events for the municipal year 2024/25 be noted.

83. **NEIGHBOURHOOD PLAN UPDATE**

The Head of Planning updated Councillors on the progress of the Chippenham Neighbourhood Plan since the last update in September 2023. It was noted that since publication of the report, the examiner had made the unaccompanied site visit, he has made final comments recently before report is completed and sent to the Town Council for draft checking. The process to referendum was outlined, with some changes that may be required involving design and mapping changes. The timeline slightly delayed due to the examiner process taking longer than expected, it was noted that the Plan is likely to be made in April or May 2024. Councillors thanked the Head of Planning for all the work being done particularly with questions requiring quick responses.

**RESOLVED that:**

Councillors noted the report.

84. **URGENT ACTION FORM**  
**RESOLVED that:**

The urgent action for 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 be noted.

85. **COUNCILLOR'S FEEDBACK**

- i. Councillor John Scragg raised his attendance at the public art working group not as an official member but in his capacity as a member of the Civic Society. It was noted that the group plan to hold an exhibition of three current candidates for public art in Chippenham in April. The aim is to attract as many members of the public as possible.

Councillor John Scragg, not as the nominated representative, raised the upcoming visit from Friedberg and the Twinning visit to La Fleche on 31<sup>st</sup> May, if any Councillors were interested information could be sought from Councillor John Scragg.

- ii. Councillor Jenny Budgell, as representative on the Parish Forum, updated that the main topic of the meeting was speeding in villages and the long process involved with getting speed bumps.

Councillor Jenny Budgell, as representative on Chippenham Borough Lands Charity, requested that any residents experiencing any difficulty are referred to the Charity. It was noted that there was a new CEO in place.

Councillor Matthew Short, as representative on the LHFIG group, updated on the processes involved in dealing with requests and how Wiltshire Council funds these for Chippenham and the surrounding villages. The process for resident parking schemes was outlined and residents were encouraged to speak to their Councillor about any requests or schemes in advance. Councillors were requested to share this with the relevant PET Committee Councillor to support the process.

Councillor John Scragg, as representative on the WALC Executive Committee, updated on the special meeting held on 11 December 2023 which considered subscriptions. It was noted that NALC will make a 2.3% increase, WALC decided to take a similar increase. It was noted the WALC fee for Chippenham is capped at certain level. It was announced that the current County Secretary was resigning and there will be an advert and recruitment process moving forward.

Councillor Pete Cousins, as representative on the Wiltshire Area Board, updated that following discussion on cleaning of the stairwells

and lift in the Sadlers Mead car park, the matter had been passed onto Town Council officers who will work collaboratively with Wiltshire Council to find a solution.

- iii. Councillor Liz Alstrom, as Wiltshire Councillor Chair of the Local Youth Network, highlighted the 'Teen Takeover' weekend event taking place and working alongside the Co-Chair Councillor Kathryn Macdermid and Area Board. The event will be an opportunity to showcase current provision for young people within the town, funding is being looked at to allow people to take part for free. It is aimed at young people aged 13-19 or up to 25 with SEND needs. Any local providers that are interested in taking part should contact [liz.alstrom@wiltshire.gov.uk](mailto:liz.alstrom@wiltshire.gov.uk).

Councillor Nic Puntis, in his capacity on the Board of Wessex Regional Flood & Coastal Committee (WRFCC), requested that Councillors who become aware of any flooding report this so the Committee know where flooding has occurred.

- iv. The following Committee/Sub-Committee membership changes were noted:
- Councillor Pete Cousins filled a vacancy on Finance Sub Committee
- v. There were no potential CIL projects suggested to be funded by the 85% of CIL that Wiltshire Council retain.

#### 86. **ITEMS FOR COMMUNICATION**

Councillors suggested that the Youth Council be informed about the policing report and requested the youth perspective on the increasing police presence.

#### 87. **DATE OF NEXT MEETING**

The next meeting of Full Council will be held at 7pm on Wednesday 27 March 2024.

The Chair closed the meeting.

The meeting closed at 8.06 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

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