

## **Malmesbury Town Council**

### Minutes of the **Full Council Meeting**

Held at Malmesbury Town Hall on **Tuesday 29<sup>th</sup> October 2019** at 7.00pm.

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**PRESENT:** Her Worship the Mayor, Councillor J M Exton  
Deputy Mayor Councillor C M Ritchie

Councillors: C C Doody, P J Exton, L G Grant, A J Gundry,  
C Hardwick, W Jones, K Power, D Rogers, P Smith, F Vandelli

**ALSO PRESENT:** There were member of the public present.

**APOLOGIES:** Cllr Budgen, Newman, Wallace.

**DECLARATIONS OF INTEREST:** None.

**PUBLIC QUESTION TIME:** None

### **MAYORS ANNOUNCEMENTS**

Her Worship the Mayor, Councillor J M Exton updated the Council on the programme of engagements she has attended to date.

#### **33. To receive apologies for absence.**

Apologies for absence were received for Cllrs Budgen, Newman, and Wallace.

#### **34. To receive and adopt the Minutes of the Town Council Meeting held on the 23<sup>rd</sup> July, And the 24<sup>th</sup> September.**

**Resolved** that the minutes of the Town Council meeting on the 23<sup>rd</sup> July and the 24<sup>th</sup> September be received and adopted.

#### **35. To receive the Minutes of the Planning and Environment Committee held on the 16<sup>th</sup> July, 6<sup>th</sup> August, 27<sup>th</sup> August, 18<sup>th</sup> September, and 1<sup>st</sup> October.**

Concern was raised about the implications of the planning application 19/05898/OUT (Land off Park Road).

**Resolved** that the minutes of the Planning and Environment Committee held on the 16<sup>th</sup> July, 6<sup>th</sup> August, 27<sup>th</sup> August, 18<sup>th</sup> September, and 1<sup>st</sup> October be received and adopted.

**Resolved** that planning application 19/05898/OUT (Land off Park Road) be referred back to the Planning and Environment Committee on the 12<sup>th</sup> November for further consideration of a further Council response. **Noted** that Cllr Gavin Grant abstained.

#### **36. To receive and adopt the Minutes of the Policy and Resources Committee held on the 10<sup>th</sup> July and the 4<sup>th</sup> September.**

**Resolved** that the minutes of the Policy and Resources Committee held on the 10<sup>th</sup> July and the 4<sup>th</sup> September be received and adopted.

**37. To receive and adopt the Minutes Community and Town Promotions Committee held on the 11<sup>th</sup> July, and 19<sup>th</sup> September.**

**Resolved** that the minutes of the Community and Town Promotions Committee held on the 11<sup>th</sup> July, and 19<sup>th</sup> September be received and adopted.

**38. To receive and adopt the Minutes of the Town Hall and Facilities Committee held on the 19<sup>th</sup> June, and the 17<sup>th</sup> July.**

**Resolved** that the Minutes of the Town Hall and Facilities Committee held on the 19<sup>th</sup> June, and the 17<sup>th</sup> July be received and adopted.

**39. To receive and adopt the following policies;**

- **Equal Opportunities Policy**
- **Recruitment Policy Statement**
- **Training, Development and Appraisal Policy**
- **Grants Policy**
- **Health and Safety**
- **Publication Scheme**

Each policy was considered in turn. Cllr Jones suggested that Inclusion and Diversity should be considered as an integral aspect to the Equalities policy. Cllr Hardwick clarified the protected characteristic referred to in the Equalities Policy should include sex, and civil partnership.

**Resolved** that the Recruitment Policy Statement, Training Development and Appraisal Policy, Grants Policy, Health and Safety Policy, and Publication Scheme were noted and adopted.

**Resolved** that the Equal Opportunities Policy is referred back to the Policy and Resources Committee for further consideration of incorporating Inclusion and Diversity as an integral aspect to the policy.

**40. To receive and note the External Audit Report and Certificate for 2018/19 (as outlined in Report No 2).**

The External Audit Report and Certificate for 2018/19 was received and noted by the Council.

**41. To note the Council's service Christmas closure dates for 2019/20 (as outlined in Report No 3).**

It was noted that the office and ground services will be closed from 24.12.19 to the 1.1.20 inclusive. The Council requested that the cemetery toilets be opened for the weekends over the Christmas period. Also that the new toilets be opened for the Christmas period if at all possible.

**42. To consider a request by Malmesbury Flood Working Group for a funding contribution towards modelling work in respect of flood defence scheme at Lower High street and St Johns Street (as outlined in Report No 4).**

The Malmesbury Flood Working Group (MFWG) governance arrangements were noted. Their proposal for a flood defence scheme for the lower High Street/ St Johns area was considered, and their request for a £2000 contribution towards the modelling work, in partnership with Wiltshire Council.

It was also noted the MFWG request for a Malmesbury Town Council representative.

**Resolved** to contribute £2000 towards the flood defence scheme for the lower High Street/ St Johns area modelling work.

**Resolved** for the matter to nominate a MFWG representative be referred to the Policy and Resource Committee.

**43. To receive and note the Terms of Reference for the Annual Town Meeting and Citizen of the Year working group (as outlined in Report No 5).**

It was questioned if the Full Council can have working groups, and only committees or sub committees can agree working groups. On this basis it was proposed this matter was referred to the Policy and Resources Committee.

**Resolved** to refer the matter of Annual Town Meeting and Citizen of the Year Working Group to and to agree its terms of reference and membership to the Policy and Resources Committee subject to clarification by the Town Clerk that this matter cannot be progressed via the Full Council.

**Action** Town Clerk to check and feedback to Full Council the guidance on Working Groups.

**44. To receive an update from the 'Climate Emergency Subcommittee' (CESc) of the Policy and Resources Committee (previously referred to as the Single Use Plastics Working Group), and to receive and consider the Environment and Climate Protection Policy for adoption.(as outlined in Report No 6)**

This matter was deferred to the next Full Council meeting on the 26<sup>th</sup> November as not all councillors had received the report.

**45. To consider the matter of increased resident permit parking charges at Station Road by Wiltshire Council, and a possible Council response (as outlined in Report No 7).**

The Council considered the matter and it was recognised that the increase had been consulted on in 2017. However it was considered the approach by Wiltshire Council was not helpful and failed to recognise the economic impact on the Towns businesses employees and residents directly effected. It was agreed that the Council should make known its dissatisfaction on this matter.

**Resolved** for the Mayor to write to Wiltshire Council.

**46. To consider the Council's position in respect of the Governance Review (as outlined in Report No 8).**

The response by St Paul Malmesbury without Parish Council to Wiltshire Council's was noted.

**Resolved** for the Boundary Review Working Group to present a proposed response to St Paul Malmesbury without Parish Council's submission to Wiltshire Council.

**47. To receive a verbal update from the Personnel Committee.**

Cllr Jones updated the Full Council that the Personnel Committee interviewed for the Deputy Town Clerk on the 23<sup>rd</sup> October and appointed Claire Mann with a start date of the 1<sup>st</sup> November.

**48. To consider the response by the John Lewis Partnership on the matter of the Waitrose steps, and consider any further Council action.**

The letter received by the John Lewis partnership was considered. It was considered the response still failed to recognise Waitrose's commitments made at the time of the planning submission. It was noted the offer by the John Lewis Partnership had offered to meet the Council to try and resolve the matter.

**Resolved** for a delegation of the Council to meet with representatives of the John Lewis Partnership, and for the delegates to be Cllrs J Exton, Power, Gundry, Grant, and Ritchie.

**Resolved** to issue a press release to make clear the council's view on this matter.

**49. To receive updates from Council representatives**

The following Verbal updates were received by representatives;

- **Twinning Association** – Cllr P Exton reported the a number of events  
The Twinning Association has planned namely 'Cultural Festival' for 2020; Greek supper (25.4.20); the annual quiz (21.2.20); Gien Visit (25-30/6/20); Neibull visit (24-29.9.20); visit to Bad Hersfeld; Twinning conference in Bristol.
- **Flood Wardens**  
Cllr Hardwick and Gundry updated on the work with the Flood Wardens. Radios have been distributed to new wardens. Sue Pool attended a Flood Warden conference in Warminster. The wardens had recently been active monitoring water levels.
- **Wiltshire Association of Local Council**  
The Town Clerk reported he was in contact as needed with WALC.
- **Market Towns Forum**  
Cllr Power and the Town Clerk attended a Market Town Forum on the 3.10.19. The Community and Town Promotion Committee was consequently planning to host a Market Town event at the Town Hall in March 2020 to showcase the joint work with the Town Team and the 'digital Malmesbury' work.
- **Town Team**  
Cllr Ritchie reported the Malmesbury gift card was being launched week beginning 28.10.19. Explore Malmesbury was planned for spring 2020. The Town Team had approached the Council for possible funding.

- **Local Youth Network**

Cllr Vandelli reported the youth provision was under review. The services commissioned jointly with Wiltshire Council had ceased subject consultation with young people through the school.

- **King Athelstan Statue**

Cllr Ritchie reported the King Athelston Charitable Trust was established.

**50. To receive a brief update from Wiltshire Councillor Gavin Grant.**

Cllr Grant updated on:

- The Area Local Youth Network meeting on the 27.11.19.
- Aldi and Travel Lodge planning application.
- A residence survey he had undertaken.

Date of next Full Council Meeting: **26.11.19**