

Malmesbury Town Council

Minutes of the

Full Council Meeting

Held via Zoom on **Thursday 29th April 2021** at 7.00pm.

PRESENT: Mayor Councillor C M Ritchie

Councillors: S D'Arcy, C Doody, J M Exton, P Exton, L G Grant, C Hardwick, E Hepworth, W Jones, K Power, P Smith, F Vandelli

Claire Mann (Acting Town Clerk), Gill Davie (Minutes)

Maria Marsh – Treasurer of the Malmesbury History Society

1 member of the public

MAYORS ANNOUNCEMENTS

- The Mayor's fundraising activities over the last year have raised in excess of £5,600 for his chosen good causes in the town.
- The Town Meeting and Citizen of the Year awards had taken place the previous evening and both had been well received, with the Standard covering the awards. Congratulations were given to all the winners.
- Lloyds Bank have responded following the earlier meeting with them. They are keen to be involved with the Town Team. Lloyds have provided information on the provision of cash machines. It might be possible to use their building during the rest of this year.
- As this is the last meeting before the election, thanks were given to the councillors, especially those who are retiring and to all the staff recognising all they have done in difficult times.

Maria Marsh then gave an update on the archaeological excavation in the Cloister Gardens planned for 2022. She gave background on the geophysical survey which has taken place and confirmed permission is being sought to excavate a small area in the Cloister Gardens. The dig would last for 2 weeks and it is hoped to involve the community as much as possible. Some concern was raised over whether July was an appropriate time to do this, and it was agreed that the History Society would talk to the Town Hall & Facilities Committee in the autumn to update them on progress.

1. **DECLARATIONS OF INTEREST:** None.
2. **APOLOGIES:** None
3. **PUBLIC QUESTION TIME:** None
4. **To receive and adopt the minutes of the Full Council meeting held on the 23rd March 2021.**

Action: The Mayor to write to WOMAD to suggest they hold a public briefing in the town so that residents can ask any questions about the event

Resolved: the Minutes of the Full Council Meeting held on 23rd March 2021 were received and adopted as a true record.

Proposed: Cllr Ritchie **Seconded:** Cllr Grant

5 To receive and adopt the Minutes of the Planning and Environment Committee Meeting held on the 13th April 2021.

Resolved: the Minutes of the Planning and Environment Committee Meeting held on 13th April 2021 were received and adopted as a true record

Proposed: Cllr P Exton **Seconded:** Cllr Jones

6 To receive and adopt the minutes of the Policy and Resources Committee meeting held on the 7th April 2021.

Resolved: the minutes of the Policy and Resources Committee meeting held on the 7th April 2021 were received and adopted as a true record

Proposed: Cllr Jones **Seconded:** Cllr Smith

7 To receive and adopt the minutes of the Community & Town Promotions Committee meetings held on the 14th January, 18th February and 18th March 2021.

Resolved: the minutes of the Community & Town Promotions Committee meeting held on 14th January 2021 were received and adopted as a true record

Proposed: Cllr Vandelli **Seconded:** Cllr Power

Resolved: the minutes of the Community & Town Promotions Committee meeting held on 18th February 2021 were received and adopted as a true record

Proposed: Cllr Vandelli **Seconded:** Cllr Power

Resolved: the minutes of the Community & Town Promotions Committee meeting held on 18th March 2021 were received and adopted as a true record

Proposed: Cllr Vandelli **Seconded:** Cllr Power

8. To agree preparations for the Annual Town Meeting on the 28th April

As this meeting had been rescheduled, it is not possible to cover this item as the Town Meeting took place the previous evening.

9. To update on and agree next steps if appropriate on planning matters in relation to the Malmesbury Neighbourhood Plan and the draft Wiltshire Council Local Plan

Verbal updates were provided by Cllrs Ritchie and Power.

Cllr Ritchie explained that WALPA (the group of town and parish councils) had met with the strategic planning team in Wiltshire Council last week. As a result of this Wiltshire Council is now seeking legal advice on the review process for Neighbourhood Plans. Regular meetings will now take place with the strategic planning team. No response has been received from James Gray which is disappointing.

Cllr Power reported that the working party is trying to establish what a review of a Neighbourhood Plan contains and how to do it.

Resolved: Cllr Ritchie to write to James Gray on behalf of the Council to ask him to come to a meeting to discuss Neighbourhood Plans and other planning issues. All Councillors are asked to write to support this, and the Council will engage with other relevant groups to support this request.

Proposed: Cllr Ritchie

Seconded: Cllr Grant

10 To consider & approve if appropriate the draft CCTV Policy.

The policy was to cover stand alone systems for St Aldhelm's Mead and the cemetery. It would not be a live system but only reviewed when an incident occurred. Questions were raised over the limited amount of time there had been to review this policy.

Resolved: to delay final consideration of the policy until the next available Full Council meeting, unless circumstances change and CCTV needs to be installed quickly

Proposed: Cllr Smith

Seconded: Cllr Jones

11 To consider & approve if appropriate the draft Safeguarding Policy.

Once again concern was expressed over the limited time available to review the policy. General discussion covered the recent changes that had been made to the policy.

Resolved: to approve the Safeguarding Policy

Proposed: Cllr Jones

Seconded: Cllr Vandelli

12 To consider Town Council meeting arrangements from 1st May in the light of the latest Government requirements.

The Acting Town Clerk explained the Government requirements which mean the next Full Council Meeting must take place between May 17-24.

Resolved: a meeting will be held on Thursday May 20th to appoint the new Mayor and decide on committee membership. The next Full Council meeting would then be on Tuesday May 25th.

Proposed: Cllr Ritchie

Seconded: Cllr Vandelli

Action: An informal induction session to be organised by Cllr Ritchie on Thursday May 13th for all elected councillors to explain the workings of the Council and all its committees. The current Chairs of all the committees are asked to explain the function and responsibilities of their committee.

13 To note the intention of P&R & Personnel Committee for the recruitment of the Town Clerk.

Cllr Jones explained the Personnel Sub Committee had compared the role of the Town Clerk with those of neighbouring towns, both in terms of job and demographic size and they are comfortable that the position of Town Clerk in Malmesbury is at the right level. An extraordinary meeting of P&R will take place next week and their decision will be ratified at the next Full Council meeting

14 To receive a short verbal update from the councils' representatives by expressed invitation:

Wiltshire Association of Local Councils & Society of Local Council Clerks – the Acting Town Clerk is regularly reviewing both websites and will provide updates where appropriate.

Market Town Forum – Cllr Ritchie has written to Wiltshire Council to seek progress on reconvening this forum.

Malmesbury Town Team- Sarah Lewis from Dyson has joined the Team. Explore Malmesbury has been launched and this is a true community project. Plans are in place to extend the marketing of this across social media. The Gift Card will be relaunched in the summer and there are plans to improve the functionality of the card. Signage will arrive at the end of May.

Malmesbury & District Twinning Association – working on plans for 2022.

Community Area Transport Group- awaiting a new Chairman.

Local Youth Network Management Group – will not be a meeting now until the Area Board reconvenes.

Movies@Malmesbury – will reopen on June 7th.

Malmesbury Climate Action Network- sub-groups are working hard. The library is going to be very much involved with lots of activities centred there. Cycle path and transport is moving slowly. 2040 Jackdaw insert is evolving. 4 local schools are engaged with ecological theatre via the Last Baguette. The recent litter picking was highly successful.

Athelstan Statue- the planning application is in progress and likely to be considered mid-June.

15. To receive an update from the Wiltshire Councillor Gavin Grant

Cllr Grant reported:

- He has met with the CEO and COO of Green Square, and he now has access to the Head of Customer Service and Complaints.
- As 2 members of the Area Board are not seeking re-election, it will be a new Board when it reconvenes with a significant agenda ahead of it.

The meeting ended at 8.59pm

Date of next Full Council Meeting: 20.5.21