



# Highworth Town Council

Council Offices  
3 Gilberts Lane  
Highworth  
Swindon  
Wiltshire  
SN6 7FB

Town Clerk: Mrs D Rose  
01793 762377

[admin@highworthtowncouncil.gov.uk](mailto:admin@highworthtowncouncil.gov.uk)  
[www.highworthtowncouncil.gov.uk](http://www.highworthtowncouncil.gov.uk)

25.

## MINUTES OF THE FULL COUNCIL MEETING HIGHWORTH TOWN COUNCIL TUESDAY 21 SEPTEMBER 2021

### PRESENT

Councillor R Williams (In the Chair)

Councillor: (Mrs) K Barber  
G Evans  
N Gardiner  
(Miss) J Murphy  
(Mrs) M Penny  
K Saunders  
K Smith  
(Mrs) L Vardy

Town Clerk: (Mrs) D Rose

### IN ATTENDANCE

12 Members of the Public, Police Sector Inspector B Reed, Police Officer M Stevenson and PCSO V Townsend



Highworth is a Fair Trade Town



Twinned with Wassenberg



Twinned with Pontorson

## **APOLOGIES**

55. Councillors: A Bishop, (Mrs) J Bishop, S Weisinger, G Olley, P Newton-Smith and S Wolfensohn

## **DECLARATION OF INTEREST**

56. a. Councillor R Williams, as the Chairman of Highworth Recreation Centre Trustees, together with Councillor N Gardiner, also a Trustee, declared a financial interest in Agenda item 5 Halo Grant Application. Their pecuniary interests are limited to £10.00 each. Councillors R Williams and Councillor N Gardiner were excluded from the debate and left the room while this item was discussed, this item was Chaired by the Deputy Chairman (Mrs) J Murphy.
- b. Councillor R Williams declared an interest in Agenda item 6 – Market Update. Councillor R Williams is the Market Manager and has a pecuniary interest and left the room while this item was discussed, this item was Chaired by the Deputy Chairman (Mrs) J Murphy.
- c. Councillors K Smith and K Saunders declared an interest in Agenda item 13 – Office Relocation. They are Trustees of Highworth Community Centre, both Councillors have a prejudicial interest and both Councillors left the room while this item was discussed.

## **PUBLIC QUESTION TIME**

57. None

## **CORRESPONDENCE**

58. a. A letter has been received from the Private Secretary's Office at Buckingham Palace thanking Highworth Town Council for the thoughtful message of sympathy sent on the death of The Duke of Edinburgh.
- b. An email has been received from Highworth Town Junior Football Club (HTJFC) requesting the replacement of signage at the entrance to the Lower Recreation Ground. The Town Clerk is to investigate ownership and costings and bring back to a future Meeting.
- c. Councillor S Weisinger submitted an email raising concerns in relation to Agenda item 13 – Office Relocation, listing various points Councillors should consider when debating this item.

## **POLICE SECTOR INSPECTOR BARRY REED**

59. Councillors thanked Police Sector Inspector Reed for attending the Meeting to discuss the recent travellers at the Lower Rec site.

Inspector Reed explained the difficulties involved in dealing with an encampment of this size. He confirmed that correct legal procedures were adhered to but noted that

there were lessons to be learnt. He reported that procedures are robust and compliant with National Police Chiefs Council.

He confirmed that Police Officers were in regular attendance with a higher police presence in the Town.

Due to protocol, an Enforcement notice could not be served by the Police until Swindon Borough Council had issued an Eviction Notice.

It was confirmed that no prosecutions took place but that any civil disputes were being dealt with.

### **HALO GRANT APPLICATION**

60. Standing Orders were suspended to allow the CEO of Halo to respond to questions from Councillors in relation to the Grant Application.

Resolved by Councillor (Mrs) M Penny and Seconded by Councillor (Mrs) L Vardy to approve the Grant Application with the revised reported figure of £30,000.00. The Resolution was not carried.

Resolved by Councillor K Smith and Seconded by Councillor K Saunders to reject the Application for Grant Funding. Voting was 4 in Favour, 3 Against. The Resolution was duly carried.

### **MARKET REPORT**

61. a. Resolved by Councillor K Smith and Seconded by Councillor K Saunders to ringfence all Market profit in 2022/2023 to be invested back into the Market. Voting was 6 in Favour, 2 Against, the Resolution was duly carried.

b. Resolved by Councillor K Smith and seconded by Councillor K Saunders to approve the recommendation to standardise the Market Pitch Fees with immediate effect. Voting was unanimous, the Resolution was duly carried.

### **MINUTES OF THE MEETING**

62. **RESOLVED TO CONFIRM AND SIGN THE MINUTES OF THE EXTRA-ORDINARY FULL COUNCIL HELD ON TUESDAY 7 SEPTEMBER 2021.**

The Minutes were adopted and were duly signed.

### **MATTERS ARISING**

63. None

## **QUESTION TIME**

64. Resolved by Councillor K Saunders and Seconded by Councillor N Gardiner to allow for Public Questions to be verbally put to Highworth Town Council during the Agenda item Public Question Time. As per Standing Order 3e, 10 minutes maximum will apply. Voting was 7 in Favour and 1 Against, the Resolution was duly carried.

## **SKATE PARK REPORT**

65. Standing Orders were suspended whilst Councillors asked for clarity from a representative from The Skate Park Committee.

Resolved by Councillor N Gardiner and Seconded by Councillor K Saunders to approve the request for Highworth Town Council to receive the funds from the Skate Park Committee and for Highworth Town Council to commission the build once the due diligence checks as stated in the Report have been carried out. Voting was unanimous and the Resolution was duly carried.

## **EMERGING LOCAL PLAN**

66. Councillors noted Swindon Borough Council (SBC) have extended the Emerging Local Plan Consultation response date to 5:00pm on Thursday 7 October 2021 due to an administration error in the email address provided on some documentation.

## **LOCAL COUNCIL AWARD SCHEME (LCAS)**

67. Resolved by Councillor K Smith and Seconded by Councillor (Mrs) K Barber to give authority for the Town Clerk to prepare and submit an application to the Local Council Award Scheme at a cost of £130.00. Voting was unanimous and the Resolution was duly carried.

## **NEIGHBOURHOOD PLAN**

68. The Chairman of the Neighbourhood Plan Committee (NPC) reported that the NPC have approved the Application to request an external grant to cover the cost of a Consultant. The Consultant will lead the Committee in updating the NHP2.

The scheduled Workshops have been promoted on Social Media and around the Town with the first Workshop taking place last weekend. This Event was positive seeing over 69 residents through the door, each Event will be evaluated, and the data shared with all Councillors.

## **OFFICE RELOCATION**

69. Resolved by Councillor (Mrs) J Murphy and Seconded by Councillor (Mrs) K Barber not to pursue the possibility of relocating the Council Offices to the Community Centre at Northview. Councillors unanimously agreed this would not be in the interest of Highworth residents or Highworth Town Council.

## PLANNING APPLICATION

70. **S/21/0015 SASM** Erection of 50 no. dwellings (use class c3) including access and internal roads, public open space & landscaping, suds & other associated infrastructure. Wrag Barn Golf Course, Shrivenham Road, Highworth, SN6 7QQ.

This Agenda item was deferred until the next Full Council Meeting due to the planning portal on SBC Website not being accessible. An extension of time has been approved by the Planning Officer at SBC.

## EXTERNAL AUDIT

71. Resolved by Councillor N Gardiner and Seconded by Councillor (Miss) J Murphy to accept the External Auditors Report on the Annual Governance and Accountability Report. The Notice of Conclusion of Audit is to be published on the 24 September 2021. Councillors congratulated the Office Team on a clean Audit.

## REQUEST TO LOBBY SWINDON BOROUGH COUNCIL

72. The Action Group for the Old Golf Course supplied a draft Application to designate the Old Golf Course as Local Green Space. This document was circulated to all Councillors prior to the Meeting.

Councillors unanimously agreed to support the Application to designate the Old Golf Course as Local Green Space and the Town Clerk is to notify the applicant.

## SWINDON BOROUGH COUNCIL MINUTES

73. SBC Cabinet Minutes dated 7 July 2021 have a written record of questions asked within the Meeting but the responses have been omitted. The Town Clerk has written to the SBC Meeting Administrator to confirm the responses to the questions asked within the Public Meeting as they directly relate to Highworth and Highworth Town Council, the information is currently outstanding

The Town Clerk is to write to the CEO of SBC, Susie Kemp to request the answers to the questions noted within the SBC Cabinet Minutes and express Councillors concerns at the level of communication being circulated to Parish Councils, specifically Highworth and what can be done to improve this.

## MEMBERS BUSINESS

74. Councillor (Mrs) L Vardy: The Town Clerk is to write to the local Community Speed Watch Team to thank them for their efforts in reducing speed within the Town.

Councillor R Williams: The Mayor is to attend a future Speed Watch initiative.

Councillor (Mrs) M Penny: The Town Clerk confirmed that the application to install mobile traffic speed signs has now been approved the posts will be installed in due course and the devices ordered.

Councillor K Smith: Councillors thanked Councillor R Williams for attending the funeral of the late Mary Tipping in the role of Town Crier.

**RESOLUTION TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS**

75. Resolved by Councillor R Williams and Seconded by Councillor K Smith to exclude members of the Public from Agenda item 20 on the grounds of avoiding disclosure of personal information. Councillors unanimously agreed and the Resolution was duly carried.

**STAFFING**

76. a. The Town Clerk advised Councillors a review of Highworth Town Councils administration requirements and structure has been undertaken.
- b. A member of the Grounds Team has given his notice to terminate his contact at Highworth Town Council, a replacement Grounds Operative has been recruited.
- c. A letter was read to Councillors from the former Town Clerk. The Town Clerk advised Councillors she is awaiting a reply from the external auditor.

**MEETING CLOSED 9:16PM**

**Action Points**

- Twilight Market viability is to be a future Agenda item
- The Town Clerk is to investigate new signage at Highworth Town Junior Football Club (HTFC)
- The Town Clerk is to write to Susie Kemp (SBC)
- The Town Clerk is to write a thank you letter to the team involved with the Highworth Community Speed Watch for their efforts