



MINUTES OF THE HIGHWORTH TOWN COUNCIL ANNUAL ASSEMBLY

1 MAY 2018

PRESENT

Councillor N Gardiner (In the Chair)

Councillor: R Acres
P L Adams
A Bishop
(Mrs) J H Bishop
(Mrs) J Clark
(Mrs) A M Durrant
G Edwards
K Smith
(Mrs) L Vardy
(Mrs) P M Webster

IN ATTENDANCE

2 Members of the Public and 1 Member of the Press

APOLOGIES

1. Councillors S Weisinger (Meeting at SBC), (Mrs) A H Livall (unwell), C Adams (unwell), (Mrs) M R Penny (Meeting at SBC).

MINUTES OF MEETING

2. **RESOLVED TO CONFIRM AND SIGN THE MINUTES OF THE ANNUAL ASSEMBLY HELD ON 2 MAY 2017.**



Highworth is a Fair Trade Town



Twinned with Wassenberg



Twinned with Pontorson

MATTERS ARISING

3. None.

MAYOR'S ANNUAL REPORT

4. Councillor N Gardiner gave the following verbatim report:

Mayor's Annual Report - 2017/18

I can't believe that the 3rd year of the current term is now coming to an end already. I have enjoyed every aspect of being your 2017/18 Mayor and would like to personally thank the great support that I've received from the office team over the past year. Particularly that of Jacqui Hall for helping to manage my schedule.

I have represented Highworth all across Wiltshire, promoting our Town. This included taking part in many Civic Services as far afield as Wilton, to celebrating our Armed Forces through a connection with Marlborough.

The RIAT show was definitely a highlight as it is such a national event which happens right on our doorstep.

I have enjoyed welcoming our Highworth Scouts into this Chamber to learn about Local Government as well as joining our Girl Guides for their Annual Awards celebration.

The Twinning Weekend in Wassenberg in October was a great opportunity to discover and enjoy the Town and its residents and was too a high point in the year.

Thank you for allowing me to be your Mayor for 2017/18. It has given a wonderful insight into our Local Government structures which I'm enthusiastic to continue to support for the better however I can in the future.

Thank you once again,

During his Mayoral year he attended the following events: -

CLLR NICK GARDINER 2017 - 2018 MAYOR OF HIGHWORTH ATTENDED FUNCTIONS

- **SATURDAY 13 MAY 2017** – Salisbury City Council, Mayor Making Ceremony, St Thomas's Church, Salisbury
- **TUESDAY 16 MAY 2017** – Highworth Scout Group, AGM 2017, Scouthall, Eastrop, Highworth
- **THURSDAY 25 MAY 2017** – Air Tattoo Briefing 2017, Royal International Air Tattoo, Fairford
- **SUNDAY 11 JUNE 2017** – Highworth & District Lions Club, 43rd Charter Anniversary Lunch, The Wrag Barn Golf Club, Shrivenham Road, Highworth
- **SATURDAY 24 JUNE 2017** – The High Sheriff of Wiltshire, Lady Marland, Charity Concert for Swindon Cares, Christ Church, Old Town, Swindon
- **SUNDAY 25 JUNE 2017** – Melksham Town Council, Civic Celebrations/Civic Service, St Michael and All Angels Church, Melksham
- **SUNDAY 25 JUNE 2017** – Malmesbury Town Council, Choral Evensong, Malmesbury Abbey
- **TUESDAY 4 JULY 2017** – Birthday Party 104 years old, (Mary Knowley) Parsonage Court, Highworth
- **FRIDAY 7 JULY 2017** – The High Sheriff of Wiltshire, Lady Marland, Summer Reception, Odstock Manor, Salisbury

- **SUNDAY 9 JULY 2017** – Marlborough Civic Service, Celebration of the 70th Anniversary of Pelham Puppets, Marlborough
- **SATURDAY 15 JULY 2017** – RAF Fairford Enclosure, Royal International Air Tattoo 2017, Fairford
- **SUNDAY 3 SEPTEMBER 2017** – Chippenham Civic Service, St. Andrew’s Church, Market Place, Chippenham
- **SATURDAY 9 SEPTEMBER 2017** – Highworth Produce and Craft Show, Warneford School, Highworth
- **SUNDAY 17 SEPTEMBER 2017** – Highworth Civic Service, St Michaels Church, Highworth
- **SUNDAY 17 SEPTEMBER 2017** – Royal Wootton Bassett Civic Service, St Bartholomew & All Saints Church, Royal Wootton Bassett
- **SATURDAY 23 SEPTEMBER 2017** – Opening of Art Exhibition, URC (United Reform Churches)
- **FRIDAY 6 OCTOBER 2017** – Highworth Artists’ Society, Autumn Preview Night, Community Room, Council Offices, Highworth
- **SATURDAY 7 OCTOBER 2017** – Highworth Library, Fun Palaces 2017, Highworth
- **SUNDAY 12 NOVEMBER 2017** – Highworth Remembrance Sunday, St Michaels Church, Highworth
- **FRIDAY 24 NOVEMBER 2017** – Highworth Christmas Lighting Ceremony, Podium/Market Square, Highworth
- **TUESDAY 12 DECEMBER 2017** – Briefing at RAF Fairford, Community Activity Centre, Fairford
- **FRIDAY 23 FEBRUARY 2018** – Marlborough Town Council, Civic Dinner, Marlborough Town Hall
- **SUNDAY 11 MARCH 2018** – The High Sheriff of Wiltshire, Lady Marland, The Rule of Law in Wiltshire, Salisbury Cathedral, Salisbury
- **FRIDAY 16 MARCH 2017** – Highworth Artists’ Society, Exhibition Preview Night, Community Room, Council Offices, Highworth
- **SATURDAY 19 MAY 2018** – Salisbury City Council, Salisbury City Mayor Making Ceremony

CLLR MRS JULIA BISHOP 2017 – 2018
DEPUTY MAYOR OF HIGHWORTH
ATTENDED FUNCTIONS

- **WEDNESDAY 24 MAY 2017** - Chippenham Town Council, Mayors Investiture and Reception, Town Hall, Chippenham
- **SUNDAY 17 SEPTEMBER 2017** – Highworth Civic Service, St Michaels Church, Highworth
- **THURSDAY 12 OCTOBER 2017** – Elitonia, The Art of Floristry, Corinium Museum, Cirencester
- **FRIDAY 10 NOVEMBER 2017** – Opening service of The Field of Remembrance, Lydiard Park, Swindon
- **SUNDAY 12 NOVEMBER 2017** – Highworth Remembrance Sunday, St Michaels Church, Highworth
- **FRIDAY 24 NOVEMBER 2017** – Highworth Christmas Lighting Ceremony, Podium/Market Square, Highworth
- **SATURDAY 9 DECEMBER 2017** – Highworth Choral Society, Christmas Concert, St Michaels Church, Highworth
- **THURSDAY 22 MARCH 2018** – Highworth Girl Guides, “Badge about women getting the vote 100years ago”, St Michaels Hall, Lechlade Road, Highworth

COMMITTEE REPORTS

LEISURE

5. Councillor (Mrs) L Vardy reported that the year has again been a busy one, particularly for our Grounds Maintenance Staff.
 - Meeting the challenges of the grass cutting that the other Parishes are now having to take on.
 - Trying to keep up with the everlasting littering of our streets and paths by some of the residents.
 - Thanks are to be passed on to the Groundsmen for their hard work.
 - The maintenance and inspections of the Play Areas with improvements to Northview currently under discussion by Councillors.

4.

- An initial meeting with the Football Group, including the Head of Warneford, who is a breath of fresh air. The Chairman of the meetings is Mark Young from the Football Foundation.
- The Fireworks were a marvellous success, and the same Company has been contracted to provide the Display this year.

GENERAL PURPOSE AND FINANCE

6. Councillor S Weisinger reported:

- All work has been carried out in budget.
- Highworth Library has been supported again with £20,000 keeping it open for an extra 15 hours per week.
- New Public Toilets are now installed and working.
- Highworth Market - New Signs, Increased number of stalls.
- Podium Forum that was formed has worked hard coming up with ideas for improving Podium.
- Decided not to proceed with Parking Enforcement Officers as the costs would have been too much. Thanks to be given to Councillor (Mrs) M Penny for working exceptionally hard on this idea on behalf of HTC.
- Adopted Policies for Highworth Town Council.
- Accounts Audited and fully approved.

ACCOUNTS

7. Expenditure during the Financial Year ending 31 March 2018 amounted to £ **551080.00**

The Balance Sheet for the Town Council End of Year is shown below:

HIGHWORTH TOWN COUNCIL BALANCE SHEET AS AT 31 MARCH 2018

31 MARCH
2018

31 MARCH 2017

£			£
		LONG TERM ASSETS	
		CURRENT ASSETS	
2816		Debtors (Net of Provision for Doubtful Debts)	694
8480		VAT Recoverable	3687
371029		Cash In Hand	423167
382325		TOTAL ASSETS	427548
		TOTAL LIABILITIES	
0		Creditors	0
382325		TOTAL ASSETS LESS CURRENT LIABILITIES	427548
		Represented By:	
130454		General Fund Balance	146670
251871		Earmarked Reserves	280878
382325		TOTAL	427548

ANNUAL REPORT HIGHWORTH CHARITIES

8. Councillor G Edwards submitted a report on the accounts of Highworth Charities. A copy of the report and accounts is held in the Council Offices where it can be seen on request.

REPORTS FROM BOROUGH COUNCILLORS

9. **a. Councillor A Bishop:** He reported that he has served as a member of the following committees: -
- Licensing
 - Ad Hoc Licensing
 - Private Hire & Hackney Carriage Licensing
 - Appeals
 - Planning
 - Adult Health
 - Police & Crime Panel
 - Archaeological Advisory Board
 - Cotswold Country Water Park
 - Cricklade Country Way
 - Tenant Farmers Forum, and
 - Full Council

Over the year he has dealt with many and varied issues, including the approval of a Licence for Roves Farm to hold various Open Air functions. On Planning, 46a and 47 High Street can now make improvements to make it habitable; Aldi is a Work in Progress at the moment until an Archaeological Report is completed.

The Mobile Bank continues to support Highworth and the old Nat West building is now a very successful coffee shop. During the year he put out 'please do not park on the verge' notices on St Michaels Avenue – which was around 80% successful. He worked with his fellow Borough Councillors to try and reduce the speed limit in Inglesham to 40mph. Now the winter is over it looks as though two properties in Rivers Way will get their wall insulation. He has also managed funding from Highworth Freemasons Lodge for a defibrillator for Blunsdon.

b. Councillor S Weisinger: He reported that he has held monthly Surgeries with Maureen & Alan; worked hard for all areas in the Ward and dealt with issues raised by residents. He has spoken up on behalf of residents and Highworth Town Council at SBC Planning Meetings. He has provided reports at each Full Town Council Meeting and has worked on reducing the speed limit through Inglesham.

c. Councillor (Mrs) M Penny: She reported that by the end of the Mayoral year she will have been to over 300 events and though this has been very time consuming has also fulfilled her role as Borough Councillor.

This includes getting potholes repaired, white lines repainted on the roads, freeing up more parking spaces in Swindon Street, replacing street lamps, the pruning of overgrown trees and getting drains unblocked including the collapsed Victorian drains in Cricklade Road

She has also been very involved in ensuring the Social Housing in Highworth is bought up to date with new windows, new kitchens, bathrooms and central heating to some of the properties. She has also helped individual tenants with problems with heating, hot water, condensation, poor paths to properties and general problems with Officers.

She has attended most of the monthly Surgeries in Highworth where all three Borough Councillors give up their time to listen to the complaints and suggestions from our residents

REPORTS BY REPRESENTATIVES

- 10 a. Swindon Transportation - None.
- b. Local Consultative Group Police - None, but this Group is now defunct.
- c. Highworth Youth Centre - None.
- d. Nexus Project: Councillor N Gardiner reported verbatim: - The Nexus Project, now in its 3rd year has grown from that idea supported by HTC from the start and has transformed into a growing Charity. Our mission is evolving over time and currently supports a mentoring project run from Warneford twice a week with outreach into our Town as well as a weekly sports evening held at the Rec.

There have been four very successful activities days held over the past year that have seen Highworth Children involved in raft building, shooting, canoeing to name a few activities.

The project is working towards expanding the hours offered to the Community through further outreach and activity sessions. We are actively looking to recruit more trustees and so if you know anyone who could support our charity, then please put them in touch.

- e. Town Twinning: Councillor G Edwards submitted a report and the accounts of Highworth Twinning Association. A copy of the report and accounts is held in the Council Offices where it can be seen on request. There is a trip to Wassenberg on 10th -13th May 2018, and a trip to Pontorson from 28th September to 1st October as well as a number of events throughout 2018.
- f. Highworth Community Partnership Group (HCPG): Councillor R Acres reported:
- Meetings continue to be well attended.
- Town Centre Rejuvenation - HCPG continues work on a rejuvenation plan and have had the High Street mapped out.
 - Credit Union - HCPG have agreed to set up a local credit union to support local residents. This is due to open in Highworth Library on Tuesday 5th June at 10am.
 - Tourism - With Highworth now being a member of Visit Wiltshire. HCPG are working towards making Highworth a tourist destination.
 - Fox Roundabout - HCPG are still looking to move ahead with this project and await response from SBC.
 - Loneliness - HCPG are working closely with the Health and Wellbeing section of SBC on a number of initiatives.
 - Village Green - SBC Planning about installing signage to deter people from driving on to the Village Green.
- g. Fair Trade: Councillor (Mrs) A M Durrant reported:

The theme for this year's Fairtrade fortnight, which took place in March is not just one off commitment but a campaign to Look Out for The Logo throughout the year.

HAFFT did their bit by holding a very successful coffee morning demonstrating that Fairtrade products are widely available and not more expensive than comparable ones and often cheaper. We would like to thank the Co-Op, Town Councillors and members of the public from near and far who supported this event.

The aim of the Fairtrade Look Out For The Logo campaign is to promote awareness of the millions of people who still need a better deal from trade and who live on a dollar a day often without access to clean water, education or healthcare – all the things we take for granted. If everyone already buying Fairtrade brought one more product and those who don't buy chose just one thing the 1.5 million farmers and producers who already benefit from the Fairtrade premium could be doubled.

Many of you will be aware that some major retailers have stopped supplying Fairtrade products such as tea bags but are offering other, hopefully ethical products instead. However, these suppliers do not offer

the Fairtrade certification mark which guarantees producers a fair price for their goods, whatever the vagaries of the weather or world markets.

Highworth has been a Fairtrade Town for nearly 10 years now but it is important that we do not take this for granted as we must show action plans and demonstrate progress to show that we are still meeting our goals in order to retain our status. To this end we need to recruit new members to our steering group and would be delighted to hear from anyone who may be interested in finding out more.

Our own commitment as a Town Council is to promote Fairtrade to its constituency on a regular basis and to serve Fairtrade products whenever refreshments are served. Also, to have a member of the Town Council on the steering group/as a named supporter. Since this role falls to the Mayor who is always the Honorary President of HAAFT we have continued to be grateful to the commitment the Mayor and all Town Councillors have made to Fairtrade and supporting its principles.

h. Working Party Neighbourhood Plan: Councillor (Mrs) P Webster reported:

As reported in previous meetings, it seems to have been a very long time coming, but finally the Highworth Neighbourhood Plan was 'made' and legally became part of Swindon Borough Council's Plan early last year. This was supposed to mean that when Planning Officers looked at building plans for Highworth our Neighbourhood Plan would be taken into account. The two sites preferred by our residents to build our allocation of houses was immediately ignored when a builder gained planning permission for a site off Shrivenham Road. This was due to land supply issues with Swindon's Plan and in some cases, builders banking land and not building on it. This has been very disappointing for all our Councillors and residents who supported our Neighbourhood Plan. However, there were other policies written into the Neighbourhood Plan which we are now looking at. The first is tourism and we have had a meeting to discuss the way ahead. As soon as we can write a report on the areas we think we should be concentrating on we will bring it to a full Council Meeting. However, it is sad to think after all the work that went into the Neighbourhood Plan that it can be ignored so easily by SBC and large national builders. Let's hope things improve with time and we have a little more say in our destiny.

RESOLUTIONS

11. Resolved by Councillor (Mrs) L Vardy and seconded by Councillor (Mrs) J Clark that the "Leisure" Group be re-named "Environment and Leisure" (E&L) Group. Councillors unanimously voted in favour.
12. Resolved by Councillor (Mrs) L Vardy and seconded by Councillor (Mrs) J Clark that the three Groups of the Council, namely, Planning, General Purposes and Finance (GP&F), Environment and Leisure (E&L) meet as Full Council Meetings, confining their agendas to those areas which are within their remit and that all Councillors are Members of each Group. Councillors voted 10 in favour, 1 against
13. Resolved by Councillor A Bishop, seconded by Councillor N Gardiner that the frequency of Full Council Meetings remains as existing, but that the purpose of that meeting be confined to reporting and receiving presentations from outside bodies. 7 voted in favour, 3 voted against and 1 abstained.

This was an amendment to the original resolution that 'the Full Council Meetings be reduced to one meeting per Quarter and that the purpose of that meeting be confined to reporting and receiving presentations from outside bodies'.
14. Resolved by Councillor (Mrs) L Vardy and seconded by Councillor (Mrs) J Clark that Meetings be held on the first Tuesday and third Tuesday of the relevant months and that GP&F and E&L be held on the first Tuesday and Planning and Full Council be held on the third Tuesday of the relevant months. Voting was 10 in favour and 1 abstention.
15. Agreed by Councillors that Meetings will remain at their current frequency, that is, monthly except for April, August and December. Additional, Extra-Ordinary Meetings will be called as and if required.

CORRESPONDENCE

16. Email. Highworth Town Junior Football Club would like to acquire the right to play football on the unused Practice Area of the Golf Course. SBC has intimated that if Twigmarket is agreeable, then as Landlord SBC would have no objection either. Councillors have agreed that if HTJFC make the approach that this Council will be supportive of it.

MEETING CLOSED AT 8.06 PM