



Highworth Town Council

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25.

MINUTES OF THE FULL COUNCIL 16 FEBRUARY 2021

PRESENT

Councillor: R Williams (In the Chair)

Councillor: (Mrs) K Barber
A Bishop
(Mrs) J Bishop
G Evans
N Gardiner
(Miss) J Murphy
P Newton-Smith
G Olley
(Mrs) M Penny
K Saunders
K Smith
S Weisinger
S Wolfensohn

IN ATTENDANCE

Ten Members of the Public and One Member of the press

APOLOGIES

71. Councillor (Mrs) L Vardy



Highworth is a Fair Trade Town



Twinned with Wassenberg



Twinned with Pontorson

DECLARATIONS OF INTEREST

72. Councillor S Wolfensohn declared an interest in Agenda item 3 Turley Presentation as a resident of Shrivenham Road.

TURLEY ON BEHALF OF BEWLEY HOMES LTD

73. Turley on behalf of Bewley Homes Presented the Wrag Barn Development. The Acting Town Clerk is to share the Presentation Slides with all Councillors.

Swindon Borough Council (SBC) Planning Check list includes: Prior to submitting a Planning Application a Community Involvement Statement is required. Turley confirmed approaching Highworth Town Council (HTC) is the beginning of their engagement process and were unable to answer if mitigation measures will be discussed with the other developers and will come back to HTC with a response.

PUBLIC QUESTION TIME

74. None.

CORRESPONDENCE

75. a. Councillor (Mrs) M Penny has been contacted by SBC to advise minor improvements to reduce traffic speeds on Eastrop, Highworth is being investigated. Vehicle Activated Signs (VAS) that flash at drivers when the speed limit is exceeded, is being explored.

SBC is able to fund the 'standard' VAS signs, any additional costs through upgrading and ongoing management/maintenance would have to be taken on by HTC. HTC unanimously agreed to explore this further and request additional locations to be investigated by SBC.

b. A letter has been received (circulated to all Councillors) from the May Day Event Organisers advising the May Day Event scheduled for Saturday 1 May 2021 has been cancelled due to COVID-19.

c. An email has been received from Gladman following the SBC Planning Committee deferment of the Planning Application S/OUT/20/0422 Shrivenham Road. Detailed plans highlighting Highway Improvements to Shrivenham Road is to be submitted to the Highways Officer. Gladman is hoping to share these plans with HTC later this week. Information relating to the demand for allotments and identifiable projects/ improvements has also been requested. This item will be discussed under Agenda item 12 of this Meeting.

MINUTES OF MEETINGS

76. **RESOLVED THAT THE MINUTES FOR THE COUNCIL MEETING HELD ON 19 JANUARY 2021 BE ADOPTED** (The Minutes were duly adopted and are to be signed).

SCHEDULE OF MEETINGS

77. The 2021/2022 Schedule of Meetings is to be Adopted by HTC with the following amendment 'All Council Meetings are to be scheduled for the first and third Tuesday of the month'.

TRACTOR

78. Resolved by Councillor P Newton-Smith, Seconded by Councillor (Miss) J Murphy to dispose of the Massey Ferguson Tractor and replace with an additional leased Torro Flail Mower. Councillors unanimously agreed and the Resolution was duly carried.

In line with Standing Order 22 this Resolution stands adjourned to the Environment & Leisure Meeting 2 March 2021.

BLOSSOM TREES

79. Councillors supported the SBC initiative of planting blossom trees within the Town in memory of COVID-19 victims.

The location of the blossom tree is to be decided at a later date. Trees can also be planted as part of the Pentylands Country Park Tree Planting Scheme.

'Blossom Trees' is to be an Agenda item at the next Environment & Leisure Meeting. Councillor (Mrs) M Penny proposed a Resolution to confirm Highworth Town Council planting of a blossom tree in the Town to commemorate Highworth victims who have passed due to COVID-19.

THE SAFETY OF ST MICHAELS AVENUE

80. The proposed Resolution to formally request SBC re-assess St Michaels Avenue for immediate consideration to install a crossing was amended.

Resolved by Councillor N Gardiner, Seconded by Councillor K Smith to formally request SBC re-assess the Safety of St Michaels Avenue. for immediate consideration to install a Crossing. HTC also request SBC use a 100 Metre crossing point rather than a defined single crossing point for the data collection. Councillors unanimously agreed and the Resolution was duly carried.

PUBLIC QUESTION TIME AT COMMITTEE MEETINGS

81. An amendment to the Resolution to include Public Question Time on all future Committee Meetings was proposed.

Resolved by Councillor R Williams and Seconded by Councillor K Saunders that Public Question Time is to be on all future Committee Meeting Agendas except Sub-Committees of which Staffing is one, Voting was 10 in favour, 4 against and 0 abstentions, the Resolution was duly carried.

Resolved by Councillor S Weisinger and Seconded by Councillor G Olley that Public Question Time is on all future Committee and Sub Committee Meeting Agendas. The Resolution was not carried.

S106 ALLOTMENT AND OPEN SPACE

82. The question to be considered S106 Planning Obligations and CIL Manger:

- a. Do HTC have any projects and/or identified needs about the current availability and standard of allotments in the Town, and whether any expansion is required as well as any requirement for off-site outdoor sports facilities.

Clarification is to be sought from SBC for S106 Open Space Calculation definitions and if these headings can be changed.

Councillors delegated authority to the Chair of Planning and Chair of Full Council to investigate and bring the findings back to Council for a response to be approved. A Meeting is to be arranged with the Case Officer, the S106 & CIL Manager to negotiate on behalf of HTC.

- b. Councillor (Miss) J Murphy confirmed a letter was sent on 25 June 2020 to SBC Planning requesting the Highways monies relating to the Shrevenham Road Development be safeguarded for Highworth. Councillors unanimously agreed for the Acting Town Clerk to write again to SBC Planning to re-enforce HTC's original request.

REPORTS BY BOROUGH COUNCILLORS

83. Councillor (Mrs) M Penny:

Reported the following issues;

- Blocked Culverts on High Street, an officer has attended
- Housing Reports are still be received regarding damp and condensation in SBC housing stock. Emergency work only is being undertaken currently due to COVID-19
- I was requested to attend a Policies Committee Meeting on re-writing the Policy on trees within Highworth
- Reported numerous potholes in Swindon Street, Cricklade Road, The Elms and Roundhills Mead
- Supported the Acting Town Clerk in trying to get the footpath to Redlands widened
- Supported the newly formed CSW scheme at Redlands in their requirement for advisory signage
- Asked Officer to investigate overhanging trees and a leaning wall
- Supported residents and the Chair of Planning at the Planning Meeting in the 12 Oaks Planning Application
- Provided details regarding accidents in the area of Westrop to inform the motion that was put to Committee

Councillor A Bishop:

Attended the following Meetings SBC:

- 4 Planning
- 2 Adult Health
- 3 Police Crime Commissioner
- 3 Full Council

I deal with on average 4 cases a week, during the COVID 19 lockdown.

Due to COVID-19 the Borough Councillors Surgery has been postponed

I have dealt with the following:

- Garage in Grove Orchard requesting it to be turned into a habitable space (advice on how to approach this)
- Pagoda in garden, checked with SBC Planning and passed on advice
- Arranged for the rose bushes at Fair View to be trimmed
- 17 Swindon Road, supported the application and assisted with the help Councillor S Weisinger by SBC Planning
- 12 Oaks at Planning Committee
- Three job cases at Blunsdon
- The green triangle at the top of St Michaels Avenue/opposite the Church is Public Land. I have requested SBC Legal Department to look into the illegal parking of cars and cutting a gravel roadway across it
- 7 Fair View water pouring through the ceiling, arranged for this to be repaired

Councillor S Weisinger:

- Attended 2 SBC Scrutiny Meetings
- Stanton Fitzwarren Parish Council Meeting
- Stanton Fitzwarren Standards Committee Meeting
- Attended a Planning Committee Meeting at SBC spoke on behalf of a resident where the Officer was recommending Refusal but had it approved by the Committee
- Speed limit checking
- Council House tenant - internal wall issue after leaking roof
- Street lights out of order - replaced with new bulbs
- Pot holes reported and filled

REPORTS BY REPRESENTATIVES

84. a. Highworth Twinning Association (HTA), Councillor R Williams - Nothing to report
- b. Highworth Community Partnership Group (HCPG), Councillor N Gardiner - Nothing to report
- c. Highworth Action for Fair Trade (HAFFT), Councillor K Smith - Nothing to report

MEMBERS BUSINESS

85. Councillor N Gardiner: The Skate Park is to be a future Agenda item once documentation has been reviewed.

Councillor (Miss) J Murphy: The 12 Oaks Planning Application was passed at SBC Planning Committee, as part of the Planning Agreement there is £615,000 to be set aside for off site affordable housing. As part of the statement read to SBC Planning Committee it was requested that this money be ringfenced for affordable housing to be built within Highworth. To follow this up the Acting Town Clerk has written to SBC Planning Department to confirm the funding has been secured for the Town. This is to be an Agenda item at the future Planning Meeting.

Councillor (Mrs) M Penny: Reported to Councillors she has been copied into a letter from a resident to SBC regarding the SBC Planning Committee Meeting where the 12 Oaks Planning Application was an Agenda item. The Chairman of the Committee declared an interest as a season ticket holder at the beginning of the Meeting.

The Planning Application was tied at 7 votes for and 7 votes against allowing the Chairman the casting vote to decide the Application.

RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS FROM AGENDA ITEM 14

86. Resolved by Councillor R Williams and Seconded by Councillor N Gardiner to exclude the Public and Press from Agenda item 17 on the grounds of avoiding disclosure of personal information. Councillors unanimously agreed and the Resolution was duly carried.

STAFFING COMMITTEE UPDATE

87. a. Formal representation has been made to the Secretary of State to request a dispensation to make the Gratuity Payment.
- b. South West Councils is looking at the prepared documentation for the recruitment of a Town Clerk.
- c. The Deputy Clerk has confirmed she wishes to step down with immediate effect.

Resolved by Councillor K Smith and Seconded by Councillor N Gardiner for the Assistant Town Clerk to temporarily fill the post of Acting Town Clerk until such times a Town Clerk is appointed and to increase her salary commensurate to the position. Councillors unanimously agreed and the Resolution was duly carried.

Resolved by Councillor R Williams and Seconded by Councillor K Saunders to temporarily increase the remuneration of the Assistant to the Town Clerk by two scale points, until a new Town Clerk is appointed. Councillors unanimously agreed and the Resolution was duly carried.

d. Central Swindon North Parish Council have confirmed availability of additional support for the office. The details of this are being finalised.

e. The option of splitting the Town Clerk and Responsible Finance Officer (RFO) was considered, Councillors unanimously agreed to keep the roles combined.

The Meeting closed at 9:29pm

Action Points: -

- Councillor (Mrs) M Penny is to advise SBC that HTC and would like to explore installation of VAS signs at Eastrop, Highworth and request additional locations to be investigated by SBC
- The Acting Town Clerk is to amend and re-circulate the 2021/2022 Schedule of Meetings
- The Acting Town Clerk is to formally request SBC re-assess the safety of St Michaels Avenue as per the Resolution
- Clarification is to be sought from SBC for S106 Open Space Calculation definitions and if these headings can be changed
- The Chair of Planning and Chair of Full Council to investigate and bring the findings back to Council for a response to S106 Monies to be approved. A Meeting is to be arranged with the Case Officer, the S106 & CIL Manager to negotiate on behalf of HTC
- The Acting Town Clerk is to write again to SBC Planning to re-enforce HTC's original request originally sent on 25 June 2020 requesting the Highways monies relating to the Shrivenham Road Development be safeguarded for Highworth
- The Skate Park is to be a future Agenda item once documentation has been reviewed
- The 12 Oaks Planning Application and provision for off-site affordable housing is to be an Agenda item at a future Planning Meeting.