



Twinned with Pontorson



Twinned with Wassenberg

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**FULL COUNCIL MEETING MINUTES
TUESDAY 21 JUNE 2022 @ 7.00 PM**

Present:	
Councillors:	(Ms) J Murphy (Chair), A Bishop, (Mrs) J Bishop, G Dennis, G Evans, N Gardiner, P Newton-Smith, K Saunders, K Smith, (Mrs) L Vardy, R Williams, S Wolfensohn
Town Clerk:	(Mrs) D Rose
Assistant Town Clerk:	(Mrs) C Haines
Representatives:	Chris Beaver - Planning Sphere Limited Steve Russell & James Hughes - Backhouse
Members of the Public:	8
Apologies:	Councillors: K Barber, G Olley, S Weisinger Swindon Borough Councillor: V Manro

		Action
1	HOUSEKEEPING & DECLARATIONS OF INTEREST: None	
2	PUBLIC QUESTION TIME (Maximum 10 Minutes) & CORRESPONDENCE: a) A member of the Public made reference to Agenda item 5 Skate Park Complaint and was advised that all correspondence had been circulated to all Councillors. The Chairman thanked the member of Public and advised Highworth Town Council (HTC) will discuss under Agenda item 5. b) A member of the Public thanked HTC for installing the Skate Park and suggested low level lighting is considered.	
3	MINUTES OF THE MEETING: RESOLVED to confirm and sign the Minutes of the Annual Council Meeting Tuesday 10 May 2022.	

FC.1



Highworth is a Fair Trade Town

4	<p>PLANNING APPLICATION:</p> <p>Presentation received from Backhouse and Planning Sphere Limited in relation to Redlands Park</p> <ul style="list-style-type: none"> • a s.73 application to vary the approved reserved matters application for application for the Phase 1 site (Ref: S/RES/19/1371); and • a reserved matters application for the Phase 2 site <p>Backhouse circulated plans for Phase 2 of the Redlands Development, which outlines 44 houses consisting of the following mix:</p> <p>4 x 2 bed bungalows 8 x 3 bedroom houses 9 x 4 bedroom houses 9 x 5 bedroom houses</p> <p>of which there would be 14 affordable housing broken down to include:</p> <p>2 x 1 bedroom maisonettes 7 x 2 bed houses 4 x 3 bed houses 1 x 4 bed houses</p> <p>There is no requirement for a play area in Phase 2 as there is a large Play Park and Open Space in Phase 1.</p> <p>The maintenance and general upkeep of the play area is the responsibility of a private management company.</p> <p>Backhouse will confirm the longevity of the concrete bricks to the Town Clerk.</p> <p>The Chairman thanked Backhouse for their presentation.</p>	BH
5	<p>BEST ‘Be a Better You’ GRANT APPLICATION:</p> <p>Youth Services Budgets is to be an Agenda item at the next Full Council Meeting.</p> <p>RESOLVED by Councillor N Gardiner, Seconded by Councillor (Mrs) L Vardy to approve the Best ‘Be a Better You’ grant under expenditure 4420/240 ‘Provision for Youth’. Voting was unanimous and the Resolution was duly carried.</p>	DR
6	<p>SKATE PARK COMPLAINT:</p> <p>Councillors unanimously agreed the Skate Park complaint has been thoroughly investigated and responded to. RESOLVED by Councillor N Gardiner, Seconded by Councillor R Williams that the Town Clerk is to take no further action. Voting was unanimous and the Resolution was duly carried.</p>	DR
7	<p>INTERNAL AUDITORS:</p> <p>RESOLVED by Councillor K Smith, Seconded by Councillor K Saunders to re-appoint Auditing Solutions Ltd as the Councils Internal Auditors. Voting was unanimous and the Resolution was duly carried.</p>	

8	<p>AUDIT REPORT:</p> <p>The Chairman thanked the Town Clerk on behalf of the Council for all the hard work undertaken by the team to ensure an excellent audit. The Report is attached as pages FC9-FC17.</p> <p>RESOLVED by Councillor R Williams, Seconded by Councillor K Saunders to accept the internal Audit Report. Voting was unanimous and the Resolution was duly carried.</p>	
9	<p>AGAR:</p> <p>a. RESOLVED by Councillor K Smith, Seconded by Councillor K Saunders to accept the Annual Governance Statement. Voting was unanimous and the Resolution was duly carried.</p> <p>b. RESOLVED by Councillor K Smith, Seconded by Councillor (Mrs) J Bishop to accept the Annual Accounting Statement. Voting was unanimous and the Resolution was duly carried.</p>	<p>DR</p> <p>DR</p>
10	<p>GENERAL POWER OF COMPETENCE:</p> <p>RESOLVED by Councillor R Williams, Seconded by Councillor G Evans to confirm HTC meets the criteria for eligibility for the General Power of Competence, having two thirds of its members being declared Elected and a CILCA qualified Town Clerk. The General Power of Competence was duly adopted. Voting was unanimous and the Resolution was duly carried.</p>	<p>DR</p>
11	<p>SCHEDULE OF MEETINGS:</p> <p>RESOLVED by Councillor K Smith, Seconded by Councillor N Gardiner to accept the corrected Schedule of Meetings as attached. Voting was 11 in Favour, 0 Against, 1 Abstention, the Resolution was duly carried.</p>	
12	<p>COMMITTEE MEETING MINUTES AND RECOMMENDATIONS:</p> <p>a. Planning 5 April 2022 b. Environment & Leisure 5 April 2022 c. Finance & General Purpose 15 February 2022 d. Neighbourhood Plan 22 February 2022 e. Environmental Sustainability 8 March 2022</p> <p>The Committee Meeting Minutes were noted.</p> <p>Future recommendations from Committees are to appear as an Agenda item.</p>	
13	<p>REPORTS BY SWINDON BOROUGH COUNCILLORS:</p> <p>Councillor A Bishop</p> <ul style="list-style-type: none"> • Attended the following Swindon Borough Council (SBC) Meetings - Full Council, Planning, Adults Health • Councillors Surgery • Kept residents informed on ALDI's progress 	

He reported the following SBC:

- Fly Tipping in Pentylands Lane
- Leaking cistern (dealt with within 24hours)
- Grass/Flowers on Brookfield this was explained by our Ground team, that it needed to die off naturally otherwise no flowers next year
- Lechlade Road bus stop lights, Highworth Town sign
- Cars parking on the corner of Folly Crescent
- Bollards in centre of Lechlade Road need replacing
- Green bins in Queens Avenue not collected on time

Councillor S Weisinger:

- Attended the following SBC Meetings - Full Council and Mayor Making
- Audit Committee x2, Scrutiny Committee x2, Growing the Economy
- Councillors' Surgery
- Several issues dealt with for local residents across the Ward
- School Safety Environment Zones (SSEZ) outside Westrop & Eastrop Schools now completed
- 2 extra disabled parking spaces put into Newburgh Place car park
- Contacted officers at SBC when travellers arrived and kept in contact with the Assistant Town Clerk

Councillor V Manro:

- Since the Elections in May 2022, no meetings attended
- Member of the following Committees: Planning, Audit and the Chair of Overview and Scrutiny

14 **REPORTS BY REPRESENTATIVES:**

a. Councillor N Gardiner - Highworth Community Partnership Group (HCPG):

Most recent meeting attended 6 April 2022, summary of points made below:

- Friends of the Library had staff changes due to retirement
- Website – Changes with project page focus
- Job Club – falls under the CAP Project
- The Admin Group have not meet prior to April due to other activities (May Day involvement)
- Dovecote – work looking into consultation
- Building Work – resurfacing work scheduled to take place
- Craft Fair to be held at St Michael's Hall
-

b. Councillor K Smith - Highworth Action For Fair Trade (HAFFT):

Councillor K Smith has not been able to provide an update due to a member of staff on holiday and the other member is currently unwell.

	<p>c. Councillor R Williams - Highworth Twinning Association (HTA)</p> <p>As reported previously, Pontorson have re-dedicated the Place de la Highworth and now Wassenberg has dedicated Highworth Lane. Can we consider reciprocating by talking to Backhouse and when naming the roads on the new estate keep the Twinning Association in mind. This is to be a future Agenda item.</p> <p>Pontorson will be visiting Highworth later this year.</p> <p>d. Councillor K Smith - Visit Highworth Limited (VHL):</p> <p>Councillor K Smith will be attending a VHL Meeting on Wednesday 22 June 2022 and will provide an update at the next Full Council Meeting.</p>	<p>DR</p> <p>KSM</p>
15	<p>OLD GOLF COURSE WORKING PARTY:</p> <p>Report from Councillor K Saunders – Chairman of the Old Golf Course Working Party.</p> <p>On the evening of Thursday 16 June 2022, the Old Golf Course Working Party met with our MP J Tomlinson and our Borough Councillor V Manro regarding how HTC is to move forward with the future of the Old Golf Course (OGC); it was a productive meeting.</p> <p>MP J Tomlinson stated:</p> <ul style="list-style-type: none"> • The Save the Golf Course Group had conducted an excellent and convincing campaign. • The OGC had been withdrawn from the Local Plan and would not have any housing development on it. • Highworth had concentrated on and made a convincing case in regard to the housing on the OGC and unlike Wroughton, Highworth had not totally resisted all house building in Highworth, this carried a lot of weight with the majority of SBC Councillors. • It was acknowledged that the proposed 350 houses took Highworth beyond a 20% increase in housing in Highworth and this was by any standards unreasonable. <p>Going forward – In summary:</p> <p>MP J Tomlinson stated:</p> <p>SBC will not be making any decision in regard to the OGC for at least a year from Thursday's date of 16 June 2022.</p> <p>SBC will, closer to the time, have independent surveys of the site carried out by professional independent companies, to ascertain what leisure purposes the site could be used for.</p> <p>This was likely to, but not exclusively to include use as a Golf Course or a Golf Academy. SBC's final decision for its use, will be under a bidding process.</p>	

	<p>They will be looking for a bid that would provide a long-term sustainable income and this would not necessarily be the highest bid but might include environmental, ecological and community benefits rather than just pure monetary returns.</p> <p>MP J Tomlinson was advised that HTC had, on a number of occasions, approached SBC with a view to leasing the OGC and this was still the continued desire of HTC</p> <p>He did remark that councils change, and a future council within SBC may not feel bound by this Councils' decisions.</p> <p>It was pointed out, that HTC's, existing leases have been amended to 99-year leases and HTC would expect any future lease to follow this pattern.</p> <p>He was also advised that the result of a Survey carried out by the Save the Golf Course Group revealed, that the majority of people wanted to retain it as it is currently, this was closely followed by repurposing the Golf Shop into a café or restaurant.</p> <p>The Meeting concluded with MP J Tomlinson suggesting that we should go out to Public Consultation to ascertain what residents wanted the OGC used for and to see whether that reflected the Survey already carried out.</p> <p>He suggested the results of any such Consultation could give direction to the approach of any bid or bids.</p> <p>MP J Tomlinson further offered:</p> <ul style="list-style-type: none"> • His full support • Use of his offices free of charge for meetings • Use of his unlimited postage budget if a letter drop or similar was required 	
16	<p>FUTURE OF MAY DAY EVENT:</p> <p>Councillors discussed the viability of HTC taking over the organisation/running of future May Day Events.</p> <p>RESOLVED by Councillor (Ms) J Murphy, Seconded by Councillor R Williams to set up a Working Party to look at the views/questions/concerns raised. The following Councillors were elected to the Working Party: (Ms) J Murphy, G Evans, K Saunders, K Smith, (Mrs) L Vardy and R Williams who will report back to Full Council in July 2022. Voting was unanimous and the Resolution was duly carried.</p> <p>The Town Clerk is to add the Working Party findings as an Agenda item for Full Council in July 2022.</p>	DR
17	<p>CHILDREN'S AIR AMBULANCE – CLOTHES BANK:</p> <p>RESOLVED by Councillor R Williams, Seconded by G Evans to refuse the request to site a clothes bank in the Brewery Street, Car Park as there are already two known clothes banks within Highworth, the Car Park is within the Conservation Area and the Grounds Team do not have the capacity to deal with the fly tipping associated with such recycling bins. Voting was unanimous and the Resolution was duly carried.</p>	DR

18	HIGHWORTH CEMETERY: RESOLVED by Councillor N Gardiner, Seconded by Councillor (Mrs) J Bishop to refund, the pre purchased grave plot number 3302, due to exceptional circumstances. Voting was unanimous and the Resolution was duly carried.	
19	CCTV – SKATE PARK: RESOLVED by Councillor R Williams, Seconded by Councillor P Newton-Smith to install CCTV overlooking the Skate Park and review the optical capacity specification (40 times) of the camera. Voting was unanimous and the Resolution was duly carried.	DR
20	STAFFING COMMITTEE & TERMS OF REFERENCE: The following amendment is to be made to the Staffing Sub-Committee Terms of Reference: 'Councillors are required to have a HTC email address to be elected to the Staffing Sub-Committee' The Terms of Reference were accepted with this addition. RESOLVED to elect the following Councillors to the Staffing Sub Committee Councillors K Smith, (Mrs) L Vardy, R Williams for the municipal year 2022/2023, Councillors (Ms) J Murphy and K Saunders are automatically elected to the Committee as Chairman and Deputy Chairman of the Council. Councillors unanimously agreed and the Resolution was duly carried.	DR
21	COMMITTEE MEMBERS: Councillors unanimously agreed to elect Councillor G Dennis to the Planning Committee and Neighbourhood Plan Committee. Voting was unanimous and Councillor G Dennis was duly elected.	
22	MEMBERS BUSINESS: <u>Councillor K Smith:</u> The fly tipping at the Rectory has been removed by the Grounds Team and reported to SBC. <u>Councillor (Mrs) L Vardy:</u> A log of the large vehicles using Shrivenham Road as an access route is to be compiled and reported to Swindon Borough Councillor A Bishop who will submit the findings to SBC. <u>Councillor N Gardiner:</u> The Town Clerk advised no update has been received from SBC regarding the full fibre Broadband roll out across the Town. This is this to be an Agenda item at the next Full Council. <u>Councillor (Ms) J Murphy:</u> The Office Staff, Grounds Team and Councillors were thanked for their help and hard work during the Queen's Jubilee Event.	LV/AB DR
	Meeting Closed 9.00pm	

Signed:

Date: