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

**FULL COUNCIL MEETING MINUTES  
TUESDAY 28<sup>TH</sup> NOVEMBER 2023**

<b>Present:</b>	
<b>Councillors:</b>	K Smith (Chairman), S Apps, G Dennis, I Durnin-Duffy, N Gardiner, L Gow, F Haines, A Houghton, N Key, J Murphy, G Olley, K Saunders, S Weisinger, and R Williams
<b>Town Clerk:</b>	D Rose
<b>Assistant Town Clerk:</b>	C Haines
<b>Representatives:</b>	PC M Stevenson – Wiltshire Police Martin Wellstead – Highworth Jazz Festival
<b>Members of the Public:</b>	3
<b>Apologies:</b>	Councillor P Newton-Smith (Funeral)

		Action
62	<b>DECLARATIONS OF INTEREST:</b>  None	
63	<b>PUBLIC QUESTION TIME &amp; CORRESPONDENCE (Maximum 10 Minutes):</b>  None	
64	<b>MINUTES OF THE MEETING AND MATTERS ARISING:</b>  <b>RESOLVED</b> to confirm and sign the Minutes of the Full Council Meeting held on Tuesday 24 <sup>th</sup> October 2023.  Updates on actions:  a. Minute Reference FC59 20mph Survey – Councillor N Gardiner confirmed 20mph areas by schools are legally enforceable and the results of the survey have been submitted to Swindon Borough Council (SBC).  b. Minute Reference FC60 Fibre Broadband – An A4 sheet has been produced to enable awareness of how to get fibre broadband. All Councillors to read and provide feedback.	
65	<b>POLICE:</b>  PC Stevenson provided the following update:  The new Police Chief Constable Catherine Roper has a new Policing Model which will be put in place in January 2024, comprising of a Neighbourhood Team and a Response	

	<p>Team. The Police want to be less reactive and more proactive and January 2024 will see an increase in numbers in the Neighbourhoods Team.</p> <p>A Police Surgery will be scheduled for early next year to provide residents the opportunity to speak to the Police.</p> <p>The following statistics were provided for the period 28/08/23 – 27/11/23</p> <ul style="list-style-type: none"> <li>• In Swindon overall - 8327 crimes/incidents</li> <li>• In Highworth - 160 crimes/incidents</li> <li>• In Wroughton – 165 crimes/incidents</li> <li>• In Swindon overall – 7108 non crime calls</li> <li>• In Highworth – 141 non crime calls</li> </ul> <p>Highworth uses 1.92% of overall police demand in Swindon for crimes/incidents, and 1.98% of overall police demand in Swindon for non-crime calls, the statistics are used to allocate resource in each area.</p>	
66	<p><b>JAZZ FESTIVAL:</b></p> <p>The Jazz Festival Committee updated Highworth Town Council (HTC) on the planning of the Jazz Festival for 2024. The festival will launch on 26<sup>th</sup> January 2024 in St Michaels Church and the main event will take place on 1<sup>st</sup> June 2024. For more information, please visit <a href="https://highworthjazzfestival.wordpress.com/">https://highworthjazzfestival.wordpress.com/</a></p>	
67	<p><b>COMMITTEE MEETING MINUTES:</b></p> <ol style="list-style-type: none"> <li>a. Finance &amp; General Purpose – 17<sup>th</sup> October 2023</li> <li>b. Neighbourhood Committee – 24<sup>th</sup> October 2023</li> <li>c. Environment &amp; Leisure – 3<sup>rd</sup> October 2023</li> <li>d. Planning – 3<sup>rd</sup> October 2023</li> </ol> <p>The Committee Meetings Minutes were noted.</p> <p><u>Recommendations</u></p> <ol style="list-style-type: none"> <li>e. <b>RESOLVED</b> to approve the installation of new flag poles on the Podium, including survey and planning permission costs to be funded from RR 403 as recommended by F&amp;GP Committee (Minute reference 35). Voting was unanimously in Favour, and the Resolution was duly carried.</li> <li>f. <b>RESOLVED</b> to accept the proposed Precept for E&amp;L Committee as recommended. (Minute reference 48). Voting was unanimously in Favour, and the Resolution was duly carried.</li> <li>g. <b>RESOLVED</b> to reinstate the monthly Litter Pick as recommended by the E&amp;L Committee (Minute reference 49); the following Councillors were appointed G Dennis, N Key and A Houghton. Voting was unanimously in Favour, and the Resolution was duly carried.</li> </ol>	<p>JM</p> <p>GD/NK/AH</p>
68	<p><b>VISIT HIGHWORTH LIMITED (VHL):</b></p> <p>I James, the Deputy Chairman of VHL presented the financial report to HTC.</p>	

69	<p><b>COMMUNITY ENGAGEMENT:</b></p> <p>The Town Clerk was invited to attend the radio studio of Swindon 105.5FM along with Councillor K Smith and the Centre Manager of Visit Highworth Limited. The suggestion is a 30-minute radio programme either fortnightly or monthly, there is no initial outlay as the microphone has already been purchased by a member of the public. The idea is that it would be a community programme which will bring the Highworth community groups together and give the opportunity to promote their activities, HTC to promote events and inform people what is going on in the Town. Councillors were happy for the Town Clerk to pursue this initiative and Councillor N Key is to assist.</p>	DR/KSM/NK
70	<p><b>PRECEPT 2024/2025:</b></p> <p><b>RESOLVED</b> by Councillors to approve the Precept Demand for the year 2024/2025 of £679838.00 (Six hundred and seventy-nine thousand, eight hundred and thirty-eight pounds) as shown at pages 27 to 35. Voting was unanimous, the Resolution was duly carried.</p>	DR
71	<p><b>WRDE UP FESTIVAL:</b></p> <p><b>RESOLVED</b> by Councillor K Saunders Seconded by Councillor I Durnin-Duffy to approve a request from the Wrde Up Committee to hold the Wrde Up Festival on Friday 5<sup>th</sup> July and Saturday 6<sup>th</sup> July 2024 on the Lower Recreation Ground. Voting was unanimous and the Resolution was duly carried.</p>	
72	<p><b>COMMUNITY FLAGS:</b></p> <p>A resident was working on an initiative which would see community groups within Highworth have their flag flown in the High Street has now been passed to HTC. An email was sent in October 2023 to all the community groups that have shown an interest in participating, a total of 5 flags have been received to date.</p> <p>Councillor L Gow is to contact the remaining organisations with a view for the flags to be flown for a month between April and May 2024 every year.</p>	LG
73	<p><b>PROTOCOL:</b></p> <p>The agenda item was withdrawn.</p>	
74	<p><b>ELECTION CYCLES:</b></p> <p><b>RESOLVED</b> by Councillors to harmonise HTC's future elections with those of the new council borough cycle commencing May 2026. Voting was unanimously in Favour, and the Resolution was duly carried.</p>	DR
75	<p><b>ANNUAL FAIR:</b></p> <p>Councillors discussed the complaint regarding the location of the Annual Fun Fair and although they were sympathetic, they felt strongly that the Annual Fun Fair should remain in the existing location. The Town Clerk is to write to the Fair and request that when they attend in future years, they leave adequate room in front of The Emporium.</p>	DR

76	<p><b>5G MAST INSTALLATION:</b></p> <p>Councillor S Apps is to investigate 5G mast providers. Councillor F Haines is to investigate installing a 5G mast as part of the artificial pitch project on the flood lights. This is to be a future agenda item.</p>	SA/FH
77	<p><b>MEMBERS BUSINESS:</b></p> <p><u>Councillor F Haines:</u> Congratulated the team on a successful Christmas Light Switch On Event, he has received a lot of positive feedback and it attracted visitors from outside of the town. Councillors unanimously agreed and the Town Clerk is to pass this on to the staff.</p> <p><u>Councillor N Gardiner:</u> In his capacity as Swindon Borough Councillor, he reported residents were concerned over the volume of traffic and road surface in Pentylands Lane. Drainage has become an issue, lorries have made more of a problem with the building works, he is in discussions with SBC and signage is also being explored.</p> <p><u>Councillor S Apps:</u> Publicly thanked Swindon Borough Councillor V Manro and Leader of the Council J Robbins in alleviating the flooding at Redlands.</p>	DR
<b>Meeting Closed 8:52PM</b>		

Signed: .....

Date: .....