



Cricklade Town Council **First Town on the Thames**

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FULL TOWN COUNCIL MEETING **Monday, 18th January 2010** **7pm at Ockwells**

Councillors present D. Tetlow, Chairman

Cllr B. Atfield

Cllr D. Avenell

Cllr R. Case

Cllr A. Clements

Cllr P. Colmer

Cllr M. Dixon

Cllr M. Hatton

Cllr T. Robertson

8 members of the public were present at the opening of the meeting.

The fire evacuation procedures were made known to all present before commencement of the meeting.

Presentation of trophy and certificates were made to the winners of the 2009 Festive Lights competition. Congratulations and thanks were relayed to those who attended to collect their awards.

Public Question Time

There were no questions received.

MINUTES

09.78 Apologies for Absence

Apologies received from Councillors M Boulton, G Chapman, A. Dentith, L Forrester and R Szybiak.

09.79 Declarations of Interest

None received.

09.80 Chairman's Announcements

- i) The Chairman expressed his appreciation of the work done by Wiltshire Council during the recent extreme weather conditions, keeping the main roads gritted and clear and staff being redeployed to help at a more local level
- ii) The Town Council had taken a common sense approach and helped where it could. Thanks went to the groundsmen who had cleared snow and ice on Council owned land and elsewhere especially in more hazardous areas. The Town Clerk and Wiltshire Councillor are liaising with Highways in order to be able to formalise closer working in the future
- iii) Wiltshire Council had issued a Press Release confirming that pot holes would be a priority once the weather conditions allowed for repairs to be undertaken. Potholes should be reported to the Clarence in the usual way.
- iv) The Chairman reported that a second liaison meeting had taken place between the Town Council and the Business Association. Tourism, parking and planning were among issues discussed. Notes would be circulated to Members.

Minutes

09.81 The Minutes of the Full Town Council meeting held on Monday, 30th November 2009 were signed by the Chairman and adopted as a true record.

09.82 Policing Issues

Sgt Martin Alvis gave a verbal update on current policing issues affecting the area. This included:

- That there had been few problems during the Christmas and New Year period
- Following a tasking meeting, the priority areas in Cricklade would be working to reduce anti-social behaviour at Bath Road, Culverhay and St Sampson's
- That plain clothes work would continue into the next quarter
- There had been a reduction in recorded crime figures in Cricklade for December 2009 compared to the same period the previous year
- The Thursday surgeries at the Police Station would cease at the end of January due to a poor take up rate
- That the Neighbourhood Policing Team will continue to help callers to the Station when the building is staffed
- The Station at Wootton Bassett would open Monday, Wednesday and Friday and be manned by volunteers – the first of its type in county (known as a PIP)
- A similar scheme for Cricklade was currently not a viable option
- NPT welcomed the pilot joint police surgeries between Town Council and police. Next due to take place on Saturday, 20th February

Other discussion centred around police teams working within Community Area boundaries - certainly the case in the Wootton Bassett and Cricklade Community Area. Statistical analysis for the Community Area would use combined figures (the two towns and surrounding parishes). However, crime statistics could be drawn down separately for Cricklade for the benefit of the Town Council. Also that the service offered by the Youth Centre in Cricklade had helped the decline in crime rates.

09.83 CCTV

Members **NOTED** an update by the Town Clerk on CCTV in Cricklade. Main points and discussion were as follows:

- All 4 CCTV cameras were now installed and in operation and the base station at the Town Council fully up and running
- Basic training had been received by the Town Clerk and the Chairman of the Business Association, Bob Jones who will develop this further and pass on to volunteers
- Liaison with the local Neighbourhood Policing Team has already begun
- A Code of Practice set out strict guidelines regarding access to CCTV data especially around its release to third parties. All requests for CCTV data must be channelled through the Town Council
- Members expressed their appreciation to the Fire & Rescue Service which had generously offered to install mesh around the base of the tower to deter vandals
- Signage warning that areas have 24 hour CCTV coverage is being arranged as a further deterrent to vandals
- Enquiries from volunteers about monitoring the equipment should be made to the Town Clerk

During a **Suspension of Standing Orders** the Chairman of the Business Association confirmed that a small number of incidents had been identified and had been stored as footage for future retrieval and that he had made a statement to the press about progress

As the lease for the Town Council's tenancy at Ockwells would be reviewed in 2012 it was worth making some preliminary enquiries on alternative sites for the Base Station monitoring equipment. It was unlikely that the NPT would be in a position to accommodate the equipment at the Police Station. Members **AGREED** that the Town Clerk could start this process by talking informally with the Fire and Rescue Service.

09.84 Clerk's Report

09. 68	<p>Area Board Update – Issues At the Full Town Council Meeting on 30th November, the Town Clerk was asked to investigate progress on the Issue Sheet submitted about a proposed split in the Community Area. A letter from John Thomson (Deputy Leader, Wiltshire Council) which received wide distribution is attached. This confirms that this proposal (along with one to change the name of the Community Area) will go no further. A response from the Town Clerk is also attached. Ongoing</p>
09.69/0 9.74	<p>Correspondence - The Town Clerk was asked to respond to the following: a) <u>Wiltshire Council (WC) – Confirmation of precept for 2010/11 (£216,778)</u>. The relevant form signed by the Chairman and the Town Clerk had been sent to WC together the Town Council's contribution for an A5 size contribution for the county-wide Council Tax leaflet. A further amendment was suggested by Cllr T Clements. Ongoing b) <u>Cotswold Water Park Society</u> – Offer of briefing the Full Town Council about the Society's future plans. The Town Clerk has accepted this on behalf of Members. A response from the Chief Executive confirming timings is now awaited. Ongoing</p>
09.77	<p>Town Council Accounts – The Town Clerk was asked that financial reports be submitted to the Town Council quarterly. Guidance was sought from the Internal Auditors on the frequency that financial reports need to be submitted. There is no legal requirement. The Assistant Town Clerk has submitted a new suggested format downloaded from Excel which appears on this agenda. (This new format was agreed – see Minute 09.91). Closed</p>
09.76	<p>Committee Minutes – Issue around flooding in Byre Close passed to Assistant town Clerk and the Planning, Conservation and Transport Committee. Closed</p>
09.72/0 9.73	<p>Information Point and Ockwells Rent – Follow-up on these issues was now being dealt with through the Policy and Resources Committee. Ongoing</p>

09.85 Cricklade – A Parish Plan

At the Full Town Council meeting on 30th November, Marion Rayner, Community Development Manager at Community First made a presentation about the benefits of producing a Parish Plan. Following on from this, Members considered whether to work towards the production of a Parish Plan taking note of additional background in a report produced by the Town Clerk. Issues discussed included that:

- The plan would be community-led
- The Town Council's Business Plan would be led by the Parish Plan
- It would allow for a bottom-up approach – also feeding into the local Community Area Plan then on to the policies and strategies of Wiltshire Council
- Based on wide consultation, the document would have numerous benefits (particularly around funding bids) but was not solely for development control

- and planning issues
- An essential ingredient was the engagement of local people to form a Steering Group to drive the project forward over a timescale of up to 18 months
- The proposal should be tested with local people to judge whether there is sufficient enthusiasm (at the Annual Meeting, on the website, Chronicle, etc)
- The top estimate for cost at £3,000 was high and could be reduced with more modest printing arrangements. Funding was available through Community First and the Area Board
- There may be scope to work with any fresh consultation planned by the Northern Community Area Partnership (NCAP)

During a **Suspension of Standing Orders** the Chairman of the Business Association stressed the importance of the plan taking the form of a start and finish project with a set timetable and a member of Cricklade Action Partnership (CAP) commented that the Conservation Area Statement has been triggered by a Public Meeting and benefitted from input and administrative support from the then North Wiltshire District Council.

It was **RESOLVED** that Councillors B Atfield, M. Dixon and T Robertson would work on the proposal and that the Town Clerk draw together an Action Plan to publicise the project and engage local people. And to seek advice from Community First on the level of support that it can offer

09.86 Correspondence

Members considered the following items of correspondence

- Wiltshire Council Town – Parish and Town Council Election Costs/Filling of Casual Vacancies - This information was **NOTED**.
- House of Commons – Michael Wills, MP - Members **NOTED** that the MP would not be standing for re-election. It was **AGREED** that the Town Clerk should write to him on behalf of the Town Council thanking him for his support over the last few years.

09.87 Wiltshire Council Report

Cllr Colmer updated members on the following:

Shadow Cabinet - The Liberal Democrats had formed a Shadow Cabinet at Wiltshire Council (WC) and that he was the spokesman for Economic Planning and Housing

Car Parking Charges - A harmonization of car parking charges was likely across the county and Cricklade could fall into a category for small market towns (e.g. comparable to Mere). (This may not be workable in Cricklade because of ownership complexities with the Town Hall). Transfer of assets may also be a possibility

Leisure Centres - A review of leisure services (WC Leisure Centres currently managed by DC Leisure). Likely that WC would look to outsource management. Not yet clear how this would affect community-run Cricklade Leisure Centre which relied on WC grant funding

Youth Services – There had been much press coverage around a proposed reduction in services for Cricklade and Purton youth services. This would be an agenda item at the next Area Board

Waste Management Harmonization – The Administration’s recommendation for county-wide waste management had been overturned by a Select Committee minority report. (The recommendation was for alternate weekly collections with a timescale of 5 years for cardboard /plastic kerbside recycling).

Council Meetings – the next Full Council meeting was scheduled for 22 February where the Budget would be agreed.

During a **Suspension of Standing Orders** the Chairman of the Business Association asked whether it was appropriate for the business community to react to the proposal to standardise car parking charges. Cllr Colmer responded that as the information was in the public domain, it was for the Business Association to comment as it felt best.

09.88 Area Board Update

Cllr Tetlow gave a verbal update to Members about the Wootton Bassett & Cricklade Area Board meeting of 2nd December at Lyneham. Main points were:

- Cricklade Rugby Club had been awarded a grant of £1,000 towards new changing rooms
- An announcement about rationalising Youth Services in the Community Area had been made
- Participative exercises had taken place around anti-social behaviour and budget setting (this consultation was still open and relevant forms were available from the Town Clerk or online at www.wiltshire.gov.uk)

The next Area Board meeting will be on Wednesday, 27th January at 7.pm at Purton Village Hall. Agenda items included decisions on grant applications (including 4 applications from Cricklade organisations), youth services and anti-social behaviour. It was good to note that Cricklade Town Council and the Business Association had submitted updates. Members and Cricklade residents were encouraged to attend the meeting.

There was disappointment that the process was not wholly satisfactory in terms of real delegated local decision-making at Area Board level (though devolvement of fuller powers may take time to be put into place constitutionally). The democratic process also seemed unclear as was the involvement of towns and parishes and their communities.

09.89 Committee Minutes

The minutes of the meetings of the Planning Conservation & Transport Committee on 23rd November and 14th December, the Community & Leisure Committee of 3rd November and 1st December and the Policy & Resources Committee of 9th November were all **NOTED**.

09.90 Town Council Accounts

Members **NOTED** and **APPROVED** the following:

- i) The final External Audit Report 2008/9
Some minor recommendations were noted and officers congratulated on the submission and approval of the report.
- ii) Committee Receipts and Payments – December (Month 9)
This report was submitted using an alternative format which was welcomed by members. It was **AGREED** that future reports should be submitted quarterly, in this format and include more comment where appropriate. Members passed on their appreciation to the Assistant Town Clerk for her work towards updating the presentation of the accounts.

Meeting closed at 8.37pm