

# Full Council

Full Council

04/06/2019 09:00 - 10:00 ((UTC+00:00) Dublin, Edinburgh, Lisbon, London)

## AGENDA

### Topic

#### 1 QUESTION TIME OPEN TO THE PRESS AND PUBLIC (not to exceed 30 minutes)

*The public are welcome to ask questions on matters that are on the agenda and other matters at the Chairman's discretion. The question should not be a statement and limited to no more than 5 minutes. The Chairman will call the question from those who are indicating that they wish to speak.*

A

*record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting and will be made public via our website and held in archive.*

#### 2 Apologies


*To accept apologies.*

#### 3 Declarations of Interest

*To receive any Declaration(s) of Interest under The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 made under Section 30 (3) of the Localism Act 2011 and under the Code of Conduct adopted by the Town Council*

#### 4 Minutes

*To approve the minutes of the Annual Town Council meeting held on the 7th May 2019 attached.*

 Annual Town Council mins 20190507.pdf

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#### 5 Matters arising (FOR INFORMATION ONLY)

#### 6 Minutes of Committees

*To note the minutes and decisions taken under delegated powers. These minutes are not for discussion.  
14.05.19 Town Development Committee*

 2019.05.14 - TD Minutes.pdf

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#### 7 Chairman's report

*Chairman to report.*

#### 8 Policies of the Town Council

*The following policies of the Town Council which have been adopted in the past are available at the Town Council offices for members to study and make comment on. These policies will then be re-adopted at the June Full Council meeting.*

*(i) Annual Summary of Risks.*

*(ii) Asset Register.*


*(iii)*

*Health and Safety Policy.*

*(iv) Standing Orders.*

*(v) Financial Regulations. New ones to be discussed at Resources Committee on the 21st May 2019.*

#### 9 Ethical investment Statement

 Ethical investment statement.pdf


8

#### 10 Fireworks

 Proposal to Move to Town Council Event - Outline DRAFT2-2.pdf

9

#### 11 Handrails

 Safer Pathways Project.pdf

11

#### 12 Town Support for Challenge Aid


*Cllr McNeill-Ritchie to report and give a presentation*

#### 13 Contracts for employees

*As part of the Quality Council status to note that all employees have contracts of employment.*

#### 14 Correspondence received

*(i) Letter from St. Laurence School thanking the Town Council for the £10,000 towards equipping the new science laboratories.*

 St. Laurence School donation thank you.pdf

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#### 15 Confidential Business

*'Under the Public Bodies ( Admission to Meetings) Act 1960 by reason of a confidential nature to be discussed , that the public and press be excluded from the meeting'.*

#### 16 To discuss this matter - Proposed recreational facility

## Attendees

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CLlr Alex Kay	Unconfirmed
CLlr Daniel Taylor	Unconfirmed
CLlr David Garwood	Unconfirmed
CLlr Dom Newton	Unconfirmed
CLlr Emma Franklin	Unconfirmed
CLlr Jennifer Parker	Unconfirmed
CLlr Jim Lynch	Unconfirmed
CLlr Laurie Brown	Unconfirmed
CLlr Michael Roberts	Unconfirmed
CLlr Simon Mcneill-Ritchie	Unconfirmed
CLlr Steve Plummer	Unconfirmed
CLlr Tom Lomax	Unconfirmed
Sandra Bartlett	Unconfirmed

Minutes of the Annual Town Council meeting of  
BRADFORD ON AVON TOWN COUNCIL held at St. Margaret's Hall, Bradford on Avon  
on Tuesday 7<sup>th</sup> May 2019 at 7.00p.m.

Attendance – Town Council

Cllr L Brown  
Cllr E Franklin  
Cllr D Garwood  
Cllr A Kay  
Cllr S McNeill-Richie  
Cllr D Newton (Leader of the Council)  
Cllr J Parker  
Cllr M Roberts  
Cllr D Taylor  
Mrs S Bartlett (Town Clerk)  
Ian Brown (Operations Manager)  
Lydia Booth (Communications Manager)

Apologies – Cllr J Lynch and Cllr T Lomax

Members of the Public – 11 members of the public

1. Election of Council Chairman and Town Mayor

Nominations for the position of Chairman and Town Mayor were received. Cllr Newton nominated Cllr McNeill-Ritchie, Cllr Roberts nominated Cllr Brown and with 7 votes in favour and 2 against for Cllr McNeill-Ritchie and 2 votes in favour and 4 against for Cllr Brown it was **RESOLVED**: That Cllr Simon McNeill-Ritchie be elected as Chairman and Town Mayor for the ensuing municipal year. Cllr Kay (Out-going Mayor and Chairman) handed the chain of office to Cllr Simon McNeill-Ritchie.

2. Chairman's Declaration of Acceptance of Office

The Chairman signed his Declaration of Acceptance of Office in the meeting and this was witnessed by the Clerk.

3. Declarations of interest -none

4. Election of Vice Chairman and Deputy Town Mayor

The Chairman asked for nominations for the position of Vice Chairman and Deputy Town Mayor. Cllr Franklin nominated Cllr Taylor, Cllr Brown nominated Cllr Roberts and with no further nominations and with 7 votes for Cllr Taylor and 2 votes for Cllr Roberts, it was **RESOLVED**: That Cllr Daniel Taylor be Vice-Chairman and Deputy Mayor for the year 2019-20. Cllr Garwood handed the chain of office to Cllr Daniel Taylor.

5. Leader of the Council

Nominations were received for the Leader of the Council, Cllr Kay nominated Cllr Newton, seconded by Cllr Franklin and Cllr Brown nominated Cllr Roberts, seconded by Cllr Roberts and with 7 votes for Cllr Newton and 2 votes for Cllr Roberts it was **RESOLVED**: That Cllr Dom Newton be Leader of the Council for the forthcoming year.

6. Minutes

After a couple of amendments were made, it was proposed by Cllr Garwood, seconded by Cllr Roberts and with all in favour it was **RESOLVED**: To accept the minutes of the last meeting held on the 2<sup>nd</sup> April 2019.

7. Matters arising (FOR INFORMATION ONLY) - None

8. Annual Governance and Accountability Return 2018/19

- (i) Members answered the questions 'yes' in Section 1 of the Annual Governance Statement 2018/19 and the Chairman and Clerk signed this statement in the meeting.
- (ii) Section 2 Accounting statements for 2018/19 were signed in the meeting and noted.
- (iii) Cllr Newton reported that the council could be better at risk management.

9. Selection of Committees and Delegation of Powers

(i) Chairman said that after the election on the 6<sup>th</sup> June 2019 an Away Day Conference would be arranged to decide the work of the council for the next two years and a business plan would be written containing these plans. He said that the council had come up the list for community asset transfers and transfer of services. There was a meeting arranged for Friday to discuss the potential list. Chairman said that the Terms of Reference would be reviewed at the conference and changes brought back to Full Council.

(ii) The nominations for Councillors membership on the committees were agreed. This list was attached to the minutes. Decisions were also made on individual for the Committees:

**Environment & Planning Committee** – Cllr Parker proposed Cllr Alex Kay as Chairman, seconded by Cllr Franklin and with all in favour it was **RESOLVED:** That Cllr Alex Kay be Chairman of the Environment and Planning Committee.

**Town Development Committee** – Cllr Newton proposed Cllr McNeill-Ritchie, seconded by Cllr Kay and with all in favour it was **RESOLVED:** That Cllr Simon McNeill-Ritchie be Chairman of the Town Development Committee.

**Resources Committee** – Cllr Dom Newton was appointed Chairman of the Resources Committee as Leader of the Council to comply with Standing Orders.

**Highways & Transport Committee** – Cllr Garwood proposed Cllr Dom Newton as Chairman of Highways & Transport Committee, seconded by Cllr Franklin and with all in favour it was **RESOLVED:** That Cllr Newton be Chairman of the Highways and Transport Committee.

**Community & Recreation Committee** – Cllr Kay proposed Cllr Emma Franklin as Chairman, seconded by Cllr Brown Taylor and with all in favour it was **RESOLVED:** That Cllr Emma Franklin be Chairman of the Community & Recreation Committee.

10. Policies of the Town Council

The following policies were available in the office for members to read and comment on. Annual Summary of Risks, Asset Register, Health and Safety Policy, Standing Orders, Financial Regulations and Environmental Statement. These policies to be re-adopted at the next Full Council meeting.

11. Register of Members pecuniary interests

Chairman advised that members should advise the Clerk if they have any changes to the Register of Members pecuniary interests held at Wiltshire Council.

12. Vacancy in the South Ward

It was noted that Wiltshire Council have advised that an election will take place on the 6<sup>th</sup> June 2019 and that the relevant notice had been posted in the South Ward for nominees.

The meeting closed at 7.50p.m.



**Bradford on Avon  
Town Council**



Minutes of the Bradford on Avon Town Council  
Town Development Committee  
Held at St. Margaret's Hall, Bradford on Avon  
on 14<sup>th</sup> May 2019 at 7.00p.m.

Present:

Cllr L Brown  
Cllr E Franklin  
Cllr D Garwood (Vice-Chairman)  
Cllr S McNeill-Ritchie (Chairman)  
Cllr D Newton (Leader of the Council)  
Cllr M Roberts  
Cllr D Taylor  
Ian Brown – Operations Manager  
Sandra Bartlett – Town Clerk

Members of the Public.

Rod and Janet Johnson, Joyce Shaw, Beryl Turner, Pam Hide, Gerald-Milward-Oliver, P.C. Charly Chilton and 3 other members of the public.

Apologies: Cllr A Kay and Cllr T Lomax

1. Declarations of interest

2. Minutes

After one small amendment was made, it was proposed by Cllr Garwood, seconded by Cllr Franklin and with all in favour it was **RESOLVED**: to accept the minutes from the last meeting held on the 12<sup>th</sup> March 2019.

3. Matters arising – none

4. Chairman's Report

The Chairman's Report was noted. Cllr Franklin reported that the judging for South West in Bloom would take place on the 16<sup>th</sup> July 2019. She said that the route still had to be decided but that she was talking to Wiltshire Heights, Christchurch School, Bancroft Allotment Holders and Railway Station Volunteers about this.

Chairman reported that he had attended with Cllr Roberts the Market Towns meeting where Paul Robertson gave a presentation on the role of the C.E.V.s (Community Emergency Volunteers) in Bradford on Avon. The model for C.E.V.s in Bradford on Avon could be rolled out to other towns. Chairman reported concerning the development of the Station carpark talks had begun about making more out of the space.

Chairman reported that with regards to Culver Close Cricket Pavilion more funding was expected to come on stream from next year from the English Cricket Board. He said a working party would be set up to decide what could be done on that space.

Chairman reported on Community Asset Transfer and advised that Bradford on Avon was now top of the list for substantive pieces of land and services to be transferred from Wiltshire Council. He had been working with Cllrs Brown, Roberts and Kay on this and would share information with members when appropriate.

#### 5. Vice-Chairman

Chairman asked for nominations for Vice-Chairman of this Committee. Cllr Newton proposed Cllr Garwood, Cllr Roberts proposed Cllr Brown and with 4 votes in favour of Cllr Garwood and 2 votes in favour of Cllr Brown, Cllr David Garwood was appointed Vice-Chairman of this committee.

#### 6. Police Up-date

P.C. Charly Chilton explained her report which had already been circulated to members. She also answered members questions including a question from Cllr Newton regarding why pedestrians involved with clips from wing mirrors could not report to 101. Charly explained that the driver of the road traffic accident would have to do that in person.

Rod Johnson asked when the results from the anti-social behaviour survey would be known. Charly advised it was too early in the process to know at this moment because Wiltshire Council's survey forms had just been delivered to residents.

Joyce Shaw asked where the nearest police station was located? Charly advised Trowbridge or Melksham. Joyce felt this was too far away and not local enough.

Charly said it was important that residents report any a.s.b. issues in Westbury Gardens to the Police.

#### 7. CCTV and Anti-Social Behaviour in Westbury Gardens

Operations Manager's report considered. After discussion:-

(i) Cllr Brown proposed, seconded by Cllr Garwood and with all in favour it was **RESOLVED:** to proceed with the procurement of a CCTV system.

(ii) Chairman and Cllr Roberts agreed to review the quality of the CCTV systems tomorrow.

(iii) Cllr Brown requested that the correct signage was displayed in this area to let the public know they are being filmed and that the camera was not visible. A Data Privacy Impact Assessment will also be required. Cllr Roberts asked if it was a wireless system and the Operations Manager advised it was. Gerald Milward-Oliver asked if it was a facial recognition system and was advised no.

It was proposed by Cllr Newton, seconded by Cllr Taylor and with all in favour it was **RESOLVED:** To delegate authority to the Operations Manager to procure the CCTV system based on cost and quality as agreed by members at the quality demonstrations.

(iv) Cllr Roberts reported that he had attended the recent Crime Forum and a.s.b. in Westbury Gardens was a topic raised there. He encouraged members of the public to ring 101 with their reports so that they can be logged. He gave members information on Public Spaces Protection Orders (PSPO).

#### 8. Lucy Millar Chairman from Bradford on Avon Business and Non-Councillor members on this committee

(i) Lucy made a presentation to the committee about her background and her recent appointment as Chairman of Bradford on Avon Business. She explained how Bradford on Avon Business will work in the future creating an effective network, a voice in the community, encouraging successful businesses, sharing knowledge and contributing to the social sustainability of the town.

She said that membership was free and there were 7 sector groups for different opportunities and challenges. They will be having a database directory of businesses. Interested in connectivity. They will be taking a break from the business awards this year. They will be working with Climate Change. Commenting on planning applications and hope to boost the numbers of businesses in the town.

(ii) Cllr Franklin proposed that the Chairman of Bradford on Avon Business be a Non-Councillor members on this committee, seconded by Cllr Newton and with all in favour it was **RESOLVED:** That the Chairman of Bradford on Avon Business be a Non-Councillor member on this committee

#### 9. New lighting desk in St. Margaret's Hall

Hall Manager's Report considered and Cllr Newton proposed that the Officer's recommendation be accepted Supplier 1 be accepted in the amount of £1,094.95, seconded by the Chairman and with all in favour it was **RESOLVED:** To accept the quote from Supplier 1 in the amount of £1,094.95

#### 10. T.I.C. Refurbishment

Operations Manager's report was considered. Cllr Brown said that as the Town Council had a rolling lease on this building, this was too expensive an investment in the building with no security of tenure. It was agreed to re visit the lease terms.

#### 11. Date of next meeting

The date of the next meeting was arranged for 24<sup>th</sup> July 2019.

The meeting closed at 8pm.

#### Appendix 1

##### Members of the Public who spoke at the Town Development Committee on the 14<sup>th</sup> May 2019

Mrs Janet Johnson is a resident of Abbey Mill and the Chairman of the Abbey Mill Residents Association. Her question was important to my fellow residents of Abbey Mill. It was a question about Agenda Item, 9 (i) and (ii): CCTV and Anti Social Behaviour in Westbury Gardens. She thanked Cllr Kay for her earlier visit to Abbey Mill to discuss the matter and for our local PCSO for circulating Anti Social Behaviour form to them. Her question was: would it be acceptable if, while I'm here, I made some notes on the discussions on that Agenda Item and then circulate them to her fellow residents? Chairman agreed that would be in order. Pam Hyde asked where the survey forms were available from? Mrs Johnson said it was for local residents in the area.

# Ethical investment statement

Author: Cllr. Dom Newton, Leader of the Council, 28<sup>th</sup> May 2019

Following the Resources Committee on May 21<sup>st</sup>, I was tasked with creation on an ethical investment statement. Given that this statement addresses actions and concerns across the whole Council, and thus outside of the Terms of Reference of any single committee, I am therefore bringing it to the Town Council.

## Proposed wording

In investing public funds for the purposes of receiving interest on those funds (as distinct from operational spending to procure services), the Town Council shall consider the following ethical dimensions.

Through our investments, we will seek to:

- Strictly limit any potential harm to individuals arising from the actions of companies or supply chains in which Town Council funds are invested;
- Promote high ecological-standards, such as production or use of renewable energy;
- Promote human rights and the rule of law.

We shall not invest monies, directly or through managed investment portfolios, in the following areas:

- Fossil-fuel producing, exporting, exploration or re-sale companies;
- Other industries where there is material risk of significant environmental harm (for example by deforestation, or which fail to adhere to pollution standards or where there is any other material risk);
- Arms manufacturing or export, including items which may be considered 'dual use';
- Tobacco, excepting products which promote public health by reducing dependency and/or encourage or enable individuals to stop smoking;
- Companies that have not provided evidence of their compliance with the Modern Slavery Act 2015, or which are otherwise engaged in the exploitation of workers;
- Companies that are owned, wholly or in part, by governments which do not, generally, uphold the United Nations Declaration of Human Rights, or which are undemocratic, or which themselves do not respect the UN DHR (for example water-rights infringements, land-seizure, or unethical testing or pricing practices);
- Companies that are deemed to engage in tax evasion (distinct from lawful tax management for reasons of fiduciary responsibilities);
- Companies that are otherwise deemed to act illegally, or otherwise in a way inconsistent with the public good or public interest.

Any portfolios entered should contain the ability, on reasonable notice, to withdraw from those funds if they cease to meet the above criteria.

Any directly invested funds should be withdrawn, on reasonable notice, from those investments if they cease to meet the above criteria.



# Proposal to Move BOA Fireworks to be a Town Council Event

## Overview

The BOA Fireworks event has encountered increasing difficulties in organisation over recent years. Difficulties getting sufficient volunteer numbers are the primary concern, but the event is also struggling with infrastructure in accessing insurance, publicity, accounting amongst other things. Efforts to address these issues have not been successful and the event is in danger of being discontinued. The organising committee has therefore approached the Town Council to see if it can offer support.

## Proposed New Structure

- The event will continue to share profits among the three schools (Fitzmaurice, Christ Church and St Laurence) equally.
- The contingency fund (£13000 approx) will be transferred to the Town Council, but ringfenced as belonging to the PTA's collectively OR returned to the PTAs if the future direction of the event moves away from its current premise as a fund-raiser.
- The Town Council will provide the following:
  - Marshalls and Gate Tickets sales/collection staff
  - Insurance
  - Publicity (with PTA's publicising at their school)
  - Accounting
  - Advance Ticket Sales
    - PTA's will sell advance tickets
    - Other outlets will be under Town Council control
- The Organising Committee will provide/organise the following:
  - The Firework display
  - Site Infrastructure, including a marquee for stalls (with power).
  - Event Plan
  - Risk Assessment
  - First Aid cover
  - Traffic Management
- PTA's will provide the following:
  - Stalls
    - Fully staffed
    - All equipment and stock for the stalls
  - Set up and clear up volunteers

## Timeframe

If the event is to go ahead this year, the change in structure will need to happen before May Half-Term.

Meetings will be organised for full consultation with stakeholders, to obtain the agreement of PTA's and the Town Council ahead of this deadline.

# Safer pathways project

Author: Cllr. Dom Newton, Chair of Highways and Transport Cttee, 28<sup>th</sup> May 2019.

As part of the recent KERB report, improvements to pedestrian safety was defined as the primary outcome. While improvements to footpaths alongside carriageways may be dependent on wider issues, improvements to the many footpaths that join up areas of the town are something that is within the gift of the Town Council.

Improvement to these walkways are desirable for a number of reasons:

- Improved accessibility for less-able but still foot-mobile residents and visitors;
- Improved safety and decreased likelihood of slips, trips and falls – addressing known issues on a higher fall-rate in Bradford on Avon, and also reducing the need to treat those falls on scarce NHS resources;
- Improved access for visitors to the town, supporting our tourist industry by opening up areas and views to visitors;
- Reduction in car-movements between areas of the town by making walking safer and more accessible;
- Improved safety for students transiting to and from St Laurence;
- Improved links between different areas of the town, including between the two wards, by making walking easier;
- Reduced risk of litigation against the Town Council due to poor maintenance.

On non- road-adjacent pathways, there are three primary issues:

- Gradient of pathway;
- Quality of surface;
- Overgrowth/overhang of vegetation.

One or more of these factors impact many pathways in the town. In particular, the steeper hill paths that join South Ward and North Ward through Newtown and Tory are obvious candidates for improvements.

In addition to comments from residents, the Chair of Streets Ahead has now met with me to discuss the issue and identified a number of key routes that would benefit from improvements, including the addition of handrails.

The Town Council have recently completed railings between Newtown and Middle Rank, in that instance using funds previously assigned by Wiltshire Council. The railings were in-keeping with the aesthetic of the area. In 2016-17, and more controversially due to the materials used, railings were provided on the steeper stretch of Conigre Hill.

Several of these paths, as well as others in the town, also need surface examination – in some cases due to smooth stonework, in other cases where unsuitable 'non-slip' surfaces have been applied but degraded to the extent that they may now be a hazard rather than a help.

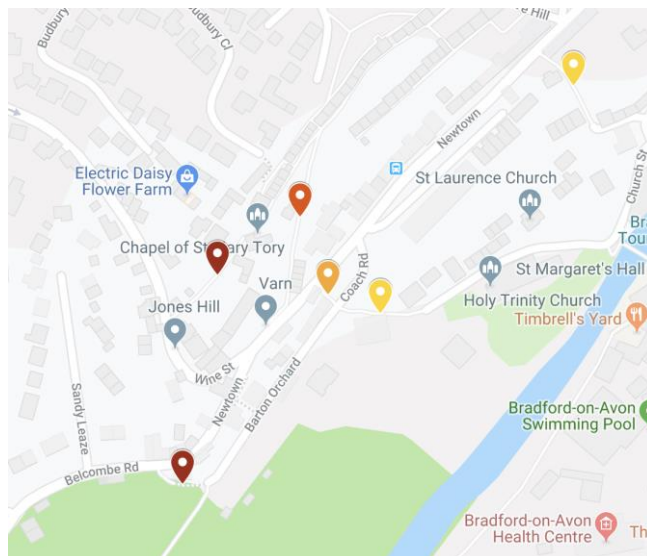
The Town Council does not currently have a formal role in reducing vegetation in most areas, but is likely to pick up some responsibilities on the transfer of assets and services from Wiltshire Council. The Town Council have also provided some funding to Clean Up Bradford, who have assisted in a number of areas already.

## Actions

### Railings and surfaces

The following key areas have been identified as needing action:

- The path between St. Mary Tory and Wine St (handrail and surface review);
- Lady Well Path between Middle Rank and Newtown (handrail and surface review, plus examination of protective barrier on southerly boundary);
- The path linking Barton Orchard and Belcombe Road (handrail);
- The path linking Newtown and Barton Orchard/Coach Road (possible handrail)
- The path between Coach Road and Holy Trinity Church (surface review);
- Rosemary Walk (surface review).



Where surfaces have degraded, an assessment should be made to repair or improve the surface.

### Overgrowth

Overgrowth has been reported in a number of areas outside of the town centre, including:

- The path between Avon Close and Mythern Meadow (passing Mythern/St. Aldhelm's play area);
- The path between St. Mary Tory and Wine St.;
- The westerly pavement at Sladesbrook.

Where the issue is overhang from private gardens, the Town Council could contact the relevant residence and ask for them to cut the overhang back – rather than refer the matter to Wiltshire Council. This would be 'friendlier' for the resident concerned, and potentially improve initial response times.

Where the overgrowth is on a public path (for example, weeds) this could be referred to the Town Council, initially for referral to Wiltshire Council if not already reported, or (once handed over) action either by Town Council employees or in coordination with relevant volunteer groups.

**In all cases, regular surveillance walks should be undertaken, including for the paths where handrails have been provided previously.**

### Proposal:

**The Town Council delegates authority to the Highways and Transport committee to allocate up to £20,000 of that committee's earmarked reserve for the installation of railings, and inspection and remedial works to surfaces of footpaths indicated and others as may be necessary. Support will be sought from relevant groups within the Town, including CATG and the Preservation Trust, but works will not be contingent on their financial or other support.**



CC MLCU's

RECEIVED 13 MAY 2019

Sandra Bartlett  
Town Clerk  
Bradford on Avon Town Council  
St Margaret's Hall  
St Margaret's Street  
BRADFORD ON AVON  
BA15 1DE

10th May 2019

Dear Sandra

I am writing to thank you, on behalf of the governing body, for the Council's extremely generous donation of £10,000 towards the Science Block donation project, which has been received in to the School's bank account.

I would also like to take this opportunity to thank you for your invaluable support for the School's Relateen counselling via the Colonel William Llewellyn Palmer Educational Charity grant. We very much appreciate it.

With best wishes.

Yours sincerely

Kieran Kilgallen  
Chair of Governors