



Bradford on Avon  
Town Council



LOCAL COUNCIL  
AWARD SCHEME  
QUALITY GOLD

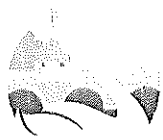
### **BRADFORD ON AVON TOWN COUNCIL**

You are hereby summoned to a Full Council meeting  
of Bradford on Avon Town Council  
On Tuesday 11<sup>th</sup> January 2022  
At 7.00pm in St. Margaret's Hall, Bradford on Avon

Sandra Bartlett  
Town Clerk  
6<sup>th</sup> January 2022

### AGENDA

1. 7.00pm 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. <i>The question should not be a statement and limited to no more than 2 minutes.</i>
2. Apologies <i>To accept any apologies</i>
3. Declarations of Interest <i>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.</i>
4. Minutes <i>To approve the minutes of the meeting held on the 9th November 2021.</i>
5. Matters arising (FOR INFORMATION ONLY) - none
6. Chairman's report (attached) <i>Report attached from the Deputy Mayor on the response to the Residents Panel for information.</i>
7. Budget 2022-23 <i>Following the Resources Committee on the 14th December 2021. Recommendation to Full Council to accept the budget totalling £1,187,900 and set the precept at £973,400. A Band 'D' property will pay £236.42 per annum.</i>
8. Minutes of Committees <i>To note the minutes and decisions taken under delegated powers. These minutes are not for discussion. Circulated by email to members.</i> <i>(i) 16.11.21 Environment &amp; Green Spaces Committee (ii) 23.11.21 Town Development Committee</i> <i>(iii) 30.11.21 Community &amp; Wellbeing Committee (iv) 14.12.21 Resources Committee</i>
9. Calendar of meeting dates <i>Members to consider calendar of meeting dates from April 2022 to March 2023 attached.</i>
10. Grants Panel <i>In order to speed up the process the following is proposed for discussion:-</i> <i>1. Have a monthly Grants Panel pencilled in before a Tuesday Town Council meeting, so that there's the opportunity quickly to consider a grant application, if one has come in – otherwise the meeting does not proceed; This will be open to all councillors and Area Board members.</i> <i>2. Town Council Committee budgets are intended for the procurement of services following council procurement rules and the grants budget sits within Community &amp; Wellbeing Committee.</i> <i>3. In the event of an urgent/immediate request officers to determine and then retrospectively present to the Grant Panel.</i>
11. Date of next meeting <i>The next meeting has been arranged for the 8th March 2022.</i>



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Minutes of the Full Council meeting of  
BRADFORD ON AVON TOWN COUNCIL held  
on Tuesday 9<sup>th</sup> November 2021 at 7p.m in St. Margaret's Hall

Attendance – Town Council

Cllr S Blackwell  
Cllr A Kay  
Cllr S McNeill-Ritchie  
Cllr A Potter  
Cllr T Trimble  
Cllr K Vigar (Acting Chairman)  
Cllr J Vittles  
Mrs S Bartlett (Town Clerk)  
Mr I Brown (Director of Operations)  
In the absence of the Chairman the Vice-Chairman took the Chair.

Apologies: Cllr Bessant, Cllr Franklin, Cllr Garwood, Cllr Gibson (Chairman) and Cllr Parker.

Members of the public: Geoff Farrer, Jeremy Wire, June Alexander, Joyce Shaw and 7 others.

46. Declarations of interest – none

47. Minutes

Cllr McNeill-Ritchie said that the previous minutes did not correctly show the conversation that went on before the decisions were made and accurately show a flavour of the meeting. He thought this had been going on for a while now. Acting Chairman said that verbatim minutes are not required but need to provide a summary. She said it was difficult to minute lots of conversations, which do not lead to resolutions. Clerk reported that minutes are intended to record decisions of the council. Cllr McNeill-Ritchie added that people reading the Minutes need to understand how a decision was reached. A recording of the meetings is available on YouTube. After some amendments were made, it was proposed by Cllr Blackwell seconded by Cllr Trimble and with all in favour it was **RESOLVED:** To accept the minutes of the last meeting held on the 7<sup>th</sup> September 2021 as a true record.

48. Matters arising (for information only)

Members of the Public 2 from the last meeting held on the 7<sup>th</sup> September 2021 – Acting Chairman read out the reply advising that the Environment Agency had not made any changes to their river management which could have contributed to low river levels in Bradford on Avon. They said it was possible that the condition of Avoncliff weir, and the operation of sluices within the weir, may be affecting upstream water levels. They were aware that some temporary repairs have been recently carried out to protect the weir during high winter flows. Even with the repairs, the operations of the sluices and the possibility of further water leakage through the weir may reduce water levels upstream. Whilst the Environment Agency would not repair this privately owned structure, they would provide advice on what permits may be required to undertake any remedial works. They understood that the river had returned to its usual autumn level now. If the Town Council was not satisfied with this response for information, you can contact the Environment Agency within two calendar months to ask for their decision to be reviewed. Cllr Kay said this is where a healthy river project will come into play, advice was given by the Environment Agency in September 2020 when the Avoncliff temporary repairs were made.

#### 49. Chairman's Report

Chairman's Report was noted. Acting Chairman mentioned the public consultations on the 10<sup>th</sup> and 11<sup>th</sup> September for Poulton Park and Culver Close. She said that the Mayor and Cllr Parker had attended Age Friendly Melksham and various Civic Services at which she met Mayors from other towns. Acting Chairman also said the town had won a Gold Award and the Preece Cup for a town of our size for South West In Bloom. The Mayor had given out certificates to the Railway Station Volunteers for Level 3 'Advancing', Wiltshire Height Level 4 'Thriving'. Secret Gardens Level 4 'Thriving' and The Three Horseshoes Public House received Level 5 'Outstanding' rating, the highest possible. Joyce Shaw asked why the Three Horseshoes had won 'Outstanding' and the Acting Chairman responded for their garden at the back of the building, which was very attractive. Cllr Kay said that they used eco methods and were child friendly, she thought it a well-deserved award. The Acting Chairman thanked everyone who took part and sent her congratulations. She said that other businesses in the town could enter the competition too if they contacted the office.

#### 50. Minutes of Committees

The following minutes were noted:-

14.09.21 Community & Wellbeing Committee, 21.09.21 Town Development Committee,  
28.09.21 Environment & Green Spaces Committee, 05.10.21 Sustainable Travel Committee and  
19.10.21 Resources Committee.

#### 51. Business Plan 2021 – 2025

Acting Chairman explained that a Business Plan was needed for the period 2021 to 2025 to ensure that we consistently make progress on our priorities, effectively deliver services, and manage our resources properly. Also, to make sure that the council remains committed to acknowledging Climate Emergency and Ecological Emergency and doing what we can to combat those and to support residents in doing so we will build on work of previous councils and develop new projects and initiatives. After discussion, it was proposed by Cllr Vittles, seconded by Cllr Trimble and with all in favour it was **RESOLVED**: To adopt the draft Business Plan 2021-2025.

#### 52. Environment & Green Spaces Committee

##### Terms of Reference

Cllr Kay said that the old Environment and Planning Committee had £10,000 in their remit to approve community grants, which was a quicker process. As we are in the middle of a Climate and Ecological Emergency these grants need to be evaluated and approved by the Environment and Green Spaces Committee.

Cllr Trimble said that he was quite nervous about doing this and removing it from the existing framework of grants. He said that the Town Council works with the Area Board and quite often there is a 50:50 split between the Area Board and the Town Council. His Community Engagement Manager at Wiltshire Council can find pots of money for Health and Wellbeing, Community, Youth, Community Area Transport Group (CATG) and other Wiltshire Council funds and central government monies. He thought if we stayed with that system, we could make the budget go farther, as we are sharing the costs. He said that in an emergency, they could remotely approve a grant at a Teams meeting up to £5,000 on any individual project that has an environmental aspect to it.

Cllr Kay said that smaller grants were taking up to four months because it was forced through the grants process, which is possibly cumbersome and not frequent. She said she had received no extra funding from the Area Board for a small grant, as they did not have any meetings. She said this was not an enhancement. She said she was extremely ethical and sensible councillor and would always take a large grant to Full Council and always seek other avenues of funding. She thought Cllr Trimble was over egging how successful the Grant Board was and under egging the committees.

Cllr McNeill-Ritchie said we need to look at what we are trying to achieve here, and the important thing is that we have signed up to a Climate Emergency and it is important that we act quickly and support small local projects in the town. He was not looking to change the system where we work with the Area Board, but thought that the Environment and Green Spaces Committee members should be allowed to give small grants and not keep the community waiting for months and months.

Cllr Blackwell said he noted the need for expediency with environmental issues but questioned if we do this for the Environment and Green Spaces Committee, it would cause disparity with other

committees. They are all linked to Climate Emergency, with Sustainable Travel Committee, it could be talking about electric bikes, Town Development Committee discussing solar panels. He thought there should be a review on how the grants system could be improved.

Cllr Vittles thought that the speed at which councils work in general was not fast. He said we need to look at ways to speed this up. He has issues with Environment and Green Spaces being allowed to do this, as not open to all committees to do. He thought the existing grants system lacked transparency and that all committees should be able to give out smaller grants

Acting Chairman said that the grants process needs looking at and that she does not wish to approve Cllr Kay's proposed motion, as it will give disparity with the other committees. She suggested that it was discussed further at the grants panel meeting on the 23<sup>rd</sup> November 2021 with further discussion at the Resources Committee on the 14<sup>th</sup> December and bring any revisions to the Full Council on the 11<sup>th</sup> January 2022.

Cllr McNeill-Ritchie suggested an amendment to the substantive motion that the Environment and Green Spaces Committee be able to give grants up to £1,000 which are on the agenda with supporting papers until the review has been done, this was seconded by Cllr Kay and with a vote of 2 in favour, 4 against and 1 abstention the amendment was not carried.

Cllr Kay's original motion on the agenda:-

Recommendation from Environment and Green Spaces Committee on the 28th September 2021 to change their Terms of Reference: -

- under item 2. Aims the committee can also approve grants to support environmental projects.
- Under item 3. Delegated Business: Item 3.8 Encourage and assist in the development of climate projects from individuals, groups or small businesses in the Town which can include approving grants from the Climate & Ecological Emergency Community Fund Existing item 3.8 to be renumbered.

It was proposed by Cllr Kay seconded by Cllr McNeill-Ritchie and with 2 in favour and 3 against it was **RESOLVED:** This motion was not accepted.

### 53. Confidential business

It was proposed by Cllr Potter seconded by Cllr Trimble and with all in favour it was **RESOLVED:** To start confidential business.

#### Members of the public who spoke at the Full Council meeting

1. Geoff Farrer said he was in favour of the one-way system and would like it brought back with a wider loop. He thought that New Road should be one way. He thought that from Woolley Street vehicles should turn left into Leigh Road and turn right onto Holt Road. He said that would help stop pollution in the town centre and be better for cyclists. Acting Chairman asked Chairman of Sustainable Travel Committee to answer Mr Farrer.

Cllr Trimble said there will be a town wide consultation in two weeks' time and when the results are known Wiltshire Council Highways Department will have to come up with a solution acceptable to all. Acting Chairman said that views for this can be taken via an online portal.

Cllr McNeill-Ritchie said that the consultation on the town needs to concentrate on what it wants to see as a result of any traffic system not their own pet ideas on how things work which could fragment the town, he said there will be a lot of different views, he would like to see a centre of the town that is calmer with a friendly system towards pedestrians and cyclists but the town needs to all agree.

2. Jeremy Wire referred to the notice on the public seating, said the members of the public who attend this meeting should be allowed to speak when they want in an open and transparent way and not be limited to two minutes each at the beginning. Acting Chairman said it was the Chairman's discretion whether members of the public are allowed to speak when the council is in session. She said that he had been her experience that other Committee Chairman have allowed the public to speak when the council was in session when their input was relevant to the discussions. Cllr McNeill-Ritchie agreed that this was the correct standing order and said that the public have been allowed to speak in the past in this council and the previous one during in the meeting, although it can be difficult for the chair. The Clerk said it was also difficult to minute.

3. June Alexander asked how residents in the town can make contact with the town council. The Acting Chairman explained how councillors or the office could be contacted. June Alexander added that back in July she sent all councillors an email and only one of them responded. Acting Chairman apologised for this. June Alexander said she was disappointed that she had not even received an acknowledgement to her email from councillors.

## Chairman's Report 11.01.22

### Mayor's and Deputy Mayor's Engagements

14<sup>th</sup> November 2021 Remembrance Sunday in Holy Trinity Church and Westbury Gardens.  
My thanks to all those involved in the organisation of this event which went as smoothly as ever.  
It was particularly poignant following such a difficult time with the pandemic. My special thanks to Joanna Abecassis Vicar of Holy Trinity Church for her superb service.

26<sup>th</sup> November 2021 Met with Leader of the Council and Chief Executive and Director of Operations.

Ian Brown and I had a very positive meeting with Cllr. Richard Clewer and Terence Herbert, where various issues were discussed. Principally the much awaited Asset Transfer. There has been a cabinet member decision paper to tidy up some of the administrative details in early January 2022. The major issue concerning the service contract remaining with Wiltshire Council rather than being novated to the Town Council. This is being dealt with by estate management officers and should be transferred by Easter.

26<sup>th</sup> November 2021 I switched on the Christmas lights in Westbury Gardens.

The highlight of the month, was without a doubt the hugely successful Christmas Lights switch on, my thanks to everyone for the hard work in the cold and wet, and it was very wet that day, for getting everything together. The addition of food and drink outlets in St Margaret's carpark, helped create an evening long event, along with the coordinated events in Lambs Yard and without a doubt, ours are the most beautiful lights in West Wilts!

Attended various meetings regarding the traffic consultation.

A lot of work has gone into the traffic consultation, particular thanks to Cllr Trimble for all he has done to coordinate the documentation, survey and public drop in sessions. The results of the consultation are still being collated and we are pleased at the large number of responses.

9<sup>th</sup> December attended Tubas and Friends of Palestine film show in St. Margaret's Hall.

I was pleased to be present at this event highlighting the difficult situation of Palestinians in the West Bank area. We saw two very poignant films and were introduced to the BoA friends of Palestine. We were able to buy a card to plant an olive tree in Tubas, which many did, myself included.

Skate Park Lottery Application.

A stage 1 bid for £175,00 has been submitted to the Lottery Fund for the skate park. Thanks to Steve Boocock C.E.O. of Swindon and Wiltshire Sports Partnership for his help and advice.

Looking forward to a new year, despite the ever present threat of increases in Covid cases. Where we intend to achieve the first residents panel, move forward with the Poulton park, Skatepark and see real progress on our traffic issues as a result of the consultation.

## Residents' Panel – Update for Full Council, January 11<sup>th</sup> 2022

### Background

In October, the Resources Committee appointed Cognisant Research to recruit a Residents' Panel from the town's population to:

- provide an additional communication channel for input and feedback to the town council.
- give residents a stronger voice, especially those the council does not usually hear from.

The views of the panel will be sought via surveys. The Resources Committee agreed that a panel would be selected by Cognisant and an initial survey carried out as a pilot, with the future of the panel to be considered at the Full Council in March 2022.

### Applications

An application form was drawn up by Cognisant and applications invited between Nov 12th and Dec 10<sup>th</sup>, 2021. Applications were sought via:

- Promotion on the Town Council website and Facebook page
- An article in the winter edition of the Town Council newsletter
- Distribution of 500 flyers

By the end of the application period, 131 applications had been received from within the parish boundary.

### Selection

Cognisant Research have now selected a panel of 100 people broadly representative of the town as indicated by census information.

In determining the size of the panel, Cognisant Research looked at different options for panels from 50 up to 125:

- A small panel would be technically representative but would exclude most applicants. For example, a panel of 50 would only need 1 person from a non-white British background, but with a few applicants from this group, it was desirable to include more than one.
- There were not enough applications to support a sufficiently representative panel of 125.
- A panel of 100 is broadly representative across the following demographics: gender, employment, disability and all age groups with the exception that it is a little low on the required number of 16–25-year-olds. Additional consideration has also been given to include lesbian, gay and bisexual residents and those from non-white British backgrounds.
- Cognisant have responded to the under-representation of 16-25 year olds by selecting slightly more from the next age group up.
- A panel of 100 is workable. It means involving most people who applied. It increases the chance of a reasonable number of survey returns and retains a good sized waiting list.
- Cognisant have ensured that panellists are well spread across the town.

### Further information

It should be noted that the Town Council is only receiving names and contact details of panellists, not the other information they supplied on the form. Hence, there is not the ability to break down responses to surveys by particular group eg. 16–25-year-olds, women or people with disabilities. If,

for example, the council wished to elicit the views of young people on an issue, it remains important to apply a range of consultation techniques, most obviously engaging via the various youth organisations in town and schools. The idea of the panel is to have a broadly representative group of people commenting in general on issues relevant to the work of the Town Council.

#### **Next steps**

- All applicants are now being written to explaining the results of the selection process and whether they are on the panel or the waiting list.
- A first survey will be prepared with the input of a small working group of councillors, for which volunteers are sought.
- The draft survey will be considered by the Community and Wellbeing committee on February 8th and then issued.
- A report of the survey results will be prepared by and published on the website.
- The Full Council meeting on March 8<sup>th</sup> will review the process and survey results and consider the future of the panel.

Councillor Katie Vigar



# Bradford on Avon Town Council

## Resources Committee

14<sup>th</sup> December 2021

## Council Tax 2022/23



### Purpose of Report

To recommend a draft budget proposal for members to agree, and then recommend the proposal to the Full Town Council on 11<sup>th</sup> January 2022.

### Introduction

The Town Council is required to identify its annual level of expenditure and set its budget/precept for the forth coming year accordingly. Wiltshire Council has set out the timescale for this process with the deadline for returning the Town Councils precept requirement to Wiltshire Council is 18th January 2022.

### Considerations

The Town Council budget has been calculated to allow the Council to deliver its aspirations set out in the Business Plan 2021-25, adopted at Full Council, 9th November 2021. The budget has been adjusted to cover the inflationary pressure on the existing expenditure items, this includes, contract inflation, pay, and waste disposal.

The growth in the budget is the growth from 2021/22 which had been funded from reserves last year.

The budget for 2021/22 has also been re-profiled to offset increases, along with a review of income following the pandemic.

### Proposed Budget

	2020/21	2021/22	2022/23
Staffing	507,000	528,500	570,000
Sites	233,900	239,930	251,100
Youth Services	48,260	50,000	45,000
Other Services	212,290	256,200	222,310
Governance	95,140	99,520	99,490
<b>Total</b>	<b>1,096,590</b>	<b>1,174,150</b>	<b>1,187,900</b>
Fees/Charges & Grants	169,400	185,860	185,500
Interest	25,600	25,600	27,000
<b>Total</b>	<b>195,000</b>	<b>211,460</b>	<b>212,500</b>

### Proposed Precept

Wiltshire Council has informed the Town Council of the draft tax base for 2022/23, 4,117.25. This represents an increase of 34.36 on the 2021/22 figure [4,082.94].

The method used to calculate the precept is based on the required funds divided by the tax base and then presented as the Council tax rate for a band D property.

	2020/21	%	2021/22	%	2022/23	%
<b>Previous Budget</b>	<b>£883,600</b>		<b>£1,096,590</b>		<b>£1,174,150</b>	
<b>Proposed Budget</b>	<b>£1,096,590</b>		<b>£1,174,150</b>		<b>£1,187,900</b>	
<b>Increase</b>	<b>£212,990</b>	<b>24</b>	<b>£77,560</b>	<b>7</b>	<b>£13,750</b>	<b>1</b>
<b>Baseline precept</b>	<b>£744,390</b>		<b>£885,590</b>		<b>£885,590</b>	
Inflation	£22,610		£29,920		£57,350	
Growth	£197,580		£55,400		£81,000	
Income	-£59,790		-£6,460		-£1,040	
Savings	-£7,200		-£7,760		-£49,500	
From Reserves	-£12,000		-£71,100		-	
<b>Precept</b>	<b>£885,590</b>	<b>17</b>	<b>£885,590</b>	<b>-</b>	<b>£973,400</b>	<b>9</b>

The proposed budget precept £973,400 is an increase of £87,810 over 2021/22's budget precept, this equates to an increase of 38p per week on a Band D household, making the bands rate £236.42 per year.

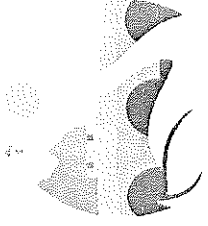
The movement of 1% in council tax equates to £8,853 in budget terms.

### Recommendation:

The Resources committee agrees and recommends to Full Council,

1. the proposed budget for 2022/23, £1,187,900  
and
2. To set the 2022/23 budget precept at £973,400, which would require an increase in the Council tax for Bradford on Avon of 9%.

Ian Brown  
Director of Operations  
2<sup>nd</sup> December 2021



**Bradford on Avon Town Council  
Meeting Dates April 2022- March 2023**

Meeting	Time	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Full Council	19:00		3		5		6		8		10		7
Environment & Green Spaces	19:00	5		7	26			4			17		14
Town Development (including Planning)	19:00		10		12		13		15		24		28
Community & Wellbeing	19:00	12		28			20		22			7	
Sustainable Travel	19:00		24		19		27		29			13*	
Resources	19:00			21				11		13		21	
Annual Town Meeting/Gathering			26										
Delegated Planning meetings		6,20	4,18	1,15	6,20	3,17	7,21	5,19	2,16	7,21	11,25	15,28	8,22

\* - meeting is not on a Tuesday due to availability of SMH