



Bradford on Avon Town Council

Minutes of the Annual Town Council meeting of
BRADFORD ON AVON TOWN COUNCIL held
on Tuesday 3rd May 2022 at 7p.m in St. Margaret's Hall

Attendance – Town Council

Cllr K Bessant
Cllr S Blackwell
Cllr E Franklin
Cllr S Gibson
Cllr A Kay
Cllr S McNeill-Ritchie
Cllr J Parker
Cllr A Potter
Cllr K Vigar
Cllr J Vittles
Mr I Brown (Director of Operations)
Ms S Hawkins (Accountant)
Mr M McLaughlin (Communications Officer)

Members of the public:

Apologies: Cllr T Trimble Cllr D Garwood

1. Election of Council Chairman and Town Mayor

Cllr Gibson proposed Cllr Katie Vigar, seconded by Cllr Potter and with no further nominations and all in favour it was **RESOLVED** that Cllr Katie Vigar was elected Chairman and Town Mayor for the ensuing municipal year. Cllr Sarah Gibson (Out-going Mayor and Chairman) handed the chain of office to Cllr Katie Vigar.

2. Chairman's Declaration of Acceptance of Office

Cllr Vigar signed her declaration of acceptance of office for the role of Chairman and Mayor in the meeting signed by the Director of Operations.

3. Ukrainian Speakers

Yana Petrenko, Tatiana Petrenko and Nataliia Mishchenko who spoke about their experiences and thanked both the Town Council and the town for their support and help.

Anna Hill and Felicity Courage spoke about their efforts to encourage and organise support in the community, working to bring Ukrainian families to the area. They have currently managed to help 40 people through the visa application process. They introduced the 'Welcome Packs' which contain useful and nice things from the community to show how welcome the families are.

Cllr Blackwell reported that the Town Council had arranged a humanitarian delivery to the Ukraine, we have some items left which are being used by Ukrainians locally and put into the welcome packs.

5. Network Rail Presentation

Matthew Thompson and George Bartlett from Network Rail explained the road closures and outlined the need and works to replace the railway bridge on St Margaret's Street, between September 2022 and April 2023.

6. Declarations of interest – none

7. Election of Vice Chairman and Deputy Town Mayor

Cllr Vigar nominated Cllr Jennifer Parker, seconded by Cllr Gibson and with no further nominations and all in favour it was **RESOLVED** that Cllr Jennifer Parker be Vice-Chairman and Deputy Mayor.

8. Register of Members' Interest

Members were reminded to advise the Town Clerk if they have any changes to their disclosable pecuniary interests.

9. Minutes

It was proposed by Cllr Gibson, seconded by Cllr Parker and with all in favour it was **RESOLVED**: to accept the minutes of the last meeting held on the 8th March 2022.

10. Matters arising - none

11. Outgoing Chairman's Report and Incoming Chairmans Report

The outgoing Chairman introduced the draft Town Council Annual Report and thanked fellow councillors and officers for their support during the year, stating it had been an honour and a joy. For the coming year she intends to look into working with surrounding towns to see where we can work together, particularly in the area of youth support.

The incoming Chairman thanked Cllr Gibson for her work over the last year and being a tremendous advocate for the town. The Chairman is looking forward to working with all councillors and the officer team. There will be new challenges, welcoming more Ukrainian families, thanked Jane Jones for the coffee morning arranged for 14th May 2022 at the Holy Trinity Church and thanked Cllr Blackwell for setting up the BoA Ukrainian Club which starts 9th May 2022.

Cllr Gibson then updated on two traffic issues, the first, Winsley Road Traffic scheme, this is not a scheme that the Town council has worked on it is being led by Winsley Parish Council. The second is Station Approach which is a Town Council/local Councillor led scheme to improve pedestrian safety in the area.

12. Terms of Reference (ToR's) and Selection of Committees

It was agreed that each committee would review its ToR's at their next meeting to be submitted back to Full Council.

It was noted that Town Development and Environment Green Spaces Committee are oversubscribed, and Sustainable Travel undersubscribed after discussion it was agreed that members would consider, and final membership be agreed at the members meeting on the 16th May 2022.

13. Transport Update

Cllr Gibson explain that she and Cllr Trimble had followed up the letter and Future of Transport report by meeting with Cllr Mark McClelland Cabinet member for Highways and then again with Cllr McClelland and two senior Wiltshire Council traffic engineers. Cllr McClelland was slightly concerned that the reports executive summary didn't appear as conclusive as he would like. At the meeting Cllr Trimble took the Traffic engineers through the report and pointed out the areas of concern, both Engineers agreed that their interpretation was similar to Cllr Trimble's. They suggested that the Town council's objectives could be achieve by a study of options by Wiltshire Council using the report and Wiltshire Council's feedback during the social distancing scheme. They are cautious of working on something that is divisive and require the Town council's support. Cllr McClelland has written to the Town council, asking for the Town Council to confirm its support to the ideas/approach outlined in his letter as an acceptable way forward.

Cllr McNeill-Ritchie outlined his concerns and that the Town Council needs to stress the need for mitigations in any solution. That Wiltshire Council need to be decisive the more mitigations they include the less divisive the scheme.

Cllr Gibson agreed and stated there should be an element of a 'light touch' master planning with the mitigations designed in.

Cllr Vittles pointed out that the consultation looked across the whole town and this needed to be reiterated and that there would be further consultation.

Cllr Gibson offered to draft a response to be circulated for all councillors to comment on to ensure the wording was correct.

All members agreed to this approach.

14. Standing orders and Financial Regulations

Cllr Gibson proposed, seconded by Cllr Parker, and all in favour it was **RESOLVED** to re-adopt Standing Orders and Financial Regulations for this municipal year.

15. Health & Safety Policy Statement

Cllr Parker proposed, seconded by Cllr Gibson, and all in favour it was **RESOLVED** to agree the Health & Safety Policy Statement for the Town Council.

Cllr Vigar, as Chairman signed the statement.

16. Annual Governance and Accountability Return (AGAR) 2020-21

(i) Members answered questions 'yes' in Section 1 of the Annual Governance Statement 2020/21. This was approved by all members and signed in the meeting by the Chairman and the Director of Operations.

(ii) Section 2 Accounting Statements 2020/21 were noted and signed by the Chairman

It was proposed by Cllr Vittles seconded by Cllr Parker and with all in favour, it was **RESOLVED:** To accept the signed Annual Governance and Accountability Return.

The meeting closed at 8.10pm

Appendix 1

Members of the public who spoke at the Annual Council meeting 18th May 2021

1. Jeremy Wire asked about the release of data from the future of transport consultation that was requested in January.

Director of Operations advised that this was now the subject of complaint to the Information Commissioner and the Council are currently waiting for an investigation officer to be appointed.

2. Andrew Nicolson asked if the town council was minded to give support to the twinning groups..... and whether an Annual Town Gathering would be happening this year (2022).

The Chairman advised that we support twinning and recently hosted the AGM for West Wilts towns for the Elbag Twinning. Cllr Kay pointed out the both herself and Cllr McNeill-Ritchie have been supportive and there was a French Twinning meeting on Saturday 7th May 2022. She hopes that Cllr McNeill-Ritchie and Cllr Blackwell and herself could work to come up with a model that helps keep the twinning and encourage more participation. Cllr McNeill-Ritchie also pointed out that last term the Council held a conference for other towns who have even worse problems and that there are no easy answers.

The Chairman advised that the Annual Town Gathering would be held with the date to be confirmed [26th May 2022]

3. Jane Jones wanted to thank the Town Council for the support of the Ukrainian coffee morning. Also, as a resident and having worked with the Town Council on other things, we are very lucky to have such excellent officials of the Town council and such hard working Councillors.