

**FULL TOWN COUNCIL**

Minutes of a meeting of **Marlborough Town Council** which was held in the Assembly Room, Marlborough Town Hall on **Monday 24 May 2021** at 7pm

**PRESENT:** Councillor Mark Cooper  
Councillor Nicholas Fogg  
Councillor Andrew Ross  
Councillor Guy Loosmore  
Councillor Noel Barrett-Morton  
Councillor Lisa Farrell  
Councillor Mervyn Hall  
Councillor Donald Heath  
Councillor Vanessa Hillier  
Councillor Jo Waltham  
Councillor Richard Allen  
Councillor Kymee Cleasby  
Councillor Jane Davies  
Councillor James Sheppard  
Councillor Caroline Thomas

**ALSO**  
**PRESENT:** Richard Spencer-Williams      Town Clerk  
Clare Harris      Assistant Town Clerk  
Dawn Whitehall      Administrator  
Fr. John Blacker      Mayor's Chaplain  
Neil Goodwin      Marlborough.News

## PRAYERS

Fr. Blacker opened the meeting with prayers.

## PUBLIC QUESTION TIME

There were no questions.

## CRIME AND DISORDER

Sgt Edwards was unable to attend but had provided a summary report via the Town Clerk, which detailed 130 crimes and 117 incidents in the past three months. No dog thefts had been reported, although one report of an attempted theft in the Savernake area had been received.

## QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

The Mayor welcomed **Councillors Jane Davies** (Wiltshire Councillor, Marlborough West and Cabinet Member for Adult Social Care, SEND, Transition and Inclusion), **James Sheppard** (Vice Chairman of the Council) and **Caroline Thomas** (Wiltshire Councillor, Marlborough East), who all expressed their desire to support Marlborough to the best of their ability and provide a smooth connection between the town and County Hall. They would provide details of their committee membership in due course.

**Councillor Hall** referred to previous Wiltshire Councillor, Stewart Dobson having passed on the bad news that Wiltshire Council appeared to have secretly sold land that formed part of the old railway line to the owners of Marlborough Business Park, and that residents of St Margarets Mead had to climb a muddy bank to get through. He asked Wiltshire Councillors to find out the details of what land had been sold and what would be done to rectify public

access, allowing the long-held aspiration of joining up the path all the way through to St Johns Academy to be realised. The path was blocked in two places. **Councillor Thomas** had already received copies of correspondence and maps along with an update from Councillor Dobson. She had also been contacted by a local resident on the same subject and would be able to provide more detail once she was fully up to speed to provide a better understanding of what could be done to improve access for residents. She understood that Wiltshire Council had retained a right for a path and would try to find more detail. It was good news that the Toucan crossing between the Business Park and the Redrow development that formed part of the S106 commitment was now active on the list of projects for Highways.

**Councillor Farrell** appealed to Wiltshire Councillors to help local residents who rented homes from various housing associations via Homes4Wiltshire: some were living in very poor standard accommodation and Councillor Farrell was already trying to help one family who had been unable to use their bath for a considerable amount of time. Cllr Farrell asked if Wiltshire Council intervene with housing associations on behalf of tenants to improve their living conditions and also take more steps to ensure that more homes would be built in Marlborough rather than other parts of the county to replace those sold off by housing associations? Cllr Farrell stated there were approximately 80 Marlborough families waiting for housing and it was a disgrace that Housing Associations profited from the sale of homes in Marlborough without appearing to reinvest it in the town. **Councillor Davies** confirmed that another 1,000 homes were being built to be retained as council housing as well as a programme for retrofitting existing homes to improve environmental conditions and make the homes more comfortable. Cllr Davies asked if Councillor Farrell could provide details of specific families (with consent) she would follow up on their behalf. **Councillor Allen** asked how many of the 1,000 new homes were likely to be in Marlborough, and whether Wiltshire Councillors could lobby on behalf of Marlborough residents? Councillor Davies thought it likely that they would be in other areas but did not have a figure. It might be possible to negotiate this depending on the outcome of the Neighbourhood Planning process. **Councillor Cleasby** asked Wiltshire Councillors to provide clarity about what Wiltshire Council's policy was in relation to contracts with Housing Associations, whether that policy could be shared with Town Councillors, whether a renewal date was known and what the process was to change the policy. **Councillor Loosmore** appealed to the Wiltshire Councillors to use their influence to make and change existing policies. **Councillor Sheppard** agreed on the need to reinvest in Marlborough and would investigate although he warned it would be a long process to bring about a change in policy.

**Councillor Waltham** asked whether there was update available on a likely date for a new crossing to be created in George Lane. **Councillor Davies** confirmed that an order was imminent for it to be carried out during the summer holidays, although this was not guaranteed while there was still uncertainty around Covid restrictions.

12/21

#### **RECONFIRMATION OF TOWN MAYOR**

Following the Annual Town Council held 17 May 2021 it was proposed by Councillor Barrett-Morton and seconded by Councillor Fogg and

**RESOLVED:** that Councillor Mark Cooper be reconfirmed as Town Mayor for Marlborough for the year 2021-22

13/21

#### **RECONFIRMATION OF DEPUTY MAYOR**

Following the Annual Town Council held 17 May 2021 it was proposed by Councillor Hall and seconded by Councillor Cooper and

**RESOLVED:** that Councillor Lisa Farrell be reconfirmed as Deputy Town Mayor for Marlborough for the year 2021-22

14/21

#### **APOLOGIES**

Apologies for absence were received from **Councillor Castle**.

15/21

## **DECLARATIONS**

There were no declarations of interest or requests for dispensation.

16/21

## **MAYOR'S ANNOUNCEMENTS**

The Mayor thanked everyone who had attended Mayor Making and made it such a special evening for him and his family.

It was good news that six sheep would soon be moving into Coopers Meadow – he expressed thanks to Mr Hibberd and Action for the River Kennet.

A new Civic and Cemetery Administrator had been appointed and would take up the position soon. Mrs Chapman would be leaving the post on 15 June after 16 years' service in the role and the Mayor expressed his thanks to her for all her work arranging Mayor Making and more. He was sure previous Mayors would join him in thanking her for her support in civic matters as well as her work to administer the Cemetery.

The Annual Town Meeting would take place at 6pm on 1 June before the Planning Committee at 7.30pm.

Finally, the Mayor expressed his congratulations to Dr Nick Maurice on being nominated for the Nobel Peace Prize.

17/21

## **MINUTES**

**RESOLVED:** that the minutes of the Annual Meeting of the Town Council held 17 May 2021 were approved as a true record and signed by the Town Mayor

18/21

## **SCHEME OF DELEGATION**

**RESOLVED:** that the Scheme of Delegation be adopted for 2021-22

19/21

## **NOMINATIONS TO STANDING COMMITTEES AND SUB COMMITTEES**

Members received and considered nominations to Committees as set out in Standing Order 6 k) iv. Two Committees – Finance & Policy and Amenities & Open Spaces – were oversubscribed so ballots were held.

**RESOLVED:** that the members of the **Planning Committee** would comprise all Town Councillors with the Mayor being an ex-officio, non-voting member

**RESOLVED:** that the members of the **Finance and Policy Committee** would be Councillors Fogg, Ross, Loosmore, Barrett-Morton, Hall, Cleasby, Davies and Sheppard plus the Town Mayor

**RESOLVED:** that the members of the **Property Committee** would be Councillors Fogg, Loosmore, Farrell, Hall, Davies, Allen, Cleasby and Waltham plus the Town Mayor

**RESOLVED:** that the members of the **Amenities and Open Spaces Committee** would be Councillors Ross, Barrett-Morton, Farrell, Heath, Hillier, Waltham, Sheppard and Thomas plus the Town Mayor

**RESOLVED:** that the members of the **Staffing Sub Committee** would be Councillors Loosmore, Barrett-Morton, Farrell, Heath, Hillier and Cleasby plus the Town Mayor

There were two vacancies for the Staffing Sub Committees and Members were invited to consider putting themselves forward to join it.

20/21

## **TO ELECT A CHAIRMAN AND VICE CHAIRMAN OF STANDING COMMITTEES AND SUB-COMMITTEES**

### **a) Planning Committee**

**RESOLVED:** that Councillor Fogg be elected Chairman of the Planning Committee for 2021-22

**RESOLVED:** that Councillor Hall be elected Vice Chairman of the Planning Committee for 2021-22

### **b) Finance and Policy Committee**

**RESOLVED:** that Councillor Ross be elected Chairman of the Finance and Policy Committee for 2021-22

**RESOLVED:** that Councillor Hall be elected Vice Chairman of the Finance and Policy Committee for 2021-22

### **c) Property Committee**

**RESOLVED:** that Councillor Loosmore be elected Chairman of the Property Committee for 2021-22

**RESOLVED:** that Councillor Hall be elected Vice Chairman of the Property Committee for 2021-22

### **d) Amenities and Open Spaces Committee**

**RESOLVED:** that Councillor Heath be elected as Chairman of the Amenities and Open Spaces Committee for 2021-22

**RESOLVED:** that Councillor Farrell be elected as Vice Chair of the Amenities and Open Spaces Committee for 2021-22

### **e) Staffing Sub-Committee**

**RESOLVED:** that Councillor Farrell be elected as Chair of the Staffing Sub-Committee for 2021-22

**RESOLVED:** that Councillor Hillier be elected Vice Chair of the Staffing Sub-Committee for 2021-22

21/21

## **STANDING ORDERS**

**Councillor Waltham** asked a question concerning 3e about public participation at meetings. The **Town Clerk** agreed to conduct detailed research and reply in due course.

**RESOLVED:** that the Standing Orders be adopted for 2021-22

22/21

## **FINANCIAL REGULATIONS**

**RESOLVED:** that the Financial Regulations be adopted for 2021-22

23/21

## **APPOINTMENT TO OUTSIDE BODIES**

**RESOLVED:** that appointment to Outside Bodies, voluntary and working groups be appointed for 2021-22 as listed below

**Councillor Hall** offered to arrange a videoconference meeting with the Neighbourhood Plan consultants for any Members who wished to be brought up to date with progress with the Neighbourhood Plan – they should submit their names via the Town Clerk.

<b>Outside Body</b>	<b>Town Council Representative/s</b>
Wiltshire Council Operational Flood Working Group	James Sheppard and Kymee Cleasby
Wiltshire Area Localism and Planning Alliance	Mervyn Hall and Lisa Farrell
Transition Marlborough	Jo Waltham
Marlborough Area Neighbourhood Plan Steering Group	Mervyn Hall, Noel Barrett-Morton and Caroline Thomas as Unitary Councillor
Dark Skies Working Party	Donald Heath and Guy Loosmore
Emergency Planning Working Party/Snow Warden	Kymee Cleasby and Guy Loosmore
Community Area Transport Group	Mervyn Hall and Richard Allen
Marlborough and District Chamber of Commerce	Jo Waltham
Market Towns Forum	The Town Mayor and Guy Loosmore
Wiltshire Association of Local Councils	Richard Allen
The Richmond Fellowship	Bryan Castle, Richard Allen and Caroline Thomas
Marlborough Area Board	The Town Mayor and Richard Allen
Marlborough and District Link Scheme	Caroline Thomas and Vanessa Hillier
Marlborough Fire Station Liaison	Vanessa Hillier
2293 Air Training Corps	Caroline Thomas, Lisa Farrell and Noel Barrett-Morton
Kennet Community Transport	Kymee Cleasby
Marlborough Sports Forum	Caroline Thomas and Lisa Farrell
Local Youth Network	Lisa Farrell, Jane Davies and Kymee Cleasby
Great West Way	Jo Waltham, Noel Barrett-Morton and Guy Loosmore
Landsdowne Monument	Donald Heath
Stonebridge Management Committee	Donald Heath and Bryan Castle
Schools Forum	The Town Mayor and Deputy Town Mayor
Allotment Association	Bryan Castle
Marlborough Youth Council	Lisa Farrell, Kymee Cleasby and Jane Davies
Tree Council	Donald Heath
Speedwatch	Lisa Farrell and Vanessa Hillier
The Merchants House Trustees	Andrew Ross and Vanessa Hillier
Museum Committee	The Town Mayor and James Sheppard

24/21

#### **APPOINTMENT TO APPEALS PANEL**

**RESOLVED:** that Councillors Hall, Waltham, Davies and Thomas be appointed to the Appeals Panel

25/21

#### **GENERAL POWER OF COMPETENCE**

**RESOLVED:** that the General Power of Competence for Marlborough Town Council be adopted for 2021-25

26/21

#### **ASSET REGISTER**

**RESOLVED:** that the register of insured land and assets be approved

27/21

#### **INSURANCE RENEWAL**

Members noted a report by the Town Clerk about insurance cover in respect of insured risks

28/21

#### **MEMBERSHIPS AND SUBSCRIPTIONS**

Members noted a report by the Office Manager and

**RESOLVED:** that the subscriptions and memberships be approved

- 29/21 RISK MANAGEMENT**  
**RESOLVED:** that the Risk Management Scheme for 2021-22 is adopted
- 30/21 INTERNAL AUDITORS**  
Members discussed best practice in terms of length of appointment of internal auditors and how often to rotate them. It was agreed this could be discussed at a future meeting for 2022-23 onwards.
- RESOLVED:** that the Internal Auditors, Auditing Solutions Ltd, will continue to carry out the Council's internal audits in 2021-22
- 31/21 BANK MANDATE**  
**RESOLVED:** that the Bank Mandate is amended to record the changes of Mayor, Deputy Mayor and Chairman and Vice Chairman of the Finance and Policy Committee all of whom together with the Town Clerk/Responsible Financial Officer or Office Manager (as authorised officer) will be signatories and always requiring that two Councillors and one Officer sign all cheques and other orders for payment
- 32/21 CALENDAR OF MEETINGS**  
**RESOLVED:** that the Calendar of Meetings for 2021-22 is readopted
- 33/21 COMMITTEE MINUTES**  
In accordance with para. 3.1 of the Scheme of Delegation, Members noted the approved minutes of the following committee meetings: **Planning** 15 March and 6 April 2021; **Amenities & Open Spaces** – 1 February 2021 and **Property** – 25 January 2021
- 34/21 MEMBERS' QUESTION TIME**  
**Councillor Ross** had submitted two questions:
- i) Mr Mayor, may I ask if you are aware that there is a parcel of land to the east of the new development on the Recreation Ground that opens onto the Recreation Ground which appears to be no man's land? Could I ask if this matter could be investigated?
- The **Town Clerk** agreed to investigate.
- ii) Mr Mayor, may I enquire if you are as confused as I am concerning the Wiltshire Council purchase of land that was once the old railway line at the Salisbury Road Business Park? Are you also aware the anticipated path from Five Stiles Road to Tesco is blocked in at least two places by adjacent landowners? Could I ask if this matter could be investigated?
- Councillor Ross** was happy that this had been largely covered in Questions To and From Wiltshire Councillors and that **Councillor Thomas** was investigating the situation.
- 35/21 COMMON SEAL**  
Proposed by **Councillor Fogg** and seconded by **Councillor Ross** and  
**RESOLVED:** that the Common Seal of Marlborough Town Council be affixed to all documents necessary to give effect to the decisions of the meeting

The meeting closed at 8.39pm

Signed: .....

Town Mayor

Date: .....

DRAFT