

# Marlborough Town Council

---



31 January 2023

Dear Councillor

## Full Town Council

I hereby **summon** you to an **extra-ordinary meeting** of **Marlborough Town Council** which will be held on **Monday, 6 February 2023 at 7pm** in the **Court Room, Marlborough Town Hall**.

Yours sincerely

*Richard Spencer-Williams*

Richard Spencer-Williams, PSLCC

**Town Clerk**

---

This meeting will be held in the Court Room at the Town Hall according to the latest Government Covid Safety Guidelines, and managed according to the Health and Safety at Work Act 1974(2)e.

There will be thirty places for members of the public to attend. If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday prior to the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate.

If members of the public wish to attend and ask a question they should also notify the Town Clerk of this by noon on the Friday prior to the meeting and provide their question in writing at the same time. Some members of the public may not be allowed to attend if all the allocated seats are taken.

If members of the public wish to ask a question, but not attend, they can provide the question in writing to the Town Clerk by noon on the day of the meeting, and a written response will be provided.

---

## PRAYERS

## PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Council. The time allocated for this should not exceed 10 minutes and be limited to 1 question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

## AGENDA

### 1. Apologies for absence

### 2. Declarations of interest

a) To receive any Declaration(s) of Interest under Marlborough Town Council's Code of Conduct issued in accordance with the Localism Act 2011

b) To consider any dispensation requests received by the Town Clerk

*Members are reminded that they are obliged to notify the Monitoring Officer of a change to disclosable interests, or a new interest as defined in Appendices A and B of the Code of Conduct within 28 days of becoming aware of it. These should be passed on to the Town Clerk to register online.*

### 3. Mayor's Announcements

### 4. Minutes

To approve and sign the minutes of the meeting held 23 January 2023

### 5. Town Mayor 2023-24

To select the Town Mayor for the forthcoming municipal year 2023/24

### 6. Town Deputy Mayor 2023-24

To select the Deputy Mayor for the forthcoming municipal year 2023/24

### 7. Common Seal

To authorise the fixing of the Common Seal of Marlborough Town Council to all documents necessary to give effect to the decisions of the meeting

To approve and sign the minutes of the meeting held 23 January 2022

## Marlborough Town Council



### Full Town Council

Minutes of a meeting of Marlborough Town Council held Monday, 23 January 2023 in  
the Court Room, Marlborough Town Hall at 7pm

---

**PRESENT** Councillor Lisa Farrell Town Mayor  
Councillor Nicholas Fogg  
Councillor Noel Barrett-Morton  
Councillor Mervyn Hall  
Councillor Mark Cooper  
Councillor Kymee Cleasby  
Councillor James Sheppard  
Councillor Caroline Thomas  
Councillor Mark Luson

**ALSO**

**PRESENT** Richard Spencer-Williams Town Clerk  
Dawn Whitehall Administrator  
Dr Hook Kennet & Avon Medical Partnership  
Rev. Novis Mayor's Chaplain  
Neil Goodwin Marlborough.News  
Plus one member of the public

---

**PRAYERS**

Rev Novis opened the meeting with prayers.

**PUBLIC QUESTION TIME**

There were no questions.

**CRIME AND DISORDER**

No officers were present at the meeting.

**KENNET AND AVON MEDICAL PARTNERSHIP**

Dr Hook gave a presentation that explained how the Medical Partnership worked, and shared performance and demographic metrics. Discussion points included:

- There were capacity issues (high demand) rather than issues with access to partnership staff and services
- That the number of GPs and other medical staff, rather than the size of the building, was the main factor leading to capacity issues
- That there were multiple and complex reasons behind staff shortages
- The large geographical area served by the surgery
- The need for safe limits when demand outstrips supply, and the risks involved
- The different ways support was provided to patients (i.e. not necessarily always seeing a GP), and the different services that the public can use for different issues (e.g. online; 111; hospital departments)
- That the surgery is not contracted to deal with minor injuries
- Whether wider communication of the services available and signposting people to the correct point would create improved public perception and improve effectiveness for all

The **Mayor** and Councillors thanked **Dr Hook** for giving up his time to attend the meeting and thanked all NHS staff for the services provided to the community.

#### **QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS**

**Councillor Hall** asked whether Wiltshire Councillors were aware of issues emerging for tenants of social housing managed by Stonewater, which had been raised on social media and local TV news. Discussion points included:

- Issues included lack of heating and black mould
- That there was an Ombudsman to deal with issues that could not be resolved between tenants and housing associations
- Whether to make the relevant Cabinet Member and/or other Wiltshire Councillors aware
- Whether to arrange a meeting between the housing association, Homes4Wiltshire, Town Council and Wiltshire Councillors

**ACTION:** Councillors aware of any issues for tenants of Stonewater properties were asked to share details confidentially with the Town Clerk, who would compile a list.

**ACTION:** Town Clerk to approach Stonewater to request a meeting to include the **Town Clerk** and **Councillors Cleasby, Thomas, Hall** and the **Town Mayor**

Members congratulated **Councillor Thomas** on her appointment as Wiltshire Council Cabinet Member for Highways and Transport, Street Scene and Flooding.

**254/22**

#### **APOLOGIES**

Apologies for absence had been received from **Councillors Ross, Loosmore, Heath, Allen, Davies** and **Shantry**.

**255/22**

#### **DECLARATIONS**

There were no declarations.

## 256/22 MAYOR'S ANNOUNCEMENTS

The Mayor announced that **Councillors Waltham** and **Allen** had resigned from the Town Council with immediate effect, and that **Councillor Heath** would also be standing down at the end of the 2022-23 Council year. All had served the community well. The Mayor commended **Councillor Heath** on his knowledgeable role serving as the tree warden and giving advice on applications for works to trees at Planning Committee Meetings. All would be missed; Members expressed thanks for their service.

Members would want to note changed dates and forthcoming events that they could take part in:

- A Coronation Clean-Up to include litter picking, planting/weeding and graffiti removal, 28 March to 6 April. Officers were currently planning the detail and more communications would be released towards the end of February
- A drop-in at the Town Hall on 2 February to gather residents' ideas for ways the town could celebrate the King's Coronation
- Mayor-Making had been moved to 2 May
- A Warm & Well drop-in event at the Town Hall on Wednesday 25 January
- The deadline to submit proposal forms to the Town Clerk for the Town Mayor and Deputy Mayor for 2023-24 was Thursday, 26 January

It was very good news that Wiltshire Council had agreed to a permanent asset transfer for the Marlborough Community and Youth Centre, currently managed by the Town Council under a 7-year lease.

The **Mayor** and **Councillors** expressed profound thanks to **Mr Nigel Kerton** and to a "Good Samaritan" member of the public for the return of the 'lost' Seal of the Borough Council. The Common Seal stamp (impressed into wax to officially 'seal' documents) had passed through various hands in the past 50 years after a former mayor had retained it. A civic-minded member of the public had taken it to Mr Kerton who had agreed that it should be returned to the Town Council, perhaps for display in the town's museum.

## 257/22 MINUTES

**RESOLVED:** that the minutes of the meeting held 12 December 2022 were confirmed as a true record and signed by the Town Mayor

## 258/22 ACTION LOG

Members noted the updated action log. Verbal updates included:

#93: Traffic enforcement at Port Hill: **Councillor Sheppard** had spoken to the Police & Crime Commissioner who confirmed that this location was on the list for an enforcement team. **Councillor Thomas** reminded Members and the public that there was an opportunity to raise this matter at the Area Board 'all things road' meeting on 23 February.

#124: **Councillor Luson** was happy that this action could be closed as a crossing for the High Street was now on the list for LHFIFG consideration.

#125: **Councillor Thomas** was in regular contact with Bradford on Avon regarding requirements for town traffic surveys

Other matters arising included:

- Whether the possibility of resurrecting Community Speed Watch could be discussed with the PCC, or perhaps at the 'All Things Road' meeting on 23 February
- Speeding: the police were increasing their focus on speeding and there were now an increasing number of prosecutions. A trial was to begin in Salisbury, working with Speed Indicator Device manufacturers, police enforcement teams and speed watch groups to create a central database which should help to divert resource to hot spot areas to focus on roads where speeding was an issue

## **259/22 TOURISM REPORT**

Members thanked the Tourism Officer for a very comprehensive update report.

Matters arising included:

- It was hoped that the trial 'Mound walk' at Marlborough College in May would lead to increased public access so that similar events could take place during the summer months
- Tenders for updated town signage would be considered on 1 February – it was hoped that installation would be in the late spring

## **260/22 CIVIC WORKING PARTY**

The **Town Clerk** gave a verbal summary of the most recent meeting, where Officers had made executive decisions to move the civic programme forward:

- Some meeting dates had changed (e.g. Mayor Making) to accommodate the King's Coronation and all Councillors had received emails with details
- Two meetings had taken place to plan for the Savernake Explosion Memorial installation and unveiling event (23 April 2023)
- Coronation Weekend: The Crown had very recently given an indication that the Sunday should be used as an opportunity for a 'Coronation Big Lunch' and the Monday as 'The Big Help Out'. The Town Council had already planned for a volunteering event at a Coronation Clean-Up in March and April. An open meeting had been arranged for 2 February for members of the community to share thoughts and ideas about how Marlborough should participate.

## **261/22 CODE OF CONDUCT RESPECT CAMPAIGN**

Members considered whether to support the Positive Democracy Equals Positive Conduct Charter. Discussion points included:

- The Charter aimed to encourage all councillors to make a pledge to be positive ambassadors. Those who did so would receive a signature logo for correspondence
- In parallel, **Councillor Thomas** had reviewed the current Marlborough Town Council Code of Conduct as part of a Finance & Policy Committee (F&P) review of all policies. A proposed updated document, based on the local government model and in line with other Town Councils, was complementary to the Charter. It would be considered by the F&P Committee on 30 January for recommendation to Full Council for adoption
- That it would be for individual Councillors to decide whether to sign up to the Charter
- That it was important for all Councillors to behave in accordance with the Nolan Principles and that making a pledge would demonstrate their commitment to do so
- **Councillor Lusson** expressed frustration that local councils were being asked to do things by Wiltshire Council but there was a lack of progress with services requested from it

**RESOLVED:** that Marlborough Town Council supports in principle the Positive Democracy Equals Positive Conduct Charter and invites individual Councillors and the Town Clerk to pledge their support

#### **262/22 COUNCILLOR TRAINING**

Members considered training needs for 2023 24. Discussion points included:

- The **Town Mayor** endorsed training for all Councillors new to the role
- A course run in-house for the previous Council to explain GDPR had been very useful, and may be worth repeating
- Whether to take up online training in the first instance or to arrange workshops, or to hold follow-on workshops after online introductory training depending on the subject matter
- **Councillor Hall** encouraged take-up of Planning training to understand the technicalities involved

**RESOLVED:** that Members should consider their own training needs and instruct the Town Clerk accordingly

#### **263/22 STAFF CHRISTMAS GRATUITY**

**RESOLVED:** that in future years the Town Council agrees in principle to pay for the staff Christmas breakfast

#### **264/22 OUTSIDE BODIES**

**Councillor Cleasby** reported that all bodies involved with the cost-of-living group were seeing rising demands for help from the community.

#### **265/22 COMMITTEE MINUTES**

**RESOLVED:** that, in accordance with para 3.1 of the Scheme of Delegation, the approved minutes of the following committee meetings were noted: **Planning** – 5 December 2022 and **Amenities and Open Spaces** – 10 October 2022

**266/22 MEMBERS' QUESTION TIME**

No questions had been submitted.

**267/22 COMMON SEAL**

Proposed by **Councillor Fogg** and seconded by **Councillor Barrett-Morton** 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 8.44 pm



**ITEM 5****TOWN MAYOR 2023-24**

To select the Town Mayor for the forthcoming municipal year 2023/24

**Nomination:** Councillor Fogg

**ITEM 6****TOWN DEPUTY MAYOR 2023-24**

To select the Deputy Mayor for the forthcoming municipal year 2023/24

**Nominations:** Councillors Cleasby and Sheppard

**ITEM 7****COMMON SEAL**

To authorise the fixing of the Common Seal of Marlborough Town Council to all documents necessary to give effect to the decisions of the meeting