

**AMESBURY TOWN COUNCIL**  
**Minutes of the Meeting of the Town Council held at The Bowman Centre**  
**on 3<sup>rd</sup> October 2023 at 7.15pm**

**PRESENT:** Cllr Dr M Devendran (Mayor), Cllr T Edwards (D Mayor), Cllr R Yuill, Cllr R Crook, Cllr S Hedge, Cllr J Jaconiah, Cllr E Taylor, Cllr M Verbinnen, Cllr A Hagger, Cllr D Kuczera, Cllr J Swindlehurst, Cllr L Knight, Cllr A Lord

**IN ATTENDANCE:** Mrs W Bown (Town Clerk) Mrs K Passmore (Admin/Comms Officer)

**VISITING PUBLIC:** 16

	<b>Public Questions</b>	<b>ACTION</b>
	<p>A resident raised a question about the men’s shed planning application, asking when it will be finalised.</p> <p>The Mayor confirmed that the planning application has been approved. The Town Clerk advised that the architect is putting together drawings and the building project will then go out to tender.</p> <p>Concerns were raised over Lynchets Field/Country Park being used for future events. Councillors were asked to confirm that this area shall be left alone with no future events being scheduled.</p> <p>The Mayor confirmed that the fireworks are being held at Amesbury Abbey this year. Any future event at Lynchets Field would need to be discussed by the full council and consultations undertaken.</p>	
1.	<p><b>To receive apologies for absence</b></p> <p>Apologies were received from Cllr Strange (on holiday), Cllr Mitchell (in London), Cllr Buchanan (working). Councillors approved the absences.</p>	
2.	<p><b>To approve the minutes of the Town Council Meeting dated 5<sup>th</sup> September 2023</b></p> <p>It was noted by Cllr Hagger that at item 23, Cllr Lord stated that in his view the application, when referring to noise and disruption had not given sufficient weight to the fact that the residencies were park homes rather than houses. As a result, they are less resistant to noise, this is a legitimate planning consideration. Councillors agreed for this to be added to the minutes.</p> <p>Resolved: With the above amendment the minutes were approved and signed as a true record.</p>	
3.	<p><b>To receive declarations of interest from members</b></p> <p>None</p>	
4.	<p><b>To receive a presentation from CTSW on the Amesbury Hoppa Bus</b></p> <p>CTSW presented the work that the Amesbury Hoppa Bus conducts on a daily, monthly and yearly basis, helping the people of Amesbury. They have future plans for the Hoppa service and greatly rely on donations and fundraising to support the service.</p>	
5.	<p><b>Mayor’s Remarks</b></p> <p>The Mayor reported on her attendance at her Charity event to raise money</p>	

	<p>for the Hoppa Bus, with a total of £820.50 raised; a meeting with the police in relation to anti-social behaviour; attendance at The Dahlia Show held at the English Heritage site; a quiz night at The Methodist Church, with thanks to all involved; and her attendance at the opening of the Amesbury Ecofair.</p> <p>The Mayor confirmed that she has written to the Integrated Care Board to arrange a meeting to review the pharmaceutical assessment for an additional pharmacy in Amesbury, feedback will be given at the next full council meeting.</p> <p>The Mayor confirmed that she secured an outstanding debt of £20,000 owed from Wiltshire Council for the refurbishment of the public lavatories at The Central Car Park, which was brought up in The Finance Committee earlier this year, has now been credited to The Town Council account.</p> <p>The Mayor thanked the Town Clerk for her contribution, help and support to Amesbury Town Council over the past 14 ½ years and wished her all the best for the future. She confirmed that there is a presentation at the end of the meeting and invited all public to stay for this.</p>	<p><b>ACTION</b></p> <p>Mayor</p>
<p>6.</p>	<p><b>Clerk's Update (to deal with any business from the last meeting)</b></p> <p>The Clerk confirmed that this is her last clerk's update.</p> <p>The last item on the agenda is the report from the clerk but this has been moved up so the members of the public can stay and view it.</p> <p>Parking services have not come back to the council for the Tree of Light and the Chamber of Trade Christmas Event, but the Clerk confirmed that she will continue to chase.</p> <p>There is no Clerk-to-Clerk hand over at the end of October so she will be putting together a list of outstanding matters and useful information. The Operations Manager has been attending all meetings so she is aware of matters and there will be continuity going forward.</p> <p>The Clerk thanked Amesbury residents, businesses and organisations who have supported her and the Town Council over the last 14 ½ years. The Stonehenge Chamber of Trade were given huge thanks for recently coming to the rescue by taking on the marshalling at the Remembrance Parade. Thanks, were given to Amesbury Town Council staff members, the Clerk advised Councillors that they are their greatest asset.</p> <p>There is to be an open office on Tuesday 31<sup>st</sup> October, the Clerk's last working day, fancy dress is optional, with tea, cake and biscuits. Councillors and members of the public are welcome</p>	<p>Clerk</p>
<p>7.</p> <p>7.1.</p> <p>7.2.</p> <p>7.3.</p> <p>7.4.</p>	<p><b>Councillors' Questions and Statements</b></p> <p>Cllr Verbinnen thanked Wendy for being a great friend and advised all Cllrs that they are all losing a great Clerk.</p> <p>Cllr Verbinnen spoke about the employment of the Events Officer who was hired to organise Town Council events. He questioned the function of the Events Committee and recommended that it should disband and leave the Events Officer to arrange future events.</p> <p>Cllr Lord thanked the Town Clerk for her support over the last few months.</p> <p>Cllr Lord confirmed that he and Cllr Hagger were investigating sewage</p>	<p>Cllr Lord / Cllr Hagger</p>

		<b>ACTION</b>
	smells coming from the sewerage plant and will report back once they have more information.	
7.5.	Cllr Yuill confirmed his attendance at Amesbury Library for the presentation on the local plan and a meeting at The Barcroft Medical Practice about their changes to procedures and appointments.	
7.6.	Cllr Yuill thanked The Town Clerk for her nurturing and support over the years and asked for an update on the new Clerk position. The Mayor confirmed that the HR company is receiving applications, with a closing date of 6 <sup>th</sup> October. Interviews will then take place.	
7.7.	Cllr Kuczera thanked the Town Clerk for her help and service over the years, adding that she has been a fantastic support.	
7.8.	Cllr Kuczera reported on The Chamber of Trade's Christmas events: the Santa Run and The Festive Fayre, already with 30 stall holders on board.	
7.9.	Cllr Hedge thanked the Clerk for liaising with The Chamber of Trade and organising marshals for Remembrance Day.	
7.10.	Cllr Crook thanked the Clerk and reminisced on memories over the years.	
7.11.	Cllr Swindlehurst thanked The Town Clerk saying that over the years, they have had some good times.	
7.12.	Cllr Swindlehurst agreed with Cllr Verbinnen that the Events Committee should take a step back and let the Events Officer get on with her job. He also confirmed that he would like to see The Town Council working more closely with The Stonehenge Chamber of Trade on events.	
7.13.	Cllr Hagger thanked the Clerk and wished her the best of luck in the future.	
7.14.	Cllr Knight thanked the Clerk for her support.	
7.15.	Cllr Knight spoke about the Events Committee, saying that councillors needed to assess the situation.	
7.16.	Cllr Jaconiah visited Aldi and noted that there are no lights in the carpark, it is very dark and needs looking into.	
7.17.	Cllr Taylor thanked the Town Clerk for all her guidance over the years.	
7.18.	Cllr Taylor reported the overgrown vegetation on Byway 20 heading up the bank, advising that this needs reporting to Wiltshire Council.	
7.19.	Cllr Edwards thanked the Town Clerk.	
8.	<b>To receive the Police Report</b> Police report was received and noted.	
9.	<b>Payment of accounts</b> Year to date income: £726,198 Year to date Expenditure: £302,624	
10.	<b>To receive a report from the Amenities Committee and to consider any recommendations</b> The report was received and noted.	
11.	<b>To consider comments on the draft Code of Conduct to submit to WALC</b> Proposed: Cllr Edwards Seconded: Cllr Verbinnen Resolved: all Councillors agreed with comments	

		<b>ACTION</b>
12.	<p><b>To consider the submission of a request for payment (re: a deed of easement)</b>  Proposed: Cllr Jaconiah  Seconded: Cllr Kuczera  Resolved: To get further advice from the solicitor and Fields In Trust</p>	Clerk
13.	<p><b>To agree to transfer bank authorisation from the Town Clerk to Joanne Johnston, Operations Manager</b>  Proposed: Cllr Verbinnen  Seconded: Cllr Kuczera  Resolved: To transfer bank authorisation to Operations Manager as an interim arrangement.</p>	Clerk
14.	<p><b>To agree to transfer CCLA signatory authorisation from the Town Clerk to Joanne Johnston, Operations Manager</b>  Proposed: Cllr Verbinnen  Seconded: Cllr Yuill  Resolved: transfer CCLA signatory authorisation to Operations Manager as an interim arrangement</p>	Clerk
15.	<p><b>Wiltshire Towns Fund: to agree in principle to the purchase of a town map dispenser</b>  Proposed: The Mayor  Seconded: Cllr Hedge  Resolved: to agree in principal to support this idea and for Officers and Cllr Kuczera to get all costs together. This must be done before the March 2024 deadline.</p>	Clerk / Cllr Kuczera
16.	<p><b>To consider a complaint from Evergreen residents concerning disturbance from Centenary Park</b>  Proposed: Cllr Kuczera  Seconded: The Mayor  Proposed: that the Town Council Maintenance team is to secure rubber fixings to the railings to see if this makes a difference.</p>	Clerk
17.	<p><b>To agree to undertake an accessibility audit in relation to wheelchair access</b>  Proposed: Cllr Knight  Seconded: Cllr Hagger  Resolved: An accessible audit is to be conducted on Amesbury Town Council led by Councillors</p>	Cllr Knight
18.	<p><b>To discuss the installation of accessible equipment at the Centenary Park</b>  Cllr Yuill confirmed that Evergreen residents have complained about this due to on-going noise and anti-social behaviour.  Cllr Edwards confirmed that this is the best place within the town for this equipment and it will be a great asset.  Cllr Knight recommended that we speak with Evergreen residents and make them aware throughout the stages as to what is happening and ensure they</p>	Cllr Edwards

		<b>ACTION</b>
	know that this will be a positive thing for Amesbury.	
19.	<p><b>To agree to use a resident's redundant fir tree as the town's Christmas Tree 2023</b></p> <p>Proposed: The Mayor            Seconded: Cllr Yuill            Resolved: £2,000 budget allocated for Officers to buy a tree from a trusted supplier, which includes delivery and installation.</p>	Clerk
20.	<p><b>To consider an invitation to have a free period of membership of the Rural/Market Towns Group</b></p> <p>Proposed: Cllr Kuczera            Seconded: The Mayor            Resolved: to accept the free membership as offered.</p>	Clerk
21.	<p><b>To Receive a request to trade at the Bowman Centre or Centenary Pavilion car park on Wednesday evenings, 5-10pm</b></p> <p>Proposed: Cllr Edwards            Seconded: The Mayor            Resolved: more research is needed including consultation with residents.</p>	
25.	<p><b>To receive a report from the outgoing Town Clerk</b></p> <p>The Town Clerk presented a video of her time as Town Clerk over the years.</p>	
22.	<p><b>To resolve to exclude the public and press for the following items due to the confidential nature of discussing staffing matters</b></p> <p>All public and press left the meeting.</p>	
23.	<p><b>To receive a recommendation from the Staffing Panel regarding the staffing structure and salary levels for 2024/25</b></p> <p>Proposed: Cllr Kuczera            Seconded: The Mayor            Resolved: To approve the proposed staffing structure and salary levels for 2024/25.</p>	
24.	<p><b>To receive recommendations from the Staffing Panel regarding the interim arrangements for the Town Clerk position</b></p> <p>Proposed: Cllr Kuczera            Seconded: The Mayor            Resolved: to employ a locum clerk from LCC Locum Services with an agreed cost of £25-£40/hr in the interim period until a new clerk is employed.</p>	The Mayor
26.	<p><b>Date of next meeting: 7.15pm on Tuesday 7<sup>th</sup> November 2023 at the Bowman Centre</b></p>	