

Joint Governance Committee

You are summonsed to attend a meeting of the Joint Governance Committee at the following, place and date.

Date: 14 MARCH 2017

Time: 7.00 pm

Venue: Assembly Room, Town Hall, St John's Street, Devizes

Enquiries: Town Hall - Tel: 01380 722160

Councillors:

Batchelor	Mrs Bridewell	Mrs Burton	Callow
Carter	Collis	Corbett	East
Evans	Mrs Evans	Geddes	Giraud-Saunders
Hopkins	Johnson	Nash	Ody
Parker	Parsons	Mrs Rose	Rowland
Mrs Steel	Stevens	Ms Valentine	Miss Von Berg
Wooldridge			

1. MINUTES

To approve as a correct record and authorise the signing of the minutes for the meeting of 28 February 2017 which have been circulated alongside the agenda.

2. APOLOGIES FOR ABSENCE

Non-attendance at meetings should be notified to the Town Hall offices by no later than 5pm on the day of the meeting. No apologies will be accepted in other circumstances unless the non-attendance was an unavoidable emergency.

3. DISCLOSURE(S) OF INTEREST

To receive any disclosures by a Councillor(s) and/or Officers in matters to be considered at this meeting in accordance with the provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

4. PUBLIC PARTICIPATION

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the Council upon a matter of concern to that person which is relevant to the Council. A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Council for this item of business.

5. REPORT FOR DECISION - DECISIONS RESERVED FOR AN INDIVIDUAL COUNCIL

If considered necessary, Councillors have the opportunity to call for a vote that a matter notified on this agenda being entirely relevant to only one of the Councils, or is a matter on which an individual council has already made a decision for the matter to be considered by the members of that Council.

A member of the relevant Council can make a proposal and only members of the relevant Council will be able to vote on the proposal with voting will be on a simple majority of those present.

6. FOR DECISION – WILTSHIRE COUNCIL'S NOTICE OF PLANNING APPLICATIONS FOR CONSIDERATION

Details of Planning Applications for Consideration are attached (doc 6/1).

Members wishing to make enquiries about any of the applications listed or inspect plans before the meeting are advised to do so on line at Wiltshire Council.

7. REPORT FOR INFORMATION – WILTSHIRE COUNCIL'S NOTICE OF PLANS GRANTED OR REFUSED

Attached (doc 7/1) a list of plans granted, refused or withdrawn.

**8. REPORT FOR DECISION – TEMPORARY ROAD CLOSURE
DEVIZES LIONS MAY DAY FAIR**

Recommendation

That the committee considers a request, via Wiltshire Council, for a temporary road closure on 1st May 2017 from 09:00 to 16:30 for Devizes Lions May Day Fair on the A361 New Park Street, Gains Lane and A360 Southbroom Road.

Purpose of the Report

For the committee to decide whether there are any objections, or not, to an application for a temporary road closure.

Background

Devizes Lions May Day Fair is an event which is held annually and in order for this event to occur there needs to be a temporary road closure in place. A copy of the application and a map as attached (doc 8/1).

Options Considered

For the committee to decide whether there are any objections to the application and if so what those objections are.

Implications and Risks

Financial and Resource Implications

There are no financial or resource implications associated with this decision.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

9. REPORT FOR INFORMATION – COMMUNITY GRANTS

A letter has been received from Citizens Advice Wiltshire thanking the Community and Civic Resources Committee for its £100 grant.

10. REPORT FOR DECISION - PLANTERS IN ROTHERSTONE

Recommendation

That the committee agrees to host a public meeting for residents of the area.

Purpose of the Report

To agree that the Town Council hosts a public meeting with residents to discuss traffic issues in the Rotherstone area.

Background

At a meeting of the Town Council's planning committee on the 14 February, it was resolved that the Deputy Town Clerk and Councillor Whitehead communicate to resolve this issue of placing planters in Rotherstone.

Following that meeting, a questionnaire was sent to those residents affected by the proposal to place planters along the pavement, which resulted in a significant amount of returned correspondence to both the Deputy Town Clerk and Councillor Philip Whitehead.

Based on the comments received, Councillor Whitehead has suggested that a public meeting be organised to allow residents to air their views, both for and against the proposal.

It is clear that from comments received, some Rotherstone residents believe the only solution is to make Rotherstone a no through road; however when this suggestion was originally proposed, residents from Avon Terrace did not back the scheme. If a public meeting is to have a balanced view to discuss the problem, it should therefore include residents from Avon Terrace, Colston Road, Jubilee Buildings and Shephard Close.

Councillor Whitehead will attend the meeting, but it would be appropriate if it is chaired by the Town Council.

Given the imminent start of purdah on the 15 March, it is suggested that the meeting should not take place until May.

Options Considered

The committee needs to decide if it wishes Town Council to host and chair a public meeting to discuss traffic calming in Rotherstone.

Implications and Risks

Financial and Resource Implications

Officers are unaware of any significant financial or resource implication for the Council associated with this decision other than free room hire.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

11. REPORT FOR DECISION – REQUEST FOR ADDITIONAL YELLOW LINES

Recommendation

That committee considers making a request to CATG for double yellow lines at various locations within the town.

Purpose of the Report

To decide if sites identified in the report would be safer if double yellow lines were installed.

Background

At a meeting of this committee on the 28 February, the Committee were asked to consider if safety improvements should be made at two locations by installing double yellow lines.

It was decided that the items be deferred until a wider list of areas that would benefit from double yellow lines. It was recognised that a significant element of the cost for double yellow lines is the creation of the Highway Order therefore if the Council compiled a package of schemes this may find more favour with CATG against individual schemes.

Set out below is a list of potential areas at which double yellow lines would be appropriate as a safety measure

White Horse Way
Combe Walk
Brickley Lane junctions with Roseland Avenue, Eastleigh Road
Kingsley Gardens
Byron Road/Green Lane
Waiblingen Way
Roseland Avenue/Longcroft Road
Sergeant Rogers Way

Attached to the agenda is a proposal sheet for each location, setting out a justification for double yellow lines (Doc 11/1-11/7)

Options Considered

The committee needs to consider each location and decide if it should be included within a package of double yellow line schemes to be put forward to CATG.

Implications & Risks

Financial and Resource Implications

Should CATG agree that all or some of the sites put forward for double yellow lines would be practical solutions to mitigate a perceived risk, it is normal for a request of between a quarter and half the cost of the work to be funded by the Town Council.

There is no allocated funding within Town Council budgets, however given the period of planning time required to implement such projects it may be possible to make an allocation in a future financial year.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

Officers are not aware of any environmental implications associated with this decision.

Risk Assessment

Should the Council decide to “opt out” there is a significant risk of increased financial, resource and compliance implications

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

12. REPORT FOR DECISION – YEAR END ROUNDWAY PARISH COUNCIL

Recommendation

That the Committee considers the recommendation of officers to utilise Mr Stan Johnston to prepare the 2016/17 year end accounts in respect of Roundway Parish Council on a consultancy basis subsequent to 1 April 2017 and to submit the final Annual Return in respect of the organisation.

Purpose of the Report

To guide officers as to members wishes regarding the preparation of the Roundway Parish Council 2017/18 year end accounts and Annual Return.

Background

The 2017/18 year end accounts in respect of Roundway Parish Council will be incomplete at the time of the end of the employment of the current Clerk Mr Stan Johnston. The timescale for completion of the accounts and the Annual Return is estimated to be the middle of May 2017.

Officers of Devizes Town Council feel that the utilisation of Stan Johnston on a consultancy basis to complete the year end accounts and submit the Annual return would be preferable to the Admin & Finance Manager of Devizes Town Council completing the task. The rationale behind this recommendation is that the time taken by Mr Johnston to explain in detail the 2017/18 year end accounts and the subsequent completion of those accounts by the Admin & Finance Manager of Devizes Town Council would be unnecessary and likely to take longer to prepare than if Mr Johnston were to complete the accounts.

Additional to this officers are of the opinion that completion of the Annual Return by the outgoing Clerk to Roundway Parish Council would show a level of consistency to Grant Thornton, the external auditors of the Parish Council.

Mr Johnston has been approached in advance of members' decision and has stated that he is prepared to undertake the task on a consultancy basis.

Options Considered

The committee needs to decide whether:

they require Mr Stan Johnston to finalise the 2017/18 year end accounts of Roundway Parish Council and submit the Annual return or,

they require the Admin & Finance Manager to finalise the 2017/18 year end accounts of Roundway Parish Council and submit the Annual return.

Implications and Risks

Financial and Resource Implications

A provision would be made in the year end accounts of Roundway Parish Council to cover the cost of the short term consultancy of Mr Johnston.

Should members decide that the accounts must be finalised by the Admin & Finance Manager of Devizes Town Council, there will be an impact as preparation of the accounts and the Annual Return will significantly impact on the officers' flexible working hours.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

13. REPORT FOR DECISION – CEMETERY FEE AND CHARGES FOR 2017/18

Recommendation

That the committee agrees the fees and charges for financial year 2017/2018.

Purpose of the Report

To set the burials committees fees and charges for 2017/2018.

Background

Historically the Joint Burial Committee has annually sets the fees and charges for the cemetery services and with the combining of the two councils, for this year that responsibility has been passed to this committee.

During the process of setting the fees and charges for 2016/17, the Town Council asked the burial committee to try and shift the cost of running the cemetery away from the public purse placing a greater burden the users of cemetery services.

To help achieve these aspirations, a 10% increase in fees for services was agreed.

What was unclear was if an increase in charges would significantly impact the community's decision to choose the cemetery over other forms of funeral.

JOINT GOVERNANCE COMMITTEE
14 MARCH 2017

Set out below is a comparison table showing services delivered in 2015/16 and 2016/17.

	Ashes Interment		Burial		Ashes GOR		Ashes near Tree		Monthly Total 16/17	Monthly Total 15/16
Apr-15		3		3		1				7
Apr-16	2			0		1		0		3
May-15		3		1		0		0		4
May-16	2			0		0		0		2
Jun-15		1		4		0		0		5
Jun-16	1			2		0		0		3
Jul-15		5		2		1		2		10
Jul-16	1			1		1		0		3
Aug-15		3		2		0		0		5
Aug-16	2			2		1		0		5
Sep-15		1		2		0		0		3
Sep-16	4			5		0		0		9
Oct-15		1		3		0		0		4
Oct-16	3			2		0		0		5
Nov-15		4		2				0		6
Nov-16	1			1		0		0		2
Dec-15		3		3		0		0		6
Dec-16	3			1		0		0		4
Jan-16		3		2		0		0		5
Jan-17	3			3		0		0		6
Feb-16		2		0		0		0		2
Feb-17	4			1		0		0		5
Mar-16		4		3		0		0		7
Mar-17	3			2		0		0		5
Totals	29	33	20	27	3	2	0	2	52	64

Whilst it is too early to give a definitive answer to the relationship between choice and cost of a funeral plan on the figures above there has been just under a 19% reduction in people choosing to use Devizes Cemetery.

In terms of income generation below is a comparison between 2015/16 and 2016/17

Income Stream	2016/17	2015/16
Grave Digging	6,112	9,282
Purchase of Burial Space	7,504	8,050
Interment Fees	8,823	13,745
Use of Chapel	0	256
Memorial Fees	7,042	9,455
Total	£29,481	£40,790

Whilst there was a reduction in income, expenditure has also increased

Expenditure Stream	2016/17	2015/16
Cost of Burials	33,334	36676
Cost of Grounds Maintenance	82,744	82,548
Total	123.078	126,324

As a separate exercise, officers are looking at the cost of grounds maintenance to determine if that element of cemetery costs can be delivered more cost effectively.

In summary, whilst there has been some change between the 2015/16 and 2016/17 figures at this stage officers are not confident to speculate if this is a correlation between pricing and usage. The nature of the business would suggest that pricing is relatively elastic with moderate fluctuations have little or no impact on customer choice.

To guide the committee in its decision, officers have prepared two pricing options (Doc 13/1) for the committee to decide which has the highest probability of achieving the original ambition of shifting cemetery costs from tax payers onto those who use the service directly.

Options Considered

- The committee still needs to decide if it wishes to continue with the policy of shifting cemetery costs from tax payers onto those who use the service directly.
- The committee needs to decide what level of pricing it wishes to set for cemetery services in 2017/18.

Implications & Risks

Financial and Resource Implications

The income generating potential for the cemetery has an impact on the amount precept needed to manage the cemetery.

Legal Implications and Legislative Powers

The Open Spaces Act 1906 ss9 and 10 give both Roundway Parish Council and Devizes Town Council the power to provide and maintain cemeteries.

Environmental Implications

Officers are not aware on any environmental implications associated with the decision.

Risk Assessment

Officers are not aware on further risk implications associated with this decision other than that set out around the level impact on the public purse.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

14. REPORT FOR INFORMATION – GREAT BRITISH SPRING CLEAN

Following the success of last year's Clean for the Queen, Keep Britain Tidy and a range of other supporting partners, introduced the Great British Spring Clean. This campaign was aimed at community groups, volunteers and enthusiastic individuals across the country who are keen to see their streets free from litter and took part over the weekend of the 3rd to 5th March.

The Clean Up Devizes Squad (CUDS) were keen to participate in this campaign and met on Friday to target the litter in and around the Crammer, which is a focal point in the centre of town. They were accompanied by some keen Devizes Town Councillors, Wiltshire Councillors and Devizes Town Council staff who were also keen to support this initiative.

The clean-up was tackled on the bank of the Crammer and Town Council staff also donned waders and got into the Crammer to hook out rubbish, leaves and twigs!

There has been a huge amount of support on social media since the clean-up, with hundreds of residents showing their appreciation of the hard work undertaken by all involved.

15. REPORT FOR INFORMATION - SOUTH WEST IN BLOOM PRIDE OF PARKS AWARD

Hillworth Park has again been rated as one of the best parks in the South West. The Park was awarded five stars by South West in Bloom in the Pride in Parks competition, with judges rating its overall appearance, horticultural excellence, standards of maintenance and community involvement as outstanding.

The Parks and Open Spaces Team are delighted to receive five stars, which equate to a South West in Bloom gold award once again.

16. EXEMPT REPORT FOR DECISION – RELATING TO COMMERCIAL PROPERTIES

17. QUESTIONS UNDER STANDING ORDER NUMBER 13

A short time is allowed at the discretion of the Town Mayor for councillors to ask questions on matters which are not on the current agenda but which are related to matters which have been previously discussed on an agenda relevant to the committee.

At least 24 hours' notice must be given to officers of the intended question. All other matters should be raised on an agenda and the request should be submitted through the Town Clerk.

TOWN CLERK