

# SUMMONS

**Meeting:** Council

**Place:** Council Chamber - County Hall, Bythesea Road, Trowbridge, BA14 8JN

**Date:** Tuesday 21 May 2024

**Time:** 10.30 am

All Members are summoned to attend the annual meeting of the Council at the time, location and date listed above.

**Members are reminded to sign the attendance sheet before entering the Council Chamber, and if leaving before the closing of the meeting.**

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Please direct any enquiries on this Agenda to Democratic Services, County Hall, Bythesea Road, Trowbridge or to [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)

Press enquiries to Communications on direct lines 01225 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **Recording and Broadcasting Information**

Wiltshire Council may record this meeting for live and/or subsequent broadcast. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By submitting a statement or question for an online meeting you are consenting that you will be recorded presenting this and will be available on the public record. The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request. Our privacy policy can be found [here](#).

## **Parking**

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

**County Hall, Trowbridge**  
**Bourne Hill, Salisbury**  
**Monkton Park, Chippenham**

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

## **Public Participation**

Please see the agenda items on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

Our privacy policy is found [here](#).

For assistance on these and other matters please contact the officer named above for details

## **PART I**

*Items to be considered while the meeting is open to the public*

1 **Election of Chairman 2024/25**

To elect a Chairman for the forthcoming year.

2 **Election of Vice-Chairman 2024/25**

To elect a Vice-Chairman for the forthcoming year.

3 **Apologies**

To receive any apologies for absence.

4 **Minutes of Previous Meeting** (*Pages 7 - 58*)

To approve as a true and correct record and sign the minutes of the ordinary meeting of Council held on 20 February 2024.

To approve as a true and correct record and sign the minutes of the extraordinary meeting of Council also held on 20 February 2024.

5 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee or Monitoring Officer.

6 **Chairman's Announcements**

To receive any announcements through the Chairman.

7 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Members of the public are encouraged to register to speak earlier.

Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Statements must be relevant to the agenda item.

Questions

To receive any questions from members of the public received in accordance with the constitution. No person or organisation may submit more than two questions to the meeting. No question may be sub-divided into more than two related parts.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Proper

Officer) no later than 5pm on 14 May 2024 in order to be guaranteed of a written response. Questions submitted no later than 5pm on 16 May 2024 may receive a verbal response. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Members prior to the meeting and made available at the meeting and on the Council's website.

Please contact the officer named on the first page of this agenda for further advice.

## **PETITIONS**

No petitions have been submitted for presentation or updating to the meeting.

## **ANNUAL REPORTS**

### **8 Annual Updates from Committees (Pages 59 - 98)**

To receive and note annual reports or updates from the following committees:

- Overview and Scrutiny (including the Overview and Scrutiny Management Committee, Children's Select Committee, Environment Select Committee, Health Select Committee)
- Audit and Governance Committee
- Licensing Committee
- Standards Committee
- Wiltshire Pension Fund Committee
- Wiltshire Police and Crime Panel

## **APPOINTMENTS**

### **9 Annual Appointment of Committees (Pages 99 - 126)**

- a) Appointment of committees and review of allocation of seats on Committees to political groups;
- b) Appointment of Members to Committees, Area Boards, and to the Dorset and Wiltshire Fire Authority and any other bodies;
- c) Appointment of Chairmen and Vice-Chairmen of Committees.

## **ITEMS FOR COUNCIL**

### **10 Community Governance Review 2023/24 (Pages 127 - 170)**

To receive a report from the Director, Legal and Governance, in respect of recommendations from the Electoral Review Committee.

## **MOTIONS FROM MEMBERS OF THE COUNCIL**

### **11 Notice of Motion No.2024-03 - Solar Farms (Pages 171 - 172)**

To consider the attached motion from Cllrs Phil Alford and Nick Botterill.

## CONSTITUTIONAL UPDATES

### 12 **Proposed Changes to the Constitution** (*Pages 173 - 232*)

To consider a report from the Monitoring Officer on recommendations from the Standards Committee in respect of the following parts of Constitution:

Part 11A - Corporate Parenting Panel  
Part 5 - Access to Information Procedure Rules  
Part 7 - Cabinet Procedure Rules  
Part 8 - Overview and Scrutiny Procedure Rules

## OTHER ITEMS OF BUSINESS

### 13 **Integrated Emergency Management Guide** (*Pages 233 - 358*)

To receive a report from the Director, Legal and Governance and Director, Highways and Transport.

### 14 **Parish Name Change** (*Pages 359 - 362*)

To receive a report from the Director, Legal and Governance, in respect of recommendations from the Electoral Review Committee.

### 15 **Announcements from Cabinet and Committees** (*Pages 363 - 366*)

- a) To receive any other appropriate announcements from or relating to the Leader, Cabinet Members, or Chairmen of Committees.

To include:

- Updated Cabinet Member Responsibilities since the last meeting of Full Council.

- b) To consider any requests from Members in respect of S.85 of the Local Government Act 1972.

### 16 **Questions from Members of the Council**

Members were required to give notice of any questions in writing to the Proper Officer on the first page of this agenda no later than 5pm nine clear working days before the meeting in order to be guaranteed a written response.

Any question received after 5pm on 7 May 2024 and no later than 5pm four clear working days before the meeting 14 May 2024, may only receive a verbal response at the meeting. Any questions received after this date will be received at the next meeting.

Questions may be asked without notice if the Chairman determines the matter is urgent.

Details of any questions received will be circulated to Members prior to the

meeting and made available at the meeting and on the Council's website.

## **PART II**

*Items during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.*

None

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