



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

Monday 15 January 2024

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 22 January 2024 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09>

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**
Passcode: 070920. Instructions on how to access Zoom are on the parish council website www.melkshamwithout.co.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

A handwritten signature in cursive script that reads "T. Strange".

Teresa Strange, Clerk

AGENDA

1. **Welcome, Announcements & Housekeeping**
 - a) To welcome Councillor Nathan Keates, following an uncontested election to fill casual vacancy in the Bowerhill Ward.
 - b) To note following the resignation of Councillor Stefano Patacchiola, as 10 electors did not come forward requesting an election by 2 January, the Parish Council to co-opt to fill casual vacancy in the Beanacre, Shaw, Whitley & Blackmore Ward.
 - c) Grant applications to the Parish Council now open for 2024/25; deadline 31 January.
 - d) To approve a leave of absence for Councillor Andy Russell for 3 months, with immediate effect.
2. To receive **apologies** and consider approval of reasons given.
3. **Invited Guests:**
 - a) Wiltshire Councillor **Nick Holder** (Bowerhill).
 - b) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold).
 - c) Wiltshire Councillor **Jonathon Seed** (Melksham Without West & Rural). Report received.
4.
 - a) To receive **Declarations of Interests**.
 - b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
5. To consider holding items in **Closed Session** due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (**Agenda items 9**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. **Co-option of new Member - Beanacre, Shaw, Whitley & Blackmore Ward Casual Vacancy**
 - a) To note procedure for co-option.
 - b) To consider applications for co-option of new councillor and appoint.
 - c) The newly appointed councillor to sign declaration of office and join the meeting.
 - d) To appoint councillors to vacancies on committees, working parties and representatives to outside organisations.
 - e) To consider purchasing a new laptop for the newly appointed co-opted Member (or re-use other)
8.
 - a) To approve the Minutes of the Full Council Meeting held on 4 December 2023.
 - b) To give consideration to awarding a Parish Award at the Annual Parish Meeting on 15 April.
 - c) To approve dates of meetings for 2024/25.

9. **Staffing**
- a) To approve the minutes of the **Staffing Committee** minutes of 18 December 2023.
 - b) To approve the **Confidential Notes** to accompany the Staffing Committee minutes of 18 December 2023.
 - c) To formally approve **Staffing Committee recommendations** of 18 December 2023.
 - d) To receive update on contract signing and agree next steps for newly agreed national model contract.
10. **Planning**
- a) To approve the **Minutes of the Planning** Committee meeting held on 15 January.
 - b) To formally approve **Planning Committee recommendations** of 15 January.
11. **Highways**
- a) To approve the **Minutes of the Highways** Committee meeting held on 15 January.
 - b) To formally approve **Highway Committee recommendations** of 15 January.
12. **Finance**
- a) To approve the Minutes of the Finance Committee Meeting held on 8 January 2024.
 - b) To formally approve the recommendations contained within the Minutes of 8 January 2024 (*except for the Budget, Precept & Public Works Loan items*).
 - c) To approve repaying all outstanding Public Works Loan in January 2024.
 - d) To formally approve the **Budget** for 2024/25 and the year ending position for 2023/24.
 - e) To formally approve the **Precept** for 2024/25.
 - f) To consider **Press Release** on Precept and Budget Proposals.
 - g) To note information to be provided for the **Council Tax leaflet**.
 - h) To consider the Internal Auditor report following visit on Wednesday 20 December as reviewed by the Finance Committee on 8 January.
 - i) To note **Receipts & Payments** reports for December.
 - j) **Quarterly Reports** for Quarter 3 (Oct, Nov, Dec).
 - i) To note Budget vs Actual
 - ii) To note Bank Reconciliation
 - iii) To note VAT reclaims submitted
 - k) To seek **cheque signatories/online authority** for January payments.
 - l) To approve Bank Account and Fund Transfers.
 - m) To approve use of Shurnhold Fields S106 maintenance fund for match funding an Area Board grant application by the 'Friends' for a new lawn mower and trailer (joint decision with Melksham Town Council)
13. **Asset Management:**
- a) **Tree Planting.** To approve quotes received for planting trees in the parish.
 - b) **3G provision in the Melksham area.** To receive feedback on meeting held on 12 January and approve next steps.
14. **Policies/Procedures**
- a) To review and approve **Model Publication Scheme**.

15. **Emergency Response**
 - a) To receive update on flooding in the parish, following Storm Henk.
16. **Michelle Donelan MP.** To receive feedback from the meeting held on Thursday 4 January.
17. **Community projects/partnership organisations:**
 - a) **Age UK.** To note Melksham Community Support quarterly report (Q3) October-December 2023, to consider funding for the project for a further year and to consider applying for grant funding to enhance what is on offer.
 - b) To note **National Grid's** project to upgrade overhead electricity lines from Bramley to Melksham.
18. What have we done to meet the **Climate Friendly** agenda?
 - a) To note Wiltshire Pension fund's goals with regard to climate change.
 - b) To consider regular postings on social media with top tips for homeowners on recycling.