



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 17th January 2023

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 23rd January 2023 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=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09>

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

REVISED AGENDA

1. **Welcome, Announcements & Housekeeping**
 - a) Grant applications to the parish council now open for 2023/24; deadline 31st Jan
 - b) SAVE THE DATE – Melksham Neighbourhood Plan public consultation events w/c 6th February
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 item 8b, 11b, 12c, 12d, 12e) 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 National Association of Local Councils (NALC) Legal Topic Paper on Elections & Co-option & Extract from Standing Orders
 - 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
8.
 - a) To approve the Minutes of the Full Council Meeting held on 5th December 2022.
 - b) To approve the Confidential Notes to accompany the Full Council Minutes on 5th December.

9. **Planning**
- a) To approve the **Minutes of the Planning** Committee meeting held on 19th December & 16th January
 - b) To formally approve **Planning Committee recommendations** of 19th December & 16th January
 - c) To note additional comments submitted by officers for planning applications
PL/2022/09253 Land adjacent to National Grid Station for installation of underground cable & PL/2022/08155 Land West of Semington Road (Terra Strategic) for 53 dwellings
10. **Highways**
- a) To approve the **Minutes of the Highways** Committee meeting held on 16th January
 - b) To formally approve **Highway Committee recommendations** of 16th January
11. **Finance:**
- a) To approve the Minutes of the Finance Committee Meeting held on 9th January 2023
 - b) To approve the Confidential Notes to accompany the Finance Committee minutes
 - c) To formally approve the recommendations contained within the Minutes of 9th January 2023 (*except for the Budget and Precept*)
 - d) To formally approve the **Budget** for 2023/24
 - e) To formally approve the **Precept** for 2023/24
 - f) To consider **Press Release** on Precept and Budget Proposals
 - g) To note information to be provided for **Council Tax leaflet**
 - h) To consider the Internal Auditor report (visit 1 of 2) Weds 21st December
 - i) To approve the Risk Register
 - j) To note **Receipts & Payments** reports for December
 - k) **Quarterly Reports** for Qtr 3 (Oct, Nov, Dec)
 - i) To note Budget vs Actual
 - ii) To note Bank Reconciliation
 - iii) To note VAT reclaim submitted
 - l) To seek **cheque signatories/online authority** for January payment
 - m) To approve Reserves break down for 2022/23
 - n) To approve Fixed Term Deposit/s and Bank Account Transfer
12. **Asset Management:**
- a) To consider parish council owned green spaces that have been nominated for designation in the Melksham Neighbourhood Plan review
 - b) To consider submitting any parish heritage assets for designation in the Melksham Neighbourhood Plan review
 - c) To consider next steps for future office/meeting accommodation on expiry of Campus lease
 - d) To approve the Legal Transfer documents for the Whitworth play area at Bowood View, Semington Road
 - e) To approve the Play Area template leases for Wiltshire Council play areas in the parish – Kestrel Court in Bowerhill, and Berryfield Park (DEFER TO ASSET MANAGEMENT MEETING ON 6TH FEBRUARY)

13. **New Berryfield Village Hall project:**
 - a) To receive feedback from the grand opening event on Saturday 21st January
 - b) To note formation of Berryfield Village Hall Charitable Trust Charity Number 120153 and its Constitution <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5211211/charity-overview>
 - c) To approve terms of draft lease and arrangements/timescale for approval and signature
 - d) To note old village hall demolished 6th December

14. **Policies/Procedures**
 - a) To consider change to Standing Orders to not issue polling cards for elections but to advertise in the Melksham Independent News instead
 - b) To approve amended dates for 2022/23 due to Coronation Bank Holiday and new dates for 2023/24

15. **Community Resilience:**
 - a) To note flood events in the parish w/c 9th January and response by volunteers, local businesses and partner agencies and agree any actions as a result
 - b) To consider draft Service Level Agreement and draft Job Description for joint working project to support vulnerable residents in the town and parish with volunteers (with Age UK and Melksham Town Council) and agree Next Steps
 - c) To clarify Emergency Response using Melksham Community Support infrastructure and SEN Community Resilience funding is separate from Age UK project
 - d) To receive feedback from defibrillator awareness training session (Sat 14th Jan)

16. **Community projects/partnership organisations:**
 - a) To note update on Beanacre Mains Drainage project by Wessex Water
 - b) To consider any feedback from attendance at the WALC (Wiltshire Association of Local Councils) AGM (18th January)
 - c) To consider any requests for local police priorities

17. What have we done to meet the **Climate Friendly** agenda?
 - a) Support of the Wilts & Berks Canal Trust “Bee Route” project in the parish
 - b) To note Wiltshire Council’s Climate Strategy Delivery Plans