



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

Sports Pavilion, Westinghouse Way,
Bowerhill, Melksham,
Wiltshire. SN12 6TL
Tel: 01225 705700

Email: clerk@melkshamwithout.co.uk

Web: www.melkshamwithout.co.uk

Tuesday 30 June 2020

Dear members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 6 July 2020 at 7pm**, to consider the agenda below.

PLEASE NOTE THAT THIS IS A REMOTE VIRTUAL MEETING THAT WILL REQUIRE A ZOOM INVITATION AND PASSWORD TO ATTEND. MEMBERS OF THE PUBLIC AND PRESS ARE REQUESTED TO CONTACT THE CLERK BY 6.30PM ON MONDAY 6 JULY TO REQUEST A ZOOM INVITATION TO PARTICIPATE IN THE MEETING UNDER PUBLIC PARTICIPATION. THE MEETING WILL ALSO BE STREAMED LIVE ON YOUTUBE, THE LINK WILL BE POSTED ON THE PARISH COUNCIL WEBSITE AND SOCIAL MEDIA CHANNELS WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Yours sincerely

A handwritten signature in black ink, appearing to read "T. Strange", written in a cursive style.

Teresa Strange, Clerk

AGENDA

1. **Welcome, Announcements & Housekeeping**
2. **To receive Apologies and consider approval of reasons given.**
3. **Invited Guests:**
 - a) **Wiltshire Councillor Phil Alford (Melksham Without North) & Wiltshire Councillor Nick Holder (Melksham Without South)**
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 during the consideration of the following items of business (Item 17c) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

6. Actions as a result of Covid-19

- a) To note public office closed since Tuesday 17 March and no public council meetings held in person since Monday 16 March.
- b) To note delegated powers given to Clerk & Officers to act on council's behalf during lockdown
- c) To note decisions made under delegated powers since 16th March.
- d) To note new Government legislation to hold council meetings remotely and latest NALC/SLCC guidance.
- e) To approve Virtual Meeting policy.
- f) To consider amending Standing Orders to reflect changes to meeting protocols.
- g) To note purchase of IT hardware for 4no. councillors to allow effective participation in remote meetings and agree Budget Heading
- h) To consider purchase of further IT hardware for officers and other councillors
- i) To adopt IT policy and to consider moving forward without hard copy agenda packs
- g) To consider holding Annual Council meeting in July or to hold in abeyance until May 2021
- h) To consider council meeting schedule and format over coming months
- i) To consider time extension on Clerk & Officers' delegated powers

7. Melksham Community Response

- a) To watch video of work undertaken by the joint partnership

https://www.youtube.com/watch?v=x6vyrhEURtk&feature=youtu.be&fbclid=IwAR1Zq_LhKjHIUHtkXrstneRCN03w1nkVgMHoV5yZoqW1IKfVQ1ytOjcPWbM

- b) To note Report on set up and work undertaken by joint partnership and agree legal power/budget heading for costs incurred

- c) To acknowledge volunteer participation
- d) To consider way forward for Melksham Community Response and make recommendation to the other joint partners
- e) To consider request for virement of funding provided to Age Friendly (Wiltshire Council) to Age Friendly CIC
- f) To consider approach and participation in Covid-19 Recovery Workshop on Weds 22 July at 7pm
- g) To acknowledge officer participation in Melksham Community Response and agree future commitment

8. Public Participation

9. To approve the Minutes of the Full Council meeting held on 9 March 2020

- a) To approve the Confidential Notes to accompany Min 468/19C

10. Planning:

- a) To approve the Minutes of the Planning Committee meetings held on 16 March 2020 and Planning Meetings held remotely on 6 April 2020, 27 April 2020, 18 May 2020, 8 June 2020 and 22 June 2020.
- b) To formally approve Planning Committee recommendations contained within the minutes of 16 March, 6 April 2020, 27 April 2020, 18 May 2020, 8 June 2020 and 22 June 2020.

11. Finance:

- a) To formally approve the Minutes of the Finance Committee held on Monday, 18 May 2020 and 29 June 2020.
- b) To approve the recommendations contained within the minutes of 18 May 2020 and 29 June 2020
- c) To consider response from NALC re query raised on Finance Regulations regarding budget setting in the future
- d) To approve statement regarding play area opening
- e) To note Internal Auditor's reports for year ending 31 March 2020
- f) To consider, approve and sign Section 1 of External Audit Annual Return for year ending 31 March 2020 (Governance Statement)

- g) To approve and sign Section 2 of External Audit Annual Return for year ending 31 March 2020 (Accounts Statement)
- h) To approve and sign Year End Accounts & Statement for year ending 31 March 2020.
- i) To note Income/Expenditure reports for March, April, May and June
- j) To agree two Finance Councillors to authorise monthly payments for July and August
- k) To formally note that Bank Transfers not being undertaken at present

12. Asset Management

- a) To formally approve the minutes and confidential notes of the Asset Management Committee meeting held on 15 June 2020.
- b) To formally approve the Asset Management Committee recommendations contained within the minutes of 15 June 2020.
- c) To approve proposed Future of Football signage for Pavilion
- d) To receive update on current progress regarding Berryfield Village Hall.
 - i) To receive notes on meeting held on 25 June 2020 with Diana Hatton, Public Art consultant and other stakeholders; and to approve Artist Brief if received
 - ii) To receive notes for working party to be held on Thursday 2 July and consider any actions as a result of that meeting
- e) To consider the following requests for bins
 - i) Public Right of Way adjacent to Melksham Football/Rugby Ground
 - ii) Shaw Hill
 - iii) MUGA at Hornchurch Road Public Open Space
- f) Clackers Brook. To note Wiltshire Wildlife have funding to undertake an assessment of Clackers brook from King George V Park to Bromham with a view to looking at works to reduce pollution and increase biodiversity.
- g) Shurnhold Fields. To note Minutes of Shurnhold Field Working Party on 18 June

13. Highways

- a) To note the outcome of the informal meeting held on Monday, 1 June 2020 regarding CATG recommendations to put forward to Wiltshire Council for consideration for Government Funding
- b) To note meeting notes from Highways Briefing Meeting held on 4 June 2020 and consider progression of suggestions put forward by members of the public and the parish council

c) Rights of Way Modification Order 2020

- i) To note an order to modify Melksham Footpath No 107 & Melksham Without Path No 151 has been made. To consider whether the Parish Council wish to make a representation (deadline for comments has been extended to 27 August 2020)**

d) To approve signage for roundabout sponsorship

- e) To consider request to Wiltshire Council for proposed Stopping up of highway adjacent to 168 Littleworth Lane, Whitley**

14. Community Governance Review

To note Recommendations of Wiltshire Council's Electoral Review Committee and to consider response to consultation (deadline for comments 10 July)

15. Emergency Planning

- a) To note Emergency Plan review and update required to reflect Covid actions taken and in preparation for future events**
- b) To note flood wardens deployed 17 June 2020 and action taken**
- c) To note staff training booked:**
 - i) Communities Prepared Workshop – Community Crisis Recovery (online)**
 - ii) Public Health Training - COVID-19: Psychological First Aid (online)**
 - iii) Fire Marshall training – in person, 9th September**

16. Community projects/partnership organisations:

- a) To consider closure of community shop, café and post office at Whitley and consider comments to be submitted to Wiltshire Council following request for Toast Office to be a Community Asset (request received from group of residents)**
- b) To note Rewilding Melksham Community Project**
- c) To consider consultation on new Model Code of Conduct by LGA (Local Government Association)**

17. Staffing

- a) To approve the Staffing Minutes of 16 March 2020**
- b) To approve the recommendations contained within the Staffing minutes of 16 March 2020**
- c) To receive a report following the Parish Officer's 6 months probation**

Serving rural communities around Melksham