



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 20 October 2020

Dear members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 26 October 2020 at 7pm**, to consider the agenda below.

PLEASE NOTE THAT THIS IS A REMOTE VIRTUAL MEETING. TO ACCESS THE MEETING PLEASE FOLLOW THE ZOOM LINK BELOW. 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.

Join Zoom Meeting

<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

Teresa Strange, Clerk

AGENDA

1. **Welcome, Announcements & Housekeeping**
 - a) Update on latest arrangements for Remembrance Sunday
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 16a) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
6. **Public Participation**
7. **Berryfield Ward Vacancy**
 - a) To consider applications for co-option of new councillor for Berryfield Ward and appoint for co-option
 - b) To consider next steps if no suitable candidate applies/is co-opted
8. **To approve the Minutes of the Full Council meeting held on 21 September 2020**
9. **Planning:**
 - a) To approve the Minutes of the Planning Committee meetings held on 5 October and 19 October 2020.
 - b) To formally approve Planning Committee recommendations contained within the minutes of 5 October and 19 October 2020.
 - c) **Neighbourhood Plan**
 - i) To approve the joint Melksham Neighbourhood Plan (version for submission to Wiltshire Council at Regulation 16 stage) as one of the Qualifying Bodies
 - ii) To note the Statement of Community Involvement
 - iii) To note the Basic Conditions Statement
10. **Highways & Streetscene**
 - a) A350 Bypass: To note that Wiltshire Cabinet have approved plans for a non-statutory engagement exercise into a proposed A350 bypass around Melksham.
 - b) To consider request for parish council not to use glysophate weedkillers on open space in the parish (from Cllr Taylor)
 - c) To consider request from Melksham Town Council for bulb planting under “Welcome to Melksham” signs in the parish

11. Finance:

- a) To note Income/Expenditure reports for September.
- b) To note that check has been undertaken to ensure sufficient Fidelity Insurance Cover in place due to receipt of Precept instalment and CIL payments
- c) To agree two Finance Councillors to authorise monthly payments for October
- d) Quarterly Reports for Qtr 2 (July, August, September):
 - i) To consider Budget vs Actual report
 - ii) To note Bank Reconciliation
 - iii) To note VAT reclaim for Qtr 2 has been undertaken
- e) To consider suggestions for expenditure following receipt of £10,000 business grant from Wiltshire Council. (Deferred from Full Council meeting on 21 September 2020)
- f) To note latest Precept Setting Fact Sheet from Wiltshire Council and in particular the potential impact of Council Tax reductions/benefits on the Tax Base number for 2021/22
- g) To provide any budget requests for the Finance Committee to consider for 2021/22
- h) To consider response from Melksham Town Council on proposals for sharing CIL funding

12. Asset Management

- a) To approve the Minutes of the Asset Committee Meeting held on 12 October 2020
- b) To formally approve Asset Committee recommendations contained within the minutes of 12 October 2020.
- c) **New Berryfield Village Hall project**
 - i) To note Building Regulations approved
 - ii) To consider response from Bellway on request for additional land (*if received*)
 - iii) To approve forthcoming tender process (further information since Sept meeting)
 - iv) To note update on Berryfield Village Hall Art Project
- d) **Shurnhold Fields** To note Minutes of Shurnhold Field Working Party on 8 October and consider any actions/requests from those meetings (**To follow**)

13. Agenda Packs:

- a) **To consider timing of delivery of hard copy agenda packs (raised by Cllr Terry Chivers)**
- b) **To confirm that councillors happy to be receiving less hard copy papers in agenda packs, with a mix by email and post**

14. Melksham Community Response & Covid-19 Recovery

- a) To note expenditure of the Melksham Community Response partners and propose way forward to other partners for splitting costs
- b) To note format of thankyou to volunteers by partners
- c) To note thankyou card to the parish council received from the Lord Lieutenant

15. Community projects/partnership organisations:

- a) To note progress on proposals for an East of Melksham Community Centre and to consider any requests from Melksham Town Council regarding this project
- b) To consider latest update from Wiltshire Council re Melksham Campus
- c) To note update on parish council representative to be Governor at Melksham Oak School
- d) To consider latest update on Wilts & Berks Canal Melksham Link project
- e) To consider invitation from Melksham Town Council to join their scheme offering free trees to residents (for parish residents)

- f) To consider invitation from Melksham Town Council to suggest tree planting areas in Bowerhill for Knorr Bremse tree sponsorship project
- g) To note local volunteer moving away from the parish

16. Staffing

- a) To receive feedback from Clerk's appraisal held 27th August (deferred from 21st Sept)