



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 12th May 2026

Dear Members

You are summoned to attend the **Annual Council Meeting** of Melksham Without Parish Council which will be held on **Monday 18th May 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.

PLEASE NOTE THAT THERE IS WORK BEING UNDERTAKEN IN THE CAMPUS CARPARK SO LEAVE PLENTY OF TIME TO ARRIVE AND FIND A PARKING SPACE AS THERE WILL BE FEWER SPACES AVAILABLE THAN USUAL. YOU MAY NEED TO USE ALTERNATIVE CAR PARKS IN THE AREA.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVVWU54UW1YWWE4NkNrZz09&omn=88183533964>

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

YOU CAN ACCESS THE AGENDA PACK HERE



AGENDA

1. **Welcome & Housekeeping**
2. **Appointment of Chair**
3. **To receive the Chair's Declaration of Acceptance of Office**
4. **Appointment of Vice Chair**
5. **Announcements**
5. **To receive Apologies and approval of reasons given**
6. **To consider holding items in Committee 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 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
7. **Declarations of Interest:**
 - a) To note requirement under the Code of Conduct for Register of Interests to be displayed online. Members to check their current listing.
 - b) To receive declarations of interest
 - c) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
8. **Public Participation & Invited Guests**
 - a) Wiltshire Councillor Nick Holder, Bowerhill
 - b) Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
 - c) Wiltshire Councillor Andrew Griffin, Melksham Without West & Rural
10. **Standing Orders & Council Policies:**
 - a) To review Melksham Without Parish Council Standing Orders and consider if any updates are required (amendments to stand adjourned for adoption at June Full Council meeting)
 - b) To review and adopt Complaints Procedure
 - c) To review and adopt the Code of Conduct
 - d) To take the Wiltshire Council and national Civility & Respect pledge
11. **To review and adopt "Committee Structure & Terms of Reference"**
12. **Appointment of Committees & Working Parties 2026/27**
 - a) Planning Committee
 - b) Asset Management Committee
 - c) Finance Committee (and confirm the Members of the Finance Committee are the bank & CCLA signatories)
 - d) Highways, Footpaths & Street Scene Committee
 - e) Staffing Committee
 - f) Working Parties
13. **Appointment of Organisation Representatives 2026/27**
14. **To consider any Councillor training needs**

- 15. Parish Council Objectives:**
- a) To review Objectives & Priorities for 2025/26 and to review progress and update Objectives & Priorities set for the Term of the Council (2025-2029)
 - b) To set Objectives and Priorities for 2026/2027
- 16. Local Council Award**
- To consider the review of the Local Council Award scheme and to consider having a “new look” annual plan for priorities and objectives linked with 3 year budgeting forecast
- 17. Meetings**
- To confirm dates of meetings for 2026/27
- 18. Annual Parish Meeting**
- a) To approve the Minutes of the Annual Parish meeting held on 27th April 2026
 - b) To consider any feedback from the meeting and format
 - c) To consider giving a donation to the Bobby Van Trust who presented at the Annual Parish meeting
 - d) To consider the venue for the Annual Parish meeting in 2027
- 19. Full Council**
- To approve the Minutes of the **Full Council** meeting held on 20th April 2026.
- 20. Planning:**
- a) To approve the Minutes of the **Planning Committee** meeting held on 11th May 2026.
 - b) To approve the Confidential Notes to accompany the **Planning Committee** minutes of 11th May 2026.
 - c) To formally approve the **Planning Committee** recommendations of 11th May 2026.
- 21. Finance:**
- a) To approve the Minutes of the **Finance Committee** meeting held on 12th May 2026
 - b) To approve the Confidential Notes to accompany **Finance Committee** meeting held on 12th May 2026.
 - c) To formally approve the **Finance Committee** recommendations of 12th May 2026
 - d) To approve delegated powers for approving insurance provision and quote before 1st June 2026, if required.
 - e) To note Income/Expenditure reports for April.
 - f) To appoint cheque signatories/online authority for May payments.
 - g) To approve bank account and fund transfers.
 - h) To approve the setting up of new Finance Committee members on the bank mandate for authorizing online payments and signing cheques, and to remove from the bank mandate any members that are no longer Finance Committee members (following Agenda item 12c)
- 22. Asset Management**
- a) To review and approve the RTI Memorandum of Understanding and Quotation and to consider next steps
 - b) To note reimbursement of partial insurance claim to reflect actual spend.

24. Highways and Road Safety:

- a) Local Highways and Footway Improvement Group (LHFIG) – last meeting 7th May
 - i. Item 9-24-33: To approve the revised quotation for the installation of village gates in 2 locations in Shaw and Whitley at a cost of £3,807.78 (1/3 of £11,423.35). Previously agreed cost was £4000 (1/3 contribution = £1,334) – Min 464/25b
 - ii. Item 9-24-37: To note that the estimated cost for holistic provision of dropped kerbs in Bowerhill is likely to be more than £50,000. A substantive bid will still require a contribution from the parish council. To consider next steps.
 - iii. Item 9-24-40: To approve the cost of installation of No Entry signs on Kittyhawk Close at a cost of £2867 (1/3 of £8600) and to consider the suggestion for local consultation before action is progressed
 - iv. To consider Notice of Motion re LHFIG at Wiltshire Council Full Council meeting on 19th May and submit any comments to parish Wiltshire Councillors
- b) To consider submitting comments on the Traffic Regulation Order consultation for 20mph limit in Bowood View, Berryfield.
- c) To note “save the date” for the Wiltshire Council/WALC/Police Traffic Speeding event is now Friday 17th July

25. Community projects/partnership organisations:

- a) To receive feedback from Melksham Area Board Health & Wellbeing meeting on 7th May
- b) To note information on Melksham Community Transport
- c) To receive feedback from “Roots and Shoots” – football intervention programme for young people
- d) To note launch of Wiltshire Council’s Lottery for community group fundraising