



## 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](mailto:clerk@melkshamwithout.co.uk)  
Web: [www.melkshamwithout.co.uk](http://www.melkshamwithout.co.uk)

Wednesday 20th July 2022

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 25 July 2022 at 7pm** at **Melksham Rugby Club, Oakfields, Eastern Way, SN12 7GU** to consider the agenda below:

**\*\*\*\*PLEASE NOTE VENUE\*\*\*\***

**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](http://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](http://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) **New venue** – August Planning Committee to be held at Melksham Rugby Club and then all meetings to be held at new parish council facilities at the Campus
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)
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 8b, 10b**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. To approve the Minutes of the Full Council Meeting held on 20 June 2022 and Extra Ordinary Meeting held on 4 July.
8. **Planning**
  - a) To approve the **Minutes of the Planning** Committee meetings held on 4 July and 18 July 2022
  - b) To approve the confidential notes to accompany the Planning Meeting of 4 July 2022.
  - c) To formally approve **Planning Committee recommendations** of 4 July and 18 July 2022.
  - d) To consider latest update from the Town Council's Priority for People project in response to queries raised, and to consider request for funding.
  - e) To approve amendments to the Neighbourhood Plan Terms of Reference further to the Steering Group meeting held on 29 June 2022.
  - f) To consider the update on the Wilts & Berks Canal Melksham Link project planning application
9. **Asset Management**
  - a) **Bowerhill Sports Field & Pavilion**
    - i) To approve a quotation to provide a Full Legionella Risk Assessment at a cost of £395 + VAT (due to change of use to unmanned building)
    - ii) To approve a quotation of £180.00 + VAT for a fire risk assessment

- (due to change of use to unmanned building)
  - iii) To consider block bookings moving forward once the offices have moved to the Campus (Future of Football)
  - iv) To consider and approve hire charges for the kitchen and games room.
  - v) To review and approve quotes for electricity supply at the Pavilion.
  - vi) To consider a request from the ATC to have a storage container (8 x 12ft) in the Pavilion car park.
  - vii) To consider a request for part of the playing fields to be used as a cricket pitch.
  - b) To consider quote for clearing brambles from allotment pathways at £250 excluding VAT
  - c) To consider request for picnic benches at Kestrel Court play area .
10. **New Berryfield Village Hall project:**
- a) To note Progress Meeting 6 held on 29th June 2022 (minutes and report) and that the 6<sup>th</sup> staged payment has been made.
  - b) To note reply from Bellway, Wiltshire Council and Solicitors following correspondence regarding lack of drainage provision, late land transfer, play area issues and consider future action
  - c) To note update on transfer of land for a patio adjacent to the hall.
  - d) To note the public art to start on site w/c 8<sup>th</sup> August
  - e) To note Notes of Residents working party meeting held on 21 June 2022 and consider any decisions/additional cost implications required.
  - f) To approve the insurance quotation of £916.69 + IPT, subject to pro rata amount for cover from handover from Rigg to transfer to Management Trust.
  - g) To approve quotation of £295 + VAT for a Full Legionella Risk Assessment.
  - h) To approve quotation for noticeboard
  - i) To approve purchase of defibrillator and cabinet
  - j) To sign and seal the Deed for the side agreement for the transfer of s106 funds from Wiltshire Council for the Berryfield Village Hall project, if received
  - k) To approve quotation for demolition, removal and make good of site of existing portacabin village hall
11. **Melksham Campus/office relocation.**
- a) To receive verbal report on progress to date
  - b) To note report on expenditure under delegated powers and consider any requests for additional spend
  - c) To sign and seal lease if received from Wiltshire Council
  - d) To note Wiltshire Council have appointed two artists to commission artworks for the Campus
  - e) To respond to invitation for parish councillors to visit Campus and consider if parish council facilities to be part of tour for others
12. **Finance:**
- a) To note Receipts & Payments reports for June.
  - b) To seek **cheque signatories/online authority** for August payments
  - c) **Quarterly Reports** for Qtr 4 (April, May, June)

- i) To note Budget vs Actual
- ii) To note Bank Reconciliation
- d) To note VAT reclaims submitted
- e) Financial Regulations
  - i) To approve amending point 6.20 regarding trade card accounts as discussed at the Finance meeting on 23 May 2022 (Min 42a/22).
  - ii) To approve amendments regarding non Finance Committee Members signing off the quarterly Bank Reconciliation Report.
- f) To approve the Council entering into a payment card contract in order to take card payments and to approve cancellation of the current payment card system.
- g) To receive verbal update on Community Infrastructure Levy (CIL) meeting held on 19<sup>th</sup> July and approve draft Heads of Terms for transfer of funds to Melksham Town Council for the East of Melksham Community Centre
- h) To approve bank transfer from Lloyds to Unity bank
- i) To note new direct debit in place (Plusnet) and approve payment method for Campus rent to Wiltshire Council
- j) To note offer of Community Benefit Funding still available from new owner of Battery Storage site off Westlands Lane

**13. Highways/Transport**

- a) To approve the Highways & Streetscene minutes of 18 July 2022
- b) To approve the recommendations of the Highways & Streetscene meeting held on 18 July 2022
- c) Re-instatement of X34 evenings and Sunday Service and Free Passes for Ukranian Refugees. To note update from Kevin Daley Portfolio Holder for Passenger Transport & Streetscene.

**14. Policies**

- a) To review where councillor contact details are published
- b) To review Members Email Policy
- c) To review Social Media Policy

**15. Community projects/partnership organisations:**

- a) To note BRAG Minutes of 3 May 2022.
- b) To consider making a contribution to the International Day of Older People event on 1<sup>st</sup> October
- c) To note CAWS CEG minutes

**16. Meeting the Climate Friendly Objective:**

- a) To note Melksham Town Council resolution to support and promote a solar panel scheme and consider similar action
- b) To note Wiltshire Council have recently undertaken a waste and recycling analysis in the parish.
- c) To consider whether the Council wish to take part in Melksham's ClimateFest on Saturday 17 September in Melksham Assembly Hall.
- d) To note the report from the Wilts & Berks Canal Trust re new Bee Corridor

**17. Staffing:** To note the Allotment Warden has successfully completed the RoSPA Operational Playground Inspection Course