

MINUTES of a Meeting of Melksham Without Parish Council held on Monday 12th September 2011 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllr. Mike Mills (Chairman), Cllrs. Alan Baines; Elizabeth Bean; Rolf Brindle; Gregory Coombes; Paul Clark, Pat Nicol; Steve Petty, Maurice Hubert, Don Millard and Richard Wood.

Apologies: Cllrs. Mike Sankey and John Glover

- 213/11 **Declarations of Interest:** The Chairman declared an interest in BRAG (Bowerhill Residents Action Group) as Chairman of that group and in the Website Contract as an acquaintance of Colin Harrison. Cllr Petty declared an interest in matters relating to the Area Board, Wiltshire Council and Planning as a Wiltshire Councillor. Cllr Millard declared an interest in PA MW/11/02436WCM and MW11/02393 as an acquaintance of Mr Freeman. The Clerk declared an interest in the invoice for Amy Evans for work done on the Parish Plans as Amy was a friend of her son. Teresa Strange declared an interest in MW/11/02436WCM as her husband disposes of commercial waste at Sahara Sandpit.
- 214/11 **Minutes, Planning Committee, 15th August: Resolved:** *The Minutes of this Planning Committee be formally approved by the Council and signed by the Chairman as a correct record, with the following spelling corrections:*
Min. 204/11 e) Line 4 amend “maker” to “make”
Min. 204/11 e) Line 5 & 6 amend “gabians” to “gabions”
Min. 205/11 a) Line 1 amend “Bryansfield” to “Briansfield”
- 215/11 Arising from Min. 204/11 b) **Parish Plan for Melksham Without:** The Clerk reported that graduate Amy Evans had worked to prepare draft Parish Plans over the holiday period. A separate Plan had been compiled for each area with information under the same headings. The Clerk had written the generic introduction at the beginning of each Plan to explain why draft Plans were being prepared. The next step was for the Plans to be circulated to the Council for additions and amendments before consulting with the public. It was hoped that one consultation exercise could be held to cover the Parish Plans, Emergency Plan and Flooding Plan. The Parish Plans could in time become the Neighbourhood Plan for each community once it had been tested against the Core Strategy by an independent assessor, and agreed at a community referendum. The Council emphasised they need to have Neighbourhood Plan for each community in future as the Government intended them to become an important part of planning regulations in the future. It was noted that the draft Core Strategy was not due for adoption until Autumn 2012. A special Planning Committee may be required in the future to review the Parish Plans
Resolved: *The Council note the article from the Journal of Local Planning about the importance of Neighbourhood Plans.*
- 216/11 Arising from Min. 204/11 e) **Sainsbury extension – revised landscaping plan:** Cllr Brindle reported that he had visited the site and the gabions were very high. The Clerk confirmed that she had written to Sainsburys enclosing a copy of the letter to Wiltshire Council about the trees and gabions. The Council noted a response from Mr Justin King, Sainsburys with details of 1700 new trees to be planted, commencing in October.

The Council resolved to suspend Standing Orders to allow for a period of public participation.

217/11

Public Participation:

a) Jo Ecclestone, Wiltshire Good Neighbours The Chairman introduced Jo Ecclestone, the Good Neighbour Co-ordinator for Atworth, Shaw & Whitley who had come to the meeting to explain her role which had recently extended to include Shaw & Whitley. Jo Ecclestone explained that Wiltshire Good Neighbours is a free service that is provided through a partnership of Wiltshire Council, Community First and Wiltshire & Salisbury District Age UK, There were 25 co-ordinators in total, funded for 3 years of which they are now at the end of their first year. The aim of the Good Neighbour Scheme is to assist older residents in rural communities to access services and advice. Signposting people to the correct services, both statutory and voluntary, who can help with the following:

- Transport for shopping and health related visits
- Where to get financial advice about benefits
- Local social clubs and meetings
- Home security and help with unwanted salesmen/callers
- Befriending services

Cllr Millard explained that many elderly people who had care in the home were being dropped by their care agencies and were now having to apply for direct payments. Jo confirmed that this was exactly the sort of thing she could help with, and would visit those affected in their home to offer advice. It was noted that any help offered would have to be in response to a request from the person affected.

The Chairman thanked Jo for her visit, and the Council agreed that it was an excellent service on offer. The Clerk asked for details of the co-ordinators in other areas.

The Council agreed to publicise the Good Neighbour scheme on the Parish noticeboards, Parish website and local village magazines.

b) Report from Wilt. Councillor Roy While

(i) *Care for the Elderly:* Cllr. While explained that he was on the Board of Selwood Housing. He was concerned that there was misunderstanding about changes in how care was provided to the elderly. He had talked to Nicola Gregson (Head of Commissioning) and John Thomson (Cabinet Member for Adult Care) about issues raised by the Parish Council 4/5 meetings ago, and Nicola had offered to come to a Parish Council meeting to listen to Councillor's concerns. They certainly did not want to increase the worries of the elderly.

Cllr Coombes expressed concern that the elderly were not eating properly. He asked if carers could check up on this. There was food available at the food bank at Sainsburys and food parcels were available from Melksham Hospital.

Cllr Nicol expressed concern that daily warden visits were now stopping.

Cllr While reiterated that he felt it would be useful for Nicola Gregson to attend a Parish Council meeting to hear this anecdotal evidence as she has been informed that changes made were not affecting people.

(ii) *Parish Plans:* Cllr While was pleased to see that the Parish Council were updating their Parish Plans but was concerned about duplication with Community Area Partnership plans and Wiltshire Plans. He emphasised that Community groups who “self help” are certainly the way forward and the way to generate grants for example, BRAG’s recent project and the new outdoor play area at Atworth. It may also be useful for residents in Bowerhill to replicate the Cirencester Befriending Service

The Clerk emphasised that she was working in partnership with Miriam Zaccarelli re the new Community Area Partnership Plan to ensure plans were compatible. Issues raised through the Parish Plans would be fed into the new Community Area Plan and Miriam was keen to be part of any community consultation undertaken by the Parish Council.

(iii) *Wiltshire Council restructure:* Cllr While confirmed that the management team at Wiltshire Council were downsizing. The Clerk concurred that it was difficult to find out who was doing what. Good links had been made with the Melksham Community Area Partnership, with Miriam working from the Parish Council office once a week.

c) East of Melksham Section 106 benefits: The Clerk reported that Mike Kilmister had advised that the Council make contact with Rob Hannis to ensure that benefits from the Section 106 Agreement for the extra housing on East of Melksham development, benefited the parish as well as Melksham Town. However, to date Rob Hannis had not replied to any communication. Cllr While agreed to follow this up.

The Council re-convened.

218/11 **Planning Applications**

The Council considered the following planning application:

MW/11/02393 Mr & Mrs Freeman, The Heights, Sandridge Hill. Proposal to provide detached workshop, garage and store (Re-submission after refusal MW/10/03223).

Comments: No objection in principle providing at least the equivalent number of trees removed are replaced along the boundary to provide screening. Native good quality deciduous trees need to be used. If some trees were tagged in the hedge and allowed to grow up this would provide screening as well. Any materials used in construction need to be in character and blend in with the surrounding rural countryside.

There were no objections to the following planning applications:

MW11/02298 Jenkins, 37 Sunderland Close, Bowerhill, SN12 6TZ

Retrospective planning application for an existing rear conservatory

MW11/02185 Ward, 5 Halfway Farmhouse, Beanacre Road, SN12 8BL Change of use to mixed equestrian and agricultural use including erection of 2 stable blocks, lambing shelter and associated sheds/chicken coops

MW11/02436 Sahara Sandpit, Sandridge Hill, Sandridge Common

Application for a lawful development certification for an existing use: - importation, processing, handling and storage of inert materials and retention of weighbridge and ancillary activities and facilities.

MW11/02362 Mr Kevin Lynch, 432 Redstocks, Seend Cleeve, SN12 6RF Proposed two storey extension

219/11 **Planning Correspondence:**

i) Local Centre Land, Bowerhill – response from BRAG (Bowerhill Residents Action Group): The Chairman gave a report of the BRAG Meeting to discuss the proposals from the developers for the community land at Hornchurch Road which was attended by 20 people. The following points were agreed;

1. The number of houses should be reduced to 11 by removing the detached house at Plot 3 and turning Plots 1&2 around so that they did not face the houses in Hornchurch Road but faced the open space instead. If the developers needed 12 houses to make the plan viable then one of the other detached houses could be replaced by two semi detached houses. No 3 storey houses should be built
2. There is still worry about car parking by visitors to these houses and it was suggested that parking bays for visitors could be marked out at the edge of the open space.
3. They feel that the style of houses must be in keeping with the existing houses in Hornchurch Road. The residents requested that they were informed of the start and completion dates for the work once planning permission was given and that the work was completed in one go.
4. They would like to see rockery, trees, shrubs, lawn and seats in the open space but there was no call for items such as an outdoor gym. They suggested railings down Hornchurch Road next to the open space to stop young children running into the road with some gaps for entry to the open space.
5. They also requested double yellow lines down Hornchurch Road on the side of the open space to prevent double parking.
6. The residents were delighted that this long running issue looked like coming to an acceptable conclusion and would like to meet with the developers before they submit their outline plans, to resolve any outstanding issues to enable the planning application to go through smoothly.
7. In return for agreement on the site's future, the residents would like to see a contribution for use on community projects in Bowerhill. They proposed that the developers pay in total for a combined basketball, netball and five a side football facility similar to the one at Shaw; to be built on the field at Hornchurch Road near the children's play area. This could be located away from the houses and would provide teenagers with a facility that is missing in the area. Alternatively, £1,000 per house built could be provided for that project.

As regards point 7, the Council favoured asking the developers to provide a multi-games court on the field at Hornchurch Road Teresa Strange requested evidence from BRAG of the consultation meeting, for use in any future grant applications.

Resolved: *The Council pass on residents' comments to Persimmon and request that a multi-games area similar to the one recently installed at Shaw Playing Field be provided as a community benefit from the housing development building works.*

The Council resolved to suspend Standing Orders to allow for a period of public participation.

220/11 **Public Participation (2)**

Local Centre Land: Cllr. Roy While reported that he had spoken to Ian Green of Persimmon Homes who was very pleased that a residents' consultation had taken place.

The Council re-convened.

221/11 **Planning Correspondence** continued:

ii) Asda Tree Planting: Reply received to inform that trees which had been removed would be replaced and smaller girth trees would be planted alongside the sprinkler tank.

Resolved: *The reply from Asda be noted.*

iii) CPRE re National Planning and Policy Framework – Proposed Government

Changes to Planning: Cllr Coombes expressed concern that not all housing shortages would be addressed by restricting building to brownfield sites; there would still be a shortfall. There were lots of changes in planning in the pipeline and the addition of houses being permitted on green field sites would help young people.

222/11 **Minutes, Council Meeting 25th July:** **Resolved:** *The Minutes of this Meeting be approved by the Council and signed by the Chairman as a correct record.*

223/11 Arising from Min. 174/11 **Additional teenage equipment, Hornchurch Road:** It was noted that Melksham Oak Community School Council had sent in a list of suggestions for teenage equipment (*See also Min. 219/11*)

Resolved: *The Council thank the School Council for their letter.*

224/11 Arising from Min 175/11 **New basketball court- Letter from Duncan Hames MP:**

The Council noted a letter from Duncan Hames who had recently visited Shaw and was very pleased to see the new sports facilities at the recently installed Basketball Court. He asked if the Council would consider fencing in the new court as residents had expressed concern about balls landing in their gardens. Cllr Bean advised that as far as she was aware, it was only the concern of one resident. The Clerk suggested that additional planting at the edge of the playing field would be a better solution. However in the past residents had also been concerned about being able to keep their view of the playing field, and would not want planting which restricted their outlook.

Resolved: *The Council take no action and review the matter in a year's time.*

225/11 Arising from Min. 175/11 **Basketball Launch- Film of Launch Event:** The Council watched a short film of the Basketball Court launch event on the Melksham TV website.

226/11 Arising from Min 176/11 **Closure of Golf Course, Bowerhill:** A second reply was received from Wiltshire Council. The Chairman emphasised that the letter still did not answer the complaint that had been made, namely that there had been no consultation before the closure of the golf course. He reported that he had asked the Melksham Area Board to ensure that no other sports or recreation facilities should be closed without consultation. The reply stated that the Golf Course had been advertised in leaflets but no one at the Council meeting had ever seen the leaflet locally. Cllr Nicol felt that many people would have stopped using the Golf course because of the rumours about its future. **Resolved:** *The Council write again to Wiltshire Council to seek assurance that in future no facilities would be closed prior to proper consultation.*

227/11 Arising from Min 178/11 **Town Council Boundary Review request:** The Council noted a letter from Melksham Town Council suggesting dates for a Joint meeting and a reply from Wiltshire Council to indicate that no action re boundary changes would take place before 2013. Cllr Baines proposed that the Parish Council respond to the Town Council that as Wiltshire Council have indicated that they will take no action until after new town wards are established in 2013, that it would be premature to arrange a meeting to discuss reviewing the boundaries at this stage. A delay would mean that there would be more certainty on any future housing developments that could alter the boundary. Cllr Petty suggested that the Council did continue to monitor the boundary in reference to the new housing development east of Melksham since changes to one field had meant ward adjustments which had resulted in a change of Wiltshire Councillor in that area three times already. The matter had now been called in. Cllr. Petty's concerns were noted.

The Council resolved to suspend Standing Orders to allow for a period of public participation.

228/11 **Public Participation (3):**
(i) *Wiltshire Council ward east of Melksham:* Wiltshire Councillor While confirmed that an all party Group was meeting to review the East of Melksham area in terms of which Wiltshire Councillor should represent it. Cllr While also emphasised that while there was no urgency in arranging a meeting to discuss the boundary review with the Town Council, it might be useful for a Joint Council Group to meet to establish their positions.
The Council re-convened.

229/11 Arising from Min 178/11 **Town Council Boundary Review request cont.**
Resolved: *The Council respond to the Town Council that it was premature for a working party to meet to discuss a boundary review as Wiltshire Council had confirmed that no action will be taken until 2013.*

230/11 Arising from Min 179/11 **Mains drainage for Sandridge:** Cllr Millard reported that he has been talking to residents and explaining that this is a one off opportunity to access mains drainage in the area. Many of the properties and their septic tanks were built before the widespread use of washing machines and dishwashers that produce domestic sludge; this had caused problems in low areas where the infrastructure was insufficient. Some residents had indicated that their interest was dependent on the costs involved. Cllr Millard also queried whether there were any public health concerns if

mains drainage was not implemented. The Clerk confirmed that most residents in Sandridge Lane had now replied. To date, only a few residents appeared interested in going on to a mains drainage system.

Resolved: *The Council formally ask Wessex Water to carry out a Need Assessment once all residents' replies had been received.*

231/11 Arising from Min 182/11 **NHS Staffing Numbers:** Cllr Clark explained that the letter received from NHS Great Western Hospital still did not give the information requested by the Parish Council. He had now drafted another reply which the Clerk had sent to NHS Wiltshire.

232/11 Arising from Min 187/11 **Bowerhill Sports Field matters:**

a) *Registration of Bowerhill Sports Field in perpetuity as a QEII Jubilee Fund:*

The Clerk reported that John Chapman of the QEII Jubilee Field Scheme had been in touch with Mark Honeybun directly in answer to queries on future ownership of the Field. It had been clarified that the field would only be designated as a QEII Jubilee Field, and ownership would remain with Wiltshire Council (and subsequently the Parish Council after the asset transfer).

b) *Grant funding for new Pavilion:* Cllr Glover had passed on details of a grant scheme from Sport England entitled "Places People Play – Protecting Playing Fields". Teresa Strange agreed to research grant funding for the Bowerhill Sports Field and report to the Council.

233/11 **Land behind Wellington Drive –application for Village Green status:**

(i) *Witness statements and affidavit* The Clerk reported that 25 completed Evidence Questionnaires had been received, from 21 different households. The next stage was for the Council to make a formal application to Wiltshire Council for the area to become a new Village Green. This involved completing a Form 44 and making an affidavit in front of a Justice of the Peace, practising Solicitor, or a Commissioner for oaths or notary public. The Council asked if the Clerk would be happy to make the Statement on the council's behalf. The Clerk affirmed she would be willing to make an affidavit, providing the application was checked and approved by the Council's solicitor, Michael Williams. This was agreed

Resolved: *1. The Clerk sign the legal Statutory Declaration in Support on behalf of the Parish Council. 2. Michael Williams be instructed to act on behalf of the Parish Council in respect of the New Green Application for land behind Wellington Drive.*

(ii) *Form 44 – Justification Statement:* The Clerk reported that part of Form 44 required the Council to complete a Justification Statement. She requested councillors' help to do this. It was agreed that the Clerk should draft a Statement for review by a small Working Party, if necessary, comprising the Chair, Vice-Chair, and Cllrs Glover and Baines.

234/11 **Finance:**

i) **External Audit report:** Teresa Strange reported that External Auditor's certificate and opinion for the annual return for the year ended 31st March 2011 had been received with no areas of concerns raised. The Council congratulated the staff on completing the audit process successfully.

- ii) **Receipts:** The Council noted that the following amounts had been received since the last meeting:

Briansfield Allotment Rents 2011/12 10 x £6.25 (1/2 rent 1 st year)	£	62.60
Berryfield Allotment Rent 2011/12	£	12.50

- iii) **Accounts for payment: Resolved:** *The following accounts be checked and approved for payment:*

3957	Wiltshire Council: Total invoice for BRAG PIGS project (Sign posts, kissing gate, materials for steps) £1,411.43 + VAT	£	1,693.72
3958	TOTAL Equipment Ltd: Crown Chambers 4 th Qtr rent for Crown Chambers 1/10/11-31/12/11	£	1,608.75
3959	I&B Ayliffe: Groundworks for new car park area at Briansfield Allotments £1,000 + VAT	£	1,200.00
3960	Mazars: External audit fees for y/e 31/3/11 £550 + VAT	£	660.00
3961	ED & W Bodman Ltd: Additional road planings for car Park area at Briansfield Allotments £435.96 + VAT	£	523.15
3962	Miss Amy Evans: Casual assistance to prepare draft Neighbourhood Plan	£	302.25
3963	P S Filkins: Beanacre 2 x cuts July, 2 x cuts Aug Additional cut Briansfield Allotment for opening	£	215.00
3964	Wiltshire Publications Ltd: Melksham News Quarterly Newsletter £140 + VAT	£	168.00
3965	Post Office Ltd: Postage stamps	£	150.00
3966	British Telecom: Internet for Crown Chambers 15/7/11-31/10/11 £122.63 + VAT	£	147.15
3967	JK Mobility Stairlifts Ltd: Annual service for Crown Chambers £80 + VAT	£	96.00
3968	The Consortium: Copier paper £76.95 + VAT	£	92.34
3969	Condor Office Solutions Ltd: Staples for photocopier £65.40 + VAT	£	78.48
3970	R M Software: 2 x USB memory sticks (£24) 1 hr support (£45) + VAT	£	82.80
3971	Leekes Ltd: Maintenance materials £43.08 + VAT	£	51.69

3972	Viking: Stationery £30.30 + VAT	£	36.36
3973	Countrywide Farmers plc: Maintenance materials £20.82 + VAT	£	24.99
3974	St Barnabas Church: Annual peppercorn rent for lease	£	10.00

Outstanding grants, approved at Full Council Meeting 25/7/11 Min. 185/11 ii)

3975	Melksham Town Council: Grant for Food Festival	£	100.00
3976	St Barnabas Church: Grant	£	200.00
3977	West Wilts Portage: Grant	£	50.00

Salaries:

3978	Mrs Mary Jarvis: September Salary + Additional hours	£	
3979	Mrs Teresa Strange: September Salary + Additional hours + Expenses (Cleaning materials £5.24 + VAT)	£	
3980	Mrs Margaret Mylchreest: September Salary + Expenses (Stationery £6.32 Toilet Rolls £4.17 Ribbon/balloons for Briansfield Allotment opening £5.04 + VAT)	£	
3981	Mr Terry Cole: w/e 30/7/11 – 20/8/11 + travel allowance + Expenses (Petrol for lawn mower £4.18 + VAT) + July Mileage £75.20 + August mileage £83.60	£	
3982	Mrs Gill Butler: 25/8/11 – 8/9/11 (12 hours)	£	
3983	Mrs Elaine Cranton: August office cleaning (6hrs) + Sick Pay (4 hrs) + ½ hr additional hour for July	£	
3984	Mr Barry Mylchreest: 16/8/11 – 6/9/11 (3½hr) + mileage £7.20	£	

Total Salaries: £

3985	Inland Revenue: Tax & NI for Employer/ee	£	
3986	Wiltshire Council – Wiltshire Pension Fund: Employer/ee Superannuation for M. Jarvis/T. Strange	£	

iv) Invoice for storage heater repair: Teresa Strange reported that an invoice for £100 + VAT had been received from *Service @ Total Equipment* for the repair to the heater in the Council offices, comprising of 2 hours' labour. On querying, a £85 call out charge had been mentioned which seemed very high considering the engineer is based at Crown Chambers and it was repaired on 20th July when reported as not working early in March. Teresa had also queried as to whether it should not be repaired under the Council's lease agreement.

Resolved: *The Council agreed that the invoice be queried and payment withheld until resolved.*

v) **PIGS Schemes at Bowerhill:**

a) *BRAG Picnic Area project:* Teresa Strange reported that the invoice had been received from Wiltshire Council for the original PIGS project for the signposts, kissing gate and steps for the BRAG picnic area project for a total amount of £1,411.43 + VAT. (See Chq 3957). £717.32 had been received in March 2011 from Wiltshire Council as their 50% contribution. An invoice had been issued by the Parish Council today to the BRAG Treasurer for their 25% contribution £352.86; with the Parish Council paying the other 25%.

b) *Footpath behind Locking Close:* The Chairman reported on progress on the next phase of the scheme which is to provide a footpath from Locking Close to the Bridleway on higher ground at Bowerhill Lane. This is to enable much easier access for the public in the winter months when the ground is very muddy; and for pushchairs and wheelchair access. Wiltshire Council have agreed to grant a 50% contribution to the scheme, with the Parish Council contributing 25% (up to a maximum of £500) and local company Gompels contributing the remainder. Quotations for the work supplied by local contractors were reviewed. Cllr Baines proposed that in view of the good work by Mr Ayliffe on the new carpark at Briansfield, and at Beanacre play area in the past, the Council instruct Mr Ayliffe to complete the work as soon as possible before the bad weather sets in. It was noted that the Grant had to be spent by Christmas otherwise the funds had to be returned to Wiltshire Council. As the new footpath would link to the Bridleway, Wiltshire Council would look to dedicate the new link as a Bridleway too.

Resolved: *The Council instruct Mr Ayliffe to complete the works to provide a new footpath, as per his quotation £1,500 + VAT*

235/11 **Minutes, First Emergency Planning Working Party, 31st August:** **Resolved:** *The Minutes of this Meeting be approved by the Council and signed by the Chairman as a correct record, with the following amendment:
Min 211/11 Delete Line 3 "It was noted that Cllr. Petty was the overall Co-ordinator for the Melksham area".*

236/11 Arising from 209/11 **Key Community Locations:** Cllr Baines suggested additional key community locations for the Woodrow area: Melksham Ballet School, Foresters Arms Public house (with large function room and car park), the Co-operative Store (with large car park). Cllr Petty suggested that car parks were a good idea as assembly points, and it would be worth revisiting the Key Community Locations to include any local car parks.

237/11 Arising from 212/11 **Emergency Plan:** The Clerk reported that she had started updating the current Emergency Plan. The Plan needed to be put into a new format, in line with Wiltshire Council's recommended Plan and then reviewed against the Beaminster Emergency Plan which had been approved as an excellent plan. To do all the necessary work would require the Clerk to work at home without distractions for a few days.

238/11 **Emergency Planning Recommendations: Resolved:** *The recommendations as detailed in Min. 212/11 be formally approved by the Council.*

239/11 **Council Website Contract:** Teresa Strange reported that at the last Council meeting on 25th July (see Min. 194/11), the Council had agreed to proceed with Parish Councils Websites Ltd (parishcouncils.net) and had asked Parishcouncils.net to take over the email accounts immediately and put up a holding page on the website so that a new website design could be formulated over the summer months. Several issues had arisen with the setting up of the email accounts and to date there was still no holding page leaving the Council without any website at present. In view of problems, the Parish Council had not yet entered into any type of agreement with Parishcouncils.net or made any payment to them. The Council then reviewed a report detailing several alternative website suppliers and it was agreed that more time was needed to look at other possibilities. It was noted that Vision Websites was offering an upgraded Version 4 package on the Council's original website with the company.

Resolved: *1. The Council contact Vision Websites Ltd, with a view to taking on their upgraded Version 4 website package for a 1 year contract and review this contract after 6 months. 2. The Council continue to research other alternative website suppliers, so that if necessary, the council could switch to another contract, after the one year contract with Vision websites expired.*

240/11 **Melksham Area Board:**

Closed Highway Issues (Min 197/11): The Council noted a reply from Area Board Chairman Jonathan Seed. Cllr Baines emphasised that there was a need for a mechanism to store valid highway requests until funding was available; it was unsatisfactory to close a Highway Issue, just because there was no money available. Cllr Brindle agreed that the issues should be kept on an ongoing list and scored alongside new issues with an agreed scoring system to establish priorities. The Board Chairman's reply also referred to the fact that the Clerk did not attend the CATG (Community Area Transport Group) meetings. The Clerk asked if the Council wished her to attend. It was agreed that this was unnecessary as two councillor representatives already attended on behalf of the Parish Council.

Resolved: *The Council reply to the Area Board that a) highway issues raised did need to be resolved or reviewed on a regular basis, rather than being closed and then having to be raised over and over again and b) Melksham Without was already represented by two members at the CATG and there was no need for the Clerk to attend.*

The Council resolved to suspend Standing Orders to allow for a period of public participation.

241/11 **Public Participation (4):**

i) Shadow Campus Operations Board (SCOB): Wiltshire Councillor Roy While explained that he was the Chair of the Shadow Campus Operations Board, known as SCOB. At the time of appointment of representatives Cabinet member Stuart Wheeler had made it clear that he was not happy to have two elected representatives on the Shadow Board and wanted to have just one. Cllr Mike Sankey's role was as a channel for the parishes and strong parish involvement was to be encouraged. The Chairman reiterated that it was unfair that Town Cllr Pam Wiltshire representing Melksham Town

had a vote but not Cllr Mike Sankey who represented the rural parishes. Cllr While agreed to take this matter up with Stuart Wheeler.

ii) New parking restrictions – impact on Halifax Road: The Chairman expressed concern to Cllr While that the new double yellow lines to be installed at Bowerhill (as part of the proposed Wiltshire Council Review of Parking Controls *see Min. 242/11 iii*) may lead to cars from the industrial area parking in the residential areas in Halifax Road that had previously been an issue. Cllr While felt that this would not be an issue as previous intervention had led to Superior Graphics employees using the car park at their other Bowerhill site.

The Council re-convened and Cllr Roy While left the meeting at 9pm.

242/11 **Shadow Campus Operations Board (SCOB) cont.**

Resolved: *The Council write to Wiltshire Cabinet Member Stuart Wheeler to request that Cllr Mike Sankey, as representative of the Melksham Area rural parishes, be given a vote on the Shadow Campus Operations Board.*

243/11 **Berryfield Allotments:**

a) Briansfield Allotment Opening on 6th September: The Chairman reported on the launch event held to officially open the new Briansfield Allotments. All the new tenants were very positive and enthusiastic. The Chair was photographed cutting the ribbon with land owner Mrs Susan Gray, by the Wiltshire Times and Melksham Independent News. Cllr Petty raised concern that tenants have to park in Berryfield Lane whilst they undo the gate to the car park.

b) Briansfield grass cutting contract: The Clerk reported that the Parish Caretaker had advised that it would be better for the allotment tracks on the new allotments to be cut by a contractor with a ride on mower, as he only had the use of the Council's hand mower. It was noted that Mr Filkins, who had the Beanacre grass cutting contract, had cut the tracks at short notice before the opening of the allotments, and had not been deterred by the heavy rain.

Resolved: *The Council obtain quotations for grasscutting contracts for the tracks at Briansfield allotments.*

c) Best Allotment Competition: The Chairman suggested that the Council have some sort of "Best Allotment" competition in line with the Town Council's allotment competition as part of their Melksham in Bloom competition. It was agreed to consider this at a future Council meeting.

d) Berryfield existing Allotments - Track access to Council-owned field: The Chairman reported that Wiltshire Councillor Roy While had received a letter of complaint from the resident living adjacent to the Allotments stating that it was illegal for the Council to use the Allotment track for access. This was incorrect as the Council had an absolute right of access over the track to the land owned at the bottom of the track. It was agreed that the Clerk would give Cllr While the background information as the access was not illegal.

- e) **Allotment Warden Report, 5th July:** The Council reviewed the report prepared by Barry Mylchreest. Cllr Brindle confirmed that the footpath at the side of Plot 10a was not a formal footpath but an informal route to formal footpath 6.

244/11 **Highways:**

- a) **Parish Steward Feedback June 2011:** The Council noted the work that had taken place in June.
- b) **Bath Lorry Ban - impact on A350 (Min. 197/11c)** The Council noted the article from the Western Daily Press (5/8/11) about Wiltshire Council's concerns that the HGV ban in Bath between the A4 and A36 would mean increased lorry traffic on the A350 through Chippenham, Melksham, Westbury and Warminster.
- c) **First Lane improvements, Whitley:** The Clerk reported that Mark Stansby had suggested that the Parish Council carry out consultation with residents before improvements were carried out. It was agreed that as improvements work was being done by Wiltshire Council contractors, Wiltshire Council should carry out consultation with residents rather than the Parish Council.

Resolved: *The Council reply to Mark Stansby that the Parish Council felt any consultation with residents should be done by Wiltshire Council rather than the Parish Council.*

- d) **Melksham Town Centre Improvements:** The Council noted a report on phase 4 of the Town Centre Improvements. All the work had now been done except for reinstating railings near the Church Street junction. The Town Council had insisted railings should be put back rather than installing bollards. Cllr Millard was concerned that despite all the work done to make the pavements wider, pedestrians still had a narrower area of footway to walk, due to traders' A-frame advertisements and parking over the pavements **Resolved:** *The issue of cars parking on new pavements to be raised with the Area Board, and copied to the Town Council.*

245/11 **General Correspondence for action:**

- i) **WALC Circular August and Training Calendar 2011:** **Resolved:** *Cllr Hubert to attend the New Councillor Training on 8th October at Wootton Bassett.*
- ii) **WALC Consultation re: The Wiltshire Compact 2011 and beyond:** The Chairman reported that any comments needed to be with the Clerk by the 23rd September. The Clerk advised that the document needed to include local councils in agreements between the public sector and voluntary and community sector organisations across Wiltshire. Some years ago a draft Charter with local councils had been produced but it had never been finalised and was generally not followed by Wiltshire Council
Resolved: *The Council reply that the Compact needed to include Local Councils in its remit, and to include any other comments put forward by Councillors.*
- iii) **Review of Parking Controls:** The Council noted a letter from the Principal Traffic Engineer for Wiltshire Council, Alister Storey outlining proposals to extend double yellow lines in the Bowerhill Industrial area at the junctions of Avro Way, Hercules Way and Pegasus Way with Lysander Road.
Resolved: *The council reply to say that there were no objections as long as the existing parking problems on the Industrial Estate which had led to workers*

parking on the residential estate were not exacerbated by the additional parking controls.

- iv) **Observational Television Documentary:** The Council noted the letter from Steven Parsons, James Grant Production Company requesting participants to take part in a documentary looking at how committees and councils work across the country. **Resolved:** *The Council propose that the production company contact the Chairman, and Bowerhill Residents Action Group (BRAG).*
- v) **DEFRA Consultation on Registration of New Village Greens:** Comments were invited by 23rd October. The Chairman explained that he was very unhappy about the proposed legal changes as it would mean small areas of land in estates would not be protected in future (such as the grassed area in front of The Pilot Public House in Bowerhill which had recently been registered as a Green). Defra was proposing to charge applicants £1,000 per registration which would make it too costly for many community groups and parish councils to apply. The Clerk requested any additional comments from councillors by the 17th October. **Resolved:** *The Chairman's concerns together with any additional comments received from councillors be submitted to Defra.*
- vi) **Melksham Town Guide:** The Clerk reported that Melksham Town Council was inviting the parish Council to be involved in the production of the new Town Guide. Costs to produce the guide were financed from advertising **Resolved:** *Cllr Steve Petty agreed to attend an initial meeting with the Town Council representatives about a joint Melksham Town Guide project.*
- vii) **Melksham Community Area Partnership:** Letter received from the Partnership to invite Council comments on a change of name. The two names proposed were a) Melksham and Villages Community Area Partnership and b) Melksham and Rural Community Area Partnership. **Resolved:** *The Council reply to support Option b*
- viii) **Wiltshire Council Training Course:** The Clerk expressed interest in attending a Course entitled "Getting your message across" on 15th September at Chippenham. This was agreed. **Resolved:** *The Clerk to attend at a cost of £40.*

246/11 **General Correspondence for information:** The Council noted receipt of the following papers:

- i) Wilts and Berks Canal AGM 15th October at Lansdown Hall, Calne 2pm
- ii) Wiltshire Council new Waste and Recycling Collection pack
- iii) Wiltshire Council Redemption Scheme – It was noted that this was not applicable to the Parish Council
- iv) PAWS Participatory Art Workshops and Poetry Evenings.
- v) Letter from Duncan Hames, MP re local bus services
- vi) Wiltshire Council Parish Newsletter August & September 2011

Meeting closed at 10.00 p.m.

Chairman, 17th October 2011