

MINUTES of a Meeting of Melksham Without Parish Council held on Monday 25th July 2011 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllr. Alan Baines (Chairman of the Meeting); Cllrs. Elizabethe Bean; Rolf Brindle; Gregory Coombes; Paul Clark, Pat Nicol; Don Millard; Cllr. Richard Wood (from 7.15pm) and Cllr Mike Sankey.

162/11 **Welcome and Apologies:** As neither the Chairman or Vice-Chairman were present, Cllr Alan Baines was nominated to chair the meeting. Apologies were received from the Chairman Mike Mills, Cllrs. Maurice Hubert, Steve Petty and John Glover.

163/11 **Declarations of Interest:** Cllr Bean declared an interest in the item relating to 3 The Beeches, as a neighbour. The Assistant Financial Officer, Teresa Strange declared an interest in the Melksham in Bloom grant as a competition entrant. The Clerk and Teresa Strange declared an interest in matters relating to the Staffing Committee.

164/11 **Minutes, Planning Committee, 4th July: Resolved:** *The Minutes of this Planning Committee Meeting be formally approved by the Council and signed by the Chairman as a correct record.*

165/11 Arising from Min. 138/11 **MW10/01964 Outline application for 307 dwellings on land north east of Snowberry Lane and south of Sandridge Road, Melksham:** The Clerk reported that the application had been withdrawn at the last Western Area Planning Committee, but there were plans to re-submit it with a reduced number of dwellings. It was noted that the site had outline planning permission. Planning Officer Mike Kilmister had emphasised that Wiltshire Council were giving an upper limit for the number of dwellings, but would only agree to that limit if all was in order and the site could take the numbers. The Clerk confirmed that a letter from the Parish Council had endorsed an upper limit of 179 dwellings on the site, as long as there was no loss of open space, amenity or quality. The new application would mean a new Section 106 agreement. Mike Kilmister had advised that the Parish Council to make contact with Rob Hannis to ensure Melksham Without benefited from the new agreement. There were plans for the majority of funding to go towards the Town Centre road improvements and a pedestrian and cycle crossing at the "Countrywide" roundabout.

Cllr Richard Wood joined the meeting at 7.15 p.m.

Cllr Brindle suggested that the money could be used to fund an extension to the Clackers Brook route for pedestrians and cyclists providing a useful link to the Manor School and Forest & Sandridge School.

Resolved: *The Parish Council write to Rob Hannis at Wiltshire Council to inform that the Parish Council was aware of the increased density on this site and the new Section 106 Agreement being formulated and was expecting to see some Section 106 gain for the parish of Melksham Without*

166 /11 Arising from Mins. 139/11 & 140/11 **Wiltshire Core Strategy Consultation and Sustainability:** Cllr Baines expressed concerns that the documents contained lots of comforting words but no definite conditions, it lacked detail and commitment.

Topics were not related to each other giving a disjointed picture, with no overall strategy. Of particular concern to Melksham Without was that only Whitley was identified as a village; there was no mention of Bowerhill, Beanacre or Berryfield for example. Cllr Brindle explained that The Spa had previously been considered a separate community as well. It was noted that no action had yet been taken on making The Spa, a Conservation Area as requested by the Council.

The Clerk reported that not all of the documentation had yet been reviewed. Cllr Millard had agreed to review “Rural Issues” Topic Paper 4 with the Clerk, and Cllr Glover had been sent the “Military Issues” Topic Paper 15.

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

167/11

Public Participation:

- i) **MW10/ 01964 East of Melksham planning application:** Cllr Roy While explained that he was on leave when this application had been on the Planning Committee agenda. However, he agreed with the comments that the Parish Council should press for a fair deal, and that the Parish should obtain improvements under a new Section 106 agreement.
- ii) **Car park charges:** Cllr While confirmed that Wiltshire Council were putting £50,000 into a scheme for shop owners/retailers to refund parking charges. It was to be aimed at all Towns in Wiltshire, supermarkets were excluded from the Scheme. Cllr Coombes felt that the spend of £30 before a refund was made was unworkable however; Cllr While had not had that figure confirmed in writing. Cllr Brindle was against subsidising car parking for short use in towns as he felt residents should walk or cycle and not cause pollution. Cllr While was not against the modest charges which Wiltshire Council were making but agreed with Cllr Brindle and confirmed that car parking charges funded the bus service. Cllr While felt that if residents could afford to run a car, they could afford the 40p car park charge. The number of cars in car parks had decreased and bus use had gone up significantly. Cllr Baines felt that as a rural parish, the Council should support the use of buses as much as possible. Cllr Clark asked if Wiltshire Council could control the subsidies provided to bus operators to reduce the situation of two buses both running on the hour, however, Cllr Baines explained that the law needs to change to be able to affect the commercially run services in the day and that the subsidised buses would be a tendered contract for evening and Sunday services only.
- iii) **Overgrown vegetation and litter:** Cllr Clark reported that he walks to Town from Beanacre three times per week but the route is becoming difficult due to being overgrown and littered. Cllr Clark agreed to send photos and location details to the Clerk to forward to Wiltshire Council to request to be cleared.
- iv) **Bus fares for faith schools:** Cllr While explained that the decision on this hot issue had been deferred until September and he would provide a copy of the resolution to the Parish Council.
- v) **Shadow Campus Operations Board:** Cllr While confirmed that a number of people had been appointed to the Board, and there had been one position left. Melksham Town Councillor Pamela Wiltshire and Melksham Without Parish Councillor Mike Sankey had both applied for the position. The position had been offered to Pamela Wiltshire with Mike Sankey to provide cover in her

absence. Mike Sankey would be invited to every meeting but would be a non voting member. The Councillors expressed their disappointment as Cllr Sankey had offered to be a conduit to other Parish Councils in the Melksham Community Area. Cllr Bean asked if Cllr Sankey would be able to vote in Cllr Wiltshire's absence but Cllr While was unable to confirm yet. It was noted that the role of the Shadow Operations Board was to look at the plans of what was sited at the Campus. Concern was expressed that there was no representative for the 10 rural parishes on the Shadow Operations Board. Councillors expressed concerns that the rural parishes were not represented, Cllr While felt this would be addressed by the Community Area Partnership whose steering groups have a number of parish representatives.

The Council re-convened.

168/11 **Planning Applications:** The Council considered the following planning applications:

a) **W/11/01795/CLE Whaddon Grove House, Berryfield Lane**
Retrospective application for the erection of a timber cabin self contained dwelling.

Resolved: The Council were unable to comment on this application as it had no background knowledge of this property.

b) **MW11/01925 G Plan Upholstery Ltd., 1 Hampton Park West** Proposed removal of grass mounds and installation of concrete hardstanding.

Comments: The Council STRONGLY OBJECTS to the removal of the mounds, as they are part of the original landscaping. This creates a pleasant environment for the employees. The Council also strongly objects to the removal of any trees.

The Council had no objections to the following applications:-

MW11/01927 Miss Ann Haber, 21 Mobile Home Park, Semington Rd.
Proposed rear conservatory

MW11/02002 Mr & Mrs Wingfield, 11 Ashley Close, Whitley, SN12 8RF Proposed erection of photovoltaic cells over flat roof.

169/11 **Planning Correspondence:**

a) **Local Centre Land, Bowerhill – layout options from Persimmon Homes:** The Council felt the proposed new layout scheme was a great improvement on previous proposals; the open space with houses set back with trees reflected what some residents had requested. Councillors emphasised that local residents did not wish to see any 3 storey housing. It was agreed that this comment should be submitted.

Resolved: The Council forward the proposals to the Bowerhill Residents Action Group and reserve making formal comments until comments from the Action Group had been received.

b) **Melksham News article re: Wiltshire Council vote to overturn planning safeguards:** There was concern that this decision could lead to some planning officers changing conditions on planning applications without

adequate consultation. It was agreed this power needed to be carefully monitored.

The Council write to Wiltshire Council requesting that local councils were kept informed of any changes to planning conditions made under this power, and that they be informed why the decision was made.

- c) **Western Area Planning Committee: Resolved:** *It was noted that the next Committee was cancelled due to lack of business.*

Cllr Mike Sankey joined the meeting.

- 170/11 **Minutes, Council Meeting 20th June: Resolved:** *The Minutes of this Meeting be approved by the Council and signed by the Chairman as a correct record.*
- 171/11 Arising from Min. 81/11 **Cost of Enquiries:** Cllr Coombes advised that Wiltshire Cllr While had investigated the cost of the enquiry into Wiltshire Councillor Griffith and passed the information to the Clerk. In this particular case, so little time had been spent on the enquiry that the time had not been recorded; therefore there had been little expenditure. Cllr Coombes expressed this thanks to Cllr While for undertaking the task.
- 172/11 Arising from Min. 87/11 **Major Developments** – clarification of proposal wording: The Clerk reported that there currently was no definition of a “major development”, that would be for the Minister to decide as part of the Proposal.
- 173/11 Arising from Min. 89/11 **New footpath signs, Bowerhill – ownership:** Teresa Strange reported that Wiltshire Council had confirmed that the signs were owned by the Parish Council. It was noted that the signs were already covered by the existing insurance policy as added when the policy was renewed on the 1st June 2011.
- 174/11 Arising from Min. 100/11 **Additional teenage equipment, Hornchurch Road:** The Clerk reported that letters had been written to Melksham Oak Community School Council, the Melksham News and the Bowerhill Villager to request comments from residents, particularly teenagers, on the equipment they would like to have at Hornchurch Road. Comments had been requested by 30th September 2011.
- 175/11 Arising from Min 102/11 a) **New basketball court** Cllr Baines reported that he had visited the Beeches on Sunday and was delighted to see 4/5 young men playing football on the new court. They had described the new facility as “great”. The finish was very good and the goals set back off the main court make full use of the court surface. Teresa Strange reported that the project was completed at £180.70 under budget and the new combination goals and court surface were all insured. The original basketball hoop was also now insured as the policy provided new for old cover and the hoop was more mobile as no longer cemented into the ground.
- b) **Basketball Launch Event** Cllr Bean discussed arrangements for the Launch Event on Saturday 30th July at 10.30am to which all Councillors and staff were invited. There would also be representation from the funders, the Shaw Hall Committee, local residents and the local media. Once the Chairman had cut the tape

and declared the court open, youngsters from Melksham United football team and ladies from St Barnabas netball club would play on the new court. A plaque in the Hall would also be unveiled.

- 176/11 Arising from Min 107/11 **Closure of Golf Course, Bowerhill – Wiltshire Council reply:** The Wiltshire Council reply emphasised that the decrease in numbers using the facility had been the reason for the closure. Councillors felt that the lack of maintenance and publicity as well as rumours of closure all contributed to the lower usage numbers. The letter did not address the complaint by the Parish Council that there was no consultation, as if given the information first the Parish Council may have agreed with the decision, or encouraged higher use.

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

177/11 **Public Participation (2)**

- a) **Closure of Golf Course:** Cllr Roy While explained that he had taken this up with Wiltshire Council and there should have been consultation with the local community. However, all cost centres needed to make their savings targets and he felt that Melksham had got away lightly. He questioned why a local authority was running a golf course and that when looking at the investment to be made in the new Campus that not everything can be included; it shouldn't be providing services that could be accessed privately. Cllr Baines reiterated that it was the lack of consultation that was the issue, that the Parish Council were unable to let the public know of the proposed closure. Cllr While explained that this was the same for all facilities across Wiltshire. It was noted that the reply received from Wiltshire Council indicated that this recreational land would be replaced elsewhere. Cllr Baines asked what replacement land in the Melksham area would be given as re-provision for the golf course closure. Cllr While explained that there were no decisions yet but there were lots of changes to follow with the change of site for the Campus.

The Council re-convened.

- 178/11 Arising from Min. 111/11 **Town Council request for Boundary review:** The Clerk reported that Melksham Town Council had requested a joint working party to discuss the revision of the boundary with the suggestion of 3 representatives from each Council. It was noted that the results of any Boundary Commission Review would not be implemented until 2017. In the past the Commission had only been willing to take into account actual development and not take any planned, anticipated development.

Resolved: *The Council take part in the working party but only to explore the boundary revision necessary as a result of the recent East of Melksham development. The Parish Council representatives to be Chair, Vice Chair and Cllrs Baines and Brindle.*

- 179/11 Arising from Min. 112/11 **Mains drainage for Sandridge:** The Clerk reported that she had talked to the Wessex Water engineer, Peter Weston, who had explained that the next step was for the Parish Council to formally apply for a feasibility study to

establish the costs involved to see if residents then wished to proceed. It was noted that the feasibility study would be free of charge.

Resolved: *The Parish Council request a feasibility study into the possibility of mains drainage at Sandridge.*

180/11 Arising from Mins. 114/11 & 115/11 **New Allotments – car parking and laying out of plots:** The Clerk reported that the car park area had been dug out and lorry loads of planings had been delivered, but they were not the full amount. 150 tonnes had been permitted, but only 120 tonnes delivered, it was unclear if they had run out or been used elsewhere. This meant that there were not enough planings to cover the car park area. The Clerk reported that if the Caretaker is to cut the grass on the tracks then his hours may have to be increased to accommodate the additional labour.

Resolved: *The Council purchase up to 50 tonnes more planings at a maximum additional cost of £500.*

181/11 Arising from Min. 118/11 **Wiltshire Strategy re children and young people:** Cllr Bean requested that the Council's reply drew attention to the statistics quoted in the "Fit for Community" document that the Melksham Community Area has a younger population than average in Wiltshire, this was for both the 0-9 and 10-19 age groups. Cllr Baines expressed the Council's thanks to Clls Bean and Nicol for all their hard work.

Resolved: *The Council submit the comments for the Wiltshire Strategy, including the comment above.*

182/11 Arising from Min. 120/11 **a) Joint Health Forum:** Cllr Baines thanked Cllr Clark for his report on the Joint Health Forum.

b) NHS Staffing Numbers: Cllr Clark reported that at the end of 2010 when NHS Wiltshire were going to transfer to one provider, he suggested that the details of staff numbers in Wiltshire were obtained; by group and by locality; to ascertain any changes at a later date. The request for that information had not been answered, the letter received detailed that the service was being transferred to Great Western Hospital but sidestepped the issue of current staffing numbers. It was felt that this was important as when Melksham Hospital shut it was unknown how many staff were affected, and their job roles.

Resolved: *Cllr Clark draft a letter for the Council to send to the Great Western Hospital requesting current staffing numbers and job roles, under the Freedom of Information Act.*

c) Health & Social Care Bill: Cllr Clark explained that the Bill was no further forward than at the beginning of the year, with 186 variations to be considered over two days in September. The British Medical Association were planning a public campaign to stop the whole Bill. The three Melksham practices that attend the Joint Health Forum are for the Bill, but nationally 60% are against and a reported £236 Million has already been spent on management changes.

Cllr Clark reported that there were plans to merge two GP practices in Trowbridge in a new building, which will exclude a Minor Injuries unit this was especially concerning as Trowbridge is quoted as an "axis/centre for care". The X-ray service in Melksham is currently suspended due to a staffing problem, and the X-ray in

Trowbridge is unserviceable therefore the only service available is by an appointment at Devizes or the walk in service at the RUH, Bath.

d) Appeal for Leekes Pharmacy: Cllr Baines noted that the Parish Council supported the planning appeal for a pharmacy at Leekes, a decision was still pending.

183/11 Arising from Min. 121 **Emergency Plan:** The Clerk reported that Wiltshire Council expected an Emergency Plan to be prepared, and that the Parish Council one was out of date. It was appreciated that the Parish Council would have the local knowledge needed to prepare and update an Emergency Plan and that the work did not need to be started from scratch as there was already a flood plan, planned neighbourhood plan and the work Cllr Glover had already completed previously. It was noted that there was an Emergency Planning Officer at Wiltshire Council, but he had only just started.

Resolved: *A working party be formed to update the Emergency Plan, comprising of the Chair, Vice Chair and Cllrs Nicol, Clark and Bean.*

184/11 Arising from Min. 123/11 **Localism Bill:** Teresa Strange reported on the Summer Symposium recently attended. The theme for the two days was the Localism Bill and Big Society and it was felt that more questions were raised than answered. Clerks attending felt that active Parish Councils were part of the Big Society already, but were concerned for residents in unparished areas, and those in less well heeled areas. There were also a lot of unanswered questions about Neighbourhood plans and concerns that businesses such as Tesco could provide the funding for a Neighbourhood plan. Future issues due to Climate Change were also examined. Cllr Baines concluded that it was important that the Parish Council had their own Neighbourhood Plan in place so that others could not impose their plans on the Parish.

185/11 **Finance:**

i) **Internal Audit Report:** The Internal Audit report was noted and attention was drawn to the comments by Diana Lindsey that the Council's internal controls were very satisfactory. The Council expressed their thanks to the Clerk and Teresa Strange for their hard work.

ii) **Outstanding grant matters:** The Councillors reviewed the supplementary information requested to accompany outstanding grant applications.

a) **Melksham Town Council for the Food Festival:** It was noted that the accounts show Recipe Book income at £73.20 and expenditure at £1,170.

Resolved: *The Council award Melksham Town Council for the Food Festival the reserved grant of £100.*

Wiltshire Cllr Roy While left the meeting at 8.40pm

b) **Melksham Town Council for Melksham in Bloom:** The grant application was for the Melksham in Bloom competition however the accounts received also included figures for Town planting. There was also concern that the Parish grant awarded for Melksham in Bloom in

2010/11 was not shown in the accounts for that financial year. It was agreed that the Council had insufficient information to enable them to release the grant reserved.

Resolved: *The Council request the actual Income & Expenditure for the Melksham in Bloom competition, in line with the grant application.*

c) St Barnabas Church, Beanacre: Additional information had been supplied confirming that the grant application was for the upkeep of the church hall. The Council agreed that the church hall was used as a community facility for the village.

Resolved: *The Council award St Barnabas Church the reserved grant of £200.*

d) West Wilts Portage: Additional information received confirmed that the children currently receiving the service lived in the Parish.

Resolved: *The Council award West Wilts Portage the reserved grant of £50.*

iii) Improvements to Whitley Footways: Cllr Baines reported on the revised quotation received from Mark Stansby, Senior Traffic Management Engineer, Wiltshire Council. The quotation was revised as when the proposed footways were surveyed there were discrepancies between the map and what was actually on the ground.

Location One: Cost £7,498

It was noted that the CATG (Community Area Transport Group) had agreed to proceed with this improvement as, following the £1,000 contribution made by the Parish Council, the Area Board had agreed to fund the rest of the cost (£6,498).

Location Two: Cost £8,196

This cost was £720 less than originally quoted, due to the revised plan.

Location Three: Cost £3,172

A large amount of the footway present was not shown on the plan; therefore the quote is now £2,415 less than originally quoted.

Location Four: Cost £4,575

The resurfacing of some of the footways had already been done so that cost has been removed; the revised quote is considerably reduced due to the reduced scope of works.

Location Five: Cost £2,370

There is no change to this design as width restrictions; therefore the quote is as before.

The CATG have allocated all funding for this year (including Location One above) and £20,000 + for a pedestrian crossing in the Town. However, the Town crossing will only go ahead if Melksham Town Council make a contribution. If a contribution is not made then the CATG cannot carry forward the funding to the next financial year. Cllr Baines requested that the

Parish Council be in a position to offer a contribution to complete Location Two and Three of the Whitley Footways if the Town crossing does not proceed. The cost of the two locations was £11,368. Teresa Strange confirmed that the Highway & Lighting Reserve held £1,500 in unallocated funds. The next CATG will be held in mid October. Cllr Millard asked if funding could be found elsewhere as the completion of the footways was a health and safety issue. Cllr Baines explained that there were no other funds as Wiltshire Council had deemed that the footways were a Highway Improvement Scheme with the schemes decided on by the Area Board, through its sub group the CATG who use a scoring system to prioritise schemes.

Resolved: *The Parish Council offer a contribution of £1,368 to the CATG to finish the footways in Top Lane, Whitley (Location 2 & 3) if the pedestrian crossing in the town did not proceed.*

iv) Local Works request for Early Day Motion 1940 for Banker’s Bonus

Tax: The Early Day Motion requests the introduction of a Banker’s bonus tax to fund apprenticeships, jobs and new homes. **Resolved:** *The Council write to their local MP Duncan Hames to request that he signs the Early Day Motion 1940.*

v) Parish Precept statistics – extract from “The Clerk” magazine July

2011: Teresa Strange reported that statistics released by the Department of Communities and Local Government showed that Parish Council Precepts in England increased by an average 2.1% in 2011/12. The average Band D equivalent charge was £45.88. It was noted that the Parish Council’s precept increase was 1.2% and the Band D equivalent charge was £37.51. However, the increase would have been 3% had the number of electors in the parish not have increased.

vi) Cheques not being withdrawn: Teresa Strange reported that the Payments Council, which represents banks and payments groups, have announced that controversial plans to scrap cheque books on 31th October 2018 have been dropped. It followed public outcry and the intervention of MPs and Ministers.

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

500326	Allotment Rents 2011/12	£	12.50
500327	Allotment Rents 2011/12	£	25.00
BACS	VAT Refund for 2010/11	£	2,662.99

viii) Accounts for payment: It was noted that as the Council do not meet in August, salary cheques for August had also been raised for approval with a payment date of on 22nd August 2011. **Resolved:** *The following accounts be checked and approved for payment:*

3923	Parkdale Play & Leisure Ltd: 2 x combination goal ends for Shaw Basketball Court extension project £6,910 + £358 carriage + VAT	£	8,721.60
3924	TOTAL Equipment Ltd: Electricity (1/3 contribution) for Crown Chambers 22/1/11 – 15/6/11 £498.02 + VAT	£	597.62
3925	SLCC Enterprises Ltd: Summer Symposium for T. Strange £210 + VAT	£	252.00
3926	Diana Lindsey: Internal audit June 2011	£	190.00
3927	Condor Office Solutions Ltd: Photocopying 21/4/11 - 13/7/11 £135.72 + VAT	£	162.86
3928	Post Office Ltd: Stamps	£	150.00
3929	Wessex Water: Water supply for Berryfield Allotments 18/12/10 – 15/6/11	£	142.65
3930	British Telecom: Telephone for Crown Chambers Line rental 1/7/11-30/9/11 Calls 11/4/11-7/7/11 £82.37 + VAT	£	98.84
3931	P S Filkins: Grasscutting Beanacre 2 x cuts June	£	90.00
3932	TOTAL Consulting Ltd: PAT testing at Crown Chambers & Caretaker's Equipment £60 + VAT	£	72.00
3933	Consortium: Ink cartridges and stationery £50.78 + VAT	£	60.94
3934	Broker Network Ltd: Additional insurance premium for New basketball court surface and 2no. combination goals	£	59.17
3935	WALC: Standing orders book	£	25.00
3936	Countrywide Farmers plc: maintenance materials £16.97 + VAT	£	17.97
3937	Buildbase: maintenance materials £12.92 + VAT	£	15.50
July Salaries:			
3938	Mrs Mary Jarvis: July salary + additional hours	£	
3939	Mrs Teresa Strange: July salary + Expenses: cleaning Materials £2.55; Summer Symposium Parking £15 Hotel £35.33 + VAT + mileage £40	£	
3940	Mrs Margaret Mylchreest: July salary + Expenses: Stationery £3.24 + VAT	£	

3941	Mr Terry Cole: 64 hrs w/w 4/6/11 – 25/6/11 + travel allow + mileage £54.40	£	
3942	Mrs Gill Butler: 15 hours 23/6/11-14/7/11	£	
3943	Mrs Elaine Cranton: June office cleaning	£	
3944	Mr Barry Mylchreest: Allotment warden 14/4/11-5/7/11 + mileage £7.20	£	
	Total Salaries:	£	
3945	Inland Revenue: Tax & NI for Employer/ee	£	
3946	Wiltshire Council – Wiltshire Pension Fund: Employer/ee Superannuation for M. Jarvis/T. Strange	£	
	August Salaries:		
3947	Mrs Mary Jarvis: basic hours only for August salary	£	
3948	Mrs Margaret Mylchreest: basic hours only for August Salary	£	
3949	Mrs Teresa Strange: basic hours only for August salary	£	
3950	Mr Terry Cole: basic hours only for August salary + travel Expenses	£	
3951	Mrs Gill Butler: basic hours only for August salary	£	
3952	Mrs Elaine Cranton: July office cleaning	£	
	Total Salaries:	£	
3953	Inland Revenue: Tax & NI for Employer/ee	£	
3954	Wiltshire Council – Wiltshire Pension Fund: Employer/ee Superannuation for M. Jarvis/T. Strange	£	
3955	C J Morgan: Groundworks for extension to Basketball Court at Shaw £12,985 + VAT	£	15,582.00
3956	Melksham Community Area Partnership: Q4 funding outstanding from 2010/11	£	500.00

186/11 **Minutes, Sports Field Working Party, 30th June: Resolved:** *The Minutes of this Meeting be approved by the Council and signed by the Chairman as a correct record with the following amendment requested by Mark Honeybun:*

Min 130/11 Line 9... (excluding the Pavilion itself INSERT “and access rights to the Pavilion)”

- 187/11 Arising from Min. 130/11 **Registration of the Field in perpetuity as a QEII Jubilee Field:** The Clerk reported that the Council’s Solicitor was considering how best to protect the land in the future. The Jubilee Challenge Board had requested that the Council submit a nomination for the QEII Jubilee Fields in Trust and request Wiltshire Council to write giving permission for the field to be registered under the scheme.
Resolved: *The Parish Council submit a nomination for Bowerhill Sports Field to be registered as a Queen Elizabeth II Jubilee Field.*
- 188/11 **Sports Field Working Party Recommendations:** **Resolved:** *The recommendations as detailed in Min. 127/11 – 131/1, with the amendment, be formally approved by the Council.*
- 189/11 **Minutes, Joint Sports Forum, 18th July:** **Resolved:** *The Minutes of this Meeting be approved by the Council and signed by the Chairman as a correct record.*
- 190/11 Arising from Min. 146/11 **Meeting with Wiltshire Council re: new Pavilion:** The Clerk reported that Mark Hunnybun did not wish to consider plans for the new replacement Pavilion until the Heads of Terms for the land deal had been agreed. Mark Hunnybun was happy for the Parish Council to use teleconferencing facilities to hold a meeting, with their Solicitor’s input, in early September.
- 191/11 **Joint Sports Forum Recommendations:** **Resolved:** *The recommendations as detailed in Min. 145/11-148/11 be formally approved by the Council.*
- 192/11 **Security of double gates, Westinghouse Way:** The Council noted an email from Security 2000 confirming that they now have a set of keys clearly marked for the double gates at Westinghouse Way. This is to ensure a speedy response when the gates need to be opened for emergency services to access the field.
- 193/11 **Minutes, Staffing Committee 18th July:** **Resolved:** *The Minutes of this Meeting be approved by the Council and signed by the Chairman as a correct record.*
- 19411 Arising from Min. 159/11 **Council Website Review:** The Council reviewed a report prepared by Teresa Strange. This followed the research by the Clerk into websites prepared by a variety of companies whose budget prices had been sought in November 2010. It was noted that to renew with Vision Websites for another year with their v2 website would be £327.65 plus VAT. To upgrade to their v4 website would cost £300 for the upgrade and then an increased annual cost of £357.65 giving a cost of £657.25 plus VAT in the first year. The report concluded with the following recommendation:
- i) Terminate agreement with Vision Websites as at 1st August 2011 (would need to request “extract” of current website on a disc).
 - ii) Commence immediate agreement with Parish Councils Websites Ltd to set up an immediate “holding page” with the domain name:

melkshamwithout.co.uk and email addresses as present
name.surname@melkshamwithout.co.uk. Invoice to be paid when
Council happy to “go live”.

- iii) Over the summer period update the content with updated text, new images, new features
- iv) Go live in the Autumn with a new parishcouncil.net website based on a template design.
- v) Proceed with the Silver package at £250 set up + £200 annual cost = £450 this year, and £200 thereafter (+ VAT).

Resolved: *The Council proceed with the Recommendation outlined above.*

195/11 **Staffing Committee Recommendations:** **Resolved:** *The recommendations as detailed in Min. 155/11, 157/11 and 158/11, excluding 159/11, be formally approved by the Council.*

196/11 **Area Board Matters**

a) **Area Board Meeting, 14th July:** The Council noted the Chairman’s report.

b) **Campus Shadow Operations Board:** The Council were disappointed that of the two proposed representatives put forward for the Campus Shadow Operations Board; Melksham Town Councillor Pam Wiltshire, and Melksham Without Parish Councillor Mike Sankey; it was Councillor Pam Wiltshire that had been selected. Councillors felt that there was no representation of the rural parishes. *See also Min. 167/11 v).*

c) **Campus Costs – Wiltshire Council reply:** The Council noted Wiltshire Council’s replies and that they were not sending details of the costings for the Campus costs as the Campus was now being sited at a different location, at Melksham House.

d) **Wiltshire Council Area Board Survey:** The Council noted that this survey was available for completion online.

e) **Community Area Network newsletter:** The Clerk drew attention to the change of contact details for Abbi Guitierrez.

197/11 **Highway Matters**

a) **Area Board Closed Highway Issues:** Councillors expressed their concern that Area Board issues were being closed without the issue being addressed. For example, the pedestrian crossing requested for the A365 which had only just been submitted had been closed just because there was no funding was available. Councillors felt that the issue should be kept live to enable it to be considered when funding became available and not closed and then be re-issued at a later date. The footway at Shaw School was another issue closed even though it was still a valid request.

Resolved: *The Council express these concerns in a letter to the Area Board.*

b) A3102 Dangerous Bromham junction (Min 44/11): The Council noted that since the Area Board closed this issue, with no resolution, there had been an accident in the early hours of Sunday 10th July. The accident had not been reported to the police as no one had been injured, and so there was no mechanism to record accidents at the location. It was noted that there had been substantial property damage with the bank partly demolished and three pillars, a gate and hedge all being hit by the car which had veered off the road from the opposite side.

c) Proposed re-routing of HGV traffic from A36 Bath (London Road): The Council noted that Cllr Hubert was concerned that the HGV traffic would be re-routed onto the A350 which will increase the pressure on that route through the parish.

198/11

General Correspondence for action:

i) Neighbourhood Police: The council noted a farewell note from Mel Rolph who was moving to a new role at Devizes Police HQ.

Resolved: The Council write a letter of thanks to Mel Rolph for all her hard work and efforts whilst in the Parish.

ii) Best Kept Village Competition results: The Council noted the following reports and results:

Beanacre came 2nd place in the Small Villages, West Wiltshire category
Shaw came 5th place in the Medium Villages, West Wiltshire category
Whitley came 6th place in the Medium Villages, West Wiltshire category
Berryfield came 7th place in the Medium Villages, West Wiltshire category
Bowerhill came 5th place in the Large Villages, West Wiltshire category

iii) Shaw & Beanacre Play Area inspection reports:

Resolved: The Parish Caretaker to carry out the work as indicated on the inspection reports.

iv) Request for Council representative for Whitley Reading Rooms: Cllr Coombes explained that in all the years that he had been the representative for the Reading Rooms, that he had never been invited to a meeting.

Resolved: The Council decline the invitation to have a representative for Whitley Reading Rooms.

v) WALC July Newsletter – Compact consultation: This item was deferred until the next Full Council Meeting. It was noted that the consultation period ran for four months, up to November.

vi) Letter from Alister Storey, Traffic Engineer re Review of Parking controls: This item was deferred until the next Full Council Meeting.

vii) Invitation to Community First AGM 14th September: *Resolved:* Cllr Bean to attend on behalf of the Council.

199/11

General Correspondence for information: The Council noted receipt of the following papers:

i) PAT Testing certificate for Office and Caretaker's Equipment

- ii) Newsletters for LCR and RSN
- iii) Email from Terry Chivers re Fair Fares Now

200/11 **Subsidence, 3 The Beeches:** *The Council resolved to hold this item in Committee due to the legal nature of the item.*

The Council noted that the residents had resurrected their insurance claim against the Council, this time with a new insurer, Eversheds. However, no evidence had been forwarded at this time. It was agreed not to give this matter any further consideration until the claimant had produced evidence that the necessary planning permissions to alter the garage were in place. **Resolved:** *The Council reply that they are not prepared to make any further investigations at present and that the claimant needs to produce evidence that the necessary planning permissions were in place.*

Meeting closed at 10.10 p.m.

Chairman, 12th September 2011