

**MINUTES of a Meeting of Melksham Without Parish Council held on
Monday 20th June 2011 at Crown Chambers, Melksham at 7.00 p.m.**

Present: Cllr. Mike Mills (Chair); Cllrs. Alan Baines; Elizabeth Bean; Rolf Brindle; Gregory Coombes; Paul Clark, Pat Nicol; Mike Sankey and Richard Wood (arrived at 7.25pm),

Apologies: Cllrs. Maurice Hubert, John Glover, Don Millard; and Steve Petty.

- 80/11 **Declarations of Interest:** The Chairman, Cllr Mike Mills declared an interest in Bowerhill Village Hall trust as a Trustee, in the Bowerhill Residents Action Group (BRAG) as the Chair, in Bowerhill Youth Group as a helper, in Melksham Gardeners' Society as a member, in Melksham Town FC as his grandsons play for Melksham United and in the Chair's Allowance. Cllr Richard Wood declared an interest in the Berryfield and Semington Road Action Group as a member, and in the Rachel Fowler Centre as the Parish Council representative. Cllr Alan Baines declared an interest in the Melksham Christmas Lights Group as a volunteer. Cllr Rolf Brindle declared an interest in the Bowerhill Village Hall Trust as a Trustee, in the Bowerhill Residents Action Group as a member and the Melksham Gardeners' Society as a member. The Assistant Financial Officer, Mrs Teresa Strange declared an interest in Melksham Gardeners' Society as the Secretary.

It was resolved that the Council adjourn for a period of public participation

- 81/11 **Public Participation:**
- i) **Melksham Campus:** Cllr Roy While explained that the new location for the Melksham Campus at the Melksham House site had been announced very quickly and that at this stage he did not have any firm details. Concerns had been raised about the future of the clubs who currently use Melksham House as a venue and Officers have been talking to clubs already. The Shadow Operations Board, who report through the Area Board, met for the first time last week and will meet with the clubs to discuss their future needs. Cllr While confirmed that Cooper Avon (Melksham House owners) was still in negotiations with Wiltshire Council and the legal documents are still to be signed; Leader of the Council Jane Scott had been directly involved with the negotiations. It is anticipated that the additional planning work and scheme design, including access roads, will add a year to the project timescale with the Campus now being ready in 2014/15. Cllr Mills asked about media reports that sports facilities in Melksham were to shut before the Campus was open. Cllr While confirmed that that was not the intention but if for example the roof at Christie Miller deteriorated then it could potentially close before the Campus opened and some pitches will not have guarantees.
 - ii) **Gypsy Encampment:** Land Adjacent West Wiltshire Crematorium, Semington W/11/01206. The Western Area Planning Committee (15th June) debated the planning application for the gypsy encampment for over two hours, with members voting to refuse planning permission.
 - iii) **Boomerang Nightclub Planning Application: MW11/0190** Cllr While confirmed that the application was approved at the Western Area Planning Committee on 15th June 2011. The members were aware of the concerns of the Parish Council and the route for progressing these concerns in the future will be through the Licensing Committee who has the necessary powers to take action if related planning restrictions were not followed. Cllr While will advise on how to make representation.

- iv) **Wiltshire Council External Audit:** Cllr While passed on good news that a saving of £65,000 had been made for Wiltshire Council's External Audit, although an interim audit has highlighted the need for additional works.
- v) **Cost of Enquiries:** Cllr Gregory Coombes followed up his request made at the Annual Council meeting on the 23rd April, for Cllr While to find out the cost of the Enquiry into Cllr Mark Griffiths. Cllr Coombes was keen for the public to be made aware how much the proceedings cost, to investigate what he considered a trifling matter. Cllr While agreed to investigate and assured the Council that the new system should eliminate this type of complaint.

Cllr Baines expressed thanks to Cllr While for attending the Parish Council meeting.

The Council re-convened.

- 82/11 **Minutes, Planning Committee, 6th June: Resolved:** *The Minutes of this Planning Committee Meeting be formally approved by the Council and signed by the Chairman as a correct record.*
- 83/11 Arising from Min. 52/11(a) **Local Centre Land: Resolved:** *The Notes of the Informal Meeting held to discuss community use of the Local Centre Land, Bowerhill on Tuesday 7th June were formally approved by the Council and signed by the Chairman as a correct record, with the following amendment:
Paragraph 6: Amend "owned by all three developers; Bloors, Persimmon Homes and Westbury Homes" to "owned by two developers; Bloors and Persimmon Homes who bought Westbury Homes"*

The Chairman reported that the meeting with Ian Green of Persimmon Homes had been positive. One bid for the land had been received from a local businessman but was declined as too low. Possibilities were discussed of splitting the land with open space at the front with a park/trees/bushes to shield the houses at the back which the residents were happy with when initially discussed with the Chair. The next steps are for Persimmon to produce some options for presentation to the residents at a special meeting.
- 84/11 Arising from Min. 52/11(b): **Land behind Wellington Drive:**
 - a) The Chairman reported that the Village Green application forms for the land behind Wellington Drive were now ready for completion by residents. The deadline for the forms to be returned was agreed as Wednesday 13th July as a meeting of BRAG (Bowerhill Residents Action Group) was being held that evening; and would be in time for review at the next Full Council Meeting on 25th July.
 - b) The Chairman reported that residents had seen work men measuring the land between Duxford Close and Bader Park; and wanted to put forward the plot of land as a potential Village Green application, pending the outcome of the application for the land behind Wellington Drive.
- 85/11 Arising from Min. 52/11(d): **MW11/0190 Boomerang Nightclub:** The Chairman reported on the planning application considered at the Western Area Planning Committee on 15th June. Although a lot of comments had been made by residents on the initial application, the Parish Council were the only ones to comment on the revised

application. Despite requests for residents to attend the Planning Committee, there were none present other than the Chairman, who felt very isolated. The points raised by the Parish Council were quickly dismissed by the Planning Committee. It was emphasised that if the club shut at midnight, then it would not be a nightclub. The Parish Council's concerns will be passed to the Licensing Authority who will deal with any issues relating to anti-social behaviour, drug taking etc. and do have the power to withdraw a licence which they have recently done in Chippenham. Cllr Nicol spoke of her experience as a Street Pastor in Trowbridge where the night club bouncers were all licensed and worked well with the police who attended instantly when called. The Chairman explained that he had spoken to the applicant, Mr Gary Cooke, after the meeting who confirmed that he would be using the Touch2ID scheme for checking youngsters' ages.

Cllr Baines thanked the Chairman for attending the Planning Committee on behalf of the Parish Council, and expressed the view that as the Council's concerns have been registered, the Parish Council had done all that that could be expected.

Vice Chair Cllr Richard Wood joined the meeting.

- 86/11 **Planning Application:** The following planning application was considered: MW/11/01719CLR **Mr & Mrs Jenkins 37 Sunderland Close, SN12 6TZ** Certificate of lawful development for existing conservatory. For clarification, the Chairman advised that his daughter lived opposite this house, but he had not declared an interest in this item as he did not know the parties concerned.
Resolved: *The Council make no objections to this application.*

- 87/11 **Planning Correspondence:**
- a) **Wiltshire Draft Core Strategy:** The Assistant Financial Officer, Teresa Strange reported that the consultation period was 13th June to 8th August with the opportunity for members of the public to question Wiltshire Council at an exhibition in Melksham on 5th July from 2pm to 8pm in the Assembly Hall. It was agreed that the Core Strategy would be reviewed in detail at the next Planning Committee, with members taking a selection of topic papers to research. **Resolved:** *This item to be deferred until the Planning Committee arranged on 4th July at 7pm.*
 - b) **Major Developments:** A letter from Local Works requesting support for Leighton Town Council's proposal under the Sustainable Communities Act to amend planning policy and guidance for major developments was discussed. The Council supported the proposal to require applicants of major developments to attend a meeting of the local Town or Parish Council to answer questions and fund the commission of any independent reports and associated reports which had to be submitted. It was noted that "major development" meant different things to different councils. **Resolved:** *The Council send a letter of support for the proposal but ask for clarification on the definition of "major development".*
 - c) **Planning for Travellers – NALC Consultation:** Teresa Strange reported that comments for the NALC consultation had to be submitted by 22nd June.
Resolved:
 - i) *The Council submit the following comments:*
 - a) *We support a more robust trespass law, such as used in Ireland, to prevent the unlawful occupation of council owned land.*

b) We support Romany gypsy sites but are concerned that the connotations of the word traveller is detrimental to the true Romany gypsy community. From experience the new age traveller and travelling traders tend not to make use of permanent sites and are often the cause of illegal land occupation.








ii) The Council chase their letter to the Government, copy to MP Duncan Hames requesting a change in legislation to prevent unlawful occupation of Council owned land.

- 88/11 **Minutes, Finance Committee 6th June: Resolved:** *The Minutes of this Meeting be formally approved by the Council and signed by the Chairman as a correct record.*
- 89/11 Arising from Min. 55/11 **New footpath signs at Bowerhill:** Teresa Strange reported that the new footpath signs were covered by the Parish Council's insurance policy at present, at no extra premium. A decision would need to be made once the ownership of the signs was clarified. The Chairman reported that four of the signs were still not installed as they had been supplied pointing in the wrong direction; this should be completed by the end of June. BRAG (Bowerhill Residents Action Group) will provide their 25% of the funding when the Parish Council was invoiced for the full amount by Wiltshire Council.
- 90/11 Arising from Min. 57/11 **Review of Internal Audit procedure report sheet:** The Council reviewed the Internal Audit procedure report sheet used by appointed Internal Auditor, Diana Lindsey and agreed it was a comprehensive list and had proved sufficient for the External Auditor in the past. Teresa Strange reported that the Internal Audit on 16th June had gone well, and the Internal Audit report would be received in the next few days.
Resolved: *The Internal Audit procedure be accepted as fully satisfactory.*
- 91/11 Arising from Min. 63/11 **Whitley Footway:** Teresa Strange reported that an offer of a contribution of £1,000 made by the Parish Council to Wiltshire Council for Location One had been received by Mark Stansby of Wiltshire Council. It was unlikely that he would have the revised costings and decision on the contribution by the date of the next Community Area Transport Group (CATG) meeting on 27th June.
- 92/11 **Finance Committee recommendations: Resolved:** *The recommendations detailed in Mins. 54/11 – 66/11 be formally approved by the Council.*
- 93/11 **Finance:**
a) **Receipts:** The Council noted that the following amounts had been received since the last meeting:
- | | | |
|--|---|--------|
| Allotment Rents 2011/12 | £ | 85.00 |
| Rent for land from Mr Guley | £ | 220.00 |
| Rent from Shaw Hill Playing Field & Village Hall | £ | 10.00 |

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

3873	TOTAL Equipment Limited: Rent for Crown Chambers Q3 1/7/11 – 30/9/11	£	1,608.75
3874	Clarendon Fencing: Fencing and new gate at new Allotments site	£	823.38
3875	Viking: Stationery £266.84 + VAT	£	320.21
3876	G.B Sport & Leisure: 2no. wet pour kits for safety surface repairs at Shaw & Beanacre play areas £150 + VAT	£	180.00
3877	Wiltshire Publications Ltd: Melksham News Spring Quarterly Newsletter £140 + VAT	£	168.00
3878	NALC: Subscription to DIS Extra (Direct Information Service) x 26 issues per year	£	108.00
3879	P S Filkins: Beanacre Grasscutting 2 x May cuts	£	90.00
3880	Walker Fire (UK) Ltd: Service & Inspection x 2 fire Extinguishers £51 + VAT	£	61.20
3881	NALC: Subscription to LCR magazine x 4 members	£	48.00
3882	Open Spaces Society: Subscription commencing 1/6/11	£	40.00
3883	CPRE: Subscription commencing 28/6/11	£	29.00
3884	CommuniCorp: Subscription to "Clerks & Councils Direct" Magazine	£	11.00

Salaries:

3885	Mrs Mary Jarvis: June salary + additional hours + expenses (£1.85)	£	
3886	Mrs Teresa Strange: June salary + additional hours	£	
3887	Mrs Margaret Mylchreest: June salary	£	
3888	Mr Terry Cole: 64 hrs w/e 7/5/11 – 28/5/11 + Travel Allowance + Mileage £58.80 + Expenses £5.79 + VAT	£	
3889	Mrs Gill Butler: Casual assistance 26/5/11 – 16/6/11 (16hrs)	£	
3890	Mrs Elaine Cranton: May office cleaning (8hrs)	£	
	Total Salaries:	£	

3891	Inland Revenue: Tax & NI for Employer/ee	£	
3892	Wiltshire Council – Wiltshire Pension Fund: Employer/ee Superannuation for M. Jarvis/T. Strange	£	

c) Grant Awards 2011: **Resolved:** The following grant awards be made:

3893	Berryfield Village Hall	£	500.00
3894	Bowerhill Village Hall	£	2,450.00
3895	Shaw Hill Playing Field & Village Hall	£	3,150.00
3896	Whitley Reading Rooms	£	500.00
3897	Rachel Fowler Centre	£	300.00
3898	Bowerhill Residents Action Group	£	400.00
3899	Atworth Youth Group	£	150.00
3900	Bowerhill Youth Group	£	400.00
3901	Carer Support Wiltshire	£	300.00
3902	Group Five	£	300.00
3903	The Happy Circle Day Centre	£	100.00
3904	Melksham PHAB Club	£	250.00
3905	Victim Support Wiltshire	£	100.00
3906	St John Ambulance, Wiltshire	£	100.00
3907	Melksham Christmas Lights	£	350.00
3908	Melksham Party in the Park	£	350.00
3909	Bowerhill Villager	£	250.00
3910	Shaw & Whitley Connect magazine	£	250.00
3911	PCC of Shaw & Whitley	£	250.00
3912	Melksham Railway Development Group	£	200.00
3913	AFC Melksham	£	400.00
3914	Cloth Road Arts Week	£	50.00
3915	Melksham Choral Society	£	100.00
3916	Melksham Country Dancers	£	100.00
3917	Melksham Gardeners' Society	£	200.00
3918	Melksham Arts for All	£	100.00
3919	Golden Fleece Cricket Club	£	300.00
3920	Whitley Players	£	250.00
3921	Melksham Tourist Information Centre	£	500.00
		£	12,650.00
3922	Mr Mike Mills: Chair's Allowance (1 st Instalment)	£	200.00

94/11 **Revised Statement of Accounts and Financial Report 31st March 2011:**
Teresa Strange reported that the Statement of Accounts Reserves had been revised to correct an error in the Reserves and to show the grants received for projects in 2010/11 that were committed for spend in 2011/1 as a Reserve. This reflected a truer picture of the amount to carry forward for the year commencing 1st April 2011 and had been discussed with the Internal Auditor on 16th June. **Resolved:** The Council formally approve the revised Statement of Accounts and Financial Report for 31st March 2011.

- 95/11 **Annual Return & Governance Statement for External Audit:** Teresa Strange reported that the notices had been distributed for advertising the appointed date for exercise of Electors' rights with regard to the public inspection of accounts.
 Date of announcement: 20th June 2011
 Dates of inspection Period: 4th July – 5th August 2011
 Date auditor can be contacted by public: After 8th August 2011
***Resolved:** The Statement of Accounts in the Annual Return be formally approved by the Council and signed by the Chairman. The Council also formally approve the responses in the Annual Governance Statement and the Chairman sign to confirm the Council's sound systems of internal financial management.*
- 96/11 **Council Website review:** It was noted that the annual agreement with the Council's website provider Vision Website ended on 1st August 2011. Based on budget costings received from a variety of both local providers as well as those specifically supplying Parish Councils, £750 was included in the 2011/12 Budget to refresh the current website. It was agreed that it would be useful to look at the current website and update it to keep it fresh and encourage interest.
***Resolved:** A website review be undertaken as part of the Staffing and Resources Committee meeting on 4th July.*
- 97/11 **Minutes, Annual Council Meeting 23rd May:** ***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. 44/11 ii) Line 6 amend "several" to "numerous"
- 98/11 Arising from Min. 7/1 **Council Representative for Melksham Community Area Partnership.** Teresa Strange reported that MCAP would be delighted to have a representative of the Parish Council attend their meetings.
***Resolved:** Cllr Gregory Coombes to be the Council Representative for the Melksham Community Area Partnership.*
- 99/11 Arising from Min. 14/11 **BRAG Picnic Area Grants Event 14th June.** The Chairman reported on the grant event held on the 14th June which celebrated the latest phase of the project with the new footpath signs erected. Representatives of all the funders were present, along with Wiltshire Council who filmed and interviewed participants in the project as an excellent example of the benefits of the Area Board grant scheme. The project has been short-listed for a Wiltshire Council Voluntary Community Sector award with the eventual winning community group being awarded £1,000. Each of the 18 Area Boards nominated a project each with the BRAG project being the nomination from the Melksham Area Board.
- 100/11 Arising from Min. 20/11 **Additional play equipment at Hornchurch Road:** The Chairman reported that ideas were to be sought about what type of play equipment teenagers would like to see installed at the recreational land at Hornchurch Road, now that the land had been adopted by Wiltshire Council. Perceived anti social behaviour in the area had been caused by teenagers congregating in the young children's play area as they had no space identified as their own. Cllr Mike Sankey suggested that the Melksham Oak Community School Council be contacted to advise on the type of play equipment that would be preferred by the local teenagers and/or to conduct a survey amongst the pupils. It was important to manage their expectations though, as Wiltshire Council had already stated that there were no Section 106 funds available. Grant

funding would have to be obtained, and it was agreed that having the young people involved with any grant applications would improve the chances of funds being obtained. It was noted that the basketball hoop removed from Shaw Playing Field to allow the new combination goals to be installed, was available to be re-sited in the Parish. **Resolved:** a) *The Council write to the Melksham Oak Community School Council to consult on their preferred type of play equipment for the recreational land at Hornchurch Road.*

b) *The Council submit an article for the "Bowerhill Villager" to seek the views of local residents as to the type of play equipment preferred for the recreational land at Hornchurch Road.*

101/11 Arising from Min. 27/11 **Lights switch off project:** The Council noted the reply from Inspector Cullop that the police were unable to assess the impact of turning off specific street lights but in principle supported Wiltshire Council policy to reduce street lighting for the economical and environmental benefits they aspire to achieve. They have agreed with Wiltshire Council that the lights will be switched back on if proven that crime/anti social behaviour and fear of crime has increased and if public/road safety is compromised by the lights being switched off.

102/11 Arising from Min. 27/11 **New basketball Court at Shaw Playing Field:**
i) **Siting of combination goals:** Teresa Strange reported that she had investigated the possibility of setting the new combination goal ends off the main court surface area to maximise the playing area on the court; this would involve only the two front posts being sited at the court edge, and the three back posts in the grass behind. The goal mouth area would be dug out, filled with hard core and tarmaced over like the rest of the court surface, at the same time as the court tarmac was laid. The revised plan had been approved in terms of health and safety by Colin Brown, Wiltshire Council Play & Leisure Strategy Officer; David Yearley, Head of Play Safety, ROSPA; and the Council's insurers, Came & Co. Additional costs incurred on the project to date were £485 + VAT for line marking (3 sets requested and only 2 included in original quote) and approx £500 + VAT as additional scalplings were required to build up the level around the existing court area as the sub base was not as deep as envisaged. This leaves £180 of the funding available for additional works. The Contractor was unable to price for the additional works to fill the goal mouths until installed by PPL.
Resolved: *The Council to instruct the contractors to site the combination goal ends back from the main court area, with only the two front posts on the court.*

ii) **Launch Event:** Cllr Bean reported that she was working on a joint launch event with the Parish Council and the Shaw Hill Playing Field and Village Hall Committee for 10.30 on Saturday 30th July. Invitations would be sent to all the funders, Shaw School and Wiltshire Young Farmers who often use the Playing Field. The Chairman agreed that he would be delighted to officially open the basketball court at the event.
Resolved: *The Chairman officially open the basketball court at a joint event on Saturday 30th July at 10.30.*

103/11 Arising from Min. 29/11 **Bus Service changes:** In response to the comments raised by a resident about the local bus service Cllr Baines reported that if A.D Raines were withdrawing their contract for the Zig Zag bus services, it did not mean that the Zig Zag service itself was being withdrawn. There have been no reports that the Zig Zag was being withdrawn and therefore the service would be put out to tender to other contractors. There is a plan to rationalise the frequency of the Zig Zag to use only one

vehicle rather than two, due to low usage. The 272 service is not being withdrawn totally but just the Sunday service after 6.30pm (two buses each way). **Resolved:** *The Council note the letter.*

- 104/11 Arising from Min. 34/11 **Visit to Malmesbury Pavilion on 13th June:** The Chairman reported on the visit to Malmesbury Pavilion. The facilities there provided first class accommodation for football, however, the Parish Council is looking to provide accommodation for the Youth Club too. A possible solution would be to extend the footprint of the building for use by the youth club. Cllr Baines explained the different options and limitations of the building and it was agreed that the best place to extend the building would be at the plain end, where there were no windows or doors, and to duplicate the kitchen and more toilets at that end too. Cllr Bean asked for a copy of the Sport England standards for changing rooms to pass onto the Shaw Hill Playing Field and Village Hall committee as they have their own changing rooms. Teresa Strange reported that Mark Hunnybun, Wiltshire Council had sent a detailed email with regards to the Heads of Terms for Bowerhill Sports Field. **Resolved:** *i) The Sports Field Working Party meet on Thursday 30th June at 7pm to discuss the findings of their visit to Malmesbury Pavilion and review the Heads of Terms for the transfer of assets of the Bowerhill Playing Field.*
ii) The Council write to thank the Secretary of Malmesbury Football Club for the visit, and to Mike Rogers, Melksham AFC for arranging the visit and providing transport.
iii) The Council invite feedback on the visit from Julie from the Bowerhill Youth Club.
- 105/11 Arising from Min. 40/11: **Melksham Campus:** Teresa Strange reported that Cllr Mike Sankey had been put forward as the Parish Council representative for the Campus Shadow Operations Board. It was noted that there were two applicants for the post, with Melksham Town Councillor Pamela Wiltshire being the other candidate.
- 106/11 Arising from Min. 41/11: **Melksham Campus Costs:** Teresa Strange reported that a holding letter had been received from the Chief Executive, Wiltshire Council.
- 107/11 Arising from Min. 43/11: **Closure of Golf Course, Bowerhill:** Teresa Strange reported that a holding letter had been received from the Leader of Wiltshire Council, Jane Scott stating that Stuart Wheeler would be responding to the Parish Council's letter. Cllrs Brindle and Nicol reported that the Wiltshire Council Highway Training building at the entrance to the Recycling Centre also seemed to have closed down.

Cllr Roy While left the meeting at 8.40pm.
- 108/11 **Arising from Min. 44/11 v): Speeding, A365, Shaw Hill:** Cllr Baines reiterated that there can be no traffic calming measures on an A-road. Cllr Bean explained that the Shaw School Travel Plan shows that the children should be using the path near the rugby pitch, and not the main road and that she had asked Cllr Mark Griffiths to pass this information on to the resident who had initially written in with concerns. Teresa Strange reported that PC Barry Dalton had checked and this issue had not been raised as an Area Board issue to date.
- 109/11 Arising from Min. 44/11 iv): **Completion of footway, Dunch Lane to Bath Road Shaw:** Cllr Baines drew attention to the aforementioned Shaw School Travel Plan

which would suggest that the children should not be using the footway as a route to school.

- 110/11 Arising from Min. 44/11 vi): **Salting of roads at Bowerhill during icy weather:** Teresa Strange reported that Mitchell Road was now included in the salting programme for Bowerhill.
- 111/11 Arising from Min. 45/11 **Town Council request for Boundary Review:** Teresa Strange reported that a holding letter had been received from the Chief Executive, Wiltshire Council.
- 112/11 Arising from Min. 48/11 **Mains Drainage for Sandridge:** Teresa Strange reported that Cllr Millard had offered to set up a site meeting with the representative from Wessex Water and residents to find out the costs involved.
Resolved: *Cllr Millard to arrange a site meeting with Wessex Water and Sandridge residents to find out the cost implications of mains drainage in Sandridge.*
- 113/11 **Minutes, Allotment Committee Meeting, 15th June:** **Resolved:** *The Minutes of this Allotment Committee Meeting be formally approved by the Council and signed by the Chairman as a correct record.*
- 114/11 Arising from Min. 70/11 f) **Car park levelling:** The Council noted an email from Andy Cadwallader, Area Highway Engineer about the planings for the car park area. The work is due to start week commencing 11th July and the Council need to confirm how many tonnes are required and the delivery location. A waste exemption certificate will be required and the Parish Council will also need to advise residents of adjacent properties as the deliveries will be made at night. Teresa Strange confirmed that the Clerk had asked a local contractor Mr Ayliffe for advice and a quotation for work to be completed so that the car park area would be ready for the planings deliveries.
- 115/11 Arising from Min. 70/11 g) **Marking out of new Plots:** Cllr Wood reported that Mr Guley had offered to quote for ploughing the field to prepare the ground as allotments. Cllrs Baines and Brindle recalled the earlier discussions about this option. It had been discounted as it would make marking out the plots difficult as there would be no way to delineate the tracks and paths which would have to be reinstated. This would be a lot of work for the Parish Caretaker and the others involved, therefore it had been decided that it would be better for the plot holders to prepare the plots themselves, hence the half-price charge for the first year.
- 116/11 Arising from Min. 75/11 iii) **Site notice boards:** Teresa Strange reported that notice boards could be purchased from £500 to £900. The one just purchased for the BRAG Picnic Area costs £858. It was noted that two notice boards would be needed, one for the old allotment site and one for the new site.
Resolved: *A decision on Site Notice boards to be deferred until the new allotment site is up and running.*
- 117/11 **Allotment Committee Recommendations:** **Resolved:** *The recommendations, as detailed in Min. 70/11 -79/11 be formally approved by the Council*

- 118/11 **Draft Commissioning Strategy – Wiltshire Children & Young People’s Trust:** Cllrs Bean and Nicol are attending the Melksham Area Board “Future of services for 13-19 year olds in Wiltshire” consultation meeting on 28th June and have comments to make if they are allowed to speak.
- 119/11 **Wiltshire Older People’s Strategy:** The Council noted a reply from Sue Redmond, Corporate Director, Community Services, Wiltshire Council which confirmed the closure of the Brookside Care home in Melksham. An additional 67 units will be provided in the Melksham Community Area with a new 60 bed care home and 12 units of extra care housing in Semington and a 45 unit extra care scheme in Melksham. The letter recommended visiting the new Florence Court scheme in Westbury. Cllr Nicol shared experience of an elderly lady in Westbury who gets dressed on her toilet as there is no upright chair with arms in her accommodation. The toilet now needs repair and the Occupational Therapist has refused a request for a chair stating that all the equipment the lady needs has been provided. Cllr Bean suggested contacting the Melksham Hospital to see if they had any surplus furniture that could be suitable.
- 120/11 **Joint Health Forum:** Cllr Clark reported that a meeting of the Joint Health Forum has been convened on 30th June at Melksham Town Hall and asked if councillors had any issues they wanted raised. Cllr Coombes suggested that the problem highlighted by Cllr Nicol be raised at the Forum. Cllr Bean was concerned that a vacuum would be created when St Damian’s Surgery located out of the Melksham Hospital site. Cllr Clark would query how much GPs have spent setting up for the new Health Bill as it has been reported in the national media that the amount has run into millions. Cllr Clark reported that the local GPs had thought the Royal United Hospital, Bath would be awarded the new Community Management contract, but it was actually awarded to the Great Western Hospital in Swindon.
- 121/11 **Emergency Planning Services:** Teresa Strange reported that the Clerk had written to Wiltshire Council requesting information about the roles and responsibilities of the Parish Council in terms of Emergency Planning but no reply had been received to date. It was agreed to defer this item until a reply had been received.
- 122/11 **New PIGS Scheme for Bowerhill:** The Chairman confirmed that he was also the Chair of BRAG (Bowerhill Residents Action Group) but that he had no financial interest to declare. BRAG would now like to finalise the footpaths from Locking Close to Bowerhill Lane. The lack of footpath at this section, and the big step, prevents people from accessing the canal in bad weather. The total cost of the work planned is £1,800. Mike Crook, who administers the PIGS scheme for Wiltshire Council has explained that a decision will be made in mid July (the grant scheme closes on 15th July), but they cannot guarantee how much money will be available, but they would be looking for the Parish Council support of the scheme. Vice Chair Cllr Richard Wood took over the Chair of this item stating that as the scheme was virtually complete with this proposal being the 4th phase of the project it should attract the support of the Council. BRAG had been very successful in securing funding from local businesses for the other phases of the project. It was noted that £1,000 from the Highways & Lighting Reserve had been offered as a contribution to the Whitley Footway project.
Resolved: *The Council support the project and contribute £500 towards the project from the Community Projects / Match Funding reserve.*

123/11

General Correspondence for action:

- i) **WALC June Newsletter:** *Resolved: The Council request details of training courses on the Localism Bill and the Big Society.*

- ii) **Melksham Community Area Network (CAN) newsletter:** *Resolved: The Council note the letter.*

- iii) **Localism Bill:**
 - a) **NALC Policy Briefing Update:** Cllr Bean explained that she would like to set up a Neighbourhood Forum to develop a Neighbourhood Plan for Shaw & Whitley and initially was going to contact the Shaw & Whitley Councillors. The briefing details the amendment that a minimum of 20 people, not 3, are needed to comprise a Neighbourhood Forum. Cllr Bean will now advertise for interested residents in the local "Connect" magazine.
Resolved: The Council note the Policy Briefing Update from NALC.

 - b) **Invitation from Melksham Town Council for joint working on the Localism Bill:** *Resolved: The Council reply to Melksham Town Council's invitation for joint working on the Localism Bill that they wished to review on their own but would then pass on their comments to the Town Council.*

- iv) **Tree adjacent 17 Brampton Court:** Cllr Baines suggested that Wiltshire Council contact Melksham Town Councillor Richard Wiltshire as he was the original developer of the houses and would possibly have the record of land ownership for that area.
Resolved: The Council reply to Wiltshire Council suggesting that they contact Richard Wiltshire to ascertain land ownership.

- v) **Community Speed Watch:** Cllr Baines reported that Shaw Hill was eligible for Speed Watch following the metro count survey. The next steps are for the group of trained volunteers to identify locations which will then be risk assessed.

- vi) **Wiltshire Neighbourhood Watch:** *Resolved: The Council note the correspondence.*

- vii) **Wiltshire Council June Newsletter:** Teresa Strange drew attention to the Wiltshire Council "New Waste and recycling collection" road-shows and "Meet the Leader & Chief Exec" road-shows in June and July.

- viii)
 - a) **Litter bins at the Spa, email from Norman Burgess:** Cllr Brindle explained that the litter dropped in the Spa tended to be from people pulling into the lay-by to have their lunch, and not litter dropped by the Melksham Oak school children. *Resolved: The Council request Wiltshire Council to site a new bin at the turning point for the Spa, where people stop for lunch. To be sited on the cycle path side, away from houses.*

b) Litter at Falcon Way: The Chairman explained that there is a clear trail of litter dropped by the school children on the route from Tesco Express to Melksham Oak Community School (Falcon Way). It was noted that there are lots of bins at the new school, more than at the previous George Ward site and Cllr Wood confirmed that the new school site is much tidier. **Resolved:** *The Council write to the Melksham Oak Community School Council to ask for their assistance in requesting the children not to drop their litter outside the school grounds.*

124/11 **General Correspondence for information:** The council noted receipt of the following papers:

(i) **Places Peoples Play Strategy: playing fields protection – funding paper:**

The Council noted that the barriers put up to prevent entry to the running track at Bowerhill, were far more substantial than the prevention measures put up at Bowerhill Sports Field to prevent illegal occupation by Travellers.

(ii) **Naomi House clothing banks – information**

(iii) **Wilts & Berks Group Meeting 19th May – Minutes**

(iv) **CPRE Cools Organic Farm visit invitation 12th July**

(v) **Wiltshire Traffic Traffic Report w/c 13th June and 20th June**

(vi) **Control of Non-Native Species – Training session:**

Resolved: *The Council pass the information on Control of Non-Native Species to the Parish Caretaker.*

125/11 **Request for new bus shelter in Beanacre:** **Resolved:** *The Council resolved to hold this item in Committee due to the sensitive and confidential nature of the incident, in accordance with their adopted Standing Orders, 62: "That in the view of the special/confidential and personal nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw".*

The Council had received a request from a resident for the bus shelter to be replaced, following an unpleasant incident. Cllr Clark reported that the overgrown bushes and trees in the adjacent residential gardens have been cut back. The shelter was not considered robust enough to take any modifications, to give a more open feel. It was noted that there was no shelter at all at the bus stop on the other side of the road.

Resolved: *The Council reply to the resident that although sympathetic, they were unable to agree to a replacement bus shelter due to budgetary restrictions and were unable to remove it as it was regularly used by passengers.*

Meeting closed at 9.50 p.m.

Chairman, 25th July 2011

