

MINUTES of the Annual Council of Melksham Without Parish Council held on Monday 21st May 2012 at Crown Chambers, Melksham at 7.00 p.m.

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

1/12 **Appointment of Chair, 2012/13** Cllr. Mills, the Chairman for the previous year, 2011/12 welcomed all councillors to the Meeting and then vacated the Chair. Cllr. Wood took the Chair and invited nominations. Cllr. Glover proposed, seconded by Cllr. Nicol that Cllr. Mills continue as Chairman for 2012/13 There were no other nominations and this was unanimously agreed.

Resolved: *The Council unanimously resolved that Cllr. Mike Mills be Council Chair for 2012/13*

2/12 **Declaration of Acceptance of Office:** Cllr. Mike Mills then took the Chair for 2012/13. He reported that this would be his last year as Chairman and then he would be stepping down. He then signed his Declaration of Acceptance of Office.

3/12 **Election of Vice- Chair:** The Chair asked the Vice Chairman for 2011/12, Cllr. Wood if he would be willing to stand again. Cllr. Wood confirmed he would be willing to stand again. Cllr. Millard proposed, seconded by Cllr. Baines that Cllr. Wood be Vice-Chairman for 2012/13.

Resolved: *The Council unanimously agreed that Cllr. Richard Wood be Vice-Chairman of the Council for 2012/13.*

4/12 a) **Adoption of Standing Orders & Code of Practice for Complaints 2012/13.**

Resolved: *The Council formally adopt the Council Standing Orders and Code of Practice for Complaints for 2012/13 (Procedure as shown in Appendix to NALC Legal Topic Note (Nov 2008) without any changes).*

5/12 **Appointment of Committees: Resolved:** *(Chair and Vice-Chair to be ex-officio members of all committees) The following Committees be appointed:*

Finance Committee: *Cllrs. Alan Baines; Rolf Brindle, John Glover and Pat Nicol.*

Planning and Policy Committee: *Cllrs. Alan Baines; Rolf Brindle; Gregory Coombes; John Glove; Mike Sankey and Don Millard.*

Staffing and Resources Committee: *Cllr. Alan Baines, Cllr. Elizabeth Bean and Cllr. Mike Sankey.*

Community Action & Neighbourhood Planning Committees:

Cllrs. Paul Clark (Beanacre Action Group);

Cllrs. Stephen Petty (Berryfield and Semington Road Action Group)

Clls. Mike Sankey & John Glover (Bowerhill Residents Action Group);

Cllr. Rolf Brindle (The Spa Action Group)

Cllrs. Elizabeth Bean, Gregory Coombes and Maurice Hubert (Shaw and Whitley)

Cllrs Alan Baines and Don W=Millard (Sandridge and Snarlton Lane).

Allotments Committee: Cllrs. Rolf Brindle, John Glover, Pat Nicol and Alan Baines.

6/12

Appointment of Representatives:

Resolved: The following Council representatives be appointed for 2012/13

a) Organisations

Bowerhill Hall Management Trust	Mike Mills. Rolf Brindle
Bowerhill Villager	Vacancy
Emergency Planning Services	John Glover and Don Millard
Melksham Joint Health Forum	Paul Clark & Elizabethe Bean
Melksham Hospital & Community	Gregory Coombes
Melksham Charities	Mike Sankey and Pat Nicol
Melksham Area Board	Mike Mills and Richard Wood
Melksham Area Community Partnership	Gregory Coombes
Melksham Area Community Safety Group	Mike Mills
Melksham Area Sports Facilities Group	Richard Wood
Melksham Area Waterways Group	Rolf Brindle, John Glover
Melksham Community Transport Group	Alan Baines and Rolf Brindle
Melksham Railway Development Group	John Glover
Melksham CAYPIG & Youth Services	Pat Nicol & Elizabethe Bean
Melksham Rural Policing Team	Mike Mills & Elizabethe Bean
Community Speedwatch -Bowerhill	John Glover
Community Speedwatch - Shaw and Whitley	Elizabethe Bean
Community Speedwatch - Woodrow	Alan Baines
Pavilion Club, Bowerhill	Mike Mills
Wiltshire Council Pensions	Gregory Coombes
Rachel Fowler Trust	Richard Wood
Shaw Hall Management Committee	Elisabethe Bean
Whitley Reading Rooms	Elisabethe Bean
Wilts. Association Local Councils	Gregory Coombes
Wilts & Berks Canal Partnership	Rolf Brindle and Steve Petty
Wiltshire Council Highway Forum	John Glover, Mike Sankey
Press Representative	Clerk -Mary Jarvis

b) **Tree-planting Representatives:** Tree-planting representatives for the parish be as follows: Cllrs. Rolf Brindle, Paul Clark; John Glover and Mike Sankey

c) **Footpath Representatives:** Footpath representatives for the parish be as follows:

Beanacre - Paul Clark
Berryfield – Richard Wood
Bowerhill – John Glover
Sandridge – Alan Baines and Don Millard
Shaw and Whitley – Elizabethe Bean

d) **Health and Safety Representative:** Cllr. Mike Sankey

Flooding Issues: It was noted that Cllr. Alan Baines continued to attend the Operation Flood Working Group North to represent the parish on flooding issues. Cllr Millard offered to be a Flooding Representative as well.

e) **Flooding Representatives:** Cllr. Alan Baines and Don Millard

- 7/12 **Dates of Meeting for 2012/13: Resolved:** *The following Meeting dates were agreed for 2012/13:*
Full Council Meetings: 2012: 18th June; 23rd July; 10th September; 15th October; 10th December. 2013: 21st January, 18th February; 18th March (Annual Parish Meeting) 15th April and 20th May (Annual Council)
Finance Committees: 2012: 28th May (Grants); 12th November (Budget)
Staffing Committees: 2012: 2nd July; 2013 - 7th January
Planning Committees: 2012.: 28th May; 13th August; 1st October; 12th November. 2013: 7th January; 4th February; 4th March; 28th April
- 8/12 **Declarations of Interest:** Cllr. Coombes declared an interest in the Insurance Company Aviva as his son was in their employment. Cllr Brindle declared an interest in the invoice for the Fruit-growing Course. Cllr. Steve Petty declared an interest as a Wiltshire Councillor, in all items relating to Wiltshire Council.
- 9/12 **Finance:**
a) Statement of Accounts and Financial Report 31st March 2012: Resolved: *The Council formally approve the Statement of Accounts and Financial Report for the year ending 31st March 2012.*
- b) Appointment of Internal Auditor:** It was noted that 11th June had been reserved as the date for the Internal Audit. **Resolved:** *Mrs Diana Lindsay be appointed as Internal Auditor for Melksham Without Parish Council for the 2011/12 Accounts.*
- c) External Audit dates:** The Council noted that the following dates for 2011/12 accounts had been set by the External Auditor, Mazars.
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|---|----------------------------|
| Statutory deadline for approval of Council's Annual Return | 30 th June 2012 |
| Deadline for Annual Return to be submitted for External Audit | 4 th July 2012 |
| Appointed date for exercise of Electors' rights | 24 th July 2012 |
- d) Council Receipts:** *The Council noted the following Council receipts:*
- | | |
|---|-------------|
| Wiltshire Council Precept (1 st instalment of 2) | £ 53,500.00 |
| Allotment Rent | £ 435.00 |
| Staff stationery purchase | £ 32.97 |
| Shaw Village Hall & Playing Field: Annual Rent 2012/13 | £ 10.00 |
- e) Accounts for payment:** *The following accounts were checked and approved for payment:*
- * *Paid since the last meeting*
- * 4108 Wiltshire Wildlife Trust: "How to make your orchard work for £ 14.00
for you" training day (7/7/12) – Cllr Brindle booked to attend
- * 4109 Community First: "Engaging Communities" Training £ 60.00
Course (12/06/12) - Clerk & Teresa booked to attend
- 4110 WALC: Annual Subscription 2012/13 (WALC £480, £ 950.82
NALC £312.35 + VAT)

4111	TOTAL Equipment Ltd: Building insurance contribution for Crown Chambers (£729.43 + VAT)	£	875.32
4112	Condor Office Solutions Ltd: Photocopying 12/1/12 – 26/4/12 (£172.47+ VAT)	£	206.96
4113	Wiltshire Publications Ltd: Melksham Independent News Spring Newsletter - Issue 12/4/12 (£140 + VAT)	£	168.00
4114	Post Office Ltd: Postage Stamps	£	100.00
4115	Paul Hulbert: Window cleaning & external sign at Crown Chambers	£	60.00
4116	RM Software: PC Support (£45 + VAT)	£	54.00
4117	Open Spaces Society: Annual membership 2012/13	£	40.00
4118	Clerk & Councils Direct: Annual magazine subscription 2012/13 (6 issues)	£	12.00
4119	Buildbase: Maintenance materials (£3.95 + VAT)	£	4.74
Salaries:			
4120	Mrs Mary Jarvis: May salary + additional hours		
4121	Mrs Teresa Strange: May salary + additional hours + expenses (£2.49 + VAT)		
4122	Mrs Margaret Mylchreest: May salary		
4123	Mr Terry Cole: w/e 07/04/12 – 28/04/12 + travel allowance + mileage (£56.00) + sick pay (3/4/12)		
4124	Mrs Elaine Cranton: April Office Cleaning		
	Total Salaries:	£	3,500.00
4125	Inland Revenue: PAYE Tax & NI for Employer/ee	£	795.81
4126	Wiltshire Council – Wiltshire Pension Fund: Employer/ee Superannuation for M. Jarvis/T. Strange	£	709.13
4127	Complete Weed Control: Weedspraying £780.30 +VAT	£	936.36
4128	CPRE: Annual Subscription 2012/13	£	29.00
4129	Navigus Planning Ltd: Journal of Local Planning article	£	12.50
4130	Broker Network Ltd: Renewal of Aviva Insurance commencing 1 st June 2012 (<i>See following Min. 10/12</i>)	£	2,209.15

10/12 **Council Insurance – Renewal Options:** It was noted that in 2010/11 the Council had accepted a quotation from Aviva conditional on having the Policy with the company for the three years 2010 – 2013. The Finance Officer Teresa Strange reported that Aviva were now offering two renewal options : A) To sign up for another Long Term Agreement one year early at a premium cost of £2,209.15 for the first year or B) To continue the existing three year policy for the final year at a Standard rate of £2,525. 42 but with a further four months given for the same price so that the policy ended 1st October, rather than 1st June. It was agreed to accept Option A at a cost of £2,209. 15. Cllr. Petty informed that the IPT tax was due to be changed by the Government.

Resolved: *The Council take out a further 3 Year Agreement with Aviva, commencing 1st June 2012 – 1st June 2015 at a cost of £2,209.15 for 2012/13.*

11/12 **Councillors’ Legal Protection:** The Finance Officer reported that as the Standards Board and Councillors’ old Code of Conduct had been abolished, there was no longer any need to have legal protection for councillors.

12/12 **Council Insurance Review:** The Council Insurance for 2012/13 was reviewed.

Resolved: *The following amendments be made:*

Office Contents

1. Existing telephone system disposed of January 2012 (£420.24) and replaced with new (£519.00 uplifted to £544.95 for 2012/13).
2. Amend “4 computers and 2 printers” to “3 computers and 2 printers”.
3. Revised office contents total now £ 6,835.53

Gates and fences:

1. Add new gate and fences at new allotments (Briansfield Allotment site) to the value of £823.38.
2. Revised gate and fences total now £20,694.05.

Street Furniture:

1. Reconditioned bus timetable installed at Bus Stop at Top Lane, Eden Grove
2. No change to total Street Furniture value

Mowers and Machinery:

1. Parish Caretaker Tools – add sack truck and bolt cutters – but no value amended as total of both new items under £100.

13/12 **Statutory Holidays 2012: Resolved:** *The Council note that the two days designated for Statutory holidays for 2012/13 were Tuesday 8th May and Tuesday 28th August 2012.*

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

14/12 **Public Participation**

- (i) **W12 00511 New dwelling, 592 Semington Road – revised plans:** Mr King of 594 Semington Road presented a letter of objection to the revised plans. He emphasised that although boundary amendments had been made, the boundary between his property and 592 was still incorrectly shown as being on an angle when it was actually at a right angle to Semington Road.

This meant 2 ft of his land was still shown as belonging to 592 Semington Road. Although the plot had been made smaller, the house was still the same size and far too high at 7.65m. If built it would entirely deprive his house and garden of any light amenity. The house and garden faced south on to the side wall of the property and the house was shown as 1 foot nearer his property. He felt on his own as nobody appeared to be listening.

Cllr Coombes advised him to use a barrister to fight the application Mr King replied that he should not have to do this. He was telling the authorities and they should listen.

Cllr. Millard asked him if he had checked his Deeds.

Mr King emphasised that he had checked the Deeds with the neighbour on the other side of 592. Papers received from the Land Registry confirmed that their concerns re inaccuracies were justified.

- (ii) **Report from Wiltshire Cllr. While:** Cllr. Roy While reported as follows:-
- a) **Standard Committee Changes:** He had attended a Wiltshire Council Meeting in Salisbury to review changes to the Standards Committee and had now been appointed on to the Committee. Part of the process was to appoint a Scrutiny Committee to look at the Cabinet and he had been appointed the Vice-Chair for this Committee for 2012/13.
 - b) **New Campus and SCOB:** He was Chair of the SCOB Committee which was helping to progress the Campus. At present a Feasibility Brief was being prepared which was focussing on the concept of shared space. There would be consultation on the Brief in July followed by a report to the Area Board and then ideas would be fed into the Design process. Meetings would then take place on proposals and drawings on a weekly basis with the Architect with the aim of submitting a planning application in Spring 2013 and starting work on the new Campus in Summer 2013.
 - c) **Area Board Meeting, 6th June – “Melksham map”:** The forthcoming Area Board Meeting was looking at the “Melksham Map” and would deal with all the sites and facilities affected by the closure of the Christie Miller Sports Centre and development of the old Rugby Field. All the proposed changes would go forward as part of one planning application.
 - d) **Bowyers site, Trowbridge:** He served on the Western Area Planning Committee and had voted in support of the Officers’ recommendation that the planning application for the Bowyers site be refused. Unfortunately the vote had been lost and as a result Trowbridge Town Centre was likely to become a “real hotpotch” as the application went through.
 - e) **W12 00511 New dwelling 592 Semington Road:** The decision would be made by the Western Planning Committee so any concerns had to be raised at that level. He was taking a middle view, conscious of both the arguments for and against. He hoped to propose a site visit.
 - f) **W12 00467 Solar Voltaic Farm on land north of Craysmarsh Farm:** He was calling this in as a solar farm application had not been considered at committee before. It was important that councillors had an

opportunity to consider it in detail as there was likely to be others in the near future.

g) Lorry parking at Bowerhill: He had attended the Meeting. The issue was complex because of efforts to market the running track land. Drivers would have to live without toilets because their provision in this situation was not a Wiltshire Council responsibility. What had been stated in the Core Strategy about lorry parks being provided in town industrial parks was incorrect as they had to be shared between towns and he was asking for the Strategy to be changed on this point. There was a need for companies to work on this in partnership with Wiltshire Council if they wanted the facility. He was trying to get firm information on the link road construction. The amount of extra employment land proposed for Melksham was relatively small but it would give a chance to have a planned approach towards this area of Bowerhill.

Cllr. Millard emphasised that lorry drivers from abroad sometimes ran out of time and needed to stop and rest. Surely public health came into the provision of toilets as well.

Cllr. While replied that stopping should not be a problem providing the route was properly planned.

Cllr. Wood emphasised that he regretted Cllr While's view on this issue. To have a lorry park would aid the prosperity of the whole Melksham area as well as Bowerhill. It was unacceptable for drivers to have to carry urine jars. The old lorry park should not have been closed before a new facility had been provided. Toilet facilities had to be provided at night.

Cllr. While replied that as a former Director of Industry who had once reduced unemployment from 17% to 7% he was well-versed in the need for a vibrant economy. He accepted the problem had to be addressed but the firms who were receiving the lorries could themselves provide toilet facilities.

Cllr Nicol emphasised that at present there was an empty space at Bowerhill so it could not be argued there was no room from a planning point of view.

Cllr. Coombes reported that Trowbridge now had a Director of Economic Management so why not the same for Melksham.

The Chairman noted that the nearest lorry park in West Wiltshire was at Warminster. There was one in North Wiltshire at Chippenham as well.

Cllr. Sankey emphasised that after delivery of a load, international drivers often had to park up to await instructions from their employer as to where to go next. Until that happened they were stuck because they had to avoid going in the wrong direction. It was a legal requirement for businesses to make facilities available for anyone who was delivering to them. Cereal Partners already had toilets so they could offer it for use by other drivers. To use the facilities at Chippenham or Warminster cost the drivers £10.

The Chairman agreed this would solve the problems but he was doubtful whether Cereal Partners would agree.

Cllr. Glover reported the G Plan car park was often empty. With reference to the past problems of drivers trying to park in residential streets, he reported that a driver who had taken his lorry home at Wootton Bassett had been fined for causing an obstruction.

The Council re-convened.

- 15/12 **Lorry-parking, Bowerhill: Resolved:** *The Council write to Danny Jones, the Site Manager at Great Bear Distribution to ask if his company's toilet facilities could be made available to other night-time lorry drivers*
- 16/12 **Planning Committee Minutes, 30th April: Resolved:** *These Minutes be formally approved by the Council and signed by the Chairman as a correct record.*
- 17/12 Arising from Min.516/11 **W12 00511 New four bedroom dwelling, 592 Semington Road revised plans:** It was noted that the revised plans were still not an accurate representation of the site and that the proposed new dwelling would overpower the adjacent properties and take away all the light amenity from 594 Semington Road. There was no space for on-site parking and so cars would have to park on the main road.
Comments: *The Parish Council OBJECTS that the proposed plans for such a large dwelling comprise overdevelopment as the site is far too small. Apart from much higher than the surrounding properties and overshadowing them it would take up most of the garden of 592; leaving insufficient room for on-site parking for either dwelling; more cars would inevitably have to park on the main road. (The new National Planning Policy Framework (53) urges that inappropriate development of residential gardens should be avoided.) The revised plans still do not accurately reflect the size and shape of the site since the boundary between 592 and 594 is at right angles to the main road. The proposal for a modern dwelling is out of keeping with both the style and height of 592 Semington Road which is a very attractive old cottage with lower than average doors, ceilings and roofline and historic markings. (See earlier comments) It adds nothing to the character and quality of the existing street scene which still has some attractive open frontages. The proposed new dwelling would also have a detrimental impact on 594 Semington Road because it would overshadow and dominate its house frontage and garden which faces on to the side wall of the new dwelling. The high roof would block out the sunlight amenity both to the garden and front of house of 594 Semington Road; putting them permanently in shade*
- 18/12 Arising from Min. 518/11 **W12 00467 Solar Voltaic Farm on land north of Craysmarsh Farm Revised plans:** It was noted that an amendment had been made to have a 1.8 metre galvanised deer fence. Councillors sought clarification as to whether the deer fence would be replacing the 2 metre high security fence and CCTV. There was concern that a plain galvanised fence would be visually prominent.
Comments: *The Council notes that a 1.8m high deer fence is now being proposed and requires clarification if this is to replace the 2 metre high green security fence and CCTV. If it is, please would there be a requirement for the deer fence to be green as a plain galvanised fence would be prominent and easily visible.*
- 19/12 Arising from Min. 518/11 **Neighbourhood Plans:** The Clerk reported that she had applied for four persons to attend a WALC seminar/ workshop to receive training on how to prepare a Neighbourhood Plan - Cllr. Mills, Cllr Bean, Mrs Teresa Strange and the Clerk. As the seminar was oversubscribed, WALC had requested that a paper be prepared to explain why the Council wished to attend. It was agreed

to complete the Neighbourhood Plan training before carrying out public consultation on the Parish Plan for Shaw and Whitley.

20/12 Arising from Min. 518/11 **Town Council Invitation to do a joint Neighbourhood Plan:** The Town Council had suggested representatives from the two councils meet to discuss doing the Neighbourhood Plan on 11th June. This was agreed.

21/12 Arising from Min. 519/11 (ii) **Local Centre Land:** The Chairman reported that 27 residents had attended the Bowerhill Residents Action Group (BRAG) Meeting to hear the Presentation from Persimmon Homes. Glen Godwin had put forward two options, and residents had voted overwhelmingly in favour of the 2nd Option to have a crescent- shape at the Hornchurch Road entrance even though this meant slightly less open space; with 23 voting for and four voting against this option. The majority were delighted to be offered a MUGA (Multi Use Games Area) on the Hornchurch Road open space, although one resident was very opposed to this, on grounds that it could attract anti-social behaviour and had become very upset. The Police had attended the Meeting and both Barry Dalton and Janet Gould had emphasised that young people were very keen to have it. Persimmon intended to submit a planning application in July with a view to obtaining permission by September 2012.

Cllr. Glover emphasised that at present older young people sometimes congregated at the children's play area which intimidated some mums and younger children. A MUGA would relieve this tension. The Chairman emphasised that the MUGA would be secured through the S106 Agreement and it was important the Parish Council checked the final draft and ensured Wiltshire Council did not divert the funds elsewhere. He also reported that he had made a visit to Bowerhill School and all the young people had become very excited about having a MUGA. Cllr. Sankey asked about the affordable housing element

The Council agreed to suspend Standing Orders again for a further period of public participation to allow Cllr. While to speak

22/12 **Public Participation (2): Local Council Land:** Cllr. While reported that normally some social housing was required in all larger housing developments. However he was hopeful that the Planning Officer would waive this requirement in view of the major community benefit of a MUGA being offered to Bowerhill on this occasion. *The Council re-convened.*

23/12 **Planning Applications:** The Council considered the following planning applications:

W/12/00801 Land north – east Snowberry Lane and south of Sandridge Road. Temporary use of emergency access off Sandridge Road to provide access to construction traffic during construction phase of residential development.

Comments:- *The Parish Council notes the hedge has already been removed and requests that a condition be applied that the hedge should be replanted with a variety of native deciduous plants as soon as the temporary access is no longer required.*

W/11/02964/REM – Land north east of Snowberry Lane and South of Sandridge Road. Reserved Matters application pursuant to outline permission W/10/01964 for 66 dwellings relating to access, appearance, landscaping, layout and scale.

Comments: No objections in principle but please would the developer provide a pedestrian crossing to the school to serve these developments. Down-lighting needs to be installed to minimize glare.

W/12/00817 Henshall, 451 Bowerhill Lane, SN12 6RA. Proposed conversion of outbuilding to annexe (*Certificate of Lawfulness application*)

Comments:- The Council **OBJECTS** to this application as the outbuilding is not an annexe in any way. It is completely unconnected to the main dwelling, and is not connected to any cesspit or main sewage.

W12/00827 Brown, Forest Lane Stables, Lower Woodrow Forest
Proposed replacement barn/tackroom

Comments:- The Council have no objection to this application as long as it is not used for over-night accommodation.

W12/00835 Wale, 32 Hornchurch Road, Bowerhill. Proposed construction of a new porch with pitch tile roof. New white UPVC framed window glazed with 4mm clear toughened glass and new white UPVC framed door glazed with 4mm clear toughened glass.

Comments:- The Council **OBJECTS** to this application as the porch is intrusive, too large for the area and dwelling, and outside the building line. It is right on the corner so would be especially prominent.

There were no objections to the following applications:-

W/12/00759 Mr & Mrs Wilcox, 63D Shaw Hill, Shaw..Proposed two storey extension and new garage roof.

24/12

Planning Correspondence:

a) Street Names for development East of Melksham: An email had been received from Wilson Homes to request two street names for their development. The Clerk had obtained a list from Wiltshire of the names put forward by the Parish Council, showing those which had already been used. It agreed that the following names be used:

North of Snarlton Lane: Greenfinch
Nightjar

It was agreed to add Bullfinch to the Wiltshire Council list as well.

South of Snarlton Lane: Cranesbill
Corncockle

Resolved: The Council inform Wilson Homes and Wiltshire Council of these choices.

b) Melksham Sewage Capacity: The Council noted a reply was received from Wessex Water to the Council's letter of 2nd March to enquire whether the current sewage works were adequate to cope with all the additional development proposed in the Core Strategy. The letter stated:

"We are currently planning to build some additional treatment process capacity at Melksham STW in order to meet the demands of growth within the catchment. Upon completion in 2014 there will be adequate treatment capacity to accommodate current predicted development in Melksham in accordance with the Core Strategy proposals"

25/12 **Minutes, Council Meeting 16th April 2012: Resolved:** *The Minutes of this Meeting be formally approved by the Council and signed by the Chairman as a correct record with the following amendment:*

Page 2 Min. 487/11 Line 7 Delete "and so residents could be charged if bins were emptied in the Lane."

26/12 Arising from Min 486/11 & 487/11 **Green and Grey bin collections, School Lane:** The Council noted a report of the last Council Meeting sent by a resident to other School Lane residents. This stated the Parish Council was supporting the removal of the lay-by opposite Shaw School and the use of bollards to close it off which was incorrect Cllr. Baines emphasised that he had told the Community Area Transport Group the Parish Council did not support the lay-by removal. It was always in use and the Postman used it as well. The Clerk had also written to correct a statement in the CATG Minutes. It was noted the issues had been taken up with the Area Board and a site meeting had been arranged on a bin collection day for 19th June at 8.00 a.m. It appeared the Area Highways Engineer did not accept the kerb needed to be extended.

Resolved: *The Council write to the resident to explain the Council's view.*

27/12 Arising from Min. 491/11 **Gap in Sports Field Hedgerow:** The Clerk reported that this matter had been passed on the Rights of Way Warden Paul Millard who had agreed to put up a wooden fence. There was concern that travellers would easily be able to remove a wooden fence and the field needed to be secure before the Jubilee weekend. Cllr. Sankey reported there was a huge boulder behind the trees near the entrance to the Pavilion which could be moved to block the gap. It was agreed to tell Wiltshire Council that the gap had to be filled before the Jubilee weekend and to seek their permission to ask Gerrishes to relocate boulders to make the field secure. **Resolved:** *The Council seek Wiltshire Council's permission to fill the gap with the boulder and to instruct Gerrishes to do this work for £20*

28/12 Arising from Min. 495/11 **Roundabout Sponsorship Scheme:** A site meeting had taken place between David Carson, the Clerk and representatives from Wiltshire Council and English Landscapes. David Carson was concerned about the lack of regular grass-cutting, the amount of weeds and the poor positioning of one of his signs. The number of cuts per year had recently been reduced. The maintenance charge of £500 per annum was just for tending the shrubs. The Clerk had requested that English Landscapes consider using part of the £500 for the extra grass cuts needed. English Landscapes had agreed to report back on this and the cost of weed-spraying and any extra cuts.

29/12 Arising from Min.500/11 **Balancing Pond, East of Bowerhill:** The Clerk reported that Wiltshire Council had replied to confirm that it did own the pond (Title Number: WT295277) and was responsible for maintenance. This news was welcomed.

- 30/12 Arising from 504/11 **Extra Footpath behind Bowerhill School:** The Chairman reported that BRAG still wished to take this project forward and he had suggested that estimates be obtained and local businesses be contacted to see if they would give sponsorship. It was agreed that the Parish Council would seek permission from Wiltshire Council for this work. Cllr. Millard suggested that funds be sought from the school.
Resolved: *The Council ask Wiltshire Council for permission to install the extra path.*
- 31/12 Arising from Min. 511/11 **Postal Increases – options for Council papers:** The Finance Officer gave details of costs a) to post Agenda papers and notices £18.80 b) for the Caretaker to deliver them £20.10. It was noted that postage was still cheaper. It was agreed that the staff would be vigilant to save postage where possible, e.g. .let councillors know when papers were ready and ask the Caretaker to deliver any papers where he was travelling to a place for work.
Resolved: *The Council continue to post Council papers unless they could be collected by councillors or taken by the Caretaker on the way to a particular task.*
- 32/12 Arising from Min. 513/11 **Allotment matters:** The Clerk presented a report of her recent inspection with the Caretaker. Letters would be sent to tenants who were not tending their plots or keeping livestock in accordance with their Agreements. Cllr. Glover was concerned that one tenant’s plot had increased in size. It was agreed to check this out
Resolved: *The next Allotment Committee Meeting be held on 11th June.*
- 33/12 Arising from Min. 512/11 **Falcon Way roundabout planting:** The Clerk reported that Wiltshire Council Officer Tim Woolford had suggested this roundabout be grassed over. Following discussion she had agreed to send him details of Wiltshire Council’s involvement in re-planting the flowerbed.
- 34/12 **Minutes, Bowerhill Sports Field Working Party 30th April:** **Resolved:** *The Minutes of this Meeting be formally approved by the Council and signed by the Chairman as a correct record.*
- 35/12 Arising from Min. 524/11 **Future Dog-fouling Policy:** It was noted that there had been a lot of dog-fouling of the pitches recently and football team leaders were now having to check the pitches for dog-muck before young people could use them. It was well known that children could suffer disease and blindness from dog-poo and there were 7/8 year olds playing in the junior teams. Cllr. Sankey supported dogs either being on a lead or under close control. Cllr. Glover suggested a dog run may be needed. Cllr. Brindle proposed no dogs should be permitted on the sports field. Cllr. Wood emphasised the field was well used for dog-walking and it would be difficult to enforce a dog-ban. Cllr. Nicol reported some people exercised their dogs there before 6.00 a.m. It was agreed that the Council should introduce a new policy that all dogs should be on a lead and owners should clear up any fouling from their dogs with effect from the date the Council took ownership of the field and that this policy should be reviewed after three months, to see if it was making a difference.
Resolved: *1. The Council introduce a new policy that dogs be on leads at all times and owners should clear up after dogs with effect from the date of the transfer of the land. 2. The new policy should be publicised in the Melksham News and the Bowerhill Villager; stating that a) the Council’s first priority was safety of children*

and b) the Policy was for a trial period of three months and would then be reviewed.

- 36/12 Arising from Min. 122/11 **Legal Agreement:** It was noted that the Council hoped to complete on Thursday 24th May subject to acceptance that the extra land required for ancillary works to the link road would be limited to an extra two metres; making a maximum strip of 24 metres width for the road.
- 37/12 Arising from Min. 122/11 **Pavilion Licence Arrangements:** Wiltshire Council was offering a licence rather than a lease which gave them more control over the building. It contained no obligation on Wiltshire Council to repair the building but there was no obligation on the Parish Council to repair either. Although Wiltshire Council Officer had indicated Wiltshire Council would pay the maintenance costs on the old Pavilion; rates lighting water etc, the Licence contained a clause requiring the Parish Council to pay some of these costs. Cllr. While had agreed to take up this matter on the Council's behalf. It was noted that the Parish Council would be required to pay maintenance costs on the new Pavilion building. Cllr. Glover expressed concern that not enough funds had been reserved in the past. It was agreed this was a matter for discussion at the forthcoming Finance Meeting on 28th May.
- 38/12 **New Green behind Wellington Drive** Letter received from Wiltshire Council to inform the open space behind Wellington Drive had not been accepted for registration as a green as it was already open space "by right" and therefore could not be registered as open space "as of right".
- The Council noted that this was pursuant to an agreement under s.52 of the Town and Country Planning Act 1971 and includes the following covenant: "Not to use or permit the land to be used for any purposes other than as a Public Open Space for recreation and as the amenity of an open space".
- It was noted that because the land was transferred to West Wiltshire District Council as two parcels and therefore there are two sets of land registry documents with a similar covenant in both.
- 39/12 **Melksham Shadow Campus Operations Board – Joint Meeting:** It was noted that letters inviting all the parish councils to a Joint Meeting on 19th June at 7.00 p.m. to discuss the campus had all been sent out. Cllr. Sankey asked the Chairman Mike Mills if he would be willing to chair the Meeting and Cllr. Mills agreed.
- 40/12 **Highways and Rights of Ways**
- (i) **New Kissing Gate Footpath 89, Shaw:** Cllr. Bean kindly offered to donate £120 towards a new kissing gate at Shaw. The Clerk reported that Wiltshire Council may be willing to allow the Council to apply for a grant under the PIGs Scheme for this. It was agreed to request a site meeting with the Rights of Way Warden Paul Millard to assess what improvements were required.
- Resolved:** *The Council request a site meeting with the Footpaths Warden Paul Millard*

- (ii) **Beanacre – new litterbins:** An email received from Wiltshire Cllr Mark Griffiths indicated McDonalds would be willing to supply two new bins for Beanacre, providing they carried McDonalds advertising. The Council agreed to accept the offer of the two new bins and Cllr. Clark agreed to find suitable locations, in liaison with Mr Christmas who had requested the extra bins. Cllr. Clark also reported that the litterbin outside Burnt Cottages had been removed.

Resolved: The Council reply to confirm it would like to have the new bins from MacDonallds at Beanacre and ask Wiltshire Council to also replace the bin for Burnt Cottages

- (iii) **Beanacre – poor footways:** Copy correspondence from Cllr.Clark indicated that the footways along the main A350 were in need of re surfacing and repairs in some places.

Resolved: The Council request that Wiltshire Council inspect the footways and do the necessary maintenance work to make them safer for pedestrians.

41/12

General Correspondence for action

(i) **Bus Timetables – new format:** A letter was received to indicate that in future new bus timetables would be produced individually for bus stop timetables rather than all included in one book. Cllr. Baines explained this was because there were so many changes it was more economically viable and accurate to produce individual timetables. The Clerk expressed concern that this change made it even more difficult for members of the public to know when buses were running and use them.

- (ii) **CPRE AGM 22nd June:** Cllr. Coombes was keen to attend this meeting.

Resolved: Cllr. Coombes attend to represent the Council at a cost of £10

42/12

General Correspondence for information

The Council noted receipt of the following papers:

- (i) Wiltshire Council Traffic Reports
- (ii) Community First - Enewsletter
- (iii) MEP Enewsletter
- (iv) DIS Extra Newsletter 4th May
- (v) Hinterland – Newsletter re national events affecting rural communities

43/12

Deferred Items: The following items were deferred due to due to lack of time:

- (i) Community Area Transport Meeting 14th May – notes from Cllr Baines and Minutes of Meeting
- (ii) Snarlton Lane motorbike issue – report
- (iii) Area Board Issue – request fro 20 m.p.h. at Whitley
- (iv) Letter from Whitley resident Mr Chivers re bus issues
- (v) Invitation to Annual Civic Service at St Michael's Church 1st July
- (vi) Wiltshire Council Temporary Closure for A350 (Part) and A365 Western Way & C395 Semington Road (Part)

Meeting closed at 10.10 p.m.

Chairman, 18th June 2012