

MINUTES of a Meeting of Melksham Without Parish Council held on Monday 23rd January 2012 at Crown Chambers, Melksham at 7.00 p.m.

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

382/11 **Teresa Strange awarded CiLCA:** The Chairman congratulated Teresa Strange on passing the Certificate in Local Council Administration on 6th January 2012. The Councillors thanked Teresa for her hard work and commitment in completing the qualification.

383/11 **Localism Act and New Standards Regime:** The Council noted that Standards Board would be abolished on 31st March, 2012. Wiltshire Council will adopt a new Code of Conduct on 28th February, which Parish Councils are being urged to adopt. The Clerk reported that there would also be a requirement for Parish Councils to publish their Register of Interests on their website. It was noted that this could not be done until Wiltshire Council had supplied details on their required format.

Resolved: *The Council put Wiltshire Council's new Code of Conduct on the Agenda for the Short Council Meeting on 19th March.*

384/11 **Declarations of Interest:** Cllr Coombes and Hubert both declared an interest in Planning Application W/11/03104 as they were fellow members of the Rotary Club and neighbours of Mr Bazeley. The Chairman declared an interest in the item relating to BRAG, as Chair of Bowerhill Residents Action Group. Cllr Petty declared an interest in Planning Agenda Items 4, 5 & 6 as a Wiltshire Councillor. Cllr Clark declared an interest in the item relating to the A350 in Beanacre. Cllr Glover declared an interest in the item relating to the Village Green application as a resident of Wellington Drive. Teresa Strange declared an interest in the Staffing Committee recommendations relating to herself; and Planning Application W/12/00045 as a friend of the applicant Mr Lister, and as her husband has been contracted to work on the property. The Clerk declared an interest in the Staffing Committee recommendations in relation to herself; and Planning Application W/12/00045 as an acquaintance of the applicant's partner.

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

385/11 **Report from Wiltshire Councillor, Roy While:** Wiltshire Cllr Roy While reported on the following items:

- a) **Blue lidded bins for plastic and cardboard household recycling:** These bins have been removed from residents who have stated that they do not want them. Cllr Wood queried why the smaller sized bins were not available, as with the grey and green bins. Cllr While confirmed that he would investigate.
- b) **Wiltshire Council Budget:** The Budget was well on its way to completion, with public sessions progressing well.
- c) **“Help to Live at Home”:** Cllr While requested Councillors to contact him directly if they know of any elderly residents experiencing problems with the “Help to Live at Home” scheme.
- d) **Wiltshire Core Strategy and Waste Plan:** These Plans had been accepted by the Cabinet at a special meeting the previous week. Under the Waste Plan 36 sites

had been accepted as Waste Transfer Sites, including sites at Bowerhill Industrial Estate and Hampton Park (Running Track land), with 12 sites excluded. At present, this was still just a list of Sites which were now subject to the individual examination process over the next 6 months. The Secretary of State would then appoint a Planning Inspector and the recommended Sites to be submitted for Planning Approval. The proposed new waste site was for commercial waste to be sifted by hand, indoors. Cllr While confirmed that the site was not for incinerator waste. The Chairman explained that although the Parish Council had initially been opposed to the two sites in Bowerhill nothing more could be done until a formal planning application had been submitted. Cllr Wood queried if Wiltshire Council could not get a better return on the Running Track land if it was developed for something other than recycling. Cllr While confirmed that economic factors were considered in any decision- making process.

- e) **Standards Board:** Cllr While felt that the new system to be introduced following the abolition of the Standards Board was more complicated and bureaucratic than before, rather than the intended simplified system.

The Council reconvened.

386/11 **Minutes, Planning Committee 9th January: Resolved:** *The Minutes of this Meeting be approved by the Council and signed by the Chairman as a correct record. There were no matters arising.*

387/11 Arising from Min. 345/11 **MW10/03229 Land north east of Snowberry Lane & south of Sandridge Road. Reserved matters application for 56 dwellings relating to access, appearance, landscaping, layout and scale.**
The Clerk reported that she had queried with Mike Kilmister (Principal Planning Officer) why this application had been submitted again. Mike Kilmister had explained that not all the plans had previously been sent, and had made assurances that there were no changes on the drawings at all, just additional ones. **Resolved:** *The Council note the additional plans submitted.*

388/11 Arising from Min. 346/11 b) **Core Strategy:**

- i) **2nd Consultation Stage:** The Chairman reported that the Core Strategy would be sent out for the second round of consultation on the 20th February for a six week consultation period up to 2nd April. The Clerk suggested that a special meeting would be needed to review the Core Strategy.
- ii) **National Planning Policy Framework:** The Council noted the reply letter from Duncan Hames MP. **Resolved:** *The Council reply to Duncan Hames thanking him for his correspondence.*

389/11 **Planning Applications:** The Council considered the following planning applications and made the following comments:

W12/ 00033 Achilles Caravan, Tanhouse Farm, Redstocks. Certificate of lawfulness for use of land for stationing of residential caravan

Comments:- *Cllr. Mike Sankey confirmed that he used to live at Tanhouse Farm and that a caravan was there twenty years ago when he resided there.*

W/11/03104 Mr T Bazeley, 214 Corsham Road, Whitley, SN12 8QF

Proposed change of use of Coach House to holiday let.

Comments:- *The Council has no objection to change of use of Coach House subject to it remaining as an annex to the main house and not being sold off as a separate dwelling.*

Melksham Without Parish Council has no objections to the following applications.

W12/00045 John Lister, Little House, 123 First Lane, Whitley. Proposed roof alterations

W12/00053 John Garrod, 8 Osprey Close, Bowerhill. Single story rear extension.

W12/00055 Cleere Parsons, 4 Berryfield Park. Demolition of outbuildings; erection of single and two-storey extensions

W/12/000063 Mr & Mrs O'Neil, 5 Birch Grove, Bowerhill SN12 6SB

Proposed single storey side extension and conservatory.

W/12/00079 Mr O'Connor, 10 Mallory Place, Bowerhill, SN12 6YB

Proposed conservatory to rear of property.

W/12/00090 Miss Barrett, 95 Berryfield Park, Melksham, SN12 6BU

Proposed single storey extension to rear.

390/11

Planning Correspondence:

- a) **W/10/04033/REM** Land South of Sandridge Road Northeast to Sandridge Hill. Reserved Matters application pursuant to outline permission (05/00225/OUT) for 85 new dwellings, garages and associated engineering works.

The Council reviewed copy correspondence from Mr Duncan Hames MP to resident Mrs Manoli Crook with reference to PA W10/04033 The Council expressed concerns that there seemed to be gaps in responses regarding drainage issues. Cll Millard reported that he had spent some time looking at the affected area and felt that some of the problem was caused by blocked ditches that needed maintaining by residents. **Resolved:** *The Council submit the following comments, with a copy of the correspondence, to the Wiltshire Council Planning Dept:*

W/10/04033/REM Land South of Sandridge Road Northeast to Sandridge Hill. Reserved Matters application pursuant to outline permission (05/00225/OUT) for 85 new dwellings, garages and associated engineering works.

Comments: *The Council urges that no development goes ahead that will cause drainage problems for the existing residents. Could you please confirm that the Planning Department and Environment Agency are satisfied that adequate drainage facilities have been approved?*

- b) **High Hedgerow, Snarlton Lane:** The Clerk reported that residents of Snarlton Lane had expressed concerns the previous week when the hedgerow was about to be cut. Mike Kilmister had confirmed that the hedgerow was protected as the hedgerow is considered ancient, and runs along the line of the old drovers' lane. It was noted that correspondence from Duncan Hames MP relating the East of Melksham housing development also stated residents' concerns over the protection of the ancient hedgerow. Persimmon Homes had plans to cut the height of the hedgerow from 5 to 2 metres high but residents were concerned that the

hedge would not grow back. Work on site had been halted following the intervention of the Clerk and Wiltshire Councillor Mark Griffiths, until a Site Meeting had been taken place with the residents and Luke Maggs, Site Manager for Persimmon Homes. This had been arranged for 26th January at 3pm.

Resolved: *The Council invite Wiltshire Councillor Mark Griffiths to attend the Site Meeting along with Cllrs Baines, Wood and Millard.*

- c) **Invitation to Duncan Hames MP:** Cllr Coombes suggested that Duncan Hames was invited to attend a Parish Council meeting again, in light of the active interest he showed in the Parish and in particular with residents concerns over the East of Melksham housing development. **Resolved:** *The Council invite Duncan Hames to be the Guest Speaker at the Annual Parish Meeting on the 19th March.*
- d) **Tree Preservation Orders:**
- i) **W/12/00041/DDD Notification to remove one dangerous tree, Shurnhold:** **Resolved:** *The Council forward this notification to Melksham Town Council as Shurnhold is within the Town Boundary, and not the Parish.*
 - ii) **W/11/00014/IND Tree Preservation Order for Shaw Pet Centre, Bath Road, Shaw:** **Resolved:** *The Council noted that the TPO covering seven trees of different varieties was confirmed on 20th January 2012.*
- e) **Proposal to empower Town and Parish Councils – Unlock Democracy:** The Council noted the update email from Unlock Democracy.

Mrs. Teresa Strange declared an interest and left the room when matters relating to her in the Staffing Committee Minutes were discussed.

391/11 **Minutes, Staffing Committee 9th January 2012:** **Resolved:** *The Minutes of this Meeting be approved by the Council and signed by the Chairman as a correct record.*

392/11 Arising from Min. 354/11 **Finance Officer:** The Clerk sought clarification of her future responsibilities in respect of Council finances. The Council confirmed that Teresa Strange was being appointed as the Responsible Finance Officer with effect from 1st January 2012 while at work and the Clerk would cover this role only when Teresa Strange was on holiday.
Resolved: *Ms Teresa Strange be appointed as the Responsible Finance Officer with effect from 1st January 2012.*

Teresa Strange re- joined the meeting.

393/11 Arising from Min. 357/11 **Allotment Warden:** Cllr Millard queried if the Parish Caretaker had the time to complete the additional Allotment Warden duties in the Summer months. The Clerk explained that Terry Cole would work an additional hour per week to cover the allotment duties. It was also noted that allotment tenant, Mr Richard Crump had volunteered to be the “eyes and ears” of the allotment and report any issues to assist the Parish Caretaker. **Resolved:** *The Council to add Mr Crump to the Parish Council insurance policy as a volunteer.*

394/11 **Staffing Committee Recommendations:** *The recommendations as detailed in Mins. 351/11 – 358/11 be formally approved by the Council.*

395/11 **Council Budget and Precept for 2012/13:**

- i) **Average Band D number:** The Chairman reported that a revised figure for the average Band D households in the Parish had been notified to the Parish Council within the last two hours, by the Principal Accountant (Revenue) for Wiltshire Council. The figure had risen from 2706 to **2831.32. This was as a result of the Parish Council querying the figure of 2706 as it was lower than the previous year, despite new houses in the East of Melksham Housing development being occupied in the parish. Wiltshire Council had confirmed that 65.9 band D equivalent properties (after discounts/exemptions etc) were incorrectly allocated to Melksham Town Council. Additionally a further adjustment for 50 prospective properties due to be built but not yet banded was required between the 2 parishes. This gives a total movement between the 2 parishes of 115.9 (excluding the adjustment for the collection rate). Cllr Baines confirmed that this query linked in to Cllr Petty's comments at the September Council meeting that several roads in the new development had been allocated to the wrong parish and the wrong Wiltshire Councillor.

The new Responsible Financial Officer, Teresa Strange reported that for a tax base of 2831.32 a Precept of £107,000 would cost an average Band D household £37.80 for the year. The average cost for 2011/12 was £37.51 therefore giving an increase of 29p. ** Note: The figure of 2,831 was incorrectly given by Wiltshire Council. It should have been 2,821, realising an additional increase per Band D Elector of 42p per annum, not 29p as calculated for this Meeting.

- ii) **Reserves – Bowerhill Sports Field Maintenance:** Cllr Glover queried the amount recommended by the Finance Committee for the Bowerhill Sports Field Maintenance. The Financial Officer confirmed that £5,000 had been added to the Reserves for 2012/13 but that there was also an expected spend of £5,000 for the same amount; giving a total of £10,000 in the Reserve for 2012/13. The figure quoted by Wiltshire Council as the cost of one year's maintenance for the Sports Field was £20,000. English Landscapes contract with Wiltshire Council was due to expire at the end of November 2012. With 4 months, a quarter of the financial year 2012/13 left to run, the Parish Council would be looking to fund the maintenance of the Sports Field themselves detailed in the Budget at £5,000 (1/4 of £20,000).

Cllr Glover expressed concerns that not enough Reserves were being put aside for the long term maintenance of the Sports Field. It was noted that the Council would be given £20,000 by Wiltshire Council to cover the cost of one year's maintenance as part of their current Transfer of Asset policy. Income would also be available from the football teams using the facilities and a separate Reserve had been made for the ongoing maintenance of the Pavilion (Total Reserve for 2012/13 £12,000).

The Council felt that by using local contractors, they would be able to provide the maintenance for the Sports Field at a lower cost than £20,000 per annum. It was agreed that the Sports Field Working Party with input from the users, should establish the level of maintenance required, and draw up a specification for contractors to quote against to give an idea of budget costings. Cllr Glover stressed

that these costings needed to include the Pavilion maintenance and to build in resilience and future proofing.

The Council discussed options for increasing the Bowerhill Sports Field Reserve from the proposed Budget. It was noted that the Melksham Community Area Partnership had received all their funding for 2011/12 from the Area Board and that no other Parish or Town Councils in the Partnership were contributing to their funding. The Council had not contributed to the Partnership in 2011/12.

Cllr Glover proposed, seconded by Cllr Nicol, that the £2,000 proposed in the 2012/13 Budget for the Melksham Community Area Partnership be transferred to the Bowerhill Sports Field Maintenance Reserve Fund. This proposal was carried unanimously, with Cllr Petty abstaining from voting.

Resolved: *The 2012/13 Budget be amended in line with the above proposal.*

- iii) **Budget 2012/13:** The Council noted that a revised Budget had been prepared based on the Recommendations of the Staffing Committee 9th January, which had been approved earlier (Min. 394/11). **Resolved:** *The Budget for 2012/13 with expenditure as detailed following the Staffing Committee Recommendations and the Sports Field Reserve amendment as detailed above, be formally approved.*
- iv) **Precept 2012/13:** Cllr Glover proposed, seconded by Cllr Baines, that the Precept for 2012/13 be £107,000; a £3,000 increase on the year before. The Proposal was carried; Cllr Millard requested that his vote against the motion be recorded. **Resolved:** *The Council Precept for 2012/13 be £107,000.*
- v) **Finance Committee 14th November Recommendations:** The Finance Officer agreed to circulate an amended budget to detail all budget changes arising from the Staffing Committee Meeting of 9th January and the above resolutions (ii) – (iv)
Resolved: 1. *The recommendations as detailed in Min.299/11- Min. 312/11, excluding Mins..303/11, 306/11, 307/11, 310/11 and 312/11 be formally approved.*
2. *Min. 303/11 be approved with an amendment to increase the Finance Officer's salary as detailed in Min. 354/11, with a linked increase to NI (£104.52) and superannuation(£206.28) Total Salary costs for 2012/13 = £50,456*
3. *Min. 306/11be approved with an amendment to increase the Caretaker's salary as detailed in Min. 357/11 and to include a sum of £550 for training courses booked for 2012/13. Total Caretaker costs for 2012/13= £8,870 Total Costs = £17,940*
4. *Min. 307/11 be approved with an amendment to delete £2,000 grant for the Melksham Community Area Partnership. Total Grants and Subscriptions = £15,245*
5. *Min. 310/11 Reserves be approved with an amendment to increase the reserve for Bowerhill Sports Field from £5,000 to £7,000*
6. *Min. 312/11 be approved with an amendment that the Allotment Warden costs be increased to £406.64, to cover the extra hour per week being worked by the Caretaker on allotment duties. Total Allotment Expenditure = £1,451. 64*
- vi) **Wiltshire Council Budget Roadshow:** The Council noted that the Budget Roadshow would be in Chippenham on the 30th January. **Resolved:** *Cllrs Sankey and Coombes to attend the Wiltshire Council Budget Roadshow.*

396/11 **Finance:**

- i) **Receipts:** The Finance Officer reported that the Melksham Arts for All £100 grant had been returned to the Council as the group had disbanded.

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

500338	Berryfield Allotment Rent (Re-let of ½ of Plot 15 (x 2 rent as non Parish resident)	£	25.00
500339	Return of Grant from Melksham Arts for All	£	100.00
500340	Melksham Community Area Partnership: Photocopying (outstanding from 2010/11)	£	1.48

- ii) **Accounts for Payment:** It was noted that the hours of work for the Caretaker covered 8 weeks (2 months' payments). **Resolved:** *The following accounts be checked and approved for payment:*

4042*	Mr Mike Mills: 2 nd instalment of Chairman's Allowance	£	200.00
4043*	SLCC – CiLCA Management: Reissue of Chq 4011 at correct amount for Re-sit papers for Teresa Strange <i>* Paid since last Meeting</i>	£	70.00
4044	Prestige Communications: To supply and install Panasonic Telephone System to existing network at Crown Chambers £519 + VAT (as per quotation approved Min. 332/11)	£	622.80
4045	TOTAL Equipment Ltd: 1/3 contribution to Electricity charges for Crown Chambers 01/07/11 – 31/12/11 £201.24 + VAT	£	211.30
4046	Well House Consultants Ltd: 2 x "Emergency First Aid at Work" training course for M. Mylchreest & T. Strange £141.67 + VAT	£	170.00
4047	Charles Cantrill: 16 sheets of cork for noticeboards at Crown Chambers. £118.08 + VAT + £10 carriage	£	151.70
4048	Condor Office Solutions Ltd: Photocopying 11/10/11 - 12/01/12 £103.55 + VAT	£	124.26
4049	British Telecom: Telephone 01225 705700 Cr Chambers £65.77 + VAT	£	78.92
4050	Bristol Wessex Billing Services Ltd: Water Supply for <i>Berryfield</i> Allotments 16/06/11 – 08/12/11	£	77.06
4051	Bristol Wessex Billing Services Ltd: Water Supply for <i>Briansfield</i> Allotments 23/06/11 – 08/12/11	£	14.32

4052	Countrywide Farmers plc: Maintenance Materials £12.49 + VAT	£	14.99
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Salaries:

4053	Mrs Mary Jarvis: January Salary + Additional hours	£	
4054	Mr Terry Cole: 64 hrs w/e 19/11/11 - 10/12/11 and 64 hrs w/e 17/12/11 – 07/01/12 + Travel allowance + Mileage £89.60	£	
4055	Mrs Margaret Mylchreest: January Salary + Expenses (Ink cartridges £27.48 +VAT)	£	
4056	Mrs Teresa Strange: January Salary + Additional hours + Expenses (£4.13 + VAT Mulled wine for Mince Pie Supper <i>from Chair's Allowance</i> ; £5.45 postage; £3.93 + VAT Cleaning materials)	£	
4057	Mrs Elaine Cranton: December office cleaning	£	
4058	Mr Barry Mylchreest: Allotment Warden duties 19/11/11 + mileage £2.40. (NB: <i>Final timesheet</i>)	£	
	Total Salaries:	£	3,600.27
4059	Inland Revenue: Tax & NI for Employer/ee	£	839.74
4060	Wiltshire Council – Wiltshire Pension Fund: Employer/ee Superannuation for M. Jarvis/T. Strange	£	632.09

- 397/11 **Minutes, Council Meeting 5th December: Resolved:** *The Minutes of this Meeting be approved by the Council and signed by the Chairman as a correct record.*
- 398/11 Arising from Min. 317/11 d) **Survey re proposal for new shelter, Whitley:** The Clerk reported that the survey had been approved by the Shaw & Whitley “Connect” magazine committee and would be in the February issue; as well as on the Council website. It was noted that any Bus Shelter for Whitley would be funded from the 2013/14 Budget and not next year’s Budget.
- 399/11 Arising from Min. 320/11: **Parish Plans:** The Clerk reported that she was still working on the Parish Plans and hoped to complete them by the next full Council Meeting.
- 400/11 Arising from Min. 325/11 i) **NHS Staffing Numbers – Offer of Visit from Nerissa Vaughan:** Claire Litchfield, the Governance Officer for the Great Western Hospital Trust had agreed to attend the next full Council Meeting. It was noted that Nerissa Vaughan, the Chief Executive had also offered to attend a Council Meeting.
Resolved: *The Council invite Nerissa Vaughan, Great Western Hospitals NHS Foundation Trust to attend the next Full Council Meeting with Claire Litchfield.*
- 401/11 Arising from Min. 325/11 ii) **Leekes Pharmacy Hearing:** Cllr Clark reported that the Hearing had been set up following the Application refusal by the Wiltshire Primary Care Trust, followed by the subsequent Appeal refusal. The Chairman of the Hearing was

looking for proof that the residents north west of the A350 and A365 were a separate community, which was not proven and therefore permission was refused. A 5 year grace period would be upheld before another application could be made. The Doctors' Surgery were now looking at other options for a Pharmacy. It was noted that a Pharmacy that was open over 100 hours per week was exempt from the application process but the security and staffing costs made that option not viable for Pharmacies, unless based in a late night opening supermarket.

- 402/11 Arising from Min. 327/11 **New MWPC Website Update:** The Chairman reported that the website was looking really good, it was easily accessible with useful pull down menus. Cllr Hubert felt that the letter in the Melksham Independent News and Wiltshire Times from a Whitley resident, criticising the Council website, should not be ignored as the new website was working well, and was cost effective. It was noted that the resident's details could not be found on the Electoral Register and so could not be replied to directly. **Resolved:** *The Council reply to the Whitley resident via a letter in the Melksham News and Wiltshire Times, outlining the content of the new website.*
- 403/11 Arising from Min. 328/11 **Community Orchard, Briansfield Allotments:** The Clerk reported that the landowner was happy for fruit trees to be planted at the back of the Briansfield Allotments. Cllr Wood and Cllr Brindle agreed to form a working party for the detailed planning to enable the project to move swiftly to the grant application stage. It was noted that a minimum of 5 trees were required for the grant application. **Resolved:** *Cllr Wood and Cllr Brindle agreed to draw up a detailed site plan to show the number of trees required and locations and delegated powers be granted to the Clerk, Finance Officer and Chairman to apply for the Community Orchard grant.*
- 404/11 Arising from Min. 333/11 **New Village Green application for land behind Wellington Drive:** The Clerk reported that the Affidavit would be signed the following morning at the Solicitors and would cost approximately £30. The Clerk emphasised that she had only agreed for her name to be on the application subject to application being checked by a Solicitor. As the Council had now decided not to do this due to cost (£1,500) she would not be taking responsibility for any errors. This was noted.
- 405/11 Arising from Min. 334/11 a) **Litter Bins**
- i) **Sponsored litter bins:** The Financial Officer reported that the "Firexpire" device to be ordered with the bins were a plastic washer that reacted to a fire in the bin by releasing a metal disc to extinguish the flames. The metal disc was re-usable, with the plastic washer needing replacement after a fire. The cost of replacement washers were £1.28 + VAT for a set of 10. These washers could be replaced easily by the Parish Caretaker. The Chairman reported that the two sponsors were Eddie's Diner and Robinsons Fish & Chip Shop and the two locations identified were on the path at the back of Mitchell Drive, en route to Bowerhill Primary School. Dog bins were provided here, but not litter bins, and the recent litter pick had picked up a lot of rubbish in that location. One bin was to be sited at the start of the path, and one half way down. It was hoped that the new bins, and related publicity would encourage other local employers to sponsor a new bin in the Parish. The Chairman proposed he send the contact details of the sponsors to the Financial Officer for her to contact them direct and to order the bins. This was agreed
- Resolved:** *The Finance Officer order the litter bins as detailed above.*

- ii) **Other bin issues:** The Chairman reported that the bin at the Hornchurch Road Play Area that had disappeared had now been replaced; and the surrounding rubbish taken away.
- 406/11 Arising from Min. 335/11 c) **Operation Flood Working Group:** Cllr Baines requested that when the Council made contact with Danny Everett, Wiltshire Council about the flooding in Corsham Road, could the flooding in Woodrow also be mentioned as the resident had been in touch again. This was agreed.
- 407/11 **Allotment Committee Minutes 16th January: Resolved:** *The Minutes of this Meeting, with the amendments detailed below, be approved by the Council and signed by the Chairman as a correct record:*
Min. 363/11 Amend spelling of (Norville) to Norvill where recorded in this Minute.
- Cllr Petty left the meeting at 9.05pm.*
- 408/11 **Allotment Committee Recommendations: Resolved:** *The recommendations as detailed in Mins. 362/11 – 367/11 be formally approved by the Council. (Cllr Glover voted against the Recommendation for Min 362/11 that a sign be fixed to the gate of both Berryfield Allotments and Briansfield Allotment.*
- 409/11 **Bowerhill Sports Field Working Party Minutes 16th January: Resolved:** *The Minutes of this Meeting be approved by the Council and signed by the Chairman as a correct record.*
- 410/11 Arising from Min. 378/11 **Meeting with Wiltshire Council: Resolved:** *The Council hold a Sports Field Users Forum Meeting on 6th February following the Planning Committee.*
- 411/11 **Bowerhill Sports Field Working Party Recommendations: Resolved:** *The recommendations as detailed in Mins. 371/11 – 380/11 be formally approved by the Council.*
- 412/11 **Letter from Open Spaces re new threats to green spaces:** The Council noted the letter and agreed that if the new scheme proposed by Defra was implemented then Parish Councils would have to think very carefully in the future about any Village Green application due to the cost implications. Cllr Coombes proposed that parish and town councils should be excluded from Government plans to charge £1,000 to make a village green application. The charge was being implemented to prevent time wasters but as elected representatives local councils had a clear community mandate.
Resolved: *The Council write to Duncan Hames MP to protest against the changes to the law for registering land as town or village greens, as it goes against the spirit of Localism and empowering local people; with the added suggestion that Parish and Town Councils should be exempt from such charges.*
- 413/11 **Council Jubilee Dinner:** Cllr Coombes proposed that the Council hold a dinner to celebrate the Queen's Diamond Jubilee, as well as having a group photograph to commemorate the occasion. It was noted that if a meal took place members should make clear to the public that they were paying for themselves. The Chairman reported that if Bowerhill Sports Field was successfully registered as a Jubilee Field, there would be a plaque- unveiling as part of the Diamond Jubilee weekend celebrations.

Following discussion it was agreed that any suggestions and ideas be brought to the next full meeting for discussion.

Resolved: *This be an Agenda item for the next full Council Meeting.*

414/11

Highways & Rights of Way matters:

- i) **Issues from Bowerhill Residents Action Group (BRAG) meeting:** Cllr Wood chaired these items as the Chairman had declared an interest as Chair of BRAG.
 - a) **Vehicles parking on bend of Halifax Road:** **Resolved:** *The Parish Council raise this as an issue with the Area Board.*
 - b) **Lorry restriction signs at the entrances to Bowerhill residential estate:** **Resolved:** *The cost of weight restriction signs be investigated and reported back to the next Council meeting.*
 - c) **Balancing Pond Ownership:** BRAG was still unclear about who was responsible for the balancing pond in the Hornchurch Road area. Cllr Nicol suggested that reeds could be planted at the edges of the pond to act as a cushion to prevent someone falling into the deep water. **Resolved:** *The Council resolved to investigate if the ownership dispute between Wessex Water and Persimmon Homes had been resolved and let BRAG know.*
- ii) **Overgrown hedges in Halifax Road:** Cllr Glover reported overgrown hedges in domestic properties encroaching onto the pavement. **Resolved:** *This matter be reported to Andy Cadwallader, Area Highway Engineer.*
- iii) **Serious accident in Woodrow:** Cllr Baines reported that a serious accident had occurred within the Woodrow Community Speedwatch area on the evening of 20th December. A vehicle travelling outbound at excessive speed left the road, mounted the footway and demolished walls and fences for some distance.
- iv) **Letter re traffic at Countrywide Farmers roundabout:** The Clerk reported that a letter of complaint had been received from a Broughton Gifford resident about the traffic at the “Countrywide Farmers” roundabout. The problems of traffic backing up impacted on the A3353 Holt road which passed through land common to both Broughton Gifford and Melksham Without parish **Resolved:** *The Council forward the letter to the Town Council as the roundabout was within their boundary, and advise the resident to raise this as an issue with the Area Board.*
- v) **A350 Beanacre remedial works:** Cllr Clark reported that he was taking up current problems personally with Wiltshire Councillor Mark Griffiths The Clerk emphasised that it was important to get the resurfacing work scheduled in for repairs as any new Waste Transfer Site in the parish would increase traffic significantly on the A350.
- vi) **Footpath 42 improvements:** The Council noted the report from Paul Millard, Rights of Way Warden of remedial works taken place. **Resolved:** *The Council reply to Paul Millard thanking him for his efforts.*
- vii) **Wiltshire Council Traffic Report:** **Resolved:** The Council noted the reports.
- viii) **Path from Bowerhill Lane to Redstocks:** **Resolved:** The Council noted a written report from Wiltshire Councillor Roy While of actions taken to make the footway more accessible.

415/11

Area Board matters:

- a) **Melksham Community Area Transport Group (CATG) meeting 9th January:**
The Council noted a report from Cllr Baines.
- b) **Whitley Footways:** It was noted that the Finance Committee had agreed to put aside £2,370 to entirely fund a new section of footway in Middle Lane, Whitley and use the remainder of the Highway Reserve £1,500 to match fund the Community Area Transport Group to complete the rest of the footway work in Top Lane, Whitley. The Clerk cautioned that as the local council was not the highway authority, it did not have the legal powers to fund highway projects except as a donation in partnership with Wiltshire Council. Cllr Baines queried this, and Cllr Sankey questioned whether the Power of Wellbeing could be used.
- c) **Back entrance to Melksham Oak Community School (MOCS):** Cllr Glover suggested that solar lighting could be utilised to light the back entrance to MOCS as the cost of standard lighting was proving prohibitive. **Resolved:** *The Council ask Wiltshire Councillor Roy While to suggest that solar lighting be used to light the back entrance to Melksham Oak Community School.*

416/11

General Correspondence for action:

- i) **Nominations for Buckingham Palace Garden Party:** Cllr Wood chaired this item as the Chairman was eligible for nomination. **Resolved:** *The Council nominate Chairman Mike Mills to attend the Queen's Garden Party.*
- ii) **NALC Question – “Can parish councils stand up to developers?”** The Councillors discussed their experience of obtaining benefits for the Parish under Section 106 agreements. It was agreed that councils did stand up to developers but the process of obtaining community benefits failed during the drafting of Section 106 agreements by the Planning Authority. The draft Agreement needed to be viewed by local councils to ensure benefits were properly secured, before being formally approved and signed off by Wiltshire Council.
Resolved: *The Council reply to NALC and send a copy to Wiltshire Council.*

417/11

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

- i) To note Play Equipment Inspection Report from Clerk
- ii) Invitation to participate in Wiltshire Business Perception Survey
- iii) Councillor Development Event re Waste and Recycling – invitation
- iv) British Waterways response re boundaries of responsibility on map
- v) Local Works campaign re Sustainable Communities Act
- vi) Slacklining sport – information from Maverick Industries
- vii) Grit Bins cost fact sheet
- viii) NALC Direct Information Sheet & Rural services Newwork info
- ix) Wiltshire Council Parish Newsletter – September 2011
- x) Operational Flood Working Group Schedule of Meetings 2012

Meeting closed at 9.55 p.m.

Chairman, 20th February 2012