

**MINUTES Of a Meeting of Melksham Without Parish Council held on Monday 18<sup>th</sup> February 2013 at Crown Chambers, Melksham at 7.00 p.m.**

**Present:** Cllr. Mike Mills (Chairman); Cllrs. Alan Baines; Elisabete Bean; Rolf Brindle; Paul Clark; Gregory Coombes (until 7.45 pm); Don Millard; Pat Nicol; Steve Petty (arrived 7.52 p.m.) and Richard Wood

**Welcome and Apologies:** The Chairman reported that Margaret and Barry Mylchreest's son Jeremy was very poorly in hospital. It was agreed to send them the Council's good wishes.

Apologies were received from Cllrs. John Glover; Maurice Hubert and Mike Sankey. It was noted that Cllr. Petty would be arriving late.

- 401/12 **Declarations of Interest:** The Clerk, Mary Jarvis declared an interest in correspondence from a resident in Whitley.

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

- 402/12 **Public Participation:**

**Wiltshire Council news:** Wiltshire Cllr. Roy While reported as follows:

*Melksham Campus:* Following a rigid interview process, an architect had now been provisionally selected to take the project forward. The programme was being held back by the need to relocate the rugby and football facilities first.

*Bowyer's Project, Trowbridge:* A planning application had now been put forward and passed by 10 votes to 1.

*Appeal for 592 Semington Road:* The Appeal was currently being considered.

Both parties were being professionally advised and the decision could go either way.

*Hall and Woodhouse application:* There were some highway concerns about the access road. The high number of car parking spaces being proposed did not fit in to the official Spatial Plan. He felt it would be a good investment for the area. A decision had not yet been made.

*Parking at Bowerhill:* A lot of time had been spent dealing with matters on the industrial estate. He had walked the area to search for under-utilized parking and had spoken to the Superior Graphics Manager. It was unrealistic to expect a designated lorry park or extra parking area but Wiltshire Council's Economic Development Manager had agreed to set in motion a process of approaching firms with spare parking. Wiltshire Council's priorities were a) employment b) campuses. The Herman Miller development would be followed by the removal of the Christie Miller car park. Cereal Partners owned land within the expansion area and there would be marketing and investment. The Core Strategy would also help as a trigger for re-generation but recovery would not happen until the economy picked up. It was important for Wiltshire Council to act as broker and look carefully at persuading companies to help solve the parking issue.

*Litter on the Industrial Estate:* He had attended a site meeting between Norman Burgess and representatives from Cereal Partners and Avon Protection. There had been a lot of litter in the vicinity of Portal Road which had now been cleared. Both companies were willing to fund some large litter bins. The Police were examining some points raised in Mike Sankey's letter and would be attending the

Annual Parish Meeting. However the general rule was that “parking obstruction had to be life-threatening” for them to act. Road safety issues would not be ignored but there had to be tolerance as well. When the proposals for parking restrictions on Halifax Road are reviewed, the intention is to include the area in Hampton Park West which firms would welcome.

*Parish Council request for Meeting with Dick Tonge:* A meeting was currently being set up with Wiltshire Councillors Dick Tonge and Fleur de Rhe Philippe. He felt it may be useful to invite Director of Planning Alistair Cunningham as well.

*Dog-fouling Hawthorn and Thyme Road:* He had circulated residents in this area with a letter to inform what was being done to address the dog-fouling issue. As the road was not yet adopted, the developer (Bloor Homes) was responsible and the developer’s agent in Birmingham had been told about these concerns. The roads would be adopted later this year and the bins on the relief road were being emptied.

*Wiltshire Council Budget:* The final Budget was due to be approved on 26<sup>th</sup> February and the Leader hoped to announce there would be no increase in the Council tax. This was challenging for Wiltshire Council. In 2012/13 £20 million of the budget was unfunded and £27 million in the current budget was unfunded. £5 million extra had been spent on children’s services. Elderly, children and those who were vulnerable were the priority.

### **Comments and Questions**

*Hall and Woodhouse application:* The Chairman thanked Cllr. While for his comprehensive Report. He was pleased to hear that that the Hall and Woodhouse application was still proceeding. Cllr. Millard agreed this was a marvellous site and he would be disappointed if anyone opposed it.

*Melksham Campus:* Cllr. While further explained that the Campus project was being slightly delayed by the need to apply for planning permission to relocate the Football Club from Melksham House. The Club wished to move to a new Club house at the start of the new season. He believed SCOB would play a larger role in monitoring the Campus in the future. Following talks with the Football Club, it was likely that there could be several new pitches not just for the Club. There could be ground-sharing among clubs if the FA was willing to help with funds.

*Parking on Lancaster Road:* Cllr. Millard referred to the dangerous parking around the corner near Keith Lye’s garage. There had been a collision between a car and a lorry on the wrong side of the road as well as several near misses.

Cllr. While advised this matter be raised with Police Officer Barry Dalton. He agreed visibility was difficult travelling towards the Recycling Centre. It was not too late to amend the parking restriction scheme currently being considered.

The Chairman emphasised that when a Meeting had been set up, the group would need to walk the whole area to assess the problem on this corner and other issues as well.

*Use of un-adopted roads:* Cllr. Millard reported that as Sandridge Road was being resurfaced, Atkins sent a letter to inform that traffic would be diverted via the un-adopted new distributor road. Since this road already displayed a notice saying ‘Use is entirely at your own risk’ how would drivers stand legally if there were to be an accident? The Chairman emphasised this was an important point as Wiltshire Council had already diverted traffic down this road. Cllr. Baines confirmed the road had been used on several previous occasions.

*Bowyers Project, Trowbridge:* Cllr. Coombes commented that Wiltshire Council was spending £ 45 - 50 million on the Bowyers site. He remembered that when Sawtells had closed many years ago, the Co-op had wanted to buy the site and the Planning Officer had opposed it. The Co-op had tried to set up in Westbury and councillors had voted against the application. Now with Asda, Lidl in Trowbridge he was amazed that politicians were still saying Trowbridge did not need a supermarket.

*The Council re-convened.*

- 403/12 **Dates of Council Meetings 2013/14: Resolved:** *The following dates be approved for Meetings in 2013/14; all Mondays:*  
*Full Council Meetings:* 2013: 20<sup>th</sup> May (Annual Council); 17<sup>th</sup> June; 22<sup>nd</sup> July; 9<sup>th</sup> September; 14<sup>th</sup> October; 9<sup>th</sup> December.  
2014: 20<sup>th</sup> January; 17<sup>th</sup> February; 24<sup>th</sup> March (Annual Parish Meeting); 14<sup>th</sup> April.  
*Planning Committees:* 2013: 3<sup>rd</sup> June; 1<sup>st</sup> July; 12<sup>th</sup> August; 30<sup>th</sup> September; 11<sup>th</sup> November. 2014: 6<sup>th</sup> January; 3<sup>rd</sup> February; 3<sup>rd</sup> March; 28<sup>th</sup> March  
*Finance Committees:* 3<sup>rd</sup> June (Grants); 11<sup>th</sup> November ( Budget)  
*Staffing Committees:* 1<sup>st</sup> July; 6<sup>th</sup> January.
- 404/12 **Minutes, Planning Committee 4<sup>th</sup> February: Resolved:** *The Minutes of this Meeting be formally approved as a correct record and signed by the Chairman.*
- 405/12 Arising from Min. 397/12 **W12 02298 Herman Miller development:** It was noted that these Minutes contained the complete comments submitted by the Council for this application. The Clerk reported that the plans were being amended in the light of comments to include another window in the north wall of the Pavilion, to move parking nearer to the Pavilion entrance and to move the basketball site further north to allow for any future Pavilion extension. More detailed comments re the Pavilion design had been forwarded to Wiltshire Council Officer Mark Hunnybun. Floodlighting could not be incorporated into the current application; a new planning application would be needed at a cost of 50% x £195 if the Parish Council applied. The Chairman advised that the Council firstly focus on getting the new Pavilion constructed. This was agreed.  
**Resolved:** *The Council inform Mike Rogers, Melksham AFC that a new planning application would be needed for flood lighting.*
- 406/12 **Old RAF Station – Kelly’s Lamp:** It was noted that the locally famous “Kelly’s Lamp” was on or near to the proposed site for Herman Miller (W12 02298). This lamp was named after a Sergeant Kelly who used to stand under it in RAF days and catch errant servicemen returning to RAF camp after curfew. The Council

agreed to request that either the lamp standard be preserved or a plaque be put on the site to commemorate Sergeant Kelly.

**Resolved:** *The Council seek advice from Herman Miller and Wiltshire Council on whether the lamp could be preserved or a plaque erected.*

407/12 **Planning Applications:** The Council considered the following planning application. It was noted that this was a resubmission of PA W12 01033 which was withdrawn in July 2012:

W13 00218/Ful D. Elmer, 486 Semington Road. Single storey extension

**Comment:** *No objections.*

408/12 **Planning Correspondence:**

a) **Unauthorised traveller sites:** The Chairman reported a reply he had received from MP Duncan Hames to inform that the law had been tightened up to ensure there was more immediate action and as a result Wiltshire Council now had a telephone number to contact for help should travellers arrive outside of normal business hours (0300 456 0100). This news was welcomed.

**Resolved:** *The Council reply to Duncan Hames to thank him for all the work he had done for the Council on this issue.*

b) **Melksham Campus:** The Council noted an update from Wiltshire Council Head of Leisure Robin Townsend. A Melksham Area Board update further informed that St Damiens Surgery would be relocating from Melksham Hospital to the Campus and that Melksham House would close to allow work to begin at the end of the summer. The closure would not affect outdoor activities and alternative arrangements would be made for the luncheon club.

c) **New School for Forest and Sandridge:** The Clerk reported that no planning application had yet been received for the new school or the existing Forest and Sandridge School site. The Planning Dept. had informed that the only existing permission relating to the new school was outline consent for the field in which it was to be sited. Earlier proposals showed that the new school would be sited well away from residents' homes. The Chairman reported that in view of existing problems with community use of school facilities, this issue too needed to be carefully monitored.

c) **Lorry parking at Ashville Centre junction, Commerce Way:** The Council noted an email from Downlands to express concern that safety was being severely compromised due to lorries parking either side of the Ashville Centre junction. There had been several near misses. The Clerk had forwarded this email to Wiltshire Council Cabinet Member for Highways, Cllr. Dick Tonge as well as Cllr. While, other Highway Officers and the Police. Cllr. Petty had also made representations about the need for urgent action. The Chairman advised that when the planned meeting with Cllr. Dick Tonge took place, this issue be raised along with other parking problems at Bowerhill. This was agreed.

***Resolved:** The parking issue at Ashville Centre be raised at the forthcoming meeting with Cllr. Dick Tonge.*

- d) **The Spa – future Conservation Area:** The Council noted that the Council’s request for the Spa to be made a Conservation Area several months ago had been taken up by Cllr. While who had now received a reply from Principal Planning Officer Mike Wilmott. This indicated that any designation would need to be made by Wiltshire Council under the Listed Buildings and Conservation Area Act 1990 but Wiltshire Council was not pursuing any new Conservation Area designations at present due to lack of funds. In future, if the proposal were to be made and strongly supported through the Neighbourhood Plan process, Wiltshire Council would then review the matter and make a decision. Cllr Baines reminded the Council that the bicentenary of the Spa was due in 2015.

***Resolved:** The Council pursue their proposal for the Spa to be a Conservation Area through the neighbourhood Plan process*

- e) **Community Infrastructure Levy:** Cllr While had sought clarification, on the Council’s behalf as to whether CIL would be paid direct to local councils, as stated by Government Minister Mr Boles, or paid out in Wiltshire via the areas boards. Wiltshire Council Officer Geoff Winslow had replied to inform that as the enabling legislation had not yet been issued, the precise method of payment was not known. However the intention was that local councils who had a Neighbourhood Plan would receive 25% CIL and others without a Neighbourhood Plan would only receive 15%. Area Board involvement had not yet been clarified.

- f) **W12 00511 Appeal 592 Semington Road:** The Council noted that the Planning Inspector would be making a site visit on 5<sup>th</sup> March.

409/12 **Minutes of Council Meeting 21<sup>st</sup> January 2013:** ***Resolved:** These Minutes be formally approved by the Council and signed by the Chairman as a correct record with the following amendments:  
Min. 378/12b: Amend Line 11 from “this should just state “in the Melksham Without parish”” to “ this should state Woolmore Farm or the immediate vicinity”  
Min. 389/12 Script for cheque 4285 line 2, amend cleaning materials amount to £4.51.*

410/12 Arising from Min. 370/12 **Council Tax Base changes:** The Council noted a reply from MP Brandon Lewis in response to the Council’s letter of protest to Eric Pickles MP. Councillors expressed concern about the content of a letter in the last Melksham News from Wiltshire Councillor Jon Hubbard which implied the Parish Council did not need to increase its precept as it had benefited financially from having new housing built in its parish. It was felt this was misleading as despite having 196 new properties in the parish, Melksham Without Parish Council had been forced to cut its intended budget by £7,000 and had only received £2,313 top-up grant from Wiltshire Council whereas the Town Council had received £56,000. The Melksham Without parish was about one third of the town size and the grants given needed to be distributed more fairly in line with

electoral numbers. The Parish Council had been able to reduce the intended budget through good careful management, not because it had received more Council tax from new houses. It was noted that another Town Councillor had stated the Town Council had £456,000 in reserves. It was agreed to insert a letter in the next issue of the Melksham News to correct the misleading information.

**Resolved:** *The Council Chairman write to the Melksham News to refute the misleading information as detailed above.*

- 411/12 Arising from Min. 377/12 & 378/12 W12 02298 **Herman Miller development and proposed new Pavilion:** It was noted that the Planning Minutes of 4<sup>th</sup> February contained the final complete comments submitted by the Council for this application (*See Min. 397/12*).
- 412/12 Arising from Min. 386/12 **New Notice Board for Beanacre:** A reply was received from St Barnabas Church to inform there were no objections to the new Notice Board being placed in the church lay-by, adjacent to the Right of Way Board. The new Notice Board could thus now be erected.
- 413/12 Arising from Min.389/12d(ii) **Parking problems, Bowerhill:** A meeting with Cllr. Dick Tonge was being arranged. *See also Cllr While's Report Min. 402/12 and Min. 408/12.*
- 414/12 Arising from Min.390/12a **Emergency Plan:** The Clerk reported that she had begun updating the Council's Emergency Plan in accord with the template available on the Wiltshire Council website. Once a draft basis had been prepared, it would be circulated to all councillors for their input and comment.
- 415/12 Arising from Min. 391/12 **Special 20<sup>th</sup> February Flooding Meeting, Shaw & Whitley:** It was noted that Cllr.Mark Griffiths would be attending this Meeting and a representative from Wessex Water Martin Tidman had also agreed to come. The Vice-Chair Cllr. Richard Wood had agreed to chair the Meeting as the Chairman was away. Cllr. Bean asked him to point out the emergency doors at the start of the Meeting. A draft Agenda for this Meeting was then considered and approved.
- 416/12 Arising from Min. 393/12g(ii) **Dog fouling, Hawthorne Road:** The Council noted a copy email from Wiltshire Council Highways Control Technician Ms Hannah Jones to Cllr. While to give assurance that the problems of fouling and litter in the area of Hawthorn Road were being addressed. New bins were being provided in liaison with Norman Burgess, dog-bags had been cleared from around the lighting columns and Wiltshire Council was liaising with developers to ensure litter was collected during their period of ownership, until housing was completed and the new distributor road was adopted. This news was welcomed. *See also Cllr.While's report Min 402/12*
- 417/12 **Finance:**  
**a) Receipts:** *Resolved: The Council formally note the receipts since the last Meeting as follows:*

Allotment rents	£	50.00
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b) **Accounts for payment: Resolved:** *The following accounts be checked and formally approved for payment:*

4291	Robin Lydall: Briansfield Allotments Grasscutting contract £ 5 cuts @ £45	£	225.00
4292	Countrywide Farmers PLC: Strimmer £157.50 Maintenance Materials £26.65 + VAT	£	220.97
4293	Condor Office Solutions Ltd: Photocopying charges 15/10/12 – 28/01/13 £131.24 + VAT	£	157.49
4294	Post Office Ltd: Postage stamps	£	100.00
4295	SLCC Enterprises Ltd: VAT training course 13/02/13 Attended by T Strange £75 + VAT	£	90.00

**Salaries:**

4296	Mrs Mary Jarvis: February salary (incl sick pay 1 wk £ 454.74) + additional hrs (3.25hrs) + Expenses (Ink Cartridge £16.24 Calendar £1.46 + VAT)		
4297	Mrs Teresa Strange: February salary (incl sick pay (1 day £51) + additional hours (4.5 hrs) + Expenses (Wall Planner £1.39 Mulled Wine for Mince Pie supper from Chair's Allowance £6.20 + VAT) + Mileage (VAT course at Exeter Racecourse 236 miles) £94.40		
4298	Mrs Margaret Mylchreest: February salary (incl paid Compassionate leave 2hrs £16.34) + additional hrs (4.75hrs)		
4299	Mr Terry Cole: w/e 12/01/13 – 02/02/13 + travel allowance + mileage £57.20		
4300	Mrs Rachel Burton: 04/02/13 – 14/02/13 (15hrs)		
4301	Mrs Elaine Cranton: January office cleaning (incl sick pay 1 day £13.93)		
	<b>Total Salaries:</b>	<b>£</b>	<b>3,523.45</b>
4302	Inland Revenue: PAYE Tax & NI for Employer/ee	£	713.24
4303	Wiltshire Council – Wiltshire Pension Fund: Employer/ee Superannuation for M. Jarvis/T. Strange	£	639.21
4304	Arien Signs Limited: Noticeboard for Beanacre £578 + £80 delivery + VAT	£	789.60
4305	Wiltshire Association of Local Councils: 2 x Elections Training (MJ & TS 22/2/13) @ £35 each + VAT	£	84.00

- c) **Parish Weed-spraying 2013/2014** A quotation for parish weed-spraying 2013/14 was received.  
*Resolved: The Council accept the quotation from Complete Weed Control in the sum of £796 + VAT for parish weed-spraying 2013/14*
- d) **SLCC VAT Course:** The Finance Officer reported that she had attended the VAT Course at Exeter on 13<sup>th</sup> February and it had been very useful. A more detailed report re the implications of VAT legislation for the Council would be circulated in due course.

418/12 **Parish Sports Facilities**

- a) **Bowerhill Sports Field – additional licence:** The Clerk reported that Herman Miller had requested an additional licence to enter the Sports Field to do the necessary construction works, including the Link Road construction and the demolition and construction of the new Pavilion. The existing Agreement applied to Wiltshire Council building the replacement facilities but not to a third party. In view of the estimate received to act re the licence from the Council’s Solicitor the Clerk had approached both Wiltshire Council and Herman Miller to make clear Melksham Without Parish Council had no further funds in the budget for additional works relating to the Sports Field and new Pavilion. Both parties had then come back to offer funds to meet part of the costs. She had then contacted the Council’s Solicitor again to ask if he could further reduce his costs and he had agreed to do the work for £500 + VAT providing there were not protracted negotiations over terms and no undue delays in signature. The Council agreed to accept the quotation for £500 with condition from JCP Solicitors and reply to Wiltshire Council and Herman Miller to request that both parties share £50 of costs.

*Resolved: 1. The Council accept the quotation in the sum of £500 + VAT from JCP Solicitors. 2. The Council reply to Wiltshire Council and Herman Miller to request that the Parish Council’s legal costs for the licence be split 50/50 between them.*

- b) (i) **ROSPA Play Area Safety Inspection Report:** The Clerk submitted a detailed report of the ROSPA findings for the Annual Inspection of Beanacre Play Area and Shaw Play Area. Items listed had mostly been given a “low” rating except for the new Basketball Court at Shaw which had been given a “medium” risk rating. This had been queried with ROSPA who had replied that this was due to it being a multi-games court and no action was necessary. The Caretaker was addressing the items raised by the ROSPA report. It was noted that both Play Areas were entirely safe and in good order.

(ii) **Play Area at Atworth:** The Council had also received a request for help from Atworth Village Hall Committee who were currently looking after the Atworth Play Area. As inspections had not been done regularly, a Committee member had organised a ROSPA Inspection and had asked Melksham Without if their Caretaker could advise on the major remedial work required. There was concern that the Caretaker should not undertake



the remedial work and no liability should fall on the Parish Council for this Play Area. Although the Caretaker was fully qualified to inspect other play areas he may not be covered for insurance outside the parish. It was agreed to research this matter and report back.

**Resolved:** *The Finance Officer seek advice as to whether the Insurance Policy covered the Caretaker to give advice and do work outside the parish*

**(iii) Community Use of Melksham Oak Sports Facilities:** A reply was received from the Melksham Oak School Head Teacher Steve Clark which stated that comments made by the Rugby Club to the Council were inaccurate and to emphasise that charges at the school were fair and had not increased since the school had opened. There had been issues in the past but their current relationship with the Rugby Club was good. It was agreed to forward a copy of the letter to the Rugby Club and await their comments before sending a formal reply.

**Resolved:** *The Council forward a copy of the letter to the Rugby Club for comments.*

#### 419/12 **Joint Neighbourhood Plan**

a) **Steering Group Final Terms of Reference:** The Clerk reported that the Final Terms of Reference now addressed the concerns which had been raised and they had also been accepted by Wiltshire Council.

**Resolved:** *The Council formally approve the Final Terms of Reference for the Steering Group (February 2013).*

b) **Council Nominees for Steering group:** **Resolved:** *The Chair, Cllr. Mike Mills and the Vice-Chair Cllr. Richard Wood serve on the Steering Group to represent the Council until the next Annual Council on 20th May, following the election on 2<sup>nd</sup> May.*

c) **Press Item for Community Nominations:** The Council reviewed a draft item for inclusion in the next Melksham News, to invite nominations to represent the business community; health community; environmental and climate interests; and the historic and built environment. It was agreed to approve the article with a slight readjustment to the order of paragraphs.

**Resolved:** *The Press Article be formally approved with the paragraph amendment.*

c) **Council Funding for Neighbourhood Plan:** The Council considered how funding to support the neighbourhood plan process should be split between the two councils, Melksham Town and Melksham Without. This matter had been discussed at the last Steering Group meeting when two options were reviewed A) split 50/50 equally between both councils and B) split in accordance with electoral numbers in each parish; approximately two thirds Melksham Town to one third Melksham Without. Following discussion it was agreed that the cost should be split in accordance with Option B for all expenditure, right from the beginning of the process.

*Resolved: The Council inform the next Steering Group Meeting that the Parish Council felt costs should be split in accordance with the numbers of electors per parish.*

420/12 **Police and Community Safety**

a) **Community Speed Watch news:** Letter received from Wiltshire Council Graeme Hay , the Head of Service-Traffic and Network Management to inform that as Police Officer Elizabeth Ngero had now moved to a new role, a new Police Officer Steve Hughes had been allocated to Speed Watch and would be working on a part-time basis. The letter gave detail on how the Scheme would be run in future. The Chairman reported that at the Area Board Meeting disappointment was expressed that Steve Hughes' role was only part-time. Cllr. Baines reported that the whole system had become overloaded as it had prompted a huge amount of correspondence and caution letters to offenders had been taking a long time to be sent out. Some people were now suggesting SIDs with cameras or that parish councils purchased their own equipment. One Team Leader intended to convene a meeting shortly of all the groups, so that the issue could be thrashed out and the system made more efficient. Cllr Petty advised that concerns should be addressed to the new Police Commissioner.

Cllr Millard asked if the Police could enforce the limit on un-adopted roads, such as the East of Melksham Distributor road. The Chairman reported he had asked the same question and the Police could still enforce the limit.

- b) **Police and Crime Plan:** This Plan was noted. It was wider than the current Policing Plan and would set the direction of policing in Wiltshire and Swindon for 5 years. The Plan was out for consultation until 10<sup>th</sup> March.
- c) **Neighbourhood Policing Report:** The Council noted this Report.
- d) **Fire and Rescue Service:** The Council noted this Report.
- e) **CATG Schemes for Consideration in May 2013:** The Council noted this Report.
- e) **Speeding through Beanacre:** Cllr. Clark expressed concern about the continuing problem of speeding through Beanacre. There had been a recent collision involving four cars. A recent Police Inspector had suggested it was too dangerous on A350 to have a Beanacre Speed-watch Team. Cllr. Baines felt the 85% percentile formula used to qualify for Speedwatch did not really work for Beanacre as the remainder 15% amounted to a huge number of vehicles. Efforts to find Speedwatch volunteers for Beanacre had not been successful. Cllr. Clark further reported that there was a real speeding problem in Beanacre before 7.00 am and after 6.00 p.m. When there were high volumes of traffic the

roads were self-regulated. He suggested a flashing sign showing a driver's speed was needed.

421/12 **Allotment Matters:**

- a) **Briansfield – request for compost, bark chipping and manure bins:** Request received for three enclosures for compost, bark chippings and manure on the grassed area adjacent to the car park. The Council noted an email received from Cllr. Glover to ask that the enclosures be also made available to tenants on the old Berryfield Allotments, if permission was granted for the bins. It was agreed that these enclosures would be permitted for use by tenants from both Berryfields and Briansfield, providing they were used at tenants' own risk for short-term delivery and transfer of compost, bark and manure to the various plots, and not for long term community storage.

*Resolved: The Council reply to give permission for the enclosures on the above terms and request more details re their size etc.*

- b) **Rules for keeping chickens and rabbits:** The Clerk presented final draft rules for Council approval. These were formally agreed with the proviso that the reference to "livestock" be changed to "chickens and rabbits"

*Resolved: The Council formally approve the Rules for keeping chickens and rabbits and send out copies of these rules to every tenant with the rent requests at the beginning of April.*

- c) **Request for shed and netting, Briansfield:** A request was made for a shed, netting and compost heap from a tenant in Briansfield. It was agreed to give permission for the netting and shed but not allow the compost heap as there would shortly be a large compost bin adjacent to the car park.

*Resolved: The Council reply to give permission for the shed and netting.*

- d) **Request for greenhouse , Briansfield:** Request to erect a greenhouse 6 ft x 6ft was received from a Briansfield tenant. It was agreed to permit the greenhouse and to stipulate in future that 6ft x 6ft was the maximum size allowable for any greenhouse.

*Resolved: The Council reply to give permission for 6ft x 6ft maximum size greenhouse at Briansfield.*

422/12 **Sustainable Transport Forum:** Cllr. Baines and Cllr. Petty attended the Forum. It was noted that there was a full report of the Forum on Graham Ellis's website. There was £5,750,000 available for use over 13 stations, with a number of quick wins on offer for local stations. The aim was to make them more inviting by providing better information, parking and lighting. In the longer term there was an aim to provide a one way route between Melksham Station and Foundary Close for buses, pedestrians, cycles and taxis. Cllr. Nicol reported that she had attended a function in Foundry Close and parking was very limited with no space for children to play even though a lot of them lived there.

423/12 **General Correspondence:**

- a) **WALC Newsletter for February 2013:** It was noted that Teresa and the Clerk were booked to attend the forthcoming course on elections. The

newsletter also included details of a course for new councillors for 18<sup>th</sup> June. It was agreed to provisionally book 2 spaces for training in case they were required after the election.

- b) Run down property, Berryfield Lane:** The Clerk reported that after 2 complaints about possible vermin, she had liaised with the Empty Properties Officer and Environmental Health Officer to take a letter to the occupant, requesting that action be taken within one month to clean things up. There were broken windows and glass around when she visited the property. The occupant had then come into the office. He was however reluctant to take action, emphasising that he still lived there and had suffered vandalism to his property after trying to make improvements. He did not wish to refer this to local Police. It was agreed to give the occupant a few weeks to tidy things up.
- c) Localism Act – new Standards Regime:** The Council received a consultation paper on the practical implications of this new legislation. It was agreed to send Wiltshire Council a copy of the Council’s amended Standing Orders.
- d) Freedom of Information request –complaint:** A letter of complaint was received from a Whitley resident that the Council had not refuted suggested charges for provision of the information. The Clerk declared an interest and informed that she had replied to the resident’s initial request, to ask for clarification of what information was needed and to give an outline of possible charges, after being advised by ICO that staff time was chargeable at £25 per hour. The resident had not replied to her email and the Council then had decided to put all the Committee Minutes on the Council website, so all the information was freely available. The resident had been told Committee Minutes were being put on the website and a further email had been sent to let the resident know when this had been done. The Clerk had explained this situation to the ICO Officer Holly Smith. The Chairman emphasised the Freedom of Information Act was intended for papers that were not accessible, but all Council Minutes could be read in the Council office which was open to the public three days a week.
- Resolved:** It was agreed to inform ICO that the request had been fully met as all the information requested was freely available, and to express concern that information on ICO website was misleading and Ms Smith’s letter to the resident contradicted ICO advice given to the Clerk and information on its website.*
- e) Senior Forum Film Club:** The Council noted an email received from Brian Warwick to draw attention to the continuing Monday matinees showing popular “oldie” films. The next one was happening on 25<sup>th</sup> February.

424/12 **Highway Items**

- a) **Bus Hardstanding, Whitley:** A letter had been received from Groundscape Services Ltd to inform this would be installed during the third week in March.
- b) **Completion of Footway in Top Lane Whitley:** Cllr. Baines asked if any information had yet been received about when the footway in Top Lane would be completed. The Clerk reported that residents had been asking the same question. A resident in Top Lane had raised problems of flooding relating to new footway work that had already been done and details had been forwarded to Wilts. Council Officers Andy Cadwallader and Mark Stansby. The resident would be attending the Flooding Meeting to raise the matter then as well.

***Resolved:** The Council ask Highways when the Top Lane footway work would be done.*

425/12 **Parish Defibrillators:** The Clerk reported that Cllr. Coombes had informed that Friends of Melksham Hospital had agreed to give funding for one defibrillator. Cllr. Millard emphasised the need for councillors to have training in general first aid and defibrillators. Cllr. Petty reported that there may still be funding available and the Council needed to contact Melanie Scott at the Assembly Hall Melksham who had organised local fund raising for them.

Meeting closed 9. 38 p.m.

Chairman, 18<sup>th</sup> March 2013