

MINUTES of the Annual Council of Melksham Without Parish Council held on Monday 20th May 2013 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllr. Richard Wood (Chair); Cllrs. Alan Baines; Rolf Brindle; Terry Chivers; Gregory Coombes; John Glover, Mike Mills; Pat Nicol; Steve Petty and Mike Sankey.

Apologies: Cllrs. Trudy Fennell and Adam Nardell.

- 1/13 **Appointment of Chair, 2013/14** Cllr. Mills, the retiring Chairman for 2012/13 in the previous Council 2007 – 2013; welcomed all councillors to the first Meeting of the new Council and welcomed back Cllr. Chivers to serve on the new Council. He reported that Cllr. Trudy Fennell had become unwell on her way to the Council Meeting and had been taken home by Cllr. Chivers. Cllr. Nardell was on holiday. He then invited nominations for the Chair for 2013/14. Cllr. Chivers proposed, seconded by Cllr. Coombes that Cllr. Wood be Chair. There were no other nominations.
Resolved: *The Council unanimously resolved that Cllr. Richard Wood be Council Chair for 2013/14.*
- 2/13 **Declaration of Acceptance of Office:** Cllr. Richard Wood took the Chair and signed his Declaration of Acceptance of Office. He thanked the Council for their support and proposed a vote of thanks to Cllr. Mills for giving twelve years of selfless service to the Council and Community as Council Chair 2001 – 2013. It was noted that Cllr. Wood had also served as Mayor of Melksham Town Council from 1989 – 1991.
- 3/13 **Election of Vice- Chair:** The Chair asked for nominations for Vice Chairman, for 2013/14. Cllr. Chivers proposed, seconded by Cllr. Coombes that Cllr. Petty be Vice-Chairman for 2013/14. Cllr. Mills proposed, seconded by Cllr. Nicol that Cllr. John Glover be Vice-Chairman for 2013/14. Both Cllr. Petty and Cllr. Glover then left the room. The proposers for the nominees each explained why they had made the nominations. A vote was taken and Cllr. Glover was elected as Vice-Chair
Resolved: *The Council resolved that Cllr. John Glover be Vice-Chairman of the Council for 2013/14*
- 4/13 a) **Adoption of Standing Orders & Code of Practice for Complaints 2013/14**
Resolved: *The Council formally adopt the Council Standing Orders and Code of Practice for Complaints for 2013/14 (Procedure as shown in Appendix to NALC Legal Topic Note Nov 2008) without any changes.*
- 5/13 **Council Vacancy – Method of Co-option:** The Council noted that there was one Council vacancy in the Beanacre and Bowerhill Ward. The Clerk reported that a letter of interest had been received from one parishioner and another had rung to express an interest in being on the Council. Councillors agreed to advertise the vacancy via an item in the Melksham News so that interested persons could write in to the Council to explain why they wished to be co-opted. It was agreed to make the co-option at the full Council Meeting on 22nd July and include an item about the vacancy in the Summer Council newsletter for 5th June edition of the Melksham News with a closing date for receipt of letters by Monday 1st July. It was also agreed to invite those who were interested to attend the full Council Meeting on 22nd July and speak to the Council.
Resolved: *The Council advertise the vacancy via an item in the Melksham News and co-opt at the full Council Meeting on 22nd July.*

6/13

Appointment of Committees: Resolved: (Chair and Vice-Chair to be ex-officio members of all committees and working parties). The following Committees be appointed:

Finance Committee: Cllrs. Alan Baines; Rolf Brindle; Mike Mills and Pat Nicol.

Planning and Policy Committee: Cllrs. Alan Baines; Rolf Brindle; Gregory Coombes; Adam Nardell; Steve Petty and Mike Sankey

Staffing and Resources Committee: Cllrs. Alan Baines, Terry Chivers; Pat Nicol and Mike Sankey.

Joint Neighbourhood Plan Steering Group: Chair – Richard Wood and Vice-Chair – John Glover.

Neighbourhood Planning – Community Representatives: The Council noted that as the Joint Plan was at the Scoping stage, community representatives would not be required immediately. The Clerk explained that representatives would be needed in each area of the parish when consultation took place with the various communities. It was agreed to appoint community representatives at a later stage.

Allotments Committee: Cllrs. Rolf Brindle; Pat Nicol; Adam Nardell and Steve Petty.

Bowerhill Jubilee Sports Field Working Party: Alan Baines; Rolf Brindle; Mike Mills; Mike Sankey and Pat Nicol.

Joint Sports Field Forum: Members of Sports Field Working Party plus Wiltshire Cllr Roy While, business representatives from Cereal Partners UK (Danny Jones) and Knorr Bremse (Andy Hillier) and the following user representatives: Russ Hillier; (Chairman of Sports Facilities Group); Rob Bridges (Melksham United) Michael Rudd (Youth Footballers); Janet Jory (Pavilion Club) Mike Rogers (Melksham AFC) Darren Wrintmore (Avon Valley Runners); Gary Cooke & Nigel Webster (Bowerhill Scouts) and Tony Lewington (Model Aircraft Flyers).

7/13

Appointment of Representatives:

Resolved: The following Council representatives be appointed for 2013/14:

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 & Trudy Fennell
Melksham Hospital & Community	Gregory Coombes
Melksham Charities	Mike Sankey & Pat Nicol
Melksham Area Board	Richard Wood & John Glover
Melksham Area Community Partnership	Steve Petty
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
Melksham Railway Development Group	John Glover
Melksham Youth Advisory Group	Pat Nicol & Steve Petty

<i>Melksham Rural Policing Team</i>	<i>Mike Mills & Trudy Fennell</i>
<i>Northern Area Flooding Group</i>	<i>Alan Baines (Terry Chivers-reserve)</i>
<i>Community Speedwatch -Bowerhill</i>	<i>Mike Sankey</i>
<i>Community Speedwatch - Shaw and Whitley</i>	<i>Vacancy</i>
<i>Community Speedwatch - Woodrow</i>	<i>Alan Baines</i>
<i>Pavilion Club, Bowerhill</i>	<i>Mike Mills</i>
<i>Wiltshire Council Pensions</i>	<i>To be agreed</i>
<i>Rachel Fowler Trust</i>	<i>Richard Wood</i>
<i>Shaw Hall Management Committee</i>	<i>Gregory Coombes</i>
<i>Whitley Reading Rooms</i>	<i>Vacancy</i>
<i>Wilts. Association Local Councils</i>	<i>Gregory Coombes</i>
<i>Wilts & Berks Canal Partnership</i>	<i>Rolf Brindle & Steve Petty</i>
<i>Press Representative</i>	<i>Clerk -Mary Jarvis</i>
<i>Parish Highways & Street Scene Rep</i>	<i>Asst. Parish Officer – M Mylchreest</i>

For Wiltshire Council Pensions, Cllr Coombes, the representative for 2012/13 reported that he had never been informed about meetings. It was agreed to find out if meetings were still being held. For the Wiltshire Access Group, it was also agreed to investigate if the Wiltshire Access Group still met. Cllr Petty agreed to be the Council representative if it did. For Wiltshire Association of Local Councils, Cllr Coombes expressed an interest in serving on the Executive Committee and this was supported.

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

*c) **Footpath Representatives:** Footpath representatives for the parish be as follows:
Beanacre - Terry Chivers
Berryfield – Richard Wood
Bowerhill & Redstocks – John Glover and Mike Sankey
Sandridge – Alan Baines
*Shaw and Whitley – Vacancy**

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

8/13 **Dates of Meeting for 2013/14: Resolved:** *The following Meeting dates be agreed for 2012/13:*

Full Council Meetings: 2013: 17th June; 22nd July; 9th September; 14th October; 9th December. 2014: 20th January, 17th February; 24th March (Annual Parish Meeting) 14th April and 19th May (Annual Council)

Finance Committees: 2013 3rd June (Grants); 11th November (Budget)

Staffing Committees: 2013: 1st July; 2014 - 6th January

Planning Committees: 2013.: 3rd June; 12th August; 30th September; 11th November. 2014: 6th January; 3rd February; 3rd March; 28th April

9/13 **Declarations of Interest:** None received

10/13 **Finance:**

a) Statement of Accounts and Financial Report 31st March 2013: The Finance Officer Teresa Strange explained that she had so far been unable to obtain the current valuation for Shaw Village Hall. For the VAT claim, Teresa explained that VAT could

not be reclaimed on sponsored items, such as the new litterbins at Bowerhill, as these were classed as business transactions.

Resolved: *The Council formally approve the Statement of Accounts and Financial Report for the year ending 31st March 2013.*

b) Appointment of Internal Auditor: It was noted that 6th 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 2012/13 Accounts.*

c) External Audit dates: The Council noted that the following dates for 2012/13 audit:
Statutory deadline for approval of Council's Annual Return 30th June 2013
Dates for exercise of Electors' rights to inspect accounts 3rd June - 4th July 2013
Date for External Audit 8th July 2013

d) Council Receipts: *The Council noted the following Council receipts:*

Allotment rents	£	421.25
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e) Accounts for payment: **Resolved:** *The following accounts be checked and formally approved for payment:*

4341	Broker Network Ltd: Parish Insurance for year comm. 1 st June 2013	£	2,024.22
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4342	TOTAL Equipment Ltd: Crown Chambers Building Insurance (1/3 of bldg total) 01/05/13 – 30/04/13 £720.41 Electricity 01/03/13 – 01/04/13 £125.85 + VAT	£	871.43
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4343	Viking: Stationery £152.23 + VAT	£	182.68
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4344	Countrywide Farmers plc: Maintenance materials £16.64 + VAT	£	19.97
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4345	The Consortium: Stationery £6.95 + VAT	£	8.34
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Salaries:

4346	Mrs Mary Jarvis: May salary + Additional hours (16½)		
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4347	Mrs Teresa Strange: Ma salary + Additional hours (15½) + Expenses (cleaning materials £5.30 + VAT)		
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4348	Mrs Margaret Mylchreest: May salary incl sick pay (1½hr)		
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4349	Mr Terry Cole: w/e 06/04/13 – 27/04/13 + Travel Allowance + Mileage £61.20		
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4350	Mrs Rachel Burton: 122/04/13 – 16/05/13 + Tax Refund		
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4351	Mrs Elaine Cranton: April office cleaning incl sick pay (2½hr)		
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Total Salaries:	£	3,917.43
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4352	Wiltshire Council – Wiltshire Pension Fund: Employer/ee Superannuation for M. Jarvis/T. Strange	£	696.22
4353	Inland Revenue: PAYE Tax & NI for Employer/ee	£	667.99
4354	British Telecom: Crown Chambers Internet 01/05/13 - 31/07/13 £86.23 + VAT	£	103.47
4355	The Consortium: Stationery £33.41 + VAT	£	40.09

f) Play Area advice -charges to outside bodies: Resolved: *The Caretaker's time be charged at £15 per hour plus any additional costs e.g. travel.*

11/13

a) Council Insurance – Renewal Options: It was noted that in 2011 the Council had accepted a quotation from Aviva conditional on having the Policy with the company for the three years 2010 – 2013. There was one more year to run on this Policy but the Council had renewed again last year for another three years, one year early, to obtain a discount. The premium for 2013/14 was £2,024.22, less than last year (£2,066.30).

b) Council Insurance Policy – Annual Review: The Council reviewed the Council Insurance Policy. The Finance Officer reported that the policy contained the same endorsement as last year that playground equipment is “inspected by a competent person at least weekly” and that the insurers had agreed to again relax the routine inspection programme on the playground equipment to monthly intervals as requested. It was noted that the Parish Caretaker did inspect both Shaw and Beanacre play areas weekly but the endorsement was too restrictive in the eventuality that a weekly inspection did not take place due to Caretaker absence for annual leave or sickness. The insurers had also recommended that Councils weekly visual inspections were noted in writing including date, time and name of inspector and kept on file. The Finance Officer had therefore asked the Caretaker to note the time of the inspection on his weekly timesheets to fulfil this requirement. The Council noted that 50% of local council insurance claims were now for liability.

It was noted that the following policy amendments had been made during 2012/13:

1. GATES & FENCES: Add Perimeter gates and fence at Bowerhill Sportsfield £10,000 on transfer of asset 1st June 2012
2. SPORTS EQUIPMENT: Add 3no. sets of goalposts at Bowerhill Sportsfield £6,000 on transfer of asset 1st June 2012
3. MOWERS & MACHINERY: Add petrol strimmer £189 Jan 2013.

Resolved: *The following amendments be made to the Policy for 2013/14:*

STREET FURNITURE

1. *Dispose of noticeboard outside bus shelter, Beanacre LESS (£521.55) before 3% rise for index linked increase*
2. *Add new noticeboard in layby of St Barnabas church, Beanacre PLUS £658 before 3% rise for index linked increase*
3. *Add new dog fouling signs at Bowerhill Sports Field*

PLUS £340 before 3% rise for index linked increase
4. Add 2 new bins at Bowerhill (sponsored by Robinsons & The Base) at £385.80 each PLUS £771.60 before 3% rise
STREET FURNITURE TOTAL 2011/12 was £71,194.62
AMMENDED STREET FURNITURE TOTAL 2012/13 £72,472.67
INCREASED BY 3% FOR 2013/14 = £74,646.85

MOWERS AND MACHINERY

1. Sold trailer LESS (£831.67) before 3% rise for index linked increase
MOWERS AND MACHINERY TOTAL 2011/12 was £1,348.46
AMMENDED MOWERS AND MACHINERY TOTAL 2012/13 £516.79
INCREASED BY 3% FOR 2013/14 = £532.29

NOTICEBOARDS

Noticeboard in Bowerhill to read “outside fish and chip shop” and not “outside Post Office”.

BUS TIMETABLES

Remove timetable at Sandridge Hill as no longer required.

12/13 **Statutory holidays for staff: Resolved:** *The two statutory holidays be taken on Tuesday 28th May and Tuesday 27th August when the office would be closed.*

The Council agreed to suspend Standing Orders for a period of public participation

13/13 **Public Participation.**

Footpath 109 to Old Spring at Beanacre: Mr Lea of 112B Beanacre reiterated his offer to donate £2,000 to the Council to improve public access to the Right of Way 109 and the Spring. The offer was open until January 2014. He emphasised the Spring was about 1 metre down and he hoped a feature could be made of it for the community. He intended to raise the level of the strip of land on which the Right of Way was sited up to the level of his garden to the right and the wall of 112A with soil obtained from Hills Waste. He was willing to fence off a strip of land 1.5 metres wide for the footpath. He then intended to plant up the residue of land with trees on his side. As a goodwill gesture he was willing to put £1,000 up front and the first stage would be to sort out the land level. There could possibly be a community competition for the best project design for the well.

Cllr Sankey asked if a hedge would be planted.

Mr Lea emphasised that he wished to get full benefit of the residue of land and would probably install 4 ft 6in chestnut palings for the fence.

Cllr. Chivers emphasised he would need to get good quality top soil from Hills Waste.

Mr Lea said he would be disappointed if the Council asked for more money as he felt the amount offered was adequate.

The Clerk, Mary Jarvis asked Mrs Lea if she still had a butterfly garden.

Mrs Lea affirmed that she did and they would only be putting in plants that attracted butterflies.

The Council re-convened.

14/13 **Footpath 109 to Old Spring at Beanacre:** Cllr. Chivers proposed, seconded by Cllr Coombes that a site meeting be held and a report made to the next full Council. This was agreed. It was also agreed to invite Paul Millard to attend the site meeting
Resolved: *A site meeting be held on 29th May at 6.30 p.m.*

15/13 **Planning Applications:** The Council considered the following planning applications:

W13 00769 Superior Creative Services Ltd., 28 Hercules Way, Bowerhill SN12 6TS
Extension of existing warehouse

Comments: *No objection subject to a condition that the Emergency Door must be kept closed at all times except when required for an emergency, to prevent noise disturbance.*

W13 00797 Revill, 53A Beanacre, SN12 7PY. Erection of flat roof rear extension to form utility room, rear conservatory. Formation of concrete hardstanding to support dog kennels. **Comments:** *The Council OBJECTS that the dog kennels are too close to the neighbouring property and will create nuisance. There are no objections to the rear extension and rear conservatory.*

There were no objections to the following planning applications:

W13 00529/WCM Wessex Water, Sewage Disposal Works, Bradford Road Melksham.
Installation of two control kiosks

W13 00604/FUL Ian Revill, 53A Beanacre, Melksham SN12 7PY Loft conversion with Velux roof lights

W13 00765/FUL Jonathan Baker, The Barn House, 7 Bath Road, Shaw SN12 8EF.
First floor extension over existing car port and construction of a detached double garage

W13 00778 Webb, 226 Bath Road, Shaw. SN12 8EG Single storey orangery & ancillary works

16/13 **Planning Correspondence**

(i) Street names for Local Centre Land development, Bowerhill: A request was received from Persimmon Homes Wessex for a new street name for the new development on land adjacent to Hornchurch Road and Dakota Close. It was agreed to follow the RAF theme for Street Names at Bowerhill. Cllr. Baines suggested in view of the current names nearby of Hornchurch and Dakota that the Council use the names Manston or Croydon. Other possible names were York or Swordfish after aircraft. Cllr. Mills suggested Hammer Close or Vulcan Close. Cllr. Sankey preferred that RAF personnel be honoured and proposed Jackson after Flight Sergeant Jackson who was honoured with VC in the same ceremony as Leonard Cheshire. This was not taken up. Cllr. Glover proposed, seconded by Cllr Coombes that Manston be used with either Close or Green. This was agreed.

Resolved: *The Council propose the name "Manston" for the new development.*

(Manston is an old RAF Airfield in Kent, where there is now a RAF Museum. It was used in both World Wars for training and it was where the bouncing bomb was tested prior to the Dambusters' raid.)

(ii) **Core Strategy Examination – revised timetable:** The Council noted the revised timetable for the Core Strategy Examination and the names of councillors who had agreed to attend. Cllr Petty was keen that the question of upgrading A350 be raised and expressed concern that dualling of A350 was not being recognised.

Core Strategy Examination Timetable:

Venue: Civic Centre St Stephens Place, Trowbridge, BA14 8AH

ISSUE	POLICY	DATE	REPRESENTATIVES
MATTER 5	CP2, CP48 -49 Resilient Communities 10.00 - 13.00 & 14.00-17.30	Wednesday 15 th May	
MATTER 6	CP41 & 42 Climate Change 9.30 - 13.00 & 14.00 - 17.30	Tuesday 16 th May	
MATTER 7	CP50 – 56 Natural Environment Biodiversity, Green Infrastructure, Canals 9.30 - 13.00 & 14.00 - 17.30	Tuesday 21 st May	Cllr. Rolf Brindle
MATTER 8	CP57 – 59 Built Environment 9.30 - 13.00 Site visits in afternoon	Wednesday 22 nd May	Cllr. Alan Baines & Cllr. Rolf Brindle
MATTER 2	Core Policy 1 Settlement Hierarchy & Delivery 9.30 - 13.00 14.00 - 17.30	Tuesday 11th June	Cllr. Baines & Cllr. Mills
MATTER 3	CP2 and CP34 - 40 Economy General Employment land and employment sites 9.30 - 13.00 14.00 - 17.00	Wednesday 12th June	
MATTER 4	CP2 & CP43 Housing Exception sites Vulnerable/ older people 09.30 - 13.00 & 14.00 - 17.00	Thursday 13th June	Cllr. Rolf Brindle Cllr. Gregory Coombes Cllr. Pat Nicol
MATTER 9	MELKSHAM COMMUNITY AREA CP15 & CP 16	Tuesday 2nd July	Cllr. Alan Baines, Cllr. Rolf Brindle and Cllr. John Glover

	9.30 - 13.00 14.00 - 17.00		<i>NB: Please note 3 community areas are being done on this day, Marlborough, Melksham & Mere so Melksham may be later in the morning</i>
MATTER 10	IDP,CP3 & CPS 60 – 69 Infrastructure Sustainable transport, Transport and development, Impacts on transport network, Transport strategies., Movement of goods, Strategic transport network, Flood risk 09.30 - 13.00 & 14.00 - 17.30	Wednesday 17th July & Thursday 18th July	Cllr. Glover & Cllr. Sankey? Closing Remarks on Core Strategy

(iii) W13 00288 Shaw Pet Centre – dwelling and new kennels : The Council noted that permission had been granted with conditions.

(iv) Appeal for new detached dwelling at 592 Semington Road: Notification received that this Appeal had been dismissed.

(v) Neighbourhood Planning Process: The Council noted additional information received from Wiltshire Council re Environmental Assessments. Local councils were advised to discuss the need for environmental assessment with their spatial link officer at the start of the Neighbourhood Plan process.

(v) PA W12/02298/FUL for erection of Herman Miller manufacturing plant and associated infrastructure - Council dispensation: Resolved: *The dispensation as granted by the Council on 7th January 2013, Min. 356/12b be amended to comprise all members of the new Council.*

17/13 **Minutes, Council Meeting 22nd April: Resolved:** *The Minutes of the Council Meeting held 22nd April be approved by the Council and signed by the Chairman as a correct record.*

18/13 Arising from Min. 476/12 **Development East of Melksham -new cycleway to link Westbury View to new school:** A reply was received from Ian Postlewaite to inform that this matter had been passed to Sarah Holloway who dealt with S106 Agreements, and while the Supplemental Agreement 8th December 2011 gave scope for a wider interpretation of highways works, the request should be taken up by CATG. Spencer Drinkwater had been sent details as he planned to attend the next CATG meeting. Cllr. Baines reported that this proposal had not been mentioned at the last CATG Meeting on 15th May.

Resolved: *The Council write to Spencer Drinkwater to emphasise the link should be financed from S 106 Agreement funding and to enquire what action was being taken.*

19/13

Arising from Min. 476/12(iii) **Issues from development east of Melksham:**

(i) **Dog fouling on new development:** Cllr. Chivers reported the lack of bins due to the road not being adopted which was leading to excessive dog-fouling. He had filled in an issue sheet, contacted the Environmental Health Officer Steve Eleve and had asked the dog warden to patrol the area. He had also asked the developers to provide emergency bins and had asked Wiltshire Council to put pressure on them to ensure this was done. Cllr. Mills emphasised there was an issue at present all over the parish with bins not being emptied regularly or some being emptied and not others. Would Wiltshire Council be emptying them? Cllr. Petty reported problems were not always due to dog walkers, as some people came from elsewhere and parked to walk their dog. It was noted that there were bins along the main distributor road. Cllr. Brindle informed that there was one new bin at the north end of Snowberry Lane, as well as the existing bin opposite the blocked off end of Snarlton Lane; installed by the Parish Council.

(ii) **Lack of Play Area:** Cllr. Chivers reported that while land had been provided for a Play Area, no equipment had been placed on it. Cllr. Glover emphasised that although a detailed Development Brief had been agreed with the community Wiltshire Council had then failed to implement it in the S106 Agreement so a lot of good work had been wasted.

(iii) **Unadopted road:** It was noted that the distributor road was unlikely to be adopted for some time. Cllr. Baines emphasised that Wiltshire Council needed to ensure developers fulfilled all the basic community requirements; drainage, lighting, recycling bins, litter bins, paths, bus stops as part of the standard procedure for road adoption.

(iv) **Lack of public transport:** There was a lack of bus stops and timetables and so bus services were not going through the estate. Cllr. Chivers reported he had asked for stops and timetables and had requested an interim "park and ride" service

(v) **Lack of black boxes in Skylark Road area:** Some residents who had been living in the area for at least two years still had not received their recycling boxes. This matter had been referred to Wiltshire Council for remedial action.

20/13

Arising from Min. 490/12 **Relocation of Melksham Post Office:** The Council noted a reply sent by Jo Swinson MP to the Town Council to explain that the Crown post offices were making heavy losses and thus had to try to seek franchise partners to make the Post Office more financially sustainable in the future. If no partner was found the Post Office would continue to provide the same services in Melksham. Cllr. Chivers reported that in Sheffield, the Council was running the post office for the town and had now opened up more branches. Cllr. Sankey reported that at a recent meeting, the Post Office had indicated it would like Wiltshire Council to have the Post Office as part of the campus, but SCOB was not in favour of this proposal.

21/13

Arising from Min.492/12 – **Bowerhill Parking Restrictions:** The Council noted a report from Cllr. Mike Mills about the recent Site Meeting to inform that the double yellow lines proposed by Wiltshire Council were agreed with one change: to replace the proposed 40metres unrestricted stretch between De Haviland Place and Stirling Close with double yellow lines. The restrictions between Mitchell Drive and Bader Park were agreed with no changes. It was further agreed to have a single yellow line inside both De Haviland Place and Stirling Close to prevent parking there from 8am - 6pm Monday

to Friday. Outside residents' driveways there would be a single white line to enable visitors/carers to homes to park. These changes were fully supported by residents, Wiltshire Police and Cllr. Roy While who attended the site meeting. The Council welcomed progress made on this issue. It was noted that delegated powers had been given to Cllr Mills and the Clerk to formally approve the amended proposals from the site meeting and this had been done. The parking restrictions were expected to be installed in July. It was noted that enforcement was now a Wiltshire Council responsibility. Cllr. Brindle welcomed the inclusion of yellow lines at the Spa in this project.

- 22/13 Arising from Min. 494/12 **Beanacre Speeding – speeding and request for 20m.p.h. limit, Westlands Lane:** A letter was received from a Beanacre resident to request a 20m.p.h. speed limit in Westlands Lane Beanacre. Cllr. Baines reported that CATG was now able to decide where Speed Indicator Devices (SIDs) could be placed without having to comply with the 85% rule, so they could now be employed in Beanacre. However they had to be mounted on metal poles not wooden poles. The Clerk reported that Mr Whitmarsh had been unable to find persons to form a Community Speedwatch at Beanacre. It was noted that concerns re excessive speeding on A350 through Beanacre before 7.00 a.m. and after 6.00 p.m. had also been raised as an Area Board Issue. **Resolved:** *The Council request that SID devices be used in Westlands Lane.*
- 23/13 Arising from Min. 494/12 **Beanacre - A350 footways and road surface:** A further reply had also been received from Mrs Cockell to inform that parts of the A350 needed resurfacing and to express concern that the width of pavements through Beanacre were being reduced due to a build up of weeds and soil.
- 24/13 Arising from Min.496/12 – **Dates for Sports Field Forum & Allotment Committee:** **Resolved:** *It was agreed that these Committee meetings would be held on Monday 10th June.*
- 25/13 Arising from Min.496/12 – **Sports Field - Pavilion:** The Clerk reported that there appeared to be a delay regarding a meeting to discuss construction of the new Pavilion.
- 26/13 Arising from Min. 499/12 **Shaw Field matters** – reply from Hall Chair Peter Davis: The Council noted a letter received from Shaw Hall Committee Chairman Peter Davis and a report from the Clerk regarding the following matters
(a) Boundary Estate fencing: As there had been a complaint re the condition of the fence, the Caretaker had examined it and felt it needed attention. Cllr. Brindle reported it was metal and had never been painted but it was not broken **Resolved:** *No action be taken.*
(b) Ash Tree and Chestnut Tree: Cllr. Brindle and the Caretaker had examined the Ash Tree and did not feel it was a threat to No 6 Beeches Green. Cllr. Brindle reported the tree was at least 2 metres from the fence. If there were branches overhanging a property at Beeches Green, the occupant was entitled to remove the branch and put it back in the playing field. It was noted that Mr Davis had been advised by the Landscape group that the Chestnut was dangerous and the Landscape Group had also quoted for work to either fell to 2 ft or remove to below ground level. The Clerk reported that there were nesting jackdaws in the tree. The Council had not funds in the budget to do such work at the present time.

Resolved: *The Council seek advice from Wiltshire Council Tree Officer re the Chestnut Tree.*

(c) Dog sign near boundary: This had now been removed.

27/13 **Old George Ward Playing Fields – petition:** Cllr.Chivers reported he had collected 500 names on the petition to Wiltshire Council to retain the present playing fields at the old George Ward site. As Wiltshire Council did not accept petitions, copies had been presented to Jane Scott, the Council Leader and the Leaders of the Labour and Liberal Democrat groups. 95% of the names came from the Melksham Community Area. Wiltshire Council has now asked Sturgis to market the site. Cllr. Glover reported he had signed it. He understood the area within the parish was remaining as open space and the petition concerned the area within the town to the east. Cllr. Mills referred to the fact that the original planning application had been refused and then an independent planning inspector had allowed an Appeal on 26th August 2008. Cllr. Chivers explained that it was better to go down fighting because if development took place in this area it would join the town to the parish. Cllr. Petty reported that when the application had come back for renewal, nothing had changed to warrant further objection. However it was still worthwhile questioning the plans. Cllr. Glover emphasised there was nothing Wiltshire Council could do to refuse it now or otherwise they could be sued. Cllr. Chivers suggested it could help when the full planning application came in, to show the strength of local feeling about the site. Wiltshire Council had submitted a planning application to extend their use of the school for office accommodation. There was also talk of it being sold to the land bank.

28/13 **Flooding and Drainage Issues:**

(i) **Funding for Flood Relief Works, Forest Brook:** The Council was delighted to know that the Environment Agency was giving £30,000 funding for flood relief works on Forest Brook in Woodrow Road. Cllr. Baines referred to the recent flooding in lower Woodrow due to run off from the fields which had caused the Brook to overflow. He hoped to find out more details of the work to be done at the forthcoming OFWG Meeting on 15th June. The landowner would now be compensated for loss of crops. It was hoped work would begin in July and a letter would be sent out to householders to explain the scheme.

(ii) **Flood Alleviation Works, Corsham Road, Whitley:** It was noted that all householders who had been contacted by Wiltshire Council had now given consent for the planned works which would begin in the next few weeks. Wiltshire Council Highways Department were also examining water courses in Middle Lane.

(iii) **Request for help with ditch clearance at Ashley Close, Whitley:** The Clerk reported that the parish stewards were unable to assist in private ditch clearance but Steward Renfrew had suggested removing an old cattle crossing and pipe to allow the ditch to be open for the full garden width. The Clerk had also referred the matter to the new Flood Working Group.

(iv) **Letter from resident re Pear Tree watercourse, Whitley:** The Council noted a letter from a resident regarding silted-up pipework and a neglected ditch at The Pear Tree. The resident requested action before the ditch was further blocked when hedges were cut in this area. Cllr.Chivers reported that Wiltshire Council had the matter in hand.

(v) **Brook Blockage through open space adjacent to 115 Berryfield Park:** The Council noted an email reply from Stuart Renfrew in answer to a resident's letter of concern about the debris and broken fence alongside Berryfield Brook. Wiltshire

Council questioned whether the fence was necessary at all and informed that the Wiltshire Council Land Drainage Team would be meeting on site to review the problems. Responsibility was shared between Wiltshire Council, the Waney Edge Cafe and householders. Cllr. Petty questioned why the fence had been put up originally if it was not really necessary.

- 29/13 **Local Transport Plan Consultation - Melksham Cycleways map:** . Cllr. Brindle's proposed the Council submit comments re omissions which needed to be included in the Melksham Cycleways map. The following links needed to be included:
- Existing link to Kennet and Avon canal – National Route 4 (Bristol to London).
 - Rural link to Broughton Gifford.
 - Rural link to Berryfield and Semington via the existing, now quiet, Semington Road.
 - Crossing from the existing Hampton Park cycleway towards Berryfield (light-controlled).
 - A 40m link to Bowerhill School from Grasmere.
 - A towpath for the proposed Wilts and Berks canal. A link to Beanacre as part of the scheme to go to Lacock and to link to Westlands Lane and Atworth
 - Requirement for a cycleway/pedestrian crossing to the east of the Rosemary Way roundabout, Melksham.
 - Potential link to Shaw and Whitley via the new path to Beanacre
- Resolved:** *The Council request that rural links be included in the Melksham Cycleways map as detailed above.*

- 30/13 **Trans Wilts Rail - update from Graham Ellis:** The Council noted this report which referred to the poor service for Melksham which still had only two trains per day at unhelpful times; 06.38 and 19.11 southbound and 07.20 and 19.50 northbound, although with 25,000 population it was the fourth largest urban area in Wiltshire.

- 31/13 **Paths Improvement Grant Scheme 2013/14:**
- (i)) **Bowerhill path behind school** It was noted that Wiltshire Council had turned down the proposal to give PIG funding for a new length of footpath behind Bowerhill School as this was not a recognised rights of way route.
- (ii) **Path from new development East of Melksham:** The Clerk reported that she had walked Footpath 23 with the landowner as there access problems because residents from the new development were using the wrong alignment and the Rights of Way Warden felt this path could be improved through the PIG Scheme.
- Resolved:** *The Council apply for PIG Scheme funding for this route.*

- 32/13 **Future of Local Highways and Streetscene Service:** A letter was received from Wiltshire Council to outline proposed changes to this Service. From 1st June, each Community Area would be assigned a Co-Ordinator and the new Co-ordinator for the Melksham area was Stuart Renfrew. Stuart was keen to have one point of contact in each local council and a Council representative was invited to attend a workshop to be held the following evening, 21st May at County Hall. The Council agreed to ask Margaret Mylchreest, the Assistant Parish Officer if she would be willing to be the Council's contact point and attend the workshop.

33/13

Melksham Area Board matters

- (i) **Campus Update:** The Council noted a Campus Programme update received from Cllr. Jonathon Seed, who had taken on the responsibility for the campus programme on the Wiltshire Council cabinet.
- (ii) **Area Board Issue -Pedestrian Crossing over A365 The Spa:** The latest update on 13th May referred to the fact that lack of funding meant a crossing could not be installed at present. The cost would be £120,000; half the amount of funding allocated for West Wiltshire. Councillors emphasised that the current situation was extremely dangerous as apart from two shared use paths being divided by a busy road leading up to a roundabout, motorists sometimes tried to overtake on this stretch of road.

34/13

Defibrillators for parish: The Clerk reported that, following discussion, the Wiltshire School of Gymnastics had agreed to locate a defibrillator outside the school so that it could be easily accessible to Bowerhill Industrial Estate.

The Council was delighted to receive a letter from Friends of Melksham Hospital to inform that funding was being awarded for the purchase of three defibrillators in the parish. This generous offer had been made in recognition of the great support given by the parish communities to past fund- raising events, particularly the Hospital Fete. Costs of installation would need to be met by the parish and the Council was advised to contact Mel Scott for advice on where to site the defibrillators.

Resolved: *The Council contact Mel Scott for advice on installation of the defibrillators.*

35/13

General Correspondence for action

- i) **Renovation of telephone kiosks:** The Clerk reported that an email had been received from BT to say there was now no definite schedule for painting but work would be done eventually. Initially the work was due to be done in May 2013. It was noted that the old red boxes in the parish were in very poor condition. **Resolved:** *This matter be placed on the Council Agenda in June for further discussion.*
- ii) **WALC May newsletter:** It was noted that this newsletter contained details of training for new councillors. It was agreed to find out if Cllrs. Trudy Fennell and Adam Nardell wished to go on one of these courses.

36/13

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

- i) Melksham Extended Services – report
- ii) CPRE AGM 25th June – invitation
- iii) Queens Speech- summary for local government
- iv) Questions to Wilts. Council from Cllr. Chivers
- v) New definitive statement for right of way 22
- vi) Local Works Supermarket Levy proposal
- vii) SPLASH newsletter.

Meeting closed at 9.43 pm.

Chairman, 17th June 2013