

MINUTES of a Meeting of Melksham Without Parish Council held on Monday 17th June 2013 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllr. Richard Wood (Chair); Cllrs. John Glover; Alan Baines; Rolf Brindle; Terry Chivers; Gregory Coombes; Pat Nicol; Steve Petty; Mike Sankey; Adam Nardell (*until 8.20pm*) and Trudy Fennell

Apologies: Cllr. Mike Mills

76/13 **Declaration of Interest:** The Chairman, Cllr Richard Wood declared an interest in the Chair's Allowance and Cllr Nicol declared an interest in the planning application for Forest & Sandridge School as a Governor representing the Council. It was noted that Interests connected with Council grants payments were the same as those already recorded at the beginning of the Finance Committee Minutes of 3rd June 2013 - *see Min. 44/13*. Cllr Petty declared an interest as the Vice President of the Chamber of Commerce when the item concerning their Council representative was discussed.

77/13 **Jo Eccleston – Good Neighbour Co-ordinator:** The Chairman welcomed Jo Eccleston to the meeting who wished to update Councillors on developments with the Good Neighbour scheme. Jo explained her area was now called "Melksham Rural" and covered all 13 villages in the Melksham Community Area; this meant that Jo was able to deliver her service to the entire Melksham Without Parish, rather than just some as in the past. Jo was also pleased to report that funding had been secured for a further 5 years.

The co-ordinators use their local knowledge and networks to identify those older, vulnerable or isolated people who are living in their community and take referrals from a wide range and variety of sources. They then identify which organisations are best suited to deal with each individual client's situation and then refer or support a client to access that service.

Jo was actively looking to contact and talk to established clubs in the Parish about her work. There were a lot of new H&S rules and regulations concerning running lunch clubs in village halls and she was now looking at pub parish lunches as an option; Jo explained that the Melksham Community Area Partnership now had a caravan that they were looking to use for rural community events as a mobile coffee shop; and that was being investigated. Councillors suggested that something could be run from St Barnabas church in Beanacre as their buildings included a community use room.

Cllr Coombes clarified that Jo's role was a rebranded "Village Agent"; Jo confirmed that this was the case, in Gloucestershire the role was still called Village Agent but had been re-branded Good Neighbour Co-ordinator in Wiltshire.

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

78/13 **Public Participation:**

1. Refuse bins, School Lane, Shaw:

Mr Wilson of School Lane explained that there was still an ongoing problem with the bins at School Lane as when they were put out on the main road on collection day, the view was obstructed for cars pulling out of School Lane; especially if cars were parked in they layby. This issue had been raised with the

Parish Council and the Area Board and meetings had been held with the Highways Department at Wiltshire Council. A number of ideas had been suggested, including putting the bins on the other side of the main road – which would obstruct the children’s route to school. Mr Wilson felt the best solution was to fill in the layby but the Parish Council had not been in favour of this as the layby was well used. Other suggestions included put the bins further along the highway on the grass and having two separate pickups for the green and grey bins. One way forward was that the leylandi trees be cut back to improve visibility as this was still a problem. A mirror had been suggested to give better visibility but Mark Stansby at Wiltshire Council had written to explain that as mirrors were not a standard traffic sign it would need the Secretary of State to approve and the school had refused permission for it to be erected on their wall. Cllr Chivers had suggested to Mr Wilson that a smaller bin lorry could be used to drive up School Lane and collect the bins from there.

Cllr Baines explained that a trial with a smaller vehicle had been tried and was still unable to negotiate School Lane. Cllr Chivers explained that he had seen a smaller vehicle that he felt would be able to drive up School Lane.
(See also Mins. 108/13 c).

2. Speeding in Westlands Lane:

Mrs Eileen Reynolds and Mr Les Benson of 30 Westlands Lane expressed their concerns that the traffic through Westlands Lane was too fast. The road was being used as a slip road to the A350 by cars, lorries and coaches. Outside their cottage it is impossible for two vehicles to pass and the cottage has been hit by cars in the past. The bridge end of Westlands Lane was a hazard, there is a 30mph limit but cars travel through at 40 mph, Mrs Reynolds would like to see the limit reduced to 20 mph. Mrs Reynolds would also like to see white lines on the road outside her cottage to highlight the width of the road, and “20” to be painted on the road. Mr Benson explained that although the Highways Department had given them some plastic posts to erect outside the cottage; these had been hit by cars travelling only 1 ft away from their properties. Mrs Reynolds explained that they had contacted the Area Highway Engineer, Andy Cadwallader, who had then directed them to County Hall. The County Council had then advised the matter by raised with the Parish Council.
(See also Mins. 88/13)

The Council reconvened.

- 79/13 **Minutes, Planning Committee Meeting 3rd June: Resolved:** *The Minutes of this Meeting be approved by the Council and signed by the Chairman as a correct record.*
- 80/13 Arising from Min. 41/13 PA W11/000858 112 **Beanacre Enforcement issues:** The Clerk reported that the Case Officer Joe Richardson was making a site visit within the next two weeks. The Clerk advised that Wiltshire Council will only take formal enforcement action if something was deemed “harmful” in planning terms; otherwise officers were advised to seek an amenable solution.
- 81/13 **Planning Committee Recommendations: Right of Way 109 to Old Spring, Beanacre Resolved:** *The Recommendations detailed in Min. 42/13 be formally approved by the Council.*

82/13 **Planning Applications:** The following planning applications were considered:

W/13/00939 Lane, 629 Semington Road, Melksham. Proposed single storey side and rear extension together with internal alterations.

Comments: The Council have no objections to the extension but do OBJECT to the height of the fence at 2.4m which is too high.

W/13/01057 Wright, 1 Duxford Close, Bowerhill. Extension to existing garage.

Comments: The Council have no objections to the garage extension subject to the conditions that it is for domestic/hobby use only and not for commercial use; and that standard working hours and noise restrictions apply to the future use of the garage.

83/13 **Planning Correspondence:**

- a) **PA W/13/00524 Redevelopment of existing school site to provide 15no. dwellings and associated access and infrastructure at Forest and Sandridge Church of England School, Sandridge Road:** The Council noted a report from a Wiltshire Council Urban Designer consultee on this application who had design issues in accordance with the current policy within the Local Framework including the West Wiltshire District Plan First Alteration 2004 and the Wiltshire Core Strategy Pre Submission Document and therefore recommended “Objection on design grounds”.

Cllr Chivers explained that he had discussed this with Mike Wilmott and the Planning Dept had gone back to the developers with these comments. The developers had now submitted revised plans and were hopeful of a decision at the end of July. Comments from Wessex Water had also been taken onboard, as had comments about the scale of the development. Cllr Chivers also reported on his very positive recent visit to the school.

Cllr Baines reported that the planning application did not currently identify Cllr Chivers as the Melksham Without North member.

- b) **Core Strategy Report:** Cllr Baines reported that he attended the Core Strategy Public Examination on 11th June with Cllr Mills who made the case for Bowerhill being identified as a large village. Bowerhill was always intended to be a self contained village, with its own Sewage Treatment works servicing Bowerhill and the surrounding rural area. It had lots of local Bowerhill organisations, its own village hall, and had won the CPRE Best Kept Village competition last year. Cllr Baines had expanded on the history of Bowerhill and that when Bradford on Avon RDC had purchased the land from the RAF it had always intended it to be a separate community.

Cllr Baines warned that if the Council were successful in Bowerhill being classed as a large village it would open it up to the possibility of expansion. Wiltshire Council argued that if Bowerhill were included as part of the town then the green space between the two settlements could be covered by the same Neighbourhood Plan and the green buffer could then be designated as part of the Plan. This was not as bad as first feared as long as Bowerhill remained as a separate community from Melksham town. Cllr Glover was concerned that if Bowerhill and Melksham were amalgamated, then building land could be

identified within the buffer land. Cllr Baines explained that this had previously been a possibility but currently no strategic housing sites had been identified in the Melksham area, although there was much discussion on the Site Suitability Study in the DPD. There had been discussion about the Neighbourhood Plans as neighbourhoods were being defined by Wiltshire Council.

It was noted that Councillors still had hearings to attend on this subject on the 2nd and 18th July. It was agreed that the Council's stance on Bowerhill being a separate community did not change but it may be that the Council would be prepared to accept something different if the amendment safeguarded the Council's overall aim for Bowerhill always to be separate from the town parish.

Cllr Brindle reported that he had attended the hearing on Canals & Rivers and had reiterated the Parish Council's wish to see the canal development in the Parish. He had also attended the Housing hearing where there had been considerable arguments over allocations and the air quality in Devizes. Cllr Brindle felt that there would no real change to come in this area.

- c) **Fields behind the Spa:** The Council noted a reply letter from English Heritage which was vague and had not offered any alternative uses for the land. Cllr Nardell explained that English Heritage were not qualified to comment on the natural heritage of land, just its setting in the context of the neighbouring listed buildings. He suggested that the Council could approach Wiltshire Wildlife Trust for advice and that some sort of Countryside Stewardship could be set up. The Clerk explained that Melksham Beekeepers were looking for land to purchase and that the fields behind the Spa had been suggested as a potential space for them to keep their hives.

Cllr Baines commented that at a previous Core Strategy hearing representation had been made about the need to safeguard the heritage and setting of the Spa; this was not adequately done in the current Core Strategy. The Clerk suggested that this could be pursued in the Neighbourhood Plan.

84/13 **Minutes, Annual Council 20th May 2013: Resolved:** *The Minutes of this Meeting be approved by the Council and signed by the Chairman as a correct record, with the following amendments:*

Page 6 Min. 11/13 MOWERS & MACHINERY INCREASED BY 3% FOR 2013/14 amend "£516.79" to £532.29".

*Page 14 Min. 35/13 i) ...noted that the old red **delete** "post" boxes ..*

85/13 Arising from Min. 7/13 **Council representatives:** The Council noted the request for a Parish Council representative to join the Chamber of Commerce. Cllr Chivers explained that he had attended the last Chamber of Commerce meeting where they talked about the Melksham Town representative and Cllr Chivers had suggested that the Parish Council should have a representative too especially as much of the industry in the area was in the Parish.

Resolved: *Cllr Chivers be the Council representative appointed for the Chamber of Commerce for 2013/14.*

- 86/13 Arising from Min. 11/13 **Council Insurance:** The Finance Officer reported that further to the amendments made to the Council Insurance Policy following the Annual Review, the Insurers had confirmed that no additional premium payment was required.
- 87/13 Arising from Min. 19/13 **Development issues East of Melksham:**
- a) **Site Visit 12th June:** The Council reviewed the report prepared by the Chairman following the Site Visit made on 12th June to the north side of the East of Melksham housing development; this listed a number of issues. The Council accepted that issues 1& 2 relating to the roads were difficult to address at present as the roads were unadopted.
Resolved: The Parish Council take up the issues listed 3 – 7 in the report with the developers and Wiltshire Council as appropriate.
 - b) **Section 106 obligations:** Councillors queried when work was going to start on the community facilities such as the Village Centre. Cllr Glover commented that if the agreement was like the Bowerhill one, then it was only for the provision of land for community use and not the provision of actual facilities. It was understood that Tesco Express may be interested in the site.
Resolved: Cllr Nardell to review the Section 106 agreement for the East of Melksham housing development and advise the Council on its contents.
- 88/13 Arising from Min. 22/13 **Westlands Lane speeding:** (see also Min. 78/13 (2)) Cllr Baines explained that to get the issue raised with the CATG (Community Area Transport Group) it must first be raised with the Area Board. He went on to explain that there was currently a review underway of all “C” and “Unclassified” roads in the area and as Westlands Lane/Top Lane were classed as C220 it was worth highlighting the speeding issue under that review too. Cllr Petty explained that careful thought needed to be given to painting white lines on the road in case of confusion with a single white line which indicates a clearway. For clarification Cllr Petty explained that buses were allowed to use Westlands Lane, but not lorries. He also suggested that Wiltshire Council members could request a metro count. Cllr Chivers confirmed that he had the necessary paperwork and would request a metro count and would also take forward the suggested 20mph speed limit as a member initiative. The Chairman clarified that the reduction to 20mph was being requested for the stretch from the main road up to and including the bridge, and not for the whole of Westlands Lane. The Council discussed other additional options including white lines and painting a picture of a pedestrian on the road. It was clarified that bringing in a 20mph limit was just a legislation change necessitating a speed limit order only rather than making physical changes to the road with traffic calming measures. It was noted that the speed limit had been reduced to 20mph recently in Limpley Stoke.
Resolved: The Parish Council raise the issue of speeding in Westlands Lane with the Area Board and request a reduction in the speed limit from 30mph to 20mph from the main road up and including the bridge; with the addition of white single lines being added in the narrow parts of the lane. The Council advise Mrs Reynolds and Mr Benson to raise the issue with the Area Board as well and encourage their neighbours to do the same.
- Cllr Nardell left the meeting.*

- 89/13 Arising from Min. 28/13 **Flooding Issues:**
- a) **Whitley Flood Group:** The Council noted the Minutes of the first meeting of the new Whitley Flood Group. Cllr Chivers confirmed he would attend their next meeting on 1st July.
 - b) **Flood Operations North Group:** The Council noted that Devizes member Simon Jacobs was the new Chair of the Flood Operations Group.
 - c) **Drainage works in Corsham Road:** Cllr Chivers reported that the work was due to start “in 2 weeks” about a month ago; the Golf Club had stated that something was about to happen but the drains were still blocked.
 - d) **Top Lane:** The Clerk reported that 4 letters of complaint had been received about the recent excavation work on the verge adjacent to the new stretch of footway. The verge belonged to the resident and no action would be taken unless changes caused flooding problems.
- 90/13 Arising from Min. 29/13 **Melksham Cycleways Survey:** The Council noted the results of this Survey that had been conducted by Melksham Community Area Partnership. Cllr Brindle was pleased to see that 52 responses had been received; all with reasonable points.
- 91/13 Arising from Min. 33/13 **Area Board Issue – Pedestrian Crossing over A365 the Spa:** Cllr Brindle suggested an alternative to the crossing that had been turned down due to cost implications. The issue has been that pedestrians have to cross a two lane section. The eastbound carriageway has been reduced to one lane in anticipation of entering the 30mph limit approaching Melksham Oak School. The westbound carriageway remains two lanes at present but could also be reduced to one lane; there is already a central reservation in place.
Resolved: Cllr Baines (as Parish Council representative) and Cllr Brindle (as BRAG representative) raise the suggestion detailed above at the next CATG meeting.
- 92/13 **Finance Committee Minutes, 3rd June 2013: Resolved:** *These Minutes be formally approved by the Council and signed by the Chairman as a correct record.*
- 93/13 Arising from Min. 45/13 **Grant Applications: (34) Whitley Players:** It was noted that the Finance Committee had reserved a grant for the Whitley Players pending the receipt of their Audited Accounts in time for review at the Full Council meeting. These accounts had been received and reviewed. **Resolved:** *The Council formally now approve the accounts, in line with the grant application requirements and award the Whitley Players a grant of £250.*
- 94/13 Arising from Min. 46/13 **Subscriptions: Clarification on taxable benefits:** The Finance Officer reported that she had sought clarification of the SLCC as to whether the Clerk’s membership of the organisation needed to be declared as a taxable benefit. The SLCC confirmed that this was not a taxable benefit, and that it would be advisable to apply to the Inland Revenue for a dispensation to confirm this. **Resolved:** *The Council apply to the Inland Revenue for a dispensation from the Inland Revenue to confirm that employees’ subscriptions to approved professional organisations such as the SLCC, where these are paid or reimbursed by the Parish Council, are not subject to a tax charge as a benefit.*
- 95/13 Arising from Min. 54/13 **Safety rail for Hardstanding at West Hill:** Cllr Baines reported that at the latest Area Board meeting funds were granted for surfacing the

access road to Keevil Village Hall; a project sponsored by Keevil's Unitary Councillor Jonathan Seed. In view of this he enquired whether Unitary Councillor Terry Chivers would be prepared to sponsor a request to the Area Board for funds to erect a safety rail for the Hardstanding at West Hill; especially as the Hardstanding had been installed to Wiltshire Council's design but now needed additional work.

Cllr Chivers was happy to take this matter up but was concerned about what happened in the intervening time. The Parish Council's Health & Safety representative Cllr Sankey advised that the Council needed to conduct due diligence and do all that was practical to ensure that a temporary measure was put in place. The Clerk reported that she had contacted Wiltshire Council but they were not prepared to rectify the situation as they did not have funds in their budget to do so.

Resolved: (i) *The Council instruct the Parish Caretaker to install a temporary solution consisting of 3no. stakes and safety tape as soon as practicable.*

(ii) *The Council delegate powers to the Chair, Vice Chair and Clerk to instruct a contractor to build a permanent safety rail at the rear of the Hardstanding at West Hill to prevent users stepping back and falling into the ditch, following receipt of relevant quotations.*

96/13 **Finance Committee Recommendations: Resolved:** *The Recommendations detailed in Mins. 45/13- 48/13, 55/13 and 56/13 be formally approved by the Council. The motion was passed with one abstention (Cllr Chivers).*

97/13 **Audit and Financial Matters:**

- a) **Annual Return and Governance Statement for External Audit: Resolved:** *The Statement of Accounts in the Annual Return by formally approved by the Council and signed by the Chairman together with the responses in the Annual Governance Statement. The Council approved and the Chairman signed to confirm the Council's sound systems of internal financial management.*
- b) **Internal Audit:** It was noted that the Internal Audit had been completed and the Auditor's Report described the Council's internal controls as "very satisfactory". There were no matters of concern.
- c) **Dispensations:** The Finance Officer advised that existing dispensations held by Councillors had expired and needed to be renewed for the new Council. A copy of the decisions would be sent to the Wiltshire Council Monitoring Officer.
 - i) **Councillors' Dispensation for approval of Parish Precept:** Under the Localism Act 2011 all councillors who lived in the parish were now deemed to have a prejudicial interest in setting the council tax precept and would require a dispensation to discuss or vote on setting the Precept. All councillors except for Cllr. Baines and Cllr. Nicol thus required this Dispensation. **Resolved:** *The Council formally grant all members of the Council, except for Cllr. Baines and Cllr Nicol, a dispensation to discuss and vote on the Council Budget and Precept until the end of the Council Term of Office in May 2017.*
 - ii) **Councillors' Dispensation for Planning Application W/12/02298/FUL Land south west of Christie Miller Sports Centre, Lancaster Road, Bowerhill:** It was noted that the Council as the owner of Bowerhill Sports Field has been in negotiation with Wiltshire Council for several years and

latterly Herman Miller regarding the construction of the replacement Pavilion. The planning application W12/02298/FUL included the construction of the replacement Pavilion. **Resolved:** *The Council formally grant all members of the Council a dispensation to discuss and comment on Planning Application W/12/2298/FUL and associated plans, amendments and correspondence, until December 2016.*

d) **Shaw Hall:**

i) **Shaw Hall Valuation:** The Finance Officer advised that Peter Davis, Chairman of Shaw Village Hall and Playing Field Committee had now advised a figure of £151,043 as the valuation of Shaw Hall as at 31st March 2013. However, the annual accounts and annual audit return, which detail the Council's assets, had been reviewed and signed by the Internal Auditor before this figure had been sent. Therefore the Council's accounts and audit return for the year ending 31st March 2013 state that the value of Shaw Hall is £143,850 with a note that this is the 2011/12 figure.

ii) **Request for seat outside Shaw Hall:** The Council considered a resident's request to provide a memorial seat outside Shaw Village Hall. Councillors were concerned that the proposed bench was to be freestanding as most public benches were secured to the ground to prevent vandalism. **Resolved:** *The Council advise the Shaw Village Hall Committee that they accept the proposal for a new bench to be sited outside the Village Hall but recommend that the bench be fixed to the ground. The Village Hall Committee are also to be made aware that the bench would not be covered by the Parish Council's insurance policy.*

e) **Council Receipts:** **Resolved:** *The Council noted the following Council receipts:*

Allotment rents	£	240.50
-----------------	---	--------

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

4356	Groundscape Services Ltd: To install Bus Hardstanding at West Hill, Whitley £1,800 + VAT	£	2,160.00
4357	TOTAL Equipment Ltd: QTR 3 Rent for Crown Chambers 01/07/13 – 30/09/13	£	1,608.75
4358	Diana Lindsey: Internal Audit 06/06/13	£	220.00
4359	Mr Richard Wood: Chair's Allowance 1 st instalment	£	200.00
4360	Wiltshire Publications Ltd: Melksham News (06/06/13) Quarterly Newsletter £142.5 + VAT	£	171.00
4361	Paul Filkins: Beanacre Church car park and play area grass cutting. 3 x cuts @ £45 each	£	135.00
4362	Post Office Ltd: Postage stamps	£	100.00

4363	Service @ Total Equipment: Replace broken electrical socket at Crown Chambers £75.40 +VAT	£	90.48
4364	Leekes Ltd: Maintenance materials £71.65 + VAT	£	85.98
4365	Avon IT Systems: PC Support (2 hrs @ £35 per hour) Set up pc for Rachel Burton £70 +VAT	£	84.00
4366	WALC: New Councillor info pack on memory stick £8 + VAT	£	9.60
4367	<u>SUBSCRIPTION</u> - WALC: Annual Subscription WALC £505.00 NALC £328.18 = £833.18 + VAT	£	999.82
4368	<u>SUBSCRIPTION</u> – NALC: Annual Subscription to LCR Magazine 4 x subscriptions at £12.50 each	£	50.00
4369	<u>SUBSCRIPTION</u> – CPRE: Annual Subscription to CPRE	£	29.00
4370	<u>SUBSCRIPTION</u> – Communicorp: Annual Subscription to “Clerks & Councils Direct” magazine (6 issues per year)	£	12.00

Salaries:

4371	Mrs Mary Jarvis: June salary + Additional hours (25¼)		
4372	Mrs Teresa Strange: June salary + Additional hours (24)		
4373	Mrs Margaret Mylchreest: June salary incl sick pay (54hrs)		
4374	Mr Terry Cole: w/e 04/05/13 – 25/05/13 + Travel Allowance + Mileage £54.40 + Expenses (petrol for lawn mower (£4.71 + VAT)		
4375	Mrs Rachel Burton: 20/05/13 – 13/06/13		
4376	Mrs Elaine Cranton: May office cleaning		
	Total Salaries:	£	3,990.56
4377	Inland Revenue: PAYE Tax & NI for Employer/ee Less £121.84 SSP recovered for Margaret Mylchreest	£	747.57
4378	Wiltshire Council – Wiltshire Pension Fund: Employer/ee Superannuation for M. Jarvis/T. Strange	£	736.02

g) **Grant Awards 2013: Resolved: The following awards be made:**

4379	Bowerhill Village Hall Trust	£	2,580
4380	Shaw Hill Playing Field and Village Hall	£	3,150
	TOTAL	£	5,630

4381	Whitley Reading Rooms	£	500
4382	Rachel Fowler Centre	£	300
4383	Bowerhill Residents Action Group (BRAG)	£	400
4384	Atworth Youth Group	£	200
4385	Melksham & District Guide Association	£	250
4386	Shaw & Whitley Toddler Group	£	150
4387	Bowerhill Scout Group	£	250
4388	Carers Support West Wiltshire	£	150
4389	Group Five	£	300
4390	Melksham PHAB Group	£	250
4391	Relate Mid Wiltshire	£	100
4392	West Wiltshire Citizens Advice	£	200
4393	Victim Support	£	150
4394	Wiltshire Bobby Van	£	100
4395	Melksham Foodbank	£	200
4396	Wiltshire Mind	£	100
4397	Melksham Music Festival	£	50
4398	Melksham Party in the Park	£	250
4399	Bowerhill Villager	£	250
4400	Shaw & Whitley Connect	£	250
4401	PCC of Shaw & Whitley	£	250
4402	St Barnabas Church	£	200
4403	Melksham Railway Development Group	£	200
4404	Melksham AFC	£	250
4405	Cloth Road Arts Week	£	50
4406	Melksham Choral Society	£	100
4407	Melksham Country Dancers	£	100
4408	Melksham Gardeners' Society	£	250
4409	Golden Fleece Cricket Club	£	250
4410	Whitley Players	£	250
4411	Melksham Rugby Football Club	£	200
4412	Melksham Tourist Information Centre	£	500
	TOTAL GENERAL GRANTS	£	7,000

- h) **Localising council tax support (NALC):** The Council noted the NALC Chairman's update following his meeting with Local Government Minister Brandon Lewis MP re: NALC's request for statutory guidance and transparency over council tax funding support.

98/13 **Allotment Committee Minutes, 10th June: Resolved:** *These Minutes be formally approved by the Council and signed by the Chairman as a correct record.*

99/13 Arising from Min. 60/13 **New Club for Berryfield Allotments:** The Clerk asked the Council how they wished to proceed following Cllr Glover's suggestion that an Allotment Association being formed. She advised that some allotment associations collected allotment rents and they were usually run in accordance with the rules of the National Allotment Society. Allotment holders had been approached a few years earlier to see if they were interested in running their own Allotment Association but a poll showed that the majority were against it. It was agreed that, rather than suggest a full-scale Allotment Association, the allotment tenants be asked if they would be interested in forming A Berryfield Allotment Club so that tenants could meet up and swap ideas

and plants etc. **Resolved:** *The Council write to all the allotment tenants to gauge their interest in forming an allotment community club.*

- 100/13 **Allotment Committee Recommendations: Resolved:** *The Recommendations as detailed in Mins. 58/13 – 59/13 be formally approved by the Council.*
- 101/13 **Bowerhill Joint Sports Field Forum Minutes, 10th June:** *These Minutes be formally approved by the Council and signed by the Chairman as a correct record.*
- 102/13 Arising from Min. 66/13 **Management Committee:** The Clerk reported that Mike Rogers had supplied a sample Constitution from the Football Association for review.
- 103/13 Arising from Min. 75/13 **Pitch Charges and Income:** The Finance Officer reported that she had investigated further with the Inland Revenue (Enquiry ref. CAZ53248) who had confirmed that clubs could pay for their set of 10 sessions in instalments without attracting VAT, as long as the invoices were clear that the instalment was part of the original full amount. It was noted that the Council were still awaiting to hear the correct figure paid by Melksham United to English Landscapes in the past for Bowerhill Sports Field pitch bookings.
- 104/13 **Bowerhill Joint Sports Field Forum Recommendations: Resolved:** *The Recommendations as detailed in Mins. 64/13 – 72/13 be formally approved by the Council.*
- 105/13 **Village Greens – provision in Growth & Infrastructure Bill:** The Council noted a reply from Duncan Hames MP.
- 106/13 **Fields in Trust plaque:** The Clerk reported that Fields in Trust had advised that there had been production issues with their plaques which has meant that they had weathered faster than anticipated and therefore a free of charge replacement would be issued. The current plaque was still in safekeeping, awaiting the new Pavilion to be built before erecting.
- 107/13 **Street Furniture:**
- a) **BT Telephone Boxes:** Cllr Chivers explained that he would like to see the Council take up the opportunity to purchase the red BT telephone boxes in the Parish for a £1 each for community use and to ensure their history was not lost if eventually removed by BT. He cited the example of the Atworth ‘phone box which was used as a community book exchange. The Woodrow box has a tree growing in it, and the Berryfield box had broken glass panes. The Best Kept Village judges in 2012 had mentioned the poor state of the ‘phone boxes in the Parish. The Councillors discussed the use of the ‘phone boxes, which often accepted cards only and not cash, and their understanding that BT do have a contractual obligation to supply ‘phones in certain areas for emergency use. It was noted that the ‘phone box opposite Shaw School was the nearest place to raise alarm for Shaw Play Area and that the Play Area signage directed residents to that nearest emergency ‘phone. The Clerk reported that all the telephones were working, but BT only react quickly to requests to mend the line, not to maintain the box. The boxes are on a list to be repainted at some time in the year; the office staff constantly chases BT for the maintenance and upkeep of the boxes. **Resolved:** *The Council submit an article to the local village*

newsletters asking for residents' suggestions of future uses of the red 'telephone boxes.

- b) **YAG request for more bins and benches, Bowerhill:** Cllr Sankey reported that the Youth Action Group had released a video calling for more bins and benches at Bowerhill. It was discussed that the Council would be unable to help with funding in 2013/14 as the budget for the year had already been set, but would be more than happy to offer guidance and support to YAG who could look to local companies to sponsor the bins and benches, and also apply to the Melksham Area Board for funding. The Finance Officer reported that the Council did have some potential funding in the Match Funding/Community Projects reserve. The YAG needed to be aware of the insurance implications of any purchased street furniture. Previously, BRAG (Bowerhill Residents Action Group) had passed ownership of items they had purchased (such as canal side picnic benches and notice board) to the Parish Council for them to add to their asset list and insurance policy. It was noted that any potential sites for benches would have to be consulted on with residents first, as sometimes this can be contentious. **Resolved:** *The Council would support the Youth Action Group with support and guidance if they approached the Council with requests for bins and benches.*

108/13 **Area Board & Wiltshire Council:**

- a) **MCAP Agreement & Work Plan 2013/14:** The Council noted that the Community Partnership Agreement and Plan. It was reported that these documents were at an early stage as the Agreement was still awaiting review by the Area Board.
- b) **Speed Limit, Sandridge:** The Clerk reported that a resident had expressed concerns several times about the potential for an accident with the speed of cars on the A3102 and was keen for the Parish Council to rise as an issue with the Area Board. She further reported that former Councillor Don Millard had asked that the corner and school lay-by area be included in any request for a retention of the existing speed limit.

Cllr Baines explained that the limit had been raised to 50mph at the top of the hill but was only at 30mph at the bottom due to the school. As soon as the school is relocated the reason for having a 30mph limit disappears and its proposed that the limit will rise to 40mph; which is justified by the few houses/farms and condition of the road. The housing developer looking to build 15 houses on the old school site implied that the 30mph limit will remain but this will not be the case, there will be no justification for a 30mph limit without the presence of a school. It was very difficult to enforce the current 30mph limit with all the school signs and flashing speed indicators at present, it maybe that drivers would be more likely to adhere to a 40mph limit than a 30 limit.

Cllr Chivers felt that the doubling of the housing on that stretch of the road would be good justification for the limit to remain at 30mph as the fatalities would not disappear just because the school relocated. He felt that the Council should keep re-emphasizing the need for the speed limit to remain at 30 m.p.h. even when the school moved. Cllr Baines expressed the view that if the school

was removed and the speed limit raised to 40mph, that in itself was a valid reason to refuse the site for development in the countryside.

Resolved: *The Council write to Wiltshire Council to request that the speed limit on the A3102 on Sandridge Hill remain at 30mph when the Forest & Sandridge School was relocated. This motion was passed with one vote against (Cllr Baines).*

- c) **Refuse bins, School Lane, Shaw:** (See also Min. 78/13 (1)) Cllr Baines explained that this issue had been discussed at the CATG and that Melanie Scott had arranged a trial of a smaller vehicle and subsequently reported that it was too big for use in School Lane due to the risk of damage to property and vehicles. The smaller vehicles used by Hills were for collecting black box recycling contents and not for bin emptying. Cllr Sankey confirmed that he had seen a new vehicle the same size as the Hills vehicle (7.5T) but was unsure as to whether it had a wheelie bin lift at the rear. As a compromise alternative, the green waste could be collected in the grey bin only so that only one bin was collected at a time.

Resolved: *The Council ask the Area Board to trial the new 7.5T vehicle to collect waste from wheelie bins from School Lane.*

- c) **Zig Zag Bus service consultation:** Cllr Chivers explained that in 2012 Wiltshire Council increased their car park charges and removed the free hour car parking. This was done to fund the rural bus service but Wiltshire Council were now looking at cuts to the bus service across the County. Concerns were raised by Councillors about the count of passenger numbers as often tickets were not issued on the bus; this had been raised at the Area Board but the response was that tickets were not a good measure of the service. Cllr Baines also expressed concern that if tickets were not being issued, then Wiltshire Council did not have a record or mechanism to claim for revenue from the Government for those tickets that were concessions. There were concerns with the proposed timetables that residents could travel to another town but had no bus scheduled to make the return visit. Several Councillors expressed concerns that passengers were no longer using the service as they felt it was dangerous as the bus drivers battled to keep to a very tight timetable, with journeys often being described as a “white knuckle ride”. The revised timetable would use the community bus and not Faresaver buses, these older vehicles with automatic gears often lead to jerky movements; they also are not the low floor models and so discourage older people to board. It was noted that there were no consultation papers on the buses for passengers to complete. **Resolved:** *The Council pass the views expressed above as part of the Zig Zag bus service consultation.*

109/13

General Correspondence for action:

- a) **Shaw & Beanacre Play Area Inspection sheets:** The Clerk drew attention to the report on Beanacre Play Area and that the chain eyebolts on both swings were found to be loose. The Parish Caretaker had reported that he felt that this was likely to have been caused by the timber cross beam shrinking and he had questioned the company closely on how the swings had been fitted when being installed. The company Operations Director who had supplied and installed the original equipment originally, had agreed to quote for labour as well as parts to address the issue, as specialist equipment was needed to remove the existing

washers and bolts and fit new ones and the work was at a height requiring at least two persons. The Caretaker and the Operations Director had carried out a safety-check on the swings and had confirmed they were still safe for use. as long as repairs were carried out within a few weeks.

Resolved: *The Chair, Vice-Chair and Clerk be given delegated powers to accept the quotation received and authorise the work as soon as possible.*

- b) **WALC June Newsletter:** The Clerk drew attention to the Councillor training available which was particularly suitable for any new Councillors.
- a) **CPRE Annual Report and Invitation to AGM Tues 25th June at Marlborough Town Hall.** **Resolved:** Cllr Coombes attend the CPRE AGM to represent the Parish Council and cover the £10 lunch fee as Members Expenses.

110/13 **General Correspondence for information:** The Council noted receipt of the following papers:

- a) Melksham Seniors – Aims, objectives, calendar & Clarion Newsletter
- b) Minutes of the Community Area Safety Group – 30th May
- c) Mobile Library Timetable
- d) Unlock Democracy – request for support for Supermarket Levy for community funds.
- e) Fields in Trust – Coronation Diamond Jubilee Events in 2013-07-09

Members of the public and press left the Meeting at this point as the following Staffing item (111/13 (a) was held in committee (Reason: Standing Orders 36 & 62 “That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”. Reason (a): It is desirable that the following matters be treated as confidential (a) engagement, terms of service, conduct and dismissal of employees.

111/13 **Staffing:**

- a) **Temporary arrangements due to staff sickness:** Cllr Nicol provided an update on the Assistant Parish Officer since her recent bad fall. The Finance Officer advised on the staff sick pay arrangements. The Clerk advised on the office workload over the coming weeks.
Resolved: i) *To assist in covering the Assistant Parish Officer’s workload due to sick leave, the Council seek to employ a Parish Assistant for an additional day per week (4.5 hours per week) with the option to employ further temporary assistance if necessary for a further 10 hours).*
ii) *The Council send flowers from the Council to the Assistant Parish Officer (to value of £25 from Chair’s Allowance).*
- a) **Parish Caretaker qualification:** The Clerk was pleased to report that the Parish Caretaker Terry Cole had successfully completed the “Working Safely” course validated by the Institution of Occupational Health and Safety (IOSH).
Resolved: *The Council formally recognise and congratulate the Parish Caretaker, Terry Cole for his achievement in receiving the “Working Safely” qualification.*

Meeting closed at 9.50 pm.

Chairman, 22nd July 2013