

MINUTES of a Meeting of Melksham Without Parish Council held on Monday 22nd July 2013 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllr. John Glover (Chairman of Meeting); Cllrs. Alan Baines; Rolf Brindle; Mike Mills; Steve Petty; Terry Chivers and Pat Nicol.

Cllr Paul Carter joined the meeting following his co-option to the Council, after he had signed a Declaration of Acceptance of Office.

Apologies: Cllrs. Richard Wood, Adam Nardell, Trudy Fennell and Mike Sankey

- 136/13 **Declarations of Interest:** The Clerk Mary Jarvis and the Finance Officer, Teresa Strange declared an interest in matters relating to their employment and salaries and left the Meeting for 20 minutes when the Committee discussed future staffing arrangements (9.40 p.m. – 10.05 p.m). Cllr Baines declared an interest in the item relating to pubs as community assets as a member of CAMRA. Cllr Mills declared an interest in the items relating to the East of Melksham housing development as his daughter now lived in the new housing development. Cllr. Glover declared an interest in the trees behind Wellington Drive as a resident. Cllr Nicol declared an interest in the item relating to Forest & Sandridge School as the Parish Council representative as a Governor. Cllr Paul Carter declared an interest in the item relating to Forest & Sandridge School when it was discussed, as his son was a Governor and his grandchildren attended the school.

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

- 137/13 **Public Participation (1):**
- 1. Candidate for co-option:** Mr Paul Carter explained that he had put himself forward for co-option onto the Parish Council and had wanted to introduce himself in person. Mr Carter had always been interested in local politics and Melksham and had volunteered for many years. He wanted to give something back to the community and had stood in the last Unitary Council election for Melksham Without North, missing out narrowly to Cllr Roy While despite receiving 450 votes. Mr Carter stated that he would do all that he could for the people of Melksham Without, if co-opted.
 - 2. Community Speed Watch & Speeding on A365, Shaw School:** Mr Richard Bean explained that he was attending the meeting to hear the Council's views on the latest correspondence received about the future of Community Speedwatch, as he was the Shaw & Whitley Community Speedwatch Co-ordinator. (*See also Min. 159/13 c*)

The Council reconvened.

- 138/13 **Co-option of a new Council Member:** Two applications had been received. Cllr. Brindle proposed, seconded by Cllr. Mills that Paul Carter be co-opted. Cllr. Chivers proposed the other candidate but this motion was not supported. The Council then voted and Paul Carter was co-opted to the Council by five votes to two. **Resolved:** *Mr Paul Carter be co-opted as the new Councillor for Melksham Without Parish Council for the vacancy on the Beanacre & Bowerhill ward.*

- 139/13 **Declaration of Office:** Cllr Paul Carter signed the Declaration of Office and joined the meeting.

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

140/13

Public Participation (2):

Right of Way 109 to Old Spring, Beanacre: The Chairman welcomed Mr Lea to the Meeting and noted that he had written to the Council. He expressed concern that the timescale Mr Lea had set for the Project to be completed by January 2014 may be too short.

*i) **Project timeline:*** Mr Lea explained he was attending as a follow-up to his recent letter and his offer to donate £2,000 towards the re-design and renovation of the Old Spring at Right of Way 109. He had read the Council's condition for taking on this project in Min. 81/13. There was no reason for any delays as everything was satisfactory with the Rights of Way Officer, Paul Millard and with Mr Burns, Director of Hills Waste. He could see no reason why the project could not be done within the month.

The Clerk explained that it was not the work that took the time but the legal and design work. A three way agreement would be required between the Highways and Footways departments at Wiltshire Council, the Parish Council, and Mr Lea and this could take time. The Chairman suggested that another 3 months should be added to the deadline but Mr Lea felt that there would be adverse weather in January, February and March.

Cllr Baines commented that there was no design yet, this still needed to be done and then be approved by Mr Lea before costing the project and materials sourced; which would necessitate access via an A class road for the top soil deliveries. Cllr Baines felt it was better to extend the project period now, rather than get to Christmas with the project still not finished.

Mr Lea queried whether any progress had yet been made. The Clerk explained that there had been site meetings with Paul Millard.

Mr Lea agreed to a project timeline with completion by April 2014. He noted that the project would be run by the Parish Council officers (Clerk and Finance Officer) with Paul Millard at Wiltshire Council.

*ii) **Legal fees:*** The Chairman queried the implication in Mr Lea's letter that the Council would be paying all the legal fees. The Clerk explained that when there is a legal agreement between several parties, the legal fees were normally split between the parties. A quotation would be sought before legal work commenced. Mr Lea suggested that Wiltshire Council could use its own solicitors to do the work free of charge, but the Clerk explained that this would not happen.

The Council reconvened. It was resolved to advance the item from the Minutes of 17th June, relating to the Old Spring at Beanacre

141/13

Arising from Min. 81/13 **Right of Way 109 to Old Spring, Beanacre:** The Council noted that despite Mr Lea's generous offer of £2,000 toward this project there was a need to find out the full cost including legal fees, design work, project management and

breakdown of costs for the soil infill. As this was a three-way project between Wiltshire Council, the Parish Council and Mr Lea and it was essential each party was satisfied with progress at every stage and that they reserved the right to walk away if the costs were too high or if they were unhappy with an outcome. There was a concern that the project would take up a lot of staff time. It was noted that if the project did not go ahead; the spring would not disintegrate but would be filled in and the footpath would remain the responsibility of Wiltshire Council.

If the Council was happy in principle to go ahead, the first priority would be to obtain a design for around the well that was capable of supporting the proposed earth mounds. It was noted that the design for the Old Spring would need to be jointly agreed between Mr Lea, the Parish Council and the Rights of Way Warden Paul Millard, who was happy to give help with this aspect. A quotation for legal fees was also required as was details of the earthworks.

Resolved: 1. Cllr Carter the proposed, seconded by Cllr. Mills that the Council agree in principle to go ahead with the project, subject to the conditions laid down in Min. 81/13 This was resolved, with one abstention. 2. The Council further agreed to obtain a quotation for legal fees and for the proposed earthworks.

142/13 **Planning Applications: Resolved:** *The following applications were considered and there were no objections:*

W13 01064 Paul Hayden, 5 Magister Road, Bowerhill SN12 6FD
Proposed two storey rear extension

W13 01070 David Cook, 2 Harvard Close Bowerhill SN12 6FB
Rear Conservatory.

143/13 **Planning Correspondence:**

- a) **W12 02072 Solar Farm, Norrington, Broughton Gifford:** The Council noted that permission had been granted for this application, following receipt of a revised Design & Access Statement, and Ecology documents.
- b) **Core Strategy Examination – Core Policy 15: Spatial Strategy Melksham Community Area:** The Council were surprised to see that Bowerhill had not been listed as a separate, large village on the revised Core Strategy Core Policy 15 document; instead it was listed under Market Town as “Melksham and Bowerhill”.

Cllr Mills explained that when Cllr Baines and he attended the Hearing they felt that the Inspector had accepted the Parish Council’s view that Bowerhill was a large village and that Wiltshire Council had also taken this into account as there had been discussion about keeping the buffer between the town and Bowerhill. Cllr Baines explained that at a further Hearing, both he and Cllr Glover reinforced the view that Bowerhill was a large village and they felt that the Inspector had agreed with them. Wiltshire Council officers did not seem to accept that Bowerhill supported the whole rural community around as well as Melksham. .

The Clerk emphasised that the revised document Wiltshire Council was asking the Parish Council to accept categorised Bowerhill as part of the Market Town

of Melksham. There was no reference in the supporting clauses as to why the two areas needed to be kept separate and to Bowerhill being a separate community.

Cllr Brindle emphasised that the Spa should remain as part of Bowerhill rather than be put with the Town; the Core Policy did not appear to recognise that it was a small community in its own right. Cllr Baines explained that at the Hearing they explained the Council's support for the Spa becoming a Conservation Area; and that it should be considered a rural area like Redstocks and Sandridge Lane.

***Resolved:** The Council write to both Wiltshire Council and the Planning Inspector, to welcome the progress made at the Inquiry in recognising Bowerhill as a community with its own separate identity, and to again emphasise that it needed to be listed in Core Policies 1 and 15 as a Large Village. The Spa too needed to be identified as a separate rural community.*

- c) **Development East of Melksham – S106 funding for cycleway:** The Clerk reported that this is still ongoing. Wiltshire Council were unsure as to whether the S106 Agreement funding could be used for the extra length of footpath/cycleway. The issue was to be raised at the next CATG meeting.

It was noted that Cllr. Nardell now had the correct S106 agreement to review.

- d) **Approval of Herman Miller works licence:** The Clerk reported that the Council's Solicitor had advised on several changes to the licence. It was agreed that the Council should follow the Solicitor's advice in respect of required amendments to the licence. ***Resolved:** The Council reply to the Solicitor to instruct him to reply to Herman Miller with the amended licence proposals.*
- e) **MUGA for Bowerhill:** The Clerk reported that although Wiltshire Council was still awaiting receipt of the Section 106 Agreement funding for the MUGA, it was advisable for the Parish Council to start the formal application process for the MUGA (Multi Use Games Area) funding and obtaining quotations for the work to be done. Cllr Mills reported that contractors were beginning works preparation on site at the Local Centre land for the new housing. It was noted that the trigger point for the release of S106 Agreement funds from the developer was when the first brick was laid. Cllr Mills agreed to inform the Clerk when this was done. He emphasised that the young people in Bowerhill were extremely keen to see the new MUGA installed as soon as possible. The facility had the full support of the YAG (Youth Action Group) and the local Police Officers who felt a facility for the older children in Bowerhill was long overdue. It was agreed that the Council should also research other funding sources, such as the Big Lottery, to see if additional money could be raised to enhance the MUGA provision with some of the new innovative ideas such as Street Snooker. ***Resolved:** The Council apply to Wiltshire Council for the S106 funding (£32,500) for the new MUGA at Bowerhill.*

144/13 **Minutes of Council Meeting 17th June 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:
Min. 78/13 Line 1 Page 2 amend "held" to "had"*

- 145/13 Arising from Min. 87/13 **East of Melksham Development issues:**
- a) **Fly tipping:** Cllr Chivers explained that he had been contacted by residents of Snarlton Lane as the ditch behind Goldfinch Road, which backs onto Snarlton Lane, was filling up with fly tipping. Wiltshire Council were not interested in clearing the ditch as the area was still unadopted. Cllr Chivers had written to the Housing Association, Green Square, to ask them to deal with the situation.
***Resolved:** The Council write to the developers and Green Square to ask them to clear the fly tipping.*
- b) **Broken Guttering, Skylark Road flats:** The Council noted correspondence with Green Square and Cllr Chivers who had requested the original contractors to repair the broken guttering
- c) **List of issues from site meeting:** The Council noted a response from Development Control and Mike Simons, Developers Consortium in relation to the list of issues raised following a site visit to the northern side of the new East of Melksham housing development.
- d) **Dog bins:** The Council noted reply from Hannah Jones, Wiltshire Council that there was no legal obligation for the developers to provide bins as it was not included in the S106 Agreement. However, the Consortium had agreed to the provision of dog bins on the main roads and collection of bags which have not been binned, on a goodwill basis.
- e) **Bus Stop Locations:** The Council noted the location and details of the bus stops to be constructed along the distributor road at East of Melksham.
- 146/13 Arising from Min. 88/13 **Westlands Lane speeding:** Cllr Baines reported on the CATG meeting earlier that day, when the issue of speeding in Westlands Lane was raised. Westlands Lane is included as part of the “C” Class road review; this review is already 6 months late. Mark Stansby was aware of the issues in Westlands Lane and was considering road markings. Reducing the speed limit to 20 mph was awaiting a Council policy decision. Cllr Chivers explained that there would be some action undertaken. The lines would be painted when the men are free and Mark Stansby was also amenable to the idea of a gateway. If the speed limit was not reduced the gateway would go some way to reduce the speed of vehicles. The Clerk advised that a ballpark figure to supply and install a pair of gates was £1,500 and the Council noted correspondence from Alison Sullivan that the Area Board would be looking to the Parish Council to fund the gates, although sometimes these have been part funded by the CATG. Cllr Chivers offered to update the residents Mrs Reynolds and Mr Benson.
***Resolved:** The Council request Wiltshire Council to cut back the vegetation on the verge surrounding the existing 30mph limit sign on Westlands Lane.*
- 147/13 Arising from Min. 28/13 **Flooding Issues – Corsham Road drainage:** The Council noted a letter of thanks from residents Mr & Mrs Bollen regarding the completion of the surface water drainage works carried out by Wiltshire Council. Cllr Chivers reported that he had met with the Governors at Shaw School who had been concerned about the flooding. Wiltshire Council had cleared from the brook to the Countrywide Farmers roundabout and had done a fantastic job. Cllr Baines proposed that after the next rain storms, when it was ascertained that all was working well, that the Council send a formal letter of thanks to Danny Everett and his team to thank them

for their good work; and to copy the letter to the new Chair of the Flood Operations Group, Wiltshire Councillor Simon Jacobs.

Resolved: *The Council write as detailed above.*

148/13 Arising from Min. 91/13 **Pedestrian Crossing over A365:** The Council noted that Mark Stansby was investigating whether CIL (Community Infrastructure Levy) funding could be used to improve the crossing over A365. Wiltshire Council was investigating a proposal to reduce the westbound carriageway from two lanes to one lane to make it easier for pedestrians to cross.

149/13 Arising from Min. 95/13 **Safety Rail at West Hill:** The Council noted the specification of the proposed safety rail. The Clerk reported that the design and specification had been sent to Wiltshire Council for their approval. Quotations would then be sought for the construction of the safety rail.

Resolved: *The Chair, Vice-Chair and Clerk be given delegated powers to accept a quotation and get the safety rail installed as soon as possible. l*

150/13 Arising from Min. 107/13 **BT Phone Boxes:** The Council noted a variety of ideas suggested by residents for the use of adopted telephone boxes. These included housing defibrillators, book exchanges, information points, libraries, Wi-Fi point for village and displaying photographs. Another idea suggested was for wrap around graphic images that would be sponsored, or used as advertising. Cllr Chivers advised that Atworth were turning their phone box into a library. Beanacre locals had tried to buy their local phone box but had been informed that it had to be purchased by a local Council. It was noted that the idea for some sort of advertising would contribute to the maintenance cost of the boxes.

Cllr Baines expressed concern that at present the phone boxes had working phones in and that facility would be lost if the Council adopted the phone boxes.

The Council were pleased by the response to the article in the Wiltshire Times asking residents to provide ideas for the phone boxes but now wanted to look for residents that were happy to commit to the project and take on the phone boxes and manage on behalf of the Parish Council. It was agreed that an article would be put into the next Parish Council newsletter and on the Council website. The Wiltshire Times were also happy to run another article.

Resolved: *The Council consult with the local community to see if members of the public would be interested in setting up a community phone box and managing it on the behalf of the Parish Council.*

151/13 **Finance:**

a) **Electoral Register & Boundary issues:** The Council noted correspondence between Wiltshire Council and the Finance Officer regarding duplicate entries in the Electoral Register and roads in the East of Melksham development being wrongly attributed to the Parish, when they were within the Town Boundary. The Finance Officer reported that she would continue to monitor this.

b) **Beanacre Swing repairs:** The Council noted that Playforce had made an error in quoting for this work which now cost £198.20 excluding VAT. The Finance Officer reported that this work had now been completed.

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

Allotment rents	£	127.50
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- d) **Chain of Office:** The Clerk reported that the Chain of Office was being engraved with a new link for the new Chairman, Cllr Wood and would cost between £20 and £25.

e) **Accounts for Payment:**

- i) **August salary cheques:** The Finance Officer advised that August salary cheques dated 19th August 2013, based on basic hours were being presented for payment. Any adjustments would be made in the September payment.

Resolved: *The staff salary cheques for August be checked and signed at this meeting.*

- ii) **Wiltshire Council – contribution for Whitley Footways:** The Finance Officer reported that Cheque 4326 previously authorised for payment of £1,500 to Wiltshire Council as the contribution to the CATG for the Whitley Footways improvements in Top Lane, Phase 2 had now been made void. Remedial works were still outstanding by Wiltshire Council to repair the grass verge and install kerb stones outside Whitley Methodist Church at the top of Middle Lane. Sarah Dearden had confirmed that as Ringway Parkman had not completed the work before their contract had expired, Balfour Beatty had been now instructed to do the work. A new cheque (4413) for £500 had been paid since the last meeting as a gesture of intent to pay the invoice from Wiltshire Council, and the remaining £1,000 would be paid on completion of the works. Cllr Baines reported that Mark Stansby had confirmed at the earlier CATG meeting that this item had been included on the list of works for completion.

- iii) **July Accounts:** **Resolved:** *The following accounts were checked and formally approved for payment:*

* *Paid since the last meeting.*

*4413	Wiltshire Council: Part payment of invoice 90159048 for £1,500 See Min. 0000/13 d(ii) above re Whitley footways	£	500.00
4414	Complete Weed Control: Parish weedspraying	£796 + VAT	£ 955.20
4415	GreenSward Sports Consultancy Ltd: Monthly landscape Contract works (£453.41) Extra mow and selective weed Spray (£775) + VAT	£	1,296.41
4416	Condor Office Solutions Ltd: Photocopying 15/04/13 – 15/07/13 (£154.27) Staples (£65.40) + VAT	£	236.60
4417	Walker Fire (UK) Ltd: Replacement fire extinguisher (£74.33) dispose old extinguisher (£8) service (£8) Certification (£35) + VAT for Crown Chambers	£	159.99
4418	Wessex Water: Berryfield Allotments water supply 18/12/12 – 20/06/13	£	132.81
4419	Wessex Water: Briansfield Allotments water supply 18/12/12 – 20/06/13	£	57.09

4420	British Telecom: Crown Chambers Tel 01225 705700 Usage 08/04/13 – 04/07/13 Charges 01/07/13 – 30/09/13 £97.74 + VAT	£	117.28
4421	Paul Filkins: Beanacre car park and play area grasscutting June cuts x2 @ £45 per cut	£	90.00
4422	TOTAL Equipment Ltd: Crown Chambers electricity Contribution April 2013 £77.40 + VAT	£	84.29
4423	T F Slade: Sign writing (gold leaf) on Chairman's Board £46 + VAT	£	55.20
4424	SUBSCRIPTION: Community First: annual membership 2013/14	£	36.00
4425	Countrywide Farmers plc: Maintenance materials (safety netting and stakes for West Hill bus hard standing) £14.04 + VAT	£	16.85
4426	Leekes Ltd: Maintenance materials £8.11 + VAT	£	9.73

July Salaries:

4427	Mrs Mary Jarvis: July salary incl. sick pay £104.94 + additional hrs (17½hrs)		
4428	Mrs Teresa Strange: July salary + Additional hours (8hrs) + Expenses (cleaning materials £6.64 Flowers for M. Mylchreest from Chair's Allowance £20.83 Telephone for Crown Chambers £15 + VAT		
4429	Mrs Margaret Mylchreest: July salary comprising of SSP £404.60 + MWPC sick pay £232.66		
4430	Mr Terry Cole: w/e 01/06/13 – 22/06/13 (68hrs) + Travel Allowance + Mileage £56		
4431	Mrs Rachel Burton: 17/06/13 – 18/07/13 (45½hrs)		
4432	Mrs Rachel Burton: 22/07/13 + 25/07/13 (9hrs) + Due holiday entitlement (9hrs) (NB: final payment as last working day 25/7/13)		
4433	Mrs Elaine Cranton: June office cleaning (7¾ hrs) + sick pay (£15.48)		
4434	Miss Chloe Tyghe: Casual office assistance 01/07/13 - 08/07/13 (8¾hrs)		
	Total July Salaries:	£	4,048.53
4435	Wiltshire Council – Wiltshire Pension Fund: Employer/ee	£	700.52

Superannuation for M. Jarvis/T. Strange

4436	Inland Revenue: PAYE Tax & NI for Employer/ee £757.19 less SSP recovered (- £361.44)	£	395.75
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August Salaries:

4437 Mrs Mary Jarvis: August salary (based on basic hours)

4438 Mrs Teresa Strange: August salary (based on basic hours)

4439 Mrs Margaret Mylchreest: August salary (based on basic hours)

4440 Mr Terry Cole: August payment (based on basic hours)
+ Travel Allowance

4441 Mrs Elaine Cranton: August payment (based on estimated
12½ hours worked for July office cleaning)

Total August Salaries: £ 3,210.49

4442	Wiltshire Council – Wiltshire Pension Fund: Employer/ee Superannuation for M. Jarvis/T. Strange	£	625.23
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4443	Playforce Limited: Repair to swing equipment, Beanacre Play area £ £198.20 + VAT	£	237.84
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152/13 **Increased insurance risks during hot weather:**

The Council noted an advice note from their Insurance brokers, Came & Co, advising that there was an increased risk of damage occurring to buildings and other properties due to the lighter evenings as more people were outside later in the evening. Cllr Petty noted the section relating to a member of public reporting damaged play equipment on a council answer phone when the Clerk was away on holiday. The Finance Office explained that the Melksham Without Council Office answer phone states clearly exactly when the office is staffed (Mondays Tuesdays and Thursdays) so that any person leaving a message would know when it would be picked up.

153/13 **Bowerhill Joint Sports Field Forum Minutes, 8th July: Resolved:** *The Minutes of this Meeting be formally approved by the Council and signed by the Chairman as a correct record, with the following amendment:
Min 124/13 amend “contract for the cleaning of the Hall” to “contract for the maintenance of the Hall”*

154/13 Arising from Mins. 131/13 & 135/13: **Proposed Constitution for Sports Club & Management Committee & Next Meeting**
The Chairman explained that the Clerk and Finance Officer wished to seek professional advice on the VAT and Rates implications of the running of the Sports Field before committing to a draft Constitution for a new Committee. This meant that the proposed date of the first meeting of the new Committee would be delayed until further notice. The Finance Officer reported that two payments for adhoc bookings of the Sports Field were being held and not banked until the VAT position was clear.

Resolved: *The Council seek professional advice on the VAT and Rates implications for the running of the Bowerhill Jubilee Sports Field and Pavilion and report back to the next meeting.*

155/13 Arising from Mins.133/13 & 134/13 **Grass cutting contract:** The Clerk sought clarification of who should authorise additional requests for work with the grass cutting contractor. GreenSward had received requests for work direct from both Mike Rogers and Rob Bridges. This was of concern, as the Parish Council would be unable to manage their budget for the Sports Field if works were requested by other parties. It was noted that the Council intended to continue to manage the current contract which lasted until 30th May 2014.

Resolved: *The Council write to GreenSward to clarify that instructions for work in addition to the existing contract were only to be accepted from the Parish Council, and not from the individual football clubs; unless they were paying for the work.*

156/13 **Bowerhill Joint Sports Forum Recommendations:** It was agreed not to approve Min. 131/13 relating to the proposed Constitution.

Resolved: *The Recommendations as detailed in Mins. 126/13 – 130/13 be formally approved by the Council.*

157/13 **Wiltshire Council – Highways & Rights of Way:**

a) A350 Beanacre:

i) Drains & Footways: The Council noted the report from Stuart Renfrew, Wiltshire Council about the clearing of drains and footways in Beanacre along the A350.

ii) SIDS request: It was noted that the A350 has now been added to the SIDS request list.

b) Parking outside Bowerhill School: The Council noted an email from the Bowerhill PCSO Janet Gould with a resident's complaint about parking outside Bowerhill School. Cllr Mills explained that parking had become a major problem for the residents in Gibson Close and Lincoln Drive with some cars parked there all day. There were particular issues when events were held at the school such as sports day and special assemblies as the Village Hall was now used all day and so those spaces were not available. Cllr Mills had spoken to the Head Teacher, Mr Matthews, and the Head had requested parents to not park inconsiderately outside the school. On several occasions residents' cars had been blocked on their drives, and the police had to be called.

The Council discussed a variety of measures that could be put in place. It was agreed that it was in the hands of the police to take action regarding parking offences but the Council should highlight the issue to Bowerhill residents and ask them not to park inconsiderately outside the School. Cllr Mills agreed to raise this as an issue at the next BRAG (Bowerhill Residents Action Group)

Resolved: *The Council put an article in the Bowerhill Villager newsletter requesting residents not to park inconsiderately outside Bowerhill Primary School.*

b) Forest & Sandridge School:

i) Parking outside school: The Council noted two letters of complaint from residents in Sandridge Common that they had difficulty pulling out of

their drive safely, due to parents parking around the entrances to Forest & Sandridge School. The Council agreed that by the time any enforcement measures were put into place outside the school, the new school would be built. The residents had already raised the issue with the school themselves.

Resolved: *The Council write to Forest & Sandridge School and ask them to request parents not to park inconsiderately outside the school and to remind them that it is an offence to cause an obstruction to entrances.*

ii) **Speed limit outside school:** The Council noted a reply from Wiltshire Council that their comments were on record with regards to the proposed future speed limit increase on Sandridge Hill when the School was relocated.

c) **Community Speed Watch:** The Council noted a letter from the Police & Crime Commissioner Angus Macpherson to Community Speed Watch Co-ordinators to update them about new funding, IT system, personnel and protocols being introduced. Speed Watch Co-ordinators were invited to an event on the 16th Sept at Devizes Police HQ from 5-7pm to view the new IT system and meet the new team if in place.

Resolved: *The Council welcome and support the new scheme.*

d) **Speeding on A365 at Shaw:** Cllr Baines clarified that the resident's concerns of speeding related to the stretch of the Bath Road between the old George Ward school site and the 30mph limit sign at Shaw. The Council noted a reply from Mark Stansby, that this section of road had been assessed as part of the County Wide review of speed limits on A and B class roads and no changes were recommended. However, a metro count request to the Area Board would be the way forward to ascertain the speed of vehicles on this stretch of road. Mark Stansby suggested the count take place in the vicinity of the Rocking Horse Nursery entrance. **Resolved:** *The Council raise this issue with the Area Board and request a metro count in the area as detailed above.*

e) **Highways and Street Scene Parish Newsletter:** The Council noted correspondence from Wiltshire Council about the new Highways and Streetscene contract which commenced with Balfour Beatty Living Places on the 1st June. The correspondence highlighted the initial problems experienced with the grasscutting provision and the measures put in place to rectify the situation.

f) **Proposed diversion of Footpath 32, off Snarlton Lane:** The Council noted the proposed diversion route.

158/13 **Parish Defibrillators:** The Council noted the report from the Clerk further to her meeting with Mel Scott. Councillors raised concerns over the £10.50 per month cost of insuring each defibrillator. It was suggested that the Council could apply to the Area Board for funding for the installation and insurance of the defibrillators that were being funded by the Friends of Melksham Hospital and from Aardvark in relation to the Norrington Solar Farm planning application.

Resolved: The Council defer this item to the next Full Council meeting in September in order to seek advice from Alison Sullivan as to whether the project would qualify for Area Board funding.

159/13

Parish Enhancement:

- a) **Request for Wildlife Meadow, Bowerhill:** Cllr Mills explained that at a recent BRAG (Bowerhill Residents Action Group) meeting there had been a request to convert half of the open space at the rear of the Gompels site to become a Wildlife Meadow. It was noted that there is no through way via the open space since the Gompels construction. Cllr Mills understood that the land was owned by Wiltshire Council and the grass cut by the new Balfour Beatty contractors and he confirmed that BRAG would be prepared to maintain the Meadow. The Clerk reported that Ian Cardy of Conigre Nature Reserve had questioned if this land had been used for agriculture. If so the soil could suffer from being too fertile to support a Wildlife Meadow. Cllr. Mills confirmed the land had not been cultivated for several years.

Resolved: The Council write to Wiltshire Council to request that the grass is not cut on half of the open space land behind the Gompels site to allow a wildlife meadow to develop that BRAG will maintain.

- b) **Planting behind the Turbine, Bowerhill:** Cllr Brindle suggested that the hawthorns were removed from the pack of trees being supplied by the Woodland Trust for Bowerhill Sports Field and these be planted as a hedge behind the Heritage Turbine at Bowerhill Industrial Estate. The Clerk explained that the land was owned by Wiltshire Council and clarified that the Council did not want a transfer of asset but just to seek permission to plant a hedge on Wiltshire Council's land.

Resolved: The Council write to Wiltshire Council to request permission for the brambles to be cut back around the Heritage Turbine and a hawthorn hedge planted behind the Turbine.

- c) **Trees behind Wellington Drive:** The Council noted an email from Peter Gray that confirmed that Wiltshire Council had cut down and removed the trees behind Wellington Drive as they were causing subsidence damage to an adjacent property and a claim had been made against Wiltshire Council. Although Peter Gray was keen to re-plant the area, but was wary as the claimants were likely to request the removal of the replacement trees in the future and so legal advice would have to be sought. Cllr Glover expressed concern that the trees were in place before the housing development and that the implication was that trees would not be planted anywhere in the future. Cllr Mills concurred and explained that trees had also been removed in Barnes Wallis Close and elsewhere in Bowerhill for the same reason.

Resolved: The Council request a site meeting with Peter Gray to discuss the way forward.

- d) **Berryfield Brook:** The Council noted a letter from BASRAG (Berryfield and Semington Road Action Group) requesting that debris be cleared from the banks and water at Berryfield Brook adjacent to the Play Area. In response Wiltshire Council stated that they had requested the riparian land owner to clear the debris but did not have powers to enforce this request since the flow of the brook was not impeded.

- e) **BRAG bin at Canal Picnic Area:** The Council noted that the Caretaker had reported that a lot of domestic rubbish and fuel cans were being deposited in the “oil drum” bin at the BRAG picnic area, from the passing canal boats. The Council discussed this issue but were unable to see a way to prevent boat owners using the picnic site bin for their domestic rubbish and felt that it did prevent the rubbish being dumped elsewhere. The Council noted that the Parish Caretaker emptied this bin regularly, and now had a set of sack trucks to ease the pedestrian route back to his vehicle with the rubbish

160/13 **Nomination of Pubs as Assets of Community Value:** The Council noted the Guidance Note issued by CAMRA (Campaign for Real Ale) and the request by Wiltshire Councillor Terry Chivers to Duncan Hames MP to support the EDM 57: Fair Deal for your Local. Cllr Chivers agreed to investigate further to find out if other community assets such as shops and post offices could be listed.

161/13: **General Correspondence for action:**
Working in Partnership with Visit Wiltshire: The Clerk reported that Andrew Gostelow of Visit Wiltshire was meeting the Town Clerk on the 5th August and that the Parish Council had been invited to join that meeting. Cllr Petty expressed concern that Visit Wiltshire could give precedence to Salisbury and Stonehenge in their marketing materials and Melksham would not benefit. It was noted that Melksham Tourist Information Centre had their own Visit Melksham project. **Resolved:** *The Clerk attend the meeting on the 5th August with Visit Wiltshire and report back to the Council.*

162/13 **General Correspondence for information:** The Council noted receipt of the following papers:

- a) **Bus Subsidy Reforms:** New Government measures and Letter from Wiltshire Cllr. Terry Chivers to Duncan Hames MP requesting support to prevent the withdrawal of the Zig Zag bus service in West Wiltshire.
- b) **TransWilts – Summer & Early Autumn:** Diary dates of rail events.
- c) **Wiltshire Online Programme:** Wiltshire Council briefing note on the Wiltshire Online Programme to remove barriers to getting online for residents of Wiltshire.
- d) **Copy of Speech by Secretary of State Eric Pickles to the Local Government Association conference on 3rd July 2013.**
- e) **Consultation re: Amendments to registration of new town and village greens.**
- f) **Community First – AGM 25th September & request for Youth Action Wiltshire Award nominations.**
- g) **Melksham Our Community Matters – Newsletter 19/7/13**

163/13 **Minutes, Staffing Committee 1st July:** **Resolved:** *The Minutes of this Meeting be approved by the Council and signed by the Chairman as a correct record, with the following amendment:*

Min. 120/13 Line 4: amend “their long service pension award” to “his/her final pension scheme”

Min. 120/13 Line 5: amend “then accrued” to “separate”

- 164/13 Arising from Min. 117/13 **Employee – sick leave:** The Council noted the receipt of a Doctor’s note covering the Assistant Parish Officer for sick leave up to 1st August, when the next Doctor’s review meeting was scheduled.
- 165/13 Arising from Min. 117/13 **Employee – sick leave** The Council noted a lovely letter of thanks from the Assistant Parish Officer for the flowers and best wishes that the Council had sent, following her accident.
- 166/13 Arising from Min. 117/13 **Change of hours for Assistant Parish Officer:** The letter from the Assistant Parish Officer Margaret also requested a reduction in hours from 18 hours per week to 6 hours per week. This was agreed.
- 167/13 Arising from Min. 118/13 **Temporary Assistance:** The Council noted that student Miss Chloe Tyghe had been employed on a temporary basis over the Summer period.
- 168 /13 Arising from Min. 120/13 **Flexible retirement pension option:** The Clerk reported that she was seeking advice from Wiltshire Council ready for the next Staffing Committee meeting on 5th August.
- 169/13 Arising from Min. 122/13 **Office Opening Hours:** Cllr Petty sought clarification as to whether the Recommendation to close the office on a Tuesday was a temporary measure. It was noted that this recommendation referred to a permanent measure.

The Council resolved that discussion of Min. 119/13 regarding future staffing arrangements be held in committee in accordance with 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.)

A member of the press then left the Meeting.

The Clerk and Finance Officer declared an interest in this item and left the room for 20 minutes whilst this item was discussed.

- 170/13 **Staffing Committee Recommendations: Resolved:**
- a) *The Recommendations detailed in Mins. 117/1, 118/13, 120/13 and 123/13 be formally approved by the Council.*
 - b) *The Recommendation in Min. 122/13 be formally approved by the Council, Cllr Petty abstained.*
 - c) *The Recommendation in Min. 119/13 be formally approved by the Council, subject to approval of satisfactory Job Descriptions for the Office Staff, at the next Staffing Committee Meeting on 5th August.*

Meeting closed at 10.10 pm

Chairman, 9th September 2013