

MINUTES of a Meeting of Melksham Without Parish Council held on Monday 9th September 2013 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllr. Mike Mills (Chairman of Meeting); Cllrs. Alan Baines; Rolf Brindle; Steve Petty(*until 9pm*); Terry Chivers, Pat Nicol, Paul Carter, Adam Nardell (*until 8.50pm*), Trudy Fennell, Gregory Coombes (*from 7.20 pm*) and Mike Sankey (*from 8.35pm*).

Apologies: Cllrs. Richard Wood and John Glover

- 198/13 The Clerk reported that both the Chair, Cllr Richard Wood and Vice-Chair, Cllr John Glover had given their apologies and therefore invited the Councillors to nominate a Chairman for the meeting. Cllr Chivers reported that Wiltshire Cllr Roy While and Cllr Mike Sankey were attending a Campus meeting and would be attending later on.
Resolved: *Cllr Mike Mills be appointed to Chair the Full Council meeting.*
- 199/13 **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 offered to leave the meeting when the Council discussed the Staffing Committee Recommendations. Cllr Chivers declared an interest in P/A W13/00999/FUL as the application had been called in and therefore would be considered by the Wiltshire Council Planning Committee which he would be attending, and therefore made no comments when the application was discussed. Cllr Mills declared an interest in the item relating to traffic calming at Skylark Road as his daughter lived in the Bramblings (at the other end of Skylark Road, within the Town boundary).
- 200/13 **Dispensations for Cllr Paul Carter:** The Finance Officer advised that Cllr Carter required the same dispensations as other members of the Council that were approved at the June meeting (*Min. 97/13*) before Cllr Carter took office. The relevant Dispensation paperwork had been prepared and a copy of the decision would be sent to the Wiltshire Council Monitoring Officer. **Resolved:** *1. The Council formally grant a Dispensation for Cllr Carter to discuss and vote on the Council Budget and Precept until the end of the Council Term of Office in May 2017. 2. The Council formally grant a Dispensation for Cllr Carter to discuss and comment on Planning Application W/12/2298/FUL (Herman Miller) and associated plans, amendments and correspondence, until December 2016.*
- 201/13 **Committees and Council Representatives: Resolved:** *The Council formally approved the following appointments to Committees and Representatives of the Council:*
- | | |
|---|---------------------------|
| <i>Bowerhill Sports Field Working Party & Forum</i> | <i>Cllr Paul Carter</i> |
| <i>Whitley Reading Rooms Representative</i> | <i>Cllr Terry Chivers</i> |
| <i>Shaw & Whitley Footpath Representative</i> | <i>Cllr Terry Chivers</i> |
| <i>Joint Health Forum</i> | <i>Mr Paul Clark</i> |
- 202/13 **New Councillor Training Course:** Cllr Nardell and Cllr Carter both expressed interest in attending training for new Councillors but unfortunately were on holiday when the next course was being run on 5th October. It was hoped a future course would be run which they could then attend.
- 203/13 **Public Participation:** There were no members of the public present, Councillors agreed to hold a public participation session later in the meeting, when Wilts Cllr Roy While arrived.

204/13 **Minutes of Planning Committee 12th August: 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 2 Min. 182/13 Paragraph 1 Line 5 amend from “increased by 3m height” to “increased to 3m height”

Page 2 Min 182/13 Paragraph 4 Line 3 amend from “people will just still talking” to “people were just still talking”

205/13 Arising from Min. 186/13 **MUGA – Hornchurch Road:** The Chair reported that a Site Meeting had been arranged for the following morning, 10th September at 10.00am. The Clerk would be attending with the Chairman, Cllr Wood, if available, and Cllr Mills; other Councillors were welcome to attend. John Price and Colin Brown would be attending from Wiltshire Council.

The Clerk reported that Wiltshire Council were looking to transfer the whole Hornchurch Road open space area to the Parish Council as a full Community Transfer of Asset and this was expected to be raised at the Site Meeting. The Council expressed concerns about taking on the whole open space as it was a huge field and included a play area with equipment for young children. The cost of ongoing maintenance (including grass-cutting, bin emptying and upkeep of play equipment) and staffing implications were the main concern. It was noted that Wiltshire Council did usually offer the first year’s maintenance cost as a cash settlement for the transfer of asset but this was a one off initial payment. The Council were still finding their way with the transfer of asset of Bowerhill Sports Field and did not feel ready to take on another large asset at present. It was noted that Wiltshire Council had been paid a large sum from the developers for maintenance of that area to date. **Resolved:** *The Council were not interested in taking on the whole field and play area at Hornchurch Road as a community asset. The Council were interested in the transfer of asset which comprised of the land for the MUGA (Multi Use Games Area) which they would maintain in the future.*

206/13 **Planning Applications: Resolved:** *The following applications were considered:*

i) **W/13/00999/FUL Land rear of 63 Shaw Hill. Refurbishment and alteration of existing dwelling plus erection of new dwelling and associated works:** The Council noted a letter of objection from neighbouring residents. It was noted that Wilts Cllr. Terry Chivers had called in this application.

Comments: *The Parish Council OBJECTS that the proposed dwelling would comprise overdevelopment of this site and lead to highway hazard on the narrow lane serving this area. My Council fully supports the views expressed to you by the occupants of 63A Shaw Hill (Letter attached).*

ii) **MT/13 02493/FUL Sainsburys Supermarket. Variation of Condition 1 (W12/00375/S73) to facilitate footpath and fence amendments**

The Council noted that it was an application in the Town, and not Parish.

Comments: *This application was sent to my Council for comment and Melksham Without Parish Council has noted it is primarily a Town application. However we would like to draw attention to the ponding of water that occurs along the footpath after rain which then blocks the section of the Riverside Walk from this area to the Church. There are also a lot of dead trees and failed planting in this area, which*

should all be re-done prior to permission being given for this application. Originally Sainsburys took out a huge number of trees for their car park/garage alterations so it is very important that every one of the remaining trees are protected and replaced if any new planting has failed. Enhancement and improvement to the amenity of the Riverside Walk should be a paramount consideration when this application is considered. Any gabion walling needs to be in keeping with the Walk and properly screened and landscaped accordingly.

207/13

Planning Correspondence:

- a) **Wiltshire Core Strategy:** Cllr Mills commented that there was still a need to point out that Bowerhill was a Large Village. Cllr Baines explained that a partial change had been made as Bowerhill was noted as a separate area, and as a Village, but that there was still scope to include that Bowerhill served the employment needs of not only Bowerhill, but Melksham and the surrounding area including residents from Chippenham who were bussed in. It was also noted that Berryfield was defined as a separate Village but not Bowerhill.

The Clerk explained that a letter had already been prepared to state the Parish Council's position but had been asked by Wiltshire Council to hold the comments until this new Consultation on Proposed Modifications had been issued. The consultation takes place from Tuesday 27th August to Wednesday 9th October. **Resolved:** *The Council reply to the Consultation 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.*

- b) **W13/00522/LBC Change of use an ancillary building to new dwelling and new access, Coach House 214 Corsham Road:** The Council noted that the application had been withdrawn.
- c) **W12/02298/FUL Land South West of Christie Miller Sports Centre (Herman Miller & Pavilion):** The Council noted that the application had been approved on 27th August.

The Council were delighted to see that the Planning Conditions noted the Parish Council's view that "Kelly's Lamp" was a valuable local feature and stipulated that they would like to see it retained as part of the scheme due to its local interest and value.

- d) **Proposed Solar Farm – Roundpounds Farm, Broughton Gifford:** The Council noted a Consultation Event at Broughton Gifford Village Hall on 17th September from 3pm to 8pm. Roundpounds Farm buildings were within the Town boundary with fields stretching across the boundary into the Parish and then on to Broughton Gifford parish. The fields proposed for the Solar Farm were in Broughton Gifford, but edged the Eastern boundary of the Parish. The Finance Officer reported that she had contacted the Pegasus Group, who were organising the Consultation, to be included in any future consultation and to receive a larger map.
- e) **Local Centre Land, Hornchurch Road: (12/01256 Land North of Dakota Close & Hornchurch Road.)** (See also Min. 218/13) Cllr Mills reported that

the hedgerow at the back of the Local Centre Land had been completely removed and a number of trees cut down. The residents had specifically requested the retention of the hedgerow and trees when consulted about the housing development, particularly the residents of Catalina Court and Magister Road who wanted to retain the hedge to screen the new housing development from their houses at the rear of the development. It was a mature hedgerow that had been growing since the area's RAF days and the residents were furious at its removal, many of whom had been in contact with CLlr Mills.

The Persimmon Site Manager stated that they had permission to do this work. CLlr Mills had contacted Wilts Cllr Roy While who at the time also felt that this was prohibited under the Planning Conditions. The Planning Enforcement Officer had visited site immediately and instructed Persimmon to not cut any more trees but Persimmon were still insistent that they had permission. The situation was waiting the return of the Planning Officer, Mike Kilmister earlier that day and for Wilts Cllr. While's report when he arrived later that evening.

The Clerk advised that the public needed to be made aware of the importance of immediate action as soon as development teams started to take out valuable trees or hedgerows. Time and time again mistakes had been made in removing trees contrary to planning conditions and it was too late once the trees had already been cut down and mature hedges removed. There had been similar problem with the ancient hedgerow at Snarlton Lane in the East of Melksham Housing development. The most effective course of action was to make a direct approach to the Site Manager for cutting work to be stopped, pending clarification and then immediately inform the Planning Office and Parish Council. It was agreed to defer this item until Wilts Cllr Roy While arrived.

- f) **Tanhouse Farm, Redstocks P.A. 12/00587 Appeal**
APP/Y3940/A/13/2192354 The Council noted that the Appeal for siting of a Mobile Home had been dismissed.
- g) **Proposed Wildflower Meadow – Bowerhill:** The Chair asked if there had been a response from Wiltshire Council on this proposal, the Clerk agreed to follow up.

208/13 **Minutes of Council Meeting 22nd July 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. 148/13 Line 4: amend from "Wiltshire Council was proposing to" to "Wiltshire Council was investigating a proposal to"

Min. 157/13 amend " b) Parking outside Bowerhill School" to "b)i) Parking outside Bowerhill School"

Min. 157/13 amend "b) Forest & Sandridge School" to "b) ii) Forest & Sandridge School"

Min. 157/13 Page 11 Line 2: amend from "agreed but the time" to "agreed that by the time"

209/13 Arising from Min. 140/13 **Right of Way 109 to Old Spring, Beanacre:** The Clerk reported that the Rights of Way Officer, Paul Millard had advised that the planning application needed renewing and therefore it made sense to incorporate the proposed scheme design as part of the Planning Application and use Mr Lea's donation to fund

the application. The proposed design would need to go to a variety of different parties for consultation, which would take up a lot of Parish Council staff time, however as part of the planning application the necessary consultees would be contacted automatically as part of the process.

Cllr Brindle advised that all the vegetation and trees in the Lane had been cut down and a modest amount of top soil had arrived.

Resolved: *The Council advance the suggestion to incorporate the design of the scheme as part of the planning application renewal and discuss the idea with Mr Lea.*

210/13 Arising from Min. 149/13 **Safety Rail at West Hill:** The Finance Officer reported that the Safety Rail had been installed and a timetable case had also been supplied and installed by Wiltshire Council. **Resolved:** *The £500 Highways/Footways & Lighting Reserve be put towards the £680 cost of the Safety Rail.*

211/13 Arising from Min. 150/13 **BT Phone Boxes:** The Council noted correspondence from BT that engineers had been requested to repair the four phone boxes in the Parish but that repaints take a longer time and are only done when contractors are working in the area and between March and October. Cllr Baines reported that the shrub growing in the Phone Box in Woodrow had been cut down, the glass replaced by polycarbonate panes (one had fallen out already) and both the telephone and light now worked. It had not been repainted. No work had been noticed on the other boxes to date.

212/13 Arising from Min. 157/13b)ii)i) **Parking outside Forest & Sandridge School:** Cllr Nicol advised that the School had written to the parents requesting considerate parking outside the School.

213/13 **Finance:**

a) **NALC/SLCC Pay Increase:** The Finance Officer reported that NALC and the SLCC had recommended a 1% pay increase for all staff, back dated to 1st April 2013. The new rates had been included in the September pay cheques, which also included the backdated pay. The Council noted that backdated pay had also been calculated and a cheque raised for Mrs Rachel Burton, who finished her employment with the Council on 25th July, as it was still due on the hours she had worked since the 1st April. **Resolved:** *The Council approved a 1% pay increase for all staff backdated to 1st April 2013.*

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

Employee purchase of stationery	£	26.05
Allotment rent	£	35.00
Bowerhill Jubilee Sports Field – adhoc bookings	£	120.00

c) **Accounts for Payment:** The Finance Officer advised that she had been unable to calculate the September payment to the Inland Revenue for PAYE Tax and NI contributions. This would be done at the end of the month when she would be able to calculate the Sick Pay paid that month and therefore the correct amount of SSP to recover from the Tax & NI contribution due. It was noted that the payment would not be overdue until 19th October.

Resolved: *The following accounts were checked and formally approved for payment:*

* Paid since the last meeting.

*4444 Colborne Trophies: New link on Chain of Office for new £ 21.00

	Chairman (R.Wood) £17.50 + VAT		
*4445	A. B. Gerrish: 2 tonne of Top Soil for crack repairs to Bowerhill Jubilee Sports Field football pitches £82.30 + VAT	£	98.76
4446	TOTAL Equipment Ltd: Crown Chambers Rent Oct, Nov, Dec £1,608.75 Electricity contribution for May, June, part July £44.59 +VAT	£	1,655.57
4447	Greensward Sports Consultancy: July £453.41 Aug £453.41 Additional pitch marking £55 Crack repairs £255 VAT omitted from June invoice £177.68 + VAT	£	1,637.86
4448	Mike Harding: Supply and installation of safety rail at West Hill bus hardstanding	£	680.00
4449	Avon IT Systems: New computer for Parish Assistant + 2hrs pc support to set up and transfer docs & programmes £205 + VAT	£	246.00
4450	Wiltshire Publications Ltd: Advert for Parish Assistant in 3 local newspapers £110 + VAT	£	132.00
4451	Woodland & Countryside Management Ltd: Tree Inspection at Shaw Playing Field £90 + VAT	£	108.00
4452	British Telecom: Broadband provision 01/08/13 – 31/10/13 £86.23 + VAT	£	103.47
4453	Paul Filkins: Beanacre car park and play area grasscutting July cuts x2 @ £45 per cut	£	90.00
4454	Viking: Shredder for Crown Chambers £59 + VAT	£	70.80
4455	Countrywide Farmers plc: Maintenance materials £36.02 + VAT	£	43.22
4456	Wilts & Berks Canal Trust: Annual membership 2013/14	£	25.00
4457	St Barnabas Church: Annual peppercorn rent 2013/14 for Beanacre Play area	£	10.00

Salaries:

4458	Mrs Mary Jarvis: Sept salary + additional hours (3¼) + backdated pay £109.90 + expenses (Pavilion key cut for new cleaning contractor £4.82 + VAT		
4459	Mrs Teresa Strange: Sept salary + additional hours (21¾) + backdated pay £37.58		
4460	Mrs Margaret Mylchreest: Sept salary comprising of some		

	SSP + MWPC sick pay (phased return commencing 2 nd Sept) + backdated pay £31.20		
4461	Mr Terry Cole: w/e 27/07/13 – 17/08/13 (68hrs) + Travel Allowance + backdated Mileage £53.20 + Mileage £45.60 + backdated pay £21.76 + Expenses (Petrol for lawnmower £4.16 + VAT)		
4462	Mrs Elaine Cranton: Aug office cleaning (estimated) + Backdated pay £1.82		
4463	Miss Chloe Tyghe: Casual office assistance 22/07/13 & 02/09/13 10 hrs) + tax refund £11.20		
4464	Mrs Rachel Burton: Backdated pay from 1 st April 13		
	Total Salaries:	£	3,988.50
4465	Wiltshire Council – Wiltshire Pension Fund: Employer/ee Superannuation for M. Jarvis/T. Strange (Sept payment incl Backdated pay)	£	777.02
4466	Inland Revenue: PAYE Tax & NI for Employer/ee £593.19 less SSP recovered (- £343.12) Aug payment	£	250.07
4467	Post Office Ltd: Postage stamps	£	100.00
4468	Countrywide Farmers plc: Maintenance materials £31.59 + VAT	£	37.91
4469	Paul Filkins: Beanacre car park and play area grasscutting August cuts x2 @ £45 per cut	£	90.00

- d) **Council VAT Liability & Rates advice:** The Council noted written advice from the SLCC and from DCK Beavers Ltd. The Finance Officer reported that the Clerk and herself had met Kevin Rose from DCK Beavers and found his advice very useful. The advice given was as follows:-

The use of the Bowerhill Jubilee Sports Field can be immediately divided into two elements of usage, that of an 'Open Space' and that of 'Sports Field'.

The Council is able to recover ALL the VAT that it incurs in respect of the land as an 'Open Space, as this constitutes a 'non-business' activity.

The recovery of VAT that the Council incurs in respect of the 'Sports Field' may or may not be recoverable, depending on the particular circumstances of the Council.

It would be sensible therefore for the Council to separately identify costs that it is incurring on the land generally, which is likely to relate to its use as an open space, and that cost incurred specifically in relation to the 'Sports Field'.

If the amount of VAT incurred in respect of the 'Sports Field' is likely to be substantial in any one year (say over £5,000) then council should obtain prior advice to ensure that it is able to minimise the prospect of being unable to recover VAT due to a breach of the de-minimus limit which is currently set at £7,500.

In terms of day to day management of the land there is a definite advantage in retaining the ownership of the land within the Parish Council as a council is generally able to recover VAT incurred on the maintenance of the land whereas a non-VAT registered club or Charity would be unable to do so.

It is however, common for councils to set up Management Committees to undertake the day to day management of recreation grounds under the umbrella of the council and it may be that this is the most appropriate course of action for your council.

In terms of the VAT treatment of income from sports bookings, it is possible to avoid the need to charge VAT, and the need to register for VAT, by applying the 'block bookings' rule. This permits VAT not to be charged as long as set criteria are met. These primarily relate to the number and frequency of booking. I will send you details of these requirements by email. As advised during our meeting a parish council is liable to register for VAT if it makes any VATable supplies, unlike a business which must breach the VAT registration threshold of approximately £70,000 before it needs to register. If the amount of VAT-able income is relatively low then it is possible to obtain a dispensation for HMRC from the requirement to register for VAT.

The status regarding business rates was also discussed. As you set out in your letter it is possible for significant rate relief to be obtained by Charities and Community Amateur Sports Clubs and it would seem that there may be some benefit in the council exploring this option. The council would of course have to consider the costs of setting up and running a CASC and what the net financial benefit may therefore be.

The council would also want to consider what costs (and VAT recovery) would fall under the Council and what costs (and possible VAT non-recovery) may fall under any CASC.

A further general point which was discussed was the need for the Council to understand the difference between the 'supply of land' which the Council would be making and the activities being undertaken by those hiring the land. Generally the nature of the activity being undertaken does not affect the position of the Council with respect to VAT as the Council is simply in the position of supplying the land. (The exception to this is the situation as referred to above in respect of sports block bookings).

The Finance Officer reported that DCK had also advised that the Council needed to obtain a letter from a professional source so that the area of the Sports Field relating to its overall Open Space could be clearly defined in relation to the proportion of field used for football pitches. As the pitches were used only for a limited period in each week (i.e. a couple of hours on Wednesday evening and at weekends) it should be deemed "non business" and the VAT incurred on the expenditure for Sports Field could be reclaimed. It was noted that a small charge could be made by DCK Beavers to write this letter. **Resolved:** *The Council follow the advice as given above and ask DCK Beavers Ltd to quote for the cost of sending a letter as detailed above. It was also agreed that the staff be given authority to seek further advice from DCK Beavers re the reply to the letter when it was received.*

Bowerhill Jubilee Sports Field:a) **Booking Form, Terms & Conditions and 2013/14 Fees:**

The Council reviewed the draft Booking Form, Terms & Conditions and 2013/14 Fees prepared by the Finance Officer. The following amendments were made to the Terms & Conditions:

2. Scale of Charges – include a suitable deposit requirement in proportion to the booking charge. Deposit to be £10 for a match booking of £50.

5. Special Conditions

c) Cancellation of booking due to adverse weather conditions. This decision to be made by the Match referee and reference to be included in the Terms & Conditions that a Referee needs to be appointed for any match played.

g) This clause referring to clearing of litter needs to be clear that it applies to the whole field and not just the changing rooms.

***Resolved:** The Booking Form and Terms & Conditions be approved, with the above amendments. The 2013/14 fees for hiring the football pitch with the Pavilion be approved at £725.40 per club per season (adult) and £592.50 per club per season (junior), with no VAT applicable under the “10 session” VAT rule. For adhoc bookings, £60 incl VAT per match (adult) and £50 incl VAT (junior). For additional teams the charge be a 50% discount. Price on application for other activities.*

- b) **Bins:** It was noted that Wiltshire Council had instructed their contractor Balfour Beatty to cease emptying the 4 bins at the Sports Field as the land was owned by the Parish Council and therefore their responsibility. Cllr Brindle had suggested that at least 2 of the bins were still on Wiltshire Council land at present as the Pavilion was still under their control, and a strip of land had been retained for the construction of the new link road; this was to be clarified with Wiltshire Council. Suggestions were made of how the other bins could be emptied. It was felt that it was not appropriate to ask the Parish Caretaker to empty as he would be unable to dispose of the rubbish. Balfour Beatty had been asked to quote for emptying the bins, and the grass-cutting contractor GreenSward could also be a potential contractor for this as could commercial waste management companies such as Viridor or Hills.

***Resolved:** The Council seek quotes for emptying the bins at Bowerhill Jubilee Sports Field on a regular basis.*

- c) **Herman Miller works licence:** The Clerk reported that the Council’s Solicitor had advised on further changes to the licence to permit Herman Miller on the Parish Council land to build the new Pavilion. ***Resolved:** The Council reply to the Solicitor to instruct him to reply to Herman Miller with the amended licence proposals.*

Best Kept Village Competition Results: The Council reviewed the Judges’ comments relating to the Competition Results and any associated actions required.

h) **Beanacre: 5th Place Medium Village Category**

Cllr Chivers advised that he had met a representative from McDonalds about the supply of a new bin for Old Road. The bin had been sited by McDonalds but had then been removed by a resident. The Clerk reported that the resident felt that the sponsored bins amounted to “urbanisation of Beanacre” He preferred not to have a bin and had offered to clear the litter himself. Cllr Chivers advised that he had

written to all the neighbouring residents and no one had replied to say that they did not want a bin to be sited there. **Resolved:** *The Clerk liaise with the resident to have the bin returned and ask the Caretaker to collect it.*

Cllr Brindle reported that brambles were overhanging the footpath again between Burnt Cottages and Old Road. They had been cut back earlier in the year but had now grown back. Wiltshire Council had done a good job clearing the stretch between Burnt Cottages and Dunch Lane. **Resolved:** *The Council request Wiltshire Council to cut back the overgrown brambles between Burnt Cottages and Old Road.*

ii) **Shaw: 6th Place Medium Village Category**

There was a requirement for a Village sign when entering Shaw from the Whitley direction.

The Finance Officer reported that the Council was building a Reserve to replace the Play Area Safety Surfacing at Shaw, currently at £5,000. The ROSPA play inspections took place in the Parish in September and the Safety Surface would be inspected at that time and reported on.

Resolved: *The Council request a Village Sign for Shaw for erecting on the approach to Shaw from the Whitley direction.*

iii) **Whitley: 7th Place Medium Village Category**

It was felt that the Comments were contradictory as the private gardens were a “delight” and yet one of the areas for improvement listed were the “residential gardens and outbuildings”. The overgrown fingerboards were to be addressed by the Parish Caretaker. Cllr Nardell was surprised that there was no mention of the dog mess in First Lane and suggested that a Sign could be erected stating that it is against the Byelaw not to clear up dog fouling.

iv) **Berryfields: 8th Place Medium Village Category**

The Council queried that Berryfield had been considered under the Medium and not Small Village Category. The comments relating to the Village Hall and its lack of improvement in relation to the Wilts & Berks Canal Trust were noted. Signs were required to inform that the Village had been entered. **Resolved:** *The Council request 3 Village Signs for erecting on the approaches to Berryfield at the Mobile Home Park, the Canal Bridge and off the Bypass.*

v) **Bowerhill: 4th Place Large Village Category**

Cllr Mills commented that it was odd that the Judges found the private allotments at Bowerhill but not the well signposted picnic area. It also stated that two out of three bus shelters needed painting but there were 6 bus shelters in Bowerhill, all owned by Wiltshire Council. It was felt that all 6 shelters needed cleaning, rather than painting. It was unknown if Bus Shelter cleaning was included in Balfour Beatty’s contract with Wiltshire Council. Cllr Mills also reported that some bins were not emptied at all, and a schedule from Wiltshire Council was required for checking against the items in the Parish. There was also a requirement for cleaning bins, and not just emptying them as the bin in Bowerhill Lane was full of maggots.

Resolved: *The Council request a schedule of works in the Parish that was contracted to Balfour Beatty.*

- vi) **General points:** Cllr Mills suggested that next year the Parish Council write to local business, schools and residents requesting that they tidy up the Villages before the Judges visits. He also suggested that someone could meet the Judges and show them around as they seem to miss many features in the Villages. The Clerk advised that the Judges visited in late May/early June but that the date was not known, the Judges may prefer to visit unaccompanied. The need to tidy up before the Judges' visits was always publicised in the Council's Newsletter, on the website and in the Council notice-boards. It was noted that the maps provided with the entries could be improved next year.
- vii) **Bin Relocation request:** Cllr Chivers advised that there were two bins opposite Shaw School; a litter bin and separate dog bin. Initially the request was to move one of these bins to First Lane as there was no bin from the Corner of Plane Tree Close to Corsham Road. However, there has since been a request for a bin in Littleworth Lane where the dog fouling is quite bad. **Resolved:** *The Council move the red dog bin from opposite Shaw School to near 168 Littleworth Lane*

Cllr Mike Sankey joined the meeting at 8.35pm

216/13 **Highways, Drainage & Transport:**

- a) **Proposed Footways Works, Middle Lane, Whitley:** Cllr Baines explained the proposed scheme for Middle Lane following a Site Meeting with Wiltshire Council and Parish Council representatives. The costings were considerably less than under Wiltshire Council's previous contractor. For example, a pair of dropped kerbs was now quoted at £205, whereas the previous contractor charged £800. As a result of the Site Meeting and review of the plan the following revisions were proposed:

(Item 2) Not proceed with the two new footways either side of the Grange Close junction and instead have a pair of dropped kerbs at the end of the existing paths in the Close. This would retain the attractive grass areas and save about £1,500.

(Item 6) Not proceed with new footway section outside no. 106 Middle Lane.

(Item 3) It was noted that at the Site Meeting the Cllr Wood had expressed concerns about the loss of the attractive open ditch (along the side boundary of 14 Grange Close). Cllr Baines reported that Wiltshire Council had discussed this with their contractor but there was no room to construct the footway without filling in the ditch and piping it.

The cost for the revised scheme would be £5,700 including the £800 road closure cost. Wiltshire Council had imposed a relatively short deadline for the scheme, requiring the Parish Council to consult with the local residents and confirm back their requirements by 27th September. It was agreed that a letter would be hand delivered to the relevant residents asking for their views on the proposed scheme, Cllrs Chivers and Cllr Nardell offered to deliver the letters.

Resolved: *1. The Council consult the residents of Middle Lane and side roads on the proposed scheme, with the revisions as suggested above. 2. The Council offer CATG a contribution for the scheme of £1,200, with Cllr Baines having the delegated authority to offer up to £1,700 if required. This is to come from the Community Projects/Match Funding Reserve.*

- b) **Proposed Community Days:** The Chair explained that Wiltshire Council were asking the Parish Council to consider Council or Highway land in the parish that would benefit from a day's concentrated attention using primarily manpower

and handtools with machinery assistance as available. This was not for day to day works but designed as an additional resource to hit larger or problematic issues. Councillors proposed the following areas in need of cutting back be addressed through work done on a Community Day:

- i) Between the Spa and Spa Roundabout as this footway was very badly overgrown
- ii) The new path at Bowerhill
- iii) Brambles overgrowing footway Dunch Lane to Burnt Cottages, Beanacre
- iv) Footways in Beanacre at Lacock end, where the verge was so overgrown it covers the footway

Resolved: *The Council put forward a request for Community Days in the Melksham Without parish to address work required at the areas as detailed above.*

- c) **Speeding to and from Townsend Farm:** Cllr Baines explained that this issue had been raised with the Area Board and a metro count requested at the roundabout outside Townsend Farm. However, the dual carriageway approaching the roundabout is national speed limit (70mph for dual carriageways) and the roundabout itself is also at the national speed limit (60mph) and therefore a metro count was not going to be put in place as it was anticipated that drivers would be within these limits. Cllr Petty felt the roundabout would be improved if the lanes were marked out. Cllr Chivers explained that there would be delays for speed checks due to a change of personnel for the Community Speed Watch due to the transfer of the service from the Police to Wiltshire Council. The position was being advertised and expected to be filled within the next couple of months.

Cllr Nardell left the meeting at 8.50pm.

- d) **Request for Pedestrian Crossing over A365 The Spa:** Officers were considering low-cost options to improve the situation for pedestrians
- e) **Cycle Route, Portal Road, Bowerhill:** The Council noted correspondence that HGV vehicles were parking between the dropped kerbs at the closed end of Portal Road and were therefore making the cycle route impassable. Cllr Petty explained that there used to be concrete blocks in situ to prevent parking there, but these had been removed ready for the construction works.

Cllr Mills asked whether cyclists would be still able to use the cycle route during the construction of the new link road and whether the cycle route would be extended along the full length of Portal Road once the development had been completed. Cllr Petty agreed to raise this at a meeting being held with Herman Miller the following day. The Council noted that the Clerk had referred the queries to Wiltshire Cllr While and a Senior Traffic Engineer at Wiltshire Council.

- f) **Report from Whitley Flood Prevention Group:** The Council noted the report dated 29th July following the first heavy rains since Wiltshire Council and their contractor had been working in the area and the Minutes of the Flood Group's subsequent meeting on 2nd September.

Cllr Baines reported that flooding work at Woodrow had also been completed and was hopeful that it would work.

Cllr Chivers agreed to attend the next Ops Flood Working Group as Cllr Baines was unable to attend.

- g) **Flooding problems in Beanacre:** Cllr Chivers reported on flooding that had been experienced over the Summer from the Bus Layby down the lane to 24a. The Council reviewed the photographs provided. It was noted that a site meeting had been arranged for week commencing 16th September.
- h) **Improved Rail Service for Melksham:** The Council were delighted by the news that Wiltshire Council were working with First Great Western to provide a new Trans Wilts rail service through Melksham, however concerns had been raised about the lack of connecting buses, cycle routes and car parking spaces at Melksham Station.
- i) **Changes to Faresaver service on 1st September:** The Council noted that minor amendments had been made to Faresaver X34 and X72 services
- j) **Community Speed Watch & SIDS:** The Council noted the Wiltshire & Swindon Road Safety Partnership Briefing Paper on Guidance for Community Speed Watch and Speed Indicator Devices.

Cllr Steve Petty left the meeting at 9pm.

- k) **Request for Cycleway between Melksham & Shaw:** The Council noted a request from a resident for a cycleway along the A365. This is a busy stretch of road, hindered by cars parking on the pavement. There would be no room for a separate cycle route, so it would have to be dual use. The merits of different schemes were discussed and it was felt that it would be difficult to put any scheme into place on this stretch of road. The Clerk suggested that there was funding for sustainable transport schemes at present. **Resolved:** *The Council reply to the resident to thank him for his request and advise that sustainable transport schemes were currently being looked at across Wiltshire.*
- l) **Falcon Way roundabout planting:** The Council noted correspondence from a resident about the poor state of the planting at the Falcon Way roundabout. The resident had initially designed the scheme, and although scheme used perennials for low maintenance it did still need tidying up during the year. Gardening volunteers had offered to do the work and a newspaper cutting about volunteers working on roundabouts in Tetbury had been enclosed.

Cllr Mills explained that this had been proposed before and that BRAG (Bowerhill Residents Action Group) had offered to do the work but had been told it was too dangerous even if they had worn high visibility clothing.

The Finance Officer explained that the Parish Caretaker was also prevented from working on this roundabout as he did not have the necessary Street Works licence and qualification to enable him to do so. To date, the Council had been unable to source the relevant training for the Caretaker, this was due to the lack

of courses being run locally due to the recent change of contractors at Wiltshire Council.

Resolved: 1. The Council check that Balfour Beatty have the maintenance of the Falcon Way roundabout in their schedule. 2. The Council send the newspaper cutting to Wiltshire Council and ask if the roundabout can be maintained by volunteers, as it is in Gloucestershire. 3. The Council request the roundabout to be considered for work as a Community Day, or for the Parish Steward.

m) **East of Melksham Development issues:**

i) **Traffic calming in Skylark Road:** Cllr Chivers reported that there were concerns about the traffic calming near 4 Skylark Road. Residents considered it dangerous as right on a bend, with nearby parked cars adding to the problem. An accident had occurred and residents had now lodged an official complaint with Wiltshire Council who have advised that they were looking into the issue.

The traffic calming had not been shown in the original plans and residents had reported that they had not been consulted before the calming measured had been put in place. To date, no proof of the consultation had been provided by Wiltshire Council.

ii) **Flytipping:** Cllr Chivers reported that the flytipping in the ditch behind Goldfinch Road had now been cleared.

iii) **Bus service:** Cllr Chivers advised that the bus service starts on 26th September, serving the new housing development.

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

217/13

Public Participation:

a) **Local Centre Land, Hornchurch Road:** (See also Min. 207/13 f & 218/13): Wilts Cllr Roy While explained that he had spoken to both the Planning Enforcement Officer and the Persimmon Site Agent regarding the trees and hedgerow. There had been a subsequent note made on the plans that the developer could in fact take down a certain amount of hedgerow but not the trees, or the hedgerow in the area between the trees. When the Planning Enforcement Officer had initially stopped work on site he had misinterpreted the notes on the plan. A fence would be going in to replace the hedgerow. Some trees were scheduled to be removed.

Cllr Mills was concerned that so many trees had been cut down. Cllr While explained that 16 trees had to be retained, and that he would visit site the next day to see for himself if trees had been cut down.

The Clerk queried if the hedge was to be replaced. Cllr While confirmed that it would be replaced. The Clerk expressed concern that the correct type of fencing which let light to the hedgerow base should be used or otherwise a new hedge would not grow.

Cllr Mills reiterated that the residents wanted to retain the hedge to shield the development, this was all discussed at the Consultation, and so he could not understand how the change to the plans was made with no consultation or notification to the Parish Council.

- b) **Parking restrictions, Bowerhill:** Cllr Mills asked if there was any further news on the double yellow lines for Halifax Road. Cllr While explained that this was expected to be confirmed in October. Officers were still going through the Consultation submissions which would dictate whether the decision needed to go to Cabinet or not. Cllr Mills commented that the Electricity Board were currently working at that location, which had narrowed the road.
- c) **Wiltshire Council Business Plan:** Cllr While explained that the media coverage of the Council's Business Plan had led to misleading headlines. Wiltshire Council was undergoing a huge transformation. The Business Plan included the provision of the largest Campus project at Melksham, which would have a major positive impact on the town.

Part of the Business Plan included Parish and Town Councils and also more Partnership Working, for example police staff were moving over to work for the Council, and the police were also occupying Council buildings. The Council will be communicating its wish for sharing and transferring services via the Area Boards. The attitudes of all Councils needed to change, with them all coming together.

Area Boards are currently being looked at by the Scrutiny Committee to ensure that they are doing their job; bringing sections of the community together and working with the Parish and Town Councils.

Cllr Nicol commented that Wiltshire Council were looking to transfer assets to Parish Councils, for example the Hornchurch Road Open Space, but the Parish Council do not have the money or staff to run and maintain them.

Cllr While explained that there was scope for Wiltshire Council and the Parish/Town Councils to share their staff in the future.

The Council recovered.

218/13 **Local Centre Land, Hornchurch Road:** (See also Min. 207/13e & 217/13) There was discussion as to whether the Council should write to the Planning Officer Mike Kilmister, to express their disappointment and disgust that the plan had been changed without the Parish Council being given an opportunity to comment. As a result a long length of hedgerow had been lost which would take years to grow back. It was decided that the Council would give Wiltshire Councillor Roy While time to take up this matter directly with Mike Kilmister and if a satisfactory explanation was not forthcoming, the Council would write a formal letter of protest.

219/13 **Allotment Committee Minutes, 12th August: Resolved:** *The Minutes of this Meeting be formally approved by the Council and signed by the Chairman as a correct record.*

220/13 Arising from Min. 194/13 **Right of access:** The Clerk reported that the Caretaker was still removing fences erected across the track, preventing access. The fences were now being erected using wire, which had to be cut with wire cutters. A bonfire pile had also been spreading across the access track, which the Caretaker had been clearing.
Resolved: *The Council request their Solicitor to write to the tenant advising that the Council had access rights to the end of the Track to reach their land and that obstructions should not be put in place to prevent such access.*

221/13 **Allotment Committee Recommendations:** **Resolved:** *The Recommendations as detailed in Mins. 193/13 – 196/13 be formally approved by the Council.*

222/13 **Proposed Allotments at Bowerhill:** The Council noted the Clerk's report about the landowners offer to pass over the allotment land currently being managed privately at Bowerhill, to the Parish Council. This would be done either by a gift of the land or through a peppercorn lease of the land. The landowners were also offering to lay on a water supply from the adjacent field, to the allotments.

Councillors discussed several issues. To take the allotments on would be a major task requiring funding and staffing commitments and at present there were no residents on the Waiting List for allotments. There were also issues with cars going up Bowerhill Lane to access the allotment site. The private tenants were quite disheartened as at present there was no water supply but lots of rabbits and deer. The current private rent was £50 per year. It was agreed that there were difficulties with the site and if the Council were looking for more allotments in the Parish it would be on the other side of the Parish in Shaw & Whitley, and Beanacre.

The Council also discussed the possibility of taking on the land but not using it for allotments, for example to plant as a copse. However it was felt that the Council would be taking on yet another thing to maintain, and this particular site was in a difficult location.

Resolved: *The Council reply to the landowners to thank them for their offer but at present the Council were not interested in taking on the private allotments at this stage.*

223/13 **Rights of Way:**

a) **Proposed Diversion for Footpath 23:** The Council noted the Clerk's report following a site meeting with the landowners and the Rights of Way Officer, Paul Millard. The Rights of Way Officer supported the landowners' proposal to divert MEL 23 off their land to the edge of the land owned by Wiltshire Council. The field with the footpath in had been reduced in size due to the new housing development and in future another piece of land may also be developed. To facilitate farming the landowners want to remove the hedgerow to make one large field. There are already 2 other nearby footpaths (MELW18 & 22) which run from the new development. The landowners were willing to re-plant the hedgerows and trees elsewhere. **Resolved:** *The Council reply that they were happy with the landowners' proposals and await the Diversion Order to be processed.*

b) **Proposed New Right of Way route to Giles Wood and the Canal; and Closure of Permissive Path, Bowerhill:** The Council noted the Clerk's report following a site meeting with the landowners and the Rights of Way Officer, Paul Millard. The permissive path across the end of one of the landowners' fields from Brabazon Way to Giles Wood is up a slope and gets very muddy and slippery in Winter

months. It is used by dog-walkers and dogs have been worrying and killing nesting birds in the field. The landowners, in liaison with Paul Millard, would like to close the existing permissive path from Brabazon Way to Footpath 45 and instead create a full Right of Way across the Wiltshire Council owned land at the back of Locking Close down towards the private allotments, along the allotment boundary to the track and back along the existing Footpath 45. The landowners wished to retain vehicle access along the track (Footpath 45) to their land but had emphasised that this would not be used very often. It was noted that there was already a cut-through the hedgerow between the landowners' and Wiltshire Council land to reach the new allotments, so it is already a well used route.

The Council discussed this proposal but had concerns that it would be very difficult to persuade the public to follow a new definitive path and it would be out of the way if the intended destination was Seend Cleeve. The proposed route was much longer than the existing permissive path. Walkers would be able to look back and see how far they had walked instead of cutting across the field as before. The permissive path follows the old RAF route. It was noted that the Landowner had done a lot of work in the past with BRAG and Paul Millard. The Clerk explained that the landowners were looking for the Council's blessing on this scheme as it was expensive to apply for the necessary Diversion order.

Resolved: *The Council will await the proposal to be presented formally before making any comments.*

- c) **Footpaths from Melksham Bypass to Packhorse Bridge:** The Council noted a copy letter from a Town Resident to Wiltshire Council re: obstructions on the rights of way. It was noted that the majority of the obstructions were in the Broughton Gifford parish, and a copy of the letter had been forwarded to Broughton Gifford Parish Council.
- d) **Diversion order for Footpath 32, off Snarlton Lane:** The Council noted the Diversion Order.

224/13

General Correspondence for action:

a) **Post Office:**

- i) **Melksham Branch:** The Council noted a reply from Jo Swinson MP about Post Office Ltd's proposal to franchise Melksham Crown Post Office. Cllr Paul Carter stated that he would like to see the Melksham Branch remain in Church Street and asked the Council to consider making a joint approach to Jo Swinson with the Town Council to show a united front. It was suggested that the letter should also refer to the fact that the Post Office not only served the Town but Bowerhill as well now, including all the businesses in the Industrial Estate.

Cllr Chivers was more concerned about the Sorting Office relocating but the letter from Jo Swinson had advised that there were no plans to relocate the Melksham Sorting Office. Cllr Baines had also heard that there were plans to move the sorting office out of Melksham as new vans were being purchased for the increased journey.

Resolved: *The Council seek the co-operation of the Town Council in sending a joint letter to Jo Swinson MP expressing their wish to see the*

Melksham Post Office branch remain in its current site in Church Street. A copy of the letter to be sent to the local MP Duncan Hames.

- ii) **Post office Community Enterprise Fund:** The Council noted details about the joint competition launched by the Department for Communities and Local Government and Post Office Ltd to encourage ideas on how Post Office branches could support their local communities.

b) **Campus:**

- i) **Melksham House:** The Council noted the SCOB update on Melksham House and the proposed closure date of 1st January 2014.
- ii) **Market Place Project Group:** The Council noted an invitation from the Town Council who were establishing a small project group to liaise with Wiltshire Council's Highways & Network Management Team on the prospective traffic/Market Place implications associated with the access and egress to the proposed Campus facility. **Resolved:** *The Council formally approved Cllr Paul Carter as the Council's representative on the Market Place Project Group.*

- c) **Community First AGM – Weds 25th September, 5.30pm at Devizes Town Hall.** **Resolved:** *Cllr Greg Coombes to attend the Community First AGM to represent the Parish Council.*

225/13

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

- i) Invitation to Wilts & Berks Canal Trust AGM 19th October.
- ii) Possible return of coach parking to Town (Town Council news item)
- iii) “Undermining local economic growth” speech by Eric Pickles, Secretary of State for Communities.
- iv) Update on the temporary closure of Trowbridge Birthing Centre (to re-open on 30th September).
- v) Forthcoming events and training by DEVELOP.
- vi) Rural Fair Share Campaign & Petition
- vii) Melksham Seniors newsletter (18/8/13)
- viii) RSN Rural Services Newsletter & Report re: rural issues and young people
- ix) Road closures for Remembrance Day – guidance from Wiltshire Council
- x) Metrocount process & Community Speedwatch correspondence
- xi) Wiltshire, Swindon & Oxfordshire Canal Partnership Meeting Agenda – 12th September
- xii) Melksham Our Community Matters newsletter (30/8/13)
- xiii) Wiltshire Council briefing on Business Plan 2013-17 approval
- xiv) Invitation to Wiltshire MIND AGM Weds 25th September
- xv) Energy Bill Revolution petition
- xvi) Community First Engaging Communities Course, 15th October, 2pm Devizes
- xvii) Melksham Foodbank venue relocated to Melksham Baptist Church, Old Broughton Road

The Council resolved that discussion of the Staffing Committee Minutes 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 public then left the Meeting.

226/13 **Minutes, Staffing Committee 5th August: 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. 176/13 The salary for this post to be Scale 27 **from** “pro rata £23,188.2” to “FTE £23,188.20, pro rata £12,534.05”.*

227/13 Arising from Min. 172/13 **Employee Sick Leave:** The Clerk reported that the Assistant Parish Officer was making good progress and had commenced on a phased return to work from 3rd September. Due to her husband’s current hospitalisation the Assistant Parish Officer had cancelled her holidays in September. The Council’s best wishes and thoughts were with the Assistant Parish Officer.

228/13 Arising from Min. 178/13 **Employment of Part-time Minute Secretary & Assistant:** The Clerk reported that 7 applications had been received to date and that a group of Councillors from the Staffing Committee would be required to meet on Monday 16th September at 2pm to shortlist the applicants to invite for interviews. It was noted that the Interviews would be held on Monday 23rd September from 4pm to 6pm. **Resolved:** *Cllr. Chivers and Cllr. Baines to attend, with the possibility of Cllr. Nicol and Cllr. Wood, to shortlist applicants to invite for interview.*

229/13 **Staffing Committee Recommendation (i) Min.173/13c - Job Description for the Clerk** (Min. 173/13 c). The Clerk reported that had been asked to list all the tasks that she undertakes as Clerk, which had been detailed in the Job description, but she did not accept that all the items was listed could be done within her normal working week of 25 hours . The Clerk could not therefore accept the Job Description as it stood, without an additional clause to make this clear. While she aimed as much of the work as possible it was impossible to do all of it within her hours.

Councillors felt that it was important that they knew all that the Clerk did and that this was documented. They asked the Clerk to advise the Staffing Committee if some tasks could not be completed so that a decision could be made on which tasks to leave out or to pass to other staff to complete.

The Clerk emphasised that if the Job Description was posted on the Council Website as her job then she would be expected to fulfil all the tasks and because this was not possible within the hours allocated, she would always be deemed to be failing to meet the job description requirements which was demoralising. However she would accept the new Job Description providing it included a rider to say “Subject to hours. available”

(ii) Min 173/13c Job Description for Assistant Clerk/RFO: The Finance Officer emphasised she was unable to assess whether her revised Job Description in her new role as Assistant Clerk & Responsible Finance Officer was achievable within 20 hours

per week. She too requested the amendment “Subject to Hours available” to be included on her Job Description. It was noted that projects taken on by the Council had a big impact on the workload of the office staff and that project work in the future was immeasurable at present.

Cllr Coombes left the meeting at 9.55pm.

Resolved:

1. *The Recommendations detailed in Min. 173/13 be approved with the amendment to the Clerk and Assistant Clerk’s Job Descriptions that they be subject to hours available*
2. *The Recommendations in Min. 174/13, 177/13, 178/13 and 79/13 be approved.*
3. *The Recommendation in Min. 176/13 be approved. The Council noted the following changes as a result of this approval.*

Teresa Strange, Assistant Clerk & Responsible Financial Officer

New rates as per additional hours and responsibilities from 1st Sept 2013:

From £19,817 to £23,188 per annum FTE

230/13 **Delegated Powers to appoint new Minute Secretary & Assistant:** The Clerk requested that the Assistant Clerk & Finance Officer also be in attendance for the short listing and interviews. **Resolved:** *The Chairman, Staffing Committee members and Clerk were formally approved to have delegated powers to appoint the new Minute Secretary & Assistant.*

The Council resolved that discussion of Min. 231/13 be held in committee in accordance with Standing Order 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 (d): It is desirable that the following matters be treated as confidential d) the early stages of a dispute.

231/13 **Insurance Claim, Beeches Green:** The Council noted correspondence from a Beeches Green resident of Beeches Green regarding trees on the field boundary. A request for pruning the trees had been passed to the Shaw Hill Village Hall and Playing Field Committee who had then passed the request on to the Parish Council. The Clerk advised that the trees and railings dated back to before the houses were built and had been put there by the old Shaw House Estate

The Clerk further commented that as there had now been several tree issues raised on the Shaw Playing Field recently, clarification was needed on who would be responsible in future for budgeting for tree work at the Playing Field; the Parish Council or the Hall & Playing Field Committee. The Committee was given a yearly grant to maintain both the Hall and the Playing Field. It was noted that the Shaw Village Hall received a larger grant than the Bowerhill Village Hall in recognition that there was a playing field as well as a hall at Shaw to maintain.

Resolved: *The Council arrange a Site Meeting to assess the trees on the Boundary line.*

Meeting closed at 10.05 pm

