

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 13th October 2014 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllr. Richard Wood (Chair); Cllrs. John Glover, Alan Baines, Rolf Brindle, Mike Mills, Paul Carter, Steve Petty, Pat Nicol, Jan Chivers, Ian Tait, Terry Chivers, Mike Sankey.

Apologies: Cllr. Gregory Coombes

Housekeeping: The Chairman welcomed all to the meeting and explained the evacuation procedures in the event of a fire.

230/14 **Declarations of Interest:** The Clerk declared an interest in items relating to the insurance claim re trees at Shaw as she was a friend of the claimant.

231/14 **Disclosure of Gifts & Hospitality:**

Cllr T. Chivers reported that he had tried to register a gift with Wiltshire Council that he had received in his capacity as a Wiltshire Councillor and there was no longer such a register. The receipt of gifts and hospitality was now covered by the Code of Conduct. He stated that he felt having a register to disclose gifts & hospitality was good practice and that the Parish Council could keep such a register themselves. A discussion took place over what should be disclosed and values.

Resolved: *The Council will record all gifts and hospitality received by Councillors in their capacity as Melksham Without Parish Councillors regardless of value.*

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

232/14 **Public Participation:**

Three members of the public opposed the planning application for the erection of a single dwelling and integral garage with associated landscaping on Land at Westlands Lane, Beanacre, Melksham (W14/09303/FUL). The residents felt that any development here would reduce the attractive features of Westlands Lane and open up a precedent for further similar developments. Additionally the location of the proposed development would obstruct visibility for traffic emerging from Westlands Lane onto the A350 and as this road is used as a vehicular short cut during commuter times the proposed double entrance will exacerbate this problem. The residents pointed out that flooding was a problem in this area, that the proposed development is outside of the village boundary and that the proposed entrance is over a footpath (97). One resident commented that no consultancy letter had been sent to his address, although he was a close neighbour and that the proposed access would mean that if two cars wished to turn into Westlands Lane from the A350 at the same time and one wished to access this new property there would be no turning room and this would effectively then block the A350. If this development went ahead then the existing access would be the better option.

The Council re-convened.

233/14 **Minutes, Full Council Meeting 8th September 2014:** **Resolved:** *The Minutes of the Full Council Meeting held 8th September 2014 be formally approved by the Council*

and signed by the Chairman as a correct record with the following amendment – min 212/14 should read A3102 not A3012.

234/14 **Confidential Notes for Minutes, Full Council Meeting 8th September 2014:**

Resolved: *There were no Confidential Notes to be approved.*

235/14 **Matters Arising from Full Council Meeting 8th September 2014:**

i) Arising from Min. 195/14ix): **Bus Shelter Cleaning.** Cllr Mills reported that the bus shelters in Bowerhill had now been cleaned and that some trees had been cut back in order to do this. However, in some places the Perspex on the shelters was so old and deteriorated that they were unable to be cleaned. Cllr Mills has been assured that this will now take place on a yearly basis.

Resolved: *A letter of thanks to be sent to Stuart Renfrew for his perseverance in this matter and for all the other issues in the Parish that he resolves.*

ii) Arising from Min. 195/14xi): **Melksham Community Area Partnership.** An invoice had been received from Phil McMullen via MCAP for his administrative support for a Community Safety Meeting and the Clerk sought clarification over payment of this. The Council previously resolved (Min. 84/14) that “The Council vire £1,500 from its Community Projects/Match Funding reserve to a new MCAP Reserve to be drawn down for funding for MCAP projects in the Parish”. This Community Safety meeting was not called by Melksham Without and the meeting itself was not just for projects in the Parish.

Resolved: *This invoice is not paid and that in future to ensure clarity Mr. McMullen obtain a purchase order from the Parish Council prior to any work being carried out and this is then quoted against any invoices raised.*

iii) Arising from Min. 195/14xiii): **Social media Training.** Develop has offered to come to Crown Chambers to give a free training session, “Introduction to Social Media”.

Resolved: *This training session to be held at Crown Chambers on Monday 20th October, 2014 at 11.00am. An invite to be extended BRAG and BASRAG.*

iv) Arising from Min. 197/14ii): **Planning Enforcement – s106 East of Melksham.** The Clerk reported that she had now received the 1st Amendment of the s106 agreement. Cllr Brindle had read through this as he had previously read the 2nd Amendment. He reported that this only mentioned bus shelters and proposed social housing and did not cover the school or community facilities. The Clerk reported that she had received a reply from Malcolm Dodds, Interim Head of School Strategic Planning, with regard to the timings of the opening of the new school, which stated that work on the new site will be starting shortly, with the building being completed by next summer for operation and occupation from September 2015.

There had also been notification that work could not start on the football pitches until 2015 due to the winter season. Cllr Sankey reported that as yet work had not started on the new Football and Rugby clubs opposite, however these were supposed to be ready for play next July. This would mean that construction would be this year, whereas the housing developers were unable to build pitches at this time. He queried whether these timings for the new Club facilities would therefore actually be met.

The Clerk reported that there had been no information on when the new play area would be built.

Resolved: *The Council keep asking Wiltshire Council what the trigger point is for the play area until an answer is received.*

v) Arising from Min. 202/14v): **Planning Enforcement – Manston Close.** The Clerk reported that Wiltshire Council had confirmed that the s106 Agreement gave Persimmon the option to retain ownership of the Open Space, which they have done. Wiltshire Council were unable to force developers to offer land for adoption. The resident's Ltd Company have given the grounds maintenance company the requisite 3 months notice to terminate the contract, but are now being told that they have to give 6 months.

Resolved: *The Council write to Duncan Hames MP to ask for his support in a legislative remedy for the issue of public Open Space not being able to be adopted by Local Authorities.*

236/14 **Minutes, Planning Committee 22nd September 2014:** **Resolved:** *The Minutes of this Planning Committee be formally approved by the Council and signed by the Chairman as a correct record.*

237/14 **Matters Arising from Planning meeting 22nd September 2014:**
i) Arising from Min. 220/14bi): **Resident's request for hedge opposite 358a Snarlton Lane.** The Council expressed concern over who would maintain any hedge if planted and the fact that a hedge would obscure vehicular visibility. It was noted that there had been some trees planted that were doing well.
Resolved: *The Council do not request the developers to plant a hedge.*

ii) Arising from Min. 225/14: **Bowerhill & Hampton Park Business Initiative meeting, 23rd September.** Cllr Sankey reported back to the Council the main issues which were:

- Internet access for business use on the estate is very poor.
- Public transport links and services to/from Melksham and wider area.
- Cycle/walking routes from Melksham.
- Parking, enforcement and provision of welfare facilities for HGV drivers.
- Additional land at Bowerhill for expansion of the industrial estate.
- Flooding
- Situation of old Unclaim site on corner of Hercules Way – what is happening and when will site be cleared

A discussion took place where it was identified that some companies were looking for larger sites in order to build large developments to house expanding businesses. It was noted that the vast majority of Bowerhill residents did not want further housing, so would probably not look favourably upon the possible expansion of the Industrial Estate. Additionally, despite lots of suggestions, including a HGV Lorry Park, Wiltshire Council stated that they did not have the money to build one.

238/14 **Planning Committee Recommendations:**
Resolved: *The Recommendations detailed in Mins.221/14a, 221/14b, 221/14c, 223/14b and 225/14 of the Planning Committee meeting held 22nd September 2014 were formally approved.*

Planning Applications:

Agenda item 6a)iv) was brought forward.

W14/09303/FUL Land at Westlands Lane, Beanacre, Melksham.

Erection of single dwelling and integral garage: Associated landscaping.

Comment: The Council OBJECTS on the grounds that development on this piece of land has previously been refused, it is outside the village limits, drainage is potentially inadequate due to no mains sewerage, any development is on land with an ongoing history of flooding. Any development of this land removes existing open frontage to the A350 that was previously identified by the Inspector as open frontage that should be retained. The entrance is too close to the highway and only gives space for two vehicles turning off the busy A350. Should this land be developed the entrance should be where the existing farm gate entrance is and set back the prescribed distance from the edge of the highway boundary, not the road itself.

W14/09147/HRN Land at Westlands Lane, Beanacre, Melksham, Wilts.

SN12 7QE. Removal of up to 20 Metres of Hedge (Hedge 3)

Comment: As the hedges will be replanted or replaced with native species the Council have no objections.

W14/09151/HRN Land at Westlands Lane, Beanacre, Melksham, Wilts.

SN12 7QE. Removal of up to 20 Metres of Hedge (Hedge 4)

Comment: As the hedges will be replanted or replaced with native species the Council have no objections.

W14/09153/HRN Land at Westlands Lane, Beanacre, Melksham, Wilts.

SN12 7QE. Removal of up to 20 Metres of Hedge (Hedge 5)

Comment: As the hedges will be replanted or replaced with native species the Council have no objections.

W14/09154/FUL 188, Woodrow Road, Forest, Melksham, Wilts. SN12 7RF

Wooden cladding to rear projection at first floor level. Alteration to fenestration on rear projection. Installation for flue for wood burning stove. Alteration to parking arrangements. (Amendments to planning permission W14/04687/FUL)

Comment: The Council have no objections, however with regard to the amendments to the proposed parking provision would like to see the parking to be as far from the side boundary as possible as considers it is currently too close to the neighbouring property (187a).

W14/08915/CLE 189A, Semington Road, Melksham, Wilts. SN12 6DR

Certificate of Lawfulness for use of property as 2 Dwelling Houses.

Comment: The Council OBJECTS as it considers that this property should remain as one dwelling.

W14/09317/ADV Roundabout South East of the Milk Churn, Commerce Way, Melksham, Wilts. SN12 6AD. Advertisement Consent. 4 x Freestanding Non-illuminated sponsorship signs.

Comment: The Council have no objections.

W14/09319/ADV Roundabout South West of 89 Semington Road, Melksham, Wilts. Advertisement Consent. 4 x Freestanding Non-illuminated sponsorship signs.
Comment: The Council have no objections.

W12/02298/FUL Land off Portal Road, Bowerhill. Non-material amendment to existing planning permission for Herman Miller. *This is advance notification and will be put onto the agenda for discussion at the next planning meeting.*

N12/03594/FUL Octavian, Wine Gastard. It was noted that an appeal has been made against refusal of this application. This is outside of the Parish but close to the boundary. **Resolved:** *The Council re-submit any previous comments.*

240/14

Planning Decisions:

a) The following Planning Decisions were noted by the Council:

- i) W14/07809/FUL 64, Shaw Hill – Porch & Dormer Roof extension: *Approved.*
- ii) W14/07465/FUL Berryfield Village Hall – temporary permission (5 years) for portacabin: *Approved.*

b) The following Appeal decisions were noted by the Council:

Cllr Glover declared an interest in items bi) and bii) as his next door neighbour had an interest.

- i) APP/Y3940/C/14/2217498 Oakley farm, Lower Woodrow, Forest Melksham – Conversion of chicken shed to a work/live unit: *Appeal partially succeeds and enforcement notice varied.*
- ii) APP/Y3940/A/14/2213635 Oakley farm, Lower Woodrow, Forest Melksham – Conversion of chicken shed to a work/live unit: *Appeal dismissed.*
- iii) AA/Y3940/C14/2217512 Tan House Farm, Redstocks – Enforcement to cease residential occupation of a caravan: *Appeal dismissed and enforcement notice upheld.*

241/14

Updating of SHLAA Site Information:

The Clerk reported that Wiltshire Council had asked if the Parish Council could update a supplied map with any changes of ownership of SHLAAs in the Parish. It was noted that the Parish Council did not necessarily know all the site owners. Cllr Baines suggested that Wiltshire Council identify the sites that they lack the information for.

242/14

Planning Training:

It was noted that planning training with Wiltshire Council had been booked for both Councillors and Staff.

243/14

Joint Neighbourhood Plan Steering Group:

a) Preliminary meeting held 7th October 2014:

Cllr Wood reported on this meeting stating that the Steering Group felt that a Joint Neighbourhood Plan was worth pursuing. It was noted that these were public meetings and should be advertised as so. The next meeting to be held on 4th November 2014.

b) It was noted that the Malmesbury Plan had been recommended for referendum and that the Devizes Plan had now been submitted and that similarities could be drawn between their Neighbourhood Plan Area and those of Melksham.

Finance:**a) Council Receipts:****The following amounts have been received since the last meeting:**

Wiltshire Council (Precept £61,748.21) & grant (£751.79)	£ 62,500.00
Melksham Town Youth Football Club – season fees	£ 1,663.75
Allotment Rent 2013/14	£ 41.25
Allotment Rent 2014/15	£ 640.00
Ad hoc Sports field bookings (Trowbridge Wanderers, Trowbridge Rangers, Pig & Whistle, Grapes & Melksham Town Ladies)	£ 250.00
Total:	£ 65,095.00

b) Accounts for payment:

Resolved: The following accounts be checked and formally approved for payment:

4740	Hags-Smp Ltd: Installation and supply of equipment for Hornchurch Road MUGA £31,868.00 + VAT	38,241.60
4741	VOID	
4742	VOID	
4743	JH Jones & Sons: Bin Collections at Bowerhill Sports Field (£125.75 + VAT), Grass Cutting at Bowerhill (£357.92 + VAT) and Grass cutting at allotments and Beanacre play area (£109.83 + VAT)	712.19
4744	Playsafety Ltd: RoSPA annual inspection £151.00 + VAT	181.20
4745	BT Payment Services: Telephone charges for 01225 705700 line rental 1/10 – 31/12 & calls 14/7 – 7/10 £127.23 + VAT	152.67
4746	VOID – amount changed – see cheque no 4763	
4747	Office Right Business Solutions Ltd: Office stationery (ext lead, copier paper, pens etc) £101.65 + VAT	121.98
4748	J Beaven: Weekly cleaning of Bowerhill Pavillion 8 th Sept – 6 th Oct	121.25
4749	Total Consulting Ltd: PAT Testing – Crown Chambers & Terry's equipment £60.00 + VAT	72.00
4750	Broker Network Ltd: Addition to insurance re Hornchurch Road MUGA and defibrillators (Came & Company)	63.39
4751	Playforce Ltd: Rope connector for play equipment at Beanacre Play Area £22.90 + VAT	27.48
4752	Melksham Town Council: Remembrance Wreath £15.41 + VAT	18.49
4753	Buildbase: Padlock and aerosol £12.61 + VAT	15.13
4754	Countrywide Farmers: Rubbish sacks £3.32 + VAT	3.98
Salaries:		
4755	Mrs Teresa Strange: October salary, add hours (11.08), expenses (glasses, toilet rolls & Mobile phone £15.42 + VAT and mileage (120 miles – 2 training sessions in Salisbury & Amesbury)	

4756	Mr Terry Cole: Pay for w/e 23/8/14 – 11/10/14, travel allowance & mileage (232 miles)	
4757	Mrs Jo Eccleston: October salary, add hours (9) and expenses (diaries, batteries, keys, water & hooks £22.47 + VAT)	
4758	Mrs Lucy Key: October salary	
4759	Mrs Margaret Mychreest: October salary & add hours (0.5)	
4760	Mrs Elaine Cranton: September Office cleaning (8.45 hours)	
Total Salaries:		3,963.32
4761	Wiltshire Council – Wiltshire Pension Fund: Superannuation for October	788.48
4762	HMRC: PAYE, tax and NI for October	787.02
4763	Melksham Community Area Partnership Tasks completed August – September 2014	50.75
4764	Total Equipment: Rent for Crown Chambers (1 st Oct – 31 st Dec 2014) £1,608.75 and electricity contribution (2 nd July – 14 th August 2014) £23.59 + VAT	1,633.51
GRAND TOTAL		46,954.44

c) Request from Selwood Housing to Install Key Safes:

Cllrs T. and J. Chivers declared an interest in this item as Cllr J. Chivers is a Selwood Housing employee and the Clerk declared an interest as her husband had also be asked if he would quote for this work. Cllr J. Chivers explained that Selwood Housing were trying to find a more cost effective way to install key safes for their clients and reported that on average they install between 1 to 3 key safes per month. The request was whether the Parish Caretaker would be prepared to install key safes for clients within the Parish and Selwood would then pay for this service. The Clerk reported that if there was a clear transaction, i.e. works order and invoice, then the Parish Caretaker would be covered by the Parish Council's insurance policy.

Resolved: *The Parish Caretaker to be asked if he would like to carry out this work and if so the Council to prepare a costing to submit to Selwood Housing.*

245/14

Staffing:

a) Finance Assistant: Probation Review.

The Clerk reported that she had carried out the Finance Assistant's 3 month probation review which was very positive and successful.

b) Clerk's 6 Month Probation Review:

It was noted that the Clerk was to have her 6 month probation review with Cllrs. Wood and Glover on Friday 17th October at 2.00pm at Crown Chambers.

246/14

Flooding/Drainage:

a) Special Meeting held Monday 6th October 2014 at Shaw School Hall:

The Clerk reported that 180 people (144 Melksham Without Parishioners) signed in to this meeting about flooding issues in Shaw & Whitley, although the actual number of attendees was believed to be higher than that. There was a large plan in the office that was in the process of being annotated by residents as well as maps in Shaw Church,

Shaw Village Hall and Whitley Reading Rooms. Smaller versions of these maps along with a flooding questionnaire have been prepared and made available for residents to complete. Many photographs and lots of information have already been received and a local resident had the GPS device, with Whitley Walking Group taking it out next week. A date of 31st October has been set for collation of all documentation. Cllr T. Chivers reported that the Wiltshire Council Cabinet Member for Highways refused to visit the area and talk to flooded residents with regard to drainage stating that all the drains were clear, despite reports from residents that this was not the case. Cllr. T. Chivers clarified that although cleared drains may not have prevented the flooding on this occasion it may well have lessened the impact.

Resolved: 1. The Council write to Duncan Hames MP to alert him that a cabinet member is refusing to visit the area to look at the drainage problems, issues and lack of maintenance over the years, and to address the issue of Wiltshire Council ensuring that the current contractors are complying with the contract. 2. A copy of this correspondence to be sent to Cllr Jane Scott OBE, Wiltshire Council Leader.

b) Operational Flood Working Group

Cllr Baines reported that the Council do not officially receive a copy of the agenda as they appear to have the wrong e-mail address. The work currently being carried out by Wiltshire Council on private land in Beanacre has been suspended whilst the legal department are consulted. There are concerns that the works carried out so far could pose an increased risk of flooding to one property until such time as the works can be completed.

c) Community Sandbag Scheme (P.E.A.S.: Parish Emergency Assistance Scheme):

The Clerk reported that the Council had received an offer of pre-filled sandbags from Wiltshire Council. Previously the Council had been offered 3 tonnes of sand and the equipment to fill sandbags, including 3 grit bins. The Clerk had responded to this offer by requesting 3 grit bins for each area identified as suitable sites by the Council as in addition to the grit bins storing sand, bins would also be required to store all the associated equipment. However, due to the cost involved Wiltshire Council would not give the Council 9 grit bins and had proposed filled sandbags instead. In light of the speed of the flooding in Shaw & Whitley residents filling their own sandbags could take too long and therefore ready made sandbags would be a better option. A local businessman had offered to store filled sandbags at his premises which was a central point to both villages. Six residents had signed up to become flood wardens and training was to be organised with Renate Malton. The Clerk had extended the offer of training to the Town Council and Atworth Parish Council as it was felt that cross boundary co-operation was needed. A discussion took place with regard to how sandbags would be distributed if required; this protocol to be decided by the Council in conjunction with the flood wardens including the idea of acquiring water pumps.

Resolved: The Council accept the offer of sandbags from Wiltshire Council.

247/14

Play Areas, Village Halls and Open Spaces

a) MUGA Hornchurch Road

i) The Clerk reported that the MUGA was now finished, however were still awaiting the line marking in order to be able to receive the s106 funding. The invoice from HAGS SMP included a charge for welfare facilities which were never in place during the construction of the MUGA; this amount will be deducted from the second invoice from HAGS SMP for the line marking charges. PCSO Gould had reported that the

MUGA was very popular with all ages and was being well used. Cllr Mills reported that BRAG were unhappy about the prospect of a launch event, stating that the young people of Bowerhill were already playing on the MUGA.

Resolved: *The Council will not hold an opening ceremony. Cllr. T Chivers wished to have his objection to this recorded and Cllr. J. Chivers wished to have her vote for this resolution recorded.*

ii) The Council noted that the new signage had been ordered for erection on the MUGA goal posts.

iii) Cllr Mills reported that new bins could not be added to this area as Wiltshire Council would not empty them.

Resolved: *The bin by the park road exit to be moved closer to the MUGA.*

iv) Cllr Mills reported that BRAG had provided 2 new bench seats and the location of these have been agreed with Stuart Renfrew. The Clerk declared an interest as BRAG had asked her husband to install the seats.

Resolved: *The Council accept the donation of 2 bench seats from BRAG.*

b) Bowerhill Sports Field:

i) The Council noted that there would be a meeting with representatives from Herman Miller at Crown Chambers on Wednesday 22nd October at 2.30pm to discuss the new pavilion. It had been advised that contractors were due to commence work on Monday 27th October.

ii) One of the Bowerhill Sports Field signs needed to be removed whilst construction took place.

Resolved: *J H Jones to store this sign on the Council's behalf until the new pavilion is complete.*

iii) The Clerk reported that under her delegated powers she had instructed J H Jones to empty the Parish Council bins weekly. The council could consider asking local businesses to sponsor larger bins as J H Jones would charge the same amount to empty the bins regardless of size.

Resolved: *1. J H Jones continue to empty the Parish Council bins on a weekly basis. 2. The Council investigate providing bigger bins. 3. The Council investigate providing extra bins when the new pavilion is complete. 4. The Council consider monthly commercial bin collection.*

iv) A complaint had been received from one of the football teams with regard to the state of the pitches; there had been several injuries due to the very hard and dry surface. J H Jones reported that the very early start to the season in August and the very dry weather in September had not helped with the pitch condition, however, they would spike all the ground within the month. As all the pitches were now in use any further remedial works this season will be difficult. J H Jones have requested that at the end of the season they promptly remove all equipment from the pitches and fence off the goal areas to re-seed.

v) The Council discussed erecting a plaque for the commemorative oak tree, however concerns were expressed that the sign could be stolen or that attention would be drawn to the tree that could encourage vandalism.

Resolved: *On completion of the pavilion a sign is erected there that reflects the planting of this tree.*

c) Shaw Play Area:

The Council considered the life span of the existing play equipment and surfacing after a site meeting on the 6th October 2014. The discussion surrounded whether to replace in stages and if so the timeframe for this, or whether to mend, paint and repair until sufficient funds had been raised to completely replace.

Resolved: 1. The Council set up a Play Area Working Group with delegated powers for the committee with the Chair and Vice-Chair having final approval. 2. This working group to meet Monday 20th October after the Social Media training.

d) Annual ROSPA Inspection:

i) The Clerk had received ROSPA Inspection reports for both Shaw and Beanacre Play Areas. The Clerk reported that all the items in Beanacre were medium risk and mostly related to shrinkage around the edge of the safety surfacing. The Shaw Play Area report identified one high risk item on one piece of play equipment but this had now been repaired by the Parish Caretaker.

ii) The Clerk recommended that the Hornchurch Road MUGA was added to the Play Area Inspection Programme.

Resolved: Hornchurch Road MUGA be added to the Play Area Inspection Programme, namely Caretaker weekly visual inspection and quarterly written report and ROSPA annual inspection.

e) Trees on Parish Council Land:

i) Insurance Claim Update: The Clerk reported that a letter had been received from the insurance company dealing with the alleged subsidence claim due to trees on Parish Council land. The previous Clerk had advised the insurers in March that regular tree inspections could be undertaken by the Council and the insurers were now enquiring as to if this had been done.

ii) Regular Tree Inspections on Parish Council land:

The Clerk recommended that the Parish Caretaker included trees in his weekly visual inspections and quarterly written reports. This would be for trees on Parish Council land, which are already visited weekly by the Caretaker. In addition an initial independent tree inspection be carried out on Parish land. From advice and research conducted by the Clerk, in particular the “Common Sense Risk Management of Trees” document produced by the National Tree Safety Group, she further suggested that this independent inspection only be carried out every 3-5 years, unless a concern was raised by the Caretaker’s regular inspections.

Resolved: 1. The Parish Caretaker carries out a weekly visual and quarterly written report inspection on trees on Parish Council land, owned or leased, namely Bowerhill Sports Field, the Allotment Gardens (Briansfield and Berryfield) and Shaw Play Area & Playing Field, and Beanacre Play Areas. 2. The Council undertake an independent professional tree inspection every 3 – 5 years.

f) Use of Village Halls as Emergency Rest Centres:

Shaw Village Hall Committee had received a request from Community First for permission to register the Hall as an Emergency Rest Centre in the event of a major incident in the area.

Resolved: The Council contact Wiltshire Council to investigate whether some of the Parish’s Village Halls were already registered and whether there were any size restrictions.

g) South West in Bloom (SWIB):

i) The Council noted that BRAG and the Golden Fleece had won awards.

ii) The Clerk asked whether the Council wished to enter the Parish Allotments in next year's competition.

Resolved: The Council ask Allotment tenants if they wished to take part in next year's SWIB Competition.

248/14 **Crown Chambers: Fire Risk Assessment**

The Clerk had received the Fire Risk Assessment Report from Walker Fire. She reported that any actions required that the Parish Council could address have been actioned. All other issues related to the landlord.

Resolved: The Council write to Total Equipment enclosing a copy of the report highlighting their areas of responsibility.

249/14 **Allotments:**

a) Report from Site Visit Saturday 27th September 2014:

Following the issue of new tenancy agreements and invoice date, the Clerk and the Assistant Parish Officer held a Saturday morning session at Briansfield Allotments to easier facilitate the process of payment and the signing of tenancy agreements for tenants. Some tenants were unhappy about some of the changes but understood the reasoning behind the decisions. It was noted that the Council now accept payment by BACS. One tenant queried the legality of the ruling with regard to the number of chickens and cockerels that could be kept.

Resolved: The Council investigate the rulings made in relation to the number of chickens and cockerels that could be kept..

b) Confirmation of costs for new troughs:

The Council had previously resolved to put in new troughs at both allotment sites as per *min. 167/14*. The Clerk reported that the Council did not go out to several companies to quote for this work as Whatleys were the company that carried out the previous work and it was agreed that it therefore made sense for them to connect to their previous installation. It was also only when the Council subsequently added in the installation of installing 3 new troughs that put this over the Financial Regulations threshold so that more quotations should be sought, but when the previous identical work was put out to quote only Whatleys had responded. It also made sense that Whatleys should undertake this work when on site installing the new trough at Briansfield.. A site meeting needs to be arranged to decide where the troughs should be located.

c) Shed Request:

The tenant on Berryfield Plot 12A had made a request to erect a 6' x 4' shed.

Resolved: The Council give permission for the tenant to erect a shed.

d) Delegated Powers for approval of structure requests at the Council Allotments:

The Clerk requested delegated powers to enable her to give permission for the erection of structures on the allotments if they are within the allotment regulations.

Resolved: The Clerk be given delegated powers to give permission for the erection of structures on the allotment gardens if they fall within the allotment regulations.

e) Blocked Access Track at Berryfield:

The Clerk reported that the access track was blocked again.

Resolved: *The Council write to Wansboroughs Solicitors to give permission for Cllr Petty to access documentation on behalf of the Parish Council.*

Cllr Wood suggested that as it was 10.00pm and in accordance with standing orders another meeting be held in order to discuss agenda items not yet addressed.

Resolved: *A meeting be held on Monday 20th October at Crown Chambers at 12.00pm to consider outstanding agenda items.*

Meeting closed at 10.00 pm

Chairman, 8th December 2014