

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 8th September 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, Cllr Terry Chivers, Mike Sankey.

Apologies: Cllr. Gregory Coombes

190/14 **Declarations of Interest:** Cllrs. Nicol, Carter, Petty, Mills, Baines, Wood and Glover declared an interest in items relating to the bus pass consultation. Cllrs. Wood and Petty declared an interest in Berryfield Village Hall repairs. Cllr. Petty declared an interest in the proposal for “Supermarket Levy Charge”.

191/14 **Standing Orders:**

a) Confidential Minutes: The Clerk reported the SLCC advice with regard to terminology. There was no such thing as Confidential Minutes as the word “minute” implied that they were therefore open to the public. However, rewording as Confidential Notes ensured that they could be stored separately from the published Minutes.

Resolved: *The wording in Standing Order 64 be amended to read:*

CONFIDENTIAL BUSINESS

64. (a) No member of the Council or of any committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, or the committee, as the case may be.
(b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee of the Council by the Council.

(c) Confidential Notes:

i) A **Minute with Confidential Notes** will be marked “confidential notes”, produced on pink paper and circulated with to Members with Minutes in advance. It will be signed with the public Minute of the same number.

ii) The Council Master Minute Book only will include the letter C next to the open Minute: e.g. Min. 491/14C. (NB The public minutes accessible in the office are copies)

iii) The Confidential **Notes** along with the public version of the same Minute will be retained in a separate folder marked **Confidential Notes for Minutes** in the Clerk's office, out of reach of the public

iv) A list be kept of Confidential **Notes** at the front of the CM book, to show the date, subject and Minute number

b) **DCLG (Department for Communities and Local Government) “Open and accountable local government”:** The Council noted the new Guide for the press and public on attending and reporting meetings of local Government. It was agreed that copies would be available for the public with the signing in book at the beginning of meetings.

The Clerk drew attention to the new national rules requiring the recording of certain decisions taken by officers acting under powers delegated to them by the Council. The written record must be available for inspection at the council offices and on the website if it has one, as soon as reasonably practicable. **Resolved:** *The Clerk to report any Officer's decisions at the next Council meeting or relevant Committee meeting which will then be recorded in the Minutes as a public record.*

- c) The Clerk recommended that as per the SLCC's guidance, that handwritten notes and recordings should be destroyed once the Minutes have been approved by Full Council.

Resolved: *The Council destroy all handwritten notes and recordings made during a meeting, once the Minutes have been approved by the Full Council.*

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

192/14

Public Participation:

Report from Wiltshire Councillor Roy While:

- i) **Green Bin Consultation:** Cllr While reported that the consultation deadline date had been extended to 1st October 2014.
- ii) **Bus Pass Consultation:** It was noted that not all those wishing to comment were online and Cllr T Chivers reported that he had hard copies of the consultation for those member of the public. Cllr While reported that the issue was the retention of the National Scheme and getting people out and about, not about money. He had collected statistics and out of 11 other local authorities there was only one other that was as generous as Wiltshire Council.
- iii) **Constituent Wellbeing:** Cllr While reported that there had been an issue with the welfare of an elderly resident with which he had assisted and passed to the relevant services.
- iv) **WWII Veterans:** Cllr While reported that Wiltshire Council had hosted a ceremony at County Hall in order that WWII Arctic Campaign Veterans could receive their Russian Medals without having to travel to London. There were about 80 Veterans, aged between 88 and 98 years, in attendance and it was a very moving and humbling occasion.
- v) **Planning:** Cllr While reported that at the last Wiltshire Council Planning Committee the non material amendment to the planning application for Norrington Solar farm had been refused. No decision had been made with regard to the Chalfield Solar farm application as this was awaiting a site visit. He also reported that he had called in the applications for W/14/04686/OUT Land South of the A365 (Pathfinder Way), W/14/06938/OUT Land East of Spa Road and W/14/07526/OUT Land East of Semington Road (Berryfield).
- vi) **Bowerhill & Hampton Park Business Initiative:** Cllr While reported that Melksham Area Board in conjunction with the Head of Economic Development for Wiltshire Council were holding a launch meeting on Tuesday 23rd September to discuss how the Council could work with businesses to improve the long term vibrancy and sustainability of Bowerhill Industrial Estate. The intention was to set up a small, informal Business led working group to look at issues such as available land and property, planning issues, new and extended sites, signage, conflicting uses and co-existence, HGV facilities, parking issues, traffic issues, crime and vandalism and facilities for employees. Representatives from BRAG, the Police and

the Chamber of Commerce would be attending. A similar exercise had recently been carried out in Calne which was working well.

The Council re-convened.

- 193/14 **Minutes, Full Council Meeting 21st July 2014: Resolved:** *The Minutes of the Full Council Meeting held 21st July 2014 be formally approved by the Council and signed by the Chairman as a correct record.*
- 194/14 **Confidential Notes for Minutes 155/14 & 159/14: Resolved:** *The Confidential Notes for Minutes 155/14 & 159/14 be formally approved by the Council and signed by the Chairman as a correct record.*
- 195/14 **Matters Arising from Full Council meeting 21st July 2014:**
a) Arising from Min. 138/14: **Meeting with Sun Eddison.** Several Councillors had met with Susannah Miller and a full set of architectural drawings, specification and costing for the Shaw Church project to install a Tea Point and Toilet had been forwarded to Sun Eddison. Sun Eddison had also confirmed that they would provide a defibrillator for Shaw Village Hall.

A discussion took place over the provision of defibrillators in other areas of the Parish and potential sitings as a power source was necessary and they had to be where the public could access them easily. There had been previous issues over the cost of insurance and the Clerk advised that additional charges were applicable every time a new item was added to the policy. Therefore there was an opportunity to add defibrillators to the policy, whilst the new MUGA at Hornchurch Road was being added, without incurring admin charges.

Resolved: *Defibrillators to be put on the next Full Council agenda in order that potential sites can be considered. The Council to add 5 defibrillators to the insurance policy.*

ii) Arising from Min. 148/14c): **S106 funding from Forest & Sandridge school site.** The MyEnvolve survey for consulting residents on potential outdoor recreation projects with any s106 funding from possible development, was now up and running. The Clerk advised that Wiltshire Council were not adopting any of the open space land in the East of Melksham development and therefore the Parish Council would have to approach the managing agents Green Square with regard to available land for any outdoor recreation projects.

iii) Arising from Min. 149/14c): **Community Governance Review.** The Council noted correspondence from Melksham Town Council setting out their proposals and reasons for a united council.

iv) Arising from Min. 151/14: **MUGA, Hornchurch Road.** A discussion took place over an opening ceremony for the new MUGA.

A quote for £2,769 had been received from HAGS SMP for the additional path between the MUGA and the existing footpath. It was agreed that compared to the cost of Wiltshire Council footways this was very competitive. **Resolved:** *1. The Council hold an opening ceremony for the new MUGA with a football match between local teams.*

2. The Council approve and proceed with the quotation for a footpath extension (29m² tarmac with 48 linear metres of PCC edging) to link the planned MUGA to the existing footpath; from HAGS SMP for £2,769 + VAT to be built at the same time as the MUGA.

v) Arising from Min. 152/14: **Shed Project at Bowerhill Pavilion.** The Clerk reported that Mark Hunnybun at Wiltshire Council had given permission for the Shed project to use the pavilion temporarily.

vi) Arising from Min. 153/14: **Bowerhill Sports Field – Works Licence.** The Clerk reported that there were some inaccuracies in this licence, these had been followed up with the Council's solicitors.

vii) Arising from Min. 154/14: **Wiltshire Open Spaces Study.** The Council reviewed the survey response prepared by the Clerk.

Resolved: *The Council submit the Wiltshire Open Spaces Study response.*

viii) Arising from Min. 156/14: **Repair to Shaw MUGA.** The Clerk reported that the repairs were now complete, that the MUGA had been inspected by the Parish Caretaker and the Chair of the Playing Field Committee and the invoice had now been paid.

ix) Arising from Min. 163/14c): **Bus Shelter Cleaning.** Cllr. Mills reported that despite assurances from BBLP that the cleaning of the Bus Shelters in Bowerhill were their responsibility and that this should commence as of 26th August, there was still no sign that this had happened.

Resolved: *The Council write to Wiltshire Council informing them that BBLP were not fulfilling this part of their contract.*

x) Arising from Min. 164/14a): **PIGS (Parish Improvement Grant Scheme).** The Clerk reported that the footpath behind Bowerhill School was proceeding with CATG as a utility path. The Council will be able to apply again next year for other footpath improvements required in the Parish.

xi) Arising from Min. 164/14j): **Community Speed Watch.** The Clerk reported that the results from the Westlands Lane metrocount meant that disappointingly it did not qualify as a site for a Community Speedwatch Group. Additionally frustrations were expressed over the fact that there was currently only one speed gun for the Melksham area, and volunteers were being lost due to the lack of readily available equipment. Cllr Glover suggested exploring the possibility of sponsoring a calibrated speed gun in order that it would be more readily available for use in the Parish.

The Community Speedwatch Briefing report compiled by Phil McMullen had reported that there was a new Speedwatch co-ordinator for Woodrow Road. Cllr Baines reported that he was unaware of this and asked if the Clerk could seek clarification. An invoice had been received from Phil McMullen with regard to work carried out in relation to the Speedwatch meeting. The Clerk agreed to seek clarification on the format of the invoice and work carried out by Phil.

Resolved: *The Council give the Clerk delegated powers to check invoices and to raise payment for Phil McMullen, however these invoices need to be raised and paid to the Melksham Area Partnership rather than to him directly.*

xii) Arising from Min. 165/14: **Beanacre Flood Alleviation works.** Cllr T. Chivers reported that flood alleviation works on private land in Beanacre had been temporarily stopped by the landowner, however, these works had now resumed. The Clerk and Mr. Doyle, as part of the Beanacre Flooding Group, were to attend the Parish Flood Warden training.

West Hill had flooded at the same time as Beanacre. The Area Highway Engineer had reported that a resident had restricted the drainage pipes at West Hill and therefore would not be carrying out any works until this had been resolved. Cllr T.Chivers believed this to be due to BT cables. The Clerk reported that a request to carry out flood alleviation works in West Hill had been put onto the agenda for the next Flooding Operations meeting.

Cllr T Chivers reported that both he and Duncan Hames MP had received numerous correspondence from a resident in Top Lane but felt that Wiltshire Council had done all that it could to alleviate the possibility of flooding and that Wiltshire Council were not going to provide a grille for the nearby drain as this would not aid in the future prevention of any possible flooding.

xiii) Arising from Min. 166/14: **Social Media.** The Clerk reported that Council's Facebook Page was now live and up and running. **Resolved:** 1. The Clerk to attend the SLCC Digital Engagement Training at a cost of £145. 2. The Council to investigate whether Develop could provide an Introduction to Social Media training session for all Councillors.

196/14 **Minutes, Planning Committee 11th August 2014: Resolved:** *The Minutes of this Planning Committee be formally approved by the Council and signed by the Chairman as a correct record.*

197/14 **Matters Arising from Planning Committee 11th August 2014:**

i) Arising from Min. 174/14: **112 Beanacre.** The Clerk reported that Planning Enforcement had informed the resident that they could reduce the height of their boundary wall to the permitted development height of 2m or appeal against this judgement. It was believed that the resident has opted for the latter option.

Concern was expressed over a well that had been filled in on the Right of Way at 112B; the Clerk to investigate whether the Environment Agency was aware and if this posed a potential flooding risk.

Additionally 113 had made a temporary access to building works which had been investigated and was allowed under permitted development.

ii) Arising from Min. 175/14: **Planning Enforcement – s106 East of Melksham.** The Clerk reported that she had not received a reply from her request to Wiltshire Council made on the 14th August for a copy of the 1st Amendment to the S106 Agreement for the East of Melksham Development. Cllr Brindle had read through the 2nd Amendment and reported that the trigger point of 301 houses had been negotiated away and the monetary contribution was to Wiltshire Council only, there was now no community

benefit. Cllr T Chivers suggested that the Clerk chase the lack of reply and write the strongest possible letter with regard to the lack of consultation.

Resolved: *It was unanimously agreed that the Clerk write to Wiltshire Council asking for clarification with regard to their procedure for consultation of s106 Agreements and under the Freedom of Information Act request a copy of the 1st Amendment.*

iii) Arising from Min. 177/14: **Joint Neighbourhood Plan Steering Group Meeting.** The Council noted that the date planned for this next meeting was Wednesday 8th October 2014, 7.00pm at Crown Chambers. The Council representatives were Cllrs. Wood and Glover with Cllr Carter as reserve. Cllr Brindle to attend as the Environmental representative.

iv) Arising from Min. 189/14: **Kerbside Consultation.** The Clerk reported that she had received a reply from Wiltshire Council that green waste could be put into grey bins if the green bins were not being collected under a new service structure.

198/14 **Planning Committee Recommendations:**

Resolved: *The Recommendations detailed in Mins.174/14e, 175/14, 178/14 (Settlement Boundary Review) & 179/14 of the Planning Committee meeting held 11th August 2014 were formally approved.*

199/14 **Minutes, Planning Committee 1st September 2014:** **Resolved:** *The Minutes of this Planning Committee be formally approved by the Council and signed by the Chairman as a correct record.*

Cllr Carter queried why the Minutes did not mention a resident's letter that he had read out at the meeting. The Clerk explained that the minutes and the comments to Wiltshire Council reflected all comments raised by all residents, and not individually.

200/14 **Matters Arising from Planning meeting 1st September 2014:**

i) Arising from Min. 188/14b): **W14/01962/VAR Land West of Norrington Lane, Broughton Gifford.** The Council noted that permission was refused at the Western Area Planning Committee for CCTV at the Norrington Solar Farm.

ii) Arising from Min. 189/14: **Department for Communities and Local Government Technical Consultation on Planning (deadline for consultation 26th Sept).**

Resolved: *The date of the next planning meeting be brought forward a week to 22nd September to discuss this consultation before the deadline.*

201/14 **Planning Committee Recommendations:**

Resolved: *The Recommendations detailed in Mins.189/14 of the Planning Committee meeting held 1st September 2014 were formally approved.*

202/14 **Additional Planning Items:**

a) **Wiltshire Core Strategy: Supplementary Hearing on Tues 30th August.** The Clerk advised that the Hearing was to consider if the 42,000 homes in the Core Strategy were justified adequately and consistently with national policy and whether the 42,000 homes should include or exclude the 900 homes permitted to the west of Swindon.

- b) **W14/05698/FUL Land North of 16 Berryfield Park.** The Council noted that this application was approved despite the Parish Council's objections. It was also noted that Wiltshire Council's Planning Decision notice stated that the site was situated close to the Bowerhill Sewage Treatment Works and therefore the proposal could be subject to odours from normal operations of the works. This was of interest in light of the current outline planning application for 170 houses also in close proximity of the Sewage Works.
- c) **W14/03607/OUT Land North of Woolmore Farm, outline application for 13 dwellings.** The Council noted that this application was refused.
- d) **W14/08165/TPO Traffic Island Market Place Plane Tree TPOW/1/00002 – Prune to give 5.3m clearance over road and crown balance for highway.** The Council noted this Town Application that neighboured the Council offices at Crown Chambers.
- e) **Planning Enforcement Request for Manston Close, Bowerhill: W/14/00934/ENF Land north of Junction with Dakota Close and Hornchurch Road, Bowerhill. Failure to comply with approved landscaping scheme, lack of maintenance, and: failure to secure adequate arrangements to maintain the open space as required by the Section 106 agreement.**
Cllr Mills reported that too many plans were being changed and residents were not being kept informed by Wiltshire Council. There was concern that trees that used to mark the edge of the road were now in resident's gardens, and the latest plan was to take out a hedge. He queried whether Wiltshire Council had agreed this with the developer without the knowledge of the Parish Council.

Cllr Brindle reported that he had taken a look at the site and that much of the proposed hedgerow was actually dead due to the poor ground preparation prior to planting. Cllr Mills said that he would be happy to attend a site meeting with the Clerk and the Planning Enforcement Officer.

The Clerk reported that at time of the planning application the Officer recommendation for the Open Space was that it was adopted by Wiltshire Council to ensure it was protected in perpetuity. Cllr Brindle reported that the residents had set up a Limited Company as they thought that they had to adopt the land themselves. The residents would be very happy for the Open Space to be adopted by Wiltshire Council.

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

Cllr While reported that he had been in touch with the Enforcement Officer and had pointed out all the issues raised by the residents.

The Council re-convened.

Resolved: *A site meeting to be set up with the Planning Enforcement Officer and residents.*

203/14 **Minutes, Emergency Staffing Committee, 19th August 2014: Resolved:** *The Minutes of this Emergency Staffing Committee be formally approved by the Council and signed by the Chairman as a correct record.*

204/14 **Confidential Notes from Emergency Staffing Committee, 19th August 2014: Resolved:** *The Confidential Notes for Mins.181/14, 182/14 & 183/14 of the Emergency Staffing Committee meeting held 19th August 2014 were formally approved.*

The Council resolved that the discussion of the next Item (Min 181/14c) regarding staffing be held in committee in accordance with Standing Orders 36 & 61 “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 (c) engagement, terms of service, conduct and dismissal of employees.)

205/14 i) Arising from Min 181/14c: **Urgent Staffing Issue.** Cllr Wood outlined events and gave an update. As requested by ACAS a letter had been sent from the Council to them in order to resolve matters.

Resolved: *All correspondence in relation to this minute item to be kept in a sealed envelope at Crown Chambers.*

ii) Arising from Min 182/14: **Employee Timesheet Query.** The Clerk reported that due to retrospective filling out of a timesheet an employee made a genuine error.

Resolved: *New timesheets have been devised and staff to fill in with a start and finish time to clarify any calculation errors.*

iii) Arising from Min 183/14: **Doctor’s Letter.** The Council noted that a letter had been received from an employee’s GP.

206/14 **Emergency Staffing Committee Recommendations:**

Resolved: *The Recommendations detailed in Mins.181/14 & 182/14 of the Emergency Staffing Committee meeting held 19th August 2014 were formally approved.*

207/14 **Finance:**

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

Sports field booking (Mike Rogers) **£ 50.00**

The Clerk requested that the Council offer online BACS payments as a way of receiving payments, particularly for allotment tenants.

b) **Accounts for payment:**

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

| | | |
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| 4715 | JH Jones: Grass cutting contract at Bowerhill sports field for Jul/Aug (£715.84 + VAT) and Allotments / plays area (£219.66 + VAT) | 1,122.58 |
| 4716 | Grant Thornton: Annual Return 2014 fees £400.00 + VAT | 480.00 |
| 4717 | Office Right Business Solutions Ltd: stationery, printer ink, | 364.22 |

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| | digital voice recorder, vacuum cleaner, phones (2) & hi viz jackets. £303.51 + VAT | |
| 4718 | Condor Office Solutions Ltd: Photocopying 23/4 – 30/7 £245.39 + VAT | 294.47 |
| 4719 | Wiltshire Publications Ltd: Summer newsletter in Melksham News £ £142.50 + VAT | 171.00 |
| 4720 | J Beaven: Weekly cleaning of Bowerhill Pavillion 30/7, 8/8, 11/8, 18/8, 25/8, 1/9 plus cleaning materials (£145.50) + cleaning Crown Chambers offices 18/7 (£24.00) | 169.50 |
| 4721 | Atkinson Bookbinders Ltd: Binding of Parish minute books Mar 2011 – April 2012 & May 2013 – April 2014 | 140.00 |
| 4722 | BT Payment Services Ltd: Telephone charges Aug – Oct '14 £86.23 + VAT | 103.47 |
| 4723 | Buildbase: Materials for Berryfield Village Hall (65.81 + VAT) + fixings (£6.55 + VAT) | 86.83 |
| 4724 | Walker Fire Ltd: Annual Fire inspection (certification, extinguisher service & fire action sign). £67.30 + VAT | 80.76 |
| 4725 | Christie Miller Sports Centre: Meeting room hire for planning meeting. £30.00 | 30.00 |
| 4726 | Total Equipment Ltd: Electricity charges for 2/6/14 – 14/7/14 £26.57 + VAT | 27.90 |
| 4727 | Wilts & Berks Canal Trust £25.00 | 25.00 |
| 4728 | St. Barnabas Church: Rent for Beanacre Play Park £10.00 | 10.00 |
| Salaries: | | |
| 4729 | Mrs Teresa Strange: Sept salary, add hrs 50.25 (July & August) and expenses (cleaning materials and biodegradable paint £37.97 + VAT) | |
| 4730 | Mrs Joanne Eccleston: Sept salary (inc adjustments to reflect pay increase), add hrs 24.75 (July & August) and expenses (toilet rolls & postage fee £2.19 + VAT) | |
| 4731 | Mrs Lucy Key: Sept salary, add hrs 8.66 (July & August) and expenses (key cutting £13.33 + VAT) | |
| 4732 | Mr Terry Cole: pay for w/e 28/6/14 – w/e 19/7/14, travel allowance and mileage (100.80) for July & August | |
| 4733 | Mrs Margaret Mylchreest: Sept salary and add hrs 11 (July & August) | |
| 4734 | Mrs Elaine Cranton: August Office Cleaning less 1 hour claimed in error on 30 th July | |
| Total Salaries: | | 4,422.80 |
| 4735 | Wiltshire Council: Wiltshire Pension Fund: superannuation for September | 1,002.57 |
| 4736 | HMRC: PAYE, NI and tax for September | 637.63 |
| 4737 | Office Right Business Solutions: Bespoke meeting table for Crown Chambers. £1,064.00 + VAT | 1,276.80 |
| 4738 | Dr JP Simmons & Partners: Medical report | 80.00 |
| 4739 | Post Office Ltd: Postage stamps | 84.00 |

c) **External Audit Report:**

Report for year ending 31st March 2014: The Council noted the External Auditor's opinion that the information in the Annual Return was in accordance with proper practices and that no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

The Auditor commented on matters not affecting their opinion that they wished to draw to the attention of the Parish Council:

Accounting for Fixed Assets:

"It has come to our attention that the Accounting Statements include fixed assets revalued. Local Councils are required to account for fixed assets at purchase cost. If this is not known a proxy cost should be substituted (e.g. insurance value). Commercial concepts of depreciation or impairment adjustments etc are not appropriate for local councils. For reporting purposes therefore, the 'book' value of fixed assets will usually therefore stay constant until disposal. Where insurance value has been used as a proxy, it should not be adjusted for annual changes".

The Clerk reported that historically a separate asset list had been kept and she had been told after a previous internal audit that this was no longer necessary. It transpires that the rules have now changed and an asset list needed to be kept again. In addition, the Council had always increased the value of their assets in line with their insurance values, hence why the Internal Auditor had previously stated that a separate asset list was not required, as identical to the insurance listing.

It was noted that the asset listing for the last financial year had increased dramatically due to the addition of the land values of Bowerhill Sports Field being added following Community Asset Transfer from Wiltshire Council. The Finance Officer had queried the addition of the Sports Field with the External Auditor as the purchase price had been £1 and had been informed that as that was the purchase price it needed to be listed in the asset register at the value of £1. **Resolved:** *The Council maintain an asset listing with values at purchase price, to be constant and not revalued until assets disposed.*

Low level of Reserves:

The External Audit had also drawn attention to the Reserves:

"We note that the Council holds a low level of general reserves, approximately 3% of the annual precept for 2013/14 after allowing for reserves that are earmarked for specific purposes. The Council should consider the level of general reserves required and consider steps to increase the level of reserves in future years if it considers it necessary."

Resolved: *The Finance Committee to look at this in further detail at their Budget meeting on 10th November.*

208/14 **Authorisation for legal searches:** The Clerk reported that she had been asked by Wansborough Solicitors to confirm that Cllr Petty was acting on the authority of the Council in order that they would release historic documents for Cllr Petty to investigate the boundaries and history of the Allotment access track issues.

Resolved: *The Council write to Wansborough Solicitors giving authorisation for release of these documents to Cllr Petty.*

209/14

Crown Chambers: Fire Risk Assessment

- a) **Report from meeting with Crown House (2nd Sept):** The Clerk reported that she had met with the Manager of Crown House, who had complained about the rubbish at the back of the building. The Manager was unaware of the agreement with the Council that the fire escape route went through a gate in the fence into the garden of Crown House and in particular the fact that if an emergency evacuation was necessary at night that potentially 15 plus people would be exiting via their garden. The Manager did subsequently clarify with Head Office that this was the agreement and still permissible.

The Clerk and Chairman had taken a walk on the escape route and found it to be inadequate in the day light and impossible to do in the dark and in a panic. There were no lights making it difficult to locate the gate in the fence. Additionally it may frighten the residents of Crown House.

- b) **Approve Quote for Fire Risk Assessment:** The Clerk reported that the cost of an independent fire risk assessment would be approx. £350, with several quotations obtained. After much discussion the Council felt that having an independent fire risk assessment carried out would show due diligence and enable the Council to ask the landlord to address any issues identified. **Resolved:** 1. The Council agreed to have a fire risk assessment carried out at a cost of £350 with Walker Fire UK Ltd. 2. The Council to investigate Fire Marshall Training for the Clerk.

210/14

Play Areas, Village Halls and Open Spaces

a) **Bowerhill Sports Field**

- i) **Bin Emptying:** The Clerk reported that the Grass Cutting Contractor had been instructed to empty the 3 bins on Parish Council land at a cost of £125.75 per month, starting on Friday 5th September. The Football Clubs to be asked to leave their rubbish in Parish Council bins rather than the bins on the Pavilion veranda and on the Basketball Court as these were owned and emptied by Wiltshire Council. Cllr Carter queried why Wiltshire Council didn't empty all the bins. The Clerk explained that 3 of the bins were now on Parish Council land and therefore the responsibility of the Parish Council, in addition Wiltshire Council had complained about having to clear rubbish that was left by footballers who were paying the Parish Council to use the sports pitches.
- ii) **Boundary Fence & Security Bollards:** Cllr Glover had reported to the Clerk that the padlocks were missing again from the security bollards at the Pavilion end of the field and Cllr Mills had reported that he thought that the contractors were not replacing the barriers after they had gained access.

The Clerk reported that she had taken a look at the fence at the Portal Road entrance with Cllr Carter and that someone had stabilised it and it would now be quite difficult to push over. Wiltshire Council had suggested that the Parish Council could install their own boundary fence.

- b) **Berryfield Play Area:** The Council noted that the Clerk had reported the Wiltshire Council owned Play Area as unsafe following comments from the Parish Caretaker who had passed the play area whilst on other Parish business. Cllr Chivers had visited and commented that the safety surface of the play area was appalling.

Resolved: Wiltshire Council to be asked for a copy of any subsequent ROSPA report on the Play Area.

Cllr Glover chaired the next item as Cllr Wood had declared an interest.

- c) **Berryfield Village Hall:** The Parish Caretaker had undertaken remedial repair works to the sub structure of the Portacabin to ensure its safety, particularly as it was during the school summer holiday period. The cost of the materials purchased from Buildbase was £65.81 + VAT and estimate for the Caretaker's time calculated at £85. **Resolved:** *The Parish Council do not charge the Berryfield Village Hall for these amounts.*
- d) **Shaw Village Hall:** The Village Hall Committee had reported a manhole cover that they felt was damaged and dangerous. The Parish Caretaker is to investigate to enable the appropriate utilities company to be contacted.

211/14

War Memorial for Melksham Without.

Cllr Carter stated that he wished to canvass the opinion of his fellow councillors with regard to considering the Parish having a War Memorial. Shaw and Whitley had a Roll of Honour, but it would be nice to have a memorial that covered the whole of the Parish to give remembrance to those that have given their lives. Much discussion took place over whether this should include just those who gave their lives in WWI and WWII, or whether it should cover all conflicts, how correct data would be gathered and whether families should be asked or involved. It was recognised that the parish boundary now, was very different to that some 100 years ago.

Resolved: *The Council conduct a public consultation to gauge the interest and thoughts of residents on a War Memorial for the parish.*

212/14

Highway, Footpaths and Rights of Way

- a) **MCAP Cycle Path meeting 3rd Sept:** Cllr Brindle reported that 26 people attended the meeting and that a sub-committee was to be set up.
- b) **Resident request for access barrier on A3102 where footpath exits onto road:** This is Melksham Without Footpath 28. **Resolved:** *To be raised as an issue with the Area Board.*
- c) **Resident complaint re inconsiderate parking on streets surrounding Melksham Oak:** **Resolved:** *To be raised as an issue with the Area Board.*
- d) **Resident complaint about Semington Road Roundabout (speeding and noise levels):** **Resolved:** *To be raised as an issue with the Area Board.*
- e) **Resident complaint about speeding on Shaw Hill:** Cllr Chivers to ask Wiltshire Council to conduct a metro count.
- f) **Street Scene assets inventory list:** Following a request, a copy of the Parish Council assets inventory list for Street Scene items is to be passed to the Community Co-ordinator, Stuart Renfrew.
- g) **Overgrown Hedge letters:** Request from Wiltshire Council for the Parish Council staff to write to landowners re: overgrown hedges. **Resolved:** *The Council to write if landowners are approachable, otherwise to be referred back to Wiltshire Council.*
- h) **Changes to Street Lighting:** The Council noted the new scheme with about half of Wiltshire Council's 40,000 streetlights to be turned off between midnight and 5.30am.
- i) **Local Highways Issues Reporting – new procedure and app “MyWiltshire”:** The Council noted this new procedure, however, Cllr Chivers reported that the new

app was not working properly, so the Council should also continue reporting issues as it always has.

- j) **Parking Restrictions review – West Wiltshire:** The review had now received information from all the Parishes, with a view to advertise proposals at the end of the year.
- k) **Local Transport Plan Car Parking Review:** A public consultation exercise will be undertaken during October to December 2014.
- l) **CATG 14th July:** The Minutes of this meeting were noted.

213/14 **General Correspondence for action:**

- a) Supermarket Levy Charge: The Clerk reported that under the Sustainable Communities Act, 20 councils had signed in support of a supermarket levy to provide community facilities such as bus shelters and play areas. **Resolved:** *The Council support this initiative.*
- b) Consultation on the future direction of Wilts and Swindon Fire Authority: To note consultation dates as follows:

| | | | |
|------------|----------------------|--------|----------------|
| Trowbridge | 13 th Oct | 7.00pm | Civic Centre |
| Devizes | 14 th Oct | 2.30pm | Assembly Rooms |
| Chippenham | 14 th Oct | 7.00pm | Town Hall |

Standing orders suspended to allow the meeting to continue for 5 minutes to conclude the meeting.

214/14 **Potential Partnership Projects:**

- a) **Wiltshire Time Credits:** **Resolved:** *The Council do not wish to pursue this project at this time.*
- b) **Play Day 2015:** **Resolved:** *The Council do not wish to pursue this project at this time.*
- c) **Rainbow Day Care Centre:** No Councillors took up the invitation to join the Trustees.

215/14 **Public Transport:**

- a) **Bus Pass Consultation:** Cllr Petty stated that there was a lot of confusion surrounding bus passes and when they could be used as Faresaver imposed no restrictions. It was noted that Wiltshire Council's bus pass scheme was generous compared to other councils. The Council did not wish to comment as individual Councillors had already commented separately.

216/14 **General Correspondence for information:** The Council noted the following correspondence:

- a) Bus Service changes in and around Bath & Wiltshire, from 31st August
- b) Cancellation of Bowerhill to Trowbridge bus service
- c) MCAP Bus Stop survey
- d) Melksham Railway Development Group – Minutes of AGM & Mtg 23rd May
- e) New Neighbourhood Alert system for Wilts Police, Neighbourhood Watch
- f) Community Health Trainers: New Wiltshire Council service
- g) Wiltshire Council advice on procedures for Unauthorised Encampments
- h) Youth Services in Wiltshire: Unison report
- i) Temporary Road Closures:

- i) Sunday 14th Sept for “Melksham 10” running event: Lowbourne, Sandridge Road, Blackmore Road
- ii) Sat 13th Sept for Wessex Water connection at Broughton Gifford/Holt
- j) Invitations to AGMs/ Community Group Meetings:
 - i) CPRE West Wilts 5th Sept: Cllr Paul Carter attending
 - ii) Wilts & Berks Canal Trust 18th October – Oxfordshire
 - iii) Community First Weds 24th September – Devizes Town Hall
 - iv) Wiltshire Voluntary Sector Assembly 25th Sept – Lackham House
 - v) SLCC AGM Fri 10th Oct – Bristol
 - vi) Wiltshire MIND AGM Tues 23rd Sept – Devizes

Meeting closed at 10.05 pm

Chairman, 13th October 2014