

MINUTES Of a Meeting of Melksham Without Parish Council held on Monday 20th January 2014 at Crown Chambers, 7 Market Place, Melksham at 7.00 p.m.

Present: Cllr. Richard Wood (Chairman); Cllrs John Glover; Alan Baines; Rolf Brindle; Mike Mills; Paul Carter; Gregory Coombes (*until 8.27pm*); Mike Sankey; Steve Petty (*until 8.10pm*); Terry Chivers and Pat Nicol.

Apologies: Cllrs Trudy Fennell and Adam Nardell.

428/13 **Declarations of Interest:** Cllr Brindle declared a non pecuniary interest in the planning application W/13/06839 Provision of football and rugby facilities as a neighbour and Cllr Glover in the same application as his son and grandson both play for Melksham Rugby Club. Cllr Nicol declared an interest in Cheque 4548 as for her expenses. The Clerk and Asst Clerk/RFO both declared an interest in the Staffing items. When the proposed planning application for Gompels Health Care was discussed Cllr Glover declared an interest as his sister in law lives behind the current warehouse.

429/13 **Dispensation for Precept setting:** The Council noted that Councillors resident in the Parish had a dispensation to set the Precept. Cllr Chivers advised that the Monitoring Officer had issued new guidance to Wiltshire Councillors that this dispensation was now no longer needed.

It was agreed to suspend Standing Orders for a period of public participation.

430/13 **Public Participation:**

a) **W/13/06739 Melksham Town Football and Rugby Club:** The Clerk advised that Michael Savory, B3 Architects and Richard Pearce, Wiltshire Council Project Manager had postponed their visit to advise and answer questions on the planning application as the plans were due to change.

b) **West Hill Flooding:**

Mr Richard Cross of 143 West Hill explained that residents of West Hill had experienced some dramatic events over the last month. The drainage pipe outside his property in West Hill was severely restricted or blocked resulting in the manhole surcharging lots of water. This first happened on the 23rd December with the extreme weather, but has occurred twice since, the last on Saturday 18th January when there had not been significant rainfall; only 12mm. The pipe had been underground at least 40/45 years with no problems occurring before. Mr Cross explained that representation had been made by the residents to Wiltshire Council that some sort of survey was needed but have not yet received a response. Mr Cross acknowledged that there were other properties in the Parish and County that had experienced flooding but that the residents were very frustrated that no action had happened and requested the assistance of the Parish Council to apply pressure to Wiltshire Council to investigate and alleviate the problem so that residents were able to remove the sandbags from the front of their properties.

Mr Terry Bollen of 144 West Hill explained that he lived in his property for 17 years and had only felt under threat of flood in the last month with water on his driveway and garage three times, twice this needed to be pumped away to prevent it entering the house. Mr Bollen believes that the problems have been caused by the neglect of the current drainage system resulting in no clear outlet or discharge

point at a lower level. There was a very short period of time from rainfall to the discharge at the manhole. The residents have become very reliant on sandbags to prevent the water entering their properties, which is not the ideal solution but they are now under constant threat of flooding. The residents have discussed the problem with Andy Cadwallader, the Area Highway Engineer who understands the problem. The water is currently crossing the road, and Mr Bollen suggested that the water could be held on the other side of the road and be re-routed.

c) Update from Wiltshire Councillor, Roy While:

- i) Yellow lines at Halifax Road:** Cllr While reported that he had attended the BRAG (Bowerhill Residents Action Group) meeting last week and advised on progress with the yellow lines proposed for Halifax Road. Cllr While had chased the traffic order and the Cabinet Member had now issued a report and recommendations with the Officer making contact with the contractor; work was now planned prior to 31st March. The traffic order had been held up due to objections raised by a resident.
- ii) Wiltshire Council Budget:** Cllr While had spent a lot of time reviewing the Budget as part of his role on the Scrutiny Committee.
- iii) Melksham Campus:** Cllr While had spent a lot of time on the Campus project, as Chair of SCOB (Shadow Campus Operations Board). The project is now at planning application stage with the details being worked out to ensure that the plans cater to the needs of the users. Current timeline is for the planning application decision in April, Phase 1 to commence in the Summer with the main phase completed in 2015.

The Council re-convened and it was agreed to advance the Agenda items re flooding.

421/13

Flooding:

- a) Westlands Lane:** Cllr Chivers reported that he had lots of residents calling him with flooding issues, starting on Christmas Eve. The worse affected area in the Parish was in Westlands Lane, with 5 properties having their ground floors flooded which were still drying out now, with residents living in hotels. The newer houses in the road were built a metre higher and escaped the flood water but the older properties were affected. A fire engine had to assist pumping out on 3 or 4 occasions, including on Christmas Day, at 24 and 24a Beanacre. The drains had not been cleared at Westlands Lane and the fire engine could not initially pump the water away as there was nowhere to pump it to, Wiltshire Council cleared the drains and then the fire engine was able to assist. The Drainage Engineer, Danny Everett had promised to check the drainage was all clear, and survey the pipework with a camera.

A site meeting was held at Westlands Lane on Saturday 18th January and there was interest from residents in setting up a Beanacre Flood Group. The Clerk reported that residents had already returned paperwork expressing interest in joining such a group.

- b) West Hill:** Cllr Chivers reported that there were 6 bungalows at West Hill that were vulnerable to flooding and that Mr Bollen and Mr Cross had helped their neighbours too. Cllr Chivers agreed that the lack of maintenance had caused the problems, and when they looked under the manhole discovered that it also housed lots of telecom cables too. He agreed that pressure should be put on Wiltshire

Council to act however noted that Stuart Renfrew does act quickly when they have the equipment available, and sent ditch-clearing equipment to Shaw at very short notice. Cllr Baines advised that the Danny Everett also needs to be notified on the flooding issues in West Hill to ensure that any watercourse issues are addressed as well as the drainage issues; it would be a good idea to conduct a camera survey in these drains too. **Resolved:** *The Council write to the Area Highway Engineer, Andy Cadwallader and Drainage Engineer, Danny Everett at Wiltshire Council to request action at West Hill to resolve the flooding issues.*

- c) **Shaw & Whitley:** Cllr Chivers reported that there had been a flash flood in Ashley Close resulting in 2 cars being written off and that he contacted the Chair of Governors of Shaw School on Christmas Eve to organise sandbags to prevent flooding to the school premises.

The Shaw & Whitley Flood Group were reconvening in the light of the recent flooding in the area.

- d) **Sandridge:** It was noted that residents in Sandridge had also experienced flooding problems.
- e) **Preventative measures:** Cllr Chivers explained that it was hard to access sandbags from Wiltshire Council quickly, with a 4 hour wait following the request for West Hill, in which time a lot of damage could be caused by flood water. Cllr Chivers suggested that as part of its Emergency Response Plan currently under review, the Parish Council could purchase some piles of sand and bags so that residents and councillors could help themselves. This would need to be stored in different areas of the Parish, for example at Shaw School in the old recycling centre; and in Bowerhill. It was noted that Wiltshire Council advise that its residents own responsibility to purchase sandbags in advance of flood warnings. However, it was felt that flooding in the Parish was happening in areas that had never experienced flooding before, for example at West Hill, and therefore it was very difficult for residents to plan and be prepared. **Resolved:** *The Council investigate the practicalities of purchasing and storing sand and bags for future use in preventing flooding to properties.*

422/13 **Minutes, 6th January Planning Committee:** **Resolved:** *The Minutes of this Planning Committee be formally approved by the Council and signed by the Chairman as a correct record.*

423/13 Arising from Min. 401/13 **W/13/06707 Proposed Roundponds Solar Farm:** The Council noted the information received from Hive Energy in response to their queries. The agricultural land is a mixture of Grade 3 and 4 and the site will continue its current agricultural use as sheep will be grazed alongside the panels which at their lowest height will be 70cm from the ground with a maximum height of 2.4m (about 7'5") with the intention of sheep grazing underneath.

424/13 **Defra policy on Solar Farms:** The Council noted the advice from Defra (Department for Environment, Food and Rural Affairs) on solar panel planning on agricultural land that decisions rest with the Local Authority. When a development proposal involves the loss of 20 hectares or more of the best and most versatile land (Grades 1, 2 and 3a) then

Natural England, on behalf of Defra, will be consulted but it is still for the Local Authority to decide how significant the agricultural issues were.

- 425/13 Arising from Min. 402/13 v) **W/12/01256 Hedgerow along boundary of Local Centre Land, Bowerhill:** Cllr Mills asked if there had been any update from the Planning Officer as the residents were very unhappy at the loss of hedgerow. The Clerk reported that Wiltshire Cllr. Terry Chivers was taking up directly with the Planning Department as no more had been heard.
- 426/13 Arising from Min. 402/13 vi) **Westlands Lane speeding review:** Cllr Baines explained that the request was not just for relocating the 30mph sign to the other side of the hump back bridge but to also lengthen the 30mph zone to the other side of the bridge therefore making that the most effective place to site the sign. Cllr Baines had made this clear to Mark Stansby at the recent CATG meeting and this was being added to the review of the C220 which includes Westlands Lane.
- 427/13 **Planning Committee Recommendations: Resolved:** *The Recommendations as detailed in Mins. 400/13, 402/13 and 403/13 be formally approved by the Council.*
- 428/13 **Planning applications: Resolved:** *The following application was reviewed and the following comments made:*
W/13/06739 Provision of new football and rugby facilities, including changing rooms, clubhouse and football stadium, together with 11 football pitches, 4 rugby pitches, car parking, new access road and junction
It was noted that the Wiltshire Council Project Manager Richard Pearce had emailed to postpone his visit with the Architect to answer queries on the plans as they were being revised. It was noted that the Council had pointed out some inconsistencies (*See Min. 430/13*). The Clerk reported that Planning Officer Jemma Bousted had advised the Council to comment on the original plans as no other plans had yet been submitted to the Planning Dept. This was agreed.
Comments:
a) Access Road: *As previously advised to the agent direct, the access road is shown in a different place on the detailed plan than on the main plan. One proposed access road appeared to be off Thyme Road, opposite Hawthorn Road and as this was tight access there was concern that any coach would have to swing round left into the entrance of Hawthorn Road in order to turn right, this posed a highway danger.*
b) Noise: *Councillors expressed concern at the noise levels in the future as there was already noise from the school sports fields (although the documentation states that there is no current noise). Any noise in the future will be from adults in the stadium which will be above the hedgerow height, the trees shown on the plan have not yet been planted. The Council would like to see a planning condition on the provision of screening for noise. In pre-planning stages the stadium was going to be placed closer to the school and further from the residents which would have been more suitable as the school would not be affected by the noise as closed when the pitches were in operation.*
c) Floodlights: *The documentation details 48no. 15/18m floodlights but these are not indicated on the plans at all. More details on the location of these lights is requested, and details on when they will be lit as the pitches will be in use to 9.30pm, the general facilities until 10pm with the option of licences to 11pm with occasional extensions.*

- d) *Ecological Study: The last ecological study was conducted in 2008 before the school was built and so may no longer be applicable. The reason cited for moving the location of the stadium was due to the movement of the skylarks, but no study has been done since their movement due to the building of the school to see if the skylarks are still in situ.*
- e) *Car Parking: The Council have concerns over the supply of sufficient car parking as the proposal is that the school car park be used as an overflow car park. The school car parks are consistently full every evening and there are concerns that the opening up the car park to the rear will compromise the security of the site. At present, the fence prevents dogwalkers using the school playing fields. The Parish Council have consistently requested a rear access to the School, but feel that this proposed access is in the wrong place.*

429/13 **Planning Correspondence:**

- a) **Solar Farm, Broughton Gifford – defibrillator update:** The Clerk reported an email received from Jodie Hoare on 8th Jan 2014 to inform that work would begin at the end of January and be completed by end March. Once the project was commissioned and connected to the national grid the company would be in touch with both Melksham Without and Broughton Gifford to arrange payment of funds as agreed.
- b) **CIL (Community Infrastructure Levy) – Wiltshire Council proposals:** The Council reviewed the following documents:
 - i) **Draft Regulation 123 List:** Councillors expressed concern that the types of infrastructure listed for funding whole or in part by CIL, while mentioning the Trowbridge and Chippenham Master Plans, and the Salisbury Vision, did not mention other towns or villages in Wiltshire. It was agreed that there should be specific reference to Neighbourhood Plans including the Joint Melksham Neighbourhood Plan so that any community projects identified in local neighbourhood plans could be allocated CIL funding.
***Resolved:** 1. The Council request that that Table 1 list the Melksham Joint Neighbourhood Plan and that the description under this heading should specify that CIL money from new development in the Melksham Community Area should be spent specifically to benefit residents living in the new development on projects identified by local town and parish councils 2. The Council copy this request to the other local councils in the Melksham Community Area and encourage them to write in support of this request.*
 - ii) **Draft Charging Schedule:** The Councillors discussed the proposed charging structure and had queried how it would work. It was unclear whether lower charging in an area encouraged more or less development
***Resolved:** The Council request more information on the charging and how it would effect the Melksham area.*
- c) **Core Strategy Housing Numbers:** The Council noted an email from David Way, Planning Officer containing indicative revised numbers of housing for the Melksham area following the Planning Inspector’s request for the Wiltshire housing requirement to be at least 42,000 dwellings.

The document revealed that the Shurnhold site planning permission had lapsed. Cllr Chivers queried this as he had been advised by Carlton Brand that this application had been renewed. He understood there were currently 8/10 bids for the site, and felt

it unlikely that Wiltshire Council would market the site without planning permission as a lower price would be obtained.

There were queries about the breakdown of areas in the document. The Clerk reported that in the Core Strategy the definition of “Melksham town” also included Bowerhill Village. It was agreed to clarify what area was covered by “Melksham CA remainder.

The Clerk reported that the forthcoming Site Allocations DPD being prepared for the Inspector was likely to include some recommendations for development sites for the Melksham Area. In view of this David Way had advised the Neighbourhood Plan Steering Group to begin reviewing the list of housing sites being promoted by developers as deliverable during the next 5 -10 years allocations to agree on which sites they felt would be suitable and to prepare a rationale for each site on why or why not it would be acceptable and why. He had supplied a map of brownfield sites and referred the Steering Committee to a list of acceptable criteria for housing on the Devizes Council website as a starting point.

Resolved: *The Council ask David Way to clarify how development figures were being allocated for the villages in the Melksham Community Area.*

Cllr Petty left the meeting at 8.10pm.

- d) **W/13/06140/FUL Sandridge Solar Farm:** The Council noted a Briefing document provided by the developers which covered their responses to key issues raised as a result of their planning application and a new plan detailing habitat creation and management.

The Council noted the details of the community benefit for the project based on £1,000 per MW installed capacity per year, giving £44,000 per year. Sandridge Solar Power Ltd was committed to entering into a legally binding agreement with each of the local councils which had parish land within 2.75km of the centre of the site project. The fund would be divided pro rata according to the number of address points within each parish in the 2.75 km radius. It was not clear if the annual figure took into account any new houses built within the 25 year period of the development or what the financial breakdown between the parishes currently was. It was agreed to seek clarification on this points.

Resolved: *The Council seek clarification on whether the community benefit was adjusted to take in new development and on the proposed financial contribution for each of the neighbouring parishes.*

- e) **Solar Farm – Council planning policy.** Cllr Glover queried whether other solar farm applications in and around the parish were offering comparable community benefits to the Sandridge application. It was noted that what was on offer varied according to company policy. Cllr Chivers suggested that in the future the Council should be ready to negotiate the best possible community benefit from each application. The Clerk advised the Council to prepare a Solar Farm Planning Policy to provide future guidance for applications.

Resolved: *A draft Solar Farm policy be prepared.*

f) **East of Melksham proposed footway/cycleway link:** The Council noted an email from Spencer Drinkwater, the Principal Transport Planner for Wiltshire Council to inform that that the proposed cycle link from the new East of Melksham housing development to Westbury View would now be included on the Melksham Town Cycle Network as a potential cycle link (ref. Agr 3297 & 3297/01). However, the run would be on Public Open Space not yet owned by Wiltshire Council and so agreement had to be reached with the developers and current landowners before it could be passed to the Area Board or CATG to consider. Cllr Brindle explained that the proposed link was intended to give the children in the Forest area easy walking access to the new primary school to be built.

g) **Proposed Warehouse extension, Bowerhill:** The Council noted an email from the agents of Gompels Healthcare who wish to undertake an early engagement consultation with residents and the Parish Council regarding a proposed extension to their warehouse at Swift Way, Bowerhill Industrial Estate. Cllr Mills explained that the last extension was controversial as a lot of residents had complained that the development took away their view and television reception. Last time the planning application process happened very quickly, but this time Gompels had written to residents with a view to arranging a meeting with them. Cllr Mills offered to arrange this meeting and Chair it in his capacity as Chair of BRAG.

***Resolved:** The Council write to Gompels' agents and propose that a meeting is held by BRAG (Bowerhill Residents Action Group) at the Bowerhill Village Hall and that all residents in Duxford Close and Bader Close are written to and invited. Cllr Mills was happy to Chair the meeting in his capacity as Chair of BRAG.*

430/13 **Minutes of Council Meeting, 9th December 2014:** ***Resolved:** The Minutes of this meeting be approved by the Council and signed by the Chair with the following amendment:*

Min. 361/13 c) Line 1: Amend "Maddie Johnson" to read "Mandy Johnson"

431/13 Arising from Min. 373/13 i) **Shaw Tree Works:** The Clerk reported that the contractor had advised that the Council budget of £50 would not be enough to cover the cost of plants and planting.

***Resolved:** The Parish Caretaker purchase climbing plants to the value of £50 on behalf of the Council and plant them around the tree stump at Shaw Playing Field.*

Cllr Coombes left the meeting at 8.27pm.

432/13 Arising from Min. 369/13 b)ii) **East of Melksham Housing Development Notice Board:** The Finance Officer reported that the Council had previously agreed to purchase a Notice Board for the new housing development and were waiting for a site to be agreed. The Council had asked for a notice board which could be fixed to a wall, to save costs on supporting posts. A reply had been received from GreenSquare to confirm they were happy to site a Council Notice Board on their land, subject to establishing a suitable location and execution of a simple licence. However they wished the notice board to be freestanding and not fixed to a wall

***Resolved:** The Council await details of a preferred site from GreenSquare.*

433/13 **Minutes of Finance Committee 17th December 2013:** ***Resolved:** The Minutes of this meeting be approved by the Council and signed by the Chair as a correct record.*

- 434/13 Arising from Min. 396/13 **MUGA for Hornchurch Road – Planning permission:** The Clerk reported that planning permission would be required if the MUGA had a fence all round the court, as the land was not owned by the Parish Council, but by Wiltshire Council.
- 435/13 **Finance Committee Recommendations: Resolved:** *The Recommendations as detailed in Mins. 396/13 and 397/13 be formally approved by the Council.*
- 436/13 **Minutes of Finance Committee 16th January 2014: Resolved:** *The Minutes of this meeting be approved by the Council and signed by the Chair as a correct record.*
- 437/13 Arising from Min. 427/13 **MUGA at Hornchurch Road – tender additional information:** The Chair explained that the Finance Committee had shortlisted 4 contractors at the Finance Committee on the 17th December, and requested additional information that was then considered at the next Finance Committee held on the 16th January when a Recommendation on the proposed Contractor was made.
- 438/13 **Contractor for MUGA at Hornchurch Road: Resolved:** *The Council formally approve HAGS SMP to supply and install the new MUGA Court at Hornchurch Road Play Area, complete with 3m fencing on all four sides in accordance given with the details given for Option 3 (refer to Min. 427/13) at a total cost of £41,581.40 excluding VAT.*
- 439/12 **Sports Facilities Grant funding:**
- a) **Our Place funding:** The Finance Officer reported that another round of the “Our Place” grant funding was now open for applications, including sports activities for young people.
 - b) **Area Board funding: Resolved:** *BRAG apply to the Melksham Area Board for grant funding for the target/goal boards to enhance the MUGA specification at Hornchurch Road.*
- 440/13 **Revised Budget 2013/14 & Final Budget 2014/15:** The Council noted the Minutes of the Finance Committees held on 25th November 2013 and 2nd December 2013 that were approved as an accurate record on 9th December, plus the draft Budget circulated 17th December 2013.
- a) **Taxbase for 2014/15:** The Council noted that Wiltshire Council had confirmed that the 2014/15 tax base number for Melksham Without was 2966.74.
 - b) **Finance Committee Recommendations (25th November, 2nd December, 16th January): Resolved:** *The Recommendations as detailed in Mins. 3201/1 - 322/13 (excluding 322/13 e)vii) and 322/13 g)ii) as superceded), 323/13 - 333/13(excluding Parish Youth £500 and Table Tennis Table £1,000 as superceded), 334/13 - 339/13, 341/13 - 342/13, 351/13 - 352/13, 353/13 (excluding Recreation & Sports Facility Enhancement as superceded), 354/13 – 357/13, and 427/13 be formally approved by the Council.*
 - c) **Precept 2014/15: Resolved:** *The Council Precept for 2014/15 be £123,496.42 with an additional top up grant of £1,503.58 giving a total of £125,000.*

- d) **Wiltshire Police Council Tax:** The Council noted that the Wiltshire Police were proposing a rise of £3.15 for an average Band D household in the 2014/15 Council Tax, with a consultation taking place until 3rd February.

441/13 Arising from Min. 351/13 **Bowerhill Sports Field:**

- a) **Future Grass-cutting contract:** The Clerk sought clarification as to what grass-cutting contracts to include when seeking quotations for grass-cutting in the Parish for 2014/15. It was agreed that, rather than seeking overall control of the grass-cutting contract for halls where there was a Hall Management Committee, the Council offer the option to the Hall Committee to include its grass cutting as a separate item with a view to that item being charged directly to the Hall Committee.
Resolved: *1. Quotations be sought for all the grass-cutting currently managed by the Parish Council; viz the grass-cutting contracts for Bowerhill Sports Field, Berryfield and Briansfield Allotments and Beanacre Church car park and play area. 2. The Council consult Shaw Hill Playing Field and Hall Committee to see if they would like quotations for their grass-cutting item to be obtained at the same time; bearing in mind the Committee would still be responsible for the cost of their own grass cutting.*
- b) **Brainsfield Allotment – grasscutting:** Cllr Brindle reported that the grass at Briansfield allotment was very long, almost 5” and could do with cutting.
Resolved: *The Council request the contractor to provide an additional cut at the Briansfield Allotment, at the contract price agreed.*
- c) **Water pollution at Bowerhill Sports Field:** The Council noted correspondence from Wiltshire Council that a resident had reported that their dog had been covered in oil from the brook at the top corner of the Sports Field.
Resolved: *The Council request the Environment Agency to investigate and identify the source of the contamination to the water course at Bowerhill Sports Field.*

Councillors expressed concern that a dog had been running off the lead despite all the notices at the entrances to the Sports Field that dogs had to be kept on a lead at all times. **Resolved:** *The Council write to the resident and thank them for the information about the pollution in the water course but also advise that dogs must be kept on a lead at all times at the Bowerhill Sports Field.*

442/13 **Finance:**

- a) **Receipts:** The Finance Officer advised that Mike Rogers of AFC Melksham was doing a very good job sourcing adhoc bookings for the Bowerhill Sports Field, especially when other local pitches were flooded. It was noted that the additional income of £50 per booking was useful and that local teams were using the facilities that may be interested in future season bookings in the future. **Resolved:** *The Council formally note the receipts since the Finance Committee on 25th November, as follows:*
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|--|---|--------|
| Bowerhill Jubilee Sports Field: Melksham Cosmos adhoc bookings | £ | 100.00 |
|--|---|--------|
- b) **Accounts for Payment:** **Resolved:** *The following accounts were checked and formally approved for payment:*
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| * Paid since the last meeting | | |
| 4529* J Beaven: Bowerhill Pavilion cleaning 11/11/13 – 9/12/13 | £ | 121.25 |

	£90 + cleaning materials £31.25		
4530*	Mr Richard Wood: Chair's Allowance (2 nd installment of 3)	£	200.00
4531	GreenSward Sports Consultancy Ltd: Bowerhill Sports Field December monthly contract works £453.41 + VAT	£	544.09
4532	Bristol Wessex Billing Services Limited: Berryfield Allotment water charges 21/06/13 – 10/12/13	£	213.40
4533	Viking: Stationery £151.93 + VAT	£	182.32
4534	JK Mobility Stairlifts Ltd: Annual stairlift service £80 + VAT	£	96.00
Salaries:			
4535	Mrs Mary Jarvis: January salary + additional hours (5¾) + Expenses (cleaning materials 83p + VAT)		
4536	Mrs Teresa Strange: January salary + additional hours (3¾) + Expenses (Refreshments for mince pie supper from Chair's Allowance £10.13 + VAT)		
4537	Mr Terry Cole: w/e 14/12/13 – 4/1/14 + travel allowance £41.67 + Mileage 16/11/13 – 7/12/13 £65.60 + Mileage 14/12/13 – 4/1/14 £38		
4538	Mrs Joanne Eccleston: January salary		
4539	Mrs Margaret Mylchreest: January salary + tax refund		
4540	Mrs Elaine Cranton: December office cleaning		
4541	Miss Chloe Tyghe: Re-issue of cancelled chq 4463 as lost		
	Total Salaries:	£	3,891.28
4542	Wiltshire Council - Wiltshire Pension Fund: Superannuation for Jarvis, Strange & Eccleston	£	885.95
4543	Inland Revenue: PAYE Tax & NI contributions	£	719.97
4544	Goughs Solicitors: Legal fees for Allotment Track dispute £165 + Disbursements £6 + VAT	£	204.00
4545	TOTAL Equipment Limited: Contribution for electricity charge at Crown Chambers £119.21 + VAT	£	143.05
4546	British Telecom: Telephone at Crown Chambers Rent 1/1/14 – 31/3/14 Usage £16/10/13 – 7/1/14 £78.72 + VAT	£	94.46

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| 4547 | Countrywide Farmers plc: Maintenance materials + VAT | £9.64 | £ | 11.57 |
| 4548 | Mrs Pat Nicol: Reimbursement for mince pies (from Chair's Allowance) for Mince Pie supper 9 th December | | £ | 10.00 |
- 436/13 **Minutes of Staffing Committee 6th January 2014: Resolved:** *The Minutes of this meeting be approved by the Council and signed by the Chair as a correct record.*
- 437/13 Arising from Min. 406/13 **Council Lease:** The Clerk reported that she had met with the Crown Chambers Landlord, Bob Kirby who advised that he was not renewing his own lease until he had further information about the plans for the redevelopment of the Market Place. Bob would consider moving to other premises if vehicular access was prohibited to Crown Chambers. Cllr Carter advised that the project team were still awaiting costings for the 2nd draft, and would then finalise plans and arrange a consultation event at the Town Hall in February. It was agreed to wait for sight of the plans before taking any action.
- 438/13 Arising from Min. 409/13 **Appointment of new Clerk:** The Clerk circulated a draft advert for the new Clerk for 25 hours per week. The Councillors reviewed the advert and added the following items to the advert:
Qualifications of GCSE A* - C or equivalent
Minute Skills
Pay in accordance with NJC Local Government pay scales
It was also noted that the official definition of “part-time” was a post with less than 25 hours and it was therefore agreed to remove the word “part time” from the advert
Resolved: *The Council place an advert (as detailed above) for a new Clerk, in the Wiltshire Times on Friday 24th January, and the Melksham Independent News on Thursday 20th January.*
- 439/13 **Staffing Committee Recommendations: Resolved:** *The Recommendations as detailed in Mins. 406/13 – 409/13 be formally approved by the Council.*
- 440/13 **New Staffing Committee Meeting: Resolved:** *The Council noted a new Staffing Committee meeting arranged for 27th January 2014 at 7pm.*
- 441/13 **Interview Panel:** 12th February was suggested as the date for shortlisting candidates, with interviews to be held on 20th February. **Resolved:** *An Interview Panel comprising of the Chairman, Cllr Mills and Cllr Baines will interview shortlisted candidates on Thursday 20th February from 4pm at Crown Chambers.*
- 442/13 **Minutes, Neighbourhood Plan Steering Group Meeting, 8th January:** It was noted that these Minutes were still to be approved by the Steering Group and therefore would not be signed at this stage.
Resolved: *The Minutes of this meeting be noted by the Council.*
- 443/13 Arising from Min. 415/14 **Contributions of Councils to Neighbourhood Plan:** The Council noted that the Steering Committee had requested a joint Council Meeting between the Town Council and the Parish Council to sort out differences re funding the Joint Plan. The Town Council wished for a 50/50 split of costs while the Parish Council

felt it should be an amount per elector so each person in the Neighbourhood Plan area paid the same amount. Councillors felt there was little point in having a Joint Meeting. The Clerk drew attention to the paragraph 11 of the Terms of References agreed for the Joint Neighbourhood Plan Steering Group 11.4 which stated that in the event of an impasse, officers would arrange for a meeting with reps from the two lead councils to meet together with appropriate representatives from Wiltshire Council and WALC. It was agreed that this offered a better way forward than having a joint Council Meeting. While there were joint Plans in other areas of Wiltshire e.g. Calne and Calne Without those two parishes were completely dissimilar in terms of numbers of parishioners and size of precepts.

Resolved: *The Council reply to the Steering Group to suggest that the two councils follow the Terms of Reference 11.4. and invite representatives from Wiltshire Council and WALC to arbitrate rather than a joint Council meeting which may not be not be a productive format for discussion.*

444/13

Highways:

- a) **Traffic Orders:** It was noted that the following traffic orders applied to just outside the Parish boundary at Gastard. **Resolved:** *The Council noted Traffic Orders 78638 & 78639 dated 17th December 2013, for the B3353 for Corsham Road and the C4 Westwells Road to be subject to 30mph*
- b) **Temporary Road Closure:** **Resolved:** *The Council noted the temporary road closure at The Beeches, Shaw on 17th March 2014 for 5 days for resurfacing works.*
- c) **Inactive Community Speedwatch Groups:**
 - i) **Woodrow:** Cllr Baines reported that the Woodrow Community Speedwatch Group had now been inactive for the past year. This was due in part to the ill health of some volunteers, and some trained volunteers not taking up the post. It was felt that the SID (Speed Indicator Device) was a much better device in low traffic areas, rather than the Speedwatch volunteers, as it had 24 hour coverage. At present there are no plans for the Group to become active again.
 - ii) **Bowerhill:** Cllr Mills reported that the Bowerhill Community Speedwatch was also inactive due to the ill health of volunteers.
 - iii) **SID – Woodrow:** Cllr Baines explained that the CATG had funded the necessary sockets in the footway at Woodrow to accept the metal poles required for siting of the SIDs, one in each direction. Despite this work being carried some months ago, the SIDs had yet to be installed. **Resolved:** *The Council formally request Wiltshire Council to implement the programme of deployment of SIDs on temporary metal poles located in the sockets installed outside 180a and 194a Woodrow.*
 - iv) **Whitley Footways – Middle Lane:** Cllr Baines reported that at the CATG Meeting on 15th January, it had been confirmed that work would start on the footways in Middle Lane on 2nd February. The outstanding work to be completed at Top Lane would be completed at the same time.

445/13

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

- a) **Great War Commemorations** – Town Council working party to co-ordinate events
- b) **Wiltshire Council Bus Timetable mailing service** – no longer distributed

- c) Launch of “Give us time to cross” campaign by Living Streets
- d) **Melksham Crown Post Office** – letter from Duncan Hames MP
- e) **Corsham Town Council request for boundary review:** It was noted that this was to tidy up the boundary with Chippenham.
- f) **Electronic dispatch of Agendas** – SLCC news item
- g) **Mobile Library Timetable** – January – June 2014

446/13 **Berryfield Allotment Track:** *The Council resolved that this item Min 446/13 and the following item Min 447/13 be held in committee in accordance with Council 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.*

A member of the Press then left the meeting.

Berryfield Allotment Track: Resolved: *1. The Council note that the Solicitor had sent a letter to the tenant and the tenant’s Solicitor asking that it be made clear to the tenant that registering an interest in land was not the same as owning land. 2. The Council wait to see if there was any response from Mr Norvill prior to taking any further action.*

447/13 **Insurance Claim, Beeches Green:** *This item was held in committee – see Min 446/13 above.*

The Council noted that legal advice had been sought from NALC and SLCC and a reply had been received from SLCC **Resolved:** *1. The Council seek a quotation from an Arboriculturalist for giving professional advice on boundary trees and preparing a report. 2. The Council await a reply from NALC*

Meeting closed at 10.07pm

Chairman, 17th February 2014