

MINUTES Of a Short Council Meeting of Melksham Without Parish Council held on Monday 24th March 2014 at Melksham Town Hall at 8.45 p.m.

Present: Cllr. Richard Wood (Chairman), Cllrs John Glover, Paul Carter, Steve Petty, Alan Baines, Mike Mills, Rolf Brindle, Terry Chivers, Pat Nicol and Greg Coombes
(until 9.25pm)

Apologies: Cllrs Adam Nardell and Mike Sankey

552/13 **Declarations of Interest:** Cllr Coombes declared an interest in the item relating to the Council's insurance as his son works for the insurance company. The Chairman declared an interest in the Chair's Allowance and Cllr Brindle declared an interest in P/A W13/06739/FUL Provision of new football and rugby facilities as a neighbour of the proposed development.

553/13 **Public Participation:** No matters were raised.

554/13 **Confidential Minutes: Resolved:** *The Confidential Minutes 403/13, 463/13, 464/13 and 485/13 be formally approved by the Council and signed by the Chairman.*

555/13 **Planning Applications:** The following planning applications were considered and the following comments made:

W14/00647/FUL 27 The Beeches, Shaw. SN12 8EP.

Extend front elevation to include Garage in line with existing porch.

Comments: The Council have no objections.

W14/02084/FUL Sandridge Park House, Sandridge Park, Sandridge Common, Melksham. SN12 7QU

The stationing of a mobile log home to provide ancillary staff accommodation.

Comment: The Council have no objections.

W14/02265/FUL 488, Semington Road, Melksham, SN12 6DR.

Demolition of existing detached garage and construction of new detached Annex.

Comments: The Council have no objections, providing that this remains an annex to the main dwelling and cannot be sold as a separate dwelling in the future.

W14/06739/FUL Provision of new football and rugby facilities – Land East and North of Melksham Oak Community School. (REVISED PLANS)

Provision of new football and rugby facilities, including changing rooms, club house and football stadium, together with 11 football pitches, 4 rugby pitches, car parking, new access road and junction.

Comments: The Council broadly welcomes this application, but wishes to re-iterate its previous comment from 30th January 2014:

a) **Access Road:** *The Council were please to see that the access had moved as previously requested.*

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. The Council would like to see a time restriction on the lighting times so as not to pollute the countryside.*
- 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.*

(Cllr Coombes left the meeting at 9.25pm)

556/13 **Planning Correspondence:**

a) W/13/06140/FUL Sandridge Solar Farm:

- i) Decision date:** Cllr Chivers reported that the Wilts Council Strategic Planning Committee deferred a decision on this application, pending a site meeting. The applicant was unhappy about the delay as there was a business implication if the decision was made after the 31st March as a new financial year.
- ii) Government advice on clustering and visual impact:** The Council noted advice from Greg Barker, Minister for Climate Change that clustering was a valid issue to consider in granting planning permission; and a Ministerial Statement from Nick Boles, Planning Minister that visual impact was a factor for consideration in relation to solar farms.
- iii) Community Benefit:** The Council noted confirmation from the developers of any potential community benefit. The community benefit fund is set upon commissioning at £1000/Mega Watt installed capacity (i.e. 44MW project), which cannot be adjusted thereafter but is linked to RPI. The community benefit fund will be divided pro rata between the Parishes who's parish lies in part within 2.75km of the centre of the project site based upon the number of respective postal addresses with this radius. A postal address search would be undertaken at the point of time of commission to obtain current figures.

- b) **Selwood Housing Pre-Planning meeting re: Berryfield Park:** *Resolved: The Council arrange an informal meeting with Selwood Housing.*
- c) **Timing of Western Area Planning Committee:** The Council reviewed the consultation document from Wiltshire Council proposing a change of time of the Western Area Planning Committees from early evening to early afternoon. It was noted that the consultation deadline was 19th March but that the Council had not met since the start of the consultation on 20th February. The Council agreed that an afternoon meeting would prevent those that work being able to attend. *Resolved: The Council strongly objects to an afternoon committee meeting and wishes it to remain at an early evening slot. The Council copy their comments to Wiltshire Council Roy While.*
- d) **W/13/06707/FUL Roundponds Solar Farm:** The Council noted the potential Community Benefit to Melksham Without for this scheme. It would be £2,000 per Megawatt as a one off payment. As the proposal is a 14MW scheme the one off payment would amount to £28,000.
- e) **Proposed Housing Site at Land South of Western Way, Bowerhill:** The Council noted a public consultation event at Christie Miller Sports Centre on Weds 2nd April from 3.30pm to 7.30pm with Display Boards from 9am Weds 3rd April to 5pm Fri 11th April.

557/13 **Additional Planning Committee:** *Resolved: The Council hold an additional Planning Committee on Monday 7th April at 7pm at Crown Chambers*

558/13 **Minutes of Full Council Meeting, 17th February 2014:** *Resolved: The Minutes of this meeting be approved by the Council and signed by the Chair.*

559/13 Arising from Min. 507/13 & 508/13 **BRAG grant application for MUGA enhancement:** The Council noted that the grant application was an Agenda item for the Area Board meeting on 16th April.

560/13 Arising from Min. 510/13 **Joint Neighbourhood Plan:** The Council noted that the 2nd Joint Steering Group meeting planned for 10th March had been deferred by the Town Council until after their next meeting on 31st March. This was so the Town Council could consider the Parish Council's funding formula agreement for 2014/15 only.

561/13 Arising from Min. 511/13 vi) a) & b) **Changes to Wiltshire Pension Fund:** The Council noted correspondence from Wiltshire Pension Fund in reply to the feedback from the Parish Council that the communication of the forthcoming changes had been insufficient.

562/13 Arising from Min. 562/13 a) **Berryfield Village Name plate:** The Council noted that the Mobile Home Park had not given permission for a Village Name plate to be erected on their land and so other locations were sought by Wiltshire Council. *Resolved: The Council suggest two alternative sites: 1) On the grass verge outside 485 Semington Road 2) On the back of the roundabout sign beyond Townsend Farm; so that the Name Plate faces the roundabout.*

563/13 **Minutes of the Special Council Meeting, 3rd March 2014: Resolved:** *The Minutes of this meeting be approved by the Council and signed by the Chair, with the following amendments:*

Min 526/13 Line 13 This was agreed, with two abstentions, (ADD) “one being Cllr Petty”.

Min 531/13 Page 4 Line 3 AMEND “not” to “now” to read “and a similar action was now required”

564/13 **Minutes of the Staffing Committee, 12th February 2014: Resolved:** *The Minutes of this meeting be approved by the Council and signed by the Chair.*

565/13 **Minutes of the Staffing Committee, 17th March 2014: Resolved:** *The Minutes of this meeting be approved by the Council and signed by the Chair, with the following amendment:*

Min 545/13C Paragraph 3 Line 2 AMEND ”59 hours per year” to “59 hours per week”

566/13 **Confidential Minutes: Resolved:** *The Confidential Minutes 543/13, 545/13 and 546/13 be formally approved by the Council and signed by the Chairman with the following amendment:*

Min 545/13 Paragraph 3 Line 2 AMEND ”59 hours per year” to “59 hours per week”

567/13 **Arising from Min. 540/13 Shortlisting & Interviews for Financial Assistant: Resolved:** *The Council approve delegated powers to the Shortlisting & Interview Panel, with the Clerk, to appoint the Financial Assistant. This was agreed with 1 abstention.*

568/13 **Staffing Committee Recommendations: Resolved:** *The Recommendation as detailed in Mins 487/13, 537/13, 539/13, 541/13 – 543/13C, 545/13C & 546/13C be formally approved by the Council.*

569/13 **Minutes of the Finance Committee, 17th March 2014: Resolved:** *The Minutes of this meeting be approved by the Council and signed by the Chair.*

570/13 **Finance Committee Recommendations: Resolved:** *The Recommendations as detailed in Mins. 548/13 – 550/13 be formally approved by the Council. Cllr Glover requested a recorded vote for his vote against the Recommendation in Min. 548/13 Review of Grass Cutting & Maintenance Tenders, which was agreed with 6 for, 1 against (Cllr Glover) and 2 abstentions.*

571/13 **Finance:**

a) **Receipts: Resolved:** *The Council formally note that no receipts had been received since the last Council meeting 17th February.*

b) **Accounts for Payment:** *The Vice Chair chaired this item as the Chair had declared an interest in Cheque no. 4576 **Resolved:** The following accounts were checked and formally approved for payment:*

4567 TOTAL Equipment Ltd: Crown Chambers rent Q2 Apr, £ 1,774.26
May, June £1,608.75 Electricity contribution Jan £137.92 + VAT

4568	GreenSward Sports Consultancy: Bowerhill Sports Field Monthly landscape contract £453.41 additional line marking £55 + VAT	£	610.09
4569	Post Office Ltd: Postage stamps	£	250.00
4570	Avon IT Systems: Website hosting Jan – Dec 2014 for www.melkshamwithout.co.uk £120 + VAT	£	144.00
4571	J Beaven: Bowerhill Sports Field Pavilion cleaning 17/2/14 £ - 17/03/14 £90 + cleaning materials £31.15	£	121.25
4572	Bristol Wessex Billing Services Ltd: Water services for Briansfield Allotments 21/06/13 – 10/12/14	£	109.12
4573	British Telecom: Crown Chambers Broadband 01/02/14 - 30/04/14 £86.23 + VAT	£	103.47
4574	Bowerhill Villager: Council advert for Apr '14 – Mar '15	£	65.00
4575	Cleeve House: Room hire for Retirement Party for Clerk, Mary Jarvis 28/3/14 <i>From Chair's Allowance</i>	£	50.00
4576	Mr Richard Wood: Chair's Allowance (final installment)	£	27.04
4577	Avery Weigh-Tronix: New postal rate scales to reflect Increased stamp prices £8.83 + VAT	£	10.60
4578	Buildbase: Maintenance Materials £4.06 + VAT	£	4.87

Salaries:

4579	Mrs Mary Jarvis: March salary + additional hours (28) + outstanding holiday + expenses (plants for planting up old chestnut tree at Shaw playing field) £27 + VAT		
4580	Mrs Teresa Strange: March salary + additional hours (15¼) + expenses (Cleaning materials £5.08 LED light £4.15 H&S Law Poster £7.50 Mugs/tray for Crown Chambers £5.97 56no. large bin bags for B'hill picnic area bin £7 + VAT)		
4581	Mr Terry Cole: w/e 08/02/14 – 01/03/14 + outstanding Holiday + travel allowance £41.67 + mileage £56.40		
4582	Mrs Joanne Eccleston: March salary		
4583	Mrs Margaret Mylchreest: March salary + outstanding holiday + tax refund + expenses (Batteries £6, Refreshments for Annual Parish Mtg 24/3/14 £15 (<i>From Chair's Allowance</i>) + VAT)		

4584 Mrs Elaine Cranton: February office cleaning £16.40 + Sick Pay (12 th , 19 th , 26 th Feb) £49.20 <i>At new hourly rate as per Mins. 320/13 & 471/13</i>		
Total Salaries	£	4,502.29
4585 Inland Revenue: PAYE Tax & NI contributions	£	1,108.92
4586 Wiltshire Council – Wiltshire Pension Fund: Superannuation Jarvis/Strange/Eccleston	£	1,104.80
4587 Wiltshire Council: Contribution to Whitley Footways Phase 3 Middle Lane	£	1,000.00

c) **Accounts being withheld from payment at year end 31st March 2014:** The Asst Clerk & Finance Officer reported that the following payments were being withheld from payment at year end.

i) Wiltshire Council Invoice 90159048 dated 20/3/14 £1,000 still being held back from initial invoice amount £1,500 (£500 paid 24/6/13)

This is the invoice for Phase 2 of Whitley Footways (Top Lane), £1,000 is being held back until the remedial works were completed outside Whitley Methodist Church. The traffic diversion for Top Lane meant vehicles ruined the grass verge outside the church, to be rectified and additional kerbing requested to be installed. Road closure and work booked for 27th & 28th March 2014.

ii) Wiltshire Council Invoice dated 13/11/13 Rates for Bowerhill Sports Field

01/06/12 – 31/03/13 £1,386.74

01/04/13 – 31/03/14 £1,709.40

TOTAL £3,096.14

This invoice has been disputed since 24/11/13 as it is for the whole field, Pavilion and verandah and not just the part that the Parish Council now own. Subsequent bills have been received for 2014/15 too.

John Price of Wiltshire Council, Strategic Asset Management Department has advised that the Valuation Office would have to visit site and advise on the new rateable split. He advised 21/3/14 that the account for the Sports Field will be deleted until sorted out.

iii) Wiltshire Council Invoice dated 12/11/13 Rates for Crown Chambers

01/04/14 – 31/03/14 £3,723.74

This invoice has been disputed since 24/11/13 as the 100% Small Business Relief has been removed due to the square footage now owned by the Council at Bowerhill Sports Field – however, this has now been disputed, see above.

The Council resolved that the discussion of the next Agenda Item (Min 572/13) regarding staffing be held in committee in accordance with Standing Orders 36 & 62 “That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.” Reason (a): it is desirable that the following matters be treated as confidential (a) engagement, terms of service, conduct and dismissal of employees.)

572/13 **Claim for additional meeting hours:** The Council noted a claim for additional meeting hours worked by the Clerk (Mrs Mary Jarvis) for 2012/13 and 2013/14. **Resolved:** 1) *The Council do not pay the claim for additional hours for 2012/13.* 2) *The Council defer the claim for additional hours for 2013/14 to a future Staffing Committee to allow for research into the effect of any payment on Mrs Jarvis' final salary figure calculation, and for the hours claimed to be double checked.* 3) *A Staffing Committee be held on 7th April to consider this item.*

573/13 **Urgent Correspondence for action:**

- a) **Letter from current insurance brokers re: parish council owned trees:** The Council noted that advice but agreed that it was advice in relation to tree roots that was required and not falling trees. **Resolved:** *The Council reply to the Insurance Brokers requesting information on parish council owned trees with regard to tree roots.*
- b) **Rights of Way Consultation:** The Council noted this consultation.
- c) **Prince of Wales Award 2014:** The Council noted this Award scheme.
- d) **First Buses Service Changes:** The Council noted the changes from 13th April. **Resolved:** *The Council request the new timetable for the 234 service.*

Meeting closed at 10.12 p.m.

Chairman, 14th April 2014