

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 16<sup>th</sup> June 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, Mike Sankey, Terry Chivers, Pat Nicol, Jan Chivers and Ian Tait.

**Apologies:** Cllr. Gregory Coombes.

Cllr. Wood welcomed Cllr. Jan Chivers, Cllr. Ian Tait and Lucy Key as new Council and staff members.

64/14 **Declarations of Interest:** Cllr J Chivers declared an interest in items relating to Selwood Housing's proposals for Eden Grove as an employee of Selwood and lives in Eden Grove; Cllr T Chivers declared the same interest as his spouse. Cllr Wood and Cllr Petty declared an interest in items relating to Berryfield Village Hall, Holbrook Vale Planning Application and the Wilts & Berks Canal. Cllr Petty also declared an interest in items relating to MCAP. Cllr Glover declared an interest in Melksham Rugby Club. Cllr Brindle declared an interest the Wilts & Berks Canal. Cllrs Mills, Glover, Sankey and Brindle declared an interest in BRAG (Bowerhill Residents Action Group). It was noted that all the declarations of interest made at the Finance Committee re: grants were held over to this meeting. The Clerk declared an interest in the benches being installed by BRAG as her husband was the contractor.

65/14 **Dispensations: Resolved:** *The Council formally approve the following dispensations, which would be lodged with Wiltshire Council:*

- a) *Berryfield Village Hall planning application W14/05206/OUT for all Councillors*
- b) *Precept setting for new Councillors (Cllr J Chivers & Cllr Tait)*
- c) *Herman Miller planning application W12/02298/FUL and associated works on Bowerhill Sports Field and Pavillion for new Councillors (Cllr J Chivers & Cllr Tait)*

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

66/14 **Public Participation:**

**a) Phil McMullen – Melksham Community Area Partnership (MCAP)**

Phil McMullen explained that MCAP represented the voice of the community for all the smaller groups and villages in the Melksham Area. He worked under a number of themed headings, for example the transport group which was particularly active and had recently brought back 16 train services to Melksham; the Health Group held a successful Men's Health Awareness evening which was supported by over 80 men. MCAP engaged in community consultations such as the Campus, lorry parking in King Street and community events such as the Apple Pressing Day.

Phil explained that the funding for the Partnership has been cut from £9,000 to £1,600. Phil also undertook another role, that of Community Projects Support Officer (CPSO) working for the Area Board. The first project in this role was to try to engage children and young people, and particularly in the area of employment. Lack of funding had meant that Phil has been forced to apply for lots of grants from

little pots of money, ie Parish Councils. His concern was that his administrative role would be lost and volunteers from all the community groups will be unable to undertake this role; these groups may then fold. Phil proposed that he become a resource for the Parish Council, that the council put aside an amount of money to pay Phil to specifically work for groups within Melksham Without Parish Area, such as the Safety Group and the Travel Group.

Cllr Glover asked if all Area Boards were stopping funding and Phil replied that Chippenham Area Board already had and felt that other Area Boards may follow suit. Cllr Baines asked whether other parishes were going to give any funding? If not, would Phil just work for Melksham Without? Phil replied that he would just work for Melksham Without should that be the case, but was hopeful that other Parishes in the Community Area would provide funding. The Chairman asked for clarification. He stated that The Area Board funded £6,000 for very specific projects; if the Parish Council asked the Area Board for funding for a specific project could Phil undertake that work? Cllr T Chivers queried whether any money given that was not spent in the current year could be rolled over? Phil responded that the Council could hold a pot of money and just pay Phil each time he undertook a specific task for the Parish. The only complication was the Health Group as this encompassed Lacock and Bromham, otherwise it would just be Melksham Area. The Clerk asked for clarification from Wiltshire Cllr Roy While whether the Parish Council could apply for grants for CPSO time as it receives precept money. Cllr J Chivers said that as a new councillor she would like to know how much time Phil has already spent on specific projects for Melksham Without Parish Council. Phil was unable to answer this as this would be a new role.

**b) Mr. Paul Walsh – Development Director, Selwood Housing**

Mr Walsh wanted to put forward Selwood Housing's proposals for the properties affected by the fire in number 32 Eden Grove. He appreciated how difficult it had been for the resident next door who has had to move out of her property and for the other residents who have been affected and thanked them for their patience. He explained that the delay was due to the insurance claim, and unfortunately this was a lengthy process. Selwood had to make a decision over whether to refurbish or to demolish and rebuild and as such have now put in a pre-application for a proposal for the latter. The re-build would be to modern standards and requirements and be much more energy efficient. The planners specified that the new properties would have to be in keeping with the existing properties, with a proposal for 8 parking spaces, one of which will be a disabled parking space next to No. 32. He hoped that building would begin by the end of this year, but they may well demolish the existing fire damaged properties before this in readiness for the proposed new build. Cllr Brindle asked if the proposed new build was the same footprint as the existing damaged fire properties, Mr Walsh replied that they were.

Mr Martin Moorshead, 20, Brookfield Rise said that the garden of the fire damaged property backed onto his garden and that it was very overgrown and impeding on other properties. Mr Walsh replied that Selwood would address this.

Mr. Philip Leonard, 33, Eden Grove wanted to find out about additional disabled parking. He also commented that before he had moved into his property the boundary between No. 32 and No. 33 had been moved and land belonging to his

property had been encompassed into the garden of No. 32. He asked whether the boundary line between the two properties was being returned to its initial position. Mr Walsh replied that it was and Mr Leonard was very happy with this news.

Amy Wakeman, 29, Eden Grove had had to move out of her property and wanted a timeframe of when she would be able to return to her home. Mr Walsh replied that there was an 8 week planning process and he hoped that the plans would go through quickly as they were just replacing what was already there. The cost of the build would be in excess of £500,000 and therefore it had to go out to tender. It was his hope that the properties will be ready by Spring 2015, preferably April/May, and that they will be able to achieve these timescales. Although this news was not ideal for the residents, he explained that a refurbishment would take the same amount of time, but with this proposal the residents would have brand new energy efficient homes.

Cllr Glover queried the proposed windows in the gable elevations that would overlook other properties. Mr Walsh replied that this was a pre-application so the plans could still be amended, but that none of the residents would be worse off than before.

Mr Walsh discussed a second proposed site, the garage block by 48 Eden Grove. Of the 8 garages in this block 5 were unoccupied, and the three that remain occupied could be offered alternative garages. Selwood could potentially build a 2 bed disabled bungalow on this site, something that was only financially viable due to the re-build of the 4 fire damaged properties in the same road. Cllr T Chivers said that he had informally chatted to residents who seemed pleased about this proposal and asked whether this property would be let as an affordable rented property. Mr Walsh replied that it would.

***Resolved:** The Council formally approve in principle this proposal.*

**c) Report from Wiltshire Councillor Roy While:**

- i) Selwood Housing planning application: (See also Min 79/14c) Wiltshire Cllr Roy While reported that the Holbrook Vale application went through as the appeal failed by 7 votes to 4.
- ii) Gompels warehouse extension: Cllr While was following the Gompels planning application and felt it would be useful for the Parish Council to have an informal meeting with Sam Gompels.
- iii) Bowerhill Industrial Estate issues: Cllr While had spoken to Superior Graphics following a request from the Clerk about parking issues restricting their access but they were not experiencing any problems at the moment. The Economic Group of the Area Board were looking at Bowerhill as the biggest industrial area in the district with the idea of setting up a forum run by local business people. This outline idea would look at potential improvements in two areas; strategic and housekeeping, with the premise that businesses pay a little more in rates, but that this money was invested in improvements of that area, ie; litter/dog bins and parking.

Cllr Wood asked Cllr While to clarify the situation re the Herman Miller site. Cllr While replied that this was a confidential report, but thinks that normal business will be resumed soon.

*The Council re-convened.*

- 67/14 **Minutes, Annual Council Meeting 19<sup>th</sup> May 2014: Resolved:** *The Minutes of the Annual Council Meeting held 19<sup>th</sup> May 2014 be formally approved by the Council and signed by the Chairman as a correct record with the following amendment: Page 10 Min. 11/14 Line 4 amend “Bradford & Rural District Council” to “Bradford & Melksham Rural District Council”.*
- 68/14 **Confidential Minutes, Annual Council Meeting 19<sup>th</sup> May 2014: Resolved:** *The Confidential Minutes 37/14 and 38/14 of this Council Meeting be formally approved by the Council and signed by the Chairman as a correct record.*
- 69/14 **Standing Orders, Complaints Procedure & Code of Conduct:**  
a) Arising from Min. 4/14a), b) and c): **Standing Orders & Complaints Procedure 2014/15 Resolved:** *The Council acknowledged receipt of the revised Standing Orders and Complaints Procedure adopted for 2014/15; which are to be uploaded to the Council website.*  
b) **Code of Conduct:** The Clerk reported that the Complaints Procedure adopted referred to the Code of Conduct. The Wiltshire version of the new Code of Conduct had been adopted by the Council when introduced in June 2012. It was agreed that in the future the Code of Conduct should be adopted annually at the Annual Council meeting. **Resolved:** *The Council formally adopt the Code of Conduct for 2014/15; which is to be uploaded to the Council website.*
- 70/14 Arising from Min. 4/14d): **Councillor Job Description**  
**Resolved:** *The Council adopted the WALC Councillor Job Description; which is to be uploaded to the Council website.*
- 71/14 Arising from Min. 5/14 & 6/14: **Appointment of Committees & Council Representatives Resolved:** *The Council approved Cllr J Chivers to join the Staffing and Planning committees and as the representative for Shaw and Whitley Neighbourhood Policing.*
- 72/14 Arising from Min. 26/14: **Informal meeting with Town Council re: Joint Neighbourhood Plan:** Cllr Wood gave a brief explanation about the Joint Neighbourhood Plan to the new councillors. The Clerk reported that she had tried to get some momentum going with the Town Council by suggesting a potential agenda for the informal meeting planned between the two Councils. The Town Clerk was not in agreement as he wanted one agenda item only, to agree the funding split between the 2 Councils for the next 3 years; with other items to be for the Steering Committee if the process moved forward again. The Clerk explained that the Councillors attending the informal meeting on 7<sup>th</sup> July would have to make their case for a joint neighbourhood plan to the Town Councillors in order that they could go back to their Council members and request them to rescind their previous decision to withdraw from the joint plan. Councillors expressed concern about the number of recent planning applications and consultations for large housing developments in the Parish, and that the Neighbourhood

Plan process needed to re-commence quickly. **Resolved:** *Melksham Without Parish Council will start their own Neighbourhood Plan if at the 7<sup>th</sup> July joint informal meeting the Town Councillors present do not agree to recommend to their Council that they rescind their previous decision and agree to a joint plan.*

73/14 Arising from Min. 33/14a): **Flooding at Cranesbill Road / Drainage works at Pitches**  
The Clerk reported that she had received no further information. Cllr Chivers asked that those involved be kept up to date.

74/14 Arising from Min. 40/14g): **Outstanding SIDS for Woodrow Road**  
Cllr Baines reported that the long awaited SID (Speed Indicator Device) had been in place in Woodrow Road for two weeks. It should reappear on the inbound carriage way in September.

75/14 **Minutes, Planning Committee 2<sup>nd</sup> June 2014: Resolved:** *The Minutes of this Planning Committee be formally approved by the Council and signed by the Chairman as a correct record*

76/14 Arising from Min. 47/14: **Special Planning Meeting** The Council noted that a Special Planning meeting would be held at Christie Miller Sports Centre on Monday 23<sup>rd</sup> June 2014 at 7.00pm. Cllrs Mills and Glover agreed to put up extra notices in Bowerhill and post letters to the nearby residents to advertise the meeting.

77/14 a) Arising from Min 51/14b: **Norrington Solar Farm Community Benefit**  
The Council noted possible suggestions for the community benefit to be received from Sun Edison as follows:  
1) Refurbishing changing rooms at Shaw Village Hall.  
2) Refurbishment of Shaw School Victorian clock which hasn't worked for 10 years.  
3) Toilet facilities at Shaw Church  
4) Broughton Gifford and Holt Scouts (which is attended by children from Shaw and Whitley) were celebrating 100 years of scouting this year and wish to buy a marquee tent. Cllr Chivers said he would ask Broughton Gifford Parish Council to look at funding this from their community benefit.

A discussion took place over Solar Farm Community Benefits and the best way forward to ensure that the areas of the parish affected by solar farm developments were compensated by community facilities that would benefit all.

**Resolved:** *The Council invite the new owners of the Solar Farm to meet with the Council to discuss local projects and to seek ongoing annual payments rather than one off payments.*

b) Arising from Min. 51/14 c) & 52/14 **Norrington Solar Farm:** The Council noted correspondence from English Heritage that they had not been consulted on the initial planning application for this Solar Farm, and its setting next to Gifford Hall (Grade II\*) and other Grade II buildings in close proximity. The Clerk reported that Jodie Hoare from Aardvark had followed up the concerns raised by the Council about the proposed change to access and that there were in fact no changes, just a correction to the Wiltshire Council error with the original permission.

- c) Arising from Min. 46/14: Planning Application W14/03607/OUT land at **Woolmore Farm**. The council noted that this application has been called in by Cllr While to be considered by the Western Area Planning Committee.

78/14 **Planning Committee Recommendations:**

***Resolved:** The Recommendations detailed in Mins.46/14, 47/14 & 50/14 of the Planning Committee meeting held 2<sup>nd</sup> June 2014 were formally approved.*

79/14 **Planning:**

- a) **Berryfield Village Hall planning application:** The Clerk reported that she had tried to renew the previous application for a permanent Hall, but that Wiltshire Council had advised that legislation had changed at the end of 2013 and renewals were no longer valid. Therefore a new full application had been submitted but the Council had been requested to withdraw this application as it was on the line of the proposed Melksham Link canal. Wilts Councillor Roy While was taking up the case and had suggested that a new planning application be submitted for temporary permission for the temporary portacabin currently used as the temporary Village Hall. The Clerk had requested a full refund of the planning fees submitted by the Council as had sought advice on how to initially renew the temporary permission. ***Resolved:** The Council withdraw their planning application (W/14/05206/OUT) for a permanent village hall and apply instead for temporary permission for the temporary portacabin for the standard 3 years. The Council to request Wilts Cllr Roy While to call in the application and at that stage a request could be made to extend any temporary permission period to 5 years.*
- b) **Planning Enforcement to Land to rear of 358c Snarlton Lane:** The Council noted that the Planning Enforcement Officer had investigated and reported that there was no condition or construction traffic management plan that stipulated that construction traffic was not to use the track to enter or exit the site for the implementation of football pitches, East of Melksham.
- c) **W14/03464/FUL Garage site, Holbrook Vale.** Demolition of 14 garages and construction of two 3 bed houses. The council noted that this application was approved on 11<sup>th</sup> June by the Western Area Planning Committee.
- d) **Planning Training:** This item be deferred to the next Full Council meeting as Cllr Coombes who requested Planning Training was absent from the meeting.
- e) **Funding for affordable housing in Wiltshire:** The Council noted a Wiltshire Council press release that £40m had been allocated to build affordable homes in Wiltshire.
- f) **Wilts & Berks Canal Economic Survey:** The Council noted this report.
- g) **Informal meeting with Sam Gompels re: proposed warehouse extension:** The Council noted an informal meeting to be held with Sam Gompels on Thursday 19<sup>th</sup> June at 2.00pm at Crown Chambers.

- h) **Proposed Housing Development in Berryfield:** The Council noted a public consultation exhibition to be held on Wednesday 2<sup>nd</sup> July 2014 at Berryfield Village Hall.
- 80/14 **Application for Street Trading.** The Council made no comments on this application for a Snack Wagon at the A350 Beanacre lay-by as it was out of the Parish boundary.
- 81/14 **New premises licence:** The Council noted a minor variation to the premises licence of the Milk Churn pub in Commerce Way.
- 82/14 **Minutes of Finance Committee 2<sup>nd</sup> June 2014: Resolved:** *The Minutes of this Finance Committee meeting be formally approved by the Council and signed by the Chairman as a correct record.*
- 83/14 Arising from Min 54/14 **Grant applications:** The Council reviewed the outstanding accounts now received.
- 84/14 Arising from Min 54/14 (47) **MCAP funding for 2014/15:** The Council discussed the best way forward to allocate MCAP funding. Cllr Wood asked for the Clerk's view. The Clerk suggested that the Council could have a separate reserve for Community Area Projects, which could be drawn down if and when required.  
**Resolved:** *The Council vire £1,500 from its Community Projects/Match Funding reserve to a new MCAP Reserve to be drawn down for funding for MCAP projects in the Parish.*
- 85/14 **Bowerhill Sports Field bookings:** The Council had received two requests from groups wishing to use the Bowerhill Sportsfield; one from a Model Aircraft group wishing to use it to fly their model planes on an ad-hoc basis, weather dependent; and the other from Bowerhill Scouts wishing to host the West Wilts St Georges Day event next year.  
**Resolved:** *The Model Aircraft Group be granted permission to use the field for free. The Bowerhill Scout Group be granted permission to use the Field for free, but that they clear any rubbish created and submit a parking plan.*
- 86/14 Arising from Min 60/14 b) **Meeting tables:** Furniture had just been made available from the Wiltshire Council Shurnhold offices for community groups. The Parish Council had a slot to visit and obtain furniture on Monday 23<sup>rd</sup> June, transport and labour would have to be organised for that same day.  
**Resolved:** *If no suitable meeting tables were available at Shurnhold the Council to proceed with the order for a new meeting table recommended by the Finance Committee on 2<sup>nd</sup> June 2014 (Min. 61/14c).*  
  
*The Council resolved that the Vice Chair Cllr Glover chair the next item as Cllr Wood had declared an interest as the Recommendations included the Chair's Allowance for 2014/15.*
- 87/14 **Recommendations, Finance Committee:**  
**Resolved:** *The Recommendations detailed in Mins. 55/14 – 61/14 of the Finance Committee meeting held 2<sup>nd</sup> June 2014 were formally approved.*  
  
*Cllr. Wood re-took the chair.*

88/14

**Finance & Audit:**

- a) **Internal Audit:** It was noted that the Internal Audit had been completed on 5<sup>th</sup> June and the Auditor's Report described the Council's internal controls as "excellent". There were no matters of concern.

The Auditor had noted that in the Minutes a query had been raised in relation to whether twice a year was sufficient for the budget vs actual figures to be reported. The Auditor detailed in her report that although the whole budget/actual was only reported 6 monthly, the Minutes showed that the Finance Officer always reported on the Budget figure for any proposed expenditure under discussion which did not fall within the budget allocation. The Auditor had therefore reported that this constituted proper practice with relation to budget reporting.

- b) **External Audit Annual return for year ending 31<sup>st</sup> March 2014 (Accounts and Governance Statement).** *Resolved: The Statement of Accounts in the Annual Return be formally approved by the Council and signed by the Chairman together with the responses in the Annual Governance Statement. The Council approved and the Chairman signed to confirm the Council's sound systems of internal financial management.*

89/14

**Receipts, Accounts & Grant awards:**

- a) **Grant Awards:** *Resolved: The following awards be made:*

4621	Berryfield Village Hall (applied for by BASRAG)	£ 250
4622	Bowerhill Village Hall Trust	£2,650
4623	Shaw Hill Playing Field and Village Hall	£3,235
4624	Whitley Reading Rooms	£ 500
4625	Bowerhill Residents Action Group (BRAG)	£ 400
4626	Atworth Youth Group	£ 200
4627	1 <sup>st</sup> Melksham Brownies	£ 100
4628	Melksham & District Girl Guides	£ 250
4629	Bowerhill Scouts	£ 250
4630	Group Five	£ 300
4631	Melksham PHAB Club	£ 250
4632	West Wiltshire Citizens Advice	£ 200
4633	Victim Support	£ 150
4634	Melksham Community Bus	£ 250
4635	St. John Ambulance	£ 100
4636	Melksham Food Bank	£ 50
4637	Wiltshire Mind	£ 100
4638	Melksham & District Seniors 55+	£ 100
4639	Melksham Christmas Lights	£ 200
4640	Melksham Party in the Park	£ 150
4641	Bowerhill Villager	£ 250
4642	Shaw & Whitley Connect	£ 250
4643	Christchurch Shaw & Whitley Parish Church	£ 150
4644	St. Barnabus Church	£ 150
4645	Melksham Railway Development Group	£ 200
4646	Beanacre & Melksham Cricket Club	£ 200
4647	AFC Melksham (Disabled)	£ 250



4648	Melksham Country Dancers	£ 100
4649	Melksham Gardeners' Society	£ 150
4650	Golden Fleece Cricket Club	£ 150
4651	Whitley Players	£ 150
4652	Melksham Rugby Football Club	£ 200
4653	Melksham Carnival	£ 100
4654	Melksham Amateur Swim Club	£ 200
4655	Shaw & Whitley Friendship Club	£ 150
4656	Melksham Ukule Social Club	£ 50
4657	Melksham Tourist Information Centre	£ 500

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

Allotment rent	£ 8.75
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c) **Accounts for payment:** The Clerk drew attention to the revised Rates bill received for the Bowerhill Sports Field, with rates now only being correctly charged for the area of the Sports Field currently owned by the Parish Council. This amendment meant that the Crown Chambers rates bill could now have a 100% small business rates relief applied and a revised bill had been received for nil value. **Resolved:** *The following accounts be checked and formally approved for payment:*

4658	Wiltshire Council: Remainder of payment for works to Top Lane, Whitley and subsequent repairs	£ 1,000.00
4659	Total Equipment: Rent for Crown Chambers - £1,608.75 and electricity - £58.00 + VAT	£ 1,672.27
4660	Complete Weed control: Supply and application of weed control to paths in Shaw, Whitley, Beanacre, Bowerhill & Berryfield - £799 + VAT	£ 958.80
4661	Wiltshire Council: Rates for Bowerhill Jubilee Sports Field	£ 830.12
4662	Greensward Sports Consultancy: Monthly maintenance at Bowerhill – £508.41 + VAT and Additional extra marking in May - £75.50 + VAT	£ 700.69
4663	Diana Lindsey: Internal Audit	£ 230.00
4664	J Beaven: Weekly cleaning of Bowerhill Pavillion 24/3/14 – 19/5/14 13.5 hrs at £12/hr = £162 plus cleaning materials £56.25	£ 218.25
4665	R Wood: First installment of Chairs Allowance for 2014/15	£ 200.00
4666	Buildbase: Fixings £17.44 + VAT	£ 20.93

**Salaries:**

4667	Mrs Teresa Strange: June salary + additional hours (25.5) + Expenses (new keys cut for Crown Chambers and St. Barnabas Car Park 13.33 + VAT	£
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4668	Mrs Joanne Eccleston: June salary (inc 3.25hrs sick pay 20/5/14)+ additional hours (5.25) + Expenses (Batteries £2.93 + VAT)	£	
4669	Mr Terry Cole: w/e 3/5/14 – 24/5/14 + travel allowance + Mileage	£	£44.00
4670	Mrs Lucy Key: June salary + additional hours (8.75)	£	
4671	Mrs Margaret Mylchreest: June salary + additional hrs (0.5)	£	
4672	Mrs Elaine Cranton: Sick pay for 7/5, 14/5, 21/5, 28/5 less sick pay for 12/3	£	
	<b>Total Salaries</b>	<b>£</b>	<b>3,181.12</b>
4673	Wiltshire Council – Wiltshire Pension Fund: Superannuation Strange/Eccleston/Key	£	677.95
4674	Inland Revenue: PAYE Tax & NI contributions	£	703.19
<b>SUBSCRIPTIONS:</b>			
4675	CPRE: Annual Subscription to CPRE	£	36.00
4676	Community First: Annual Subscription to Community First	£	36.00
4677	Communicorp: Annual Subscription to ‘Clerks and Councils Direct’ magazine (6 issues per year)	£	12.00
4678	Open Spaces Society: Annual subscription to Open Spaces Society	£	45.00
4679	NALC: Annual Subscription to LCR magazine 4 x subscription at £13.50 each	£	54.00

90/14 **Office Equipment:** The Clerk sought permission to purchase several pieces of equipment for the office:

- i. Henry Hoover at approximately £150
- ii. Dictaphone for recording meetings at approximately £50
- iii. 2 new telephone extensions at approximately £20 each
- iv. Extension lead at approximately £10

**Resolved:** *The Council approved these purchases up to a total value of £250.*

91/14 **New bench for West Hill bus hardstanding:** (See Min. 34/14) **Resolved:** *The Council proceed with the quotation for the supply of a bench at £150 from Timbertack, as per the specification of those recently purchased by BRAG.*

92/14 **Localised Council Tax Support:** The Council noted correspondence from Duncan Hames MP that it was the Government’s intention that the element of localised council tax support funding provided to Local Authorities should be passed down to the Parish

and Town Councils. **Resolved:** *The Council reply to Duncan Hames asking why this funding was not ringfenced by the Government if it was always intended to be passed down to the Parish Councils.*

93/14 **Proposed MUGA Hornchurch Road.:** Cllr Mills reported on the BRAG meeting held on the 8<sup>th</sup> June. At this meeting 34 residents wanted a facility of some description on the site.

One of the proposals made by Mr Gazzard and Mr Richards was for a 5-a-side football pitch on a 3G Surface (all weather), with no fence, no target boards and no basketball hoop, as they did not want the noise of balls hitting the fence or back boards. They also wanted it situated further back than originally stated away from any street lighting to discourage its use when dark. Cllr Mills proposed that the Council went ahead with this basic facility.

Cllr Glover recommended that at least a goal mouth was installed. Cllr Sankey felt that Cllr Mills proposal was not a Multi Use Games Area as only football would be able to be played on it, and recommended that the Council went back to its original MUGA proposal without the fence. Cllr T Chivers concurred. Cllr Baines stated that the Council should install the MUGA as per the one in Shaw.

The Clerk reported information received from the proposed manufacturer HAGS SMP with regard to the proposal from Mr Gazzard and Mr Richards.

To install simple goal ends changes the parameters of the use of the space, from a Multi-Use Games Area to a simple football pitch. The proposed MUGA offers the potential for various activities including, football, basketball, cricket, target practice etc.

The basketball hoops and backboard meet the Basketball Association specifications and are regarded as DDA (Disability Discrimination Act) friendly as they extend 1.2m from the main structure to allow enough space beneath and around the area with the arched goal back section for wheelchair users to have a turning circle, without colliding with the framework.

With regard to the proposed surface options put forward, coloured Tarmac was not a viable option, due to cost. The manufacturers had spoken to their tarmac partners, and they advised that the cost was approx. 10 times the price of black.

Colour on top of the surface was an option, but there were many different specifications with only the highest spec option being a suitable option with regard to durability, which is expected to be a maximum of 5 years and a cost of at least an extra £5,000.

3G was a surface purely for football use only as balls do not bounce on a 3G surface. The image in the document provided by Mr Richards was not a 3G surface but a carpet type surface. The diagram showed the carpeting laid onto a stone base, which although cheaper, is not recommended. If laying directly onto a stone base there were a number of issues such as movement of the stone if not compacted enough and also if the ground beneath moves. If totally reliant on resilience of the stone base, with or without a sand layer on top, there is significant risk of the sand particles being washed away, causing instability and unevenness. In addition as the area is a MUGA, the bounce would not be

suitable for basketball and other ball games. It was recommended that if a carpet type surface is used, it is laid onto a tarmac surface and also have a pad installed which will provide extended durability, a more comfortable surface to run on and provide a suitable surface for multi games such as football, basketball, netball, hockey etc. This would add considerable cost to the surfacing (an additional £20,000 - £25,000).

The Arena goal ends proposed were specifically designed for lack of noise with a solid construction designed to not vibrate when struck by a ball.

Cllr Mills proposal for a 5 aside pitch only was not carried.

***Resolved:** The Council proceed with an order for the initially intended MUGA with basketball hoops and backboard on a tarmac surface as per the original specification from HAGS SMP, without the fence, but with the location moved out from the footpath further into the field. The MUGA would be without the target boards.*

94/14 **Hornchurch Road Open Space:** Cllr Mills reported that BRAG had funded 3 new benches for the open space in Hornchurch Road and had asked local contractor Andy Strange to install them. The sites proposed for these benches had been agreed with Stuart Renfrew at Wiltshire Council.

The installation of a picnic bench was discussed and it was decided to defer the siting of this until the MUGA was installed. There were currently 3 bins in the field and 1 in the play area. It was proposed to have 5 bins located in the area; 2 in the play area, 1 next to the picnic bench (once installed) and 2 around the field. The current plastic bins were not very robust and often ended up on the floor. New metal bins were available at a cost of £600 each. Cllr T Chivers suggested asking local businesses to sponsor bins.

Cllr Sankey suggested that in the future the Council should consider a Youth Shelter as this had been requested by some of the younger residents.

Cllr Mills queried whether a path could be installed around the field, and Cllr Nicol suggested that a pathway should be installed to get to the MUGA to ensure inclusion. This could be considered under the Pathway Improvement Grant Scheme (PIGS).

***Resolved:** The Council approve the offer by BRAG (Bowerhill Residents Action Group to supply and install 3 benches and 2 extra bins at the Hornchurch Road Open Space.*

95/14 **Bowerhill Sports Field maintenance:**

- a) **Oil Spill in water course:** The Clerk reported that she was still awaiting a response from the Environment Agency with regard to the oil spill in the watercourse at the Bowerhill Sports Field
- b) **Missing padlocks:** The Clerk had been concerned that all the padlocks from the gates at the Bowerhill Sports Field had gone missing at the same time, and a check with the contractors using the gates had not shed any light on their disappearance. The Parish Caretaker had secured the gates straight away and Cllr Mills had subsequently found one of the padlocks in the surrounding grass area.

96/14 **New Growth & Infrastructure Act:** The Council noted information on the impact on open spaces of the new Growth & Infrastructure Act.

97/14 **Smoke Free Play Parks Campaign:** The Clerk reported on a new Wiltshire Council campaign for “smoke free parks”. Art work was available for producing signs for play parks but at present Wiltshire Council were collating expressions of interest before providing quotes for signage based on quantities required across the County.  
**Resolved:** *The Council impose a voluntary ban on smoking in all its play areas.*

*The Council resolved that the discussion of the next Item (Min 98/14) 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 (a) engagement, terms of service, conduct and dismissal of employees.)*

98/14C **Occupational Health: Next Steps:** *(arising from Min. 38/14C Annual Council meeting)* **Resolved:** *The Council to write to the employee asking for access to their medical records.*

99/14 **Dog Fouling:**  
The Council noted new Wiltshire Council advice on the problem of dog fouling.

Cllr J Chivers reported on the amount of dog fouling in the public footpath at Littleworth Lane, Whitley. Cllr T Chivers had organised a bin to be put in that area, but it was not being used. Cllr J Chivers had read that another Parish Council had used red spray paint to identify each individual dog mess to highlight the amount of dog fouling taking place, and suggested that the Council could adopt this idea. She also proposed that the Council ask the Dog warden to police this path and put up some anti- dog fouling posters.

**Resolved:** *The Council obtain dog fouling posters and biodegradable spray paint to spray individual dog mess with red spray. The Council contact the Dog Warden and Rights of Way Officer to alert them of the dog fouling problem in this footpath at Littleworth Lane.*

100/14 **Highway, Footpaths and Rights of Way:**

a) **Request for parking restrictions Hornchurch Road/Kittyhawk Close junction:**  
**Resolved:** *The Council write to the Area Board in support of this request.*

b) **Westlands Lane speed limit:** The Council noted that the CATG (29<sup>th</sup> April meeting) had decided not to prioritise Westlands Lane for a 20mph limit (over the extent of the 30mph limit) this year.

New signs had been erected to indicate to motorists leaving Westlands Lane of the new 50mph limit being introduced on the B3353 between Whitley and Gastard. The speed limit on Westlands Lane has not been changed and remains at the national speed limit (60mph).

c) **Surfacing of Chapel Lane, Beanacre:** This item was deferred whilst Cllr Chivers consulted with residents concerned.

- d) **Parish Steward Day (10<sup>th</sup> June) and Community Day (17<sup>th</sup> June):** The Council noted the works planned for vegetation clearance on the main A350 and Westlands Lane in Beanacre.
- e) **West Wiltshire grass cutting problems:** Councillors noted a Wiltshire Council briefing about Balfour Beatty Living Places' resource for grass cutting in West Wiltshire and plans to deploy additional resource to catch up with the schedule for the area.
- f) **Pedestrian Crossings – time to cross the road:** The Council noted correspondence from Duncan Hames MP of the statutory requirements and guidance on Pedestrian Crossing times.

- 101/14 **General Correspondence:** The Council noted the following documents:
- i) Invitation to join the Rural Local Council Sounding Board.
  - ii) Melksham Crown Post Office: new branch opening date still unknown
  - iii) The electronic dispatch of Agendas is now acceptable under the Sustainable Communities Act.

Meeting closed at 10.01 pm

Chairman, 21<sup>st</sup> July 2014