

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 13th July, 2015 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllrs. John Glover (Vice Chair), Alan Baines, Rolf Brindle, Mike Sankey, Paul Carter, Pat Nicol, Steve Petty, Terry Chivers, Jan Chivers, Mike Mills and Gregory Coombes.

Apologies: Cllrs. Richard Wood (Chair) and Ian Tait.

Housekeeping: Cllr. Glover chaired the meeting in the absence of Cllr. Wood. He welcomed all to the meeting and explained the evacuation procedures in the event of a fire.

154/15 **Declarations of Interest:** The Clerk and the Assistant Parish Officer declared an interest in all matters regarding staffing. The Clerk declared an interest in agenda item 9b as there was a cheque for her husband as a Council contractor.

155/15 **Items to be held in Committee: Resolved:** *The Council agreed that, in line with Standing Orders, agenda items 7b, 7c, 9e and 17a would be discussed in committee.*

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

156/15 **Public Participation:** Wiltshire Councillor Roy While gave a verbal report. He reported that an appeal had been made against the refusal of permission for planning application W14/10385/VAR, Land West of 429 Redstocks, variation to conditions imposed on W12/01907/FUL. The local residents had spoken well against the application at the committee meeting and he felt that they had a good case.

He confirmed that with regard to the Campus, Wiltshire Council had now reviewed the costs and were in a better position to make decisions about moving forward.

Cllr. Coombes asked Wiltshire Councillor While if he knew what would be happening with the 15 acre Avon site that was currently up for sale, and suggested that there could be an opportunity for Wiltshire Council to allay people's fears and for all concerned to get together to ensure that any development would be to the benefit of all. Wiltshire Cllr. While replied that the Bowerhill & Hampton Park Business Initiative Group had been discussing this issue, but was unable to discuss what the intentions of Cooper Avon Tyres were with regard to the site and their business.

Cllr Glover queried the future of the free bus service from Bowerhill to Melksham Train Station, stating that he believed that the funding for this service was from LSTF (Local Sustainable Transport Fund). Wiltshire Cllr. While replied that he had spoken to the portfolio holder and that funds were now available to ensure that the free bus service to Melksham Station would continue for the next year. Discussions were ongoing for its long term future.

The Council re-convened.

- 157/15 **Minutes, Full Council Meeting 22nd June 2015:**
- a) **Resolved:** *The Minutes of the Full Council Meeting held 22nd June 2015 be formally approved by the Council and signed by the Chairman as a correct record.*
 - b) **Matters Arising:** From Min. 104/15; Cllr. Mills reported that he had spoken to Sgt. James Williams of Melksham NPT with regard to the loss of one of the PCSOs for the Parish, and that due to a higher crime rate in the town the decision had been made to move one of the Parish PCSOs to cover staffing issues there. He was hoping that Melksham NPT would get additional PCSOs and if so one would be allocated to the Parish.
- 158/15 **Planning Committee Meeting 29th June 2015:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 29th June 2015 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:
Min. 128/15), remove the word "Link" from the sentence "Wilts and Berks Canal Link".*
 - b) **Resolved:** *The Recommendations detailed in Min.123/15, Min. 127/15 and Min. 128/15 were formally approved.*
 - c) **Resolved:** *1. The Recommendations detailed in Min. 125/15.1) and Min. 125/15.2) were considered by the Council in light of the views of local residents, that were unavailable at the time of the Planning Committee, and were not approved. 2. The Council withdraw their representation against the application seeking that opening hours be set at 12.00 to midnight 6 days a week, with a closing time of 11.00pm on a Sunday. 3. The Council withdraw their representation against the application seeking that there should be no off licence sales.*
 - d) **Western Area Planning Committee 15th July; Re: 14/11919/OUT – Gladman – Land off Shurnhold:** *The Council noted that this was a non parish application, however the land in question directly abuts the parish boundary. Wiltshire Council planning officers had recommended refusal. Cllr. Carter offered to attend this meeting on behalf of the Council to give representation.*
 - e) **Public Consultation 15th July – Land to the North of Sandridge Common:** *Cllrs. Petty, Baines, Glover, T. Chivers and the Clerk to attend. The Clerk issued guidance from Wiltshire Council with regard to code of conduct when meeting developers.*
- 159/15 **Staffing Committee Meeting 29th June 2015:**
- a) **Resolved:** *The Minutes of the Staffing Committee Meeting held 29th June 2015 were formally approved by the Council and signed by the Chairman as a correct record.*
- The Council resolved to hold the items 159/15b), 159/15c) and 159/15d) in committee in line with Standing Orders and Wiltshire Councillor Roy While left the meeting.*
- b) **Resolved:** *The Confidential Notes detailed in Min.138/15Ca) and Min.138/15Cd) were formally approved.*
 - c) **Resolved:** *The Recommendations detailed in Min.134/15, Min.135/15ai), Min.135/15aii), Min.135/15b), Min.135/15ei.1), Min.135/15ei.2) Min.135/15eii), Min.135/15eiii), Min.137/15.1). Min.137/15.2), Min.138/15Ca), Min.138/15b), Min.138/15c), Min.138/15d), Min.139/15a) and Min.139/15b) were formally approved.*

- d) **Matters Arising:** Do you want to see this as a confidential note?
From Min.135/15a); Cllr. Baines queried the outcome of investigations into whether the Caretaker had a first aid kit. The Clerk replied that he had one, but that it was now out of date. **Resolved:** *The Council purchase a new first aid kit for the Caretaker.*
From Min.135/15b); The Clerk reported that the Parish Caretaker had suggested installing a bolt on the main door into the office that could be locked when staff were in the office on their own. This had now been installed, however was not so robust that emergency services would be unable to access the room.
Cllr. J.Chivers had made a welfare visit to the office to discuss the issues of handling members of the public, office safety and the working alone policy and had investigated resolutions with the Clerk. In future the procedure for staff working on their own in the office with a member of the public wishing to see them, would be to go downstairs and meet them in the entrance foyer of Total Equipment Ltd where they could be seen. The Clerk had spoken to the management and staff of Total Equipment Ltd. who were all happy and in support of this new procedure. Cllr Baines suggested that if the staff changed their minds or the new procedure did not prove to be adequate enough, that his prior suggestion of a closed counter in the office reception area could be reconsidered. **Resolved:** *The office staff use the bolt installed to lock the door when working alone or letting unknown members of the public into the building.*

160/15 **Bowerhill Sports Field Working Party Meeting 25th June 2015:**
Resolved: *The Minutes of the Bowerhill Sports Field Working Party Meeting held 25th June 2015 were formally approved by the Council and signed by the Chairman as a correct record. There were no recommendations to approve as the committee had delegated powers to make resolutions.*

161/15 **Bowerhill Sports Field Working Party Meeting 9th July 2015:**
a) **Resolved:** *The Minutes of the Bowerhill Sports Field Working Party Meeting held 9th July 2015 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:
Min. 144/15; Paragraph 3; "relating to Contractual Warranties" changed to read "relating to Collateral Warranties".*
b) **Resolved:** *The Recommendations detailed in Min.145/15, Min.146/15, Min.147/15, Min.148/15, Min.149/15, Min.152/15 and Min.153/15 were formally approved.*
c) **Matters Arising:**
i) From Min.148/15: The Clerk reported that approved contractor Andy Strange had checked the manhole cover in the middle of the sports field on Monday 13th July. He had removed some wood, sodden with oil, which was blocking the drain and causing flooding from the manhole cover. The Environment Agency has some ongoing investigations into oil pollution in the watercourse on the south eastern side of the field; this discovery of oil in the drain under the manhole cover to be reported to them. The Council noted that to investigate any potential blockage in this underground drain by a professional company would be very costly. Andy Strange had suggested using some light weight balls to check the flow of water through this drain prior to considering instructing any drainage companies. Cllr. Carter offered to undertake this investigation, when it next rained.

It was noted that the gravelled public footpath next the Great Bear was very overgrown with vegetation and needed cutting back. This was the Parish Council's responsibility. Additionally, dogs are still being walked off the lead, and there is still a lot of dog mess on the field. There has recently been new guidance for councils with regard to dog fouling. **Resolved:** 1. The Council to report the oil found in the drain under the manhole cover in the middle of the Sports Field to the Environment Agency. 2. Investigate the possibility of getting a working party together to cut back the vegetation that is encroaching onto the public footpath. 3. Put the issue of dog fouling as an agenda item for discussion at the Full Council meeting on 14th September 2015.

ii) From Min.149/15: Cllr. Glover stated that with regard to insurance cover it was important to specify what you wanted to claim for cover. If there are items that you would not want to replace these should be recorded as nil value. An inventory of what is in the building is required. **Resolved:** Once Melksham Without takes ownership of the new Pavilion an inventory of contents is added to the insurance cover.

iii) From Min.152/15: The Clerk reported that Security 2000 would be the first point of contact if the Red Care alarm went off, with the Clerk as second point of contact. It was noted that the new Portal Road may need some additional security cameras, and that Cooper Avon Tyres had cameras on their fences that may cover this road.

iv) From Min.153/15: Cllr. Mills reported that the Wiltshire Times had reported on the new Pavilion and had stated that it belonged to Melksham AFC and quoted Cllr. Richard Wood as a Wiltshire Council Councillor. The Clerk stated that she was about to write a quarterly newsletter for the Melksham News where she would clarify that the Pavilion would be owned and initially managed the Parish Council.

d) Delegated Powers for Officers and Working Party members: As staff and councillors will be taking annual leave over the summer months, and decisions made need to be made prior to any further Bowerhill Sports Field Working Party or Full Council meetings, it was suggested that either the Clerk or the Finance Assistant in conjunction with two members of the working party be given delegated powers. **Resolved:** Delegated powers be given to the Clerk or the Finance Assistant in conjunction with two members of the Bowerhill Sports Field Working Party to make decisions on issues at the Pavilion that require an urgent response.

162/15 **Finance:**

a) Quarterly Finance Report: The Council noted the Quarterly Financial Report.

b) Council Receipts: The Council noted that the following amounts have been received since the last meeting:

Paying in reference	Income Details	Amount £
500085	Allotment rent: BFY 20.00	£ 20.00
BACS	Interest on fixed term deposit	£ 16.42
BACS	Contribution from Roundponds Solar Farm	£ 28,000.00
500086	Rent from Shaw Village Hall	£ 10.00
BACS	HMRC VAT refund	£ 11,880.92
BACS	Interest on Instant Access Account	£ 0.01
BACS	Allotment rent: BSF: 30.00	£ 30.00
Total		£ 39,957.35

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

Cheque no	Payee	Payment Details	Net £	VAT £	Gross £
4959	Vita Play Ltd	Installation of Dish roundabout at Shaw Play Area	£ 3,477.00	£ 695.40	£ 4,172.40
4960	Complete Weed Control	Application of weed control to paths etc in Parsh area	£ 815.00	£ 163.00	£ 978.00
4961	JH Jones & Sons	Bin Collections & grass cutting at Bowerhill Sports Field & Beanacre play area and Grass cutting at allotments.	£ 605.50	£ 121.09	£ 726.59
4962	The Consortium	Brooms, bins, handwash, Toilet roll & holders etc for new pavilion	£ 385.85	£ 77.19	£ 463.04
4963	Melksham Town Council	Contribution to Neighbourhood Plan expenditure: MCAP refs 15/P/005 & 15/P/002-1	£ 348.97		£ 348.97
4964	British Telecom	Installation and line rental for 01225 706693 at new pavilion	£ 143.35	£ 28.67	£ 172.02
4965	British Telecom	Installation and line rental for 01225 702485 at new pavilion	£ 141.48	£ 28.29	£ 169.77
4966	British Telecom	Installation and line rental for 01225 708741 at new pavilion	£ 129.71	£ 25.94	£ 155.65
4967	British Telecom	Telephone charges for 01225 705700 – line rental 22/4 - 30/9 & calls 9/4 - 7/7	£ 125.64	£ 25.12	£ 150.76
4968	Buildbase	Orange fencing, padlock & fixings	£ 73.09	£ 14.62	£ 87.71
4969	Andy Strange Property and Garden Maintenance Ltd	Storage of basketball hoop, fencing of man hole cover and offloading of seats / picnic benches at Shaw	£ 50.00		£ 50.00
4970	Viking	Paper and post its for office	£ 26.76	£ 5.35	£ 32.11
4971	Glasdon UK Ltd	Fixing kit for external bin at new pavilion	£ 21.97	£ 4.39	£ 26.36
4972	Total Equipment Ltd	Electricity charges for Crown Chambers from 11/4 - 10/6	£ 23.70	£ 1.19	£ 24.89
Salaries (July):					
4973	Mrs T Strange	July salary& add hrs (33.1) + expenses (CAWs printing, key cabinet & outdoor ash tray 58.55+VAT)		11.70	
4974	Mrs J Eccleston	July salary, add hrs (16) & expenses £1.46+VAT (toilet rolls)		0.29	
4975	Mr T Cole	Pay for w/e 30/5/15 - w/c 20/6/15 & mileage (123 miles)			
4976	Mrs L Key	July salary & add hrs (5.5)			
4977	Mr Richard Wood	First installment of Chairs Allowance			
4978	Mrs E Cranton	June Office Cleaning (4)			
Total Salaries (July)			£3,836.78	£11.99	£3,848.77
4979	Wiltshire Council - Wiltshire Pension Fund	Superannuation for July	£958.80		£958.80
4980	HMRC	PAYE, tax and NI for July	£808.59		£808.59
Salaries (August):					

4981	Mrs T Strange	August salary less 10hrs TOIL			
4982	Mrs J Eccleston	August salary			
4983	Mr T Cole	Pay for w/e 27/6/15 - w/c 18/7/15			
4984	Mrs L Key	August salary			
4985	Mrs E Cranton	July Office Cleaning (5)			
Total Salaries (August)			£2,963.78	£0.00	£2,963.78
4986	Wiltshire Council - Wiltshire Pension Fund	Superannuation for August	£735.78		£735.78
4987	HMRC	PAYE, tax and NI for August	£463.79		£463.79
Grand total			16,135.54	1,202.24	17,337.78

The Clerk recommended that the Council make an exception to their financial regulations by paying BT by direct debit rather than by cheque. BT charge £4 per telephone line each month if paying by cheque. With the new BT lines at the Pavilion, plus the line into Crown Chambers, this equates to £240 a year in charges for paying by cheque. **Resolved:** *The Financial Regulations be amended in order that BT can be paid in future via direct debit rather than by cheque.*

Cllr Mills queried Cheque no. 4960 for Complete Weed Control. He stated that from the Top of Pathfinder Way to the island at Halifax Road, that there were still lots of weeds and asked if this area had been sprayed. Cllr Brindle reported the same issue at Spa Road. **Resolved:** *The Clerk to investigate whether both of these areas are listed on the schedule and whether they have been sprayed.*

- d) Investment Position:** The Council noted the investment position of money in reserves. It was noted that it had been previously resolved to leave £5,000 in the bank when a fixed term deposit was made between meetings, but a higher interest rate could be achieved if funds were put into a fixed term deposit for a longer period. **Resolved:** *The officers to look at the most effective time period and move the money accordingly.*
- e) Future Election Costs:** The Council noted new guidance and information from Wiltshire Council with regard to estimated election costs for Parish elections. The Clerk reported that the new figures quoted were higher than anticipated and therefore there was not enough money put aside in the budget should a casual vacancy arise and an election called. There is contingency money, but for due diligence the Council needs to increase the election budget for next year. Cllr T. Chivers asked if there was only one applicant for a casual vacancy and it was unopposed what the costs would be. **Resolved:** *1. The budget for 2016/17 is increased to reflect the new estimated parish election costs. 2. The Clerk to investigate election costs for a single applicant.*

The Council resolved to hold the item 163/15 in committee in line with Standing Orders.

163/15C Insurance Claim Update:

The Clerk reported that she had spoken to Zurich, the previous Council insurers, and GAB Robins, the loss adjusters. The decision over what happens now is down to Zurich, the only cost to the Parish Council would be the excess, but nothing will happen until September.

- 164/15 **Solar Farms Funding:**
- a) **Draft Agreement for Community Benefit from Sandridge Solar Farm:** The Council noted that no response had been received from the developers with regard to the Council's request for an amendment to the wording of the draft agreement. It was suggested that the Council went out to public consultation to ask residents what they would like to see in the community once the agreement is in place and the extent of the community benefit is known.
 - b) **Legal Agreement for Funding Received from Roundponds Solar Farm:** The Council noted the legal agreement for funding received from Roundponds Solar Farm.
 - c) **Use of Community Benefit from Roundponds Solar Farm:** It was suggested that a working group be set up to identify what is required throughout the parish and that it was important to hold consultation events to gather residents' views and wishes over what they wanted in the community. **Resolved:** *Cllrs. Wood, Glover, Petty, Mills, T. Chivers and J. Chivers to be on a Solar Farm Community Benefit Working Group.*
- 165/15 **Community Governance Review:**
The Council noted that no response had been received from Wiltshire Council, despite the Clerk's repeated requests. Wiltshire Cllr Roy While had reported that there was to be a special meeting on 10th October.
- 166/15 **Highways and Transport:**
- a) **Request for 20mph Zone for Bowerhill:**
Cllr Glover declared an interest as he had made this request. The Council considered issues regarding requesting a 20mph Zone for Bowerhill. It was noted that a request could not be made for a 20mph speed limit in order to control speed as traffic needed to already be doing 24mph or less before a request for a 20mph zone can be made. A recent metro count showed that traffic was travelling at less than 30mph and Cllr Mills reported that the road layout and on street parking in Hornchurch road was such that it was difficult for traffic to travel any faster than 20mph. **Resolved:** *The Council put in a request to CATG for Bowerhill to become a 20mph zone.*
 - b) **Consultation for Melksham Car Park Charges:** The Council noted the positive proposal by Wiltshire Council to reduce car parking fees in Melksham and for the Train Station car park to remain free.
 - c) **Paths Improvement Grant Scheme (PIGS) Application:** The Council considered two potential schemes; Improvements to the footpath at Redstocks Lane, from the Turnpike to Redstocks and an extension to the footpath at Hornchurch Road to enable the whole of the open space to be walked about. A discussion took place over the pros and cons of both schemes, and it was considered that more people would benefit from supporting the extension of the footpath in Hornchurch Road. **Resolved:** *The Council apply for PIGS funding to extend the footpath at Hornchurch Road to enable the whole of the open space to be walked around.*
- 167/15 **Play Areas:**
- a) **Re-siting of Basketball Hoop:** As per Min.103/15b) the Clerk had asked contractor VitaPlay to quote for the re-siting of one of the spare basketball hoops. The area suggested was on the green open space opposite the Tesco Express with the back of the hoop facing established bushes to prevent any balls from running off. This location was supported by the local PCSO. The Council agreed that this would be a

good site. **Resolved:** 1. The Council seek the permission of the land owner to site the basketball hoop. 2. The Council write to the local residents that are near to the proposed site to seek their views..

b) Quotation for re-siting Basketball Hoop: This was noted.

c) Re-siting of Basketball Hoop from Shaw Playing Fields: The Council considered potential sites for the relocation of a basketball hoop from Shaw Playing Field. It was noted that there was nowhere appropriate in Whitley, but it could be sited in Beanacre play area. **Resolved:** 1. The Council re-site the basketball hoop in the community field next to Beanacre play area. 2. The Council write to the Church to ask for permission to site the basketball hoop here and the possibility of a lease of the land for that purpose.

d) Approval of Quotation for Repair Work: Quotes had been received from contractor VitaPlay for the repair to the cone climber in Beanacre play area. Two quotes were received, one for the supply and replacement of new top bearings and the other for the supply and installation of new nylon collars. It was noted that the nylon collars may not be required, but this would not be known until the bearings had been replaced. **Resolved:** 1. The quote from VitaPlay for supply and installation of new top bearing to cone climber at a cost of £395.70, ex. VAT, be approved. 2. The quotation for the supply and installation of new nylon collars to the base of the cone climber at a cost of £432.00 ex. VAT was approved but the Clerk to only action if the work is required once the top bearing has been replaced.

168/15 **Reports on Events Attended:**

a) Herman Miller “Topping Out” Ceremony – Wednesday 1st July: Many Councillors and Officers had attended the ceremony, and found the tour of the new facility very interesting. The Council to write a letter of thanks.

b) CAWS (Community Action: Whitley & Shaw) and Melksham Without Joint Event – Saturday 11th July: The Clerk reported that this was a very successful event with lots of interesting feedback from residents about what they would like to see happen in their community.

CAWS had received a cheque for £3,000 from SSE for community resilience in the event of a power outage. The Council noted that SSE had had offered the Councillors a tour of their local facility, where there operations would be run in the event of a power outage.

The Clerk had drawn attention to the poor condition of the wall on the boundary of the Shaw Village Hall car park which was damaged and potentially dangerous. A discussion took place with regard to who had responsibility for the maintenance of this wall. **Resolved:** 1. The Council write to CAWS to thank them for organising such a successful event. 2. The Council write to the Village Hall Committee with regard to the repair of the wall.

169/15 **Gambling Act Consultation:** The Council noted a consultation paper on Wiltshire Council’s Statement of Principles for 2015 – 2018 with regard to the Gambling Act 2005.

170/15 **Melksham Neighbourhood Plan:**

a) Minutes of Steering Group Meeting, 24th June 2015: The Council noted the minutes of the Joint Neighbourhood Steering Group Meeting held 24th June 2015.

b) Task Groups: It had been suggested that Community Members be invited to join task groups. Cllr Sankey suggested asking members of the action and community

groups, such as BRAG, BASRAG and CAWS, if they would be interested in joining the task groups. Cllr J Chivers felt that any requests to community members should be made in layman's terms in order that people understood what was involved.

Resolved: 1. *The Council write to all the community groups in the parish asking if they would send a representative to join one of the task groups.* 2. *Cllr. Baines to be on the housing task group, but not in a lead role.*

The Council resolved to hold the item 171/15 in committee in line with Standing Orders.

171/15 **General Correspondence: Canal Master Plan Update:** It was noted that correspondence had been received by the Council in its capacity as a landowner.

Meeting closed at 9.55 pm

Chairman, 14th September 2015