

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 14th December, 2015 at Crown Chambers, Melksham at 7.00 p.m.

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

Officers: Teresa Strange (Clerk) and Jo Eccleston (Assistant Parish Officer)

Apologies: Cllr. Gregory Coombes.

421/15 **Housekeeping:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire.

422/15 **Declarations of Interest:** There were no declarations of interest.

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

423/15 **Public Participation:**

Mr. Stuart Powell, Superior Graphics, reported that there are serious access issues to businesses in Hercules Way, Bowerhill due to parked vehicles and asked that the Parish Council support his request for double yellow lines on both sides of this road and the turning bay at the end of this cul-de-sac. He stated that HGVs are unable to access Superior Graphics and other neighbouring companies to make deliveries, and that parked cars had been damaged. He wished to prevent a serious accident from occurring and to ensure that the emergency services were able to access these businesses. Superior Graphics had sent out memos to all their staff requesting that they do not park in this road, however their staff continued to park in this road as they did not consider that they were breaking any laws. Mr. Powell stated that Superior Graphics were a successful business and that they needed to be able to grow; he and his fellow directors were willing to contribute to the cost of the installation of parking enforcement measures.

Wiltshire Cllr. Roy While stated that he was very happy with the outcome of the Community Governance Review (CGR) and with the contribution made by the Parish Council and CAWS at the review meeting. He reported that Dame Jane Scott had spoken in favour of the merger as she was looking at 10-20 year plan. Wiltshire Cllr. While felt that the CGR was about communities and retaining small government.

He reported that there was a Cabinet meeting on 15th December and one of the agenda items was the installation of traffic lights on the Farmers Roundabout to improve the flow of traffic. This was part of the A350 improvements for the purpose of economic development. He believed that this would significantly improve the situation with the traffic issues at this pinch point and would be a great benefit to Melksham.

Wiltshire Cllr While said that the Treasury Management budget had previously been £6m adrift, but that this had now reduced to £3m. He stated that he had spoken to the relevant departments at Wiltshire Council about the Parish Council's interest in exploring asset transfers.

Cllr. T Chivers raised concerns with Cllr. While that no public consultation had taken place regarding the proposal to install traffic lights at the Farmers Roundabout, despite the amount of investment in the project.

The Council re-convened.

424/15 **Items to be Held in Committee: *Resolved:*** *Agenda item 16 to be held in Committee in line with Standing Order 36 and 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) engagement, terms of service, conduct and dismissal of employees".*

Agenda Item 12a) was brought forward.

425/15 **Highways & Streetscene:**

Request for Parking restrictions at Hercules Way, Bowerhill: Cllr. Carter reported that he had visited Hercules Way and had been shown the parking issues by Mr. Powell. Whilst he was there he noted that deliveries from HGVs were difficult due to cars being parked on both sides of the road in this cul-de-sac. He supported the views of Mr. Powell and considered this to be a priority case due to the issues of road safety.

Cllr. Mills reported that the Parish Council had advised that parking problems would occur when Superior Graphics sold their car park to Dance Direct some years ago. He was against the proposal of installing double yellow lines in this road as he considered that it would just force the issue onto adjacent roads on the estate, who in turn would additionally request parking restrictions.

Cllr. Baines stated that he understood the difficulties facing Superior Graphics, but that parking as a whole on the industrial estate was a problem as there was a lack of parking for employees. He felt that it would be unfair to other businesses on the estate to move parking issues into other roads if parking restrictions were permitted in Hercules Way. He reported that getting yellow lines installed was a difficult exercise and that this had only just been achieved for residential areas in Bowerhill. Once installed there was then a problem with the enforcement of such restrictions.

Cllr. T. Chivers stated that traffic enforcement would probably not be carried out outside of the town and that the last parking restriction request took 3 years to be completed.

Cllr. Glover considered that a bigger resolution to the parking issues on the industrial estate was required. He suggested that a meeting be held between all those parties involved, including Wiltshire Highways to discuss possible future measures.

The Clerk advised that any request for parking restrictions needed to be made to the Community Area Transport Group (CATG) and that the Parish Council had to be in support of the scheme and commit to funding one third of the cost.

Resolved: *1. The problem of all parking issues on Bowerhill Industrial Estate, including HGV, lorry and coach parking is referred to the Bowerhill & Hampton Park Business Initiative for consideration. 2. The concerns of parking on the industrial estate to be forwarded to the Joint Neighbourhood Plan Transport Tasking Group.*

Cllr. T. Chivers declared an interest in coach parking as he works for a local coach company.

- 426/15 **Minutes, Full Council Meeting 16th November 2015: Resolved:** *The Minutes of the Full Council Meeting held 16th November 2015 were formally approved by the Council and signed by the Chairman as a correct record.*
- 427/15 **Minutes, Planning Committee Meeting 30th November 2015:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 30th November 2015 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:
Min.404/15: sentence that reads "It was noted that the area of land to the East fell within the boundary of the Parish Council, and the land to the West within the Town boundary" amended to read "It was noted that the area of land to the **West** fell within the boundary of the Parish Council, and the land to the **East** within the Town boundary".*
- b) **Resolved:** *The Recommendations detailed in Min.404/15, Min.408/15, Min.410/15), Min.412/15), Min.413/15b) and Min.413/15c) were formally approved.*
- c) **Response to Queries on Changing Rooms for the George Ward Playing Fields:**
It was noted that a response had not yet been received.
- d) **Draft Minutes, Melksham Neighbourhood Plan Steering Group Meeting 25th November 2015:** The minutes were noted.
- 428/15 **Minutes, Community Benefit Working Party 30th November 2015:**
- a) **Resolved:** *The Minutes of the Community Benefit Working Party held 30th November 2015 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Resolved:** *The Recommendations detailed in Min.419/15 and Min.420/15 were formally approved.*
The Council noted that the recommendations were to inform the Budget and for full consideration by the Finance Committee in January. A discussion took place with regard to supporting the Town Council in taking over the running of public toilets in the town in order to inform their budget. **Resolved:** *1. Melksham Without Parish Council are in principle in favour of making a contribution towards the maintenance of the public toilets outside of the Art House Cafe in the Market Place and will therefore approach both Melksham Town Council and Wiltshire Council to find out detailed costs for the running of the toilets for the next 5 years. 2. To contact Melksham Town Council and Wiltshire Council to explore the costs associated with the Car Park, Public Toilets and Showers in the Bath Road car park with the view of the possibility of establishing a Lorry Park in that area.*
- 429/15 **Finance:**
- a) **Council Receipts:** The Council noted that the following amounts have been received since the last meeting:

| Paying in reference | Income Details | Amount £ |
|---------------------|---|----------|
| 500095 | Allotment rent BYF£100 BSF £50 Adhoc football pitch hire (The Grapes) £50 | £200.00 |
| | Allotment rent BYF | £20.00 |
| BACS | Allotment rent BSF | £20.00 |
| BACS | Interest on Fixed term deposit | £32.55 |
| 500096 | Allotment rent BYF £40 BSF £20 | £60.00 |
| 500097 | Closure of "old" Bowerhill Youth Club account | £161.80 |
| 500098 | Allotment rent BSF £40 Melksham AFC for | £90.00 |

| | | |
|--------------|-----------------------------------|-----------------|
| | Grapes booking 29/11/15 £50 | |
| BACS | Allotment rent BSF | £40.00 |
| 500099 | Allotment rent BYF £75.50 BSF £20 | £95.50 |
| BACS | Allotment rent BSF | £20.00 |
| BACS | Allotment rent BYF | £30.00 |
| Total | | £ 769.85 |

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

| Cheque no | Payee | Payment Details | Net £ | VAT £ | Gross £ |
|------------------|----------------------------|--|-----------|---------|-----------|
| DD | British Telecom | Broadband charges for Crown Chambers 01/11/15 - 31/01/16 | £83.97 | £16.79 | £100.76 |
| DD | British Telecom | Broadband and phone charges for Pavilion 01225 706693 01/12/15 - 31/12/15 | £37.99 | £7.60 | £45.59 |
| DD | British Telecom | Phone charges for Pavilion 01225 702485 01/12/15 - 31/12/15 | £15.99 | £4.00 | £19.99 |
| DD | British Telecom | Phone charges for Pavilion 01225 708741 01/12/15 - 31/12/15 | £15.99 | £4.00 | £19.99 |
| DD | Wiltshire Waste Ltd | Waste collection at Pavilion Sept & Oct | £77.25 | £15.45 | £92.70 |
| 5070 | Total Equipment Ltd | Crown Chambers: Rent 01/01/16 - 31/03/16 | £1,681.88 | £5.85 | £1,687.73 |
| 5071 | Kan Connections | Electrical works at Pavilion (raising height of router & installation of 7no. PIR sensors for outside lights) | £960.00 | | £960.00 |
| 5072 | JH Jones & Sons | Bin Collections & grass cutting at Bowerhill Sports Field & Beanacre play area and Grass cutting at allotments in November | £605.50 | £121.09 | £726.59 |
| 5073 | Melksham Town Council | Joint funding for Visit Wiltshire 50% (£360.50) and contribution to Joint Neighbourhood Plan costs (£211.05) | £571.55 | | £571.55 |
| 5074 | Avon IT Systems | 3no. Windows 7 Professional @ £110 each + Installation of Windows 7, transfer of data and systems (3 hours @ £30 per hour) | £450.00 | £90.00 | £540.00 |
| 5075 | Wiltshire Publications Ltd | Melksham Independent News Quarterly Newsletter (Issue 19/11/15) | £142.50 | £28.50 | £171.00 |
| 5076 | Tollgate Security Ltd | To connect Fire Alarm to Redcare service | £75.00 | £15.00 | £90.00 |
| 5077 | Eon | Pavilion electricity Oct & Nov 15 | £94.86 | £4.75 | £99.61 |
| Salaries: | | | | | |
| 5078 | Teresa Strange | December salary + additional hours 52.15hrs (less adjustment for error in hours paid in November) + Mileage (£11.88) + Expenses: 2 x Office 365 Business Essentials package @ £37.20 each + New keyboard £5.31 + VAT + Ink pad £1.80 | | £1.06 | |
| 5079 | Terry Cole | 8 weeks w/e 17/10/15 - 05/12/15 136 hours + travel allowance £47.50 + mileage £134.55 | | | |

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|-----------------------|--|---|-----------------|---------------|-----------------|
| 5080 | Joanne Eccleston | December salary + Additional hours 23hrs + Expenses: Refreshments for community tree planting £14 + Toilet roll and smoke alarm batteries for Crown Chambers £4.41 + Christmas cards and printing £8.95 + VAT | | £5.49 | |
| 5081 | Elaine Cranton | November office cleaning 9hrs (of which 4.5hrs sick pay) | | | |
| Total Salaries | | | £0.00 | £6.55 | £0.00 |
| 5082 | HMRC | PAYE Tax & NI for December | £775.58 | | £775.58 |
| 5083 | Wiltshire Council - Wiltshire Pension Fund | Superannuation contributions for December | £869.66 | | £869.66 |
| Grand total | | | 6,457.72 | 319.58 | 6,770.75 |

- c) **2016/17 Taxbase number to be approved by Wiltshire Council Cabinet 15th December 2015:** The Clerk reported that she had sought confirmation on when the Boundary Review changes would take place, and although no decision had been made yet it was unlikely to affect the financial year commencing 1st April 2016. The confirmation of the Taxbase number for the financial year 2016/17 would at least confirm this one way or another.
- d) **Purchase of Defibrillators and Associated Equipment:** The Clerk advised that the purchase of 6 to 7 defibrillators and associated equipment would need to go out to tender as would cost over £10,000. Financial Regulations do not require that this is advertised in the press. This is a specialised piece of equipment and service and there are 3 suppliers available to give quotes. As per Min.397/15a), the Council had resolved not to pay legal costs for the installation of a defibrillator on the side of the new supermarket at East of Melksham and it was suggested that the defibrillator planned for installation here was not ordered until another suitable location could be found. It was agreed to seek information to enable a decision on an approved electrical contractor to be made, who would then be asked to quote for installing the defibrillators. This was as the installation in 6 locations with different building types etc was very complicated to expect several companies to spend a lot of time quoting for. **Resolved:** 1. The Council go out to tender for the purchase of 6 defibrillators and associated equipment. 2. A 7th defibrillator to be ordered when a suitable location for its installation can be identified.
- e) **Furniture for Bowerhill Pavilion:** An offer had been received from Bowerhill Scout Group for the purchase of second hand tables and chairs. There are 4 6ft trestle tables and 48 folding chairs available for purchase at a cost of £10 each. **Resolved:** The Clerk be given delegated powers to purchase the required tables and chairs from the Bowerhill Scout Group to furnish the Bowerhill Pavilion.
- f) **SLCC (Society of Local Council Clerks) Annual Membership:** The Clerk reported that membership to the SLCC was now up for renewal. This was £187 for the year including 6 meetings of the Wiltshire Branch per year with additional training built in. **Resolved:** The Council renew the Clerk's membership to the SLCC.

430/15

Community Governance review (CGR):

- a) **Wiltshire Council's Extraordinary Meeting (24th November):** The Council noted Wiltshire Council's decisions with regard to Parish boundary changes proposed in the CGR and were delighted that the Parishes of Melksham Without and Melksham

Town are to remain separate. The decisions, based on recommendations by the CGR Working Party were as follows:

- **The Dissolution of both Melksham Without and Melksham Town Parishes to create one new Parish:** Recommendation: That there be no change to the structure of Melksham and Melksham Without parishes and that they remain as separate parishes. *Reasons: The existing structure is considered to provide effective and convenient local government, with both of the parish councils working effectively to provide services to their respective parish communities. The working group did not consider that there was sufficient justification for a merger of the two parishes.* **Decision: The recommendation was approved.**
 - **The boundary line at East of Melksham to be moved to follow the Eastern Relief Road:** Recommendation: That the area of land in the parish of Melksham Without in the vicinity of Snarlton Lane and Thyme Road (733 properties) becomes part of the parish of Melksham. *Reasons: The proposed new boundary line provided a clear division between the two parishes and that the community in the area to be transferred would have clear affinity with Melksham.* **Decision: The recommendation was approved.**
 - **The redrawing of the North West boundary to align with the A365 and Dunch Lane junction:** Recommendation: That the area of land in the parish of Melksham Without in the vicinity of Dunch lane and the A365 becomes part of the parish of Melksham. *Reasons: The existing boundary has become anomalous following development in the area and that the community would benefit from the whole area being within one parish and it was logical that this should be Melksham.* **Decision: The recommendation was approved.**
 - **The boundary line to the South of the parish to be moved to the canal line to incorporate the canal picnic area and Giles Wood:** Recommendation: That the area of land in the parish of Seend in the vicinity of Locking Close and Giles Wood becomes part of the parish of Melksham Without. *Reasons: The proposal would provide a clearer boundary between the two parishes and it seemed sensible for the picnic area to be within Melksham Without, given the existing maintenance arrangements for that area.* **Decision: The recommendation was not approved.**
 - **Area of land common to both the parishes of Melksham Without and Broughton Gifford:** Recommendation: That the area of land common to the parishes of Broughton Gifford and Melksham Without becomes part of the parish of Melksham Without. *Reasons: The proposal would remove the anomaly of an area being common to two parishes and it was logical for the boundary to follow the line of the river.* **Decision: The recommendation was approved.**
- b) **Re-warding of Melksham Without Parish:** A discussion took place over the potential re-warding of the Parish following the Community Governance Review. It was felt that the Council's suggestions over the most appropriate way to reward the Parish should be given to Wiltshire Council prior to any decisions being made. **Resolved:** 1. The Council write to Wiltshire Council to inform them that it would like to have an input into the re-warding of the Parish that will take place following the recent CGR decisions on the 2th November. 2. Cllrs. Wood, Glover, Baines, Brindle, Petty and T. Chivers to form a small working party to put together recommendations to the Full Council to then present to Wiltshire Council.

- c) **BRAG Picnic Area Site Meeting:** The Clerk and Cllr. Mills had met with the Clerk and a Councillor of Seend Parish Council to show them the exact location of the picnic area and the work that was carried out by volunteers and Melksham Without Parish Council to make this such a fantastic resource for local families and visitors using the canal. BRAG have made an application to Seend Parish Council for some grant funding towards the running costs of the Picnic Area. Cllr. Mills suggested that Seend Parish Council match Melksham Without Parish Council's contribution of £400. **Resolved:** *The Clerk put a monetary value to the Parish Caretaker's time in the weekly emptying of the bin, annual maintenance of the benches and travelling time, and Council insurance costs to pass to Seend Parish Council for them to consider at their next meeting.*
- d) **Allotment Holders Residing in East of Melksham:** The Clerk reported that an Allotment Tenant who was a resident of East of Melksham was concerned that following the outcome of the CGR that he would have to give up his allotment plot when he became a Town Resident. It was noted that it was the boundary that was due to move rather than the Tenant moving house. **Resolved:** *1. Any resident of East of Melksham can still apply for an allotment plot until the transfer date. 2. Current Allotment Tenants living in the East of Melksham will not have to give up their allotment plots when the transfer takes place; they will be charged the resident rental rate until the transfer date, and after that date they will be charged the non-resident rate in line with the Allotment Tenancy policy. 3. The Council write to all the Allotment Tenants affected by the boundary review to inform them of these changes.*

431/15 **Play Areas & Open Spaces:**

a) **Parish Caretaker's Quarterly Written Inspection Reports:**

- i) Parish Council Owned Play Areas & MUGAs in the Parish: Both sets of swings at Beanacre needs repair work and this is in the budget for 2016/17. The Parish Caretaker is keeping a close eye on this in his weekly inspections and is happy for the work to be carried out in the spring. **Resolved:** *The Council noted the Caretaker's reports approve the Parish Caretaker's recommendations.*
- ii) Wiltshire Council Owned Play Areas & MUGAs in the Parish: The Parish Caretaker had carried out inspections on the Wiltshire Council owned play areas and MUGAs in the Parish to inform the Council of their condition prior to consideration of taking these on as asset transfers. The Council noted that the play areas at Kestrel Court and Hornchurch Road were generally in good repair; some patch repairs of the safety surface and replacement swing chain links are required. There is a very large area of open space at Kestrel Court that would require grass cutting. The play area in Berryfield is in a much worse condition, with its state of repair being worse than that of Shaw prior to it being renovated. **Resolved:** *The Clerk to investigate the cost of upgrading Berryfield play area.*

b) **Community Asset Transfer from Wiltshire Council:**

- i) Wiltshire Council Owned Play Area & MUGAs in the Parish: It was noted that Wiltshire Council had resolved to remove and not repair any broken equipment from any of its play areas. Therefore if these play areas are not taken over the equipment will eventually disappear. The Clerk advised that there was a two step process; firstly to devolve the service, then to look at the longer term issue of transferring the asset. As the asset transfer process could take several years, the council could initially take on just the service to ensure that they were not taking over a play area that had had its equipment removed. Cllr. Petty wished to seek assurance from

Wiltshire Council that if the service was devolved to the Parish Council that the asset transfer would then follow. **Resolved:** 1. The Council take over the running of all play areas in the Parish currently under Wiltshire Council ownership. 2. The Clerk to explore with Wiltshire Council the terms for taking over the service and any associated monetary compensation, and the legal process for any asset transfer.

- ii) Wiltshire Council Owned Public Open Space in the Parish: It was noted that consideration should be given to whether there was any commutable funds from developers for the maintenance of public open space before taking over such an asset. **Resolved:** The Council concentrate on the taking over play areas & MUGAs initially and consider the taking on of Public Open Space at a later date.

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

Wiltshire Cllr. Roy While stated that he was pleased that the Parish Council were taking a proactive approach in considering the taking on of Wiltshire Council assets. He reported that he had spoken to officers at County Hall who were willing to work together to achieve this.

The Council re-convened.

432/15

Emergency Planning Workshop, 3rd December, 2015:

- a) **Information from Wiltshire Council following Workshop:** The Council noted this information.
- b) **Level 1 Emergency Plan:** The Council approved the paperwork for submission. Cllrs. J. Chivers and Tait to replace Cllrs. Nardell and Fennell as contacts for Shaw & Whitley; Cllr. Carter to replace Mr. Don Millard as a contact for Sandridge and Snarlton Lane, due to Mr. Millard's recent ill health.
- c) **Future Emergency Plan Actions in the Parish:** The Clerk advised that the Council carry out a "dry run" of their emergency procedure in Shaw and Whitley with the Flood Wardens and CAWS. In other areas of the Parish that did not yet have Community Volunteers for an Emergency situation, a similar exercise to the flood training run last December for Shaw & Whitley residents could be held; to encourage residents to think through scenarios that were likely in their area and what skills and resources locally could respond. These could hopefully be arranged with BRAG and BASRAG for Bowerhill and Berryfield respectively. The Council to work with the Town Council on the possibility of a similar exercise for the East of Melksham. **Resolved:** The Officers update the Emergency Plan and organise these Community Emergency Volunteers activities.
- d) **SSE Community Resilience Grant Funding:** It was noted that funding was available from SSE for Community Resilience and flooding was considered to be the greatest risk in the Parish. Advice from the Wiltshire Council Community Coordinator was to apply for funding for the digging of vulnerable ditches. **Resolved:** The Officers to investigate this further.

433/15

Highways & Streetscene:

- a) **Request for Parking Restrictions at Hercules Way, Bowerhill:** This agenda item was discussed under Min.425/15.
- b) **Wiltshire Council Cabinet Paper re: A350-A3102 – Melksham Roundabout Improvement (Countrywide Farmers Roundabout):** The Council supported the objectives of this paper to improve traffic flow, but did not agree that traffic lights on this roundabout would improve the situation of congestion. It was noted that the cost

of this project would be met by central government. **Resolved** : Cllr. Chivers to attend the cabinet meeting on 15th December, 2015 to put forward the Parish Council's views as due to timeframe constraints the Parish Council were unable to give a written response.

- c) **Request for Public Liability Insurance Cover for Barrier in Beanacre:** Residents wish to install a barrier at the end of Old Road, Beanacre. The Council had previously given permission for this under Min.225/15, under the proviso that the cost was borne by the residents. The residents have been informed by Wiltshire Council that they need public liability insurance for this barrier and have asked if it can be added to the Parish Council's public liability insurance. As the Parish Council would not be erecting, inspecting and maintaining this barrier they did not feel able to take responsibility for it. **Resolved:** *The Council advise the residents to contact Wiltshire Council to ask to have the barrier put onto their Public Liability Insurance as it will be on Wiltshire Council Highways land.*

- 434/15 **Shaw Hall Management Committee:** It was noted that building work to repair the car park wall at the Hall had started and work to install a cooker hood and extractor fan was planned for the Christmas break period.
- 435/15 **Visit by Michelle Donelan, MP – Saturday 5th December, 2015:** The Council noted a report on her visit.
- 436/15 **Parliament Week:** The visits to primary schools was noted.
- 437/15 **Delegated Decision:** The Council noted that under the Clerk's delegated powers she had given permission for a greenhouse of dimensions 6' x4' to be erected on Briansfield Allotment plot 4 at a location agreed by the Allotment Warden.

Members of the Public left the room. Agenda item 16 was discussed.

- 438/15 **Staffing:** The Clerk reported that the member of staff that had been signed off sick was now returning to work later this week. Cllr. J. Chivers, Staffing Committee Chair, asked the Clerk to conduct a return to work interview and risk assessment.

Meeting closed at 9.38 pm

Chairman, 25th January, 2016