

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 19th January 2015 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, Pat Nicol, Jan Chivers, Ian Tait, Terry Chivers, Steve Petty.

Apologies: Cllrs. Gregory Coombes, Mike Sankey.

Housekeeping: The Chairman welcomed all to the meeting and explained the evacuation procedures in the event of a fire.

343/14 **Declarations of Interest:** Cllrs Wood, Carter and Petty declared an interest in the planning application for Land East of Semington Road as local residents. The Clerk declared an interest in all agenda items relating to her husband, Andy Strange, as a contractor involved in repair work in the Parish. The Clerk and Finance Assistant declared an interest in items relating to staffing. Cllr Chivers reported that as a member of Wiltshire Council's Strategic Planning committee, he would not be part of any vote relating to the planning application for Land East of Semington Road.

344/14 **Dispensations:** The Clerk reported that all Councillors living or owning property in the parish had a dispensation to discuss and set the Parish precept.

345/14 **Confidential items:**

- a) The Chair proposed to hold item 12 relating to staffing in committee, in line with Standing Orders. This was unanimously agreed.
- b) The Clerk asked for clarification about the nature of the notes from the joint meeting of the Town & Parish Council on 11th November. Cllr Baines stated that there was no contract information within the document and as it was of interest to Town/Parish residents; much of the information had already been reported in the Melksham News. **Resolved:** *The notes of the meeting are not treated as confidential and are therefore in the public domain.*

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

346/14 **Public Participation:**

- a) **Melksham Area Board:** Cllr Jon Hubbard introduced himself as Chair of Melksham Area Board and that he was planning to attend a Council meeting of all the parishes in the Melksham Community Area over the next few months. He was accompanied by the Area Board Manager Rhys Schell. Cllr Hubbard reported that there would be a presentation regarding the Wilts & Berks canal developments at the Area Board meeting on 11th February.
- b) **Bowerhill Sports Field:** A resident who worked at Knorr Bremse said that he crossed Bowerhill Sports Field regularly as part of his commute to work. He reported that it was a well used route but owing to the Herman Miller works, it had become very muddy. He stated that he had already reported it to Wiltshire Council with no response and was dissatisfied with the unacceptable condition of the route. The Chair thanked him for his comments which would be useful for discussion re agenda item 8c.
- c) **Wiltshire Councillor Roy While:** Cllr Roy While reported that he had attended Wiltshire Council's budget meeting, a Wiltshire Pension Fund committee meeting and the British Legion AGM. He said that he had reviewed the Berryfield planning

application (*Land east of Semington Road*) and read his comments to the meeting which he would be reporting at the Strategic committee meeting.

The Council re-convened.

- 347/14 **Minutes, Full Council Meeting 8th December 2014: Resolved:** *The Minutes of the Full Council Meeting held 8th December 2014 be formally approved by the Council and signed by the Chairman as a correct record*
- 348/14 **Planning Committee Meeting 5th January 2015:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 5th January 2015 be formally approved by the Council and signed by the Chairman as a correct record.*
 - b) **Resolved:** *The Recommendation detailed in Min.321/14 was formally approved.*
- 349/14 **W/14/07526/OUT Land East of Semington Road:** The Clerk reported that this application had now been recommended for refusal. Cllr Glover said that he was attending the Strategic Committee meeting on 21st January and asked for clarification of the Council's view so he could accurately represent the Parish. Cllr Petty had circulated his comments and emphasised that he would like to see a site visit made before a final decision is made. He stated concerns about Wiltshire Council's duty to be consistent and the implications this might have on the canal development. He said that he would forward his views to the Committee as a resident. Cllr Baines said he wanted clarification about Berryfield's small village status and questioned the comments about village policy limits. He stated that there would still be open ground between Melksham and Berryfield and the new development looked to be well related and linked to the existing community. Cllr Petty pointed out that the refusal was based on the application 'doubling' the size of the village when in reality, 150 houses would be added to the existing 450 (according to the census figures)
Resolved: *Cllr Glover represents the views of the Council at the Strategic committee meeting on 21st January 2015*
- 350/14 **Play Area Working Party 12th January 2015:**
- a) **Minutes: Resolved:** *The Minutes of the Play Area Working Party held 12th January 2015 be formally approved by the Council and signed by the Chairman as a correct record.*
 - b) **Recommendations: Resolved:** *The recommendations of Mins 329/14, 330/14 & 331/14 were formally approved.*
- 351/14 **Bowerhill Sports Field & Pavilion:**
- a) **Site visit to Stanley Park facilities:** Cllr Mills & Cllr Glover reported on the very useful site visit to the facilities at Stanley Park owned by Chippenham Town Council. The Manager had provided lots of useful information as well as a tour of the changing facilities. Following the visit a full list of requirements had now been drawn up and would form the basis of the next Bowerhill Sports Field Working Party. **Resolved:** *The Council write to Chippenham Town Council to thank them for the valuable input from the Stanley Park Manager, Mr Peter Hussey.*
 - b) **Wiltshire Council response to Pavilion specification requests:** The Clerk reported that Wiltshire Council had replied to say that they were not prepared to include roller shutters to the windows or an external tap/gulley in the boot cleaning area. **Resolved:** *The Council reply to Wiltshire Council to state that as the current*

Pavilion had grilles on all its windows, it therefore felt that these, or alternate roller shutters, should be installed on the new Pavilion as a “like for like” provision. In addition, it noted that roller shutters were installed on all the windows at the local Stanley Park football facilities.

- c) **Budget requirements:** It was noted that a sum of £6,000 had been included in the 2015/16 Budget for set up costs for the new Pavilion, with further provision in Reserves if required for items not being provided by Wiltshire Council (roller shutters and external tap/gulley).
- d) **Update on Sports Users:** The Clerk reported that instalment invoices had now been reported as paid to date, and in the future would be billed in advance. The 2015/16 Budget reflected a reduction of half the income of 2014/15 for the youth teams as moving to the new facilities for Melksham Town FC when opened.
- e) **Bowerhill Sports Field Working Party:** It was noted that the next working party would be held on Thurs 22nd January at 7pm at Crown Chambers. Mike Rogers (AFC Melksham) and Rob Bridges (Melksham Town Youth FC) had been invited to attend.
- f) **Sports Field pedestrian/cyclist crossing:** The Council viewed photographs of the route currently being used by pedestrians and cyclists to cross the Sports Field whilst the Herman Miller construction takes place on the northern boundary.

The Clerk reported that the 22m strip of land north of the Sports Field was now under the control of Herman Miller rather than Wiltshire Council. It has been confirmed by the Wiltshire Council Rights of Way Officer that there was no official Right of Way from Portal Way to Westinghouse Way; the only Right of Way was the western boundary.

A variety of different solutions were discussed; rubber matting would not help as would soon become as wet and muddy, if hard core was laid as a temporary path the contractors would need to access the field to lay and would cause even more damage to the existing field and possibly to the closest football pitch and then would need removing when the new road was opened in June. There were also concerns that cyclists in particular were now taking such a wide sweep to avoid the muddy, boggy area that they were impacting on the condition of the football pitches.

***Resolved:** The Council hold a Site Meeting with Winvic, Herman Miller’s construction contractors, to investigate options along the lines of installing an aggregate temporary path. The Clerk, Chair and Vice Chair to have delegated powers together to act on pertinent decisions relating to a temporary path following the Site Meeting.*

- g) **Grant funding available for improving Sports Fields:** The Clerk reported that Sports England had funding available for the improvement of Football Pitches, in particular for improving drainage for those prone to waterlogging. **Resolved:** *The Council investigate the Sports England grant funding for its 2nd round of applications in November.*

352/14

Street Furniture

- a) **Semington Road Bus Shelter:** The Council considered a quote for the removal and disposal of the existing roof (with asbestos content), to repair and replace the roof with non asbestos materials. **Resolved:** *The Council approve the Quotation from A4Asbestos Ltd to remove asbestos containing materials comprising the roof covering of the bus shelter, transport to a landfill licensed by the Environment*

Agency to receive hazardous materials, issue a consignment note confirming correct disposal for £195.00. To supply and fit new coping stone (one is missing), supply and fit new timber joists (the existing are in poor condition) and supply and fit fibre cement sheeting roof covering with similar profile to existing at £525.00

- b) **Noticeboards:** The Clerk reported that within the 2014/15 Budget for Street Furniture there was still enough funding for 2 noticeboards. One noticeboard was already agreed for the East of Melksham housing development however a suitable location was still to be agreed with Greensquare. Cllr Terry Chivers offered to set up a meeting with the Clerk and himself with his contact at Greensquare. It was agreed that if a suitable site could not be found, then a noticeboard would be installed at the Local Centre retail area when built.

The existing noticeboard at the Forest & Sandridge School had been earmarked to be relocated to outside Beltane Place, Shaw when the school moved to the new premises. However, this noticeboard was now considered not robust enough to relocate. **Resolved:** *The Council purchase a new noticeboard for the bus shelter at Beltane Place, Shaw.*

353/14

Play Areas, Village Halls & Open Spaces:

- a) **Shaw Village Hall: Gas meter relocation:** The Clerk reported that she had found some historic correspondence since the request from the Village Hall Committee for the Council to relocate the gas meter from within a kitchen cupboard to an external wall. The correspondence dated back to 2005 when the Committee asked for permission to relocate the gas meter at their expense prior to the installation of new kitchen units and then decided not to relocate it due to the building being classed as commercial rather than domestic which meant it was not as straightforward as originally thought. It was agreed that the lease for the Shaw Hall needed investigating to see what was detailed in the agreement. **Resolved:** *This item be deferred to the Full Council meeting on 23rd February.*
- b) **Tree Inspection on Parish Council owned/leased land:** The Council considered two quotations. **Resolved:** *The Council approve the quotation from Woodland & Countryside Mangement Ltd for £600 + VAT.*
- c) **Hornchurch Road open space:** The Council noted correspondence from residents with complaints about water pooling on the field surrounding the MUGA (Multi use games area), litter and a smashed bottle in the children's play area. Photographs taken by Cllr Mills were viewed that also showed water pooling in the middle of the court. Cllr Mills reported that he regularly visited the area and had not seen any litter. The police also regularly patrol the area on foot and had not received any complaints about litter or anti-social behaviour, but advised that they would keep an eye on the area. **Resolved:** *The Council write to Wiltshire Council to advise them of the Sports England funding for waterlogged fields to see if they could improve the drainage of the open space land at Hornchurch Road.*
- d) **Final handover of MUGA at Hornchurch Road:** **Resolved:** *The Council do not approve the paperwork for formal handover of the MUGA from HAGS Smp due to the water pooling on the court; and therefore request remedial action to be taken to improve the run off for water.*

354/14

CATG (Community Area Transport Group)

- a) **Corsham Road dropped kerbs:** Residents had made a request for dropped kerbs at Middle Lane so that Corsham Road could be crossed enabling residents with

mobility problems a complete route from Whitley to the Town Centre. Funding has been set aside in the 2015/16 Budget for dropped kerbs however, it was unclear as to what sort of contribution was expected by the CATG.

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

Cllr Hubbard, Chair of the Area Board commented that there was no Area Board policy on contributions, but in practice there was an expectation from the CATG that a contribution would be made by a Parish Council making a request. There was no hard and fast rule, but match funding was looked on favourably.

The Council re-convened.

Resolved: *The Council raise the lack of dropped kerbs on Corsham Road as an Area Board issue and ask the CATG to provide a quotation for the works.*

- b) **Utility Footpath behind Bowerhill primary school:** **Resolved:** *The Council make a formal offer to the CATG of £1,334 as a 1/3 contribution to the total cost of £4,000 for the footpath link between Hurricane Road and Grasmere for 2015/16.*

355/14 **Staffing Committee 12th January 2015:**

- a) **Resolved:** *The Minutes of the Staffing Committee Meeting held 12th January 2015 be formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Resolved:** *The Confidential note for Min. 342/14 be formally approved by the Council as signed by the Chairman as a correct record.*
- c) **Resolved:** *The Recommendations as detailed in Mins. 336/14 – 341/14 were formally approved.*

356/14 **Community Benefit:**

- a) **Offer of community benefit from Sun Edison re: Norrington Solar Farm:** The Council noted the offer of £7,000 community benefit from Sun Edison for a defibrillator for Shaw Village Hall and other Village Hall projects but made no mention of the project for disabled toilet facilities and tea point at Shaw Church. It was noted that there had been an original offer of a defibrillator (£2,000) so this offer was for an additional £5,000 which did not reflect the positive discussions held with Susannah Miller of Sun Edison when she met with the Council to discuss additional community benefit to reflect the amount of disturbance caused during the delivery and installation of the new Solar Farm equipment. It also did not reflect the amount of community benefit discussed in Wiltshire Council briefing note, which showed much higher levels. **Resolved:** *The Council write to Sun Edison to thank them for their offer towards the projects detailed and that the Council look forward to further contributions to the other projects discussed, making reference to the levels of funding detailed in the Wiltshire Council briefing note.*
- b) **Community benefit for Roundponds Solar Farm:** Cllr Chivers advised that there was a community benefit fund of £50,000 over two years offered by Hive, the developers of Roundponds Solar Farm. £33,000 had been offered to Broughton Gifford with the remainder available to neighbouring parishes. It was noted that the Solar Farm ran alongside the western boundary of Melksham Without. **Resolved:**

The Council write to Hive and ask for a community benefit contribution from the Roundponds Solar Farm project.

- c) **Offer of funding from Friends of Melksham Hospital:** The Clerk reported that the project for defibrillators being provided in the Parish, with funding from the Friends of Melksham Hospital, had stalled due to the concerns over insurance and maintenance costs of the defibrillators. The Council noted the Clerk's report on the South Western Ambulance defibrillator scheme where defibs were leased for 4 years, with the ownership remaining with SW Ambulance, negating the insurance and maintenance requirements. The case for the defibrillator would need to be purchased by the Parish Council. It was noted that a Bowerhill resident was fundraising for defibs in Bowerhill. **Resolved:** *The Council write to the Friends of Melksham Hospital to accept their offer of funding for defibrillators in the Parish.*
- d) **Mobile Classroom at Forest & Sandridge School:** Cllr Chivers enquired whether the new mobile classroom at Forest & Sandridge School could be requested to be re-used in the Parish when the school relocated to its new premises. This was discussed, and would not fit the footprint of the Berryfield Village Hall temporary portacabin that needs replacing. It was assumed that Wiltshire Council Education Department would be re-using their mobile classroom; the Clerk to check when meeting at the new school site shortly.
- e) **BASRAG consultation on potential community benefit from p/a W/14/07526/OUT Land East of Semington Road:** The Council noted that Berryfield And Semington Road Action Group (BASRAG) had been consulted by the developers as to provision of a community facilities in the area. BASRAG had confirmed that they supported the provision of a community facility in principle, but had concerns regarding the siting of the proposed hall and play park. They would therefore appreciate assurances that the provision of a hall would be a priority and would be built within the first phase of any development. BASRAG would wish to be involved at the detailed stage of the proposed development.

357/14

Budget & Precept:

- a) The Council noted the following documents:
 - i) Finance Committee 10th November Minutes
 - ii) Report of changes to Budget 2014/15 and Proposed Budget 2015/16 since Finance Committee 10th November to reflect updated information
 - iii) Wiltshire Council confirmation of Tax Base number: 3121
 - iv) Wiltshire Council confirmation of Tax Support Grant for 2015/16: £1,097.61
- b) **Recommendations of Finance Committee 10th November:** **Resolved:** *The Council formally approved the Recommendations detailed in Mins. 276/14, 277, 14, 278/14, 279/14, 281/14, 283/14, 284/14, (excluding 285/14 a), c), e), g), h), i), k & l) as superceded), 285/14 d), f), g), j),m) & n); 286/14, 287/14 c), (excluding 287/14 d) as superceded) 288/14 and 289/14.*
- c) **Revised Budget for 2014/15:** **Resolved:** *The Council formally approve the Revised Budget for 2014/15 with an income of £174,233.83 and expenditure of £164,464.25.*
- d) **Proposed Budget for 2015/16:** **Resolved:** *The Council formally approve the Proposed Budget for 2015/16 an income of £201,816.88 and expenditure of £192,058.43.*
- e) **Precept for 2015/16:** **Resolved:** *The Council formally approve the Precept for 2015/16 be £166,423.59 plus a top up grant of £1,097.60 to give a total income from Wiltshire Council of £167,521.20.*

- f) **Press Release: Resolved:** *The Council make a press release to the local media outlets about the Precept amount for 2015/16 with details of the projects planned for 2015/16 and the impact on the charge for an average Band D household.*
- g) **Finance Committee (Budget meeting):** The Clerk reported that the last couple of years there had been several changes to the Budgets between the early November Finance Committee and eventual approval at the January Full Council meeting.
Resolved: *The Council schedule the Finance Committee (Budget meeting) much closer to the January Full Council the following year.*

358/14

Finance:

- a) **Council Receipts:** The Council noted the following amounts received since the last meeting:

Paying in reference	Income Details	Amount £
500079	Allotment rent: BFY £60 & BSF £17.50 and Whitley Reading Rooms (notice board)	£ 102.50
500080	Allotment rent: BSF £20	£ 20.00
	Interest from Fixed Term deposit	£ 15.67
BACS	Allotment rent: BFY £20, BSF £20	£ 40.00
	Interest on Instant Access Account	£ 0.01
BACS	Allotment rent: BSF £20	£ 40.00
	Interest on Instant Access Account	£ 0.01
	Interest on 30 day account	£ 0.15
	Interest on 30 day account	£ 0.14
Total		£ 218.48

- b) **Accounts for payment:**

Resolved: *The following accounts be checked and formally approved for payment:
(** Paid since the last Meeting)*

Cheque no	Payee	Payment Details	Net £	VAT £	Gross £
** 4803	British Telecom	Broadband charges Nov '14 - Jan '15	£ 86.23	£ 17.24	£ 103.47
4804	JH Jones & Sons	Bin Collections & grass cutting at Bowerhill Sports Field and Grass cutting at allotments & Beanacre play area	£ 593.50	£118.69	£ 712.19
4805	Bristol Wessex Billing System	Water charges for BFY & BSF allotments	£ 215.37		£ 215.37
4806	Mr R Wood	2nd installment of chairs allowance	£ 200.00		£ 200.00
4807	Office Right Business Solutions Ltd	Pink A4 paper, self inking agenda stamp & collection/disposal of old CC tables	£ 101.25	£ 20.25	£ 121.50
4808	J Beaven	Weekly cleaning of Bowerhill Pavillion 24/11 - 22/12	£ 121.25		£ 121.25

4809	What No Safety Services Ltd	Fire Warden training course on 28/1 at Sarum College (Clerk)	£ 60.00	£ 12.00	£ 72.00
4810	Total Equipment Ltd	Electricity charges for Crown Chambers 11/11 - 10/12	£ 31.09	£ 6.22	£ 37.31
4811	Edwards Stationery	Colour Copying and Laminating	£ 18.33	£ 3.67	£ 22.00
4812	A4 Asbestos	Asbestos testing at Berryfield Park Bus Stop	£ 20.00		£ 20.00
Salaries:					
4813	Mrs T Strange	January salary, add hrs (26.8) & expenses £127.98 (postage £6.40, laminator & ink cartridges 43.65+VAT, Lanyards £30+VAT, mulled wine £19.33+VAT, Mobile top up £10)		18.60	
4814	Mrs J Eccleston	January salary, add hrs (7.5) & expenses £1.07+VAT (marker pens)		0.22	
4815	Mr T Cole	Pay for w/e 13/12/14 - w/c 3/1/15 & mileage (77 miles)			
4816	Mrs L Key	January salary, add hrs (5) & expenses £0.83+VAT (toilet roll)		0.17	
4817	Mrs E Cranton	December office cleaning - sick pay 5 days @ 2.5hrs / day			
Total Salaries			3,504.52	18.99	3,523.51
4818	Wiltshire Council - Wiltshire Pension Fund	Superannuation for January	£875.21		£875.21
4819	HMRC	PAYE, tax and NI for January	£726.20		£726.20
Grand total			6,552.95	197.06	6,750.01

359/14

Flood Prevention:

a) **Parish Council Sandbag Policy:** The Council reviewed a draft policy that had been drafted by Renate Malton (Wiltshire Council, Community Resilience, Drainage Team) based on the policy in operation with Bradford on Avon Parish Council. **Resolved:** *The Council approve the Sandbag Policy, with the following amendments: (shown in bold)*

We will provide **up to** 10 sandbags per property for vulnerable properties. Whilst the Parish Council will endeavour to provide sandbags, properties suffering repeated flooding should not be reliant on the Parish Council supplying sandbags.

Whilst we appreciate flooding events are stressful and traumatic the Parish Council will stop the distribution of sandbags if their volunteers are verbally or physically threatened. **The Parish Council operates a zero tolerance policy.**

b) **Repair & Renewal Grant:** The Council noted that the Government's grant was only available for those flooded between 1st December 2013 and 31st March 2014. and therefore Shaw & Whitley residents flooded in September 2014 were not eligible. It was understood that the timescale had been extended but only before December 2013

and not later in 2014. **Resolved:** *The Council write to Duncan Hames MP to request that the grant eligibility dates be extended to include those in the Parish flooded on 18th/19th September 2014.*

c) **Operations North Flood Group:** Cllr Baines reported that he would be attending the Flood Ops meeting later that week and would mention the Repair & Renewal grant extension request and request information on a delivery date for the sandbags to be delivered to Whitley.

360/14 **Allotments:**

a) **Right of access to Parish Council owned land:** The Council noted that on 18th December 2014, members of the Council and officers took down the fence across the access track at Berryfield Allotments and walked through to the Parish Council owned land (currently leased by Mr Guley). Photographs were taken. The fence had been left down but was back up again when the Allotment Warden returned later in the week.

b) **Permission for Shed:** The Clerk reported that she had given permission under delegated powers for a shed to be erected on plot 32a at Briansfield Allotments. The shed met the eligibility criteria.

361/14 **Postal Services: Resolved:** *The Council write to Royal Mail to express their concern that the post box at Sandridge shows no collection times; the last collection time on the post box in Woodrow and Whitley was 9am which gave no opportunity for business to reply the same day to post received; and at the lack of post boxes in the East of Melksham housing development.*

362/14 **Local Council Award Scheme:** The Council noted details on the new Local Council Award scheme which replaced the Quality Council scheme. The scheme was very new and the Clerk reported that there was discussion amongst Parish Councils nationally as to the value of the Scheme and whether it would be taken up. The Council noted that an application had been made to convert the Council's expired Quality status to the entry level Foundation Award as this was an option in the initial period of the scheme. **Resolved:** *The Council defer a decision to apply for the Quality or Quality Gold status until the Annual Council meeting in May.*

363/14 **Register of Local Heritage Assets:** The Council reviewed the information on registering Local Heritage Assets and agreed that more investigation was required before taking further.

364/14 **New Years Honours List:** Cllr Chivers proposed that the Parish Council make an annual nomination for the Queen's Honour List. **Resolved:** *The Council invite the community to put forward names for nominations to be an agenda item at the Annual Parish Meeting on 16th March. A decision on the nomination to be made at the following Full Council meeting.*

Meeting closed at 10.00 pm

Chairman, 23rd February 2015