

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 23rd February, 2015 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllr. Richard Wood (Chair); Cllrs. John Glover (Vice Chair), Alan Baines, Rolf Brindle, Mike Mills, Paul Carter, Pat Nicol, Jan Chivers, Ian Tait, Terry Chivers, Gregory Coombes.

Apologies: Cllrs. Steve Petty, Mike Sankey.

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

401/14 **Declarations of Interest:** Cllr. Wood declared an interest in the Chair's Allowance. The Clerk declared an interest as the Council had written a cheque to her husband, Andy Strange, for work carried out by him as a Council contractor.

402/14 **Confidential Item to be held in Committee: Resolved:** *The Council hold Agenda item 8i) In Committee as confidential, in line with Standing Orders. .*

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

403/14 **Public Participation:**

a) **Wiltshire Councillor Roy While:** Cllr Roy While reported that he had attended several Wiltshire Council meetings which had all related to the budget for the forthcoming year. Wiltshire Council's Full Council meeting was on Tuesday 24th February, where the main item was an amendment to the budget from the main opposition. Also on the agenda was the Community Governance Review; there were a number of areas where no change would take place, however Melksham was listed as an area for change. A paper was being prepared and there were two proposals for Melksham; one is to transfer the East of Melksham Development Housing into the Town; the second was the merger of Bowerhill and Berryfield into the Town. Firstly there would be a public meeting and all those affected by the proposal would receive a letter. Cllr While stated that he had made his view clear to the Cabinet Minister and the Officer, however if the majority of the residents of both Bowerhill and Berryfield wanted to merge with the Town then that would be their choice. The Chairman wanted to make it clear that the terminology "merge" was incorrect and should not be used, as the original proposal was the dissolving of both the Town Council and the Parish Council and the reconstitution of one new council. Cllr Glover stated that in terms of the consultation that was undertaken there was only one thing on the agenda, the disbandment of both councils in total and the emergence of one new council, not just Bowerhill and Berryfield. He added that much of the argument brought forward by the Town Council was not actually in accordance with the Governance Review and that at no point was the Parish Council asked for their comments or input.

The Clerk reported that she had been asking on a weekly basis when the meeting to make Recommendations would take place and was repeatedly informed that it would be soon, and then the meeting took place without the knowledge of the Parish Council.

b) **Footpath request behind the New Forest & Sandridge School:** Paul Carter, a Forest and Sandridge School Governor, stated that he was at the meeting not in that capacity, but as a resident to discuss public footpaths. He stated that the school building was now underway, but that there were no proposals for either paving over the existing footpath from the end of Ingram Road around the corner into Snarlton Lane, or ideally to draw a straight line from the end of Ingram Road to the footpath being built around the school. He sought comments and support from the Council for his proposal. Additionally he asked what the council procedure was for following up any recommendations it makes, as the council had made previous recommendations about the need for footpaths when the school's planning application was considered.

Anna Wilcox, Headteacher of Forest and Sandridge School, stated that she was at the meeting in support of Mr. Carter and his proposal for footpaths, as the most important thing for the school was the safety of the children. She reported that she had a lot of children that attended the school from the Forest Estate area and in order to promote walking to school there needed to be a safe and easy access to the school from the existing housing estate. At the moment the school could not promote and encourage walking to school as the current route was too dangerous.

With regard to the current status of the school, Mrs. Wilcox reported that the construction was on target with the brickwork and the roof now going up. The football pitches and playground however were considerably behind target due to the recent weather conditions, but she had been informed that the developers were confident that once the weather improved that they would be able to catch up to schedule, and this delay would not hold up the opening of the school.

Cllr T. Chivers asked whether any of the mobile classrooms would be available for purchase for community use as the Council were seeking a temporary replacement for the current Berryfield Village Hall. Mrs. Wilcox replied that some of the mobile buildings belonged to the school rather than Wiltshire Council, that they were available to buy and to contact the School Business Manager.

The Council re-convened and brought forward agenda item 7.

404/14

East of Melksham Housing Development:

a) **Report on site visit to new primary school – 10th February 2015:** The Clerk reported that several councillors joined her in meeting Anna Wilcox and looking around the building. The key dates were August for the handover of the school from the builders, September for the opening of the school and September 2016 for the nursery.

The community facilities consisted of two meeting rooms for 8 - 10 people, sports hall (for non high sports, therefore no badminton, etc), kitchen, changing rooms, 2 youth football pitches and the changing rooms would also be available for use with the 2 further football pitches that are not part of the school.

The community facilities will be on one side of the atrium with the school on the other, and would therefore be separate from the school. The community facilities would not be available for hire during school hours.

b) Report on Communal Facilities and Public Open Space: Representatives of Wiltshire Council Education Department and Persimmons were not at the meeting on the 10th February, and therefore unable to answer questions with regard to the public open space that will be owned and managed by Green Square.

***Resolved:** 1. The Council invite representatives of Green Square, Wiltshire Council and the Developers Consortium to a meeting at Crown Chambers to answer questions with regard to when the sports pitches on the public open space will be completed, where a Parish Council noticeboard could be sited, when the shops will be opened and whether play equipment can be relocated from the old Forest and Sandridge school to the current play area. 2. The invite be extended to the Headteacher and Governor representative of Forest and Sandridge School.*

c) Resident request for footpath to connect Ingram Road to footpath at rear of new school: In response to Mr. Carter's query over following up Council recommendations, The Clerk reported that Cllr Brindle had walked and photographed the whole route, not from Ingram Road, but from the new bridge at Clackers Brook to Westbury View, and through the estate. This was taken up as the cycle route, had been put forward as a Pathway Improvement Grant (PIG) application and also discussed at CATG. Cllr Brindle reported that when it was discussed at CATG that it was left with Wiltshire Council Highways to compile a report that as yet had not been received. Wiltshire Council had stated that there could be difficulties as this land has not yet been adopted. Cllr Brindle stated that his preferred route was to the southern side as this would be part of the existing pathway from Clackers Brook. However, for people living at the north part of Foresters Park a route through from Ingram Road would be beneficial. The Clerk reported that a similar pathway in another part of the parish was considered a Utility Path and as such was subject to different funding, and this could be the case for this proposal. Additionally the proposed location of the footpath was actually the boundary between the Town and the Parish and as such the Town Council should be involved. Cllr Baines felt this should be raised as an issue with CATG that this footpath would be for Town residents to access the school and as such is a scheme that the Town Council should contribute to. Cllr Carter declared an interest as the resident making the request was his son; he queried whether the current developer would have hard core and remnants of materials that could be used to create a path once the school build was finished. There was also the potential that S106 money could be used.

***Resolved:** The creation of a pathway is raised by parents and residents as an issue with CATG via the Area Board issue system.*

d) Resident request for parking restrictions on Cranesbill Road: The Council considered the other request in previous correspondence from Mr Carter for parking restrictions on Cranesbill Road, with the expected increase in roadside parking once the school has opened.

It was acknowledged that there was a big problem with parking on the East of Melksham development, however if restrictions were placed on one road then people will just move on to park and cause issues in other roads. Additionally the roads on this development were not yet adopted, and as such there was no short term solution that the Council could implement or request to alleviate the situation.

e) Resident request for play equipment to be relocated from the old school to the new play area: This request has come via the Area Board. The school was happy to donate the equipment, however the Hawthorn Road/Blueberry Road play area will be maintained by Green Square and will be an issue for them to answer once the Council could meet with them.

f) Flooding in Cranesbill Road: Cllr. T. Chivers had received an e-mail from a resident concerned that water was building up near her fence. He had subsequently received an e-mail from Wiltshire Council saying that Atkins were now involved and that the situation will be sorted. The Clerk reported that she had spoken to Wiltshire Council Principal Drainage Engineer Danny Everett and he was unaware of the involvement of Atkins as Wiltshire Council were not involved as this area was unadopted.

Resolved: *Cllr. T. Chivers to investigate further with Wiltshire Council.*

405/14 **Minutes, Full Council Meeting 19th January 2015:** **Resolved:** *The Minutes of the Full Council Meeting held 19th January 2015 be formally approved by the Council and signed by the Chairman as a correct record.*

Cllr Carter queried under Min. 353/14d) whether the Council had received a response from the Contractor about the pooling of water on the Hornchurch Road MUGA. The Clerk replied no response had been received and that she would chase it up. A response from Royal Mail had been received as detailed in Min. 361/14 and Cllr Baines requested that the Council write to challenge their reply with regard to collection times and the fact that he had evidence that postal collections were not being confirmed with the use of the tab as suggested in the correspondence.

406/14 **Planning Committee Meeting 26th January 2015:**

a) **Resolved:** *The Minutes of the Planning Committee Meeting held 26th January 2015 be formally approved by the Council and signed by the Chairman as a correct record.*

407/14 **Planning Committee Meeting 16th February 2015:**

a) **Resolved:** *The Minutes of the Planning Committee Meeting held 16th February 2015 be formally approved by the Council and signed by the Chairman as a correct record.*

b) **Resolved:** *The Recommendations detailed in Min.387/14, Min. 388/14 and Mon. 389/14 were formally approved.*

- 408/14 **Bowerhill Sports Field Working Party 22nd January 2015:**
- a) **Resolved:** *The Minutes of the Bowerhill Sports Field Working Party held 22nd January 2015 be formally approved by the Council and signed by the Chairman as a correct record.*
 - b) **Resolved:** *The Recommendations detailed in Min.368/14, Min. 369/14i), Min. 369/14ii), Min. 369/14iii), Min. 369/14iv), and Min. 370/14 were formally approved.*

- 409/14 **Bowerhill Sports Field Working Party 16th February 2015:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 16th February 2015 be formally approved by the Council and signed by the Chairman as a correct record.*
 - b) **Resolved:** *The Recommendations detailed in Min.396/14d), Min. 397/14c.1), Min. 397/14c.2), Min. 397/14c.3), Min. 397/14d), Min. 397/14e), Min. 397/14f), Min. 397/14g.1), Min. 397/14g.2), Min. 397/14h), Min. 398/14a), Min.398/14b.1), Min. 398/14b.2), Min. 398/14c.1), Min. 398/14c.2), Min. 398/14d.1), Min. 398/14d.2), Min. 398/14e.1), Min. 398/14e.2), Min. 398/14e.3), Min. 399/14c) and Min. 400/14 were formally approved.*

Cllr Carter stated that he would not be invoicing the Council for the removal of the mound of earth, he would be doing this voluntarily. Cllr Glover queried the 3 phone lines. The Clerk replied that the red care package was not the type of line, it is the response time for it being mended. It would cost an extra £5 per month per line and when this was calculated at annual rate this would be an extra £120 - £150 for a quicker response time; the working party felt that this was not a justifiable cost.

- 410/14 **Shaw Play Area, Village Hall and Playing Field:**
- a) **Report on Shaw Play Area refurbishment:** The Clerk reported that the replacement climbing net had now been installed by VitaPlay.

The bird spikes, which were approved by ROSPA, were not put up as they were actually made of hard plastic and not silicone and it was felt that if broken (by swings swung around the top cross bar as had previously happened) then the broken shards would be sharp and posed a potential risk to users. The issue of preventing birds from roosting and making a mess was discussed and suggestions of anti-climb paint and anti-bird gel were made.

Resolved: *1. Delegated powers be given to the Clerk, Chair and Vice Chair to investigate a solution.*

The Clerk reported that the entrance to the play park was very muddy and slippery and that a resident had offered to donate some concrete slabs to put down in the entrance. The only cost to the Council would be in labour and some concrete, amounting to approx. £60 **Resolved:** *The Council source matting or concrete blocks that the grass grows up through and instruct an approved contractor to install at the entrance to the play area when the picnic benches were installed at the Shaw Playing Field*

b) Quotations for replacement of 4 seat rocker: There was a hairline crack in the rocker which was unrepairable. The resident representatives on the Play Area Working Party would like to replace it with an imaginative play item, preferably a tractor. Quotes had been received for a tractor, train and a helicopter. Cllr Baines expressed concerns that all the money put aside for play areas would be spent on Shaw and that it could leave the Council short should emergency repairs be required at Beanacre. The Clerk advised that there was a separate Reserve in held for Beanacre Play Area & Safety Surfacing and although not all the grant funding applied for was granted, the Budget for 2015/16 had a £15,000 sum for the refurbishment of Shaw Play Area which allowed for the cost of any of the items in the quotation reviewed, including an upcharge for not only installing in the new safety surfacing, but to extend the safety surfacing if a larger piece of equipment too.

***Resolved:** 1. Delegated powers be given to the Clerk, Chair and Vice Chair to seek the preference of the Resident Representatives against the quotation received and then order.*

c) Report on Area Board Grant Applications for Shaw Play Area & Playing Field: The Clerk reported that the Area Board had only given half the grant applied for the benches and had refused the application for the safety surfacing. Cllr Mills reported that Cllr Seed had been against all the applications for Melksham Without as he felt that this should come from the precept. Cllr Mills was surprised at this as the Area Board had previously granted money to BRAG for the exact same request and costs. Cllr Carter concurred as prior to decision the applications were cited as acceptable and met all the criteria. The Council felt that the decision making process of the Area Board was inconsistent.

***Resolved:** 1. The Clerk to write to the Area Board Officer thanking them for the grant that they did give, but asking for clarification of their judgement and citing costs and reasons for not using precept, as per other parish councils. 2. Dr. Carlton Brand to be copied into this correspondence.*

d) Shaw Village Hall and Playing Field Lease: The Clerk reported on some clauses within the lease that were not being checked. There needed to be a clear understanding of the responsibilities that fell to the Parish Council and those that fell to the Village Hall Committee. There were also queries over whether any checks for Legionnaires Disease in the water system took place, the possibility of asbestos in the flooring due to its age of construction and relating to insurance documentation.

***Resolved:** The Council meet with the Village Hall Committee after their AGM (24th March) to go through the lease in order that both parties understood their responsibilities.*

e) Proposals from Shaw Village Hall on seats and picnic benches: The Village Hall Committee had concerns over the Council's proposal for siting of seats and picnic benches around the Shaw Playing Field. They felt that one bench was too close to a dog waste bin and another too close to the football goal posts. They had concerns that if benches were out of sight they could be more prone to any potential vandalism and that no one would sit on them anyway.

The Clerk reported that the siting of the benches proposed by the Council was as a result of the public consultation and the residents' wishes and requests. Cllr Glover said that the Council should try to take account of both the wishes of the Village Hall Committee and the residents.

Resolved: *The Council install the seats and benches in the originally planned sites with the exception of the seat in location D1, behind the goal post. As the Committee had already moved a seat to location A2 the Council would not install one there, but install under the trees in the Shaw Play Area as residents had requested a seat in the shade.*

f) Purchase of Seats and Picnic Benches: The Clerk sought clarification on the type of seats and picnic benches that the Council wished to purchase, and who would take responsibility for the maintenance of them. It was considered that the recycled plastic benches were less troublesome with regards to maintenance and would outlive a timber bench, they would also be easier to keep clean especially as some were to be sited under trees.

Resolved: *1. The quotation for recycled plastic seats and picnic benches as detailed in the Area Board grant application be ordered from TDP Limited*

<i>3no. Brown Springbank picnic table 1.5m length @ £425 each</i>	<i>= £ 1,275.00</i>
<i>2no. Chatsworth seat with armrests 1.5m length @ £250 each</i>	<i>= £ 750.00</i>
<i>3no. Furniture anchor kit for soft ground with tool @ £58.50</i>	<i>= £ 175.50</i>
<i>Carriage charge</i>	<i>= £ 2,440.50</i>
TOTAL (excluding VAT)	

2. A contractor from the Approved Supplier List to be instructed to concrete in the picnic benches and install the seats with the anchor kit supplied.

32. The Council take on the responsibility of the insurance and maintenance of the new benches, rather than the Village Hall Management Committee.

g) Relocation of Gas Meter: The Village Hall Committee would like to relocate the gas meter in the kitchen of the Hall and have asked the Council to pay for this at a cost of approx. £2,000. Cllr Coombes declared an interest as he was a member of the Village Hall Committee. The Council considered that a sign in the kitchen indicating where the gas meter was located would be sufficient, and that its relocation was an unnecessary cost. Under the lease it determined that such alterations would be the responsibility of the Management Committee.

Resolved: *The Council take no further action on this matter.*

h) Dog Fouling Signs: The Village Hall Committee requested that the Council erect several dog fouling signs warning offenders that they could be prosecuted. Cllr Mills reported that Wiltshire Council only had two dog wardens and they would only prosecute dog fouling on Wiltshire Council land and thus questioned who would actually enforce any such signs. In addition the lease made it clear that the Committee were to seek the approval of the Council before erecting any signs and therefore the cost of purchasing and installing signs would fall to the Management Committee.

Resolved: *The Council take no further action on this matter and explain to the Village Hall Committee the reason behind the decision.*

411/14C Report on Insurance Claim: *(This item was held in Committee, see Min. 402/14)*
The Clerk reported that the Council had received correspondence from the Council's Insurers' Loss Adjusters. **Resolved:** *The Council write to the Loss Adjustors to ask if they were interested in the historical information with regard to No4 Beeches Green. 3. The Clerk, Chair and Vice Chair be given delegated powers to deal with any correspondence.*

412/14 **Shaw & Whitley Action Group Meeting – 12th February:** The Clerk reported that the initial launch meeting held on the 12th February went really well. The group now have a committee with a Chair, Secretary and Treasurer and had adopted a constitution. They have been out litter picking and meeting residents already.

413/14 **Finance:**

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

Paying in reference	Income Details	Amount £
500081	Payment from solicitors ref Herman Miller works license	£ 16.00
500082	Ad hoc hire of sports field	£ 50.00
BACS	Part payment from Evana Designs	£ 310.00
BACS	Part payment from Evana Designs	£ 110.00
	Interest from Fixed Term deposit	£ 35.95
BACS	Allotment rent: BYF £20.00	£ 20.00
	Interest on Instant Access Account	£ 0.01
	Interest on 30 day account	£ 0.15
Total		£ 542.11

b) **Accounts for payment:**

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

Cheque no	Payee	Payment Details	Net £	VAT £	Gross £
4820	A4 Asbestos	Asbestos removal and repairs to Berryfield Park bus stop	£ 720.00		£ 720.00
4821	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
4822	Melksham Town Council	Joint subscription to Visit Wiltshire (50% of total £360.50) + contribution to Joint Neighbourhood Plan expenditure (£55)	£ 415.50		£ 415.50
4823	Total Equipment Ltd	CC electricity charges 8/11 - 10/2	£ 320.17	£ 64.03	£ 384.20
4824	Condor Office Solutions	Photocopier charges 23/10 - 27/1	£ 188.89	£ 37.78	£ 226.67
4825	Andy Strange Property & Garden Maintenance	Repairs to bench at Wellington Rd and bus shelter in Shaw	£ 185.00		£ 185.00

4826	EFA Training	Emergency First Aid at Work training course - clerk and parish officer + 2 first aid kits for office and new pavillion	£ 151.99	£ 0.40	£ 182.39
4827	Wiltshire Publications Ltd	Winter newsletter in Melksham News	£ 142.50	£ 28.50	£ 171.00
4828	J Beaven	Weekly cleaning of Bowerhill Pavillion 29/12 - 2/2	£ 145.50		£ 145.50
4829	Viking	Photocopying paper, paper clips and post it notes	£ 65.91	£ 3.18	£ 79.09
4830	Countrywide	Refuse sacks	£ 11.49	£ .29	£ 13.78
Salaries:					
4831	Mrs T Strange	February salary, add hrs (40.5) & expenses £17.63 (cleaning mats 1.36+VAT, car parking for training £5+VAT, LED torch for office £8.33+VAT)		2.94	
4832	Mrs J Eccleston	February salary, add hrs (5.75) & mileage for 1st aid course (35)			
4833	Mr T Cole	Pay for w/e 10/1/15 - w/c 31/1/15 & mileage (164 miles)			
4834	Mrs L Key	Febuary salary, add hrs (7.25) & mileage for Stanley Park visit and Employment law briefing (28)			
4835	Mrs E Cranton	January office cleaning - 7/1 - 28/1 (4 days)			
Total Salaries			3,599.03	2.94	3,601.97
4836	Wiltshire Council - Wiltshire Pension Fund	Superannuation for February	£930.22		£930.22
4837	HMRC	PAYE, tax and NI for February	£811.77		£811.77
4838	Post Office Ltd	Postage stamps	£191.00		£191.00
Grand total			8,472.47	297.81	8,770.28

c) Quarterly Budget vs Spend: The Council noted this new report as part of internal control measures and congratulated the Clerk and the Finance Assistant on their hard work in producing this.

d) Visit of New Internal Auditor: The Clerk reported that she and the Financial Assistant had met with the new Internal Auditor and he had confirmed the advice from the External Auditor that the ruling has changed and the asset register needed reviewing as all assets need to show the purchase price value and not the current insurance value. The Council had always kept a separate register for insurance values, and this had risen each year on the advice of the insurers. Parish Councils were not allowed to depreciate their asset value, but neither were they allowed to increase them. The Clerk wanted to highlight to the Council that the value of the asset register will now appear to drastically reduce as the assets need to be recorded at the purchase price.

Resolved: 1. The Council hold an Asset Working Party to review and record these purchase price values. 2. Cllrs Glover, Mills, Baines and Petty to be on this Asset Working Party and will meet on 5th March 2015 at 10.30am.

Cllr Wood handed over the chair to Cllr Glover to discuss the next item.

e) Chairs Allowance: The Clerk reported that the Chair's Allowance now needed to be paid either through PAYE, or the Chair had to claim back every cost incurred with a receipt. If the Chair's Allowance goes through PAYE this will then be an income and as such liable for tax.

Resolved: It was unanimously agreed to increase the Chair's Allowance for 2014/15 and 2015/16 by 20% to cover any tax incurred.

Cllr Glover handed the Chair back to Cllr Wood.

f) Release of MCAP funding for Community Safety Group & Neighbourhood Police Meetings: Cllr Mills asked whether the Council would consider releasing £100 from the MCAP reserve to keep the Community Safety Group & Neighbourhood Police Meetings going for the rest of the financial year as they had now run out of money. He stated that the Group would need to look into how they would be able to fund themselves for the coming year. *Resolved: The Council agreed to release these funds against MCAP invoices to keep the Community Safety Group & Neighbourhood Police Meetings going until the end of the financial year.*

g) Quotation for New Edging to Safety Surfacing at Beanacre Play Area: The Clerk reported that the edging to the safety surfaces in the Beanacre Play Area needed repairing and that Vita Play, the contractor that had recently carried out repairs to the Shaw Play Area, had offered a competitive rate to carry out these repairs as they already had other contracts in the area. The cost of the repairs with discount was £3,253.40. *Resolved: The Council approve this quotation and instruct VITA PLAY to carry out the repair works.*

414/14

Neighbourhood Plan:

a) Minutes of Steering group Meeting: The Council noted the minutes of the recent meetings.

b) Launch Events at the Assembly Hall, Friday 27th & Saturday 28th March: The Council noted the dates of the Launch Event. Cllr Glover gave his apologies for these Launch Event dates, and queried the value of having a Neighbourhood Plan when planning applications would now have to go through the new Site Allocations DPD. The Clerk replied that Cllr Petty was currently attending a Site Allocations DPD briefing that would be considered at the next planning meeting, and as such more information would then be available for Councillors.

415/14

Wiltshire Council Green Waste Consultation: Cllr Chivers reported that the cost of this consultation was £1562.16, and queried the value of the exercise as Wiltshire Council has not reflected the views of the respondents in its plans to charge for collection of green waste bins. *Resolved: The Council write to Toby Sturgis and Jane Scott to express their disappointment on this decision and to question the value of the exercise.*

416/14

Community Assets:

a) Nomination of The Pear Tree, Whitley to be an Asset of Community Value: The Council noted this nomination by a resident.

b) Community Asset Transfer Request: The Council had received a request from the Wilts & Berks Canal Trust to transfer ownership of land that the Wilts and Berks Canal would cross in order that it could apply for third party funding to restore the canal as a public amenity. The Council had concerns as neither of the two areas in the Melksham Without Parish, Berryfield and Forest Farm, actually represented sections of the Wilts and Berks Canal. The Berryfield request was the proposed route which was yet to receive planning consent and part of the Forest Farm request was a piece of new route. The Chairman queried who would take responsibility for the maintenance of the current Play Area if the land was transferred. Cllr Brindle stated that there should be a clause that stated that should the Wilts & Berks Canal Trust fail in their endeavours to reinstate the canal that the land reverts back to the Wiltshire Council. **Resolved:** *The Council write back to the Wilts & Berks Canal Trust and advise that the Parish Council were unable to support their request until such time that there is approved permission to build the new sections of canal, stating the reasons why.*

417/14

Highways & CATG (Community Area Transport Group):

a) Request for Time Limited Parking Restrictions at Falcon Way: The Council noted a request for time restricted parking in Falcon Way and that this road was particularly bad at school collection time. Cllrs Glover, Mills and Brindle declared an interest as they lived in neighbouring roads. After discussion the Council felt that if restrictions were placed on this road it would not resolve the issues of parking, just simply move them to another road in the vicinity. **Resolved:** *The Council take no action on this issue.*

b) Submission of Additional Evidence for Area Board Issue 3515 – Sandridge Road, A3102, Brick Hill Junction: The Council noted that despite providing evidence of road traffic collisions from local residents, the Area Board had closed down this issue as the residents could not provide quantifiable evidence such as dates and details of unreported incidents.

418/14

Crown Chambers:

a) Rear Fire Escape Procedure: The Clerk reported that she had walked the rear fire escape with members of staff during daylight hours and considered it to be dangerous for a drill that night as there were trip hazards, including overgrown brambles. Additionally the wooden door that opens into the Crown House garden was difficult to open and would be exceptionally difficult in the dark. Once in Crown House garden the escape route should continue around the building and into the road by the Assembly Hall, the current assembly point, however again there were numerous trip hazards that would make that route dangerous in the dark. The Clerk suggested that in the event of an emergency evacuation the fire assembly point should be the grassed area in Crown House garden until such time as the emergency services arrived. **Resolved:** *1. The Council write to the landlord asking for the overgrown brambles to be cut back. 2. The Fire Assembly point to be on the grass lawn of Crown House garden.*

b) Purchase of an Evacuation Chair: The Council considered the option of purchasing an evacuation chair at a cost of £490 to carry someone down the rear fire escape. It was considered that this would be a costly purchase and that a strong fire blanket would make a better option and someone could then be carried by several people.

The council agreed to suspend standing orders to hold the next item in committee.

419/14 **Local Council Award Scheme:** The Clerk reported that the Council's application to convert the existing Quality Status to the new Foundation had been accepted. There was now a new logo available and the "Q" on all stationery and the Website needed to be removed. The Council discussed whether to use this new logo and advertise that it now had Foundation Level Status. **Resolved:** 1. The "Q" to be removed from the Website. 2. The current stationery to be used up and then all correspondence to be sent on in-house created letterhead without the "Q".

The Council re-convened.

420/14 **Clerk's Delegated Powers:** The Clerk reported that under her delegated powers for decisions on the Allotments she had given permission for a shed to be erected on Briensfield Plot 25.

421/14 **Council Meeting Dates for 2015/16:** The Council approved the new meeting dates for the coming year.

COUNCIL MEETING DATES 2015

PLANNING COMMITTEE	MONDAY 9 th MARCH 2015
ANNUAL PARISH MEETING – URC	MONDAY 16 th MARCH 2015
FULL COUNCIL MEETING	MONDAY 23rd MARCH 2015
PLANNING COMMITTEE	MONDAY 30 th MARCH 2015
<i>BANK HOLIDAY</i>	<i>MONDAY 6th APRIL 2015</i>
PLANNING COMMITTEE	MONDAY 20 th APRIL 2015
FULL COUNCIL MEETING	MONDAY 27th APRIL 2015
<i>BANK HOLIDAY</i>	<i>MONDAY 4th MAY 2015</i>
ANNUAL COUNCIL MEETING	MONDAY 11th MAY 2015
PLANNING COMMITTEE	MONDAY 18 th MAY 2015
<i>BANK HOLIDAY</i>	<i>MONDAY 25th MAY 2015</i>
PLANNING COMMITTEE – 7.00PM	MONDAY 8 th JUNE 2015
FINANCE COMMITTEE – 8.30PM	MONDAY 8 th JUNE 2015
FULL COUNCIL MEETING	MONDAY 22nd JUNE 2015

PLANNING COMMITTEE – 7.00PM	MONDAY 29 th JUNE 2015
STAFFING COMMITTEE – 8.30PM	MONDAY 29 th JUNE 2015
FULL COUNCIL MEETING	MONDAY 13th JULY 2015
PLANNING COMMITTEE	MONDAY 20 th JULY 2015
PLANNING COMMITTEE	MONDAY 17 th AUGUST 2015
<i>BANK HOLIDAY</i>	<i>MONDAY 30th AUGUST 2015</i>
PLANNING COMMITTEE	MONDAY 7 th SEPTEMBER 2015
FULL COUNCIL MEETING	MONDAY 14th SEPTEMBER 2015
PLANNING COMMITTEE	MONDAY 28 th SEPTEMBER 2015
FULL COUNCIL MEETING	MONDAY 12th OCTOBER 2015
PLANNING COMMITTEE	MONDAY 19 th OCTOBER 2015
PLANNING COMMITTEE	MONDAY 9 th NOVEMBER 2015
FULL COUNCIL MEETING	MONDAY 16th NOVEMBER 2015
PLANNING COMMITTEE	MONDAY 30 th NOVEMBER 2015
FULL COUNCIL MEETING	MONDAY 14th DECEMBER 2015
PLANNING COMMITTEE	MONDAY 21 st DECEMBER 2015

COUNCIL MEETING DATES 2016

PLANNING COMMITTEE – 7.00PM	MONDAY 11 th JANUARY 2016
STAFFING COMMITTEE – 8.30PM	MONDAY 11 th JANUARY 2016
FULL COUNCIL MEETING	MONDAY 25th JANUARY 2016
PLANNING COMMITTEE – 7.00PM	MONDAY 1 st FEBRUARY 2016
STAFFING COMMITTEE – 8.30PM	MONDAY 1 st FEBRUARY 2016
FULL COUNCIL MEETING	MONDAY 15th FEBRUARY 2016
PLANNING COMMITTEE	MONDAY 22 nd FEBRUARY 2016
ANNUAL PARISH MEETING	MONDAY 7 th MARCH 2016
PLANNING COMMITTEE	MONDAY 14 th MARCH 2016
FULL COUNCIL MEETING	MONDAY 21st MARCH 2016
<i>BANK HOLIDAY</i>	<i>MONDAY 28th MARCH 2016</i>
PLANNING COMMITTEE	MONDAY 4 th APRIL 2016
FULL COUNCIL MEETING	MONDAY 18th APRIL 2016

PLANNING COMMITTEE
BANK HOLIDAY
PLANNING COMMITTEE
ANNUAL COUNCIL MEETING
BANK HOLIDAY

MONDAY 25th APRIL 2016
MONDAY 2nd MAY 2016
MONDAY 16th MAY 2016
MONDAY 23rd MAY 2016
MONDAY 30th MAY 2016

Meeting closed at 10.05 pm

Chairman, 23rd March 2015