

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

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

**Apologies:** Cllrs. Mike Mills, Jan Chivers.

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

430/14 **Declarations of Interest:** Cllr. Wood declared an interest in agenda item 10a) as there was a cheque for him for the Chair's Allowance. The Clerk also declared an interest in agenda item 10a) as the Council had written a cheque to her husband, Andy Strange, for work carried out by him as a Council contractor. Cllrs Baines and Glover declared an interest in agenda item 7, award nominations.

431/14 **Confidential Items to be held in Committee:** *Resolved: The Council hold Agenda items 7a) & 12b) In Committee as confidential, in line with Standing Orders.*

432/14 **Public Participation:**  
There were no members of the public present.

433/14 **Minutes, Full Council Meeting 23<sup>rd</sup> February 2015:**  
a) *Resolved: The Minutes of the Full Council Meeting held 19<sup>th</sup> January 2015 be formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*  
*1. Min. 405/14, to read "a response from the Contractor" not "a response from Wiltshire Council".*  
*2. Min. 410/14c), the words "as BRAG" in the second sentence omitted.*

**b) Matters Arising from Min. 405/14:** Cllr Carter queried whether the Council had received a response with regard to the pooling of water on the Hornchurch Road MUGA. The Clerk replied that she had received a reply from the contractors who felt that the issue was drainage in the abutting field as the substructure of the play surface was to specification. HAGS SMP stated that they had installed a geotextile membrane, one layer of MOT type 1 compacted road stone 150mm thick, one base course of macadam (of 20mm aggregate) to a depth of 40mm and a wearing course of macadam (of 6mm aggregate) to a depth of 20mm. The wearing course was open textured, in accordance with BS 4987 and the degree of surface evenness had been laid in accordance with BS 7044 part 4. They suggested that if the field experienced drainage issues in heavy rain then this would prevent the open textured macadam from dispersing the rainwater fully. They requested that the Council inform them about how long it took for the water to disperse, suggesting that if the surface water remained for longer than an hour additional drainage in the vicinity may be required. *Resolved: The level of standing water to be measured and the period of time taken to dissipate recorded the next time it rains and this information to be given to the Contractors.*

c) **Matters Arising from Min. 410/14c):** Cllr Carter queried the outcome of the Clerk's request for clarification of the Area Board's decision over the Council's recent grant application for benches for the Shaw Playing Fields. Cllr T. Chivers had written to Wiltshire Council's solicitor and had a meeting on Thursday 26<sup>th</sup> March with regard to this issue. The Clerk had asked the officers from the Area Board if grant applications should come from community groups for such items rather than from the Parish Council. The officers did not feel that the Parish Council could not apply for grants, more that the recent application was not appropriate. At a recent SLCC Branch meeting, grants from Area Boards were discussed along with inconsistencies between decision making. The Clerk from Trowbridge had been sent an e-mail from Jonathan Seed, Portfolio holder, giving a clear message that Parish Councils can make grant applications; this had been shared with all the SLCC Wiltshire Branch members.

d) **Matters Arising from Min. 415/14:** Cllr Carter queried whether a response had been received from Wiltshire Council with regard to the Green Waste Consultation. The Clerk reported that she had not received a reply.

434/14 **Confidential Notes from Full Council Meeting 23<sup>rd</sup> February 2015:**  
*Resolved: The confidential notes for Min. 411/14 be formally approved by the Council and signed by the Chairman as a correct record.*

435/14 **Planning Committee Meeting 9<sup>th</sup> March 2015:**  
a) *Resolved: The Minutes of the Planning Committee Meeting held 9<sup>th</sup> March 2015 be formally approved by the Council and signed by the Chairman as a correct record.*  
b) *Resolved: The Recommendations detailed in Min.425/14, Min. 427/14 and Mon. 429/14 were formally approved.*

c) **Matters Arising from Min. 425/14:** The Clerk sought clarification over the inclusion of a statement about Berryfield no longer being considered a large village in the Council's response to the Wiltshire Council Housing Supply Draft Site Selection Methodology. *Resolved: The following response to be given in answer to question 3 of the survey:* The Parish Council had asked consistently via the Core Strategy and the Settlement Boundary Review why the Berryfield boundary was removed and was not considered to be a large village. They seek the quantifiable clarification of what Wiltshire Council defines as a large village.

d) **Matters Arising from Min. 429/14:** It was noted that the Council Planning Policy would be considered at a future Planning Committee meeting.

e) **CIL (Community Infrastructure Levy) Consultation:** It was noted that the deadline date for the CIL Consultation response was 22<sup>nd</sup> April and that the next Full Council Meeting was not until 27<sup>th</sup> April. *Resolved: The Planning Committee be given delegated powers to consider and respond to the consultation.*

436/14 **Matters Arising from the Annual Parish Meeting 16<sup>th</sup> March 2015:**  
It was noted that the meeting was not well attended with only 5 community representatives present and no members of the public. A suggestion was made that the format of next years meeting could be changed and that it could be combined with a grant cheque presentation ceremony. It was noted that the Council do not celebrate the

support that it gives to local organisations via the giving of grants and that many of the groups may not know some of the councillors and this would provide an opportunity to address both issues. It was considered that the venue should be somewhere in the parish and that moving forward each year the venue could change in order that all available venues within the parish were utilised. Legally the Annual Parish Meeting had to be held between 1<sup>st</sup> March and the 1<sup>st</sup> June each year, therefore the date of the meeting could be changed to fall in line with the grant cheque approvals. **Resolved:** *The Council Officers be given delegated powers to organise this new meeting format including a new meeting date and that the first venue to be the new Forest and Sandridge School Community facilities.*

*Min. 437/14 was held in Committee as a confidential matter, in line with Standing Orders.*

#### **437/14C Nominations for the Queen's Honours List:**

Cllr Wood stated that parameters needed to be established with regard to whom should be put forward, it was agreed that anyone who lived or worked in the parish would be considered. A discussion took place over how many nominees should be put forward at one time. It was noted that lots of background information was required on the nominee and that at least two supporting letters from other bodies or organisations were also required. The Clerk reported that the person being nominated must still be actively involved in what they are being nominated for and that they must not know that they have been nominated. It was queried how historical information about a nominee could be gathered without the nominee's knowledge. It was decided that the proposer should research all the information about the nominee. It was noted that anyone can nominate a person for the Queen's Honours List, and as such individuals could nominate someone. The nominees under discussion were those people that the Council would consider putting forward. **Resolved:** *The Council could put forward more than one nominee.*

*Cllrs Baines and Glover left the meeting whilst the nominees were under discussion as they had both declared an interest.*

Four nominees have been put forward and were considered.

**Resolved:** *Two nominees would be put forward for the Queens Honours List.*

#### **438/14 Nominations for Neighbourhood Policing Awards 2015:**

The Council had received correspondence from Angus Macpherson, Police and Crime Commissioner for Wiltshire and Swindon, asking for community nominations for the Neighbourhood Policing Awards 2015. There were four categories:

- Police Officer of the Year
- Police Community Support Officer of the Year
- Neighbourhood Policing Team of the Year
- Volunteer of the Year

The Council considered all the categories and potential nominees. Cllr Mills wished to nominate Melksham Rural North Team for the Neighbourhood Policing Team of the Year as he felt that PC Barry Dalton, PCSO Janet Gould and PCSO Maggie Ledbury make an exceptional contribution in not only making the communities in the Parish a safer place, but in ensuring that they are always contactable and have an approach that encourages all members of the community to communicate with them. Cllr T. Chivers requested his vote against this recorded.

**Resolved:** *The following nominations to be made:*

1. *Police Officer of the Year – PC Barry Dalton*
2. *Police Community Support Officer of the Year – PCSO Janet Gould*
3. *Neighbourhood Policing Team of the Year – Melksham Rural North Team (PC Barry Dalton, PCSO Janet Gould, PCSO Maggie Ledbury)*
4. *Volunteer of the Year – Sue Stoker (Melksham Area Neighbourhood Watch Co-ordinator)*

440/14

**Community Governance Review:**

The Clerk reported that she had made a Freedom of Information request to Wiltshire Council on 24<sup>th</sup> February, 2015 for the notes and outcome of the Community Governance Review meetings held when recommendations had been made for Melksham Without. She chased this up with Wiltshire Council who stated that the request was logged on the 26<sup>th</sup> February, 2015 and that they had 20 days to respond. As of the date of this meeting, 23<sup>rd</sup> March, 2015 she had received no response from Wiltshire Council.

Cllr T. Chivers stated that he had met with Dr. Carlton Brand and reported that working parties were not open to public attendance, however, notes of the meeting would have been taken and if requested under the Freedom of Information Act then Wiltshire Council are not able to refuse. Cllr T Chivers reported that Wiltshire Cllr Jon Hubbard had said that he was going to make an announcement at the Area Board about a public consultation, however the details of any consultation had not yet been finalised.

Cllr Glover felt that the Council should make Melksham Without Parishioners aware of the facts with regard to the Community Governance Review and the option of the dissolution of both Melksham Without Parish Council and Melksham Town Council and the constitution of one Council as discussed at the meeting held with Wiltshire Council and Melksham Town Council in December.

Cllr Petty stated that he had always believed that there was a statute of limitations of one year with regard to any review and public consultation and as such queried the legality of the process. The commencement of the review was 1<sup>st</sup> April, 2014 and as such the review conclusions would have to be complete by 1<sup>st</sup> April, 2015 and it was clear that this deadline was not going to be met. Additionally the same proposal could not then be re-launched until after a four year period.

Cllr T. Chivers felt that the factual information with regard to the Governance Review should be published in the Melksham News within the Parish Council Newsletter page.

**Resolved:** *1. The Council check on the rules with regard to the 12 month statute of limitations. 2. The Council publish a statement of fact with regard to the proposal under the Community Governance Review in the parish newsletter in the Melksham Independent News after 1<sup>st</sup> April, 2015.*

441/14

**Bowerhill Pavilion and Sports Field:**

**a) Water Treatment:** There were two companies that had put forward quotations for water treatment services at the new pavilion (quotations had been requested from three companies). Cllr Baines reported that whilst both quotes appeared very similar, the quote from Water Drop did not include annual checks. The Clerk reported that Aqualogy had been recommended by the manager at Stanley Park.

**Resolved:** *The Council instruct Aqualogy as the contractor for water treatment services at £1,835 + VAT for yearly provision and a one off £695 + VAT for a Full Legionella Risk Assessment.*

**b) Telecommunication Requirements:** BT provide a service called “Redcare”, this is a signal that goes on the back of an ordinary analogue line that rings with a BT call centre when the fire or burglar alarm is activated, they then contact the emergency services. A decision needed to be made on whether 2 or 3 lines were installed into the pavilion at this point of the construction process and this was dependent upon the type of alarm system installed. The Council still needed to go out to tender with regard to the burglar alarm systems, however this was something that could be done at anytime during the build. A discussion took place over the type of alarm system to be installed. Cllr Petty suggested T H Whites as a potential contractor. Cllr Tait suggested that there was not a need for expensive security systems as it is now possible to link CCTV cameras via WI-FI to a smart phone, which alerted the ‘phone that the cameras had been activated and it was then possible to view camera footage. Cllr Glover stated that the Council had a contract with Winvic and as such may not be able to change security plans at this point. He additionally queried the security of the phone lines. The Clerk reported that international calls would be barred and the phone in the kitchen area would be investigated as to whether it could only be used to make emergency calls. **Resolved:** 1. The Council instruct BT to install 3 phone lines as it will be more cost effective to install all at this point in time rather than install 2 now and then a further line at a later date.

**c) Outstanding Specifications:** The Clerk reported that she had received a satisfactory reply to the issue of the change of bricks to be used and their thermal properties.

**d) Launch Event:** A date of the 16<sup>th</sup> May has been suggested for the official launch of the Pavilion. Mike Rogers has some really good ideas with regard to holding two football matches; one for the disability team which had the backing of the Wiltshire FA and an adult match. The Clerk reported that she had had a meeting with Mike Mills Ceri Evans (Wiltshire Council Youth Officer for the Melksham Community Area) and Janet Jory about trying to resurrect the Youth Club, and it was felt that the best way forward was to go and speak to the children to find out what they would like to see provided and to do this at the launch. Additionally the ATC and Scouts could also be invited to represent local youth, along with the Lions Club and St. Johns Ambulance. A discussion took place over which dignitaries and press should be invited. **Resolved:** 1. The official launch date to be Saturday 16<sup>th</sup> May, 2015. 2. A working party to be set up comprising of Cllrs Mills, Carter, T. Chivers and Nicol. 3. The Lord Lieutenant be asked to officially open the Pavilion.

**e) Sports Field/Pavilion Users:** The Youth Football Team that were planning to relocate to the new Melksham Town Football Club facilities will not be able to do this as early as planned, so will probably still be using the pitches until next March.

Bowerhill Scouts have the Sports Field and Pavilion booked for Saturday 25<sup>th</sup> April to host the West Wilts Scouts St. Georges Day Parade. They provided details about where marquees and gazebos were to be erected and where groups of scouts would meet and activities would take place. Additionally they had been given permission from several local businesses including Knorr-Bremse to use their car parks. They had asked for permission to use all the toilets in the pavilion as they felt that 2 toilets would not be sufficient for the amount of children that would be in attendance. Concern was expressed over the safety of the new pavilion if open with no direct adult supervision. The Clerk stated that she would be there in a personal capacity and would be keeping a careful eye on the building. **Resolved:** 1. The Scout Group to be allowed to use all of

the toilets but an extra £40 charge to be made to cover the additional cleaning costs. 2. A copy of the Scout's liability insurance to be provided to the Council and to make it clear that they are liable for any damage to the new facilities.

442/14 **Finance:**

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

Paying in reference	Income Details	Amount £
BACS	Interest from Fixed Term deposit	£ 45.08
BACS	Part payment from Evana Designs	£ 140.00
500083	Ad hoc hire of sports field	£ 50.00
BACS	Interest on Instant Access Account	£ 0.01
BACS	Interest on 30 day account	£ 0.15
500084	Hire of sports field	£ 50.00
<b>Total</b>		<b>£ 285.24</b>

b) **Accounts for payment:**

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

Cheque no	Payee	Payment Details	Net £	VAT £	Gross £
4839	Vita Play Ltd	Installation of new play surface and refurbishment of play equipment	£10,498.29	£2,099.66	£12,597.95
4840	Total Equipment Ltd	Crown Chambers rent 1/4 - 30/6	£ 1,608.75		£ 1,608.75
4841	Woodland & Countryside Management Ltd	Parish Tree survey & report	£ 600.00	£ 120.00	£ 720.00
4842	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
4843	Andy Strange Property & Garden Maintenance	Repairs to Sandridge Road Bus Shelter	£ 582.00		£ 582.00
4844	British Telecom	Telephone charges for 01225 705700 – line rental 1/1–31/3 & calls 8/10–6/1. Plus Broadband charges Feb - April '15	£ 206.70	£ 41.33	£ 248.03
4845	SLCC Enterprises Ltd	Allotment training course fees & ILCM member badge	£ 135.00	£ 25.00	£ 160.00
4846	Wiltshire Publications Ltd	Melksham News ad for Annual Parish meeting	£ 93.50	£ 18.70	£ 112.20

4847	Viking	Paper, envelopes, paper clips & memory sticks	£ 92.71	£ 18.55	£ 111.26
4848	Bowerhill Villager	Annual advert in Bowerhill Villager April '15 - March '16	£ 65.00		£ 65.00
4849	Melksham United Church	Hire of Church Premises for Annual Parish meeting	£ 60.00		£ 60.00
4850	Wiltshire Council	DBS check for Caretaker	£ 58.00		£ 58.00
4851	Whitley Methodist Church	Hire of Whitley Methodist Church on 12/2 & 26/2 for SWAG	£ 28.00		£ 28.00
4852	Avery Weigh-Tronix	Updated postal charges for weighing scales	£ 9.17	£ 1.83	£ 11.00
<b>Salaries:</b>					
4853	Mrs T Strange	March salary, add hrs (27.5) & expenses £54.27 (refreshments for Annual Parish meeting £6.06+VAT, kettle £16.67+VAT & Photocopying of Shaw play park survey £22.50+VAT, printer ink & envelopes)		19.67	
4854	Mrs J Eccleston	March salary, add hrs (16), expenses (handwash/air freshener £2.50+VAT) & mileage for allotment course (153)		0.50	
4855	Mr T Cole	Pay for w/e 7/2/15 - w/e 27/2/15 & mileage (205 miles)			
4856	Mrs L Key	March salary & expenses (loo roll £1.46+VAT & milk/biscuits for Annual Parish meeting £3.24+VAT)		0.94	
4857	Mr Richard Wood	Remainder of chairs allowance for 2014/15	112.80		
4858	Mrs E Cranton	February office cleaning - 4/2 - 25/2 (4 days)			
<b>Total Salaries</b>			<b>3,750.30</b>	<b>21.11</b>	<b>3,771.41</b>
4859	Wiltshire Council - Wiltshire Pension Fund	Superannuation for March	£885.01		£885.01
4860	HMRC	PAYE, tax and NI for March	£770.19		£770.19
<b>Grand total</b>			<b>20,036.12</b>	<b>2,464.87</b>	<b>22,500.99</b>

The Clerk reported that the cheque for contractor Andy Strange for repairing the roof of the bus shelter in Sandridge was £112 higher than the initial quote as the roof timbers were more rotten than anticipated.

**c) Non Domestic Rates Bill:** It was noted that the Council's Rates bill for Crown Chambers had been received and that it was for zero value as the Council had been given 100% small business rate relief. The Clerk reported that £2,136 had been reserved in the budget for rates and that this should remain as the Council would shortly take official ownership of the Bowerhill Sports Pavilion and therefore would own more square footage of premises which would mean that the Council would lose its small business relief eligibility.

The bill had also been received for the Bowerhill Sports Field, but did not include a valuation for the new Pavilion at this stage.

**d) Community Benefit for Roundponds Solar Farm:** Correspondence had been received from SN12 6EF Limited, the owners of the solar farm project at Roundponds, confirming that a community benefit of £28,000 one off payment would be made to the Parish Council within 28 days of the farm becoming operational. It was anticipated that this would be before the end of April.

**e) Grant Funding for Defibrillators:** The Clerk reported that unfortunately as the Council was intending to lease defibrillators this was not a capital cost and as such not eligible for grant funding from the Area Board. The provision of defibrillators for community buildings in the community would now have to be researched again.  
*Resolved: The Clerk and the Financial Assistant be given delegated powers to put in grant applications to the Area Board for the provision of defibrillators.*

**f) Request for Funding from CAWS:** A request had been received from CAWS (Community Action Shaw & Whitley) for assistance with funding this new group until they are able to put in a grant application to the Parish Council under the annual grant scheme, as well as to other local funders. The request was for:

• Public Liability Insurance	£241.68
• Meeting Room Hire	£ 40.00
• Printing & Stationery	£ 20.00
• Fundraising Event (Catering)	£100.00
• 5 x Litter Pickers	£ unknown
• PAFOS stall	£150.00
<b>Total Cost</b>	<b>£551.68</b>

The Clerk reported that activities of CAWS could be covered by the Council's public liability insurance if a list of volunteers taking part in an activity were submitted to the Parish Council prior to the event with details of the event and risk assessment details. The Clerk had advised CAWS of this, and send a copy of a sample risk assessment for litter picking provided by the Council insurers.. Additionally litter pickers could be borrowed from Wiltshire Council who would also provide bin bags and would remove all the rubbish collected by volunteers. Thus these two costs could be discounted from the request.

*Resolved: CAWS be given £300.00 towards their initial set up costs until they can apply for funding in their own right.*



**g) New Supplier for approved Supplier List:** A request had been received from Frank Di Claudio to be added to the Council's list of approved contractors. Their hourly rate is £25.00 plus VAT, in line with other approved contractors. **Resolved:** *Frank Di Claudio be added to the Council's list of approved contractors.*

443/14

**Assets:**

**a) Asset Working Party Meeting, 5<sup>th</sup> March 2015:** The Council noted the report from the Asset Working Party meeting. **Resolved:** *The principles and actions listed in the report be formally approved by the Council.*

**b) Community Asset Transfer of Heritage Turbine, Bowerhill:** The Council noted that it was unclear over who actually owned the Turbine, however the Parish Council maintained it. The Council discussed the history of the Turbine; it had been brought to Bowerhill from Bradford-on-Avon when the old Bowerhill RAF site was first being re-developed and Melksham Without was part of Bradford and Melksham Rural Council. **Resolved:** *The Council apply to the Area Board for ownership of the Turbine to be transferred to the Parish Council as a Community Asset.*

**c) Listing of any other Assets of Community Value:** The Council had no other Assets they wished to consider at this stage.

**d) Asbestos Management:** The Clerk reported that she had received advice on asbestos management from the Chartered Surveyor at A4asbestos. He stated that whilst putting stickers on Assets that contained asbestos was good practice, it could have the adverse effect of overly alarming members of the public. If asbestos is in good order and in no danger of being disturbed then it was probably not necessary to attach stickers. However, if asbestos was known or presumed to be present and could be disturbed then it should have a sticker and be closely managed on a regular basis. With regard to the Halls that are owned by the Council, the Surveyor explained that the use of asbestos in building construction was finally banned in the UK in 1999 hence it was a reasonable assumption that all buildings constructed since 2000 would not have asbestos containing materials within the construction. As such Bowerhill Village Hall and the new Bowerhill Sports Pavilion, due to the age of these buildings, can be assumed not to have asbestos containing materials present. Unfortunately Shaw Village Hall was built 1975/1976 and the Surveyor had carried out an external inspection on 20<sup>th</sup> March and noted suspect materials that could potentially contain asbestos. This could only be confirmed by laboratory analysis of samples. A full survey both inside and out would be needed and this would need to be done whilst the Hall was not in use by the pre-school. The cost of the survey and report would be £425.00, with any samples taken charged at £12.00 each. A discussion took place over whether the responsibility for this fell to the Parish Council or to the Village Hall Committee. It was felt that this was a serious health and safety issue and as such a survey should be carried out as soon as possible. The Council would pay the cost of this and then negotiate any ongoing costs with the Hall Committee once the survey report had identified any works that potentially required addressing. **Resolved:** *The A4asbestos Surveyor be instructed to undertake an internal and external survey of Shaw Village Hall as soon as possible, preferably in the Easter Holidays when the hall was not in use, at the cost of the Parish Council.*

444/14

**Trees & Hedges:**

**a) Tree Inspection Survey Report:** The Council noted the very thorough Tree Inspection Survey Report produced by Woodland & Countryside Management Ltd. As it is now spring it is too late for any works to those trees identified as requiring pruning or attention. The Council to budget for any works to be carried out in late Autumn after the trees have lost their leaves. It was considered that the Council Caretaker could carry out some of these works and that the dead trees could be removed straightaway. The responsibility for the trees on Shaw Playing Field would be discussed with the Village Hall Committee when it met with the Council. The report highlighted that on some trees there was “strimmer” damage to the base of the tree. It was considered that this was probably caused by the Balfour Beatty contractors when cutting the grass, and this was to be highlighted to Stuart Renfrew. **Resolved:** *The Council to budget for remedial tree works to be carried out in late Autumn.*

**444/14b)C b) Insurance Claim Update:**

The Clerk reported that as the Council had been asked specific questions about trees and hedgerow on the Playing Field, the specific questions had been posed to the Tree Surveyor as part of the Inspection Report. **Resolved:** *The information supplied by the Surveyor be passed on to the Loss Adjustors.*

**c) Removal of Hedge at Duxford Close:** The Council noted correspondence from Cllr Mills with regard to the removal of a mature hedgerow between Duxford Close and Bader Park, Bowerhill. Cllr Mills had stated that BRAG was working hard to plant trees and flowers in Bowerhill to improve the local environment and there appears to be no reason for the removal of this hedge. In addition the contractors left the area in a mess, without clearing up cut branches and debris. **Resolved:** *The Council write to Wiltshire Council Portfolio Holder, Phillip Whitehead, to ask why this hedgerow, that marked the boundary line between to the two housing areas, was removed.*

445/14 **Melksham Canal Link:** The Council noted a report from Cllr Carter who had attended the Wilts and Berks Canal Presentation on 11<sup>th</sup> March, 2015. The Council noted that the proposed new Village Hall was planned on the north of the master site plan.

446/14 **Allotments:** The allotment report following staff training was deferred to an allotment meeting to be held Monday 30<sup>th</sup> March 8.30pm following the planning meeting.

447/14 **Neighbourhood Plan:** The Council noted the minutes from the Neighbourhood Plan Steering Groups meetings held Wednesday 28<sup>th</sup> January, 2015 and Wednesday 25<sup>th</sup> February, 2015. The Council noted the Launch Event to be held Friday 27<sup>th</sup> March, 2015 and Saturday 28<sup>th</sup> March, 2015.

448/14 **Staffing:**

**a) Pension Contribution:** The Council noted the new employer’s contribution rates for the Local Government Pension Scheme, effective from 1<sup>st</sup> April, 2015. There were currently two members of staff not in the scheme. **Resolved:** *The Council write to these two employees and ask for a written response confirming that they do not wish to be part of the scheme.*

**b) Statutory Staff Holidays:** Tuesday 26<sup>th</sup> May, 2015 & Tuesday 1<sup>st</sup> September, 2015 were proposed as the two statutory staff holiday dates. **Resolved:** *26<sup>th</sup> May and 1<sup>st</sup> September were approved as the statutory staff holiday dates.*

449/14 **Correspondence for Action:**

- a) **Melksham News Report re 20mph restriction for Snarlton Lane:** The Council had received correspondence from a resident of Snarlton Lane unhappy about the lack of consultation with residents over the proposal for a 20mph speed limit for the lane. The resident queried the logic of Wiltshire Council spending £3,000 to make the area a 20mph zone. Cllr Chivers stated that he had written to residents of Snarlton Lane and would keep them informed when a Traffic Regulation Order consultation commenced.
- b) **Mains Drainage for Beanacre:** Correspondence from a resident of Beanacre had been received requesting the Parish Council's assistance in obtaining mains drainage for Beanacre. It was noted that the costs involved in connecting one resident to mains drainage would be prohibitive and that lots of local residents would have to want to be connected in order to make it viable. This was not something that falls within the Council's remit and is down to private residents and Wessex Water, however the Council felt that it could assist in facilitating the residents coming together and communicating with each other in order to move the possibility forward. **Resolved:** 1. *The Council to write back to the resident informing them that this does not fall within the remit of the Parish Council, but that it would assist in facilitating the residents coming together to identify how many residents would be interested in becoming connected to mains sewerage.* 2. *The Council to ask residents of Beanacre via the website and the Parish newsletter in the Melksham News to get in touch with the Parish Council if they wished to consider being connected to the mains sewer system.*
- c) **Public Open Space and Community Facilities – East of Melksham:** The Council noted that the Developer's Consortium have no problem in a footpath being installed from the new school to link up with Ingram Road, however they do not have the money to do this and have suggested going back to Green Square as they would have to agree to the maintainance. The Consortium do not object to the Parish Council installing a notice board as long as it's location is agreed in advance and does not interfere with routine grounds maintenance. The Consortium do not have any objection to additional equipment being installed in the play areas, but this would need to be agreed with Green Square as they will be maintaining the play areas. The Clerk and Cllr T. Chivers have a site meeting with Green Square on Wednesday 25<sup>th</sup> March in order to clarify their position on these issues and to identify suitable sites for noticeboards.

Meeting closed at 10.02 pm

Chairman, 27<sup>th</sup> April 2015