

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 12th October, 2015 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllrs. Richard Wood (Chair), Alan Baines, Rolf Brindle, Mike Sankey, Paul Carter, Pat Nicol, Mike Mills and Gregory Coombes.

Apologies: Cllrs. John Glover (Vice Chair), Steve Petty, Terry Chivers, Jan Chivers and Ian Tait.

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

301/15 **Declarations of Interest:** The Clerk and the Assistant Parish Officer declared an interest in agenda items 8a), 8b) and 8c) as related to staffing.

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

302/15 **Public Participation:**

Wiltshire Cllr. Roy While reported that he would be following the Community Governance Review with great interest. He informed that he had sent an email to the Chairman of Melksham Area Board and Stuart Wheeler, Chairman of the Community Governance Review Panel stating his concerns for both the Parish and the Town over the lack of notice and advertisement of the public meetings, due to be held on the 21st and 22nd October. He added that it was ludicrous to have a public meeting without people knowing about it. He reported that on 1st September 2015 the Planning Inspectorate had dismissed the appeal against Wiltshire Council's refusal of planning application 14/10385/VAR, 429 Redstocks, variation of conditions to allow changes to storage of fencing materials and ancillary landscaping materials.

Mr. Paul Carter attended as a Governor of Forest and Sandridge School. He thanked the Parish Council for orchestrating the multi agency approach which had ensured that the new footpath was installed prior to the school opening and reported that although the path still requires some finishing work that it was being well used. He informed that since the school opened there had been some issues between residents and parents with regard to on street parking. He had taken over the issues of parking from the Headteacher, as he felt that this was not part of her role, and he has been liaising with all parties in order to try to reach a mutually agreeable resolution. The new footpath had been successful in keeping traffic out of Snarlton Lane. The configuration of the feeder system into the school car park was causing congestion in Cranesbill Road, with some residents unable to get out in the morning, which had led to some vehicles unfortunately driving on the pavement. The school has increased by 50% since moving to the new site, and although parking is an issue for some residents during drop off and pick up times, considering the increase in pupils and parents the problem is not really a huge one. He reported that the school will be liaising with the businesses of the new retail units and public house and it is hoped that once these have opened that parents will be able to make use of the car parking facilities during

these short periods of time and that this will alleviate the parking problems on Cranesbill Road.

PC Barry Dalton concurred with the views of Mr Paul Carter with regard to the parking issues in Cranesbill Road and was pleased with the efforts that the school were making in trying to resolve the situation. He reported that in Bowerhill benches in Hornchurch Road had been moved and that residents had also found a homemade “bong”. There had been no reports of associated disturbances, but as drug paraphernalia had been found they would be increasing their patrols of the area. He advised that there had been two recent distraction burglaries in Bowerhill, which had occurred during the day. Additionally the post box on the corner of Corsham Road and Top Lane in Whitley had been stolen.

PC Dalton informed that Melksham NPT had a new Inspector, Insp. Nick Mawson. There was currently a pilot scheme taking place in the Trowbridge area where NPT officers from Westbury, Warminster, Bradford-on-Avon and Trowbridge were working together as part of a larger hub of officers that would deal with jobs from start to finish to reduce the amount of officer handovers; this may eventually be replicated in Melksham.. He reported that there was no official news as to the potential future of Melksham Police Station.

The Council re-convened.

Cllr Baines wished to formally thank Mr. Paul Carter for speaking to all the residents and parents in an effort to resolve the parking issues around the new Forest & Sandridge School site.

303/15 **Standing Orders and Financial Regulations:** The Councillors were issued with current copies of the Standing Orders and Financial Regulations as approved at previous meetings.

304/15 **Presentation from CAWS (Community Action: Whitley & Shaw):**
Mrs. Michelle Tattershall, Chair of CAWS, reported that in July they held a community consultation and BBQ and that over 100 people attended. The aim was to find out what residents wanted for the future for the villages and what additions they wished to see for the park. From this consultation a list of objectives had been drawn up:

- a) Wider path/cycleway from Dunch Lane (new George Ward development – 14/11295/REM) to Shaw Primary School.

When planning consent for application 14/11295/REM was granted Wiltshire Council stated that £25,000 had been earmarked for widening and improvements to this stretch of footway. Mrs. Tattershall queried whether further monies would be required for this project and whether the £25,000 would ensure improvements to the entire length of pavement.

Cllr. Carter had attended the Strategic Planning meeting and reported that there are pinch points along this stretch of footway with private dry stone walls that will not be able to be moved. However, it had been stated that the widening of the majority of this footway would be possible.

Cllr. Baines advised that Wiltshire Council Highways would probably look at what they could achieve with a budget of £25,000 and carry out works accordingly.

Resolved: *The Clerk to ask Wiltshire Council Highways for specific details of their plans for improvements and widening of this footway.*

- b) Annual Village Fayre.
Historically there has been a bi-annual Fayre held jointly by both villages. CAWS would like to hold this event annually in conjunction with Shaw Village Hall committee.
- c) School Lane Signage
Mrs. Tattershall requested improved signage to School Lane. It was noted that this could not be raised as a highways issue as this is a private lane. CAWS would need to enter into discussions with the residents of School Lane.
- d) Spare Basketball Hoop
The Clerk reported that the spare basketball hoop would now be sited in Beanacre as there was nowhere suitable identified in Whitley.
- e) Park Consultation
Mrs. Tattershall explained that CAWS had produced two questionnaires; one for adults and one for children. Out of the 20 adult respondees they all wished to see the park expanded, and most wanted to see more equipment for a wider age range. The adult questionnaire revealed that outdoor gym/fitness equipment was a reoccurring theme and from the children's questionnaire the majority would like to see a zip wire. The consultation event was exceptionally well advertised and CAWS felt that those residents who wished to express their views had been given ample opportunity. Mrs. Tattershall sought the permission of the parish council to ask 6 – 8 companies to identify possibilities for the park and give ideas on costs.
Cllr. Sankey said that he thought it was acceptable for CAWS to fact find on the understanding that this was not a commitment by the Parish Council to install any new equipment as this would depend on costs and available funding. Mrs. Tattershall replied that it was CAWS' intention to also seek sources of funding.
- f) Footpaths
CAWS wished to explore the possibility with the Parish Council of installing an extension of the footway in Top Lane from the village shop to West Hill road past Daisy Chain children's nursery.
CAWS had previously suggested the creation of a brand new safe footway from Dunch Lane to the school across farmland. It was noted that this could well cost in excess of £100,000 and would require permission from the landowners. This was something that CAWS might consider raising again in the future if the plans to improve the current footway do not prove adequate for the increased number of children from the new development using it to access the school.
Mrs Tattershall queried when the overgrown vegetation on the footway along the A365 from Beltane Place to Lowden Garden Centre will be cleared. The Clerk explained that Wiltshire Council had recently changed the way it carried out and prioritised work for the Parish Steward, however as this issue was reported under the old system the Council would query any development and re-report under the new system. **Resolved:** *The Assistant Parish Officer to investigate this issue with Wiltshire Council and report under the new Wiltshire App system if required.*
- g) Fundraising
CAWS want to raise money to put on future events and are holding "CAWS Christmas Cracker", an auction at the Pear Tree on 3rd December.

Cllr Wood thanked Mrs Tattershall for attending the meeting and giving an update and thanked CAWS for all their efforts with regard to issues in the community.

The Council agreed to bring forward Agenda items 15c), 15e) and 15f).

305/15 **CAWS request for improved Footway on Top Lane:**

The Clerk reported that this issue had not been raised with CATG yet. The dropped kerbs on First Lane had now been approved and it was noted that this was the fourth package of funding and highways works approved by CATG for Whitley, which had amounted to £30,000 worth of footway upgrades.

Cllr. Baines explained that this extension to the footway would be a very expensive scheme and way above the budget for the whole community area. He stated that there were lots of other schemes competing for funding and did not consider that the Council would be able to put forward an argument to CATG for further footway works in Whitley. Additionally the Council would need to fund a third of the cost of any such project. He suggested that it would be more effective if a resident requested this to CATG.

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

Mrs. Tattershall responded that CAWS considered the lack of any footway to be a real safety hazard as there was a large volume of traffic that used this road. She queried whether there was a necessity for the scheme to be finished to a high quality standard with tarmac, and whether a lesser finish would reduce the cost.

The Council re-convened.

It was considered that due to the length of footway required and the possibility of having to purchase land that this could lead to costs of up to £100,000.

306/15 **Pre-consultation of implementation of 20mph Zone and Traffic Calming at “Melksham East”:**

The Council queried whether these proposed 20mph zones were being made at the exclusion of other more important areas in the parish. They questioned whether the police would have the manpower to enforce a 20mph speed limit if a road traffic order was placed on these roads. It was noted that the layout of the estate roads on the East of Melksham development had been designed to be self-enforcing, as it was too difficult to travel at more than 20mph. The Clerk reported that this exercise was being carried out by Wiltshire Council in preparation for the roads being eventually adopted. **Resolved:** *The Council reply to Wiltshire Council stating that they do not support this scheme as they consider this to be a waste of Wiltshire Council funds and resources as these roads have been designed to be self-enforcing*

The Clerk informed that the traffic calming “speed tables” outside of the school were planned to be replicated outside of the new retail centre.

Resolved: *The Council reply to Wiltshire Council in support of the road calming measures.*

Cllr Carter declared an interest in the following item as his son is a school governor and his grandchild attend Forest and Sandridge School.

- 307/15 **Car Parking Issues outside Forest and Sandridge School (Cranesbill Road):**
Mr. Paul Carter had given a full and thorough update on the parking issues and how the school were endeavouring to overcome the problem in public participation.
Resolved: *The Council reassess the situation over parking in January or February 2016, once the retail area is complete.*
- 308/15 **Minutes, Full Council Meeting 14th September 2015: Resolved:** *The Minutes of the Full Council Meeting held 14th September 2015 were formally approved by the council and signed by the Chairman as a correct record with the following amendments:
Min.239/15b): amend from “running onto the A3102” and replace with “running onto Snarlton Lane”.
Min.239/15g): amend from “272Town Bus” to “15 Town Bus” and add “at the start of the day” to the final sentence.*
- 309/15 **Minutes, Planning Committee Meeting 28th September 2015:**
a) **Resolved:** *The Minutes of the Planning Committee Meeting held 28th September 2015 were formally approved by the Council and signed by the Chairman as a correct record.*
b) **Resolved:** *The Recommendation detailed in Min.247/15 was formally approved.*
- 310/15 **Street Naming – East of Melksham Relief Road:**
It was resolved under Min.232/15 to name the East of Melksham Relief Road “Eastern Way”, with the proviso that should planning application W14/06938/OUT for 450 new dwellings be approved that any extension to the relief road would also be called Eastern Way and the section of road from the Snowberry Lane roundabout to this new section of road renamed. Due to the legalities and costs involved, Wiltshire Council had requested that the East of Melksham relief road from the Sandridge Common roundabout to the point where any extension to the road would commence to be named Eastern Way, and the section of road from this point to the Snowberry Lane roundabout to remain unnamed until any future development of the area takes place.
Resolved: *The Council respond to Wiltshire Council stating that it is happy for the stretch of road from Snowberry Lane roundabout to the point where any new section of relief road would commence to remain unnamed.*
- 311/15 **Minutes, Melksham Neighbourhood Plan Meeting 30th September 2015 :**
The Council noted the minutes of the Melksham Neighbourhood Plan Meeting held 30th September 2015.
- 312/15 **Minutes, Bowerhill Sports Field Working Party Meeting 1st October 2015:**
a) **Resolved:** *The Minutes of the Bowerhill Sports Field Working Party Meeting held 1st October 2015 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:
Min.256/15: The word “trigger” amended to “triggered”.*
b) **Resolved:** *The Recommendations detailed in Min.253/15, Min.255/15.1), Min.255/15.2), Min.255/15.3), Min.255/15.4), Min.255/15.5), Min.255/15.6), Min.256/15.1), Min.256/15.2), Min.256/15.3), Min.258/15, Min.259/15, Min.260/15.1), Min.260/15.2), Min.260/15.3), Min.261/15, Min.262/15 and Min.263/15 were formally approved.*

- c) **Quotes for Movement Sensors for the Pavilion Lights:** It was noted that there was only a clear picture on the CCTV when the pavilion lights were on, therefore if the lights were triggered this would give a better picture. Additionally there would not be a need for the lights to be on all night. **Resolved:** *The quote from Kan Connections for the supply and installation of 6 PIR movement sensors to the Bowerhill Pavilion at a cost of £840, including VAT on materials was approved.*
- d) **Update on Outstanding Works:** The following was noted:
- Intruder alarm was installed Thursday 8th October 2015.
 - The Council is awaiting a date from Winvic to check the fault on the fire alarm system.
 - Broadband has been installed however a WiFi signal is not available outside of the building; signal inside to be checked.
 - An offer had been received from Colin Goodhind of the Melksham CCTV volunteers, who monitor the Town's CCTV cameras, to remotely monitor the CCTV at the Pavilion. As this is a new initiative there would be no cost incurred at this point in time and the Council would not be entering into any form of contract. **Resolved:** *The Council authorise access and remote monitoring of the CCTV at the Pavilion by the Melksham CCTV Volunteers.*
- e) **Report on Opening Ceremony and Community Consultation Event held Saturday 19th September 2015:** Letters of thanks had already been sent to Gompels and the Bowerhill Ladies Group for providing and serving the refreshments. It was noted that Mrs. Sarah Troughton, the Lord Leutenant, had been very generous with her time and had showed lots of interest in all the community groups that were working together. A letter of thanks to be sent to her.

The Clerk declared an interest in the next agenda item as she is part of the LYN committee.

- f) **Feedback from the Young People Consultation:** It was noted that there were lots of younger children at the consultation event rather than teenagers. There had been lots of interest from parents about the provision of after school clubs. The Local Youth Network (LYN) were in the process of employing a new Youth Worker for the Melksham Area and the re-launch of the Bowerhill Youth Club was to be their first project.
- g) **Sports Field Tree Planting:** It was noted that BRAG were planning a tree planting day as 120 trees were due for delivery in November from the Woodland Trust. Young people of the community were going to help with this in order to earn time credits

313/15 **Minutes, Staffing & Resources Committee Meeting 5th October, 2015:**

- a) **Resolved:** *The Minutes of the Staffing and Resources Committee Meeting held 5th October 2015 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Confidential Notes from the Staffing & Resources Committee Meeting 5th October, 2015:** **Resolved:** *The Confidential Notes for Min.267/15C and 273/15C to accompany the Minutes of the Staffing & Resources Committee Meeting held 5th October 2015 were formally approved by the Council and signed by the Chairman as a correct record.*

- c) **Resolved:** The Recommendations detailed in Min.267/15C, Min.268/15b), Min.268/15c), Min.268/15d), Min.269/15a), Min.269/15b), Min.272/15 and Min.273/15C were formally approved.

314/15 **Minutes, Finance Committee Meeting 5th October, 2015:**

- a) **Resolved:** The Minutes of the Finance Committee Meeting held 5th October 2015 were formally approved by the Council and signed by the Chairman as a correct record.
- b) **Resolved:** The Recommendations detailed in Min.278/15a), Min.278/15b), Min.278/15c), Min.279/15a), Min.279/15c), Min.280/15 and Min.283/15 were formally approved.

315/15 **Minutes, Asset Working Party Meeting 5th October, 2015:**

- a) **Resolved:** The Minutes of the Asset Working Party Meeting held 5th October 2015 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:
Removal of Cllr Rolf Brindle from those present.
- b) **Resolved:** The Recommendations detailed in Min.288/15, Min.289/15a), Min.289/15c), Min.289/15d), Min.289/15e)ii), Min.289/15e)iii), Min.289/15e)iv), Min.290/15a), Min.290/15b), Min. 291/15a), Min.291/15c), Min.292/15a), Min.292/15b), Min.292/15c), Min.293/15a), Min.294/15c), Min.295/15, Min.296/15, Min.297/15c) and Min.300/15 were formally approved.
- c) **Matters Arising:** Cllr Brindle queried the logic of permanently securing the new parish notice boards in concrete with the outcome of the Community Governance Review uncertain. It was agreed that the installation of the noticeboards would still go ahead as no imminent change was due.
The Clerk reported that the three bins on Portal Road had been paid for and installed by Cereal Partners. A suggestion had been made that permission could be granted to Cereal Partners to allow them to drive around just the edge of the Bowerhill Sports Field, not across the sports pitches to access their paddock, if in return they would agree to the re-siting of one of their bins to the Sports Field.
Resolved: Cereal Partners to be asked if they would consider donating their paddock for the use of dog walkers in an effort to prevent dogs from being exercised on the sports pitches and field.

316/15 **Finance:**

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

Paying in reference	Income Details	Amount £
BACS	Wiltshire Council: 50% of Precept and grant for 2015/16	£83,760.59
BACS	Interest on fixed term deposit	£ 45.51
BACS	Interest on fixed term deposit	£ 36.82
BACS	Wiltshire Council: Area Board Grant - defibrillators	£ 3,212.50
500090	Gompels donation & Allotment relet	£ 120.00
BACS	Interest on Instant Access Account	£ 0.01
BACS	Allotment rent BSF £20	£ 20.00
Total		£87,195.43

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

Chq no	Payee	Payment Details	Net £	VAT £	Gross £
DD	British Telecom	Line rental for 01225 706693 at new pavilion 1/10 - 31/10	£ 20.12	£ 4.02	£ 24.14
DD	British Telecom	Line rental for 01225 702485 at new pavilion 1/10 - 31/10	£ 19.99	£ 4.00	£ 23.99
DD	British Telecom	Line rental for 01225 708741 at new pavilion 1/10 - 31/10	£ 19.99	£ 4.00	£ 23.99
DD	British Telecom	Telephone charges for 01225 705700 – line rental & call charges 8/7 - 6/10	£ 113.34	£ 22.66	£ 136.00
5019	Kan Connections	Installation of Mosquito & CCTV systems at Sports Pavilion	£ 6,785.00		£6,785.00
5020		<i>Void cheque, written in error</i>			
5021	Arien Designs	3 notice boards for East of Melksham & Shaw	£ 1,700.00	£340.00	£2,040.00
5022	Kennet Sign & Display	Internal & External signage for new pavilion	£ 965.30	£193.06	£1,158.36
5023	Melksham Town Council	Contribution to Neighbourhood Plan (MCAP invoice nos 15/P/008 & Sign Marketing)	£ 264.82		£ 264.82
5024	J Beaven	Cleaning of new pavilion 15/9 - 6/10 + cleaning materials (£5.23)	£ 185.23		£ 185.23
5025	JH Jones & Sons	Bin Collections & grass cutting at Bowerhill Sports Field & Beanacre play area and Grass cutting at allotments.	£ 605.50	£121.09	£ 726.59
5026	Melksham Assembly Hall	Hire of Main Hall for RHS Gardeners Question Time 24/6/2015	£ 89.38	£ 17.88	£ 107.26
5027	The Consortium	Replacement toilet rolls for sports pavilion	£ 71.97	£ 14.39	£ 86.36
5028	Viking	Photocopier paper for office & plastic folders	£ 58.79	£ 11.76	£ 70.55
5029	Buildbase	Paving Slabs for Allotment troughs, WD40, screw hooks & cable ties	£ 56.97	£ 11.39	£ 68.36
5030	AB Gerrish	Bulk Bag of soil for MUGA edge repairs	£ 37.50	£ 7.50	£ 45.00
5031	EON	Electricity at sports pavilion 27/8 - 20/9	£ 39.46	£ 1.97	£ 41.43
5032	Community First	Membership of Community First 2015-16	£ 36.00		£ 36.00
5033	Total Equipment Ltd	Electricity charges for Crown Chambers 11/8 - 10/9 & 8/8 - 7/9	£ 17.36	£ 0.87	£ 18.23
5034	Wiltshire Council	DBS check charges for flood warden volunteer in Shaw & Whitley	£ 15.00		£ 15.00
5035	Countrywide	Cable ties & Sileage ties	£ 9.14	£ 1.84	£ 10.98
Salaries:					
5036	Mrs T Strange	October salary & add hrs (44.17) + expenses (postage, legal seals, cups, keys, racking & equipment for new pavilion, ink cartridges 504.64+VAT)			
5037	Mrs J Eccleston	October salary, add hrs (18.25) & expenses £105.63+VAT (refreshments for pavilion launch, batteries, spray polish & Contribution to SW in Blooms travel & admission costs)			

5038	Mrs L Key	October salary& add hrs (7.75), mileage for finance course (£71.92) + expenses (cleaning materials £2.74+VAT)			
5039	Mr T Cole	Pay for w/e 22/8/15 - w/e 12/9/15 & mileage (115 miles)			
5040	Mrs E Cranton	September Office Cleaning (5)			
Total Salaries			£4,497.74	£107.49	£4,605.23
5041	Wiltshire Council - Wiltshire Pension Fund	Superannuation for October	£ 1,039.08		£1,039.08
5042	HMRC	PAYE, tax and NI for October	£ 862.87		£ 862.87
Grand total			17,510.55	863.92	18,374.47

c) Legal Agreement for Sandridge Solar Farm:

The Council noted the revised document and thanked Sandridge Solar Power Limited for the change made under the definition of “Local Community”. **Resolved:** *The council request further amendments to the Agreement and reply to Sandridge Solar Power Limited as follows: “With regards to point 2 of the agreement, the assumption is made that you are aware of the current Community Governance Review being undertaken across Wiltshire (boundary reviews) and hence the addition of the new clause 1.2, which the Parish Council are happy with. However, as one of the proposals being considered is for the dissolution of both Melksham Town Council and Melksham Without Parish Council, and the creation of one new council the Parish Council would also like to request that an additional clause is put in to the effect that the agreement is made with “**Melksham Without Parish Council and any successor Council**”.”*

317/15 **Community Governance Review:**

a) Response from Wiltshire Council:

The Clerk reported that she had received a response from Wiltshire Council with regard to her request for a two week delay in the dates for the public consultation meetings in order to give opportunity to properly advertise to residents that these events were taking place. Wiltshire Council had stated that the planned dates for meetings on the 20th and 21st October would stand and that equal weighting would be placed on the views of those attending the meetings to those that responded via the online consultation. A copy of an agenda for a meeting to be held in Devizes was included for reference, but no agenda for the Melksham Area meetings. The response stated that the meeting Chairman may ask for comments from the relevant Town or Parish Council. The Chairman for the meetings will be Cllr Stuart Wheeler, Wiltshire Councillor for Pewsey.

It was noted that Wiltshire Council had missed the publication deadline date for the Melksham News, and the Council considered it ludicrous that an advert for a meeting would appear in the press after the event. The Council had serious concerns over how any member of the public would even know that these consultation events were planned and noted that there were no notices on any notice boards in either the parish or the town. This lack of notice would result in a low turn out to the meetings and as such lack of representation of residents’ views, making the consultation process a farce. This Community Governance Review should not just be looking at boundaries and the potential constitution of a newly formed council, but also looking at warding, election processes and how fair

representation would be achieved. This should all have been considered and publicised prior to any consultation taking place, and despite the Clerk's repeated requests for this information, Wiltshire Council has still not responded. The Council questioned the validity of the Local Government Boundary Commission publication "Guidance on Community Governance Reviews" when Wiltshire Council are not taking into account any of this guidance when carrying out this review. It was considered that the dissolution of both the Town Council and the Parish Council and the constitution of a new large unitary council would enable it to take on the running of facilities from Wiltshire Council, effectively creating an additional tier of local government, something that unifying Wiltshire Council sought to eradicate. The whole consultation process was flawed and too simplistic.

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

Wiltshire Cllr. While stated that he believed that the argument that the Parish Council really wanted to win was that proper consultation took place, and his view was that the meetings should be moved as it would be waste of money to hold a consultation that the public did not attend. The Council asked Wiltshire Cllr While to make representation to Wiltshire Council about moving the dates of the consultation events. Wiltshire Cllr. While felt that it would be more prudent for the Parish Council to make this representation.

The Council re-convened.

Resolved: *The Clerk to email Wiltshire Cllr. Stuart Wheeler, the Chairman of the Consultation Events, to request that the consultation dates be moved to allow for proper notice to be given to residents.*

b) Parish Council Response to Consultation:

The Clerk had produced a very thorough document based on the "Guidance on Community Governance Reviews" published by the Local Government Boundary Commission, that responded point by point to the consultation and the arguments put forward by the Town Council for this proposal. It was suggested that an additional note be added to this response in respect of Band D charges; the 2015/16 precept was significantly increased for a special expenditure of £30,000 for play equipment at Shaw. Even with this special expenditure the Band D charge was still below average for England. It should be mentioned that the residents of Melksham Town drive out to use Beanacre Play Area, a play area run by the parish council and funded via the precept. However, residents of Melksham Without Parish contribute not only to the play areas in the parish but also to all the play areas in the Town as these are Wiltshire Council run and thus paid for via council tax funds.

c) Publicity of Consultation and Public Meetings:

It was noted that on some social media sites comments had been made that the dissolution of two councils and the creation of one would mean cost savings due to the reduction in staff. It was considered extremely important to ensure that the public understood that this would not be the case as the workload would remain the same. There could potentially be a cost saving on office accommodation, but as any potential accommodation had not yet been identified this was an unknown entity. Additionally, it was essential that it was understood that councillors were

volunteers and as such any reduction in councillor numbers would equate to no cost saving. However, a reduction in councillors would result in them covering a larger geographical area with more constituents, and could mean that village residents would be under represented in comparison to town residents.

The Council agreed that it was paramount to advertise these meetings as widely as possible by putting information on the council website, notice boards, village magazines and social media, and by requesting that BRAG, BASRAG and CAWS also assist in publicising the importance of residents giving their views and responding to the consultation. **Resolved:** *The Chairman and the Clerk to agree on the wording of the publicity and to then get this information out to the public by as many forms of media as possible.*

- 318/15 **Melksham Campus:** It was noted that there were no representatives of any Melksham Area Parish Councils on the Melksham Campus Project. Cllr. Sankey stated that there was representation from the Town Council as they are going to be heavily involved in the process and will be making a large financial contribution, and that the SCOB (Shadow Community Operations Board) role was complete and that documentation had now been sent to Wiltshire Council about what they would like to see at the Melksham Campus.
- 319/15 **Highways and Transport:**
a) Minutes, Community Area Transport Group (CATG) 1st October 2015: The Council noted the minutes of the CATG meeting held 1st October, 2015. Cllr. Baines reported that CATG had made a third contribution to Whitley for dropped kerbs. The request for lighting at Sandridge Common had been rejected as Wiltshire Council Highways had stated that there had always been a big gap in the lighting for this area. Cllr Baines felt that there was an inconsistency with regards to the provision of lighting, and that footway lighting was an important issue.
b) Footpath Funding for continuation of path at Hornchurch Road Open Space: Funding for the extension to the footpath at Hornchurch Road Open Space had been turned down by PIGS (Pathway Improvement Grant Scheme). It was considered that CATG would not fund this extension, therefore this project would now not happen.
c) SIDS (Speed Indicator Device): Wiltshire Council has 18 SIDS that it no longer wants and is looking for groups of Parish Councils to come together to take on the SIDS for use within their own parishes. The Clerk had expressed an interest in this to Wiltshire Council and had approached the Clerks of Broughton Gifford Parish Council, Atworth Parish Council and the Town Council, who were all initially interested in taking on a SID between them. It was noted that more information was needed with regard to where and when metro counts could be carried out and the cost implication. **Resolved:** *The Clerk to investigate the costs and processes involved in taking on a SID.*
- 320/15 **Parliament Week (W/C 16th November, 2015):** The Clerk asked if any councillors would be interested in taking part and visiting local primary schools to chat to the pupils about local government. Visits would be arranged during Parliament Week.
- 321/15 **CPRE Best Kept Village Competition:**
a) Results: The Council noted that Bowerhill had won the first round in the large village category and had come 4th in the second round. Shaw had won the first round in the medium village category and had come 2nd in the second round.

b) Best Kept Village Prize Money: The Council noted that there was prize money attached to winning in the Best Kept Village Competition and as the entries had been made by the Parish Council this would come to them. It was noted that certificates had not yet been received, the Assistant Parish Officer to chase this up. **Resolved:** *The Council donate the prize money to the relevant local action groups.*

c) Entry to Future Competitions: It was noted that the entries were very Parish Council led and that more community involvement in the process could help with the success of future entries. **Resolved:** *The Council continue to support the event with regard to the entry paperwork, but more community engagement and involvement is sought for future entries.*

322/15 **RHS South West in Bloom (SWIB):**

a) It's Your Neighbourhood Awards (IYN): It was noted that the Parish had received some good results in this competition:

- Berryfield Allotment Gardens – THRIVING
- Briansfield Allotment Gardens – ESTABLISHING
- Bowerhill Residents Action Group Picnic Area – OUTSTANDING
- Shaw C E Primary School - OUTSTANDING

b) SWIB 2016 Competition: The Parish Council entry to the SWIB 2015 competition was limited to the IYN awards and the Clerk queried whether the Council wished to get more involved in next year's main SWIB competition. **Resolved:** *The Council continue with the same level of involvement with the SWIB 2016 competition as that of the SWIB 2015 entries.*

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Local Council Award Scheme: It was noted that in order to keep an unbroken accreditation record for the Local Council Award Scheme that applications to the scheme had to be received by the 1st November 2015. Part of the application process included submitting a business plan. The Clerk and Finance Assistant intend to produce a business plan alongside the 2016/17 Budget setting process, but this will not take place until January 2016. It was considered that there would be no value to Parish residents to produce a retrospective business plan for the year 2015/16 simply to meet the 1st November deadline date. **Resolved:** *The Council apply for accreditation to the Local Council Award Scheme in January 2016 and have a 2 month break in its accreditation record.*

Meeting closed at 9.55 pm

Chairman, 16th November 2015