

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 16<sup>th</sup> November, 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, Ian Tait and Gregory Coombes.  
Cllr. John Glover (Vice Chair) joined the meeting at 7.40pm.

**Apologies:** Cllrs. Steve Petty, Terry Chivers and Jan Chivers.

352/15 **Housekeeping:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire, including a reminder that a prefix of 99 was needed for an office outside line and therefore to contact the emergency services dial 99999. It was proposed and unanimously agreed to hold a minute's silence for those affected by the events in Paris. **Resolved:** *A letter of condolence to be sent to the French Embassy.*

353/15 **Declarations of Interest:** The Clerk declared an interest in agenda item 7e) as related to staffing. Cllrs. Wood and Baines declared an interest in agenda item 8a) as recipients of cheques.

354/15 **Items to be Held in Committee:** **Resolved:** *Agenda items 7b), 7c), 7d) and 7e) to be held in Committee in line with Standing Order 36 and 61: "That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw. Reason a) engagement, terms of service, conduct and dismissal of employees"*

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

355/15 **Public Participation:**  
Wiltshire Cllr. Roy While stated that the current focus was on the Community Governance Review meeting to be held on Tuesday 24<sup>th</sup> November; the Parish Community groups had written letters to Wiltshire Council in support of the two Councils remaining, and considered that the Parish was ready to make its case at the meeting.

He also reported that Wiltshire Council had invested £1.5 billion into the pension fund.

*The Council re-convened.*

356/15 **Minutes, Full Council Meeting 12<sup>th</sup> October 2015:** **Resolved:** *The Minutes of the Full Council Meeting held 12<sup>th</sup> October 2015 were formally approved by the council and signed by the Chairman as a correct record with the following amendment: Min.304/15a): first sentence, amend from "14/11495/REM" to "14/11295/REM".*

Matters Arising from Min. 321/15b): **Resolved:** *The Assistant Parish Officer to chase up the certificates and prize money from CPRE for the Best Kept Village Competition.*

- 357/15 **Minutes, Planning Committee Meeting 19<sup>th</sup> October 2015:**  
 a) **Resolved:** The Minutes of the Planning Committee Meeting held 19<sup>th</sup> October 2015 were formally approved by the Council and signed by the Chairman as a correct record.  
 b) **Resolved:** The Recommendations detailed in Min.328/15, Min.329/15, Min.330/15)1), Min.330/15)2), Min.330/15)3), Min.331/15 and Min.333/15 were formally approved.
- 387/15 **Minutes, Planning Committee Meeting 9<sup>th</sup> November 2015:**  
 a) **Resolved:** The Minutes of the Planning Committee Meeting held 9<sup>th</sup> November 2015 were formally approved by the Council and signed by the Chairman as a correct record.  
 b) **Resolved:** The Recommendations detailed in Min.339/15a), Min.339/15b)1), Min.339/15b)2), Min.339/15d)1), Min.339/15d)2), Min.339/15d)3), Min.340/15, Min.341/15)1), Min.341/15)2) and Min.342/15 were formally approved.
- 388/15 **Former George Ward Playing Fields:**  
 The Clerk reported that despite continually making requests she had only received a vague response from Wiltshire Council with regard to the plans for the Playing Fields and who would own and maintain them. She was now awaiting a response from the Officer responsible for S106 Agreements.
- 389/15 **Minutes, Melksham Neighbourhood Plan Meeting 28<sup>th</sup> October 2015 :**  
 The Council noted the draft minutes of the Melksham Neighbourhood Plan Meeting held 28<sup>th</sup> October 2015.

*Agenda Item 7 deferred to the end of the meeting.*

- 390/15 **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	Allotment rent BYF	£20.00
BACS	Allotment rent BSF	£20.00
BACS	Interest on fixed term deposit	£38.47
BACS	Allotment rent BSF	£20.00
500094	Allotment rent BYF £20 BSF £40	£60.00
BACS	Allotment rent BYF 4B	£20.00
500095	Allotment rent BYF£100 BSF £50 Adhoc football pitch hire (The Grapes) £50	£200.00
<b>Total</b>		<b>£ 378.47</b>

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

CHQ No:	Payee	Payment Details	Net £	VAT £	Gross £
n/a	BT	Adjustment to amount taken by direct debit for 01225 708741 following query and subsequent credit note	-£4.64		-£4.64
DD	British Telecom	Line rental & broadband charges for 01225 706693 at new pavilion 1/11 - 30/11	£44.38	£8.88	£53.26
DD	British Telecom	Line rental for 01225 702485 at new pavilion 1/11 - 30/11	£19.99	£4.00	£23.99
DD	British Telecom	Line rental for 01225 708741 at new pavilion 1/11 - 30/11	£20.52	£4.10	£24.62
5043	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
5044	Tollgate Security Ltd	Annual maintenance & monitoring of alarm and BT Redcare at pavilion	£600.00	£120.00	£720.00
5045	Condor Office Solutions	Photocopier charges 31/7 - 27/10	£300.52	£60.10	£360.62
5046	Wiltshire Publications Ltd	Adverts in Melksham News, White Horse News and Frome Times for Finance Assistant vacancy	£198.00	£39.60	£237.60
5047	Kennet Sign & Display	4 door signs for pavilion & installation	£120.00	£24.00	£144.00
5048	Melksham Town Council	Contribution to Neighbourhood Plan (15/P/009) & Remembrance day wreath	£134.45		£134.45
5049	EON	Electricity at sports pavilion 20/9 - 22/10	£44.00	£2.20	£46.20
5050	Total Equipment Ltd	Electricity charges for Crown Chambers 11/9 - 10/10 & 8/9 - 7/10	£40.05	£2.00	£42.05
5051	Leekes Ltd	Bolts, screws, tape set & drill bits for work at new pavilion	£40.29		£40.29
5052	Wiltshire Waste Ltd	First waste collections at new pavilion	£25.75	£5.15	£30.90
5053	A4 Asbestos	Asbestos testing of sample from Beanacre Bus Shelter	£30.00		£30.00
5054	Broughton Gifford Village Magazine	Advert for finance assistant vacancy	£20.00		£20.00
5055	Buildbase	Ply & screws for new pavilion	£18.23	£3.64	£21.87
5056	Alan Baines	Travel expenses and parking for Operational Flood Working Group meeting in Chippenham	£10.75		£10.75
5057	Paul Hulbert	Crown Chambers - window cleaning inside and out, and clean outside Council sign	£60.00		£60.00
<b>Salaries:</b>					
5058	Teresa Strange	November salary, Additional hours (39.75hrs), Expenses - lock for allotments (£5.68) lightbulbs for office (£9) Key fobs (£1.32) stationary (£14.03) Office 365 Business essentials (£37.20) ICO Data protection registration (£35) + VAT		£14.29	
5059	Joanne Eccleston	November salary, Additional hours (8hrs), office supplies (£1.46) + VAT		£0.29	
5060	Terry Cole	Hours w/e19/09/15 - 10/10/15 + Travel Allowance, + Expenses combination lock for allotment (2nd replacement) £10.82, plywood for pavilion doors £35		£9.17	

		+ VAT			
5061	Richard Wood	Chair's Allowance - 2nd Instalment	£200.00		£200.00
5062VOID now 5068	Lucy Key	November salary (part month) less holiday payment owed + Expenses (chubb security keys £25)			
5063VOID now 5069	Elaine Cranton	October office cleaning + sick pay (2.5hrs)			
<b>Total Salaries</b>			<b>£3,637.83</b>	<b>£23.75</b>	<b>£3,661.58</b>
5064	HMRC	PAYE Tax & NI for November	£775.58		£775.58
5065	Wiltshire Council - Wiltshire Pension Fund	Superannuation contributions Strange/Eccleston/Key	£864.28		£864.28
5066	Arien Designs	Powdercoated legs for noticeboard (for opposite Shaw School)	£199.00	£39.80	£238.80
5067	Post Office Ltd	Postage Stamps	£150.00		£150.00
5068		<i>To replace void cheque 5062 (written for wrong amount)</i>			
5069		<i>To replace void cheque 5063 (written for wrong amount)</i>			
<b>Grand total</b>			<b>7,954.48</b>	<b>458.31</b>	<b>8,412.79</b>

The Council noted the cheque to Tollgate Security for £600. This was for annual monitoring via Redcare. An invoice for the supply and installation of the intruder alarm was invoiced direct to Wiltshire Council as per the agreement with Mark Hunybun.

- 391/15 **Transfer of funds to Unity Bank:** The Clerk reported that a balance of up to £75,000 in a bank account was protected under the banking compensation scheme, however as RFO she recommended transferring £85,000 into this new account as this would cover 3 months of salary payments in addition. **Resolved:** *The Council transfer £85,000 into the new Unity Bank account.*
- 392/15 **Bowerhill Pavilion Insurance Value:** Wiltshire Council had advised that the build cost for the Pavilion was £843k. An independent valuation for insurance purposes had put the facility at £571k. Advice had been sought from Mark Hunybun at Wiltshire Council who recommended that the Pavilion was insured at the higher amount. It was noted that the independent value reflected the cost of the rebuild, but not the high specification heating system, CCTV and intruder alarm system. **Resolved:** *The Council insure the Pavilion for the higher replacement cost of £843k.*
- 393/15 **2016/17 Precept:** The Clerk reported on the precept information from Wiltshire Council. The 2014/15 tax base was 3121.00, and for 2015/16 would be 3205.60, including the top up grant of £197.57. It was noted that the taxbase will be agreed by Wiltshire Council on 15<sup>th</sup> December 2015. The deadline for precept requests is Friday 22<sup>nd</sup> January 2016, however the Council's meeting to approve the Precept is being held on Monday 25<sup>th</sup> January, so the Parish Council request will be 2 days late. An important question to ask at the Community Governance Review meeting on the 24<sup>th</sup> November is whether the precept for 2016/17 will be moved to Melksham Town after the Boundary Review if the proposal for the East of Melksham Development to

fall under their governance is approved. It was also noted that any Community Benefit generated from the Sandridge Solar Farm against those dwellings in the East of Melksham would be lost.

394/15 **Grant Aid Policy: Resolved:** *The Grant Aid Policy was reviewed and approved.*

*Cllr. Glover joined the meeting at 7.40pm.*

395/15 **Community Governance Review:**

- a) **Feedback Following Public Meetings:** It was considered that many members of the public did not understand the difference between the two councils or the impact that the dissolution of both councils and the creation of one new council would have. It was disappointing that the meetings were not well attended by the public, however, the council fully supported Wiltshire & Town Councillor Jon Hubbard's request at the last Public Meeting that the lack of advertisement of the meetings had been a cause of the low public turnout and he wished for this to be recorded in the minutes.
- b) **Correspondence:** The Council noted correspondence from the local action groups and thanked them for their support.
- c) **Representation at the Wiltshire Council Meeting, 24<sup>th</sup> November, 2015:** The Clerk, Cllrs. Wood, Baines and Carter to attend in representation of the Parish Council. Cllr. Mills to attend in representation of BRAG.

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

Wiltshire Cllr. Roy While advised that having spoken to the democratic services officers that the process of the meeting was still undecided, although he believed that only three people would be able to speak on any one proposal. He stated that he would check the procedure and report back to the Clerk.

*The Council re-convened.*

396/15 **Highways & Streetscene:**

- a) **Service Provision:** The latest newsletter from Wiltshire Council on Service Provision was noted. The Clerk reported that she was attending an SLCC meeting where Bill Parks, Wiltshire Council Local Highways would be answering questions from Town and Parish Councils. The newsletter stated with regard to litter collection "we will remove litter where present at an unacceptable level (Code of Practice for Litter and Refuse) when reported" and "when reported remove fly posting that is perceived to cause a highway nuisance". Cllr. Mills considered this to be subjective language and queried who decided what was an unacceptable level of litter and what caused a highway hazard. **Resolved:** *The Clerk to ask Bill Parks to clarify the terminology used in the newsletter and the means of measuring "unacceptable" and what was regarded a "highway hazard".*
- b) **Funding of Services no longer provided by Wiltshire Council:** Correspondence had been received from Wiltshire Council with regard to the devolution of assets to Parish Councils, asking if parishes wish to take on these assets; Benches and Seats; Play Areas; Bus Shelters. It was noted that any assets currently in the ownership of Wiltshire Council would be removed and

not replaced if damaged or broken. It was queried that if the parish replaced a piece of play equipment in a Wiltshire Council run play area, who would then be responsible for it. It was suggested that the Council should consider having a Policy to make decisions over whether to take on any Wiltshire Council play areas. It was noted that taking over play areas from Wiltshire Council that required improvements could result in a very high expenditure. Cllr Glover asked for a future agenda item to be to consider assisting the Town council with the cost of taking on the public toilets in the Town. **Resolved:** *1. The Council approach Wiltshire Council in an exploratory measure to identify which assets Wiltshire Council own within the Parish that could potentially be taken on. 2. The Clerk investigate the levels of precept required to adopt and maintain these assets.*

**c) Acknowledgement of Residents and Landowners providing Services:** The Clerk reported that some residents and landowners had been cutting back hedges and grass verges, and community groups had been carrying out litter picks. **Resolved:** *1. The Council write a letter of thanks to these residents and landowners. 2. An article to be put into the next Melksham News newsletter thanking residents and community groups for good stewardship of the environment. 3. A letter of thanks to be sent to Community Payback for the fantastic job that they did clearing brambles in Hornchurch Road. 4. A letter of thanks to be sent to Melksham ATC and Melksham Youth Club for their hard work and assistance in planting trees, donated by the Woodland Trust, at the Bowerhill Sports Pavilion.*

**d) Roundabout Sponsorship:**

i) A proposal had been received from Hall & Woodhouse over the sponsorship of the “Milk Churn” roundabout. They had made a request to put milk churns onto this roundabout. There were some concerns with regard to safety; whether people might hit them or remove them and potentially leave them on the highway. **Resolved:** *The Council welcome the proposal on the condition that it meets all the relevant Highway Safety requirements.*

ii) Guildhall Estates were interested in adopting the roundabout at Cranesbill Road, however, due to the fact that this road is still unadopted, the process was currently too complicated.

iii) Spa Road Roundabout is being sponsored by Kingstons and they wish to put a sculpture on there that reflects the various businesses on the Bowerhill Industrial Estate. Cllr Baines reported that there is a Wiltshire Council Centenary Tree planted on the Spa Road Roundabout. This was planted in 1988 to celebrate 100 years of Wiltshire Council. The Council were happy for a sculpture to be placed on the roundabout providing the trees were not affected. Suggestions were made that a sculpture could reflect the history of the Spa or that a replica Hawker Hunter could be put there to reflect Bowerhill’s historical relationship with the RAF.

**e) SIDS(Speed Indicator Devices):** Wiltshire Council has agreed to the 4 parishes of Melksham Town, Melksham Without, Atworth and Broughton Gifford as a group taking over a SID. A discussion took place over where it would be stored, how it would be shared and the procedures required to use it. As CATG representative Cllr. Baines reported that Wiltshire Council had resolved not to use SIDS anymore and therefore if the Parish Council did not take one on then they would not be used again. **Resolved:** *The Clerk and Cllr*

*Baines to attend a meeting with Wiltshire Council to investigate the requirements and rules for using SIDS.*

- f) **Freight Restriction Requests:** The Clerk reported that there are 80 freight restriction requests on Wiltshire Council's Freight Assessment and Prioritisation Mechanism (FAPM) list. The two parish requests of the FAPM are:
- i) **C222/C220 Top Lane/Purpitt Bridge, Whitley. *Resolved:*** *The Council reply to Wiltshire Council in support of this restriction.*
  - ii) **A365, Bowerhill/Seend Fork. Cllr Glover reported that when this Seend Fork Proposal was previously requested it was due to concerns over HGVs driving through the village when children were walking to school. However, Seend Primary School has a back entrance away from the main road, and whilst sympathetic to those concerns, any restriction that saw extra HGVs taking routes via the Melksham Oak Community School would also bring concerns over road safety. *Resolved:*** *1. The Council clarify with Wiltshire Council if this restriction wishes to see freight restricted using the road through Seend. 2. If this is the proposed restriction then the Council do not support this as the road through Seend has always been a primary route, and they do not want to see any unnecessary extra traffic being sent past Melksham Oak Community School.*

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

Wiltshire Cllr. Roy While reported that Cllr. Glover was correct and that this freight restriction had been called in to Scrutiny.

*The Council re-convened*

- iii) A previous request over restrictions on HGVs using Falcon Way to access Bowerhill Industrial Estate was queried. ***Resolved:*** *The Clerk to investigate the request for a weight restriction on Falcon Way with Wiltshire Council and raise with CATG if not auctioned.*
- g) **No Parking Sign at Snarlton Lane:** The Council had received a request for a no parking sign at the turning circle at the end of Snarlton Lane. Stuart Renfrew, Wiltshire Council Community Coordinator had suggested painting "Keep Clear" and white hatching in this turning circle as this had proved successful in other areas. It was noted that the process for getting yellow lines was very lengthy and there was a lack of enforcement officers. It was noted that some HGVs had been going down Snarlton Lane in error trying to find Sandridge Solar Farm, which were then unable to turn around. The Solar Farm had now been asked to give the post code for the old Forest and Sandridge School to delivery drivers to prevent this Sat Nav error. ***Resolved:*** *The Council request that "Keep Clear" and white hatchings be painted onto the turning circle.*

397/15 **Street Furniture:**

- a) **Request to Pay Legal Costs:** Guildhall Estates had requested that the Parish Council pay £750 in legal costs for a licence agreement to install a defibrillator and notice board on the external wall of the new Morrison store on the East of Melksham Development. The Parish Council had notice boards on other business walls and had never been asked to pay legal costs before. ***Resolved:***

*The Council do not pay this and find another location for the defibrillator and notice board.*

- b) Purchase of New Notice Board for External Wall of Morrisons:** The Council noted that two notice boards for the East of Melksham had already been approved and purchased and were due for installation this week. **Resolved:** *The Council wait for the outcome of the Community Governance Review before committing to purchasing a third notice board.*

398/15 **Partnership Arrangements with Melksham Town Council:**

- a) Visit Melksham:** The Council had received a request from the Town Council to share the cost of £721 for Visit Wiltshire, as last year. **Resolved:** *1. The Council share the cost of Visit Wiltshire and pay £360.50. 2. Request that there is a joint presentation with the Town and Parish Councils from Visit Wiltshire.*
- b) Community Asset Register:** It was noted that the Parish Council did not have any assets that it could add to the community register.

399/15 **Shaw Hall Management Committee:** The Clerk gave an update further to requests made at the meeting held on Monday 12<sup>th</sup> October, 2015:

- i) The retaining wall to the village hall car park is due for repair this week. This is being carried out by a Council approved contractor under the instruction of Shaw Village Hall Management Committee and at their cost.
- ii) The Clerk had sent correspondence to the Village Hall Committee with regard to legal points with the lease that had been highlighted by the Council's solicitor. The Village Hall Committee still feel that there is some ambiguity with regard to the Play Area. **Resolved:** *The Parish Council respond to Shaw Village Hall Management Committee declaring its intention to continue with the maintenance and inspection of Shaw Play Area, for consistency across play areas in the whole parish and for the care of its users. It is therefore covered by the Parish Council's insurance for public liability insurance. However, any grass cutting carried out by Village Hall Management Committee or by their contractor in the play area would fall under their public liability insurance as not carried out under the instruction of the Parish Council.*
- iii) There were still queries that the Council had raised with the Village Hall Committee over the building valuation, engineering insurance requirements and seating in Shaw Playing Field that remained unanswered. **Resolved:** *The Clerk to chase up these responses with the Village Hall Committee.*

400/15 **ICO (Information Commissioner's Office):** The Council noted that it was now registered with the ICO for the purposes of compliance with the Data Protection Act 1998.

*Wiltshire Cllr. Roy While left the meeting. Agenda Item 7 was discussed.*

401/15 **Staffing & Resources:**  
**Minutes, Staffing Committee Meeting, 9<sup>th</sup> November, 2015:**

- a) Resolved:** *The Minutes of the Staffing Committee Meeting held 9<sup>th</sup> November 2015 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) Resolved:** *The Recommendations detailed in Min.347/15, Min.349/15, Min.350/15c) and Min.350/15d) were formally approved.*



- c) **Resolved:** *The Confidential Notes to accompany the Minutes of the Staffing Committee Meeting held 9<sup>th</sup> November 2015 were formally approved by the Council and signed by the Chairman as a correct record.*
- d) **Report from Interview Panel: Resolved:** *1. The Recommendations of the Interview Panel held 11<sup>th</sup> November 2015 were formally approved by the Council. The Clerk reported that the successful candidate had unfortunately turned down the offer. Due the current workload and Budget deadline of January, she advised that the post was re-advertised in January 2016. A discussion took place over which media publication would be the most be beneficial when re-advertising the post. Resolved: 2. The post of Assistant Financial Officer to be re-advertised in January, 2016. 3. The Clerk and the Assistant Parish Officer to cover any extra hours required due to the lack of an Assistant Financial Officer without the need for prior approval from the Council.*
- e) **Clerk's Appraisal:** *The Council noted that the Clerk's appraisal had gone well.*

Meeting closed at 9.23 pm

Chairman, 14<sup>th</sup> December 2015