

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 27<sup>th</sup> April, 2015 at Crown Chambers, Melksham at 7.00p.m.**

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

**Apologies:** Cllrs. Terry Chivers, Jan Chivers, Gregory Coombes.

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

482/14 **Declarations of Interest:** Cllr. Mills declared an interest in agenda item 9d) as Chairman of BRAG. The Clerk also declared an interest in agenda item 9a) as the Council had written a cheque to her husband, Andy Strange, for work carried out by him as a Council contractor.

483/14 **Confidential Items to be held in Committee:** It was noted that information regarding agenda item 10e) had not been received from the loss adjusters and therefore this item would not be discussed in committee.

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

484/14 **Public Participation:** Wiltshire Cllr. Roy While reported that the only planning application being considered at the next Western Area Planning Committee was the old Peter Black site on Cradle Bridge in Trowbridge. Cllr While felt that the redevelopment of the site would be welcome news for the residents of Trowbridge.

He reported that at the last Area Board meeting a Wiltshire Council Officer made a statement about the Campus delay, stating that a review of the Campus was being undertaken and meetings with the Rugby & Football Club were taking place. Under review would be the sporting facilities to be provided by the Campus. Additionally the Market Place refurbishment was being reviewed and that this could now be less ambitious than originally planned. Wiltshire Cllr While confirmed that a Campus would be built.

Cllr Mills asked about the future of Christie Miller and whether it would be able to survive for the next 2/3 years. Wiltshire Cllr While stated that steps would be taken as far as possible to keep the building going.

Cllr Carter queried why the issue with the Great Crested Newts was still holding up the whole process when Wiltshire Council had been aware of their presence for quite some time. Wiltshire Cllr While replied that they were known about, however they could only be moved at certain times.

*The Council re-convened.*

485/14 **Minutes, Full Council Meeting 23<sup>rd</sup> March 2015:**  
a) **Resolved:** *The Minutes of the Full Council Meeting held 23<sup>rd</sup> March 2015 be formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*

- 1) Min. 442/14g) to have the sentence “a building company that is registered to remove materials containing asbestos and that also carry out asbestos checks” omitted.
- 2) Min. 443/14b) The sentence “part of Bradford and District Council” changed to “part of Bradford and Melksham Rural District”.

**b) Matters Arising from Min.444/14c):** Cllr Mills queried whether a response from Wiltshire Council had been received with regard to the removal of a hedgerow between Duxford Close and Bader Park. Wiltshire Council had responded stating that they did not consider the hedgerow to have marked a boundary, and that it mostly consisted of brambles where litter was collecting. It's removal was to enable Wiltshire Council Contractors to remove litter and rubbish and to make maintenance of the grassed areas easier. Wiltshire Council had no intention of replanting the hedgerow, but had no objection in principle to any further planting by BRAG or the Parish Council.

**c) Matters Arising from Min. 443/14d):** Cllr Carter queried whether the asbestos contractor had carried out a survey of Shaw Village Hall yet. The Clerk reported that the contractor was booked to carry out the survey on 26<sup>th</sup> May as this was in the half term break when the pre-school would not be using the hall.

486/14 **Confidential Notes from Full Council Meeting 23<sup>rd</sup> March 2015:**  
*Resolved: The confidential notes for Min. 437/14C and Min. 444/14b)C be formally approved by the Council and signed by the Chairman as a correct record.*

- 487/14 **Planning Committee Meeting 30<sup>th</sup> March 2015:**
- a) *Resolved: The Minutes of the Planning Committee Meeting held 30<sup>th</sup> March 2015 be formally approved by the Council and signed by the Chairman as a correct record.*
- b) *Resolved: The Recommendation detailed in Min.457/14 was formally approved.*
- c) **Matters Arising from Min. 457/14:** The Clerk reported that the Wiltshire Council CIL consultation document that stated “Due to the unpredictable nature of flood risk and drainage issues, later implementation of maintenance is unacceptable” was a direct contradiction to Portfolio Holder Philip Whitehead’s response to the Parish Council’s request for vulnerable gulleys to be cleared twice a year, rather than once. His response was that “an extra gully clean for vulnerable gulleys as preventative maintenance could not be done other than an annual clean as Wiltshire Council operate on a reactive basis to gullies that are reported to us as blocked”. *Resolved: The Council to write to Portfolio holder, Philip Whitehead to query this contradiction.*

- 488/14 **Planning Committee Meeting 20<sup>th</sup> April 2015:**
- a) *Resolved: The Minutes of the Planning Committee Meeting held 20<sup>th</sup> April 2015 be formally approved by the Council and signed by the Chairman as a correct record.*
- b) *Resolved: The Recommendation detailed in Min.469/14 was formally approved.*

- 489/14 **Allotment Committee Meeting 30<sup>th</sup> March 2015:**
- a) *Resolved: The Minutes of the Allotment Committee Meeting held 30<sup>th</sup> March 2015 be formally approved by the Council and signed by the Chairman as a correct record.*

- b) **Resolved:** *The Recommendation detailed in Min.461/14(3), Min.461/14(4), Min.462/14(1) and Min.462/14(2) were formally approved.*
- c) **Matters Arising from Min. 461/14(1) & Min.461/14(2):** A discussion took place over the agreement between the landowner of the Allotments and the land owned by the Parish Council. As both parties had first option on purchasing either party's land should they wish to sell, this complicated the issue of whether this land could be registered as local green space and a community asset. The Parish Council owned land is currently being farmed and Cllr Petty reported that it was his understanding that it was general policy to refuse agricultural land as a community asset. The Council had also received a request from the Canal Trust Development Company asking whether they wished to sell their land to the Trust. **Resolved:** *1. The Council write to the Trust Development Company to inform that they were interested in receiving an offer for the Parish Council owned land but that another landowner had first refusal on the purchase of the Parish Council's land. 2. The Council contact Mr. Guley to seek his views on the current land ownership arrangements and whether he would consider any future changes.*

490/14 **Bowerhill Sports Field Working Party Meeting 20<sup>th</sup> April 2015:**

- a) **Resolved:** *The Minutes of the Bowerhill Sports Field Working Party Meeting held 20<sup>th</sup> April 2015 be formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Resolved:** *The Recommendation detailed in Min.474/14, Min.476/14l), Min.479/14a), Min.479/14b), Min.479/14c), Min.479/14d), Min.480/14a), Min.480/14b) and Min.480/14d) were formally approved.*

491/14 **Report from Bowerhill Sports Field Pavilion Site Meeting held 24<sup>th</sup> April, 2015:**

- a) **Mechanical Locks:** This had been discussed with Mike Rogers, who was happy that the combination on the locks would only be changed once a season. It was agreed that these would be fitted on the internal door of the changing rooms, and not the external lobby door. **Resolved:** *The Council instruct Winvic to proceed with an order for 6 mechanical locks for the internal changing room doors (ie: not external lobby door) 6 x Mechanical Door Locks at £99.88 excluding VAT each*
- b) **Finger guards:** **Resolved:** *The Council instruct Winvic to proceed with an order for fingerguards for: 19 doors (all doors excluding the plant and switch room) at £52.88 for finger guard for hinge opening side and £41.13 for hinge knuckle side on doors as marked up on Friday 24<sup>th</sup> April, excluding VAT*
- c) **Kit Room Floor:** This was intended to be painted, but will now be sealed concrete due to ease of future maintenance.
- d) **Youth Team Equipment:** Due to the amount and size of the youth team equipment, the Winvic Site Manager was unable to fit all of it into the kit room and the surplus had to be stored in the youth club end of the new pavilion. **Resolved:** *1. The Youth Team to be contacted as soon as possible, informed of the situation and asked to either reduce the amount of equipment stored, or store the equipment elsewhere. 2. The Youth Team to be given permission to erect a shed or small storage facility near to the cycle rack in order to store surplus equipment.*
- e) **Hand Dryers, Soap Dispensers & Toilet Roll Holders:** Mark Hunnybun confirmed on 27<sup>th</sup> April that Wiltshire Council would pay the cost for installation of 14 hand dryers. **Resolved:** *The Council to check that Wiltshire Council will also pay for the soap dispensers and toilet roll holders.*

- f) **Basketball Hoop: Resolved:** *Approved contractor, Andy Strange, to be asked to remove and store the basketball hoop from the old pavilion for future use in the parish.*
- g) **Launch Event:** It was suggested that the launch event could take place in September, however the Lord Lieutenant was unable to make any of these dates. A date in August could be considered. Cllr Mills suggested that in the meantime the Council ask the Melksham News to take some photos of the new pavilion and report that it is open and that the launch event has been postponed.
- h) **Youth Club Cabinet:** Cllr Mills reported that all paperwork previously stored in the youth club filing cabinet in the old pavilion had now been removed. Janet Jory would sort through this and the important paperwork would be sorted out and passed on to the Clerk for safekeeping.

492/14

**Bowerhill Pavilion CCTV:**

Cllr Tait explained the different processes and options available should the Council wish to install CCTV to cover the outside of the new pavilion. Cllr Petty suggested a “Mosquito” system which emits noise that only the under 25s can hear. **Resolved:** *The Council seek quotes for CCTV and the Mosquito system.*

The Clerk reported that she had purchased some “Smart Water” to security mark all Parish Council items, including those being put into the new pavilion.

493/14

**Update Following West Wilts Scouts St George’s Day Event:**

The Clerk reported that the event went really well with over 250 people in attendance. The parking at Knorr Bremse went well and could be something that the Council wish to consider for future large events on the field. The Clerk had approached the Enigma Baton Twirlers who would be happy to attend the launch event. It was noted that the Scouts left the Sports Field in an immaculate condition.

494/14

**Community Governance Review:**

- a) **Report from meeting with Wiltshire Council on 14<sup>th</sup> April:** The Clerk reported on her meeting, accompanied by Cllr Baines, with Wiltshire Council with regard to the Freedom of Information request the Council had made about the Community Governance Review. Wiltshire Council stated that they will publish a report at a future date and as such there is no requirement for them to provide the information at this point. The Clerk re-iterated the point at the meeting that the Parish Council were very concerned about a lack of public consultation time, as the consultation date had already been pushed back due to the forthcoming general election. Wiltshire Council had assured the Clerk and Cllr Baines that they would ensure that adequate time was given for the consultation process. The Clerk explained at the meeting that part of reason for the freedom of information request was due to the Council’s concern over conflict of interest with members voting on the review. Wiltshire Council concluded the meeting with an assurance that they would write to the Council allaying any fears re conflict of interest and reaffirming their commitment that adequate time would be given for the consultation process. As of the Full Council meeting the Clerk had not received a response from Wiltshire Council.

It was also noted that Wiltshire Council appeared to be now be working outside of the Government advised 12 month timescale for a Boundary Review to be conducted and concluded.

**Resolved:** The Council write to Wiltshire Council reminding them that they have not sent a written response to the Freedom of Information request or from the meeting held on 14<sup>th</sup> April. The Parish Council to outline what they understood to be agreed at the meeting held.

**b) Seend Boundary Review:** The Clerk reported that she had received a reply from Seend Parish Council. They did not wish to change the boundary, but were happy for the picnic area to remain.

**c) Broughton Gifford Boundary Review:** To date Broughton Gifford Parish Council had not responded to the request made.

495/14

**Finance:**

a) **Council Receipts:** The Clerk reported that Wiltshire Council advice notes had been received advising that the Precept (50% share), Top up Grant (50% share) and Area Board grant for Shaw playing field benches would shortly be received.

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

Cheque no	Payee	Payment Details	Net £	VAT £	Gross £
4861	Whatley & Co (Pewsey) Ltd	Supply and installation of 4 water troughs at the allotments	£2,570.00	£ 514.00	£3,084.00
4862	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
4863	Wiltshire Council	Rates for Playing Fields at Bowerhill Sports Field	£ 465.60		£ 465.60
4864	Total Equipment Ltd	Electricity charges for Crown Chambers from 8/2 - 10/4	£ 225.16	£ 33.37	£ 258.53
4865	Wiltshire Publications Ltd	Spring Newsletter and grant aid notice in Melksham News	£ 186.50	£ 37.30	£ 223.80
4866	Playsafety Ltd	RoSPA exam fee for Parish Caretaker	£ 200.00	£ 11.00	£ 211.00
4867	J Beaven	Weekly cleaning of Bowerhill Pavillion 9/2/15 - 23/3/15	£ 169.75		£ 169.75
4868	British Telecom	Telephone charges for 01225 705700 – line rental 1/4 - 30/6 & calls 8/1 - 8/4	£ 133.23	£ 22.64	£ 155.87
4869	Melksham Community Area Partnership	Contribution to Melksham Area Community Safety Group meetings	£ 100.00		£ 100.00
4870	SLCC Enterprises Ltd	VAT training course for Finance Assistant	£ 75.00	£ 15.00	£ 90.00
4871	Post Office Ltd	Postage stamps	£ 88.90		£ 88.90
4872	Andy Strange Property and Garden Maintenance Ltd	Collection, delivery and installation of new bench at West Hill bus stop, Whitley	£ 58.00		£ 58.00
4873	NALC	LCR Magazine subscription	£ 40.00		£ 40.00
4874	Buildbase	Cable ties for signs at Bowerhill	£ 2.16	£ 0.43	£ 2.59

Salaries:				
4875	Mrs T Strange	April salary & add hrs (17) + final non consolidated payment (£33)		
4876	Mrs J Eccleston	April salary, add hrs (7.5) & expenses £1.66+VAT (batteries)		
4877	Mrs L Key	April salary, add hrs (6.25) & mileage (VAT course, Guildford 180 miles)		
4878	Mr T Cole	Pay for w/e 7/3/15 - w/c 27/3/15 & mileage (118 miles)		
4879	Mrs E Cranton	March Office Cleaning (4)		
<b>Total Salaries</b>			<b>3,453.53</b>	<b>0.33</b>
4880	Wiltshire Council - Wiltshire Pension Fund	Superannuation for April	£ 885.20	£885.20
4881	HMRC	PAYE, tax and NI for April	£ 660.07	£660.07
<b>Grand total</b>			<b>9,906.60</b>	<b>752.76</b>
				<b>10,659.36</b>

- 1) The Clerk requested that the cheque to allotment trough installation contractors, Whatley & Co (Pewsey) Ltd, be signed, however she would hold onto it until she clarified whether soils and debris found in the ditch at the allotments was as a result of works carried out by them. If this was the case she would hold onto the cheque until they had rectified the situation.
- 2) The Clerk reported that there was a query on the BT bill, as they had charged £20 for late payment due to their own error. This extra charge was an error, however, the Council had been faced with extreme difficulty installing phone lines into the new pavilion. This was due to incompetence on the part of BT, however, if BT had a query over an unpaid bill they simply cancelled orders and requests, and had already cancelled new phone line orders for the pavilion. The Clerk wanted to ensure that BT installed the phone lines first and she would then argue the overpayment.

**c) Additional Finance Committee Meeting:** Following advice from the Internal Auditor and the Insurance Brokers Came & Co, the Clerk and Finance Assistant had looked at the insurance value of the Council's assets, considering replacement values rather than upping the value of assets by the rate of inflation. It was considered that an extra Finance meeting was required to discuss these changes and the renewal of the insurance policy that was due by 1<sup>st</sup> June. **Resolved:** 1. An extra Finance Committee meeting to be held on Monday 18<sup>th</sup> May, 2015. 2. The Finance Committee to be given delegated powers to agree on Insurance Renewal provision and to approve the cheque for the insurance renewal.

**d) Report from Internal Auditor Visit, 27<sup>th</sup> April, 2015:** The Internal Auditor was very complimentary, but did make some advisory comments. Most importantly was the Assets list. The Council do not own everything on the existing list as both Whitley Reading Rooms and Bowerhill Village Hall were owned by Trusts and needed to be removed from the assets register, significantly reducing the asset value. The asset value listed should also be the original purchase price (or if not known, as per the principles agreed by the recent Asset Working Party). The Internal Auditor advised that the Asset Value for the previous year ending 31<sup>st</sup> March 2014 be "re-stated" under the same principles as those for the year ending 31<sup>st</sup> March 2015; this would give a clear indication of the difference in the asset listing from 2013/14 to 2014/15.

The External Auditor had previously commented that the Council did not have any general reserves as all the reserves were earmarked. The Internal Auditor recommended looking at the reserves and creating two columns within the reporting; one for projects anticipated to be completed within the year and the second for long term projects, which would be more like a general reserve. **Resolved:** *The Officers to work on this and present it for approval as part of the External Audit response.*

**e) Donation of 2 Lectern Style Notice Boards from BRAG:** BRAG had recently purchased two lectern style notice boards that they wished to donate to the Parish Council. One was already installed at the Picnic area by the canal and the other was awaiting installation. **Resolved:** *The Council accept the donation and add the two lecterns to the Council's insurance policy.*

**f) CATG:**

**i) Footpath to Connect Ingram Road to the Footpath at the New Forest & Sandridge School:** It was noted that although Town residents from the Forest Estate would benefit from a footway, the residents in Snarlton Lane would also benefit from a reduced pedestrian use of the Lane by those wishing to access the school. **Resolved:** *1. The Parish Council pledge £11,000 s106 funding from the application for the new retail units next to the school (W14/00211) for the next CATG meeting to be held on 13<sup>th</sup> May. 2. The Parish Council ask the Town Council for a donation and support for this initiative with CATG.*

**ii) 20mph Speed Limit in Snarlton Lane:** The Council noted that a Wiltshire Times report had stated that the Town Council had pledged funding towards a 20mph speed limit in Kenilworth Gardens and that it had Area Board support.

496/14

**Shaw Village Hall, Playing Field & Play Area:**

**a) Update Following Village Hall Management Committee 14<sup>th</sup> April:**

**i) Picnic Bench and Seating Installation:** The Village Hall Committee were only happy with the bench installation by the play area, not with any of the other proposed bench locations as they considered that no one would use them. However it was noted that the proposed locations were as a result of resident's requests. The Clerk reported that the Chair of CAWS (Community Action – Whitley & Shaw) had been in touch earlier in the day to say that they following their latest Officer meeting, they were interested in the idea of extending the Play Area right up to the Car Park; this would involve the area that the benches were due to be sited by the old tree stump. **Resolved:** *The Council install the benches as per the consultation, but that they are not cemented in at this stage.*

**ii) Request for replacement bin:** The Council noted that this was no longer a request; and that the existing bin to the rear of the playing field was to be relocated to an agreed spot near the car park, as part of Wiltshire Council's Community Day works planned for Tuesday 28<sup>th</sup> April.

**iii) Next Village Hall Management Committee Meeting, Tuesday 12<sup>th</sup> May:** The Clerk reported that she had been invited to attend the next Village Hall Committee meeting to address the issues that the Parish Council still required a response on.

**b) Replacement Play Equipment:** The Council considered the response from the consultation taken out by CAWS; out of the 254 respondees 104 requested a tractor and 96 a spinner. However, the tractor had been requested by the younger children and the spinner (dish roundabout) by the 7 – 11 year olds. It was noted that the space inside the

fenced area was not large enough for the tractor. Additionally the Clerk had received information from CAWS that they would like to fundraise in order to extend the play area towards the car park. It was considered that that if the spinner was installed now, that the tractor could be considered at a later date in the summer with the possibility of an enlarged play area. **Resolved:** *The Council instruct Vitaplay with an order for: 1 x Supply and Install dish roundabout on 23m<sup>2</sup> Rhyno Mulch surface @ 40mm deep at £3,477.00 excluding VAT, to include the removal and disposal of the delaminated rocker seat.*

Vitaplay had come up with an idea for bird spike that they had seen at another play area; cable ties positioned at different angles around the cross bar. They would install cable ties on the cross bar of the swings for free at the time of installing a new piece of equipment. The possibility of grass matting or alternative Rhyno Mulch at the entrance to the park would be considered at a later date pending the outcome of any potential extension to the play area. **Resolved:** *The Council instruct Vitaplay with an order for: 1 x Supply and Install Tie wrap bird spikes to the top of Junior and Toddler swing frames; free of charge whilst on site with other works.*

**c) Request for Testimonial from Vitaplay:** The Shaw Play Area contractors, Vitaplay, had requested that the Council provide them with a testimonial of their work. **Resolved:** *The Council ask Vitaplay to produce some text for the Council's approval.*

**d) CAWS event at Shaw Playing Field, 11<sup>th</sup> July:** The Council noted that CAWS were planning to hold a consultation with residents over potential further funding, potential extension of the play area and any other ideas that residents wish to voice and wished to make this a joint event with the Parish Council. **Resolved:** *The Parish Council accept the invitation to hold a joint event with CAWS on Saturday 11<sup>th</sup> July.*

497/14

**Parish Enhancement:**

**a) Weed Spraying in the Parish:** The Council considered the quotation from a contractor for weed spraying in the parish. It was noted that this contractor had always done a good job in the past and had returned for a second spraying if the first had not completed the job. Additionally the price had risen very little over the years and as such was good value for money and therefore the Council agreed that it did not need to seek alternative quotations next year on that basis. **Resolved:** *The Council accept the quote and instruct the contractor, Complete Weed Control, to carry out the weed spraying at a cost of £815.00 plus VAT.*

**b) Best Kept Village Competition:** The Council noted that the deadline for entries was 30<sup>th</sup> April, 2015. Cllr Mills stated that the private Bowerhill allotments should not be mentioned this year as they are being moved, this is due to the permissive rights of the footpath being withdrawn. The Clerk showed a photo of the memorial stone at the ATC that was to be included in the Bowerhill application. The ATC had done a fantastic job of planting flowers around the stone. **Resolved:** *1. The Parish Council to send a letter of congratulations to the ATC. 2. The Council raise the issue of the permissive footpath at Bowerhill being withdrawn with the Rights of Way Officer.*

**c) South West in Bloom Competition 2015:** The Council noted the minutes of the meeting held 18<sup>th</sup> February, 2015.

**d) Sponsorship of the Spa Roundabout:** The Council noted that this roundabout was half in the Parish and half in the Town. The Town Council were happy to take the lead



on the request for sponsorship from a local company. **Resolved:** *The Parish Council confirm to the Town Council that they were happy for the Town Council to undertake the Section 96 licence for the Spa Roundabout with the local sponsor and contractors.*

498/14 **Joint Neighbourhood Plan Steering Group Meeting:** The Council noted that the meeting had been postponed from 22<sup>nd</sup> April, 2015. It would now be held on Wednesday 29<sup>th</sup> April, 2015 at 6pm at Crown Chambers.

499/14 **Correspondence:** The Council noted the following correspondence:

- a) Wiltshire Census 2011
- b) Melksham Young People's Needs Assessment – 26<sup>th</sup> February 2015.
- c) RUH Hopper Bus Petition.

500/14 **Officer Decisions:** The Clerk reported that she had approved a request for a storage box on Berryfield Allotment Plot 11A.

501/14 **General Matters Arising:**

- a) Cllr Carter reported that the Parish Caretaker had informed him that Wiltshire Council contractors were not mowing a triangle of grass behind the Hornchurch Road MUGA. **Resolved:** *The Council query this with Wiltshire Council.*
- b) Cllr Carter reported that he had bumped into a Wiltshire Council Enforcement Officer investigating fly tipping behind 11, Holbrook Vale. This was a public footpath and the stile has been blocked by rubbish, general vegetative overgrowth and cuttings. **Resolved:** *The Council report this to the Wiltshire Council Rights of Way Officer.*

Meeting closed at 9.34 pm

Chairman, 11<sup>th</sup> May 2015