

MINUTES of the Annual Council Meeting of Melksham Without Parish Council held on Monday 23rd May, 2016 at Crown Chambers, Melksham at 7.00 p.m.

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

Officers: Teresa Strange (Clerk), Jo Eccleston (Assistant Parish Officer) and Sharon Newton (Finance Assistant).

Apologies: Cllr. John Glover (Vice Chair), Mike Mills, Gregory Coombes, Terry Chivers and Jan Chivers.

Not Present: Cllr. Steve Petty.

- 001/16 **Housekeeping:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire.
- 002/16 **Appointment of Chair:** Cllr. Baines took the Chair and invited nominations for the Chair for 2016/17. Cllr. Sankey proposed, seconded by Cllr. Nicol that Cllr. Richard Wood was elected as Chair. **Resolved:** *The Council unanimously resolved that Cllr. Wood be Council Chair for 2016/17.*
- 003/16 **Chair's Declaration of Acceptance of Office:** Cllr. Wood signed the Chair's Declaration of Acceptance of Office for the Council Year 2016/17.
- 004/16 **Appointment of Vice Chair:** Cllr. Wood invited nominations for Vice Chair for 2016/17. Cllr. Glover was unable to attend the meeting but had stated that he was happy to stand again. Cllr. Wood proposed, seconded by Cllr. Nicol that Cllr. John Glover was elected as Vice Chair. **Resolved:** *The Council unanimously resolved that Cllr. Glover be Vice Chair for 2016/17.*
- 005/16 **Adoption of Documents for 2016/17:**
- a) **Standing Orders:** It was noted that Standing Order 38 had been amended. This order had previously stated that the Finance Committee approved cheques for payment in November, this no longer occurs as there is now a Full Council meeting in November. This change had been notified at the Full Council meeting held 18th April and had stood adjourned as per Standing Order 73. Copies of the amended Standing Orders had been issued to all councillors in line with Standing Order 74. **Resolved:** *The Council formally adopt the Standing Orders for 2016/17.*
 - b) **Code of Conduct:** **Resolved:** *The Council formally adopt the Council Code of Conduct for 2016/17.*
 - c) **SLCC Model Complaints Procedure:** **Resolved:** *The Council formally adopt the SLCC Model Complaints Procedure for 2016/17.*
 - d) **Councillor Job Description:** **Resolved:** *The Council formally adopt the WALC Councillor Job Description for 2016/17.*

e) Parish Council Objectives: The Clerk explained that there was a requirement to produce a business plan or objectives for the year in order to gain the Quality Council Award. She had produced a list of objectives based on the 2016/17 Budget and stated that she felt that this would help to concentrate where staff time is prioritised. Cllr. Nicol suggested that the objectives included the promotion of the Bowerhill Sports Pavilion to increase its usage. **Resolved:** *The Council formally adopt the Parish Council Objectives for 2016/17, with the addition of promoting the hire of the Bowerhill Sports Pavilion.*

f) Wiltshire Census 2011: The Census was noted; a good snapshot of the residents that the Councillors represent. The Clerk reported that following information received at the recent Dementia Friends training that 1 in 14 people over the age of 65 have dementia means that statistically there would be 91 people with dementia in the Parish. Additionally, despite the message that there is an ageing population nationally, the Census showed that there were more people under 17 in the Parish than over 65.

006/16 **Appointment of Committees for 2016/17:** The Clerk reported that the Asset Working Party had worked well and suggested that this was expanded to form a committee with delegated powers. She explained that neither the Allotments nor the Bowerhill Sport Field and Pavilion were new projects and there was not a requirement for these committees to meet on a regular basis. She advised that these two committees were disbanded and any issues relating to them were considered by a new Asset Management Committee. There had only been one meeting of the Community Benefit Working Party and as such could be incorporated into the Finance Committee. Additionally, there had recently been 8 CATG requests and staff were spending more time entering highways and street scene issues onto the Wiltshire Council App. With Wiltshire Council only undertaking statutory highway repairs, staff were also having to submit a "wish list" of non-statutory jobs for the Parish Steward to carry out; they sought guidance from the Council on where it saw its priorities for these non-statutory jobs. As such, the Clerk advised that a Highways and Street Scene Committee be set up to avoid taking up lots of time in Full Council meetings. **Resolved:** *1. The Allotment Committee and Bowerhill Sports Field Working party to be disbanded and all issues relating to these areas to be considered by a new Asset Management Committee. 2. Community Benefit Working party to be disbanded and any issues with regard to community benefits to be considered by the Finance Committee. 3. A Highways and Street Scene Committee to be set up to consider all CATG requests and non-statutory highways issues. 4. The following committees be appointed (Chair and Vice-Chair to be ex-officio members of all committees and working parties):*

a) Finance Committee: Cllrs. Alan Baines, Rolf Brindle, Mike Mills and Pat Nicol.

b) Planning and Policy Committee: Cllrs. Alan Baines, Rolf Brindle, Gregory Coombes, Mike Sankey and Paul Carter.

c) Staffing and Resources Committee: Cllrs. Alan Baines, Terry Chivers, Pat Nicol, Mike Sankey and Jan Chivers.

d) Warding Working Party: Cllr. Alan Baines, Rolf Brindle, Terry Chivers and Steve Petty.

e) Community Resilience Working Party: Cllrs. Rolf Brindle, Pat Nicol, Mike Mills, Paul Carter and Ian Tait.

f) Asset Management Committee: Cllrs. Alan Baines, Mike Mills, Paul Carter, Ian Tait, Steve Petty and Terry Chivers.

g) Highways and Street Scene Committee: Cllrs. Alan Baines, Paul Carter and Mike Sankey. One other representative to be sought to represent the Whitley and Shaw area of the parish.

007/16 **Committee Structure and Terms of Reference:** The Clerk reported that this document conflicted with Standing Orders as it stated that a Committee quorum was 3, however, Standing Orders states that quorum is half the members of each committee. **Resolved:** Amend the Committee Structure and Terms of Reference to be in line with Standing Orders, to state that Committee quorum is half the members of each committee.

008/16 **Delegated Powers for Planning: Resolved:** Delegated Powers to be given to the Planning Committee to comment on Premises Licence Applications, Street Trading Licence Applications and submission of comments to the Planning Inspector.

009/16 **Appointment of Organisation representatives 2016/17:** Cllr. Wood reported that at the last Finance Meeting there had been a long discussion, raised from the Risk Register, over the risk of management committees falling and the Council being unaware. As such, it was a requirement of any Council Representative to attend meetings regularly and to feed any information back to the Clerk, including any minutes. The Clerk advised that there were representatives for the community action groups, CAWS (Community Action: Whitley, Shaw), BRAG (Bowerhill Residents Action Group) and BASRAG (Berryfield and Semington Road Action Group) and that it would be good if Beanacre Matters could be resurrected or a new action group set up. She added that the Parish Council could support and assist residents to set up a community group and that it gave residents a voice. Cllr. Wood concurred, stating that it would help the Parish Council to be more effective if Beanacre had an action group. **Resolved:** The following Council representatives be appointed for 2016/17:

i) Organisations:

Bowerhill Residents Action Group (BRAG) Mike Mills & Rolf Brindle

Berryfield & Semington Road Action Group (BASRAG) Richard Wood

Community Action Whitley & Shaw (CAWS) Ian Tait

Bowerhill Hall Management Trust Mike Mills & Rolf Brindle

Berryfield Village Hall Richard Wood

Shaw Hall Management Committee Richard Wood & Ian Tait

Whitley Reading Rooms Terry Chivers

Melksham Joint Neighbourhood Plan Steering Group Richard Wood & John Glover (P Carter – reserve)

Melksham Area Board Richard Wood & John Glover

Melksham Community Area Transport Group Alan Baines

Melksham Area Community Safety Group Mike Mills

Operational Flooding Working Group Alan Baines (T Chivers - reserve)

Melksham Chamber of Commerce
Wilts & Berks Canal Partnership
Melksham Area Waterways Group
Melksham Railway Development Group

Paul Carter
Rolf Brindle & Steve Petty
Rolf Brindle
Rolf Brindle

Melksham Joint Health Forum
Melksham Hospital & Community
Melksham Charities

Paul Clark & John Glover
Gregory Coombes
Mike Sankey & Pat Nicol

Melksham Rural Policing Team
Community Speedwatch – Berryfield
Community Speedwatch – Shaw & Whitley

Mike Mills
Paul Carter
Ian Tait

Press Representative
Parish Highways & Street Scene Rep

Clerk – Teresa Strange
Asst. Parish Officer – Jo Eccleston

ii) Footpath Representatives:

Footpath representatives for the parish to be as follows:

Beanacre
Berryfield
Bowerhill & Redstocks
Sandridge
Shaw & Whitley
The Spa

Terry Chivers
Richard Wood
John Glover & Mike Sankey
Alan Baines
Ian Tait
Rolf Brindle

Tree planting

Rolf Brindle, Mike Sankey &
John Glover

010/16 **Dates for 2016/17 Council Meetings:** The dates were noted, however, due to the creation of two new committees these dates will be subject to change.

011/16 **Declarations of Interest:** Sharon Newton declared an interest in agenda item 20 as this was a staffing item.

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

012/16 **Public Participation:**

a) Wiltshire Councillor Roy While reported that the Chippenham Sites Allocation Plan had now been adopted by Wiltshire council. Although this had taken some time, it had now been sent to the Planning Inspector. He stated that in his view the planning applications that have been recently approved for the Melksham Area were the right ones and he supported them.

With regard to planning application 16/02681/FUL, 8 Fulmar Close, he had called this application in, and it had gone to Committee but a decision had been deferred pending a site visit.

With regard to Agenda Item 15, he stated that he was pleased to see that the Parish Council had decided to set up a Highways and Street Scene Committee. He considered that this would help Cllr. Baines and assist with priorities when requesting issues via CATG (Community Area Transport Group).

Seven residents of Beanacre were in attendance to discuss speeding issues in Westlands Lane. A resident reported that a Community Speedwatch Group had been set up about a month ago specifically to address speeding on the A350, but they now wished to extend this to Westlands Lane. They reported that there had recently been a collision at the pinch point in Westlands Lane, and historically there had been issues of excess speed, near misses, large delivery vehicles being sent via Westlands Lane by Sat Navs, and pets being run over. When residents have challenged drivers over their speed they have been verbally abused and some now choose not to walk the Lane as they consider it too dangerous. The residents believe that the volume and speed of traffic has significantly increased over recent years, with Westlands Lane being used as an alternative route by commuters to avoid congestion on the A350 in Melksham. They requested that further speed limit signage was erected and that the Parish Council support their request for a metro count to be carried out and for the SID (Speed Indicator Device) to be used. A resident acknowledged that these requests had a cost implication and queried whether grant funding from SSE or Network Rail could be sought. The Clerk advised that the grant funding from SSE was very specific, and was for community resilience projects only. Network Rail had been in touch with the Wiltshire Council Principle Drainage Engineer with regard to any supporting works it could assist with whilst carrying out work for the electrification of the railway lines.

The Council re-convened and agreed to bring forward agenda items 15d), 15h) and 15j).

- b) Request from Resident for Metrocount at Westlands Lane:** It was noted that the last Metrocount carried out in Westlands Lane was over 5 years ago and at that time 85% of the traffic was travelling at 30.6mph or less. Metrocount strips need to be secured to an immovable object, and it was reported that there was a telegraph pole between 45 and 45A Westlands Lane that could be suitable. It was noted that the SID had to be mounted on a suitable metal pole and could not be attached to a wooden or concrete telegraph pole. It would be necessary to seek advice on a suitable place to mount either of these devices. Cllr. Wood asked whether as there were so many residents from Beanacre who were interested in their community, if there was a possibility of resurrecting Beanacre Matters or setting up a new community group. He reported that community groups in other areas of the Parish had been very successful in applying for grants unavailable to the Parish Council and for having a voice about issues that affected their community. **Resolved:** 1. *The Parish Council support the residents request made to the Area Board for a Metrocount.* 2. *The Clerk be given delegated powers to investigate the possibility of setting up a community group with residents of Beanacre.*
- c) Request from Resident for the Removal of the Bin in the Layby Outside of St. Barnabas Church:** A resident had reported that he was removing rubbish from this bin on a regular basis and putting it into his own domestic bin as it was always overflowing. Additionally, much of the rubbish appeared to be ordinary domestic waste rather than passing traffic waste. He had requested that this bin be removed in order that people would have to take their rubbish home with them. It was considered that people would not take their rubbish home, rather they would just leave it in the layby, which would make the situation worse. **Resolved:** *The bin is not removed and the resident is requested not to remove rubbish and dispose of it into his own domestic bin in order that the situation can be monitored and the true extent of the issue can be assessed.*

d) Request from Resident for Replacement Reflective Bollards outside of 54 Beanacre: A request had been received for replacement bollards which it was noted were concreted into the pavement outside of this property. Wiltshire Council Highways had been consulted on this issue. They had cleaned these bollards on several occasions, which was the best that they could do. Wiltshire Council Senior Traffic Management Engineer had stated that the bend was not severe enough to warrant warning signs and that it was well within the 30mph limit. **Resolved:** *The Council do not support this request.*

013/16 **Minutes, Full Council Meeting 18th April 2016:** **Resolved:** *The Minutes of the Full Council Meeting held 18th April 2016 were formally approved by the Council and signed by the Chairman as a correct record.*

014/16 **Minutes, Planning Committee Meeting 25th April, 2016:**

a) **Resolved:** *The Minutes of the Planning Committee Meeting held 25th April 2016 were formally approved by the Council and signed by the Chairman as a correct record.*

b) **Resolved:** *The Recommendations detailed in Min.614/15a), Min.614/15b)1), Min.614/15b)2) and Min.614/15c) were formally approved.*

015/16 **Minutes, Planning Committee Meeting 16th May, 2016:**

a) **Resolved:** *The Minutes of the Planning Committee Meeting held 16th May 2016 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:*

Min.629/15b) – amend spelling of “Natalie Rivens” to “Natalie Rivans”.

b) **Resolved:** *The Recommendations detailed in Min.624/15f), Min.626/15)1), Min.626/15)2), Min.627/15, Min.628/15, Min.629/15b), Min.629/16c), Min.630/15)1), Min.630/15)2) and Min.632/15 were formally approved.*

016/16 **Draft Minutes, Melksham Neighbourhood Plan Steering Group Meeting 27th April, 2016:**

a) *The draft minutes of the Melksham Neighbourhood Plan Steering Group Meeting held 27th April 2016 were noted.*

b) *The date of the Neighbourhood Plan Public Consultation Event, Friday 1st and Saturday 2nd July at Melksham Town Hall was noted. Cllrs. Sankey, Wood, Carter and Brindle volunteered to assist with this public consultation.*

017/16 **Minutes, Finance Committee Meeting 9th May, 2016:**

a) **Resolved:** *The Minutes of the Finance Committee Meeting held 9th May, 2016 were formally approved by the Council and signed by the Chairman as a correct record. Both Cllrs. Carter and Wood wished to congratulate the Clerk and the Finance Assistant for the production of the detailed end of year documentation.*

b) **Resolved:** *The Recommendations detailed in Min.611/15a), Min.611/15b)i), Min.611/15b)ii), Min.611/15c)ii), Min.611/15d)ii), Min.611/15d)iii)1), Min.611/15d)iii)2), Min.611/15d)iii)3), Min.611/15d)v), Min.611/15d)vi), Min.612/15)1), Min.612/15)2), Min.612/15b)a), Min.612/15b)b), Min.612/15b)c)i), Min.612/15b)c)ii), Min.613/15d)1), Min.613/15d)2), Min.613/15e), Min.613/15f), Min.613/15g), Min.613/15h), Min.614/15a)i), Min.614/15a)iv)1), Min.614/15a)iv)2), Min.614/15a)v), Min.614/15d), Min.615/15b), Min.615/15c), Min.616/15, Min.617/15, Min.618/15, Min.619/15, Min.620/15, Min.621/15a), Min.621/15b) and Min.621/15c) were formally approved.*

c) Matters Arising:

- i) From Min.611/15b) – Asset Disposal: Following the installation of 3 new water troughs at Berryfield Allotments last year, 3 water standpipes were removed.
Resolved: *The Council formally noted that 3 water standpipes had been disposed of from Berryfield Allotments and replaced with 3 water troughs.*
 - ii) From Min.615/15b) – Refurbishment of Wiltshire Council Owned Play Areas: Three quotations had been sought for indicative costs for refurbishment of the 3 Wiltshire Council Play Areas that the Council intended to take over. It had been identified that the costs would be over £10,000, thus in line with the Financial Regulations, it was necessary to go out to tender. **Resolved:** *Sealed tenders to be sought for the refurbishment work to the three play areas at Kestrel Court, Bowerhill; Hornchurch Road, Bowerhill and Berryfield Play area.*
 - iii) From Min.621/15b) – Funding for installation of Landline and WiFi for CAWS Emergency Response Team at Whitley Reading Rooms: Costings had been received from CAWS Emergency response team for the provision of a Fibre Unlimited BT Infinity 1 broadband and landline for Whitley Reading Rooms (Virgin do not cover this area), at £37.99 per month rental and a one off delivery and installation cost of £56.95. This was in line with the costs that Shaw Village Hall pay BT at £37.99 per month, and Bowerhill Village Hall pay Virgin at £36 per month. **Resolved:** *The Council formally approve the cost of installation of BT Broadband and Landline at Whitley Reading Rooms for the use of CAWS for their Emergency Response Control Room at a one off installation cost of £56.95 and a monthly rental charge of £37.99.*
- d) Sandridge Solar Farm Agreement:** The Clerk reported that this agreement between the Parish Council and Sandridge Solar Power Limited had previously been agreed but that the Council had been awaiting the percentage of the output wattage that was due to the Parish based on the number of properties that fell within the 2.75km radius from the centre of the Solar Farm. The final copy of the agreement had been sent for approval and final signature with the percentage figure of 26.69%. There was a discussion with regard to how this percentage figure had been calculated and whether these calculations should be queried. The Clerk reported that she had carried out a basic calculation and 26.69% of the yearly output equated to approximately £13,000 per annum, the figure that had been previously anticipated. **Resolved:** *The Council sign the Agreement between Sandridge Solar Power Limited and Melksham Without Parish Council.*
- e) Asset Transfer of Wiltshire Council Play Areas:** The Council considered the Service Delegation options for the 3 Wiltshire Council Owned Play Areas:
- i) Hornchurch Road – Wiltshire Council are unable to move forward with the delegation of this play area at present as they do not own the land. However, Wiltshire Council are looking into this with the original developers to see if it can be transferred directly to the Parish Council or whether the legal agreements state that it has to be to Wiltshire Council first. (The agreements would have been agreed with West Wiltshire District Council).
 - ii) Kestrel Court – The area outlined in red on the map provided was agreed. This is the area of land within the fence line of the play area and not all the public open space.
 - iii) Berryfield – Two options were proposed. Option 1: Delegation of just the play area, teenage shelter and half MUGA land; Option 2: Delegation of all the open space including the land surrounding the Village Hall. It was noted that option 1 would be very messy due to rights of access to the play area.

It was noted that Wiltshire Council reserved the right to take back the land at Berryfield if they wished to sell it and that that the transfer of asset was for a 7 year lease. **Resolved:** *The Council agree to the Delegation of Service of the Kestrel Court Play Area as per the map provided, the area within the fence line, and of Berryfield Play Area as per Option 2.*

- f) **Financial Regulations for 2016/17: Resolved:** *The Council formally approved and adopted the Financial Regulations for 2016/17.*
- g) **Risk register for 2016/17: Resolved:** *The Council formally approved and adopted the Risk register for 2016/17.*
- h) **Statement of Accounts & Financial Report for Year Ending 31st March 2016: Resolved:** *The Council formally approved the Statement of Accounts and Financial Report for Year Ending 31st March 2016, and these were signed by the Chair and the Clerk as RFO (Responsible Finance Officer).*
- i) **Local Government Transparency Code 2015: Resolved:** *The Council formally approved the Local Government Transparency Code 2015 Compliance Report for the Year Ending 31st March 2016.*
- j) **External Audit Annual Return Governance Statement for Year Ending 31st March 2016: Resolved:** *The Council formally approved the External Audit Annual Return Governance Statement for Year Ending 31st March 2016, and this was signed by the Chair and the Clerk.*
- k) **External Audit Annual Return Accounts Statement for Year Ending 31st March 2016: Resolved:** *The Council formally approved the External Audit Annual Return Accounts Statement for Year Ending 31st March 2016, and this was signed by the Chair and the Clerk as RFO.*
- l) **Key Dates for External Audit:** It was noted that the Public Notice of the Councils Accounts for the Year Ending 31st March 2016 would be displayed from the 6th June to the 15th July, 2016. *The Annual Return has to be received by 30th June, 2016.*
- m) **Council Receipts:** The Council noted that the following amounts have been received since the last meeting:

Paying in reference	Income Details	Amount £
89	Bowerhill Village Hall Hire Deposit returned	£20.00
500104	Melksham U6's - kitchen use	£20.00
500104	Donation towards Defibrillators	£1,366.00
90	Wiltshire Council - Precept 50% & Top-up Grant 50%	£110,598.79
500105	AFC Grapes Match - 28-04-2016	£50.00
34	Interest - May - Instant A/C	£0.02
	AFC Grapes Match - 15-05-2016	£50.00
Total		£ 112,104.81

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

Cheq no	Payee	Payment Details	Net £	VAT £	Gross £
D/D	Grist Environmental (formerly Wiltshire Waste)	Inv 167251 - 2, 16 & 30 Mar waste away - Bowerhill	£ 77.25	£ 15.45	£ 92.70
D/D	BT	Telephone 01225 706693 payment taken 20/04/2016 - Bowerhill Pavilion	£ 37.99	£ 7.60	£ 45.59
D/D	BT	Telephone 01225 706693 payment taken 19/05/2016 - Bowerhill Pavilion	£ 39.20	£ 7.84	£ 47.04
D/D	BT	Telephone 01225 705700 payment taken 26/05/2016 - Crown Chambers Broadband	£ 88.92	£ 17.78	£ 106.70
5205	J.H.Jones)	Inv 12329 - Grass Cutting - April 16 - Allotments & Beanacre	£ 121.83	£ 24.36	£ 146.19
also 5205	J.H.Jones) £575.69	Inv 12330 - Grass Cutting - April 16 - Bowerhill	£ 357.92	£ 71.58	£ 429.50
5206	Wiltshire Council	Bowerhill Sports Field - Rates - payment 2 of 10	£ 46.48	£ -	£ 47.00
5207	Total Equipment Ltd	Building Insurance for Crown Chambers 01/05/2016 to 30/04/2017	£ 970.00	£ -	£ 970.00
5208	Wiltshire Publications Ltd	Melksham Independent News - Issue 654 - Spring Newsletter	£ 142.50	£ 28.50	£ 171.00
5209	EON	Pavilion Electricity 27/03/16 to 26/04/16 Inv: H12E577A03	£ 47.18	£ 0.01	£ 47.19
5210	EON	Pavilion Gas up to 26/04/2016 Inv: H12E5982CB	£ 253.20	£ 2.81	£ 256.01
5211	Viking	Leverarch files, pens	£ 36.86	£ 7.37	£ 44.23
also 5211	Viking £199.71	Paper, envelopes	£ 129.57	£ 25.91	£ 155.48
5212	Avon IT Systems	Microsoft Office Software x 3 plus set-up	£ 469.95	£ 93.99	£ 563.94
5213	J. Beaven	Jen's Cleaning - March/April Pavilion cleans	£ 261.00	£ -	£ 261.00
5214	Condor Office Solutions	Photocopier - Inv 461476 - 30th April 2016	£ 246.55	£ 49.31	£ 295.86
5215	CommuniCorp	Clerks & councils Direct - Subscription Renewal x 6 issues Aug 2016 onwards	£ 12.00	£ -	£ 12.00
5216	Melksham Without Parish Council	Unity Bank - To float Online account as per minute 28/05 5-10-15	£ 500.00		£ 500.00
5217	Came & Company	Insurance 01/06/2016 to 31/05/2017	£ 4,496.50	£ -	£ 4,496.50
5218	IAC Audit & Consultancy Ltd	Provision of Internal Audit Services March/April 2016	£ 325.00	£ 65.00	£ 390.00
5219	SLCC Enterprises Ltd	VAT Training Course May 2016 - attendee - Sharon Newton	£ 125.00	£ 25.00	£ 150.00
5220	WALC	Audit Training - 28 April 2016 - Delegates Teresa Strange	£ 20.00	£ 4.00	£ 24.00

		& Sharon Newton			
5221	Leekes	Hammerite & Tape for bin repair at Beanacre	£ 12.94	£ 2.59	£ 15.53
5222	Melksham Town Council	Neighbourhood Plan Expenditure - March 2016 Tasks	£ 185.94	£ -	£ 185.94
5223	Total Equipment Ltd	Crown Chambers Electricity - 8/3/16 - 10/05/16	£ 182.95	£ 1.00	£ 203.95
5224	Post Office Ltd	Postage Stamps	£ 127.75	£ -	£ 127.75
5225	SLCC	Inv 11960 - Institute of Local Council Management Subscription - 2015	£ 50.00	£ -	£ 50.00
5226	The Community Heartbeat Trust	Inv 549 rec'd at total value of £ 17276.40: 7 x defibs & cabinets = £ 13,440.00 net 7 x Annual Memberships = £ 882.00 net	VOID See 5235	VOID	VOID
Salaries:					
5227	Teresa Strange	April/May Salary + additional hours (71.25) + expenses: Cleaning materials £3, HM Land registry - Bowerhill Pavilion £9,			
5228	Joanne Eccleston	April/May Salary + additional hours (36.5) + mileage £8.78 + expenses: APM refreshments £4.38			
5229	Sharon Newton	April/May Salary + additional hours (23.75)			
5230	Terry Cole	w/e 02/04/16 - 23/04/16 + Mileage £52.65			
5231	Elaine Cranton	April office cleaning			
Total Salaries			£ 4,249.18	£470.10	£14,084.28
5232	Wiltshire Pension Fund	Superannuation April/May	£ 1,262.89	£ -	£ 1,262.89
5233	HM Revenue & Customs	PAYE April/May	£ 1,245.80	£ -	£ 1,245.80
5234	Open Spaces Society	Subscription June 2016	£ 45.00	£ -	£ 45.00
5235	Community Heartbeat Trust	Defibs & cabinets - Partial Payment (withheld £1800 subject to completion of training sessions)	£12,897.00	£2,597.40	£15,476.40
Grand total			£29,064.87	£3,049.50	£32,114.37

The Clerk reported that cheque number 5226 for £17,276.40, made payable to The Community Heartbeat Trust was for 7 x defibrillators and cabinets and 7 x Annual Membership. Part of this cost included 7 x training sessions. As these training

sessions have not yet taken place, she queried whether the Council wished to hold back paying some of this invoice until these training sessions had taken place.

Resolved: *The Council hold back £1,500 from Cheque number 5226 until the 7 x training sessions have taken place.*

- o) Direct Debits for 2016/17: Resolved:** *The Council reviewed and formally approved the Direct Debit payments for the Year 2016/17.*
- p) Melksham Young People's Award Ceremony 2016:** A request had been received from Young Melksham for the Parish Council to donate £100 in sponsorship towards the event and present an award. The Clerk declared an interest as a Trustee of Young Melksham, but did advise the Council when queried on a procedural matter, and informed that the Parish Council had powers under S137 to sponsor events if residents of the Parish benefit directly. A discussion took place over grant funding and ensuring that all organisations were treated fairly. **Resolved:** *The Council give £100 to Young Melksham in sponsorship of the event under S137.*

018/16

Play Areas and Playing Fields:

- a) Play Area Inspection Reports:** The quarterly internal play area inspection reports were noted. The Clerk reported that the swings had been replaced at Beanacre Play Area and that the cleaning of the other equipment and timber treatment was taking place.
- b) Correspondence to Wiltshire Police re Shaw Play Area:** The Council noted correspondence from CAWS and Shaw Village Hall with regard to some balloons collected from the play area. A resident was concerned about what these balloons may have contained and reported the matter. The Police had responded saying that they would carry out some evening patrols.
- c) Consider Banning Drones from Parish Council Owned Playing Fields:** This agenda item fell.

019/16

Highways/CATG (Community Area Transport Group) Issues:

- a) Procedure for Prioritising Work for the Parish Steward:** This agenda item to be considered by the Highways and Street Scene Committee.
- b) Remit of Parish Caretaker in undertaking works that Wiltshire council will not undertake:** This agenda item to be considered by the Highways and Street Scene Committee.
- c) Dropped Kerbs on Bowerhill:** A request had been received from a disabled resident for dropped kerbs in Bowerhill. The resident wished to get to Christie Miller, Tesco and the Fish and Chip Shop from her home in Bowerhill, stating that she was currently unable to do so due to a lack of dropped kerbs. Cllr. Carter had walked to these locations from the resident's property, and although not the most direct route, it was possible to access all three of these destinations using footways and dropped kerbs. **Resolved:** *The Council decline the resident's request as there are adequate dropped kerbs to access these businesses from the resident's property.*
- d) Request from Resident for Replacement Signage and Line Marking at Snarlton Lane:** It was noted that a works order had been raised in November, but Balfour Beatty had not carried out the work. This request now had to go back through CATG. **Resolved:** *1. The Council inform the resident that they support this issue and raise with CATG. 2. The Council copy in the Town Council and ask for their support with replacement signage that falls in the Town Parish.*
- e) Request from Resident for Parking Restrictions at Blenheim Park:** A resident had requested yellow lines, stating that parking restricted access for emergency

vehicles. Cllr. Sankey declared an interest as a family member lives in Blenheim Park, however, he stated that he did not feel that there was an issue here and that emergency vehicles had been called to Blenheim Park and they had not been impeded by parked vehicles. Cllr. Carter concurred with Cllr. Sankey. **Resolved:** *The Council do not support this request.*

- f) **Request from Local Business to Reduce Speeding Restriction on A365, Devizes Road, by Turnpike:** It was noted that under the classification review this stretch of road wasn't considered for a limit change, despite the Parish Council requesting this some years ago.
- g) **Request from Resident for a new Cycleway/Footpath – Melksham Oak School to Spa Road:** A request had been received from a resident to consider a cycleway and footpath around the back of Woolmore Farm and into Spa Road to keep away from the main A365. It was considered that with the approved planning application for 450 dwellings to extend the East of Melksham Development behind the Spa that this would provide footpaths and a cycleway to the rear of the school, and thus this request was not supported.

020/16 **Community Governance Review (CGR):**

- a) **Correspondence with Wiltshire Council on Future Warding:** The Council noted CGR update correspondence from Wiltshire Council. It did not make mention of the Parish Council's proposed warding suggestions put forward at a meeting between the Clerk, Cllr. Alan Baines and John Watling, Head of Electoral Services, Wiltshire Council. **Resolved:** *The Clerk to query any follow up to this meeting.*
- b) **Melksham Town Request for Boundary to be redrawn to include new planning applications:** The Town Council had made a proposal to Wiltshire Council that the Boundary between the Parish Council and the Town Council at the east of Melksham agreed by the CGR on 24th November, 2015 was amended to reflect the recently approved planning application for 450 dwellings (W14/06938/OUT) **Resolved:** *The Parish Council send the following letter to John Watling, Head of Electoral Services, Wiltshire Council and Ian Gibbons, Associate Director, Legal & Governance, Wiltshire Council:*

"Melksham Without Parish Council understand that Melksham Town Council wish to have the boundary line at the East of Melksham housing development redrawn to a different line than that agreed at the 24th November 2015 Wiltshire Council meeting. Melksham Without Parish Council initially proposed that the boundary be moved to reflect the clear, physical feature on the ground of the new Distributor road now known as Eastern Way. This involves the transfer of some 733 houses in the East of Melksham housing development from Melksham Without to Melksham Town. The Town Council have subsequently requested the line to be redrawn to include the planning applications for the 450 houses to Land East of Spa Road and the 100 houses for the land at Sandridge Common.*

The Parish Council feels that it inappropriate to consider this request now after the decision taken by the full Wiltshire Council on 24th November, following its public consultation exercise, three public meetings and recommendation of its own Working Party. This proposal for a redrawn line will not have been consulted on and would mean the overturning of a Wiltshire Council decision already made. Furthermore, there are no firm, physical features on the ground for the proposed boundary line to follow; and no existing community to consult as no one lives in the areas being proposed for inclusion in this proposed new boundary line. Although the Planning

Applications have been approved in principle, Wiltshire Council have not yet issued a Decision Notice let alone the developers submit their Reserved Matters application and so any houses are not for imminent construction and therefore occupation.

The Parish Council have already conducted a lot of work into coming up with a proposal for revised warding within the newly defined parish boundaries, which as you are aware has already been presented to John Watling some months ago. This would have to be re looked at as the Warding proposals were produced against the Boundary Review decided on 24th November.”

021/16

Defibrillator Project:

- a) **Hosting Agreement:** The Hosting Agreement had been received and some minor amendments need to be made to it in order that the wording reads “Melksham Without Parish Council” rather than “cPAD”. **Resolved:** *The Council adopt the Hosting Agreement with the name amendments.*
- b) **Update on Delivery and Installation:** The Council noted that the defibrillators and cabinets had been delivered to the office. The Clerk was now awaiting a date from the contractor for installation.

022/16

Shaw Village Hall: The Clerk gave an update on the issue of cars being parked for long periods of time in the Village Hall car park. The owner of the vehicles had been identified, and it was noted they formed part of a business that was being run locally. A representative of Shaw Village Hall has spoken to the offender, who confirmed ownership, and legal notice has been given that the vehicles will be towed away if they are not removed. Shaw Village Hall management committee has sought assistance with this from the Parish Council. A discussion took place as to legal powers for removing vehicles parked on privately owned land. It was noted that if these vehicles formed part of a business being run locally that planning permission would be required. The Clerk advised that Wiltshire Council had just come forward with additional information and that if the Parish Council towed the vehicles onto the public highway, it was the Parish Council that would be at risk of prosecution as they were the ones that had technically abandoned the vehicles on the public highway. **Resolved:** *The Council report the issue of a business being run from a residential property which was affecting the local residents and users of the Village Hall car park to Wiltshire Council Planning Enforcement.*

023/16

Allotments:

- a) **Correspondence from Allotment Tenant:** As resolved at Full Council 14th December 2015 under Min.430/15d), a letter had been sent to Allotment Tenants living in the east of Melksham who would be affected by the boundary changes agreed following the Community Governance Review on the 24th November, 2015. The letter stated that “*Current Allotment Tenants living in the East of Melksham will not have to give up their allotment plots when the transfer takes place; they will be charged the resident rental rate until the transfer date, and after that date they will be charged the non-resident rate in line with the Allotment Tenancy policy*”. An Allotment Tenant has sent a letter of complaint following receipt of this letter. He considered this unfair as he felt that he had no say with regard to the transfer of his property into another Parish and objected to the principle of this process. **Resolved:** *The Council write back to the Tenant, stating that the Council had made their decision on this matter, although the decision on the Boundary Review was the decision of Wiltshire Council. The Council wish to point out there was a Public Consultation*

over the Community Governance Review, however, they understand his views and concerns of the Tenant and appreciate that he may wish to not continue renting his plot at the increased rent.

- b) Clerk's Delegated Decision:** The Council noted that the Clerk had given permission for a 6' x 6' greenhouse, in line with the Allotment Tenancy Agreement, on Berryfield Plot 11A.

The Finance Assistant, Sharon Newton, left the room.

- 024/16 **Staffing:** The Clerk reported that Sharon Newton, the Finance Assistant, had successfully passed her 3 month probation period. It was unanimously agreed that she was doing a great job and that the Council formally confirm her position. **Resolved:** *The Clerk write to Sharon Newton formally confirming her appointment as Finance Assistant.*

Meeting closed at 9.55 pm

Chairman, 20th June, 2016