

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 12th September, 2016 at Crown Chambers, Melksham at 7.00 p.m.

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

Officers: Teresa Strange (Clerk), Jo Eccleston (Parish Officer) and Marianne Rossi (Apprentice Parish Officer)

6 Members of the Public

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

149/16 **Housekeeping:** Cllr. Wood welcomed all to the meeting and introduced Miss Marianne Rossi, the new Apprentice Parish Officer. He explained the evacuation procedures in the event of a fire.

150/16 **Declarations of Interest:** Cllr. Baines declared an interest in agenda item 9a, as there was a cheque made payable to him for the refurbishment of the SID device.

151/16 **Items to be Held in Committee: *Resolved:*** *Agenda item 11d to be held in Committee in line with Standing Order 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".*

152 /16 **Invited Guests:**

a) Inspector James Brain, Head of Community Policing Team: It was noted that Inspector Brain had asked to attend a future meeting to explain the new format of community policing. Cllr. Mills considered it important to invite Inspector Brain to speak at a meeting as he stated that there was only one PCSO to cover the whole of the parish, geographically the largest in Wiltshire. Additionally, he had been told that NPT Officers and PCSOs would no longer be attending community group meetings, and that it was important to keep lines of communication and a good working relationship open with the NPT. ***Resolved:*** *Inspector Brain to be invited to the October Full Council meeting to be held on Monday 10th October.*

b) Michelle Donelan MP: Cllr. Coombes reported that previous MPs had been invited to council meetings to keep the Council up to speed on relevant issues, and requested that Michelle Donelan be invited to a future meeting. Cllr. Sankey concurred, and suggested that this was an open invitation to attend any of our future meetings, or to attend on a Saturday if there was a specific issue to discuss. ***Resolved:*** *Michelle Donelan MP to be sent an open invitation to speak briefly at a future meeting. A list of the dates of Full Council meetings for the rest of the Council year to be sent to her.*

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

153/16 **Public Participation:**

Mr. Martin Pain wished to put forward a proposal with regard to a potential resolution to the closing of facilities at Melksham Hospital. He stated that there was a private provider who was potentially interested in running a MIU and community hospital from the current

Melksham Hospital site. However, he required a Parish Council resolution that in principle it supported further investigation into this proposal and would be interested in inviting the private providers to a meeting to explain how this provision could be made.

Wiltshire Councillor Roy While reported that the Wiltshire Council Financial Planning Task Group will be focussing upon the retention of Business Rates. This is a Government initiative and they will be looking at a 4 year agreement with regard to a gradual move towards 100% funding from Business Rates. There are other associated issues with some services being pushed into local government. Wiltshire Council will be looking at the potential benefits of this proposal in conjunction with its forward projection of needs versus cost. Alongside this the Council will be able to levy Council Tax and will be looking at least 2% levy on Council Tax and a Social Care levy will continue. They are seeking clarification on whether there will be any Government capping on these levies. Some Public Meetings are to be held to seek the public's thoughts on Wiltshire Council's budget for the future.

He reported that a permit scheme has been put into place with regard to the Council's Recycling Centres whereby Vans are only permitted 12 visits per year for personal use.

Cllr. Wood queried the rumours that the Campus project was to be cancelled. Wiltshire Cllr. While emphatically stated that the Melksham Campus Project was not going to be cancelled. He stated that he shared Cllr. Wood's concerns, and was assured that talks with the Town Council over the possible new Assembly Hall would take place in September, but that he did not see a start to the building of any Campus until at least 2017, if not later. He stated that it was not a case of the project not happening, but rather finding a scheme that all can agree on. He reported that the good news was that the new Football and Rugby facilities were due to be available as of 8th October with a match between a Manchester United Team and a local Melksham Team.

Cllr. Wood expressed concerns that due to inflation there was a 10% increase on building costs each year, therefore for each year that the project is delayed the result is a 10% reduction of facilities that can be provided.

Wiltshire Cllr. While responded that if the Town Council came on board with a joint scheme that there would not be a requirement for as many joint facilities.

Cllr. Carter requested that Wiltshire Cllr. While report back to Wiltshire Council the Parish Council's concern over the continued lack of any response to its Freedom of Information request with regard to the costs of the new Football and Rugby facilities.

The Council re-convened.

Agenda item 11e was brought forward for discussion.

154/16

Healthcare Services: The Clerk reported following the "Future of Melksham Health Services" meeting held on the 6th September. She stated that the meeting was well attended by some important figures within the health arena, and a wide range of representatives from all areas of health care. Local GPs were beginning to acknowledge that they were stretched. Dentists explained their unusual contracts system which means that if a dental practice has a lack of dentists and cannot take on anymore patients then they have their contracts cut when up for renewal, which is extremely unhelpful for people looking to join a dental practice or find an available dentist in the area.. Cllr. Carter also attended the meeting and was interested in the concept of innovative new GP appointments that would not necessarily take place in a physical

building. He noted that the opinion of all there was that there would not be a new GP surgery in Melksham within the next 5 years, at the very least.

Cllr. Wood sought the views of the Council members with regard to Mr. Pain's proposal to agree in principle to an approach from a private medical group to provide health care facilities on the site of the current Melksham Hospital. Cllr. Carter queried whether treatment would still be free for NHS patients or whether it would be just for private health care, stating that he would only be in favour of the former. Cllr. Brindle stated that it was difficult to understand what service was being offered, due to the lack of any detail, and was in favour of finding out more.

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

Mr. Pain stated that the private health care provider was a multi faceted group that covered all aspects of physical and mental health, accepting both private and NHS patients. He stated that the group wished to ensure that they had an interested audience before coming to make any proposals or entering into any discussions over the suitability of Melksham as a location for this potential service. He reported that everyone who worked for this Health Care Group was a shareholder and that they would like to have a Trust so that everyone involved with the Group in Melksham becomes a shareholder. He stated that this private health care group is based in Bath, where this system is working well, and had spoken to 3 patients who had given glowing reports. Cllr. Baines queried how this group would work alongside the NHS provision that was already in place at Melksham Hospital, and questioned how they could also be based at the same premises.

Mr. Pain replied that there were empty wards at Melksham Hospital that could be utilised as well as rationalisation of the current space. As such there would be capacity at the Melksham Hospital site.

Cllr. Tait stated that he was against any proposal that diminished the NHS. Cllr. Wood felt uneasy about any privatisation of the NHS, but was happy to support a fact finding proposal.

The Council re-convened.

Resolved: *The Council agree in principle to an approach from a private medical health care provider to investigate what could potentially be offered as health care provision from the existing Melksham Hospital site.*

- 155/16 **Minutes, Full Council Meeting 25th July, 2016: Resolved:** *The Minutes of the Full Council Meeting held 25th July, 2016 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:
Min.118/16 – A3580 amended to read A350.*
- 156/16 **Confidential Notes to Accompany Minutes, Full Council Meeting 25th July, 2016: Resolved:** *The Confidential Notes to Accompany the Minutes of the Full Council Meeting held 25th July, 2016 were formally approved by the Council and signed by the Chairman as a correct record.*
- 157/16 **Minutes, Planning Committee Meeting 8th August, 2016:**
a) **Resolved:** *The Minutes of the Planning Committee Meeting held 8th August 2016 were formally approved by the Council and signed by the Chairman as a correct record. There were no recommendations.*

- 158/16 **Minutes, Planning Committee Meeting 5th September, 2016:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 5th September, 2016 were formally approved by the Council and signed by the Chairman as a correct record.*
 - b) **Resolved:** *The Recommendations detailed in Min.128/16b), Min.128/16c), Min.129/16a), Min.129/16b) and Min.131/16 were formally approved.*
 - c) **Matters Arising:** from Min.131/16: **Wiltshire Council Strategic Planning Committee – Consideration of 16/01123/OUT:** Land South of Western Way (Pathfinder Way) – provision of up to 235 dwellings, primary school with early years nursery. The Clerk queried whether the Parish Council wished to take on any of the play areas provided should the application be approved. As with other large planning applications in the Parish, the Council only wish to take on play areas from developers that are equipped to a standard commensurate with its own, and are only interested in LEAPs (Local Equipped Areas for Play) and NEAPs (Neighbourhood Equipped Areas for Play), not LAPs (Landscaped Area for Play). **Resolved:** *The Parish Council express an interest to the developer in taking on any LEAPs or NEAPs provided should planning application 16/01123/OUT be approved by Wiltshire Council.*
- 159/16 **Joint Neighbourhood Plan Steering Group:**
- a) **Minutes of the Meeting 27th July, 2016:** The Minutes of the Joint Neighbourhood Plan Steering Group meeting held on 27th July, 2016, were noted.
 - b) **Draft Minutes of the Meeting 31st August, 2016:** The Draft minutes of the Joint Neighbourhood Steering Group meeting held on 31st August, 2016, were noted.
 - c) The Clerk reported that neither Cllr. Glover nor Cllr. Carter would be able to attend the next Joint Neighbourhood Plan Meeting to be held on 28th September, 2016, and she asked for a substitute. **Resolved:** *Cllr. Coombes to attend this meeting as the Parish Council representative.*
- 160/16 **Minutes, Asset Management Committee Meeting 5th September, 2016:**
- a) **Resolved:** *The Minutes of the Asset Management Committee Meeting held 5th September, 2016 were formally approved by the Council and signed by the Chairman as a correct record.*
 - b) **Resolved:** *The Recommendations detailed in Min.135/16, Min.138/16)1), Min.138/16)2), Min.138/16)3), Min.138/16)4), Min.138/16)5), Min.138/16)6), Min.138/16)7), Min.138/16)8), Min.138/16)9), Min.138/16)10), Min.138/16)11), Min.139/16a), Min.140/16, Min.141/16)1), Min.141/16)2), Min.142/16)1) first set, Min.142/16)2) first set, Min.142/16)1) second set, Min.142/16)2) second set, Min.145/16b)1), Min.145/16b)2), Min.145/16c), Min.145/16d)1), Min.146/16c), Min.146/16d)ii), Min.146/16e)1), Min.146/16e)2), Min.146/16e)3), Min.146/16h), Min.147/16c), Min.148/16a), Min.148/16b)i)1), Min.148/16b)i)2), Min.148/16b)i)3), Min.148/16b)ii), Min.148/16c), Min.148/16d) were formally approved.*
 - c) **Resolved:** *The Recommendation detailed in Min.139/16b) was updated to include a delivery charge of £40 and a discount of 10% for Councils. It was noted that fixing bolts were required at £25 each. The Recommendation was now that the Council purchase a new Balmoral Teak Park Bench from Corido, either the 5ft at £349.99 including VAT, or the 6ft at £399.99 including VAT, so replacing on a like for like basis. The bench to be bolted to the concrete slab in situ using 4 fixing bolts at £25 each. A delivery fee of £40 and a discount of 10% is applicable. This recommendation was formally approved.*

d) Matters Arising:

- i) From Min.135/16: This minute gave delegated powers for the Clerk and two members of the Asset Management Committee to negotiate and correspond on s106 Agreements. There were additional delegated powers given under Min.148/16b)i)1), for the Clerk, Council Chair and Council Vice-Chair to collectively make decisions on s106 Agreement and sign legal agreements. The Council noted these variations.
- ii) From Min.141/16)1): It was noted that the Wiltshire Council Bus Shelter by Ludlow Hewitt Court was no longer a stop on the bus route. However it was used by teenagers as a shelter and by the residents of Ludlow Hewitt Court whilst waiting for taxis, as such the Council agreed to also clean this to prevent it from becoming an eyesore.
- iii) From Min.145/16b)1: The Clerk gave an update on the asset transfer of Hornchurch Road Play Area, currently still in the ownership of the developer. Under the Heads of Terms for Berryfield and Kestrel Court play areas, there was a requirement to gain the permission of the landlord (Wiltshire Council) before commencing refurbishment works. The Wiltshire Council legal department had advised putting into the Leases so that it is agreed that the Parish Council can undertake the refurbishment work, although it has no obligation to do so
- iv) From Min.145/16c): The Clerk advised that although not a ROSPA requirement, it was good practice to paint the pedestrian gates in a different primary colour for easy identification for both children and the partially sighted.
- v) From Min.146/16a): The Clerk sought clarification over adhoc charges for the hire of the sports pitches and pavilion for the Youth Teams. It was noted that adult teams pay an adhoc charge of £50, which includes the use of the changing rooms and showers. The Youth Teams just use the pitches and the single disabled toilet. She had suggested adhoc charges of £25, £20 and £15 based on the size of the pitch. **Resolved:** *The Council charge the Youth Teams at an adhoc charge of £20 for 11 vs 11, £15 for 7 vs 7 and £10 for 5 vs 5 per hire of the sports pitches and disabled toilet.*
- vi) From Min.146/16d): It had now been ascertained that 3no. trees belonged to Wiltshire Council and 1no to Selwood Housing. The Clerk stated that she would continue to request that Wiltshire Council fell these trees prior to the transfer of the devolved service.
- vii) From Min.147/16c): The Clerk reported that following an allotment inspection on 7th September, 2016, the fence erected by a local resident which blocks the access track was back up. The 3 officers took down this fence and gained access to the Parish Council's land.
- viii) From Min.148/16c): The Clerk reported that on Friday 9th September the developers were insistent that the Parish Council were a signatory on the s106 legal agreement. However, the developer had now done a complete u-turn and wished to revert back to the Parish Council being a nominee. It was noted that the S106 Agreement needed to be signed before the 29th September, or the Planning Inspector would be looking at the non-determination of the 2nd application put in by the developer for the same proposal on the same site. The Planning Officer had asked what the Parish Council's fall back position would be should the developer not provide a community building. A financial sum of £500k and 0.1 hectatres of land had been suggested to be written into the agreement should the community

building not be provided (this was based on the provision for a community building/village hall at Berryfield for the Land East of Semington Road planning application).

161/16 **Finance:**

a) Council Receipts: The Council noted that the following amounts have been received since the last meeting, including this year's instalment of community funding from the Sandridge Solar Farm development from Goldbeck Solar:

| Paying in reference | Income Details | Amount £ |
|---------------------|---|--------------------|
| 25/07/2016 | Interest on Fixed Term Deposit 1 | £53.42 |
| 09/08/2016 | Grapes Utd F.C. Season Deposit 2016/2017 | £50.00 |
| 09/08/2016 | AFC Melksham - Mike Rogers - 1/2 season useage | £350.00 |
| 09/08/2016 | Interest on Instant A/C - Aug | £0.02 |
| 16/08/2016 | The Foresters Arms FC Season Deposit 2016/2017 | £50.00 |
| 01/09/2016 | Wessex Water - Overpayment - Berryfield Alotments | £74.24 |
| 26/08/2016 | Goldbeck Solar Ltd | £13,237.20 |
| 01/09/2016 | Andy Mullen - Pavilion Use | £8.00 |
| 05/09/2016 | Interest on Fixed Term Deposit 1 | £59.84 |
| 09/09/2016 | Interest on Instant A/C - Sept | £0.02 |
| 12/09/2016 | TTFC 'A' & Res - DEPOSIT | £100.00 |
| 12/09/2016 | TTFC 'A' & Res - Season Use Payment 1 of 8 | £142.50 |
| Total | | £ 14,125.24 |

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

| Chq | Payee | Payment Details | Net £ | VAT £ | Gross £ |
|--------------|---------------------------|---|---------|--------|---------|
| Direct Debit | EON | Inv H1340B6F76 - Bowerhill Pavilion Gas 28 Jun - 26 July | £11.10 | £0.56 | £11.66 |
| Direct Debit | EON | Inv H13434ACE2 - Bowerhill Pavilion Electricity 28 Jun to 28 Jul | £41.57 | £2.08 | £43.65 |
| Direct Debit | British Telecom | Inv SS834681790141 - Bowerhill Pavilion Broadband - 1 Aug - 31 Aug | £39.20 | £7.84 | £47.04 |
| 5288 | Total QSR Ltd | Inv 785QSR – Crown Chambers Electricity 11 May - 10 July | £33.83 | £1.70 | £35.53 |
| 5289 | Community Heartbeat Trust | Inv 740 - HS1 Battery for defibrillator & Internal Wall Rack for Bowerhill Village Hall | £217.50 | £43.50 | £261.00 |
| 5290 | Community Heartbeat Trust | Inv 642 - 2 x HS1 pads for Heartstart Defibrillator for Bowerhill Village Hall | £124.00 | £24.80 | £148.80 |

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| 5291 | Kan Connections | Inv I-820 Installation of Defibrillator Cabinets | £1,285.00 | | £1,285.00 |
| 5292 | Denmans Electrical Wholesalers | Electrical components for 7 x Defibrillator installation (Less £30 initial invoice voucher) | £637.83 | £133.57 | £771.40 |
| 5293 | Goughs Solicitors | Inv 136784 – Allotment Farm Business Tenancies legal fees | £756.00 | £150.00 | £906.00 |
| 5294 | JH Jones & Sons | Inv 12394 - Allotment & Beanacre Grass cutting - July 2016 | £121.83 | £24.36 | £146.19 |
| 5295 | JH Jones & Sons | Inv 12395 - Bowerhill Grass cutting & goal maintenance - July 2016 | £357.92 | £71.58 | £429.50 |
| 5296 | Walker Fire (UK) Ltd | Inv 263384 - Annual Service - Fire Extinguishers Crown Chambers | £126.36 | £25.27 | £151.63 |
| 5297 | Kennet Sign & Display | Inv 8880 - defib signs & playground signs | £517.77 | £103.55 | £621.32 |
| 5298 | JK Mobility Stairlifts Ltd | Inv 391 - Service stair lift 2016 | £80.00 | £0.00 | £80.00 |
| 5299 | Factor 21 (North) Ltd | Inv 27001 - DBS Energy - 6 x batteries & 3 x chargers for SID | £187.02 | £37.41 | £224.43 |
| 5300 | Viking | Stationery | £132.00 | £26.40 | £158.40 |
| 5301 | SLCC | Inv 120652 - Regional Roadshow 2016 - Teresa Strange | £59.00 | £11.80 | £70.80 |
| 5302 | Wiltshire council | Rates - Bowerhill Sports Pavilion - Payments 5 & 6 of 10 | £94.00 | £0.00 | £94.00 |
| 5303 | Shaw and Whitley Reading Rooms | Use of Reading Rooms for Community Emergency Group on 28th July 2016 | £14.00 | £0.00 | £14.00 |
| 5304 | Shaw and Whitley Reading Rooms | To install Broadband & Phone as per minute 017/16c0iii - CAWS Emergency Response Team (install one-off £56.95 & monthly £29.98) | £86.93 | £0.00 | £86.93 |
| 5305 | Melksham Town Council | Inv MISC/23/16/17 - Neighbourhood Planning Expenditure | £329.18 | £0.00 | £329.18 |
| 5306 | Condor Office Solutions | Inv 469131 - Copier 19 Apr - 26 July | £327.79 | £65.56 | £393.35 |
| 5307 | Wilts & Berks Canal Trust | Membership WB1422 - 2016 | £25.00 | £0.00 | £25.00 |
| 5308 | CPRE | Membership Renewal July 2016 - July 2017 | £36.00 | £0.00 | £36.00 |
| 5309 | Grafton Merchanting GB Ltd | Inv MEL/355841 - Buildbase -Evo-Stik All Weather Sticks | £12.00 | £2.40 | £14.40 |
| 5310 | Jens Cleaning | To provide Annual Deep Clean @ Bowerhill Pavilion | £300.00 | £0.00 | £300.00 |
| 5311 | Young Melksham | Inv 45 - Donation towards Young People Awards 2016 | £100.00 | £0.00 | £100.00 |

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| 5312 | JH Jones & Sons | Inv 12409 - Grass cutting at Bowerhill - Aug 2016 | £357.92 | £71.58 | £429.50 |
| 5313 | JH Jones & Sons | Inv 12408 - Allotments & Beanacre - Aug 2016 | £121.83 | £24.36 | £146.19 |
| Direct Debit | EON | H13567D662 - Gas at Bowerhill Pavilion - 26 Jul to 15 Aug | £12.14 | £0.61 | £12.75 |
| Direct Debit | EON | H13567D242 - Electricity at Bowerhill Pavilion - 28 July to 15 Aug | £28.59 | £1.43 | £30.02 |
| Direct Debit | British Telecom | Broadband 1 Aug - 31 Oct | £88.92 | £17.78 | £106.70 |
| 5314 | Melksham Town Council | Inv MISC/26/16/17 - Neighbourhood Plan | £164.28 | £0.00 | £164.28 |
| 5315 | Wiltshire Council | Inv 90259174 - DBS Admin Charges x 3 | £177.00 | £0.00 | £177.00 |
| 5316 | Wiltshire Publications Ltd | Inv 36127 - Summer Newsletter - 11th August | £142.50 | £28.50 | £171.00 |
| 5317 | Mr Alan Baines | Restoration of SID to useable condition - Materials & Labour | £38.54 | £0.00 | £38.54 |
| 5318 | Community Heartbeat Trust | Inv 549 - settlement of invoice following retention of training element | £1,500.00 | £300.00 | £1,800.00 |
| 5319 | TDP Ltd | Inv 70952 - 3 x picnic benches 1 x BASRAG & 2 x Bowerhill | £1,273.50 | £254.70 | £1,528.20 |
| 5320 | Total QSR Ltd | 4th Qtr Rental 1/10/16-31/12/16 | £1,608.75 | £0.00 | £1,608.75 |
| 5321 | Total QSR Ltd | Electricity Charges - Crown Chambers - 08/07/2016 - 10/08/2016 | £17.43 | £0.87 | £18.30 |
| 5322 | Woodland & Countryside Management Ltd | Inv 091603 - Tree inspection @ Kestrel Ct & Berryfield Playarea | £300.00 | £60.00 | £360.00 |
| TOTAL | | | £11,884.23 | £1,492.21 | £13,376.44 |

Salaries:

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|------|----------------|--|--|--|--|
| 5323 | Elaine Cranton | July/August Office Cleaning & expenses: Polish £1.25 | | | |
| 5324 | Terry Cole | Wages 23/07/2016 - 13/08/2016 plus travel £47.50 plus June/July/Aug mileage £125.10 | | | |
| 5325 | Sharon Newton | Salary Sept & 7 additional hrs £555.06 plus expenses £186.93 corkboard, SID connectors, step ladder, ID lanyards, basketball nets, diary | | | |
| 5326 | Jo Eccleston | Salary Sept & 29 1/2 additional hrs | | | |

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| 5327 | Teresa Strange | Salary Sept & 82 3/4 additional hours plus mileage to SLCC Roadshow £69.30, plus expenses - black sacks, polish, flowers, parking £35.85 | | | |
| 5328 | Marianne Rossi | Sept Salary | | | |
| Salaries | | | | | £4,930.07 |
| 5329 | Wiltshire Pension Fund | Sept Superannuation | £1,288.11 | £0.00 | £1,288.11 |
| 5330 | HMRC | Sept Income Tax & NI liability | £1,289.06 | £0.00 | £1,289.06 |
| TOTAL | | | £19,366.62 | £1,517.06 | £20,883.68 |

It was noted that the details with regard to the opening of the online Unity Bank account had arrived today. The cheque for £80,000, which was signed off in June, would be paid into the unity Bank account tomorrow.

- 162/16 **Financial Report for Year to Date:** The Council noted that this document had taken some time to prepare, but with the proposed new accountancy package it could be produced at the press of a button. It was noted that there were a couple of reporting inaccuracies. Some postage stamps had been bought on line and had been reported against admin and stationery rather than postage. Parish Insurance was showing a minus figure, however some of this amount should be accounted for under the Jubilee Sports Field account. Against the defibrillators the budget figure had been missed off the report, but those on the Asset Management Committee were aware that there was a very thorough spreadsheet on defibrillator costings and that the Council were actually under budget. Under the National Insurance contributions all contributions had been added rather than just the Parish Council contributions. It was noted that minor errors such as this will all be picked up by the proposed accountancy software package.
- 163/16 **Accountancy Software Package:** The Clerk and the Finance Officer had investigated 3 potential accountancy software packages. The Sage accountancy package is well known, and can be bought off the shelf, but it is too general and does not relate to Council finances well. Another package, Scribe 2000 was also looked into, but this did not do monthly income and expenditure reporting, additionally it was not a supported package. The preferred package was the Omega package from Rialtas Business Solutions which was specifically for Parish Councils and had been recommended to the Clerk by other Town and Parish Clerks. The company are based in Royal Wootton Bassett and this is an IT supported package. There will only be a requirement for one licence as the package will only be available on the Finance Officer's PC, with two days training, one of which is to set up the software with all the cost codes. It was noted that there would be an ongoing annual support and maintenance single user licence cost of £240, but the first years cost was included in the initial set up fee. **Resolved: 1.** *The Council approve the purchase of the Omega Accountancy Software Package from Rialtas Business Solutions at a cost of £1,185, including VAT, to include the setting up of the software at Crown Chambers, and an additional mileage cost at 45p per mile. 2.* *The Council approve the one day's training at Crown Chambers at a cost of £399, including VAT, plus mileage cost at 45p per mile. 3.* *The Council approve the ongoing yearly fee of £240 for Annual Support and Maintenance for Single User Licence.*

- 164/16 **Request for Funding for the Ongoing Maintenance of Footpath from the rear of Ingram Road to Forest & Sandridge School:** Green Square are in the process of adopting this land and have requested a fee of £11,000 from Wiltshire Council for ongoing maintenance of this footpath. Wiltshire Councillor Jonathon Seed, as outgoing Chairman of CATG (Community Area Transport Group) had requested part funding from both the Parish Council and the Town Council. The Town Council/had expressed an interest in having a site meeting to find out more, and had asked if the Parish Council wished to do the same. The Council noted that this footpath had been constructed for the children living on the Blackmore Estate to access the School safely, and that this Estate was in the Town. Additionally, under the Community Boundary Review the East of Melksham Development and Forest & Sandridge School will fall under the governance of the Town Council. It was considered that this should all have been sorted at the planning stage under the s106 Agreement and was a discussion to have been had between the Consortium of Developers, the Builders of the School, Wiltshire Council and Green Square. **Resolved: 1. The Parish Council make no financial contribution to the maintenance costs of this footpath. 2. The Parish Council do not wish to meet with the Town Council for a site meeting.**
- 165/16 **Request for Funding From Melksham Seniors Group:** It was noted that funding had now been found by the Group from another source.
- 166/16 **New Parish Warding Arrangements:** Wiltshire Council had sent proposed warding maps for the parish based on the warding proposals put forward to them by Melksham Without Parish Council Warding Working Party in February 2016. The proposal was for 4 wards:
- Melksham Without – Beanacre, Shaw & Whitley Ward - 3 seats
 - Melksham Without – Blackmore Ward - 2 seats
 - Melksham Without – Bowerhill Ward - 6 seats
 - Melksham Without – Berryfield Ward - 2 seats
- The Clerk advised that the Community Boundary Review was just for Town and Parish Council boundaries and wards. The Unitary Council had not undergone this process yet, however, it usually followed the parish lines. It was important to note that the Wiltshire Council representation would remain as Melksham Without South and Melksham Without North even after the boundary changes come into force with regard to land moving to the Town Parish. This would be the case until the Unitary Council undertook their own review. **Resolved: The Council approved these warding maps and the names of the four wards.**
- 167/16 **Community Wellbeing:**
- a) **Melksham Parkrun:** Correspondence from Colin Goodhind was noted, which reported that the management of both Waitrose and Sainsburys were happy with the sensible use of their car parks for the Parkrun events.
 - b) **This Girl Can:** The Clerk reported that this nationwide initiative was targeting 16year old girls and above in deprived areas to engage in sporting activities. Melksham has been chosen as the Wiltshire pilot for this initiative. The Forest Estate in the Town had been identified as an area that would benefit from the scheme and the Clerk had spoken to the Selwood Community Engagement Manager about the potential inclusion of the Berryfield Estate.
 - c) **Banking Services:** Both Cllr. Carter and Mr. Paul Carter had expressed concerns over proposals by some of the banks in Melksham to shorten their opening hours

and some potential branch closures. They sought the support of the Parish Council and the Area Board in asking the banks to have a coordinated approach to these proposals, by ensuring that they reduced their opening hours on different days in order that banking facilities were always available to the people of Melksham. It was considered that the reduction of opening hours and branch closures would have a detrimental affect not only on the elderly, but also on small businesses. **Resolved:** *The Parish Council supports this view and writes to the individual banks expressing the concern of residents.*

- d) **Bowerhill Picnic Area:** The Council noted the recent designation of Seend Neighbourhood Plan and request that the Bowerhill Picnic Area and Bridle Way, which is maintained by BRAG and Melksham Without Parish Council be identified in the plan as important public amenity space. It was considered that Giles Wood should also be listed. **Resolved:** *A request is made to Seend Neighbourhood Plan Group to record within their plan the Canal Picnic Area, the Bridle Way and Giles Wood as important local amenity land.*

168/16 **Update on Outstanding Freedom of Information Request:** The Clerk gave an update on the response from Wiltshire Council to the request made under the Freedom of Information Act. The questions asked were:

- How much money to date has been spent on administration and consultancy fees on the revised campus plans?
- Why was the decision made to spend an extra £7.3m on the Rugby and Football facilities from the money allocated to the Campus?

A last minute response had been received today with regard to the first question. The response from Wiltshire Council was that to date £11,814.50 had been spent on architectural and consultancy fees for the redesign of the Melksham Campus. The Council felt that this could not be the complete spend, and that cost such as legal fees had not been included. There was a feeling that Wiltshire Council were being deliberately obfuscating. However, no response had been received in response to the second question over the £7.3m spend, despite the acknowledgement that the Parish Council had made this request on 13th April, 2016. Once again the Council expressed utter disbelief that decisions of this magnitude and that the person who had signed off this spend had not been recorded in any minutes. **Resolved: 1.** *The Parish Council report the lack of response to the question about the increase spend of £7.3m on the new Ruby and Football facilities to the Information Commissioners Officer, and copy in Michelle Donelan MP and Baroness Jane Scott, Leader of Wiltshire Council. 2.* *The Council reply to Wiltshire Council stating that they are unhappy with the response received and that they do not believe that the cost to date in Administration and Consultancy fees for the revised campus is as little as £11,814.50.*

The next item was held in Committee and the members of the public left the meeting.

- 169/16C **Postal Services:** It was noted that a local post office was currently closed due to the ill health of a staff member. The Parish Council wished to assist in finding potential solutions to help keep this facility open and available for the residents. It was noted that this business could be listed as a community asset; this would then give the community a 6 week period to look into potentially buying the business should it be put up for sale prior to it being offered to a private buyer. The Parish Council wished to make it clear they were considering this option in a supportive way to try to assist all involved. **Resolved:** *The Parish Council to investigate the process involved in requesting a business to become a community asset. Cllr. T. Chivers to be asked to contact the*

current owner to seek their views and explain that this was a supportive rather than predatory measure.

Meeting closed at 9.33pm

Chairman, 10th October, 2016