

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 18th April, 2016 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllrs. Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Rolf Brindle, Mike Sankey, Mike Mills, Gregory Coombes, Paul Carter, Terry Chivers, Jan Chivers, Steve Petty and Ian Tait (*from 8.20pm*)
Officers: Teresa Strange (Clerk), Jo Eccleston (Assistant Parish Officer) and Sharon Newton (Finance Assistant).

Apologies: Cllr Pat Nicol

- 594/15 **Housekeeping:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire.
- 595/15 **Declarations of Interest:** Cllr. Baines declared an interest in agenda item 7a as there was an expenses cheque for him. Cllr. Wood declared an interest in agenda item 7a as there was a cheque for his Chair's Allowance. Cllr. Carter declared an interest in agenda item 8a as his son is chairman of the Board of Governors at Forest & Sandridge School. Cllr. Brindle declared an interest in agenda item 8c, dropped kerbs on Bowerhill, as a member of BRAG (Bowerhill Residents Action Group).

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

- 596/15 **Public Participation:**
Mr. Paul Carter, Chairman of the Board of Governors, Forest and Sandridge School gave an update on the situation re parking in Cranesbill Road at school drop off and pick up times. He considered that the parking issues weren't too bad and that as a taxi driver he experiences worse situations at other primary schools. He stated that when it is raining the parking problems are worse and that some residents find their paths impeded. He stated that cars park down one side of Cranesbill Road which effectively makes it a single track road, and as there is a blind bend this can cause issues once drivers have committed themselves to passing the parked vehicles. There are 60 spaces in the car park by the new retail units and Water Meadow pub, which is more than is required to accommodate parent parking, however, parents still choose to park on the side of the road or in the school car park. He reported that he had visited the school this morning and one resident had mounted the pavement in their car to get past traffic, however, there were no cars queueing to get into the school car park. Cllr. Brindle asked Mr. Carter if he could see any way forward with this problem, stating that he felt it would be acceptable to put double yellow lines on Cranesbill Road. Mr. Carter did not feel that this would be a suitable resolution. He wished to get the parking away from the school and residents did not want parents parking outside of their properties for 10 minutes in the morning and afternoon, but they did want to be able to park themselves on the road outside of their properties. Cllr. T. Chivers concurred as he felt that double yellow lines would just push the parking issues into other adjacent streets.
Cllr. Glover queried whether Cranesbill Road was a no through road. Mr. Carter replied that it was, however, it was possible to do a complete circular route through Corncockle Close and back into Cranesbill Road. He additionally reported that every Monday the school conducted a survey on how children got to school; 56% of pupils used other

methods, with 44% coming by car for part of their journey. There was scope for the school to expand and more pupils would increase the potential for more car journeys, however, there was plenty of scope for these and existing parents to park in the car park by the retail units.

Cllr. Brindle queried how these statistics correlated with the School's Traffic Plan. Mr. Carter didn't know exact figures, but stated that the situation had greatly improved since the school had move from its previous location at Sandridge Common and that a higher percentage of pupils now walked to school.

Wiltshire Cllr. Roy While explained that he was interested in agenda item 8c, dropped kerbs in Bowerhill. He reported that with regard to planning application 16/02681/FUL, considered at the Parish Council planning committee held on 4th April, that if residents of Belvedere Close had such a strength of feeling against this application and if they attended the Western Area Planning committee meeting to give representation, then he would call it in.

The Council re-convened.

- 597/15 **Minutes, Full Council Meeting 21st March 2016: Resolved:** *The Minutes of the Full Council Meeting held 21st March 2016 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*
Min.576/15b) – the sentence “Grant cheques were to authorised and signed as were being presented” amended to “Grant cheques were to be authorised and signed as they were being presented”.
Min.576/15b) – the following numerical errors on the accounts for payment corrected:
Chq.5128 for Eon – Net value amended from £7.47 to £47.47.
Chq.5133 for J H Jones – VAT value amended from £4.36 to £24.36.

598/15 **Matters Arising from Full Council Meeting 21st March 2016:**

- i) From Min.578/15 – Public Open Space at Hornchurch Road. Cllr. Mills reported that Wiltshire Council would be happy for alder trees to be planted to help with the surface water issues. The Wiltshire Council Tree Warden has some saplings and this issue has gone back through Wiltshire Council's system. There is therefore no requirement for the Parish Council to take any more action.
- ii) From Min.580/15c – Update on Village Sign for Berryfield. Cllr. Glover queried whether Cllr. Baines had negotiated funding for this sign at the last CATG (Community Area Transport Group) meeting. The Clerk reported that Wiltshire Cllr. Roy While had recommended that the Parish Council fund the full amount for this sign. Cllr. Baines expressed his displeasure that the Parish Council had been asked to raise this issue via CATG if they were being expected to fund the full amount, as this sign could have already been purchased and installed if this was the case. It was noted that the provision of village signs for Shaw and Whitley had been met via the Highway's budget. Cllr. Glover queried whether there was a statutory obligation for Wiltshire Council to provide village name signs; Cllr. T. Chivers did not think that there was. **Resolved:** *The request for part funding of a village name sign for Berryfield to be put back to CATG.*

Cllr. Ian Tait joined the meeting at 7.20pm.

599/15

Minutes, Planning Committee Meeting 4th April, 2016:

- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 4th April 2016 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:
Min.587/15: the spelling of the word "Gorup" corrected to "Group" and the word "at" amended to "out".*
- b) **Resolved:** *The Recommendations detailed in Min.587/15, Min.589/15a) and Min.589/15c) were formally approved.*
- c) It was noted that there had been several recent licencing and street trading applications with tight consultation dates. The Clerk advised that the Planning Committee expanded its delegated powers to include commenting on such applications. **Resolved:** *The Planning Committee to be given delegated powers to make comment to Wiltshire Council on Licencing and Street Trading applications.*
- d) The Clerk reported following CIL (Community Infrastructure Levy) training, run by the Wiltshire Council, that she had attended. She had sought clarification over when CIL becomes applicable when a Neighbourhood Plan is in place and this is at the Reserved Matters Application stage. She also queried how to get something added to the Infrastructure List and was informed that anything added had to be evidence based. As such if the Council wished to request CIL for an Eastern Bypass, evidence would need to be provided to prove there was a requirement for this. The Town Council are also in support for an Eastern Bypass of Melksham.

600/15

Minutes, Staffing Committee Meeting 4th April, 2016:

- a) **Resolved:** *The Minutes of the Staffing Committee Meeting held 4th April, 2016 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Resolved:** *The Recommendations detailed in Min.593/15 were formally approved.*
- c) **Matters Arising:** From Min.593/15 – The Clerk reported that ACAS had just produced a guide to employing young people. Cllr. Glover asked if the Clerk could investigate whether a DBS (Disclosure Barring Service) is required for staff working with people under 18 years old.
- d) **National Minimum Wage and National Living Wage:** The Council noted the National Minimum Wage for apprentices dependent upon age, and the new National Living Wage. There is one member of staff who will be affected by the new National Living Wage, which will equate to a 1.75% pay rise. The Clerk raised concerns about the erosion of differentials between staff pay with the implementation of the National Living Wage and advised that the SLCC (Society of Local Council Clerks) were producing a report on this which would be useful for the next Staffing Committee to review. **Resolved:** *The Council formally approved the rise in the National Living Wage effective from 1st April 2016.*
- e) **National Joint Council Pay Increase Negotiations:** The Council noted that these negotiations were proposing a two-year pay increase of 1% from April 2016 and a further 1% next year. The Council had made provision in the budget for a 1% pay rise this financial year.
- f) **Employer Contribution rates for Wiltshire Pension Scheme for 2016/17:** The Council noted that their contribution as employers to staff pensions was now 21.1%, which equated to approximately £800 per month for the three members of staff that were currently in the scheme. The Finance Assistant had checked and confirmed that all the employees in the pension scheme were paying the correct employee contribution.

g) Employer Contribution rates for National Insurance: The Clerk advised that employer contribution rates were very complicated, that they had gone up to 13.8%, but this had been accounted for in the budget.

601/15 **Finance:**

Cllr. Glover took the Chair for agenda item 6a as there was a cheque for the Chair's Allowance made payable to Cllr. Wood.

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

Paying in reference	Income Details	Amount £
	NIL	
Total		£ -

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

Cheque no	Payee	Payment Details	Net £	VAT £	Gross £
D/D	Wiltshire Waste	Inv 165253 - 3rd Feb & 17th Feb waste away - Bowerhill	£ 51.50	£ 10.30	£ 61.80
D/D	BT	Telephone 01225 705700 1 Apr - 30 Jun 2016	£ 120.78	£ 24.16	£ 144.94
5187	Buildbase	Buildbase - Jubilee Hose Clips for Pavilion	£ 3.94	£ 0.79	£ 4.73
5188	Melksham Town Council	Contribution towards Neighbourhood Planning Expenditure	£ 143.55		£ 143.55
5189	J.H.Jones)	Inv 12306 - Grass Cutting - March 16 - Allotments & Beanacre	£ 121.83	£ 24.36	£ 146.19
5189	J.H.Jones) £726.59	Inv 12307 - Grass Cutting - March 16 - Bowerhill	£ 357.92	£ 71.58	£ 429.50
5189	J.H.Jones)	Inv 12308 - Bin Emptying - Feb 16 - Bowerhill	£ 125.75	£ 25.15	£ 150.90
5190	Wiltshire Council	Bowerhill Sports Field - Rates - payment 1 of 10	£ 46.48		£ 46.48
5191	Total Equipment Ltd	Crown Chambers Electricity 08/02/16 to 10/03/16	£ 136.24	£ 27.24	£ 163.48
5192	Wiltshire Publications Ltd	Melksham Independent News - 24th March – Annual Parish Meeting Notice	£ 66.00	£ 13.20	£ 79.20
5193	Mr A.F.Baines	Travel & Parking to Operational Flood Working Group 16th March 2016	£ 10.85		£ 10.85
5194	Mr Sparkles Melksham Ltd	Initial clean x 2 bus shelters at Hampton Park West	£ 80.00		£ 80.00
5195	EON	Pavilion Electricity 23/02/16 to 27/03/16 Inv: H12C4869F3	£ 60.93		£ 60.93
5196	Buildbase	Fence Post & Post Mix purchase for "Shed Project" to erect noticeboards	£ 81.30	£ 16.26	£ 97.56
Salaries:					

5197	Teresa Strange	April Salary + additional hours (38.5) + mileage £52.29, + expenses: Refreshments £3, parking @SLCC training £5, toilet rolls £2.99, parking @ flood warden training £4.50		£ 3.94	
5198	Joanne Eccleston	April Salary + additional hours (30.25) + mileage £9.76 + expenses: water, cups & refreshments £19.92			
5199	Terry Cole	w/e 05/03/16 - 26/03/16 + Mileage £60.30			
5200	Sharon Newton	April Salary + additional hours (4)			
5201	Elaine Cranton	March office cleaning			
5202	Richard Wood	Chair's Allowance settlement of 2015/2016			
Total Salaries			£ 3,965.95	£216.98	£ 5,590.00
5203	Wiltshire Council - Wiltshire Pension Fund	Superannuation April	£ 1,061.54		£ 1,061.54
5204	HMRC	PAYE April	£ 962.95		£ 962.95
Grand total			£ 7,225.23	£216.98	£ 7,614.49

Cllr. Wood continued as Chair.

- c) **Contract with E.on:** It was noted that a 1 year contract had been set up with E.on for electricity at the Pavilion as this made a cost saving.
- d) **Joint Funding of Market Place Toilets:** The Town Council would like to undertake a cost review of the public toilets in the Market Place, and how the process of running them is progressing. They have requested the input of the Parish Council. **Resolved:** *Cllrs. Glover and Baines to become members of this review board.*
- e) **Update from Internal Auditor's Visit, 18th April, 2016:** The Council thanked the new Finance Assistant for all her hard work in preparing the accounts for the Internal Auditor and acknowledged the difficulty of working with other colleague's spreadsheets. The Clerk reported that the Internal Auditor advised that some of the language used to describe reserves needed changing. He had also given advice on accountancy software packages. It was noted on his report that an error had been made as it stated that the Council maintained petty cash when it does not. **Resolved:** *The Clerk to contact the Auditor to get the error amended to read that "The Council does NOT maintain a Petty Cash".*
- f) **Beanacre Play Area Maintenance:** The caretaker reported following his quarterly written play area inspection that all the timber on the play equipment at Beanacre Play Area needs treating; he estimated that this would take him a week to do. VitaPlay are contracted to replace 2 swing sets and could carry out this work at a cost of £700. Additionally, they can bring a scrubbing machine to clean all the surfaces at a cost of £150. **Resolved:** *VitaPlay are instructed to clean panels, including Multiplay, climbing ramp & climbing wall at a cost of £150, and treat all timbers with playground safe timber preserve at a cost of £700; total cost £850 plus VAT.*

g) Room Hire for CAWS (Community Action: Whitley Shaw) Emergency Response Team: The Clerk reported that CAWS had set up their own emergency response team that were meeting at the Reading Rooms in Whitley, which would also be their control room in the case of an emergency. Whitley Reading Rooms were happy for the Emergency Response Team to use the hall for free as a control room, but wished to charge for its hire for meetings. CAWS did not have a budget for this and had requested assistance toward the cost. The Clerk advised that she had set up and run Emergency Response meetings in other areas of the Parish, and as such had hired halls at the cost to the Parish Council. CAWS Emergency Response Team were holding these meetings and addressing issues on behalf of the Parish Council without the assistance of the Clerk. **Resolved:** 1. The Parish Council cover the cost of these meetings, 10 meetings of 2 hours at a cost of £7.00 per hour, total cost for the year of £140. 2. The treasurer of Whitley Reading Rooms to be asked to invoice the Parish Council directly for the hire.

602/15

Highways/CATG (Community Area Transport Group) Issues:

a) Parking Outside of Forest & Sandridge School: Residents of Cranesbill Road had attended the Annual Parish Meeting held at Forest & Sandridge School on 11th April, with complaints about parents parking outside of their properties at school pick up and drop off times. The Council had also received correspondence to this effect. It was noted that the school were working hard to resolve this situation with the Chair of Governors speaking to both parents and residents to try to resolve the situation amicably, however, in addition to some parents parking inconsiderately, some residents were also choosing to park on the road instead of using their drives or designated parking spaces. Cllr. Baines objected to the comments made by one resident at the Annual Parish Meeting, as there was an insinuation that both the Parish Council and the School were not doing anything to address this issue, and that the Council favoured residents of Snarlton Lane over those of the new east of Melksham Development in comments made in a planning meeting in 2013. He reported that the Parish Council had worked hard at the planning stage to get a footpath to the school from Ingram Road installed to facilitate and encourage children to walk to school. Additionally, he commented that in 2013 when the plans were considered that there were concerns over the effect of potential parking issues in Snarlton Lane, as this was a single track rural lane in existence prior to any building of the east of Melksham development; residents of the new development knew when they purchased their properties that plans included the provision of a new school. It was noted that the problems of parking were compounded as it was an unadopted road. The Council discussed at length whether a request for double yellow lines in Cranesbill Road would resolve the situation, but it was felt that this would just push the problem of parking onto other roads in the estate. Also, whilst some residents were in favour of double yellow lines other residents wanted to be able to park on the road outside of their properties. In addition, other areas of the Parish were experiencing similar problems and motorists were still parking on double yellow lines. Cllr. Glover felt that when considering future planning applications that included the provision of school, that the Parish Council should request that the roads outside of any school were made wide enough to facilitate both parking and the flow of traffic. **Resolved:** 1. The Council ask Wiltshire Council to request that the developer install school warning signs and white zig zag lines from the school to the retail area prior to adoption. 2. The Council ask the school whether they are adhering

to the travel plans submitted as part of the planning application. 3. Copy of the Residents' (TP1) agreement with their management company to be given to Cllr. Brindle to review.

- b) Parking and Street Signs outside of Shaw School:** Correspondence from a Governor of Shaw School had been received stating concerns over road safety, querying why the amber flashing school warning signs are not switched on and the siting of approaching school warning signs. There was also photographic evidence of several cars parked on the double yellow lines in Corsham Road at school pick up time, with reports of children crossing the road between parked cars. The Clerk had sought answers to these queries from Wiltshire Council and reported that the amber flashing warning signs had been decommissioned as they could only be used in conjunction with a school crossing patrol (lollipop person), and Shaw school did not have one. The response from Wiltshire Council was "The Traffic Signs Manual states that these should never be used to warn of children crossing at signalled or zebra crossings. The concern is that these will distract motorists when their attention should be focussed on the crossing ahead." With regard to the school warning signs, Wiltshire Council replied that "The triangular warning sign depicting two children with supplementary "School" plate is used to warn of "the likelihood of encountering children in the road ahead, going to a school" (extract from the Traffic signs Manual). These are not placed to indicate a vehicular access to a school car park or indeed to indicate the presence of a "School" ahead. Parents should be encouraged to use the crossing provided and not cross at random with their children."

Cllr. Tait reported that he had been a Shaw School Governor for 4 years and that the school had tried everything to encourage walking to school, including a walking bus and a points scoring system for those pupils walking or scooting to school. However, none of these schemes proved successful due to lack of parental participation. He suggested more parking enforcement. The Clerk reported that she had requested attendance from Wiltshire Council parking enforcement and copied the NPT (Neighbourhood Police Team) in on that request. Parking enforcement has been decriminalised and is no longer a police matter, however the NPT advised that if there is wilful obstruction that they can take action. Cllr. Petty advised that it was permissible to stop on double yellows for 10 minutes to unload, unless there were yellow vertical bands painted on the pavement in conjunction with the double yellows; this was then "no stopping at any time". Cllr. Sankey suggested that due to the lack of enforcement officers available that the Parish Council, under the Power of General Competence, contribute financially to provide more enforcement officers for the parish. **Resolved:** 1. The Council contact Wiltshire Council to send parking enforcement officers as a matter of urgency and also investigate the process to get vertical yellow bands on the pavement so that this area can be enforced as no parking at any time. 2. The Clerk to investigate under the Power of General Competence the possibility of part funding a parking enforcement officer. Cllr. Wood wished his vote against this proposal to be recorded. 3. The Clerk to investigate the legality of "naming and shaming" on social media those vehicles that breached the parking restrictions.

- c) Dropped Kerbs on Bowerhill Industrial Estate:** A request had been received from a disabled gentleman for 4 dropped kerbs on Bowerhill Industrial Estate. It was noted that the gentleman was a town resident, but he wished to get to his place of work in Lancaster Road independently. Cllr. Carter had walked this route and supported his request, stating that one pavement was at least 9 inches high. Cllr. Baines explained the process of putting this request via CATG, advising that there were only limited

funds for all highways requests from the 8 parishes in the Melksham Area Board catchment and there would need to be evidence that more than one person would benefit from such works. Cllr. Carter replied that this was also the route to Boomerang Soft Play Centre and as such was used by lots of parents with pushchairs. The Clerk reported that Wiltshire Council had advised that the cost of one dropped kerb was £1,000; therefore, the cost for four would be £4,000. If CATG supported these works, then there could be the usual three-way cost split with Wiltshire Council. Cllr. Carter proposed that the Parish Council met 50% of the cost and to make this a priority case.

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

Wiltshire Cllr. Roy While reported that not all Area Board CATGs requested a 3-way cost split and that he would support a 50/50 cost split as he felt this was a case worth pursuing. He said that he would speak to other departments in Wiltshire Council, such as Social Services to identify if there were other streams of funding available to support this particular proposal.

The Council re-convened.

Cllr. J. Chivers did not feel that a 50/50 split was the way forward, and there were other dropped kerb requests from parishioners for other areas of the parish that were still pending. Cllr. Sankey queried using the Power of Wellbeing in order that the work could be undertaken by the Parish Council. It was noted that this would require planning permission in addition to permission from Wiltshire Council as landowner and an approved highways contractor to carry out the works. **Resolved:** *1. A request is made to CATG for 4 dropped kerbs; 3 on Lancaster Road by the entrance to Melksham Motor Spares and 1 in Merlin Way by the entrance to Denmans Electrical, with the Parish Council offering to pay a third of the costs. 2. The Clerk to investigate other forms of funding with Wiltshire Councillor While.*

d) Replacement of damaged Bus Stop Pole: The Clerk reported that the bus stop sign opposite the Turnpike Garage had been leaning at 45 degrees since last year. A request was made to Wiltshire Council for it to be straightened. A response had finally been received and Wiltshire Council will not repair or straighten this sign they will only remove it. They advised that the Parish Council could undertake this work and gave estimated costs of £250. **Resolved:** *The Parish Council do not undertake any works and the bus stop pole is left in its current state.*

e) Cleaning of Glass Bus Shelters in the Parish: The Clerk reported that Sparkles Window Cleaning Services had done a very good job of cleaning the two bus shelters by the Police Station in Hampton Park. It was recommended at the Finance Meeting, 17th March, under Min.561/15c)ii) and Min.561/15c)iii), and resolved at the Full Council, 21st March to have maintenance cleans of these two shelters at £15 each per clean, to investigate the schedule for these cleans and for all the glass bus shelters in the Parish. The Clerk reported that there were 3 x glass bus shelters that were owned by the Parish Council, two of which were the ones in Hampton Park; Cllr. Baines believed that the bus shelter by Kestrel Court also belonged to the Parish Council. The Clerk was unsure of the number of glass shelters in Wiltshire Council's ownership, but it was estimated to be about 8. Cllr Mills raised concerns about whether the shelters in Bowerhill were able to be cleaned as Wiltshire Council had previously advised that they were too scratched for cleaning to make a difference. **Resolved:** *1. The Council appoints Sparkles Window Cleaning Services*

to carry out an initial clean of the glass bus shelter on the A365 in Shaw at a cost of £40 and that a maintenance clean of this and the two glass shelters by the Police Station in Hampton Park is carried out every 3 months at a cost of £15 per shelter per clean. 2. The Clerk to check with Sparkles to see if they feel that cleaning the glass shelters would make a difference.

603/15 **Defibrillator Project:**

- a) **Report on Meeting with Community Heartbeat Trust, 11th April 2016:** The Clerk reported that the meeting was very informative and that the community volunteers that attended had given very positive feedback. She is now awaiting a model of the Host Agreement to be sent by the Community Heartbeat Trust. There will be training sessions to be held at each of the locations where the defibrillators are to be installed. Community Heartbeat advised that from past experience that any training should be held at least a month after the defibrillators had been installed, once residents had got used to seeing them and wanted to find out more.
- b) **PIR Lights at Defibrillator Locations:** It had been suggested that having PIR lights over the Defibrillator units would be a good idea if they needed to be used when it was dark. Kan Connections could do this at the time of installation at their day rate charge. It was noted that PIR units cost around £5. Cllr. Brindle felt that any PIR units should be of good quality and that the advice of Kan Connections as to the best type should be sought. Cllr. Baines considered that the permission of the site owner should be sought prior to any installation. **Resolved:** 1. *Permission of the site owner is sought to install PIR units when the Hosting Agreement is sent.* 2. *The advice of Kan Connections is sought with regard to the best PIR units to install.*
- c) **Offer of Project Funding from Friends of Melksham Hospital:** The Council noted that the Friends of Melksham Hospital had very generously offered to fully fund the provision (excluding installation and maintenance costs) of 3 defibrillator units for the Parish at a cost of £5,760. **Resolved:** *The Council sent a letter of thanks to the Friends of Melksham Hospital for this generous offer to the Parish.*
- d) **Project Funding and Second Hand Defibrillator from a Bowerhill Resident:** The Council noted that a Bowerhill resident, Mrs. Chris Hardy, had raised the fantastic sum of £1,366 towards the provision of a defibrillator for Bowerhill. In addition, a business in Bowerhill that was closing down had heard about Mrs. Hardy's fundraising efforts and had given her a second hand defibrillator from their premises. Mrs. Hardy wished to donate this defibrillator to Bowerhill Village Hall for installation inside the Hall. **Resolved:** *The Council include this defibrillator into its governance and send a letter of thanks to Mrs. Hardy for all her hard work in fundraising and for the donation of the defibrillator to Bowerhill village Hall.*

604/15 **Proposed Amendments to Standing Orders:** It was noted that there was a small administration change to Standing Order 38, Expenditure. This Standing Order currently states that payment of money can be authorised by the Finance Committee in November. This no longer occurs and thus needs to be omitted. **Resolved:** *The Council agreed to this change in Standing Order 38, Expenditure, so that the Standing Orders can stand adjourned until the Annual Council Meeting on 23rd May, 2016 when they can be formally adopted.*

605/15 **Policies:** Following advice from Came & Co., the Internal Auditors, and the SLCC (Society of Local Council Clerks) the Clerk suggested that the Council reviewed all of its policies. It was noted that there was not an expectation that this should all be done in one go, and the Clerk suggested that each relevant committee looked at one or two

policies at each meeting in order to make this task less onerous. **Resolved:** *The Council reviews all of its policies as per the schedule advised by the Clerk.*

606/15 **Feedback following the Annual Parish Meeting, 11th April, 2016:** It was noted that the new format for the Annual Parish meeting had been very successful, with most organisations attending to collect their Grant Award cheques and a great photo for the local media. Cllr. T Chivers proposed that we continue with this format for next year's meeting and as Whitley Reading Rooms had recently had a complete change of management committee that it would be nice to show support to them and use the Reading Rooms as the venue. **Resolved:** *The Annual Parish Meeting for 2017 to follow the same format as this year's meeting and to be held at Whitley Reading Rooms.*

607/15 **Dementia Friendly:**

- a) **Minutes, Safer Melksham – Dementia Friendly Community Steering Group Meeting 23rd March, 2016:** The Council noted the Minutes from the Safer Melksham Dementia Friendly Steering meeting held 23rd March, 2016.
- b) **Dementia Friendly session for the Parish Council:** Cllr. Mills reported that the Dementia Friendly meeting had been very informative and suggested that the Parish Council hold its own session. The Clerk concurred as although she had previously considered herself to be informed about Dementia and its effects on those suffering from the illness, she had in fact found out a lot of things that she didn't know. She felt that it was particularly important for the Council Staff who were dealing with the public on a regular basis as part of their duties. **Resolved:** *The Council to hold a Dementia Friendly Training Session.*

Meeting closed at 9.24 pm

Chairman, 23rd May, 2016