

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 21st March, 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, Pat Nicol, Mike Mills, Gregory Coombes, Paul Carter and Terry Chivers.

Officers: Teresa Strange (Clerk) and Jo Eccleston (Assistant Parish Officer).

Apologies: Cllrs. Ian Tait, Jan Chivers and Steve Petty.

564/15 **Housekeeping:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire.

565/15 **Declarations of Interest:** Cllr. Mills declared an interest as Chairman of BRAG (Bowerhill Residents Action Group) and his daughter is the Wiltshire Officer responsible for Street Scene. Cllr. Brindle declared an interest as a member of BRAG, MRDG (Melksham Railway Development Group) and planning application W14/06938/OUT (450 dwellings on land East of Spa Road) as a resident of Spa Road. Cllr. Glover declared an interest in BRAG, MRDG, Melksham & District Girl Guides and planning application 16/01123/OUT (235 dwellings and primary school on land at Pathfinder Way, Bowerhill) as a resident of Bowerhill. Cllr. Wood declared an interest in BASRAG (Berryfield and Semington Road Action Group) and planning application 16/00497/OUT (150 dwellings and a village hall on land east of Semington Road) as a resident of Berryfield. Cllr. Baines declared an interest as a volunteer for the Melksham Christmas lights. The Clerk declared an interest in Melksham & District Guides, as a Trustee of Young Melksham, a member of Melksham Gardeners' Society Committee and in the BASRAG grant as her husband had quoted for repair work to Berryfield village hall.

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

566/15 **Public Participation:** Mr. Richard Bean was representing CAWS (Community Action: Whitley & Shaw) and reported that he was interested in agenda item 10a, a request for the levelling of footpath MELW81 (stretch between School Lane and Shaw Hill). He stated that the footpath puddles and he understood that there would be extra road plainings available from the delivery to patch the village hall car park. He stated that he did not know the background to this request and hence had attended the meeting to find out more.

Wiltshire Cllr. Roy While reported that he had not attended the last Wiltshire Council cabinet meeting, however, one of the items discussed was the introduction of the "Better Care Plan" which was currently on trial in Salisbury. The concept is a 6 month coordinated care package for people whose care has been transferred from a hospital. With regard to public conveniences, all but 7 Wiltshire Council run toilets had now been transferred to parish or town councils. He reported that he had called in both the planning application in Berryfield (16/00497/OUT) and Pathfinder Way, Bowerhill (16/01123/OUT).

Cllr. Glover welcomed the "Better Care Plan" but wished to point out to Wiltshire Councillors that a similar scheme was trialled some years ago when Ray Jones was Head of Social Services. This proved to be an excellent award winning scheme that was

not taken up at the time and he queried why it had taken 10/15 years for the introduction of this “Better Care Plan”.

The Council re-convened.

- 567/15 **Minutes, Full Council Meeting 15th February 2016: Resolved:** *The Minutes of the Full Council Meeting held 15th February 2016 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment: Min.514/15b) – the word “Worcester” amended to “Warwickshire”.*
- 568/15 **Confidential Notes from the Full Council Meeting 15th February, 2016: Resolved:** *The Confidential Notes for Min.516/15a)C, Min.516/15b)C and Min.516/15c)C to accompany the Minutes of the Full Council Meeting held 15th February 2016 were formally approved by the Council and signed by the Chairman as a correct record.*
- 569/15 **Minutes, Planning Committee Meeting 22nd February, 2016:**
a) **Resolved:** *The Minutes of the Planning Committee Meeting held 22nd February 2016 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:
The sentence “The Council agreed to suspend standing orders for a period of public participation” following Min.517/15 to be removed.*
b) **Resolved:** *The Recommendation detailed in Min.523/15 was formally approved.*
- 570/15 **Minutes, Planning Committee Meeting 14th March, 2016:**
a) **Resolved:** *The Minutes of the Planning Committee Meeting held 14th March, 2016 were formally approved by the Council and signed by the Chairman as a correct record.*
b) **Resolved:** *The Recommendation detailed in Min.555/15a) was formally approved.*
- 571/15 **Draft Minutes, Melksham Neighbourhood Plan Steering Group, 24th February, 2016:** *The Council noted the Draft Minutes from the Melksham Neighbourhood Plan Steering Group meeting held 24th February, 2016.*
- 572/15 **Update on Town Council’s Position re the Joint Melksham Neighbourhood Plan:**
It was noted that a motion had been put forward at the last Town Council Policy & Resources committee meeting to pull out of the Joint Melksham Neighbourhood Plan; this was not resolved.
Cllr. Glover queried the Neighbourhood Plan Housing Task Group scoring scheme of SHLAA (Strategic Housing Land Availability Assessment) sites and whether it was in accordance with the Core Strategy.
Cllr. Baines, a member of the Housing Task Group, responded that it was the same scheme as the one used by Malmesbury in their Neighbourhood Plan, however the shortfall of this scoring system is that it does not take into account the issue of coalescence. He stated that he concurred with Cllr. Glover, but considered this to be an initial scoring of sites and that the process should then be repeated to take into account other criteria, such as education, coalescence, S106, CIL, etc. He queried how close the Neighbourhood Plan Steering Group was to committing money to the next stage of the plan.
The Clerk replied that she and the Town Council Clerk had looked at the funding application process for the next stage.

Cllr. Baines expressed concern over committing large sums of money to the next stage if there were issues with the sustainability of the plan. He felt that it would be more prudent to wait until the outcomes of the several large pending planning applications within the parish were known.

The Clerk advised that the outline application for 450 dwellings East of Spa Road, had just been approved and that this was a 2014 planning application, and as such the planning process for large applications could prove to be a lengthy one.

Cllr. Sankey felt that if the Town Council were muting the idea of pulling out of the Neighbourhood Plan that the process should be expedited whilst there was still a commitment to it.

Cllr. Wood concurred, stating that the plan was a many step process that would continue to inform planning in the future.

573/15 **Minutes, Bowerhill Sports Field Working Party Meeting 22nd February, 2016:**

- a) **Resolved:** *The Minutes of the Bowerhill Sports Field Working Party Meeting held 22nd February, 2016 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Resolved:** *The Recommendations detailed in Min.527/15, Min.528/15, Min.529/15a), Min.529/15c), Min.531/15b), Min.533/15, Min.534/15i), Min.534/15ii) and Min.535/15 were formally approved.*

574/15 **Minutes, Finance Committee Meeting 7th March, 2016:**

- a) **Resolved:** *The Minutes of the Finance Committee Meeting held 7th March, 2016 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) The Clerk advised that she had recently read an article in the SLCC magazine that had clarified the ruling with regard to giving grants to Church buildings. Parish and Town Councils are not allowed to give money to Churches or Church Halls, even if they are the only building available for community use, until there is a repeal of the 1972 Local Government Act governing this. The Finance Committee had recommended awarding a grant of £150 to Shaw Church for use towards the provision of toilets only.
Resolved 1: *The grant of £150 for Christchurch, Shaw, is not awarded and a letter explaining the reason why is sent to the Church.*
The Finance Committee had recommended awarding a grant of £1,000 to Young Melksham from the budget allocated previously to Bowerhill Youth Club/Parish Youth Work, as this work was now being carried out by Young Melksham from the Canberra Centre. This, in conjunction with the award to Shaw Church being withdrawn, had resulted in £1,150 from the Grant budget being unallocated. A discussion took place over whether this money should be reallocated. The Clerk advised that the Grants Policy states that grant applications can only be made once a year with a set deadline date and that any monies unallocated would go back into general reserves. Cllr. Baines stated that the Finance Committee had carefully considered every grant aid request individually and had made awards on the merits of each, and felt that this process should not be repeated to distribute the unallocated funds.
Resolved 2: *The Recommendations detailed in Min.540/15, with the exception of the grant for £150 to Christchurch, Shaw, were formally approved.*
Resolved 3: *The Recommendations detailed in Min.538/15b)i), Min.538/15b)ii), Min.541/15, Min.542/15e), Min.543/15c)i), Min.543/15c)ii),*

Min.543/15c)iii), Min.544/15a), Min544/15b), Min.544/15c), Min.544/15d)i), Min.544/15d)ii) and Min.544/15e) were formally approved.

The Clerk reported that Hornchurch Road Play Area was owned by the developers and not by Wiltshire Council, as previously advised. Therefore it was not clear whether a lease document for the transfer of service agreement could now be drawn up.

Cllr. Mills suggested that the sign on the fence of the park should be amended to reflect this.

Cllr. Brindle queried whether Wiltshire Council could expedite the process by suggesting that the developers transfer the land directly to the Parish Council. It was noted that this would also include the footpaths, which the Parish Council did not want transferred to them.

Cllr. Glover felt that the Parish Council should not maintain this play area on a lease as this could be withdrawn at any time and that the poor safety surface highlighted by an inspection should be pointed out to Wiltshire Council.

The Clerk advised that Parish Council were pushing for service delegation only at this point and that the land asset transfer would follow.

Resolved 4: The Recommendations detailed in Min.545/15b), with the exception of Hornchurch Road, were formally approved.

Resolved 5: The Recommendations detailed in Min. 546/15a), Min.546/15b), Min.546/15c), Min.546/15d) and Min.546/15 were formally approved.

- c) **Matters arising from Min.542/15e):** Cllr. Carter requested that a letter of thanks was sent to the Water Meadow.

575/15 **Minutes, Finance Committee Meeting 17th March, 2016:**

- a) **Resolved:** The Minutes of the Finance Committee Meeting held 17th March, 2016 were formally approved by the Council and signed by the Chairman as a correct record.

- b) **Resolved:** The Recommendations detailed in Min.561/15b), Min.560/15c), Min.560/15d), Min.561/15a), Min.561/15b), Min.561/15c)i), Min.561/15c)ii), Min.561/15c)iii), Min.562/15b)i), Min.562/15b)ii), Min.562/15c), Min.562/15d), Min.562/15e), Min.562/15f) and 562/15g).

- c) **Matters arising from Min.560/15b):** The Clerk reported that the Community Heartbeat Trust Charity offered an annual support contract for the defibrillators at a cost of £126 per annum per site. Additionally, there was a requirement for a hosting agreement with each site. The Clerk advised the Council to create a new Community Resilience Working Party which could then encompass the defibrillators, the Emergency Plan, Safe Places and a Dementia Friendly Parish. She considered that it would be prudent for some of the Councillors to read the legal documentation from the Community Heartbeat Trust Charity. **Resolved 1:** The option for an annual support contract is taken up at a cost of £126 per annum x 7 sites. **Resolved 2:** A Community Resilience Working Party is set up. Members of the working party to be Cllrs. Wood, Glover, Mills, Brindle, Carter and Nicol.

576/15 **Finance:**

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

Paying in reference	Income Details	Amount £
500102	Bowerhill Pavilion Kitchen Hire - Tom Crawford	£20.00
500102	Grapes ad-hoc football booking - Sun 24th	£50.00

	Jan	
500102	Semington ad-hoc football booking - Sun 5th March	£50.00
500102	Zeals ad-hoc football booking - Sun 12th March	£50.00
500103	BASRAG for the Berryfield Buzz Newsletter printing	£10.30
Total		£ 180.30

b) Accounts for payment: It was noted that the Grant cheques were to be authorised and signed as they were being presented to the various organisations at the Annual Parish meeting on 11th April, which was before the next Full Council meeting, however they were from the 2016/17 Budget. **Resolved:** *The following accounts be checked and formally approved for payment:*

Cheque no	Payee	Payment Details	Net £	VAT £	Gross £
D/D	Wiltshire Waste	Inv 163431 - 6th Jan & 20th Jan waste away - Bowerhill	£ 51.50	£ 10.30	£ 61.80
D/D	Wiltshire Waste	Inv 165253 - 3rd Feb & 17th Feb waste away - Bowerhill	£ 51.50	£ 10.30	£ 61.80
5128	E.on	Electricity as at 23 Feb 2016	£ 7.47	£ 2.37	£ 49.84
5129	Grafton Merchanting /Electricbase (Buildbase)	Water tape & straight radiator valve for pipe repair in Crown Chambers	£ 7.51	£ 1.50	£ 9.01
5130	Jens Cleaning (Jen Beaven)	Jan/Feb cleaning & materials £6.28	£ 263.24	£ 1.04	£ 264.28
5131	Melksham Town Council	Contribution towards Neighbourhood Planning Expenditure	£ 143.55		£ 143.55
5132	Arien Signs & Graphics Designs	Notice board & 2 x Powdercoated green posts	£ 658.00	£131.60	£ 789.60
5133)	J.H.Jones)	Inv 12288 - Grass Cutting - Feb 16 - Allotments & Beanacre	£ 121.83	£ 4.36	£ 146.19
5133)	J.H.Jones) £726.59	Inv 12289 - Grass Cutting - Feb 16 - Bowerhill	£ 357.92	£ 71.58	£ 429.50
5133)	J.H.Jones)	Inv 12290 - Bin Emptying - Feb 16 - Bowerhill	£ 125.75	£ 25.15	£ 150.90
5134	Melksham Oak Community School	Melksham Oak Community School - Hall hire - 14th March	£ 75.00		£ 75.00
5135	Forest & Sandridge C.E. Primary School	Annual Parish Meeting - Hall hire - 11th April	£ 63.00		£ 63.00
5136	Countrywide	100 x Refuse Sacks, & Gardman Rubble Sacks	£ 16.65	£ 3.33	£ 19.98
5137	Atkinson Bookbinders Ltd	Binding - Meeting Minutes May 2014 - April 2015	£ 70.00		£ 70.00
5138	Total Equipment Ltd	Electricity 11/01/16 to 7/2/16	£ 148.13	£ 29.62	£ 177.75
5139	Melksham United Church	Hire of Church Premises on 1st Feb for Planning Comm meeting	£ 60.00		£ 60.00
5140	NALC	National Association of Local Clerks LCR Subscription to Headley Brothers Ltd	£ 40.00		£ 40.00

5141	Bradford on Avon Town Council	Donation towards Emergency Response Training (Min 544/15 d)	£ 300.00		£ 300.00
5142	Total Equipment Ltd	Q2 rental Crown Chambers 01/04/2016 - 30-06-2016	£ 1,608.75		£ 1,608.75
5143	Bowerhill Villager	Council Advertisement x ten issues from April 2016 - March 2017	£ 65.00		£ 65.00
5144	Avery Weigh-Tronix	511A scale chart for postal scales	£ 11.40		£ 11.40
Grants:					
5145	Bowerhill Village Hall Trust	Grant	£ 2,700.00		£ 2,700.00
5146	Shaw Hill Playing Field & Village Hall	Grant	£ 3,500.00		£ 3,500.00
5147	Berryfield Village Hall	Grant	£ 500.00		£ 500.00
5148	Whitley Reading Rooms	Grant	£ 500.00		£ 500.00
5149	The Rachel Fowler Centre	Grant	£ 200.00		£ 200.00
5150	Melksham Riverside Club	Grant	£ 200.00		£ 200.00
5151	Bowerhill Residents Action Group BRAG)	Grant	£ 400.00		£ 400.00
5152	Berryfield & Semington Rd Action Group (BASRAG)	Grant	£ 400.00		£ 400.00
5153	Community Action Whitley Shaw (CAWS)	Grant	£ 300.00		£ 300.00
5154	Melksham & District Girl Guides	Grant	£ 150.00		£ 150.00
5155	Bowerhill Scouts	Grant	£ 200.00		£ 200.00
5156	Happy Circle Day Centre	Grant	£ 150.00		£ 150.00
5157	Group Five	Grant	£ 300.00		£ 300.00
5158	Melksham Foodbank	Grant	£ 100.00		£ 100.00
5159	Melksham Read Easy	Grant	£ 100.00		£ 100.00
5160	Wiltshire Mind	Grant	£ 100.00		£ 100.00
5161	Wiltshire Sight	Grant	£ 100.00		£ 100.00
5162	Melksham & District Seniors 55+	Grant	£ 100.00		£ 100.00
5163	Melksham Christmas Lights	Grant	£ 250.00		£ 250.00
5164	Melksham Party in the Park	Grant	£ 150.00		£ 150.00
5165	Melksham Carnival	Grant	£ 150.00		£ 150.00
5166	Melksham Food Festival	Grant	£ 150.00		£ 150.00
5167	Melksham Shed	Grant	£ 250.00		£ 250.00
5168	Bowerhill Villager	Grant	£ 250.00		£ 250.00
5169	Shaw & Whitley Connect	Grant	£ 250.00		£ 250.00
5170	Melksham Railway Development Group	Grant	£ 200.00		£ 200.00

5171	Beanacre & Melksham Cricket Club	Grant	£ 200.00		£ 200.00
5172	AFC Melksham (Disabled)	Grant	£ 250.00		£ 250.00
5173	Melksham Gardeners' Society	Grant	£ 150.00		£ 150.00
5174	Enigma	Grant	£ 100.00		£ 100.00
5175	Shaw & Whitley Friendship Club	Grant	£ 200.00		£ 200.00
5176	Young Melksham	Grant	£ 1,000.00		£ 1,000.00
5177	Melksham Area Community Safety Group	Grant	£ 250.00		£ 250.00
5178	Melksham Tourist Information Centre	Grant	£ 500.00		£ 500.00
Salaries:					
5179	Teresa Strange	March Salary + additional hours (57) + expenses: handwash £1, Hoover bags £5.97, Ink cartridges £11.94, bus fare £5.50			
5180	Joanne Eccleston	March Salary + additional hours (10.25) + expenses: bin liners £1.10			
5181	Terry Cole	w/e 06/02/16 - 27/02/16 + Mileage £74.70			
5182	Sharon Newton	March Salary			
5183	Elaine Cranton	February office cleaning & expenses: cleaning materials £4			
Total Salaries			£ 3,796.08	£ 3.94	£ 3,800.02
5184	Wiltshire Council - Wiltshire Pension Fund	Superannuation March	£ 1,046.77		£ 1,046.77
5185	HMRC	PAYE March	£ 956.55		£ 956.55
Grand total			£24,132.60	£294.49	£24,427.09

577/15 **Section 137 Expenditure Limit for 2016/17:** The Council noted that the Department for Communities and Local Government (DCLG) had confirmed that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2016/17 is £7.42 per elector. There are 6,482 electors in the Parish and thus this equated to a permitted spending allowance of £48,096.44 in 2016/17 under s137. The total amount awarded for s137 for 2016/17 was £6,500, well under the allowance.

578/15 **Public Open Space:** A request had been received from BRAG to plant some willow trees on the Hornchurch Open Space in an effort to improve the surface water on the field. It was noted that this area was always wet and under water. Wiltshire Council do not have the funds to address this issue, but are happy for any tree planting to take place here on the proviso that the Parish Council take responsibility for the ongoing

maintenance. The Council had previously resolved not to take on this open space as an asset transfer. A discussion took place with regard to the pros and cons of tree planting. Whilst it was acknowledged that any tree planting would help with the absorption of any excess water, there were concerns that trees could screen the area and encourage antisocial behaviour. Additionally any tree roots could in time damage the surface of the MUGA and the footpath. It was noted that when the MUGA was installed there were limited options to its position due to the fact that utility services run under the field; therefore any tree planting must not affect these services. An alternative option could be to endeavour to improve drainage of the area, however this also posed difficulties due to the fact that there was nowhere to drain to. **Resolved:** *The officers to investigate options available.*

579/15 **Melksham Health & Wellbeing Centre (Previously known as the Campus):** A long discussion took place over the proposed changes to the Campus plans and what was now on offer. The main area of concern was that indoor bowls was not included in the Campus proposal; it had now been proposed that the old Christie Miller building could be refurbished to house indoor bowls, with the bowls club themselves taking over the running of such a facility. There were concerns that the Bowls Club would not have the financial means to run this. It was noted that 5 years ago it had been estimated that it would cost in excess of £5m to refurbish Christie Miller. Additionally, the demolition of the eight hangers on either side of Christie Miller will allow for the redevelopment of this area as employment land; the retention of Christie Miller could put any future plans for this part of the Industrial Estate in jeopardy. The premise of the Melksham Campus was that the creation of a single building on one site would allow all the separate buildings to be sold off leaving one large building to maintain, with a shared reception and facilities. It would appear that the updated campus facility is relying on the Town Council giving up the Assembly Hall in order to achieve the funding required. It was queried that with so many reductions and removals to the latest plan, making the whole footprint much smaller, that the submission of a new planning application could be required. It was also queried why the Campus was now being called the “Melksham Health & Wellbeing Centre” when there had been no public meeting to change the name but the initial name and logo had been chosen in a public forum. The cost of the refurbishment of the skate park was questioned and how this would benefit the older population of the Melksham Area.

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

Wiltshire Cllr. Roy While gave an update and stated that he supported the new revised plans, as many of the proposed Campuses across Wiltshire were now not going to happen and he felt that it was better to have reduced facilities than none at all. He considered it essential that there were activities available for the over 55's to help combat issues such as loneliness in the elderly. He reported that of the available money for the Melksham Campus, some had to be spent to fund the Football & Rugby Club and to refurbish the Market Place. He added that the size of the library had been reduced due to the nature of changes in general with library services and that the police did not need as much room as initially anticipated, but that the sports hall was now planned to be bigger. His opinion was that the Campus would take place with or without the inclusion of the Assembly Hall, however, he believed that the way ahead was to incorporate it into the Campus building.

Cllr. Mills stated that the local newspaper had given the impression that much of the Campus money had been diverted to upgrade the skateboard park.

Wiltshire Cllr. While reported that £100K was for the skateboard park, but that this should not deny other projects and that there should be some flexibility as there was £23m to spend.

Cllr. Carter asked if the Cricket Club was still using Melksham House whether a new pavilion would be built.

Wiltshire Cllr. While replied that it would be upgraded.

Cllr. Sankey asked why Wiltshire Council spent £7.3m on new Rugby & Football facilities when they had no obligation to do so, as this was now to the detriment of other sporting provision. He added that Wiltshire Council had previously made a statement with regard to sporting and community facilities that “everything that currently exists would remain”.

The Clerk stated that there was no mention via SCOB (Shadow Community Operations Board) of any proposals for netball courts or the marking up of the proposed tennis courts to include netball facilities. She reported that all the local netball teams had emailed Wiltshire Cllr John Thompson, Cabinet member for Communities, Campuses, Area Boards and Broadband, with regards to the requirement for netball provision, and queried how to make contact with the projects board.

Wiltshire Cllr. While replied that Rhys Schell, Melksham Area Board Manager, should be contacted with regard to the projects board, and he advised that it would be useful for the Parish Council to make comment to Wiltshire Council over the potential loss of facilities for bowls.

The Council re-convened.

Resolved: *A letter is sent to Wiltshire Cllr. John Thompson which seeks answers on the following: 1. Why did Wiltshire Council agreed to spend £7.3m, which amounts to 30% of the overall Campus budget, on the provision of new football & rugby facilities at the detriment of other sports. Cllrs. Wood, Glover and T. Chivers wished to have their votes against this resolution recorded. 2. How much money has been spent in administration and consultancy fees to date on the revised Campus plans. 3. On no account should any part of Christie Miller be used to house Bowls as this will compromise any future economic development.*

580/15

Rights of Ways/Footpaths/Highways:

a) Request for the levelling of School Lane/Shaw Hill Footpath: A request had been received from a resident of Shaw for footpath MELW81 (Shaw Hill to School Lane) to be improved for the use of children accessing the school, as it is often very waterlogged and muddy. The Clerk reported that 20T of road plainings were due to be delivered to Shaw Village Hall to resurface part of the car park, but that J H Jones had estimated that only 12T would be needed. Therefore if there were surplus plainings these could potentially be used to improve the surface of the footpath. CAWS (Community Action: Whitley Shaw) and PAFOS (Parents and Families of Shaw School) had stated that they did not have the manpower or equipment to undertake this work. The Council noted that there was a perfectly adequate and wide footway along the A365 and B3353 to the school. A councillor had monitored the use of both the main footway and footpath MELW81 and it appeared that more children and parents were using the main footway. It was noted that even if surfaced this footpath would remain unsuitable for pushchairs or wheelchairs and it led to a private road, where there is a right of way, but the suitability of this road could not be guaranteed. Cllr. Sankey advised that to improve this footpath would require a mini

digger and a dumper which would cost at least £1,000, even using the free road plainings. It was considered that this would not be a wise use of the Council's resources and funding. **Resolved:** *The Council take no action in response to this request.*

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

The Council asked Mr. Richard Bean, representative of CAWS, for his views on this matter. Mr. Bean felt that even if there were a hard surface to this footpath that there would always be a puddle on it due to the lay of the land. He asked if he could feedback the Council's response to this request at the next CAWS meeting. The Clerk advised that this was a public meeting and that this information was in the public domain.

The Council re-convened.

- b) Correspondence from West Wilts Ramblers:** West Wilts Ramblers have a limited amount of funds available to assist in maintenance work on Public Rights of Ways and have asked parish councils to assist in identifying locations and landowners to expedite this. **Resolved:** *The Council contact the community groups in the parish to assist with this and pass on any information received to West Wilts Ramblers, including the known blocked footpath to the rear of Holbrook, Berryfield.*
- c) Update on Village Sign for Berryfield:** The Clerk reported that Wiltshire Council had agreed to the siting of a new village sign in the splay of the entrance to Townsend Farm, which is just on Wiltshire Council owned land. Cllrs. Wood and Carter both declared an interest as they know the owner of Townsend Farm. The sign will read "Welcome to Berryfield Please drive carefully". The cost of the sign will be £300. **Resolved:** *Cllr. Baines to negotiate the funding of this sign at the next CATG meeting, up to a value of £300.*

Cllr. Mills left the meeting.

- 581/15 **Staffing:** The Clerk advised that following National Apprenticeship Week (14th -18th March), information had been received about taking on an Apprentice in Business Administration. She reported that the current workload in the office was such that both she and the Assistant Parish Officer were taking work home. This workload situation was unlikely to improve, and the taking on of an apprentice appeared to be a very viable resolution, that would also give a young person or school leaver an opportunity to undertake work based education. An Apprentice that was 18 years old or under would be paid £3.30 per hour and the apprenticeship would last between 12 – 18 months. After that time the Council could choose whether to take on that apprentice as a permanent employee or not. The apprentice could also chose not to stay with the Council after the apprenticeship, but if the scheme proved successful then the Council could take on other apprentices in the future. There was also a bursary available of £1,500 to support any apprentice and this could be used towards providing equipment, such as a computer for their use. There is a requirement that any apprentice is offered at least 16 hours of work per week; ideally any apprentice working for the Council would work at least 20 hours a week, 4 x 5 hour days Monday to Thursday and also the occasional evening meeting. Both the Clerk and the Assistant Parish Officer felt from their own experience that it was important that anyone working at the Council should attend some Full Council Meetings in order to put the work that they were carrying out into context. It was noted that the apprenticeship could be for either a level 2 or level 3 qualification in

Business Administration and that the Council would be responsible for the recruitment process. **Resolved:** *The Council take on an apprentice and look into the details of this process further.*

Meeting closed at 9.38 pm

Chairman, 18th April, 2016