

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 5th December, 2016 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllrs. Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Rolf Brindle, Mike Mills, Pat Nicol, Gregory Coombes, Paul Carter, Jan Chivers, Mike Sankey, Ian Tait and Steve Petty.

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

Apologies: Cllr. Terry Chivers.

265/16 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire. He explained that the individual torches that had been purchased were not up to standard, and not reliable enough for use in an emergency and were being returned to the supplier. Cllr. Terry Chivers was now out of hospital and back home, but on "light duties". It was noted that Wiltshire Cllr. Roy While was also now out of hospital, but would not be back to work until January.

Cllr. J. Chivers reported that Terry was doing well, was pleased to be back home but needed to gradually get back to work and to not do too much straight away. She thanked everyone for their get well wishes.

266/16 **Future Meetings:**

- a) **Staffing Committee Meeting to be held on Monday 12th December following Planning Meeting:** The Clerk reported that she had considered calling a Staffing Committee meeting following the Planning Committee meeting on Monday 12th December, but suggested that this now take place in January when Cllr. T. Chivers was fully back to work and as there was now a full agenda for the Planning Meeting being held earlier that evening. There was an urgent item for consideration though.
- Staff Assertiveness Training:** The Clerk reported that following a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis with the Apprentice Parish Officer, it had been identified that the Apprentice Parish Officer would benefit some forthcoming training on "Assertiveness in the Workplace". The Finance Officer had also expressed an interest in attending this training. Learning in Wiltshire were holding a half day workshop in Chippenham on 13th January, 2017 at a cost of £60 per delegate. **Resolved:** *The Apprentice Parish Officer and the Finance Officer to attend the "Assertiveness in the Workplace" training to be held on 13th January 2017 by Learning in Wiltshire at a cost of £60 per delegate, £120 in total.*
- b) **Visit from Air Ambulance Charitable Trust at Planning Meeting to be held on Monday 12th December:** It was noted that the Wiltshire Air Ambulance Trust had requested attending a future meeting to discuss a few developments, and they would be attending the next Planning meeting to be held on Monday 12th December.
- c) **Meeting with Wiltshire Police Inspector Brain on Friday 16th December at 11.00am:** When Inspector Brain gave a presentation to the Full Council meeting on 10th October, 2016, he offered to come to a follow up meeting where he would answer more specific questions with regard to the police provision for the parish. A date for this had now been set and Inspector Brain would be coming to a meeting on Friday 16th December at Crown Chambers at 11.00am.

- 267/16 **Declarations of Interest:** Cllr. Baines declared an interest in agenda item 7a, as there was a cheque made payable to him for his expenses for attendance to the Northern Flood Operations working group meeting.
- 268/16 **Public Participation:** There were no members of the public present.
- 269/16 **Minutes, Full Council Meeting 14th November, 2016: Resolved:** *The Minutes of the Full Council Meeting held 14th November, 2016 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment: Min.241/16g – spelling of “fanchises” corrected to “franchises”.*
- 270/16 **Minutes, Planning Committee Meeting 28th November, 2016:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 28th November 2016 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment: Min.250/16b – spelling of “proving” corrected to “providing”.*
 - b) **Resolved:** *The Recommendations detailed in Min.246/16, Min.248/16, Min.249/16a)ii), Min.249/16b)i) and Min.250/16a were formally approved.*
 - c) **Resolved:** *The Recommendation detailed in Min.250/16b was not approved as written, but approved with the following rewording: “The Council contact Terraform Power Limited to request that the obligation for providing community funding is met”.*
- 271/16 **Joint Neighbourhood Plan Steering Group:**
- a) **Minutes of the Meeting 30th November, 2016:** The Minutes of the Joint Neighbourhood Plan Steering Group meeting held on 30th November, 2016, were noted.
 - b) **Draft Neighbourhood Plan:** The Clerk reported that a draft Neighbourhood Plan had been drawn up which was 120 pages long. The Joint Neighbourhood Plan Steering Group had requested that both the Parish Council and the Town Council consider this document and give their approval along with any potential amendments. It was considered important that both Councils were happy with this draft version prior to it being sent to a consultant for a final Plan to be written in preparation for further public consultation. **Resolved:** *The Planning Committee to be given delegated powers to review this document at the next Planning Committee meeting to be held on 12th December and make representation back to the Steering Group. Any Council members not on the Planning Committee can attend this meeting and give their views.*
- 272/16 **Minutes, Highway & Streetscene Committee Meeting 28th November, 2016:**
- a) **Resolved:** *The Minutes of the Highway & Streetscene Committee Meeting held 28th November 2016 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment: The month on the Minutes amended from “October” to “November”.*
 - b) **Resolved:** *The Recommendations detailed in Min.253/16, Min.255/16a)1), Min.255/16a)2), Min.255/16b)1), Min.255/16b)2), Min.355/16c, Min.263/16 and Min.264/16 were formally approved.*
 - c) Cllr Glover stated that the recommendation in Min.256/16/b was not quite right as he had additionally requested that the cutting back of vegetation on the footway on the northern side of the A365 Bath Road, from Old Loves Farm to Redstocks, was also added to the Parish Steward list. **Resolved:** *The Recommendation detailed in*

Min.256/16b was approved with the addition that a request for the clearance of the footway between Old Loves Farm and Redstocks on the northern side of the A365 Bath Road to be added to the Parish Steward list.

- d) It was noted that in addition to the work by the CAWS Flood Wardens (Min 263/16) both Danny Everett, Wiltshire Council Principal Drainage Engineer, and his colleague Richard Williams, Wiltshire Council Drainage Engineer, had responded promptly to the recent surface water flooding to roads in Whitley, attending the scene during the flooding and making further investigations after the event. **Resolved:** The Council formally thank Danny Everett and Richard Williams for their prompt response to the recent flooding in Whitley.

273/16

Finance:

- a) **Council Receipts:** The Council noted that the following amounts have been received since the last meeting, and that all Allotment Tenants had now paid their rent.

Paying in reference	Income Details	Amount £
13	Wiltshire Council - SID	£280.54
500122	Allotment £25, Foresters FC, 150, TTFC £135	£310.00
500123	Allotment £50, Foresters FC £50	£100.00
13	Interest on Fixed Term Deposit	£31.07
40	Interest on Instant A/C	£0.02
13	Allotments-Stokes & Cowles	£50.00
Total		£ 771.63

- b) **Accounts for payment:** **Resolved:** The following accounts were checked and formally approved for payment. It was noted that the staff salaries had successfully been paid by online bank transfer last month.

Chq	Payee	Payment Details	Net £	VAT £	Gross £
DD	British Telecom	Pavilion broadband 1/11-31/11	£41.20	£8.24	£ 49.44
DD	British Telecom	Crown Chamber Broadband 1/11-31/01/17	£88.92	£17.78	£ 106.70
DD	Eon	Electricity Pavilion 18/10-14/11	£34.54	£1.73	£ 36.27
DD	Eon	Gas Pavilion 18/10-14/11	£13.99	£0.70	£ 14.69
DD	Grist Environmental	Pavilion bin emptying 31/5/16 - 30/9/16 x 5 months @ 38.28	£159.50	£31.90	£ 191.40
5380	Queensbury Shelters Ltd	Inv 62951 - Replacement Bus Shelter	£7,481.00	£1,496.20	£ 8,977.20
5381	Grant Thornton	Inv 8613871 - Audit - Annual Return	£600.00	£120.00	£ 720.00
5382	Total QSR Ltd	Inv 0825QSR - CC Rent - 1/1/17-31/3/17	£1,608.75	£0.00	£ 1,608.75
5383	Wiltshire Council	B/Hill Sports Field Rates - payment 9 of 10	£47.00	£0.00	£ 47.00

5384	Wiltshire Publications Ltd	Inv 38003 -Issue 670 Grant Aid advert	£49.50	£9.90	£59.40
5385	Wiltshire Publications Ltd	Inv 38002 -Issue 670 Autumn Newsletter	£142.50	£28.50	£171.00
5386	Denmans Electrical Wholesalers	Inv 413888321 light bulb	£2.50	£0.50	£3.00
5387	Viking	Inv 652592 - envelopes & copier paper	£70.96	£14.19	£85.15
5388	Trade UK	Screwfix - safety boots for Parish Caretaker	£24.99	£0.00	£24.99
5389	Whitley Reading Rooms	Phone & B/band. Aug-Nov - Flood Resource	£120.57	£0.00	£120.57
5390	The Society of Local Council Clerks	2017 Membership: SLCC £200, ILCM £50	£250.00	£0.00	£250.00
5391	Alan Baines	Fuel Expenses - travel to Chippenham for meeting 17 miles & 4 hrs parking	£11.25	£0.00	£11.25
5392	Whitley Reading Rooms	Hall hire - 14/11/2016 - Flood Meeting	£14.00	£0.00	£14.00
5393	Colour Idea Limited	CAWS CEG Shaw & Whitley Incident Map - Flood Resources	£32.00	£0.00	£32.00
5394	Avon IT Systems	Inv 1570 - 2 x USB Back up Drives & set up of back up system	£115.00	£23.00	£138.00
5395	JH Jones & Sons	Inv 12465 - Spiking of B/Hill playing fields	£160.00	£32.00	£192.00
5396	Vita Play Ltd	Inv 1314 - Berryfield refurbishment @ £11,652.74, Beanacre Gate @ £150, Shaw Gate @ £90	£11,892.74	£2,378.54	£14,271.28
5397	JH Jones & Sons	Inv 12474 - Allots & B/acre - Nov 2016 £121.83 & VAT £24.36 = £146.19 Inv 12475 - B/Hill - Nov 2016 £357.92 & VAT £71.58 = £ 429.50 Inv 12485 - Kestrel Play Area - Nov 2016 £100.29 & VAT £20.05 = £ 120.33 Inv 12486 - B/Field Play Area - Nov 2016 £115.42 & VAT £23.08 = £ 138.50 Inv 12487 - Hornchurch Play Area - Nov 2016 £37.92 & VAT £7.58 = £ 45.50	£733.37	£146.65	£880.02
5398	Melksham Town Council	Inv 51/16/17 - SID - 1/11 & 29/11 £200 Inv 52/16/17 - Visit Wilts 50% contribution £380 Inv 53/16/17 - Neighbourhood Plan, & Melksham News & Shaw Primary School (£22.00) £139.99	£719.99	£0.00	£719.99

			£0.00	£0.00	£0.00
TOTAL			£24,414.27	£4,309.83	£28,724.10

Salaries:

TFR	Elaine Cranton	Office Cleaning 9/11-30/11 (incl 2 hrs sick pay)			
TFR	Terry Cole	Wages 29/10-26/11 & 117 miles			
TFR	Sharon Newton	Dec Salary & 6 1/2 extra hours			
TFR	Jo Eccleston	Dec Salary & 5 3/4 extra hours			
TFR	Teresa Strange	Dec Salary & 37 extra hours			
TFR	Marianne Rossi	Dec Salary & 6 1/2 extra hours			
5399	Richard Wood	Chairs Allowance 2nd Installment	£200.00		£200.00
			Salaries		£4,384.30
5400	Wiltshire Pension Fund	Nov/Dec Superannuation	£1,033.14	£0.00	£1,033.14
5401	HMRC	Nov/Dec Income Tax & NI liability	£1,326.01	£0.00	£1,326.01

TOTAL			£31,157.72	£4,309.83	£35,467.55
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Cllr. Mills reported that BRAG (Bowerhill Resident Action Group) had agreed to pay the cost of the installation of a seat at the canal picnic area, but they had not yet been invoiced by the Parish Council. **Resolved:** *The Council invoice BRAG for the cost of the installation of the seat.*

274/16 **Play Area & Open Space:**

- a) Update on Funding for Wiltshire Council Play Area Leased to MWPC:** The Clerk reported that Wiltshire Council had agreed in principle that the S106 monies requested by the Parish Council would be allocated to the Parish which will then fund the refurbishment of the two Wiltshire Council owned play areas. She also stated that she had chased Wiltshire Council for the £1,000 that they had stated would be available for each play area that had been taken over from them.
- b) Refurbishment of Berryfield and Kestrel Court Play Areas:** The Council noted that the refurbishment works to Berryfield Play Area had taken place and viewed the before and after photos. The gate on the play area had been painted red to aid those with visual impairments and in order that children could identify the exits easily. Work on Kestrel Court Play Area was due to start in January.
- c) ROSPA Inspection Reports:** The Council noted the ROSPA Inspection Reports for all the play areas in the parish, both those owned by the Parish Council and those owned by Wiltshire Council, and that all of them had been given an overall risk rating of medium. A medium risk is the rating that was expected and the risk rating that has been given in previous years. The Clerk reported that she had gone through these reports with the Parish Caretaker and had produced three lists of jobs to be done. The first list identified any smaller jobs that could be undertaken by the Parish Caretaker. The second list was a check that any issues identified for action from the reports in Berryfield, Kestrel Court and Hornchurch Road Play Areas were listed on the quote from VitaPlay. The third list contained some small new issues, such as replacement of rivets on a roundabout and swing seats that are not quite at the point of needing replacing, but it would be sensible to request that VitaPlay carry out these jobs whilst they are working for the Parish Council in January. She explained that she had requested a quote for these additional jobs, but that there was a slight complication with the Contractor. VitaPlay who had refurbished both Shaw and

Berryfield Play Areas, and undertaken other play area jobs to a very high standard was a company run by two brothers. These two brothers had now decided to part business ways with one brother continuing with VitaPlay covering Devon and Cornwall, and the other brother covering Wiltshire and Somerset. The latter brother was the contact dealing with the Parish Council and he intended to start up a company with a different name. The quote for the additional works had come through, for approximately £600, but with the new company name. The Clerk stated that she would request a second quote from the original company, VitaPlay. She additionally stated that there was a slight safety issue with the self-closing gate at Berryfield Play Area and that a post had become misaligned, which had resulted in a gap which did not meet the safety requirements and could cause a trapping hazard. This needed to be addressed straight away. It was noted that the Parish Council took its responsibility for the safety of play areas seriously and judiciously, and that the safety surfacing of the Wiltshire Council owned Berryfield and Kestrel Court Play Areas were in a deplorable state. The Council felt that as each play area was refurbished that the Melksham Independent News should be asked to write a good new story on each one. **Resolved:** *1. An approved Parish Council contractor to assess and carry out the works required to make this self-closing gate safe. 2. The Melksham Independent News to be asked to write a good news piece on the refurbishment works undertaken by the Parish Council on the Berryfield Play Area.*

d) Draft Wiltshire Playing Pitch Strategy and Wiltshire Open Space Study

Community Area Profiles: The Council noted these documents and Wiltshire Council's definition of public access with regard to sports pitches. Cllr. Baines had concerns over the net spare capacity of the pitches available at the Bowerhill Sports Field as listed in the document and that it did not take into account the fact that some of the pitches needed to recover and be reseeded to comply with the standards required by the Football Association. The document implied that there was a lot of spare capacity at these sports pitches, which there is not. It was noted from experience at Hornchurch Road Play Area that developers did not provide "High Quality" play areas and public open space, despite Wiltshire Council stating within the documents that this was a requirement. **Resolved:** *1. The Council to seek clarification from Wiltshire council over the figures quoted within the document "Draft Wiltshire Playing Pitch Strategy: Community Area Profiles. 2. The Council seek proof and assurance from Wiltshire Council that when taking on play areas and public open space from developers that these are indeed of "High Quality".*

275/16 **Community Wellbeing:**

- a) BT Payphone Consultation:** It was noted that BT are currently undertaking a consultation with regard to their current programme of proposed public payphone removals. Two payphones in the Parish are affected, one in West Hill and the other in Corsham Road, Whitley. In the last 12 months, the payphone in West Hill had no calls made from it and the one in Corsham Road had only 6 calls made from it. It was noted that CAWS (Community Action Whitley Shaw) were making their own response to this consultation, were prepared to adopt them and had some ideas about their potential future use.
- b) Consultation on Post Office Services and Accessibility:** The Council considered this consultation. **Resolved:** *The following response to be made to the consultation:*
- Q1. Do you agree that the existing criteria should continue to be used for defining what a nationwide network of post office branches should look like? The current criteria is:

- Nationally, 99% of the UK population to be within three miles and 90% of the population to be within one mile of their nearest post office.
- In deprived urban areas, 99% of the total population across the UK to be within one mile of their nearest post office.
- In urban areas, 95% of the total population across the UK to be within one mile of their nearest post office.
- In rural areas, 95% of the total population across the UK to be within three miles of their nearest post office.

The Council supported this criteria.

- Q2. What different criteria or what different approach could government consider to define what a nationwide network of post office branches should look like, including steps to ensure provision of post offices in small, remote or hard-to-serve communities?

To tie post office services in with other local facilities or services, such as pubs or petrol stations, or when the local mobile library pays visits.

- Q3. What, if any, services do you think could be offered at post office branches in the future – in particular considering those that could support remote communities, vulnerable members of society and others that rely on over-the-counter transactions?

Other service provision, such as enhanced banking services for all banks (due to High Street bank closures), courier drop off, click and collect service, on-line community hubs where those without any IT facilities can use the internet, pay point for electric keys, top ups for mobile phones. Staff to have dementia awareness training, and be a “safe place” (<http://www.safeplaces.org.uk/>), to provide public access to toilet facilities (especially as public conveniences are closing).

- Q4. What ways do you think communities might be able to play a more significant role in the operation of the post office network, in particular with the objective to support local economies and strengthen communities?

Communities are best placed to identify their needs and where potential services could be located if post office branches are considering closure; communities need to ensure that they make use of their local services and facilities.

- Q5. Do you have any other views on the points raised in this consultation that you feel government should consider regarding its approach to the post office network? *Government should re-introduce services rather than taking them away from the post office, such as the ability to tax vehicles from sub post offices.*

c) Temporary Closure of Whitley Post Office: Correspondence had been received from the Post Office notifying of the temporary closure of the Whitley Stores branch.

d) Correspondence from Young Melksham: A report from Young Melksham had been received which informed of its success over the past year. It now had clubs 4 nights a week catering for varying ages and was providing a service for over 150 local young people. In February a new club will open on a Monday for young people with SEND (Special Educational Needs & Disabilities). The minibus service to the outlying villages had not been quite so successful and a “dial-a-ride” service was being considered. The Young People Awards, which was supported with grant funding from the Parish Council, had been held recently and was a great success.

- e) **Libor Grant for Wiltshire Air Ambulance:** It was noted that the Wiltshire Air Ambulance had been awarded a £1m grant from HM Treasury from the Libor fund towards the new HQ building to be built in the Parish. The fund comes from fines levied on the banking industry for manipulating the Libor rate. Cllr. Glover queried whether the Parish Council could apply for funding from this fund and the Clerk said that she would investigate this.

276/16 **S106 Agreements:**

- a) **Update on Ongoing and New S106 Agreements:** There were no ongoing or new S106 agreements.
- b) **New S106 Queries:** The Clerk reported that under the S106 Agreement for the former George Ward School Playing Fields site, the Council had previously resolved to take on the two playing fields for use as allotments, a community orchard and wild flower meadow, and wished to still see a car park for the use of residents using any potential allotments. The developers had contacted the Parish Council to report that they now had a legal agreement which did not include the provision of a car park, but did include an open space maintenance contribution for the land which would be assigned to Wiltshire Council's transferee should they agree to nominate a different body to maintain the land. It was noted that the boundary line between Melksham Without Parish and the Town Parish crossed this area of land, with two fields falling in the Parish and one field falling in the Town. Further correspondence had been received from Mark Hunnybun, Wiltshire Council Strategic Projects and Development Manager, stating that it would be more sensible for the whole area to be managed by one rather than two councils. It was unclear from this correspondence whether he was referring to Melksham Without and Wiltshire Council or Melksham Without and the Town Council. Additionally, it was unclear whether the Town Council had given any consideration to the potential management of the section of land that fell within their parish. A discussion took place over the potential maintenance of this land, and that any members of the public would be unaware of which council owned which section of land. The Clerk advised that the Parish Council could own land that was not in the parish, however, it would not have any associated precept to fund such land. It was noted that anyone wishing to use the two fields that were in the parish would need to have access across the field that was in the parish of the Town. **Resolved: 1. The Parish Council ask the Town Council if they are considering taking on the field in their parish and if so whether they would be willing to grant access across this land to the two fields in the Melksham Without Parish. 2. The Parish Council seek clarification from Mark Hunnybun with regard to which councils he is referring to in his correspondence.**
- c) **S106 Decisions Under Delegated Powers:** There were no decisions.

- 277/16 **Melksham Christmas Lights:** Cllr. J. Chivers stated that the Christmas lights in Melksham were fantastic and a stunning display, and suggested that a letter of thanks be sent to the organisers and volunteers. **Resolved: A letter of thanks for all their hard work and congratulations at the stunning display to be sent to the organisers and volunteers of the Melksham Christmas Lights.**

Meeting closed at 8.30pm

Chairman, 9th January, 2017