

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 14<sup>th</sup> November, 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 and Ian Tait.  
**Officers:** Teresa Strange (Clerk), Jo Eccleston (Parish Officer) and Marianne Rossi (Apprentice Parish Officer)

**Apologies:** Cllrs. Paul Carter, Terry Chivers and Jan Chivers.

**Not Present:** Cllrs. Steve Petty and Mike Sankey.

- 229/16 **Housekeeping:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire. He explained that individual torches had now been purchased and were on the desk in reception should an evacuation of the building be required.
- 230/16 **Declarations of Interest:** Cllr. Wood declared an interest in agenda item 7g, Remembrance wreath from Chair's Allowance, and Cllr. Glover declared an interest in agenda item 7b as an allotment holder.
- 231/16 **Public Participation:** There were no members of the public present.
- 232/16 **Minutes, Full Council Meeting 10<sup>th</sup> October, 2016: Resolved:** *The Minutes of the Full Council Meeting held 10<sup>th</sup> October, 2016 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*  
*Min.195/16 – spelling of “bulgalaries” corrected to “burglaries”.*  
*Min.201/16 – in the recorded vote Cllr Baines is listed twice and Cllr Brindle is not listed. The recorded vote against the proposal to be amended to list Cllr. Baines once and to include Cllr. Brindle.*  
It was noted that there were two further amendments, but the errors had been spotted by the officers and the minute book copy was correct. These amendments were as follows:  
Min.195/16 – tense of “despatch” amended to “despatched”.  
Min.208/16c) – The resolution was incorrect as the wrong type of torches had been listed. The correct resolution was “*The Council purchase 30 x Duracell STL3 torches at £140.70 including VAT*”.
- 233/16 **Confidential Notes to Accompany Minutes, Full Council Meeting 10<sup>th</sup> October, 2016: Resolved:** *The Confidential Notes to Accompany the Minutes of the Full Council Meeting held 10<sup>th</sup> October, 2016 were formally approved by the Council and signed by the Chairman as a correct record.*
- 234/16 **Matters Arising:**  
a) From Min.206/16d): Cllr. Mills had requested that the notice board at the Pilot pub was replaced due to it being in a poor state of repair. The Parish Caretaker had managed to repair it and cut back vegetation that was preventing it from fully closing. Cllr. Mills was happy with the repair work and as such the Clerk had not ordered a replacement metal notice board.

- b) From Min.138/16)1): It had previously been resolved to move the notice board from Sandridge Hill to Shaw. The Council had now received a quote from approved contractor J. H. Jones for £245, for the removal and relocation of the board. It was noted that this was a two man job. **Resolved:** *The Council instruct J.H.Jones to remove the notice board from Sandridge Hill and relocate it next to the bus shelter opposite the entrance to Beltane Place, Shaw, at a cost of £245 plus VAT.*

235/16

**Minutes, Planning Committee Meeting 17<sup>th</sup> October, 2016:**

- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 17<sup>th</sup> October 2016 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:  
Min.217/16iv)1) – the wording of the recommendation changed from “The Council makes investigations into the type and size of refuge proposed by the developers under the S38 Agreement” to read “The Council seeks confirmation of the type and size of refuge proposed by the developers under the S38 Agreement, and feels that the refuge would only be effective in a centre position in the highway to accommodate pushchairs and cycles”.*
- b) **Resolved:** *The Recommendations detailed in Min.216/16c), Min.217/16a)i), Min.217/16a)iii)1), Min.217/16a)iii)2), Min.217/16a)iv)1), Min.217/16a)iv)2), Min.217/16d) and Min.218/16a) were formally approved.*

236/16

**Minutes, Planning Committee Meeting 7<sup>th</sup> November, 2016:**

- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 7<sup>th</sup> November 2016 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:  
Min.223/16 – the spelling of “rea” corrected to read “area”.*
- b) **Resolved:** *The Recommendations detailed in Min.223/16, Min.224/16a)1), Min.224/16a)2), Min.224/16a)3), Min.224/16e), Min.225/16 and Min.227/16 were formally approved.*
- c) **Matters Arising:** From Min.225/16: **Resolved:** *Any initial fact finding meetings held with developers at Pre-application stage to be held in closed session in order that the Council can establish the exact proposal and ask any relevant questions, with any public meetings to follow if necessary.*

237/16

**Joint Neighbourhood Plan Steering Group: Minutes of the Meeting 26<sup>th</sup> October, 2016:** The Minutes of the Joint Neighbourhood Plan Steering Group meeting held on 26<sup>th</sup> October, 2016, were noted. The two joint consultation events held by the Neighbourhood Plan Steering Group and Community Action Groups; one with CAWS (Community Action Whitley Shaw) and the new Beanacre Community Group on 5<sup>th</sup> November and one with BRAG (Bowerhill Residents Action Group) on 8<sup>th</sup> November had been well attended, with over 35 members of the public at each one. Two further consultation events are planned for the New Year, one in Berryfield and the other in the East of Melksham.

238/16

**Highway & Streetscene:** Cllr. Baines gave an update on an urgent CATG (Community Area Transport Group) issue. It had previously been resolved by the Council to support the installation of two dropped kerbs in Middle Lane, Whitley; CATG had also supported this issue. The original estimate for this work was for 2no of dropped kerbs in Middle Lane at £1,500, and the Parish Council had agreed to a one third contribution of £500 towards this cost. Although initially it had been thought that there was a requirement for two dropped kerbs, one on either side of Middle Lane, it had now become apparent that

a dropped kerb was also required on the north side of First Lane. This effectively changed the request from 2no dropped kerbs to 3no. Additionally, the installation of the dropped kerb on the northern side of Middle Lane requires a slight reconfiguration of the existing footway, with the creation of a new section of footway to allow for the dropped kerb. Since the initial CATG request was made Wiltshire Council has changed its Highways Contractor and the new contractor is more expensive than its predecessor. There will also be a requirement for traffic management with three way traffic lights whilst the work is being undertaken. The cost of the scheme had now escalated to £4,000, for 3no dropped kerbs and the inclusion of traffic management at a cost of £600. Cllr. Baines reported that the cost of a highways scheme in Kennilworth Gardens in the Town had also escalated and both he and Town Cllr. Jon Hubbard had argued at the CATG meeting that it was unfair for both the Town and the Parish Council to find the additional funds to meet these increased costs. Cllr. Baines had managed to negotiate a cost to the Parish Council of £1,000 for these works rather than a one third split at £1,330. **Resolved:** *The Council approve the installation of 3no dropped kerbs, facilitating works and associated traffic management in Whitley, and contribute £1,000 to the cost of this work.*

239/16

**Finance:**

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

Paying in reference	Income Details	Amount £
500116	Allotments	£150.00
BGC	Int on Fixed Term Deposit	£16.88
BGC	Int on Interest a/c	£0.02
500117	Trow Youth FC payment 2 of 8	£135.00
500118	Allotments	£50.00
500119	Allotments	£162.50
500120	Allotments	£150.00
TFR	Melksham Town Youth FC	£100.00
500120	BASRAG - Crafts for Kids A5 flyers	£3.43
500121	Allotments	£50.00
9	Melksham Town 'A' FC - Deposit	£50.00
TFR	Melksham Town 'A' FC - 2 matches	£160.00
FPI & TFR	Other Allotments	£362.50
<b>Total</b>		<b>£ 1,390.33</b>

**b) Accounts for payment: Resolved:** *The following accounts were checked and formally approved for payment, with the exception of the cheque for Visit Wiltshire. It was noted that staff salaries were to be paid by online bank transfer this month, with the exception of the Parish Caretaker, who had been on annual leave and thus unable to give the Finance Officer his bank details. However, as this was the first attempt at paying staff directly from the new Unity Bank account, authorisation was given to revert to paying by cheque should the direct payment not work.*

Chq	Payee	Payment Details	Net £	VAT £	Gross £
DD	British Telecom	Broadband Pavilion -1 Jun-30 Jun (Historic - for approval)	£39.20	£7.84	£47.04
DD	British Telecom	Broadband Pavilion 1 Oct-31 Oct	£41.20	£8.24	£49.44
DD	British Telecom	Crown Chambers 1 Oct-31 Dec	£135.03	£27.01	£162.04
DD	Eon	Pavilion Gas - 20 Sep to 18 Oct	£14.25	£0.71	£14.96
DD	Eon	Pavilion Electric - 20 Sep to 18 Oct	£42.92	£2.15	£45.07
DD	Eon	Pavilion Gas - 15 Aug - 20 Sep	£18.04	£0.90	£18.94
DD	Eon	Pavilion Electric - 15 Aug - 20 Sept	£53.77	£2.69	£56.46
5358	Shaw School	Hall Hire - Neighbourhood Plan 5/11	£40.00	£0.00	£40.00
5359	Melksham Town Council	Neighbourhood Plan MISC/39/16/17	£149.08	£0.00	£149.08
5360	Melksham Town Council	Remembrance Wreath	£17.00	£0.00	£17.00
5361	Wiltshire Council	Bowerhill Rates Payment 8 of 10	£47.00	£0.00	£47.00
5362	Wiltshire Council	CATG contribution - footpath Link- Bowerhill Primary School	£1,333.00	£0.00	£1,333.00
5363	Rialtas Business Solutions Ltd	Omega Software, installation & training	£1,620.00	£324.00	£1,944.00
5364	RBS Invoice Finance Ltd	Corido - Balmoral 5ft Park Bench & ground anchors - Whitley Reading Rooms	£295.82	£59.17	£354.99
5365	Condor Office Solutions	copier 26/07-20/10	£244.85	£48.97	£293.82
5366	Atkinson Bookbinders Ltd	binding of minutes	£170.00	£0.00	£170.00
5367	SLCC Enterprises Ltd	CPD - Financial Management Course - Sharon	£125.00	£25.00	£150.00
5368	Kennet Sign & Display	2 x pedestrian signs - Bowerhill	£55.00	£11.00	£66.00
5369	Viking	Stamps 190.50 & stationary 78.33	£268.83	£15.67	£284.50
5370	J.Beaven	Jens Cleaning - Pavilion - Sept/Oct/Nov	£546.00	£0.00	£546.00
5371	JH Jones & Sons	Inv 12442 - Picnic Benches installation 2 x Bowerhill Pavilion & 1 x BRAG Picnic Area	£813.75	£162.75	£976.50
5372	JH Jones & Sons	Inv 12448 - Grass Cut - Oct - Allots & Beanacre	£121.83	£24.36	£146.19
5373	JH Jones & Sons	Inv 12449 - Grass Cut - Oct - Bowerhill Field £357.92 + VAT £71.58	£631.55	£126.29	£757.84

		Inv 12461 – Grass Cut – Oct – Kestral Play Area £100.29 + VAT £20.05  Inv 12462 – Grass cut – Oct – Berryfield Play Area £135.42 + VAT £27.08  Inv 12463 – Grass cut – Oct – Hornchurch Play Area £37.92 + VAT £7.58			
5374	Mr Sparkles Melksham Ltd	Clean Bowerhill Pavilion skylights & windows	£40.00	£0.00	£40.00
5375	Trade UK	Screws, tape, padlocks, drills Bin liners & brush set	£31.59	£6.30	£37.89
5376	Whitley Reading Rooms	hire 26th Sept Community Emergency Group	£14.00	£0.00	£14.00
<b>TOTAL</b>			<b>£7,325.51</b>	<b>£845.21</b>	<b>£8,170.72</b>

#### Salaries

BACS	Elaine Cranton	Office Cleaning 12/10-3/11			
5379	Terry Cole	Wages 24/09-22/10 & mileage			
BACS	Sharon Newton	Nov Salary & 22.25 extra hours & expenses 282.54			
BACS	Jo Eccleston	Nov Salary & 37 extra hours & expenses 6.00			
BACS	Teresa Strange	Nov Salary & 67 extra hours & expenses 23.38			
BACS	Marianne Rossi	Nov Salary & 11 extra hours & expenses 11.40			
			<b>Salaries</b>	<b>£47.80</b>	<b>£5,083.12</b>
5377	Wiltshire Pension Fund	Nov Superannuation	£1,278.34	£0.00	£1,278.34
5378	HMRC	Nov Income Tax & NI liability	£1,237.01	£0.00	£1,237.01
<b>TOTAL</b>			<b>£14,876.18</b>	<b>£893.01</b>	<b>£15,769.19</b>

- c) Reports on Allotment & Sports Field Income:** The Clerk informed that the Internal Auditor had recommended as an internal control reporting not only the income received for the Allotments and the Sports Field, but also what the Council should be receiving and an explanation of any differences. The Council noted these reports and that a third of the payments received for allotment rent was now being paid by BACS.
- d) Tax Base Number for 2017/18:** Correspondence had been received from Wiltshire Council giving an update on the Parish Tax Base for 2017/18. The Council noted that the notification stated that the Parish Tax Base would be 2,535.97, which reflected the the transfer of circa 700 properties from the Parish to the Town under the Community Boundary Review. This, however, was not the final Tax Base Figure as Wiltshire Council had yet to evaluate the Council Tax Reduction Scheme

Consultation which could significantly change the tax base calculation. Any revisions to the tax base calculation may not be advised until 30<sup>th</sup> November.

- e) **New Telephone System for Crown Chambers:** The quotations received for a potential new cloud based phone system were discussed at length. It was noted that information regarding the speed of the current broadband provision was not available. The Council needed to establish how the broadband provision would cope with hosting both the current pc usage and any new phone system prior to any decision being made. **Resolved:** *The Council defer this item until the broadband speed and it's ability to cope with hosting both systems has been clarified.*
- f) **Contract for Out of Hours Mobile Phone:** The Clerk reported that the Out of Hours Emergency Mobile phone was taken home by staff in order to respond to any emergency situations outside of the normal office hours, in particular Sports Pavilion, Defibrillator and flooding issues in the Parish. The emergency phone number, which is published on all the signs and notice boards in the parish and on the website and social media is linked to a "pay as you go" mobile phone, and will not allow calls to be diverted to the personal mobile phones of members of staff. It was noted that this caused logistical problems for members of staff, especially when one member of staff took on the responsibility of manning the phone from another, as this mobile phone and its charger had to be physically handed over. The Clerk requested that the Council took out a mobile phone contract for this phone number in order that calls could then be diverted to the personal phones of members of staff, this could then be done remotely. She advised that a basic monthly contract would cost in the region of £7.50 per month, with a 2 year contract length. **Resolved:** *The Council take out a mobile phone contract for the emergency contact number, 07341 474234, up to a monthly cost of £7.50.*
- g) **Renewal of Partnership Support of Visit Wiltshire:** It was noted that Visit Wiltshire had given a report at the Full Council meeting on 10<sup>th</sup> October. The Parish Council had shared the cost of Melksham being in this partnership and the renewal fee for renewing the partnership was now due. Although there are only a limited number of places in the Parish that could be visited, it was considered that the Visit Wiltshire partnership was good for Melksham as it brought tourists to the Melksham Area in general. It was additionally noted that the "Melksham Guide" was due to be published, and that the Officers at the Town Council had done a lot of work on this and had included the Parish. It was suggested that once published, this guide was sent on to Visit Wiltshire. The incorrect amount for the 50/50 split had been incorrectly recorded on the accounts for payment, as it had not taken into account the the VAT would be claimed back by the Town Council; the cheque should therefore be made out to the value of £380. **Resolved: 1.** *The Council support the renewal of 50/50 partnership with the Town Council in Melksham being listed in Visit Wiltshire for the coming year and agree to their share of this cost at £380. 2.* *The Council review the renewal of the partnership support for Vist Wiltshire on an annual basis.*

Cllr. Wood stood down as Chair for the following item and Cllr. Glover took the Chair.

- h) **Remembrance Wreath:** The Clerk reported that the Council always paid for the Remembrance Wreath out of the Chair's Allowance, but that other councils paid for this from S137 expenditure. Cllr. Wood wished to make it clear that he was happy for this expenditure to come out of the Chair's Allowance. Cllr. Baines stated that some years ago an auditor advised that the cost of Remembrance wreaths should come out of the Chair's Allowance. **Resolved:** *The Clerk to seek advice from the Internal Auditor, and then pay for the Remembrance Wreath from his recommendation.*

Cllr. Wood retook the Chair.

240/16 **Community Governance:**

- a) New Ward Boundaries:** It was noted that the New Ward Boundaries previously put forward by the Parish Council under the Community Governance Review, as per Min.166/16, had now been accepted by Wiltshire Council following their Council meeting on 18<sup>th</sup> October, 2016.
- b) Correspondence with Melksham Council with regard to Transfer of Assets:** The Town Council had made enquiries with regard to any assets that will be transferrable from the Parish to the Town under the boundary changes. The Council noted the reply that the Clerk had sent to the Town Council informing them that there were three notice boards and a defibrillator in a locked cabinet. She had informed them that the notice board headings would need to be changed and that there was an annual fee of £126 for the governance package that covered the defibrillator. The hosting and legal agreement with Marston Brewery over the siting of the defibrillator and notice board on the side of the Water Meadow pub would also need to be amended.
- c) Parish & Wiltshire Unitary Elections: Thursday 4<sup>th</sup> May, 2017:** The Council noted this date.
- d) Boundary Commission Consultation “Initial Proposals for New Parliamentary Constituency Boundaries in the South West”:** It was noted that under this consultation it was proposed that Melksham was put back into the Trowbridge Constituency rather than Chippenham.

241/16 **Community Wellbeing:**

- a) Flood Preparation and Prevention:** The joint Flooding Update meeting held by the Parish Council, CAWS (Community Action Whitley Shaw) and Wiltshire Council on 13<sup>th</sup> October, was very well attended. Wiltshire Council and the Environment Agency gave an update into why the Atkins Model was taking so long, explaining that Atkins had run 2 models and that they were mapping the whole area, not just Shaw and Whitley. Care had to be taken to ensure that any preventative measures put into place in one area did not push flooding issues into another area. The models were looking at both river and surface flooding and funding had been secured to purchase telemetry equipment that would be used under the road by Shaw School. The Community of Shaw and Whitley may well be used as a pilot scheme for a future community flood alert and warning service. Wiltshire Cllr. Simon Jacobs, who had been at the Flood Meeting two years ago and informed residents that they must seek to help themselves with regard to flooding issues, highly commended both CAWS and the Community Emergency Group (CEG) who work under the constitution and management of CAWS, for taking up his challenge. He praised the fact that they had applied for grants, purchased emergency equipment and had a plan to ensure its resilience in times of flooding. He said that they were a beacon of what could be achieved and he wished to use CAWS and the CEG as an example of good practice when speaking to other communities about what is achievable. CAWS had been awarded a second grant from Scottish and Southern Electric (SSE).  
Cllr. Baines asking if there was anything the Council wished him to take to the Northern Flood Operations meeting being held on 19<sup>th</sup> October. The Clerk replied that it would be good to let them know that when she shared a Met Office warning in April about a heavy rain forecast on Social Media that 2,127 had seen her

tweet/facebook comment. The Environment Agency had asked for such evidence to inform the need for an early warning system in the villages.

Cllr. Mills reported that the Kennet & Avon Canal Trust had repaired and sealed the leaking culverts by the canal picnic area, and are now convinced that it should not flood again this winter.

The Clerk reported that she was attending a focus group at SSE about power outages in the community, she also still attends the Bradford-on-Avon emergency training sessions. She advised that she is pushing the flood aware message in the press and local media.

- b) Beanacre Community Group:** The new Beanacre Community Group now has a constitution and held a very successful bonfire and BBQ on the 5th November, with about 50 residents attending. The Community Speed Watch group have been exceptionally active and have carried out 83 sessions in the past 3 months, the highest in Wiltshire. They are looking into writing a flood plan and obtaining some sandbags. A Councillor noted that there was a parked car for sale on the pavement outside of 63, Beanacre, that there were often cars for sale at this location, and requested that enforcement were informed of this.
- c) Update on NHS Meeting:** Following the public meeting on the 1<sup>st</sup> November, Cllr. Wood commented that it will be useful to find out the results of the review of all the NHS services being carried out by Simon Yo. Dr. Heffer from St. Damians Surgery was meeting with Wiltshire Council with regard to the lack of any S106 contribution towards the NHS from the Pathfinder Way application. The Clerk advised that she had been through the S106 Agreement for the planning application for the 450 houses at the East of Melksham and is unable to find any mention within that document of the £25,000 contribution towards the expansion of the Spa Medical Centre car park. She had queried this with the S106 Officers at Wiltshire Council.
- d) Community Policing Team Report:** This report was noted.
- e) Review of Partnership Working for Melksham Public Toilets:** Cllr. Glover and Baines gave an update on the meeting held on the 26<sup>th</sup> October to review the joint running with the Town Council of the public toilets next to the Art House Café. There were concerns that someone is sleeping in the disabled toilets, which is where the cleaners supplies are kept, and they are not happy about moving him. The underfloor heating has now been turned off to discourage any “rough sleeping”. English Landscape Group has a 3 year cleaning contract. The overall costs seem to be down on the original forecast. The possibility of blue lamps was discussed to prevent any potential drug taking as drug paraphernalia had been found in the ladies. There was a discussion over the rates, as it was possible that a double charge had taken place and the Town Clerk was going to investigate this. The committee had agreed to continue running the toilets as they have been.
- f) RHS “It’s Your Neighbourhood” Assessment:** The Council noted the judges feedback comments with regard the the two Allotment Garden entries into the “It’s Your Neighbourhood” competition. Cllr. Glover suggested that if a plot became vacant towards the entrance of Berryfield Allotments that some of this plot was allocated to the storage of manure for the use of all the allotment holders.
- g) Bus Update:** Cllr. Glover had attended a bus update meeting on 12<sup>th</sup> November and reported that Wiltshire Council had originally proposed that there would be a £2.6m reduction in the bus budget, but that now this had dropped to a £0.5m reduction. Graham Ellis had discussed local changes to bus services which would seek to reduce the number of buses running in order to increase efficiency by varying the route to go via more stops. If the 24/7 proposal is passed then it would cut costs across all travel periods and journeys as commercial companies would have to cover



the franchises required by Wiltshire Council, not just the profitable routes and journey times.

- h) **Station Update:** Cllr. Glover reported that Network Rail is expecting a start, and probable finish, next year of the extension to the platform. The Town and Parish Councils recommended that TransWilts changed the way that they were phasing the project so that they could start the project straight away by accessing additional funding. It was noted that the planning application for the extension to the platform was for information only as an 1845 Act of Parliament means that they do not need planning permission. It was queried whether the recent news that the electrification of the lines was not to be completed would affect any extension plans. Cllr. Baines replied that the electrification would have to go as far as Thingly Junction as that was where the electricity supply came from, but that trains could then switch to diesel as they are bimodal. He added that it may affect some rolling stock from Thames Valley which may have to remain in Oxford.

#### 242/16 S106 Agreements:

- a) **Update on Ongoing and New S106 Agreements:** There were no ongoing or new S106 agreements.
- b) **New S106 Queries:** The Clerk had discovered that there was £360K from the Herman Miller S106 Agreement for the construction and maintaining of playing fields in Melksham. She asked Wiltshire Council if some of this money could come to the Parish Council for the maintenance of Bowerhill Sports Field, Shaw Playing Field and the playing field behind Wellington Drive. In particular, this money would allow the problems with the waterlogged playing fields at Hornchurch Road to be addressed. Wiltshire Council had responded saying that all of this money had gone to the Melksham Campus Playing Fields. The Clerk had queried what was meant by the “Melksham Campus Playing Fields”, and asked if this was the Woolmore Farm Football and Rugby Club pitches or playing fields at Melksham House. Wiltshire Council had replied saying that it had all gone to the Woolmore Farm Rugby and Football Pitches. It was noted that the Rugby and Football pitches will not be available for public use, only for club members. **Resolved: 1. The Parish Council ask Wiltshire Council, in the light of their policy which states that Town and Parish Councils are best placed to articulate the needs of the community, if they can explain how a decision has been made without any reference to the Town or Parish for the expenditure of the funding that has been identified for the playing fields in Melksham. Additionally who made that decision? 2. If Wiltshire Council fail to respond to this request it is followed up by a Freedom of Information request.**
- c) **S106 Decisions Under Delegated Powers:** There were no decisions.
- d) **Update on Application for S106 Funds:** The Clerk reported that she had been chasing Wiltshire Council for the S106 funds allocated to the Parish which had been earmarked for the improvement and upgrading of the three Wiltshire Council play areas. The Wiltshire Council Officer had replied that he could not process the S106 funds due to some minor issues, and had listed the funds available from the relevant planning applications. The Clerk had responded to say that she was just after a decision in principle that the funds were allocated to the Parish in order that the upgrading works could commence. The Parish Caretaker has some serious concerns over the Berryfield play area in that the safety surfacing will become too slippery if not replaced. The contractors are ready and waiting to carry out the required works to update this play area. **Resolved: The Council reply to the Officer thanking him for his response and stating that we accept his email as confirmation**

*that the S106 monies will be allocated to the Parish, and that if we do not hear from him we will instruct the contractor to start work.*

Cllr. Mills asked if there was any further news with regard to the ownership of the Hornchurch Road play area. The Clerk advised that the land was owned by Westbury and Bloor Homes, but that this was all still in the hands of Wiltshire Council's legal department. Cllr. Mills stated that the bins in Hornchurch Road play area had not been emptied. This was still the responsibility of Wiltshire Council and the officers will chase this up.

Meeting closed at 9.03pm

Chairman, 5<sup>th</sup> December, 2016