

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 25<sup>th</sup> January, 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, Paul Carter, Pat Nicol, Mike Mills, Gregory Coombes, Terry Chivers, Jan Chivers and Steve Petty.  
Officers: Teresa Strange (Clerk) and Jo Eccleston (Assistant Parish Officer)

**Apologies:** Cllr. Ian Tait.

- 455/15 **Housekeeping:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire.
- 456/15 **Declarations of Interest:** Cllr. Wood declared an interest in items relating to the Chair's allowance. Cllr. Nicol declared an interest in agenda item 9a) as a cheque recipient. The Clerk declared an interest in items relating to Young Melksham as a Trustee and the Clerk and the Assistant Parish Officer declared an interest in all items relating to staffing. It was noted that Councillors living in the Parish have a dispensation for setting the Precept.
- 457/15 **Items to be Held in Committee: Resolved:** *Agenda item 9b and 15a to be held in Committee in line with Standing Order 61: "That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw. Reason c) Preparation of a case in legal proceedings".*

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

- 458/15 **Presentation of Best Kept Village Certificates by John Blake, Secretary of CPRE (Campaign to Protect Rural England) Wiltshire:** Mr. John Blake gave a brief explanation about the role of CPRE. The aim of CPRE is to maintain and protect rural England and as such get involved with spatial planning, giving suggestions to Wiltshire Council with regard to their implementation of the NPPF (National Planning Policy Framework) in the Core Strategy. They can assist Parish Councils in putting together Neighbourhood Plans. There are branches of CPRE in every county in England, however only 3 branches run the Best Kept Village Competition (BKVC); Wiltshire being one of these, having run the BKVC for 57 years. The Wiltshire BKVC is split into 4 districts, North, South, West and Kennet, with the winners of each category in these districts going through to a County Round. Mr. Blake stated that the competition was not about the prettiest village, but rather the best kept village, looked after by the community.
- Mr. Blake presented a certificate to representatives of BRAG for coming first in the Large Village category in the District Round. He then presented two certificates and a cheque for £100 to a representative from CAWS (Community Action: Whitley & Shaw) as Shaw had come first in the District round and second in the County round, to which prize money was attached.
- Cllr. Wood thanked Mr. Blake for attending the meeting and presenting the certificates and prize money.
- Cllr. Petty joined the meeting and Cllr. Mills left the room.*

**Public Participation:**

Mrs. Michelle Tattershall, Chair of CAWS reported that CAWS were coming to the end of their first year as a community group and that their AGM is to be held on the evening of the 25<sup>th</sup> February, 2016 at Whitley Methodist Church. It has been a successful first year, with two great community events, one of which raised over £1,000. The objectives for the coming year are to engage in more projects; the Best Kept Village Competition and trying to get Whitley also a winner in this competition, looking at the phone boxes and whether these are used and if underutilised whether they could be used for a different purpose, more litter picks, continuing to try to resolve the footway issues in Top Lane and the Bath Road from the School to Dunch Lane and setting up a Village Website.

Wiltshire Cllr. Roy While reported that the main item on the next Melksham Area Board meeting on 24<sup>th</sup> February will be an update on the Campus. Wiltshire Council have their budget meeting next week and there is now more latitude for councils to increase their budgets via council tax. This year there is a ceiling of 2% increase for Social Services and also up to 2% for other services after that it will go to referendum. There will be four public meetings on the Budget setting. As a member of the Pension Fund Committee, Wiltshire Cllr. While stated that Wiltshire Council invest £1.5b into the fund, and that the government are changing the rules with regard to pension funds. There is now a requirement for Local Authorities to come together with their pension funds and there will be a grouping for the South West. This is currently in the consultation process, but the premise is that by pooling the £25b in the 40 Local Authority pension funds across the country that greater investments can be made and staffing costs and fees from private sector consultants can be reduced. Wiltshire Cllr. While thanked Cllr. Baines for taking the minutes at the last CATG meeting.

*Cllr. Mills rejoined the meeting at 7.17pm.*

Cllr. Carter asked how much the extra 2% for Social Services would raise. Wiltshire Cllr. While did not have the figures to hand, but replied that he would find out.

The Clerk requested that Wiltshire Cllr. While give Wiltshire Council feedback about Community Asset transfers as there was a disconnect between Wiltshire Council's message that they are actively looking to devolve services and assets to parish and town councils and what actually happens when enquiries are made. Wiltshire Council are concentrating on devolving assets and services to Salisbury City Council first and have said that it could be up to 3 years before they will be able to look at other town and parish councils' requests, however, as of the 1<sup>st</sup> April 2016 Wiltshire Council will no longer take responsibility for public toilets. This was also discussed at the recent meeting of the SLCC (Society Local Council Clerks) Wiltshire Branch meeting where it was agreed that representatives would arrange a meeting with the Cabinet member to air these concerns.

The Clerk reported that she had contacted Wiltshire Council to discuss the Parish Council taking on the running of Wiltshire Council owned play areas in the parish, explaining that the Parish Council wished to take small steps by initially taking on just these assets with the taking on of Wiltshire Council owned public open space and bus shelters a future possibility. The response from Wiltshire Council was that the Parish Council was "cherry picking" and that there was a requirement for all services to be taken on together.

Wiltshire Cllr. While understood why the Parish Council wished to “feel its way” in taking on play areas initially with the potential for other services to follow and felt that Wiltshire Council could be wasting opportunities. He stated that he would take the issue up with the Cabinet Member.

*The Council re-convened.*

- 460/15 **Minutes, Full Council Meeting 14<sup>th</sup> December 2015: Resolved:** *The Minutes of the Full Council Meeting held 16<sup>th</sup> November 2015 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment: Min. 430/15a) – the heading “The **Devolution** of both Melksham Without and Melksham Town Parishes to create one new Parish” changed to read “The **Dissolution** of both Melksham Without and Melksham Town Parishes to create one new Parish”.*
- 461/15 **Minutes, Planning Committee Meeting 21<sup>st</sup> December 2015:**  
a) **Resolved:** *The Minutes of the Planning Committee Meeting held 21<sup>st</sup> December 2015 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment: Min.441/15c: - amend “18, **Shall Hill**” to “18, **Shaw Hill**”.*  
b) *There were no recommendations.*
- 462/15 **Minutes, Planning Committee Meeting 11<sup>th</sup> January 2016:**  
a) **Resolved:** *The Minutes of the Planning Committee Meeting held 11<sup>th</sup> January 2016 were formally approved by the Council and signed by the Chairman as a correct record.*  
b) **Resolved:** *The Recommendation detailed in Min.447/15 was formally approved.*
- 463/15 **Draft Minutes, Neighbourhood Plan Steering Group Meeting 13<sup>th</sup> January 2016:** *The Council noted the Draft Minutes of the Neighbourhood Plan Steering Group Meeting held 13<sup>th</sup> January 2016. The presentation of the Canal Masterplan will be an agenda item for the next Planning Committee meeting to be held on 1<sup>st</sup> February, 2016.*
- 464/15 **Budget & Precept:**  
a) **Minutes, Finance Committee Meeting 11<sup>th</sup> January 2016: Resolved:** *The Minutes of the Finance Committee Meeting held 11<sup>th</sup> January 2016 were formally approved by the Council and signed as a correct record with the following amendments: Min451/15c)(page 2) – sentence “The Council also received more VAT refunded than anticipated as the new MUGA (Multi Use Games Area) at Hornchurch Road slipped into this financial year and so therefore its VAT reclaim was too” changed to read “The Council also received more VAT refunded than anticipated as the new MUGA (Multi Use Games Area) at Hornchurch Road was completed in 2014/15 and so therefore its VAT reclaim was in 2015/16”.*  
*Min451/15c)(page 5) – amend “the young people of Bowerhill **that** the opening” to “the young people of Bowerhill **than** the opening”.*  
b) **Correspondence relating to Recommendations:**  
i) **Update on Wiltshire Council Service Levels:** *The Council noted a summary about what is actually going to happen to Wiltshire Council services. The Clerk clarified that with regard to play equipment in Wiltshire Council Play Areas, if it is broken but safe it will remain unrepaired, if it broken and unsafe it will be removed and not replaced.*

**ii) Update on Public Toilets in Melksham:** The Council noted correspondence from the Town Council. The Clerk reported that following a meeting between the Town Council and Wiltshire Council, the Town had been informed that they would not be able to take on either Bath Road or Church Street Public Toilets as an asset transfer as they were both attached to car parks. Wiltshire Council would only allow them to take on the service and lease the convenience buildings. It was noted that the Town Council owned the toilets by the Art House Café in the Market Place and that currently Wiltshire Council paid them rent for the use of the building. The Town Council had put money in their budget for the service delivery of public toilets in the Town, but now needed another meeting in the light of this development. It was additionally noted that the outside toilets next to the Art House Cafe were available for use outside of the shop opening hours, but were not 24hour.

**iii) Cleaning of Bus Shelters:** The Clerk reported that she was awaiting a quote from a local contractor. The Parish Steward had advised that it would take approximately 1 hour to clean a bus shelter and that under a previous Wiltshire Council service contract that each bus shelter was cleaned approximately on a 3 monthly basis.

**iv) SLCC News Article on “Referendum Principles”:** It was noted that a referendum for setting precepts did not apply to Parish Councils in 2016/17.

**c) Recommendations, Finance Committee Meeting 11<sup>th</sup> January 2016:**

Cllr Glover, Chair of the Finance Committee highlighted aspects of the Recommendations which were reviewed individually.

**Allotment Account:**

***Resolved:*** *The Recommendation detailed in Min. 451/15a) for the Allotment Account Budget was formally approved.*

**Jubilee Sports Field Account:**

Cllr Glover drew attention to the annual deficit on this account due to the difference in income and the running costs, and the agreement some years ago to take £10,000 from the Precept each year for this account to subsidise the Sports Field running costs and build a Reserve for future capital costs.

***Resolved:*** *The Recommendation detailed in Min. 451/15b) for the Jubilee Sports Field Account Budget was formally approved.*

**General Account:**

Councillors discussed in depth the level of financial support they wanted to offer Melksham Town Council in supporting them with taking on public toilets in the town with the cessation of Wiltshire Council running any public toilets from 1<sup>st</sup> April 2016. The Finance Committee had put in a provisional sum of £3,000 in the 2016/17 Budget for expenditure in the General Account but wanted to discuss further at this Full Council meeting as more information had been sought (*See Min.461/15 b)ii) above*). It was acknowledged that residents of Melksham Without use the public toilets when visiting the town centre.

***Resolved:***

*1) Melksham Without Parish Council offer Melksham Town Council funding for the 24 hour opening of the Market Place (adjacent to the Art House Cafe) public toilets for 50% of the annual maintenance and running costs (excluding rent) to a*

maximum of £7,500 per year. This is for a 3 year trial basis, with the maximum amount to be reviewed if costs increase.

- 2) *The Recommendation detailed in Min. 451/15c) for the General Account Budget was formally approved except for the Proposed Expenditure for 2016/17 which now had an additional £4,500 for funding public toilets in the Town. (£209,501.94 + £4,500 = £214,001.94)*

### **Reserves Account:**

Cllr Glover explained that he and the Clerk had been looking further ahead to the Budget for 2017/18 and the impact of the decisions from the Community Governance Review and subsequent boundary changes. The loss of income from over 700 houses when the current East of Melksham housing development is transferred to within the Melksham Town Council boundary at the May 2017 Election is difficult to calculate but would be approximately £30,000 less. The Budget for 2016/17 also shows some £30,000 of funding available from s106 contributions from new housing developments, and another £30,000 from solar farm community benefit funding. Neither of this funding would be available in 2017/18 or at such a level. This means that the projected income for 2017/18 would be say £80,000 less than for 2016/17. Cllr Glover expressed the view that the Council would be better serving its residents by increasing the Precept by £40,000 this year and £40,000 the following rather than a steep increase in 2017/18 alone. This was coupled with the unseen future of what assets and services the Parish Council may wish to take on as the full impact of Wiltshire Council's reduced offering came into operation. Some provision for this had been made in the Reserves account by the Finance Committee but the General Reserve really needed more funds as per the comments of the External Auditor.

**Resolved:** *The Recommendation detailed in Min. 451/15d) for the Reserves Account Budget was formally approved except for the Proposed Reserves for Major Project for 2016/17 which now had an additional £40,000 for increased funds for the General Reserve (£79,400 + £40,000 = £119,400). The Proposed Spending from Reserves for 2016/17 should show the £10,000 to be moved into the Jubilee Sports Field account (0 + £10,000 = £10,000). This gives a Total Reserves for 2016/17 of £198,875 (£168,875 - £10,000 + £40,000 = £198,875).*

- d) **Precept for 2016/17:** The Recommendation in Min.452/15 was not approved, with an increase of approximately £40,000 added to the Recommendation to reflect the addition to the General Reserves. Councillors agreed that an increase in the Precept of this level be made to enable the Parish Council to both maintain the services it currently provides residents of the parish now and in the future, coupled with the capacity to take on further services if not provided by Wiltshire Council.

**Resolved:** *The Precept for 2016/17 be £221,000.*

- e) **Budget: Resolved:** *The Revised Budget for 2015/6 and the proposed Budget for 2016/17, with the amendments detailed above in Mins. 463/15 c & d), was formally approved.*

- f) **Press Release on Precept and Budget Proposals: Resolved:** *The Chair, Vice Chair and Clerk to have delegated powers to write a press release.*

- g) **Audit Arrangements & Threshold Limits: Resolved:** *The Recommendation in Min. 452/15 was formally approved.*

**h) Council Tax Information for Wiltshire Council:** As the Council's Precept is over £140,000, the breakdown of expenditure from Council Tax contributions would have to be reported on Wiltshire Council's website. The Council noted the breakdown for 2015/16, and the Clerk advised that a breakdown against the same template and budget headings would have to be provided for 2016/17. This would be available to view at:

[www.wiltshire.gov.uk/counciltaxhousingandbenefits/counciltax/ctaxhowitisspent/ctaxownparishspending.htm](http://www.wiltshire.gov.uk/counciltaxhousingandbenefits/counciltax/ctaxhowitisspent/ctaxownparishspending.htm))

465/15

**Finance:**

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

| Paying in reference | Income Details   | Amount £      |
|---------------------|--|---------------|
| BACS                | Herman Miller Ltd for sports field booking<br>30th Jan. £50 + £30 refundable deposit | £80.00        |
|                     | Interest on Instant Access Account   | £0.02         |
| <b>Total</b>        |  | <b>£80.02</b> |

**b) Accounts for payment: Resolved:** *The following accounts be checked and formally approved for payment: (\* The following amounts were paid since the last meeting).*

The following corrections were made to the Schedule of Cheques following the inspection and authorisation by the cheque signatories.

| Cheque no | Payee           | Payment Details  | Net £                                  | VAT £                               | Gross £  |
|-----------|-----------------|--|--|-------------------------------------|--|
| DD        | British Telecom | Phone charges for Pavilion<br>01225 702485 01/12/15 -<br>31/12/15  | £15.99<br><b>Amended:<br/>£19.99</b>   | £4.00                               | £19.99<br><b>Amended:<br/>£23.99</b>               |
| DD        | British Telecom | Phone charges for Pavilion<br>01225 708741 01/12/15 -<br>31/12/15  | £15.99<br><b>Amended:<br/>£19.99</b>   | £4.00                               | £19.99<br><b>Amended:<br/>£23.99</b>               |
| 5074      | Avon IT Systems | 3no. Windows 7 Professional<br>@ £110 each + Installation of<br>Windows 7, transfer of data<br>and systems (3 hours @ £30<br>per hour) | £450.00<br><b>Amended:<br/>£420.00</b> | £90.00<br><b>Amended:<br/>84.00</b> | £540.00<br><b>Amended:<br/>£504.00</b>             |
| 5077      | Eon             | Pavilion electricity Oct & Nov<br>15   | £94.86<br><b>Amended:<br/>VOID</b>     | £15.99<br><b>Amended:<br/>VOID</b>  | £4.00<br><b>Amended:<br/>VOID See<br/>Chq 5085</b> |

| Cheque no    | Payee           | Payment Details  | Net £   | VAT £  | Gross £ |
|--------------|-----------------|--|---------|--------|---------|
| 5084*        | Eon             | <b>VOID CHEQUE</b>   |         |        |         |
| 5085*        | Eon             | Pavilion electricity 22/10 -<br>22/11/15<br><b>To replace Void Cheque<br/>5077</b>       | £50.87  | £2.54  | £53.41  |
| Direct Debit | British Telecom | Pavilion - cancellation of Red<br>Care line not needed<br>including contract termination | £276.47 | -£2.97 | £273.50 |

|              |                                      |   |           |         |           |
|--------------|--------------------------------------|---|-----------|---------|-----------|
|              |                                      | 01225 708741  |           |         |           |
| Direct Debit | British Telecom                      | Pavilion - cancellation of Red Care line not needed including contract termination 01225 702485   | £267.82   | -£2.97  | £264.85   |
| Direct Debit | British Telecom                      | Pavilion - telephone and broadband 01225 706693   | £37.99    | £7.60   | £45.59    |
| Direct Debit | British Telecom                      | Crown Chambers - telephone 01225 705700   | £118.46   | £23.69  | £142.15   |
| Direct Debit | Wiltshire Waste Ltd                  | Waste collection at Pavilion November LESS £30.90 as Sept paid by Cheque and also taken from Direct Debit   | £25.75    | £5.15   | £30.90    |
| 5086         | JH Jones & Sons                      | To erect noticeboards and fix benches on concrete pad £1,961.20, December Bowerhill sports field maintenance, grass cutting and bin emptying, December grass cutting in allotments and play areas | £2,566.70 | £513.33 | £3,080.03 |
| 5087         | Wiltshire Publications Ltd           | Advert in Melksham News, White Horse News & Frome Times for Finance Assistant vacancy 14th Jan £198 Grant aid adverts in Melksham News 3/12/15 & 14/01/16   | £297.00   | £59.40  | £356.40   |
| 5088         | BWBSL                                | Bristol Wessex Billing Services Ltd: Water charges for Berryfield Allotment £182.03 Briansfield Allotment £77.74 Bowerhill Pavilion £58.09  | £317.86   |         | £317.86   |
| 5089         | The Society of Local Council Clerks  | Annual membership for SLCC £187 & ILCM £50  | £237.00   |         | £237.00   |
| 5090         | Total Equipment Ltd                  | Crown Chambers Electricity contribution Nov £89.98 Dec £93.73   | £183.71   | £13.62  | £197.33   |
| 5091         | Post Office Ltd                      | Stamps required   | £195.00   |         | £195.00   |
| 5092         | Melksham Town Council                | Contribution to Neighbourhood Plan £156.84 Charge for Chairman to attend Mayor's Reception 11th March £12.50 (from Chair's Allowance)   | £169.34   |         | £169.34   |
| 5093         | J Beaven                             | Cleaning of Bowerhill Pavilion £138 + cleaning materials £4   | £142.00   |         | £142.00   |
| 5094         | Community Action Whitley Shaw (CAWS) | To pass on CPRE Best Kept Village prize money to Action Group   | £100.00   |         | £100.00   |
| 5095         | EON                                  | Pavilion Electricity 22/11 - 27/12/15   | £60.41    |         | £60.41    |
| 5096         | The Consortium                       | Stationery supplies: A4 paper, envelopes LESS Credit note £52.78  | £47.00    | £9.40   | £56.40    |

|                       |  |  |                  |               |                  |
|-----------------------|--|--|------------------|---------------|------------------|
| 5097                  | Viking   | Stationery supplies: A4 green copier paper for reprinting "what to do in a flood" leaflet  | £34.95           | £6.99         | £41.94           |
| 5098                  | NALC<br>(National Association of Local Councils) | Local Council Award Scheme - Registration fee for Foundation Level   | £25.00           | £5.00         | £30.00           |
| 5099                  | Herman Miller Ltd                                | To return £30 deposit for match booked 30/01/16 paid with fee online   | £30.00           |               | £30.00           |
| 5100                  | Pat Nicol  | To reimburse Pat Nicol for ingredients for mince pies for after December Full Council meeting from Chair's Allowance   | £5.00            |               | £5.00            |
| <b>Salaries:</b>      |  |  |                  |               |                  |
| 5101                  | Teresa Strange                                   | January salary + additional hours (54.35hrs) + Expenses: Crown Chambers cleaning materials £2 extension lead £4.37 whiteboard £8.28 Stationery £41.07 New SIM card for out of hours mobile phone and credit £10 Refreshments for after December Full Council meeting from Chair's Allowance £12.21 + VAT |                  | £12.83        |                  |
| 5102                  | Joanne Eccleston                                 | January salary + additional hours (12.45 hrs) + Expenses: Crown Chambers cleaning materials £4.79 handwash and toilet rolls £1.57 + VAT  |                  | £1.28         |                  |
| 5103                  | Terry Cole                                       | w/e 07/12/15 - 31/12/15 + Travel allowance + Mileage £44.10  |                  |               |                  |
| 5104                  | Elaine Cranton                                   | December office cleaning (11.25 hrs of which 4.5hrs are sick pay)  |                  |               |                  |
| <b>Total Salaries</b> |  |  | <b>£3,393.46</b> | <b>£14.11</b> | <b>£3,407.57</b> |
| 5105                  | HMRC   | PAYE January £843.32+ o/s amount for December £199.37 to correct error   | £1,042.69        |               | £1,042.69        |
| 5106                  | Wiltshire Council - Wiltshire Pension Fund       | Superannuation January   | £897.29          |               | £897.29          |
| <b>Grand total</b>    |  |  | <b>10,521.77</b> | <b>654.89</b> | <b>11,176.66</b> |

466/15

**Public Transport:**

a) **Subsidised Wiltshire Buses Consultation:** The Council noted Wiltshire Council's public consultation and proposals with regard to its Local Transport Plan Public Transport Strategy and service delivery. Correspondence had been received from Graham Ellis of TransWilts highlighting the proposed cuts to services. TransWilts are putting forward a Bus Franchising proposal which will avoid the wide-ranging service cuts proposed. This is being called "Option 24/7" as it looks at people's



requirements all day, every day. **Resolved:** 1. The Council give a corporate response stating that they support “Option 24/7” and the work of TransWilts. 2. This response to be sent to every Wiltshire Councillor and publicised in the Wiltshire Times, Melksham News, Bowerhill Villager, Whitley & Shaw Connect, on the council website, FaceBook and Twitter. 3. A copy of this response to be sent to Graham Ellis of TransWilts.

- b) **RUH Hopper Bus:** This service will cease in May 2016. Cllr. T. Chivers reported that he had asked for this to be an agenda item at the last Wiltshire Council Cabinet meeting, but it was removed from the agenda and Cllr. Philip Whitehead made a delegated decision to cancel this service without any consultation. He is hoping that he will be able to take this to the Scrutiny Committee. Cllr. J. Chivers felt that this decision was disgusting as people are willing to pay for the service provided by the RUH Hopper and its cessation will take away people’s independence in getting to the RUH without having to rely upon the ambulance service. **Resolved:** 1. The Council write to Philip Whitehead, Wiltshire Council Portfolio Holder, expressing the Council’s extreme displeasure and disappointment that this decision has been made and that it feels that this decision takes away the independence of those people willing to pay for the RUH Hopper service rather than rely on transportation by the ambulance service.
- c) **Melksham Community Buses:** The Community buses are currently parked at the Cooper Avon car park, but will have to find a new home as the tyres currently stored at Cooper Tires in Bowerhill are being relocated due to the demolition of the Hangars. Suggestions were being sought for a new home; the Council discussed potential sites to house the 5 buses. **Resolved:** The Council’s suggestions of Herman Miller, Woolmore Farm Yard and the new Football and Rugby Club to be put forward to the Melksham Council of Community Service who run the Community Buses.

467/15 **Play Areas & Open Spaces:**

- a) **Purchase of Bin and Commission of Bin Emptying – Footpath at rear of Forest & Sandridge School:** The Clerk had been communicating with Green Square in an effort to negotiate the provision, installation and emptying of a bin by the footpath to the rear of Forest & Sandridge School, the cost of which the Council intended to meet. The Clerk had now received correspondence from the developer who stated that they had 4 bins programmed to be installed (2 now and 2 when the play equipment and landscaping was finished) and had asked for approval for their location. The maintenance and emptying of these bins to be carried out by the developer’s contractor and then Greensquare once the public open space had been adopted by them. **Resolved:** The Council reply to the developer thanking them for the installation of these bins and approving the proposed locations.

468/15 **Highways & Streetscene:**

- a) **Items raised at CATG Meeting, held 14<sup>th</sup> January, 2016:** Cllr. Baines reported on the request for additional street lighting at Sandridge Common. This issue had been closed by CATG as this has been requested as part of the S106 agreement from planning application 15/12454/OUT (small housing development replacing 303 Sandridge). This request could also be put forward for the application for 100 dwellings at Sandridge Common that was being considered at the next Planning Committee meeting.

Cllr Baines explained that he reported to the CATG that the Parish Council considered that a cost of £1,600 for a dropped kerb in Halifax Road opposite De Havilland Close was exorbitant; however, this will still go ahead but is likely to now be under the new highways contract in the new financial year.

With regard to dropped kerbs in Corsham Road, CATG are only looking at 2 sets either side of Middle Lane, not the north side of First Lane which requires dropped kerbs. On the south side of Middle Lane the kerb stones are loose and damaged as so these could be replaced at the same time. These works could be further complicated by the proposal to resurface Corsham Road.

- b) SIDs (Speed Indicator Device):** The Clerk reported that she and Cllr Baines had attended a meeting held by Wiltshire Council Highways with representatives from the other 3 parishes interested in taking on the SID as a group. The information from Highways was sketchy and there were some questions raised about the Wiltshire Council policy with regards to the SIDs eligibility criteria and where it could be sited.

It was noted that any new site had to have been subject to an eligible metro count and that the device could only be erected by someone with a Street Works Licence. The device has to be erected at a certain height, requiring a ladder which must be self supporting. The SID requires 3 batteries to operate and it was noted that 2 of the batteries supplied with the device were not charging. It was suggested that 2 sets of batteries were purchased, one set charging and the other being used; the batteries cost approximately £50 each, this would equate to a total cost of £300 to be shared between the 4 parish councils interested in taking on the SID as a group.

**Resolved:** 1. Melksham Without Parish Council to take the lead on this issue. If an agreement with the other 3 councils cannot be made, then the parish council to take on the SID on its own, subject to an approved contractor with a Street Works Licence being engaged. 2. The Clerk and Cllr. Baines to have delegated powers to investigate the best options.

- c) Proposed Traffic Regulation Order Consultation – 40mph Limit Outside of the Old Forest & Sandridge School on A3102:** Wiltshire Council, under the Road Traffic Regulations Act 1984, are proposing to revoke its 2004 Order of a 30mph limit on the A3102 Sandridge Road, from a point 55 metres west of its junction with C165 New Road to a point 680 metres east of that junction, and introduce a 40mph speed limit. They cite the reason for this as “In the interest of highway safety to align the speed limit to the criteria set out in Department of Transport guidance”. Cllr. Sankey stated that he is currently making lots of deliveries to the new solar farm in a lorry, he is unable to turn right on exiting the site due the speed of traffic coming from Melksham, and therefore goes down to the roundabout to turn around to go back up the hill. There were concerns that this will also be an issue for residents pulling out of the new housing development in the future. The crash barriers were erected some years ago following a serious car accident. The Council presume that these will be removed as part of the development and have concerns that a future accident may occur; without the crash barriers this would impact the front gardens of the new housing. **Resolved:** The Council oppose the proposal to increase the speed limit to 40mph and feel strongly it should remain at 30mph due to the location of the new solar farm and housing development at the old school site.

469/15 **Shaw Hall Management Committee:** The Clerk reported that the insurance document requested by the Council to check on lease conformation was on its way. The Hall Committee AGM is to be held on 7<sup>th</sup> March. The Clerk asked Cllr. Coombes if, as the Parish Council representative, he would be able to attend this meeting. He replied that he would. The Committee wished to resurface the Hall Car Park and had requested funding for this via their grant application. The Clerk had sourced 12 tonne of scalplings from Wiltshire Council; however these had to be accepted in February when Addison Road was being resurfaced. The Village Hall Committee have asked whether the Parish Council, as owner of the building, require 2 quotes for this work. **Resolved:** *The Council write to the Hall Committee informing them that as tenants the responsibility of the resurfacing of the car park is theirs, and as such the Parish Council do not require any quotes.*

470/15 **Community Engagement/Projects:**

**a) The Queen's 90<sup>th</sup> Birthday Celebrations:** Wiltshire Council are asking communities if they wish to get involved with the "Clean for the Queen" project, where communities hold litter picks to tidy up for the Queen's 90<sup>th</sup> Birthday. Wiltshire Council have stated that they will provide starter kits, including litter pickers and Hi-Viz tabards, for groups wishing to participate. Wiltshire Council are also encouraging communities to organise celebratory tea parties. Cllr. Mills stated that he did not believe that Wiltshire Council has enough equipment to provide to community groups and queried what community groups did with the rubbish once collected. Wiltshire Council will no longer pick up rubbish collected on litter picks and Hills Recycling make you empty and sort the rubbish at their centres. Additionally, he had concerns over the public liability of holding such events. The Clerk had already passed this information onto the community groups in the Parish and the Council felt these groups would be better placed to organise litter picks and tea parties. **Resolved:** *The Clerk query with Rhys Schell, Melksham Community Engagement Manager, how community groups can dispose of any rubbish collected on "Clean for the Queen" litter picks.*

**b) Dementia Friendly Town:**

**i) Nomination of a Council Representative for the Dementia Friendly Steering Group:** Cllr. Mills considered that this was a very positive idea, which encouraged shop staff and bus and taxi drivers to assist people who were confused. He felt that the Parish Council should support this initiative to make the Parish Dementia Friendly. **Resolved:** *Cllr. Mills to be the Parish Council Representative on the Dementia Friendly Steering Group.*

**ii) Dementia Friendly Training:** **Resolved:** *The 3 minute video advertising this idea to be shown at the Annual Parish Meeting on 11<sup>th</sup> April 2016.*

**c) Community Digital Hub:** The Clerk to find out more information about the Community Digital Hub and what is involved.

**d) Ideas for Public Art for the Former George Ward School Development:** It was suggested that some of this funding could be spent on the revamping of the subway. This was a current art project being undertaken by Melksham Oak school. It was noted that under the recent Boundary Review the Former George Ward School development would all be within the Town boundary by 2017. The funding for Public art under the S106 Agreement for the East of Melksham Development was queried. The Clerk to query this with Wiltshire Council.

471/15 **2016/17 Meeting Dates:**

**a) Meeting dates for the Remainder of the Council Year to 23<sup>rd</sup> May 2016:** The revised dates were noted.

- b) Proposed Meeting Dates for the Council Year Commencing 23<sup>rd</sup> May 2016:**  
***Resolved:** The dates for the meetings for the Council year commencing 23<sup>rd</sup> May 2016 were approved.*

472/15

**Staffing:**

- a) Update on Finance Assistant Vacancy:** The Clerk reported that the Staffing Committee had shortlisted two candidates for interview on Thursday 28<sup>th</sup> January, 2016.
- b) Delegated Powers for Interview Panel:** ***Resolved:** The Interview Panel, consisting of the Chair of Council, Chair of Staffing and the Clerk, to have delegated powers to offer the position of Finance Assistant to a suitable candidate following interviews.*

*Members of the Public left the room at 9.40pm in line with Standing Order 61. Agenda items 9b and 15a were discussed.*

473/15C

**Update on Insurance Claim:** The Clerk reported that Zurich Insurance were going to defend their case in Court. The Lawyers acting on behalf of Zurich state that the case relies upon the Claimant proving his case.

474/15C

**To Consider Calling an Extraordinary Meeting:** The Council discussed whether an Extraordinary Meeting was required to discuss a proposal by the Canal Melksham Link Group. ***Resolved:** The Council Chair, Vice-Chair and Clerk to seek legal advice and meet with the other relevant parties before deciding whether an Extraordinary Meeting is required.*

475/15

**Date for Rewarding Meeting:** ***Resolved:** Warding Working Party meeting to be held Monday 8<sup>th</sup> February, 2016 at 10.00am, Crown Chambers.*

Meeting closed at 9.55 pm

Chairman, 15<sup>th</sup> February, 2016