

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 25<sup>th</sup> July, 2016 at Crown Chambers, Melksham at 7.00 p.m.**

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

***NB:** Cllr. Nicol from 7.05pm, Cllr. Tait from 7.25pm and Cllr. Chivers from 8.05pm.*  
Officers: Teresa Strange (Clerk) and Jo Eccleston (Assistant Parish Officer)

4 Members of the Public

**Apologies:** Cllr. Paul Carter. Both Cllrs. Tait and T. Chivers had given advance notice that they would be late for this meeting due to work commitments.

095/16 **Housekeeping:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire.

096/16 **Declarations of Interest:** Cllr. Mills declared an interest in agenda item 9b, as a Trustee of Bowerhill Village Hall and 9d, as Chairman of BRAG. The Clerk declared an interest on behalf of all the staff in agenda items 8a and 8b, staffing matters.

*Cllr. Nicol joined the meeting at 7.05pm.*

097/16 **Items to be Held in Committee: Resolved:** *Agenda items 8b, 8c and 9bF 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".*  
Reasons: (a) engagement, terms of service, conduct and dismissal of employees; – for items 8b and 8c, and (b) terms of tenders and proposals and counter-proposals in negotiations for contracts, and (c) preparation of cases in legal proceedings – for item 9bF.

098/16 **New Committee Structure and Terms of Reference:** The Officers had updated the Committee Structure and Terms of Reference document to reflect the two new committees, Asset Management Committee and Highways & Street Scene Committee, and the additional delegated powers for the Planning Committee as resolved at the Annual Council Meeting on 23<sup>rd</sup> May. **Resolved:** *The Council formally adopt the Committee Structure and Terms of Reference for 2016/17.*

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

099/16 **Public Participation:**  
Wiltshire Councillor Roy While reported on the decisions made by Wiltshire Council at their meeting on 12<sup>th</sup> July, 2016 brought about from the reconsideration of some boundary changes in the County following the Community Governance Review (CGR) in November 2015. Salisbury Area, Trowbridge Area and Melksham Area were all up for reconsideration. He informed that Wiltshire Council had very much listened to those Parishes whose primary concern over boundary changes was that of community, rather than precept income. As a result, Wiltshire Council had resolved that the decisions

regarding the boundaries changes affecting the Parish of Melksham Without made on the 24<sup>th</sup> November, 2015, were upheld.

He reported that at the last CATG (Community Area Transport Group) meeting that the Parish Council had made a good contribution to the discussions that took place. The monetary contribution split for CATG issues was to be an agenda item for the next Area Board meeting.

Mr. Graham Ellis, representing TransWilts Community Rail Partnership, gave a short summary of the current situation with regard to the proposals for the expansion of Melksham Railway Station. A presentation by Mr. Paul Johnson, Chairman of TransWilts CIC, had taken place on 11<sup>th</sup> July, where Wiltshire Councillors, Town Councillors and Parish Councillors had the opportunity to find out about potential future schemes to expand the platform and the station. It was noted that passenger numbers had exceeded expectations and in 2015 were 51,858. A grant for £75,000 had been applied for to carry out a Northern Access Feasibility Study, detailed design, legal documentation and planning in 2016/17, but £15,000 needed to be match funded to obtain the grant. Wiltshire Council had given £5,000 of resource contribution and TransWilts were asking the Area Board, the Town Council and the Parish Council to commit to the remaining £10,000 in a three way split. There was an urgency to this request due to the deadline date for the grant funding application.

Mr. Graham Ellis, representing Option 24/7 (for a positive bus future in Wiltshire), gave an update on the bus consultation held earlier in the year, stating that there had been positive discussions with Wiltshire Council and good support from Michelle Donelan MP. He advised that a Bus Services Bill had been introduced to Parliament in May, which offered a new approach enabling providers to look at network wide services. There is a survey on the website, <http://option247.uk/survey>, which Mr. Ellis asked people to take 10 minutes to fill in. He welcomed the Parish Council's views and explained that, for example, bus routes from Melksham into Bath were commercial services, whereas routes to Corsham were supported services put in by Wiltshire Council to fill in the gaps, which are not permitted to compete with the commercial services. This resulted in poor funding and inadequate services, something which this new Bill sought to address.

Mr. Colin Goodhind gave more information further to his request for funding from the Parish Council for the setting up of a Parkrun course and event in Melksham. He stated that he needed confirmation in principle that the funding for this project could be raised in order to apply to the Parkrun organisation to set up a course. He reported that he had received a good initial response and that the King George V Playing Field was the favoured venue, subject to arrangements being made with Waitrose with regard to the responsible use of their car park. He explained that the £3,000 one off set up fee included £500 VAT and queried whether this VAT could be claimed back. The Clerk advised that the invoice had to be made out to the organisation claiming the Vat back; the invoice would have to go to one Council, who would then charge the other Councils their share less the VAT, and the lead Council would claim the VAT back.

*Cllr. Tait joined the meeting at 7.25pm.*

Mr. Goodhind stated that in return for the commitment in principle to fund a third of the cost, he would expect to provide exactly what the set up fee covered; bar code scanners, hi-viz tabbards, training web pages, etc.

*The Council re-convened.*

Agenda items 11b, 11c and 10b were brought forward for discussion.

100/16 **Melksham Train Station Funding:** A discussion took place with regards to the request by TransWilts for a contribution towards match funding for its bid for funding a Northern Access Feasibility Study. Cllr. Baines felt strongly that the Area Board should contribute a third of the funding with the remaining amount calculated according to parishioner numbers and that other Parish Councils in the Melksham Area should also be approached for funding. Cllr. Glover stated that he understood Cllr Baines' view, but that due to deadline dates decisions needed to be made quickly. He considered that the Council could use some of the Roundponds Solar Farm money to support this request. The Clerk advised that £28,000 was available from the Roundponds Solar Farm Community Benefit funding; £14,000 was earmarked for the refurbishment of the three Wiltshire Council owned play areas for which the Council had previously resolved to take on the devolved service. There would also be funding from Sandridge Solar Farm, due in the Autumn and £900 left from the Grant Aid budget. She advised, however, that there were also funding requests from Parkrun and the new Beanacre Action Group. Cllr. Baines accepted that there was urgency on this matter and that match funding was a necessity for TransWilts to apply for grant funding. **Resolved:** *1. The Council contribute £3,333.34, which equates to one third of the £10,000 match funding required by TransWilts, from the Roundponds Solar Farm Community Benefit Funding. 2. The Council make clear that any future requests for funding will be on the proviso that negotiations take place on the fair split of funding based on parishioner numbers.*

101/16 **Bus User Survey for Future Direction in Wiltshire:** The Clerk advised that two questions had been asked via Graham Ellis' correspondence:

1. Should Wiltshire Council consider the new Bus Services bill options and see if they work, or look only at the options they consulted on in January?
2. What do you (bus users) consider important in your bus service for the future? Routes? Frequency? Price? Cleanliness? etc.

She stated that she had already shared the second question on social media as this related to individual users, but asked whether the Council wished to respond to the first question. **Resolved:** *The Council respond to Wiltshire Council stating that they support the view of the Option 24/7 group in that Wiltshire Council consider the new Bus Services Bill options.*

102/16 **Request for Funding for Parkrun:** The Clerk reported that she had discussed the idea informally with local runners who had considered Parkrun to be a very good idea and had been advised that there was a requirement for this to be held in a park and on tarmac. She advised that in terms of parishioner wellbeing, the event was free and open to all with the only requirement to turn up with a pair of trainers. She queried how often the event took place.

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

Mr. Goodhind advised that this was a weekly event on a Saturday morning at 9.00am, all year around. He hoped that the event could commence within 7 weeks of an agreement with Parkrun HQ.

The Council re-convened.

Cllr. Sankey stated that he originally had reservations, but felt that as it was a weekly event that it represented good value for money. Cllr. J. Chivers and Cllr. Tait concurred.

**Resolved:** The Council support the setting up of the parkrun event and contribute one third of the cost of this being £1,000 or less if VAT excluded.

3 Members of the public left the meeting.

- 103/16 **Minutes, Full Council Meeting 20<sup>th</sup> June, 2016: Resolved:** The Minutes of the Full Council Meeting held 20<sup>th</sup> June, 2016 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:  
Min.063/16 – the words “which were as follows” removed from the last sentence of the first paragraph.  
Min.064/16 – the spelling of “Wiltshire Councillor Fleur Du Phillippe” corrected to “Fleur de Rhe-Philippe”.  
Min. 064/16 – The spelling of “the devolved service of this play are” amended to read “the devolved service of this play area”.

- 104/16 **Confidential Notes to Accompany Minutes, Full Council Meeting 20<sup>th</sup> June, 2016: Resolved:** The Confidential Notes to Accompany the Minutes of the Full Council Meeting held 20<sup>th</sup> June, 2016 were formally approved by the Council and signed by the Chairman as a correct record.

- 105/16 **Minutes, Planning Committee Meeting 27<sup>th</sup> June, 2016:**  
a) **Resolved:** The Minutes of the Planning Committee Meeting held 27<sup>th</sup> June 2016 were formally approved by the Council and signed by the Chairman as a correct record.  
b) **Resolved:** The Recommendations detailed in Min.072/16a), Min.072/16b), Min.073/16, Min.075/16, Min.077/16b)i), Min.077/16c) and Min.078/16) were formally approved.

**7.45pm – The meeting was suspended due to a planned fire drill, and all those in attendance left the building (11 councillors, 2 officers and 1 member of the public).**

**7.55pm – The Council meeting continued.**

- 106/16 **Minutes, Planning Committee Meeting 18<sup>th</sup> July, 2016:**  
a) **Resolved:** The Minutes of the Planning Committee Meeting held 18<sup>th</sup> July, 2016 were formally approved by the Council and signed by the Chairman as a correct record. There were no recommendations.  
b) **Matters Arising:** from Min094/16c): **16/05466/FUL – Greenfield Site Between A350 and Commerce Way:** Erection of New Jaguar Land Rover Dealership Including New/Used Car Showroom and Workshop, Including MOT with Associated parking, External Used Car Display and secure Compound. Applicant: Dick Lovett Ltd. Cllr. Glover felt that further to the Council’s previous comments to Wiltshire Council on this application, that additional comments should be made requesting that the existing hedgerows are retained to screen the premises from the road as with the Blade Honda Dealership on the A4, Bath Road in Chippenham. Cllr. Petty concurred, stating that the dealership should be screened to prevent driver distraction. **Resolved:** Additional comments on this application to be sent to

*Wiltshire Council as follows: The Council wish to see a condition placed on this application which ensures that the existing hedgerows are retained to screen the jaguar Land Rover Dealership from the A350, similar to that of the Blade Honda Dealership on the A4 Bath Road, Chippenham. This is required to prevent driver distraction on this stretch of road.*

107/16 **Planning application 14/06938/OUT – Land to east of Spa Road:**

- a) **Public open Space and Play Areas:** It was noted that other Wiltshire Council owned play areas and developer maintained play areas in the parish were not in a good state and that it would be better to take on any play areas provided as part of this application to ensure that they remained at the same standard as the play areas currently maintained by the Parish Council. It was queried whether the Parish Council would have to incur the cost of the play equipment or maintenance. The Clerk advised that the S106 agreement would stipulate what the developer would provide, but that it was usual for this to be an equipped play area with an ongoing contribution for maintenance costs. At the Planning meeting held on 27<sup>th</sup> June, the Agent, Mr. Andy Birch of Hallam Land Management, had stated, as per Min.069/16, that an equipped children's play area had formed part of the ongoing s106 Agreement negotiations.. It was noted that under any reconsideration of the Community Governance Review (CGR) decisions, that the Town Council could apply for transfer of this land to fall into the boundary of the Town at a future point in time, however it was also noted that following Wiltshire Council's latest decision that any reconsideration of the CGR should now take place at the same time as a scheduled election, due to the warding implications.

*Cllr. T. Chivers joined the meeting at 8.05pm.*

***Resolved:*** *The Parish Council offer to take on the equipped play area.*

- b) **Community Centre/Village Hall:** At the Planning Meeting held on 27<sup>th</sup> June, the Committee had asked Mr. Birch to investigate whether there was any other land available on the proposed East of Melksham development, that had a more central location, for the provision of a community building/village hall. The Clerk reported that a response had been received, and that the land available remained to the south of Spa Medical Centre. A sketch had been provided indicating the extent of any building that the developers would provide, alternatively they would provide a sum of £300k for the Parish Council to build their own community building/village hall; the developers would prefer the latter option.
- Cllr. Sankey re-iterated his view, made at that planning meeting, that the Parish Council should accept the financial contribution and put this money into the Rugby and Football facilities. He felt that these community buildings were available for hire and that helping to fund these new facilities would ensure their sustainability rather than providing an additional building. This view was not held by all and Cllr. Wood stated that although the location of the land available to provide a community building/village hall was not ideal, it was easily accessible by car and there would be plenty of parking. Additionally, he felt that the facilities available at the Rugby and Football Club were not necessarily commensurate with the needs of any local groups that may wish to hire them, for example, toddler groups that may wish to store equipment. Cllr. Brindle expressed concerns that a sum of £300k may not be enough if the Council were to build a facility themselves, and that the developers already had all the infrastructure necessary to do this. The Council noted that Winvic

had built an excellent facility at the Bowerhill Sports Field and that they had the knowledge and expertise to do so.

**Resolved:** *The Council ask the developer to build a community building as per option 1. specified in the email from Mr. Birch dated 30<sup>th</sup> June, 2016.*

- 108/16 **Playing Field at Former George Ward School:** The Clerk reported that she had not received a definitive answer from Wiltshire Council with regard to the Parish Council's queries over the S106 Agreement. However, was now pursuing with Stephen Morgan, who headed up the Estates Department at Wiltshire Council and was understood to be working on the George Ward project.
- 109/16 **Potential Compulsory Purchase of Land for the Melksham Canal Link:** At the June Area Board meeting, Mr. Ian Britton, representing the Canal Master Plan, had stated that if landowners did not comply with requests to sell land for the construction of the Melksham Canal Link, then Wiltshire Council were happy to undertake a compulsory purchase order. A discussion took place over how this could be done and whether any potential compulsory purchase order would be just for the canal link or the enabling development. Cllr. Sankey felt that the Parish Council should support the delivery of the canal by whatever means necessary. The Clerk advised that within the last six months the Council had resolved to support the canal in principle, but that it had concerns with regard to the enabling development. **Resolved:** *The Council seek clarification from Wiltshire Council with regard to the scope of any potential compulsory purchase order.*
- 110/16 **Draft Minutes, Joint Neighbourhood Plan Steering Group Meeting 22<sup>nd</sup> June, 2016:** The Draft Minutes of the Joint Neighbourhood Plan Steering Group meeting held on 22<sup>nd</sup> June, 2016, were noted.
- 111/16 **Minutes, Staffing Committee Meeting 29<sup>th</sup> June, 2016:** **Resolved:** *The Minutes of the Staffing Committee Meeting held 20<sup>th</sup> June 2016 were formally approved by the Council and signed by the Chairman as a correct record.*
- 112/16 **Confidential Notes to Accompany Minutes, Staffing Committee Meeting 29<sup>th</sup> June, 2016:** **Resolved:** *The Confidential Notes to Accompany the Minutes of the Staffing Committee Meeting held 29<sup>th</sup> June, 2016 were formally approved by the Council and signed by the Chairman as a correct record.*

Agenda items 8b and 8c to be held in Committee at the end of the meeting.

- 113/16 **Urgent Agenda Items from Asset Management Committee, 18<sup>th</sup> July 2016:**
- 1) **Meeting, 18<sup>th</sup> July:** It was noted that this meeting was not held as it was not quorate. The Clerk asked that all members give their apologies as soon as possible in order that a nominated substitute could attend.
  - 2) **a) Devolved Service of Wiltshire Council Owned Play Areas:**
    - i) **Rateable Value:** The Council noted that Play Areas have no rateable value.
    - ii) **Draft Heads of Terms:** The Clerk informed that there were no Heads of Terms for the Play Area at Hornchurch Road as Wiltshire Council did not own the land. She drew attention to the Heads of Terms for Kestrel Court and Berryfield, informing that the lease period was for 7 years. **Resolved:** *The Council agree to the Heads of Terms for Kestrel Court Play Area.; and Berryfield Play Area with the proviso that the agreement acknowledged the Melksham Canal Link planning*

*application 12/01080 that the play area and village hall were to be replaced as part of the application.*

**b) Tenders for Refurbishment of Play Areas:** The Clerk confirmed that two tenders had been opened in the presence of two councillors (Cllr Baines & Brindle) on Monday 8<sup>th</sup> July at 10am. One further tender was received a week late. The tender specification had contained a number of options which the Council reviewed and agreed the specification of work required, as follows:

**1. Berryfield Park:**

Teen Shelter –	clean and paint shelter roof & seating
Goal End -	Clean/paint goal end
	Scrub Tarmac surface
	Soil & turf eroded area
Entrance Gate -	Clean Tarmac/wash gates
See-Saw -	Scrub surface
	Repair surface around base
	Edge repair perimeter
Cone Climber -	Replace bearings
	Scrub surface
	Edge repair perimeter
Slide -	Rub down/paint
	Scrub surface`
	Edge repair perimeter
	Repair surface holes
Junior Swings -	Rub down/paint
	Repair sub-base
	Lay new surface
	Supply & fit new swing seats
Toddler Swings -	Rub down/paint
	Lay new surface
	Paint barriers
Seating & Bin -	Rub down/timber treat
	Paint bin
Security & Skips -	Heras security fencing
	Skips

**2. Kestrel Court:**

Perimeter fencing -	Cut out, remove, dispose of broken fencing
	Supply & install new fencing
Spring Riders -	Base works to support new surface
	Over skim with new surface
Roundabout -	Scrub surface
	Edge repair perimeter
Junior swings -	Lay new surface
	Supply & fit two new seats
Toddler swings -	Lay new surface
Multiplay Unit -	Scrub surface
	Edge repair perimeter
	Patch repairs
Goal End -	Install new PCC to perimeter
	Base works to support new surface & lay new surface
	Install basketball net (supplied by Melksham Without PC)
	Supply thermographic lines

	Scrub goal ends
Access Gate -	Supply & install 2x new self-hinge gates
Willy Whale -	Supply & install Willy Whale Spring Unit
Parrot See-saw -	Supply & install Parrot See-saw.
Security & Skips -	Heras security fencing Skips

### 3. Hornchurch

Play Area -	Resurface Play Area
Security & Skips -	Heras security fencing Skips

**Resolved:** *The Council carried out the refurbishment work as per the above specification.*

- c) Contractor to Undertake Refurbishment Works:** Cllr. T. Chivers felt that the Council should strive to get a contractor who would do the best job, not necessarily the cheapest. The Clerk advised that Standing Orders stated that the Parish Council did not have to accept the lowest quote from tenders but was looking for value for money. A discussion took place over the tenders submitted, and they noted that VitaPlay had carried out very good work for the Council before and were happy to also do small refurbishments and repairs to existing items of equipment. **Resolved:** *1. The Council accept the tender from VitaPlay. The costings to be re-calculated to match the specification agreed above. 2. The Council instruct VitaPlay to carry out the refurbishment works as listed in Min.113/16)2)b)*
- d) S106 Funds Application: Resolved:** *The Council submit an application to Wiltshire Council for S106 funding to carry out refurbishments to the two Bowerhill play areas (Kestrel Court and Hornchurch Road).*  
It was noted that a further £1,000 per asset transfer of play areas was available from Wiltshire Council Highways Department. Adrian Hampton had agreed that the Parish Council could receive £3,000 for this project (£1,000 per play area). The Clerk was awaiting confirmation over whether this was available at the time of the devolved service or the eventual land transfer.
- e) Quote for Tree Survey:** A quotation had been sought from Woodland & Countryside Management Ltd. to carry out a tree survey of Kestrel Court Play Area and Berryfield Park Play Area prior to the taking over of the devolved service. This survey would cost £300 plus VAT. It was noted that there were no trees in the Hornchurch Road Play Area. **Resolved:** *The Council instruct Woodland & Countryside Management Ltd. to carry out a tree survey of Kestrel Court Play Area and Berryfield Park Play Area at a cost of £300 plus VAT.*
- f) Signage for Play Areas:** Kennet Sign & Display had quoted £285.20 to provide 5 x A2 signs and 5 x A4 signs for the three Wiltshire Council owned play areas, giving the Parish Council details and contact points. **Resolved:** *The Council accept the quote from Kennet Sign & Display and instruct them to produce the signs as per the Parish Council's specification.*
- g) Grass cutting, shrub maintenance & bin emptying:** The Clerk had endeavoured to seek quotes for grass cutting, shrub maintenance and bin emptying for the three Wiltshire Council owned play areas but had only received a response from our current contractor. It was noted that the bins at Kestrel Court were on the outside of the Play Area and hence still the responsibility of Wiltshire Council. **Resolved:** *The Council instruct J.H.Jones to carry out grass cutting, shrub maintenance and bin emptying as specified for the three Wiltshire Council owned play areas, but query the bin element of the quotation as not to be included for Kestrel Court. Kestrel*



Court £792 (to be clarified) Berryfield £948 Hornchurch Road £265.50, all exclude VAT.

**h) Adding Play Areas to the Parish Council's Insurance Cover:** The Clerk reported that using the existing play areas as a baseline, that the three Wiltshire Council owned play areas should be insured for cover up to £40K. This would be an additional cost to the premium of £190 per play area. **Resolved:** *The Council add Kestrel Court Play Area, Berryfield Park Play Area and Hornchurch Road Play Area to its Insurance policy with a cover value of £40k per play area at a cost of 3 x £190, a total of £570.*

**i) Annual ROSPA Inspection:** In addition to the quarterly inspections carried out by the Parish Caretaker, the parish play areas were inspected once a year by ROSPA Playsafety Ltd. The Clerk advised that the three Wiltshire Council owned play areas were added to the Annual ROSPA Inspection regime, and that the inspections took place even if the devolved service had not come into effect. ROSPA were due to inspect the Parish Council's play areas in September and there was a significant cost saving if they were all inspected at the same time and at this time of year. The cost was £66.50 plus VAT for each play area for up to 5 pieces of equipment – anything over 5 is charged at £3.50 per item.

**Resolved:** *The three Wiltshire council owned play area to be added to the Annual ROSPA Inspection regime, to take effect from this September.*

### **3) Community access Defibrillators:**

**a) Additional Signage:** The Clerk reported that additional signage was required stating that the defibrillators were owned and maintained by Melksham Without Parish Council, contact details, who provided funding, and instructions for use. A quote had been received from Kennet Sign & Display for £301.53 for this additional signage. **Resolved:** *The Council approved the quotation from Kennet Sign & Display for £301.53 plus VAT for 7 x additional signage for the defibrillators.*

**b) Donated defibrillator for Bowerhill Village Hall:** The Clerk reported that the donated defibrillator needed a new battery and set of pads as well as a wall bracket, at a cost of £205 plus VAT. **Resolved:** *1. The Council purchase the battery, pads and bracket for the donated defibrillator. 2. The council order additional signage from Kennet Sign & Display for this unit as well.*

**4) Purchase of Solar Powered Emergency Lighting for Crown House:** The Clerk was concerned that should there be a need to evacuate the building via the emergency staircase via Crown House, that this would be very difficult and dangerous in the dark. She suggested the purchase of two solar powered lights. Crown House had already agreed that these could be erected on their premises. Following the earlier Fire Drill it was noted that there may be a need for more than two. **Resolved:** *The Council purchase as many emergency solar powered lights as required.*

### **5) Bowerhill Sports Field and Pavilion:**

**a) Provision of benches by Knorr Bremse:** The Clerk reported that Knorr Bremse were donating 3 x picnic tables; 2 for the Sports Field and 1 for the BRAG picnic area. The original design that they had chosen were the style that had been vandalised at the BRAG picnic area. The Clerk had suggested the style of picnic bench that had been installed at Shaw as they had proved robust, but were more expensive. Knorr Bremse were happy with providing the more expensive benches, but asked that the Parish Council pay the cost of installation. **Resolved:** *1. The Council pay the cost of the installation of 2 x picnic benches at Bowerhill Sports Field and BRAG pay for the cost of installation at the picnic area. 2. The*

Council order from TDP Limited 3 x Brown Springbak picnic table @ £395 each = £1,185, 1 x furniture anchor @ £58.50 plus carriage £30, all excluding VAT. The total price including VAT is £1,528.20 to be reimbursed by Knorr Bremse. The VAT will not be reclaimable as the picnic benches are sponsored by Knorr Bremse and therefore classed as a business transaction.

- b) Contractor for Installation:** The Clerk reported that two quotes had been received to install 2 x concrete bases and picnic benches at the Bowerhill Sports Field and 1 x anchoring kit and installation of picnic bench at the BRAG picnic area. It was noted that there was not a big cost difference between the quotes and that one of the contractors had previously installed benches for the parish Council. **Resolved:** The Parish Council instruct J. H. Jones to install 3 x benches at a cost of £753.75 plus VAT.
- 6) Telephone Box Adoption:** A request had been received from CAWS (Community Action: Whitley & Shaw) to assist with the adoption of two telephone boxes. BT had informed CAWS that only Councils and Charity Organisations could adopt telephone boxes. The Council discussed the pros and cons of adopting phone boxes and considered that the best way forward was for CAWS to apply to become a charity in order that they could adopt the boxes in their own right. **Resolved:** The Council write back to CAWS turning down their request and suggesting that they apply to become a charity and adopt the phone boxes in their own right.
- 7) Bus Shelter Insurance Claim:** The Clerk reported that the insurance money £7,231 had been paid into the Parish Council's bank account and under delegated powers had ordered option 2. of the quotation from Queensbury Shelters; removal £275 and installation of a brand new shelter on the same day £7,206 = £7,481 exclusive of VAT. The insurance payout was less £250 excess, but the Insurance Company had asked for a copy of the invoice when the work was completed to recover their costs, hopefully including the Council's excess payment.

114/16 **Finance:**

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

Paying in reference	Income Details	Amount £
23/06/2016 - 500107	Shaw Village Hall - Peppercorn Rent	£ 10.00
6/07/2106 - BACS	HMRC - VAT repayment 2015/2016	£ 7,805.82
12/07/2016	Insurance payout - Bus Shelter	£ 7,231.00
22/06/2016	Interest on fixed term deposit	£36.82
11/07/2016	Interest on Instant A/C - July	£ 0.02
<b>Total</b>		<b>£ 15,083.66</b>

- b) Accounts for payment:** **Resolved:** The following accounts be checked and formally approved for payment. It was noted that the query with the direct debit payment for £268.18 for Eon for the Gas invoice from the June Accounts for Payment had been clarified, confirmed as accurate and paid.

Chq No	Payee	Payment Details	Net £	VAT £	Gross £
D/D	British Telecom	Telephone - Crown Chambers -usage 7/04 - 6/07 ( D/D due 21/07/16 )	£133.92	£26.78	£160.70
D/D	British Telecom	Telephone - Pavilion Broadband 1/07 - 31/07 ( D/D due 20/07/16 )	£39.20	£7.84	£47.04
D/D	Grist Environmental (formerly Wiltshire Waste Ltd)	Bowerhill Sports Pavilion Waste away 22/23-06-2016	£31.90	£6.38	£38.28
D/D	EON	Bowerhill Sports Pavilion - Electric - 19 May-28 June	£65.89	£0.53	£66.42
D/D	EON	Bowerhill Sports Pavilion - Gas - 19 May-28 June	£20.23	£0.16	£20.39
5259	Bristol Wessex Billing System	Bowerhill Sports Pavilion - Water & Sewerage charges - 2/12/15-20/06/16	£171.90	£0.00	£171.90
5260	Bristol Wessex Billing System	Allotment - Water & Sewerage charges - 11/12/15 - 9/06/16	£36.46	£0.00	£36.46
5261	JH Jones & Sons	Grass cutting - Allotments & Beanacre play area - June 2016 - Inv 12370	£121.83	£24.36	£146.19
5262	JH Jones & Sons	Grass cutting - Bowerhill - June 2016 - Inv 12371	£357.92	£71.58	£429.50
5263	Jens Cleaning	Bowerhill Sports Pavilion - Cleaning - 31/05/16-28/06/16	£60.00	£0.00	£60.00
5264	Viking	Copier paper £ 68.22 ( <i>less Credit note - returned paper</i> ) £ 34.02	£28.50	£5.70	£34.20
5265	Melksham Town Council	Neighbourhood Plan Expenditure - May 2016 & N Westbrook £23.39	£140.84	£0.00	£140.84
5266	Wiltshire Council	Bowerhill Sports Pavilion - Rates - Payment 4 of 10	£47.00	£0.00	£47.00
5267	Countrywide	Shaw Play Area - Fly Maggot Killer	£4.82	£0.97	£5.79
5268	Community First	2016-2017 Subscription	£36.00	£0.00	£36.00
5269	Viking	stamps paper post it notes laminate pouches	£157.46	£7.69	£165.15
5284	Tuscan	Bowerhill Pavilion Keys	£110.15	£22.03	£132.18
5285	Condor Office Solutions Ltd	Copier Staples	£92.65	£18.53	£111.18
5286	Shaw C of E Primary School	Shaw School Hall Hire	£40.00	£0.00	£40.00
5287	Shaw C of E Primary School	Deposit for Hall Hire	£50.00	£0.00	£50.00
<b>TOTAL</b>			<b>£1,656.67</b>	<b>£192.55</b>	<b>£1,939.22</b>

**Salaries:**

5270	Elaine Cranton	June/July office cleaning backdated pay award £10.07			
5271	Terry Cole	Wages 28/05/16 to 18/06/16 & travel £47.50 & mileage £45 & Backdated pay award £21.22			
5272	Sharon Newton	Salary July 2016 & Add 16 Hrs & Backdated pay award £23.68			
5273	Jo Eccleston	Salary July 2016 & Add 39.25 Hrs & Backdated pay award £37.41 & expenses - postage & toilet gel £11.84			
5274	Teresa Strange	Salary July 2016 & Add 53 Hrs & Backdated pay award £71.30 & expenses - cleaning materials & UK Media Solutions £41.47			
<b>Salaries</b>					<b>£4,257.49</b>
5275	Wiltshire Pension Fund	July Superannuation	£1,221.17	£0.00	£1,221.17
5276	HMRC	July Income Tax & NI liability	£1,189.97	£0.00	£1,189.97

**Salaries:**

5277	Elaine Cranton	July/Aug office cleaning			
5278	Terry Cole	Wages 24/06/16 to 15/07/16 & travel £47.50			
5279	Sharon Newton	Salary Aug 2016			
5280	Jo Eccleston	Salary Aug 2016			
5281	Teresa Strange	Salary Aug 2016			
<b>Salaries</b>					<b>£3,158.16</b>
5282	Wiltshire Pension Fund	Aug Superannuation	£825.38	£0.00	£825.38
5283	HMRC	Aug Income Tax & NI liability	£558.67	£0.00	£558.67
<b>TOTAL</b>			<b>£12,860.02</b>	<b>£200.04</b>	<b>£13,060.06</b>

The Council noted that there had been receipts from the Insurance Claim and a HMRC VAT repayment, and that there were two sets of salary cheques due to the fact that the Council do not have a full council meeting in August. It was additionally noted that the August salary cheques were post-dated.

*The following two agenda items were held in committee and Wiltshire Cllr. Roy White left the meeting.*

- 115/16C **Recommendations from Minutes, Staffing Committee Meeting 29<sup>th</sup> June, 2016:** The Council noted the report on the impact on the Budget of the Living Wage & Pay Award implications. **Resolved:** *The Recommendations detailed in Min.085/16C)a), Min.085/16C)c), Min.086/16a, Min.087/16, Min.088/16 and Min.090/16) were formally approved.*
- 116/16C **Report following Interviews for Parish Assistant Apprentice:** Cllr. J Chivers gave an update on the Interviews for the position of Parish Assistant Apprentice. She reported that the Staffing Committee recommended offering Miss. Marianne Rossi the position. **Resolved:** *The Council offer the position of Parish Assistant Apprentice to Miss. Marianne Rossi.*
- 117/16 **Contractor for Installation of SID (Speed Indicator Device):** It was noted that no quotes had been received as yet.
- 118/16 **Large Local Major Transport Schemes Fund – A350 Melksham Bypass:** The Clerk reported that due to deadline dates she had already written to express the parish Council's support for the Wiltshire Council and Swindon & Wiltshire Local Enterprise partnership (SWLEP) bid for funding to develop a business case for an A350 Melksham Bypass.
- 119/16 **Royal Mail Letterbox at Cranesbill Road:** Correspondence had been received from the Royal Mail with regard to the provision of a second letter box for the East of Melksham Development. The proposal is to site the box in Cranesbill Road. The Council had previously requested that any post box be located in Verbena Court by the retail units, something that the residents wished to see. This was also echoed by Mark Stansby, Wiltshire Council Highways Officer, who considered it far safer and less of an impact on the traffic in Cranesbill Road to locate the box in Verbena Court. **Resolved:** *The Council reply to the Royal Mail stating that they wish to see the post box located outside of the Co-op in Verbena Court.*
- 120/16 **Community Action/Partnership Working:**
- a) **New Community Action Group for Beanacre:** The Clerk reported that the new Community group had an excellent first meeting. Both Mike Mills, Chair of BRAG (Bowerhill Residents Action Group and Michelle Tattershall Chair of CAWS (Community Action: Whitley & Shaw) had attended to give advice. There is no name as yet for the new group, Stuart Jackson is Chair and there are two people willing to share the duties of Secretary and a Treasurer in place. They have their next meeting on 3<sup>rd</sup> August.
- j) **Appointment of a Parish Council Representative for this group for 2016/17:**  
**Resolved:** Cllr. T. Chivers to be the parish council representative for 2016/17.
- ii) **Funding for New Organisation:** The Clerk reported that St. Barnabas had offered the use of the church hall free of charge for the Group to hold its meetings. They had not applied for any funding, but stated that they would need to get public liability insurance. **Resolved:** *The Clerk is given delegated powers to authorise payment for public liability insurance for the new Beanacre Community Action Group.*

- b) **Melksham Seniors Community Event, 30<sup>th</sup> June 2016:** The Clerk reported that this was well attended and the Melksham Seniors had thanked the Parish Council for its support on the day.
- i) **Request for Support for Funding Bid to Public Health Prevention Board:** A request had been received for a letter of support from the Parish Council in its bid to the prevention fund for a grant to assist in helping to keep people out of hospital.
- ii) **Request for Administration Support from the Parish Council:** The Council felt that it would be unable to offer administration support to the Melksham Seniors as it was so busy with Parish Council work and would be unable to help every organisation in the community that requested such assistance. **Resolved:** *The council do not support this request.*
- 121/16 **CGR (Community Governance Review):** The Council noted that Wiltshire Council had resolved to uphold the decisions made at the CGR meeting on 24<sup>th</sup> November 2015 with regard to the boundary changes affecting Melksham Without Parish. Wiltshire Council have created new warding proposals, based on the suggestions and information provided by Cllr. Baines on behalf of the Parish Council. Wiltshire Council had requested a representative of the Parish Council meet them to discuss the warding arrangements in greater detail. **Resolved:** *Cllr. Baines, as Chair of the Warding Working Party, to attend meetings with Wiltshire Council as the Parish Council representative.*

Meeting closed at 9.59pm

Chairman, 12<sup>th</sup> September, 2016