

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 11th September, 2017 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllrs. Richard Wood (Chair), John Glover (Vice Chair) Alan Baines, Paul Carter, Mike Mills, Gregory Coombes, Nick Holder, Paul Taylor, Kaylum House and Jo Pattison.

Officers: Teresa Strange (Clerk), Jo Eccleston (Parish Officer), Marianne Rossi (Apprentice Parish Officer) and Justina Barber (Finance Assistant).

Invited Visitors: Wiltshire Cllrs. Roy While and Phil Alford.

194/17 **Apologies:** Cllr. Steve Petty who was out of town, Terry Chivers due to medical appointments and Mary Pile as she was on holiday. The Council approved these reasons for absence.

195/17 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire.

The following announcements were noted:

a) Staffing News: Cllr. Wood congratulated Marianne Rossi, the Apprentice Parish Officer, for completing her first year with the Parish Council. Additionally, he introduced the recently appointed Finance Assistant, Justina Barber. Mrs. Barber gave a brief overview of her professional background, which has been in business management. She also used to be the Clerk to the Governors at George Ward school.

b) Asset Management Committee Meeting, 2nd October, 2017: It was noted that there would now be an Asset Management Meeting on Monday 2nd October, 2017.

196/17 **Declarations of Interest:** The Clerk declared an interest in agenda item 8c as there was a cheque for her husband for work undertaken as an approved contractor.

197/17 **Dispensation Requests:** None.

The Council agreed to suspend standing orders for a period of public participation.

198/17 **Public Participation:** Wiltshire Cllr. While reported that there was a Melksham Area Board meeting last week and that the CATG (Community Area Transport Group) members had agreed to continue with the 3 way funding split; one third of project cost to be met equally between the Area Board, CATG and the Parish in question. The CATG currently have £13,000 for all the parishes in the Melksham Area Board and a third of this sum has already been allocated to the provision of a road crossing in the parish of Semington. He stated that other parishes had sought funding from other sources which has enabled them to carry out more highways projects. The next Area Board meeting is to be held on 18th October at the Melksham United Church, and is solely for the purpose of discussing the Health & Wellbeing Campus. Wiltshire Cllr. While urged anyone planning on attending the meeting to press for the facts regarding planning permission and contract start dates, adding that he would tactfully approach the Portfolio Holder, Wiltshire Cllr. John Thompson, for more information. He stated that he fully approved of the recent grant awarded by the Area Board to Melksham Town towards the provision of

a mechanical street sweeper. Melksham Town Council had increased their precept in order to spend £20,000 on a street warden to use the equipment and clean the streets. He had attended a meeting of the Children's Select Committee and explained that there had been an over spend on supporting children with SEN (Special Educational Needs), this was due to children being sent out of county for support as facilities were not available in Wiltshire, resulting in a cost to Wiltshire Council of £4m. A review of Wiltshire Council finances showed that its current spend is £4.5m over budget. There is a Parking Charges paper that is going to go out to public consultation, with a proposal for increase in parking charges. There is an ongoing review of Adult Care charges. Wiltshire Cllr. Phil Alford had nothing to add.

The Council re-convened.

- 199/17 **Minutes, Full Council Meeting 17th July, 2017: Resolved:** *The Minutes of the Full Council Meeting held 17th July, 2017 were formally approved by the Council and signed by the Chairman as a correct record with the following spelling corrections:
Page 3, Min.144/17b) – "Parsih" corrected to "Parish".
Page 4, Min.144/17c) – "Nieghbourhood" & "Desinated" corrected to "Neighbourhood" & "Designation".
Page 10, Min. 150/17a) "cayrry" corrected to "carry".*
- 200/17 **Minutes, Planning Committee Meeting 24th July, 2017:**
a) Resolved: *The Minutes of the Planning Committee Meeting held 24th July, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
b) There were no Recommendations.
- 201/17 **Minutes, Planning Committee Meeting 14th August, 2017:**
a) Resolved: *The Minutes of the Planning Committee Meeting held 14th August, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
b) Resolved: *The Recommendation detailed in Min.177/17 was formally approved. Cllr. Wood wished to have his vote against this recommendation recorded, which was 9 for, 1 against and no abstentions.*
- 202/17 **Minutes, Planning Committee Meeting 4th September, 2017:**
a) Resolved: *The Minutes of the Planning Committee Meeting held 4th September, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
b) Resolved: *The Recommendations detailed in Min.189/17b)i), Min.189/17b)ii)1), Min.189/17b)ii)2) were formally approved. The Recommendation detailed in Min.191/17 was formally approved with the inclusion that a request is made that the route of the East of Melksham Art Trail has the "Miles Without Stiles" principle applied to it, in that it is accessible to all and wheelchair friendly at all times of year. Min.192/17 was formally approved with the inclusion that an additional comment is made to Wiltshire Council's Property Department as follows:
"The same principles that applied to the planning application for the adjacent land (Orchard - 15/08387/OUT) apply to this site too, of which the planning appeal was refused and development not given permission"*

203/17 **Matters Arising from Planning Meeting, 4th September, 2017:**

From Min.193/17: Cllr. Mills queried what progress had been made with regard to the transfer of Hornchurch Road Play Area. The Clerk advised that she had been chasing this issue up with Bloor's solicitors expressing the urgency of getting the legal agreement signed quickly. She had explained to them the concerns with regard to the weather becoming inclement over the autumn/winter and the fact that the Hornchurch field gets extremely wet, which will prevent the contractors from being able to get their heavy equipment to the play area to undertake the refurbishment works.

204/17 **Staffing & Resources:**

a) Update on Recruitment Process:

- (i) **Finance Assistant:** The Council noted that Mrs. Justina Barber had started work on Monday 4th September.
- (ii) **Allotment Warden:** The Council noted that Mr. David Cole was doing well in his new role and that he would be covering for the Parish Caretaker when he was on annual leave, ensuring that all the weekly tests in the Parish were carried out.

b) Bowerhill Villager Photocopier: It had previously resolved, under Min.146/17, to take on the Bowerhill Villager photocopier to replace the combined printer and copier currently in the office at Crown Chambers. However, the Clerk reported that she had investigated costings for a contract for this copier and although a new machine to the Bowerhill Villager, moving it to Crown Chambers would then make it second hand. This in turn will affect the service charges, which will be significantly higher. The costs per copy to the Villager was 0.7035p, but this would increase to 1.5p per copy once the machine was relocated; the Parish Council currently pay 1.26p per copy with its existing copier. Based on current usage these costings would equate to an additional £100 per quarter on the Villager copier, and thus not cost effective. The Council considered that the current copier/printer wasted a lot of Officer time in fixing minor faults and frequent paper jams, and that it had now come to the end of its life. **Resolved:** *The Officers to seek quotes for a new photocopier and printer for consideration at the next Asset Management Committee meeting.*

205/17 **Minutes, Finance Committee Meeting 24th July, 2017:**

- a) Resolved:** *The Minutes of the Finance Committee Meeting held 24th July, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) Resolved:** *The Recommendations detailed in Min.170/17)1), Min.170/17)2), Min.171/17)3) and Min.171/17)4) were formally approved.*

206/17 **Finance:**

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

Transaction Number	Paying in Ref	Income Details	Amount £
V210	Chq	Bowerhill Villager - refund due to cessation of the Bowerhill Villager (advertising space)	39.00
V211	Cash	White Hart FC - Deposit for Bowerhill Pavilion	50.00
V212	BACS	Grapes United - 1 of 3 payments due	200.00

V213	Chq	Allotment rent paid July and August	162.00
			451.00

b) **Accounts for Payment:** The Clerk explained that the Council had resolved under Min.084/17a)ii) that the previous Finance Assistant was removed as a “view and set up” only administrator for both Lloyds Bank and Unity Bank, and the Parish Officer added. However, the paperwork and process in adding the Parish Officer was slow and this had not been done in time to allow her to set up transactions when the Clerk was signed off as not fit for work following her knee operation. Therefore, staff salaries for July and August had been paid by cheque rather than online BACS transfer. She advised that Cllrs Carter and Taylor were now authorised bank signatories.

Two cheques had previously been held back from payment; one for the Connect Magazine (cheque 5507 – Min.023/17a)i)) as it was about to be disbanded, and one for VitaPlay (Cheque 5440) had been held back as they had not completed work undertaken at Kestrel Court Play Area and Berryfield Play Area. Fortunately, a new editor has now been found for the Connect Magazine, so this important village publication will now continue, and VitaPlay had eventually returned to address the uncompleted issues; both cheques would now be sent to the respective recipients. The Bowerhill Villager Magazine had now disbanded and had returned a cheque to the Parish Council for yearly advertising fees; their grant cheque (5506) had been destroyed.

As per Min.239/16f) and Min.354/16b) the Council had previously resolved to take out a new mobile phone contract to enable the Emergency out of Hours number to be diverted to the Officer’s personal mobile phones. The Clerk reported that this had been an onerous task, with very few mobile phone contract providers being able to offer this service in order to keep the existing phone number which is widely publicised throughout the parish. Her current personal mobile provider could do this, but only if the account was set up in the Clerk’s name and the Standing Order for payment came from her personal bank account. The Council were happy to set up a standing order to pay the Clerk directly to reimburse her for this monthly payment, rather than her having to put in expenses each month, they did however, wish to have a copy of the agreement for due diligence.

Resolved: 1. The Council set up a standing order agreement with the Clerk’s personal bank account to reimburse her each month £4.99 for the Council’s mobile phone contract payment. **2.** The following accounts were checked and formally approved for payment:

Trans. No	Chq No./Ref.	Payee	Payment Details	Net £	VAT £	Gross £
V214	DD	BT	Phone services £23.70 and Broadband services £20.00 1st Aug to 31st Aug (Bowerhill Sports Pavilion) Pd 21/08/17	43.70	8.74	52.44

V215	DD	Grist Environmental (Waste collection)	Inv. No. 211925 (July) Bowerhill Sports Pavilion Pd 04/08/17 and Inv. No. 211925 (Aug) Bowerhill Sports Pavilion Due 09/17	65.10	13.02	78.12
V216	DD	Sirus Telecom (Crown Chambers)	Inv. No. 33735 (Aug) MWPC calls and maintenance Pd 23/08/17 and Inv. No. 34120 (Sept.) calls and maintenance Due 21/09/17	126.24	25.62	151.86
V217	DD	E-On	Inv. No. H14B33E412 (July Elec) reading 009738 and Inv. No. H14B33F4DF (July Gas) reading 000839 (Bowerhill Sports Pavilion)	61.78	0.83	62.61
V218	5592	Buildbase	Inv. No. 398 various Repairs & Maintenance items	4.14	0.83	4.97
V219	5593	St Barnabas Church	Annual rental for Play Park (Beanacre)	10.00	0.00	10.00
V220	5594	TransWilts	Subscription to TransWilts MIN453/16F	17.00	0.00	17.00
V221	5595	LCR	Subscription to LCR (NALC magazine)	17.00	0.00	17.00
V222	5596	Atkinson Bookbinders Ltd	Inv. No. 14895 MWPC minutes for year May 16 to April 17	75.00	0.00	75.00
V223	5597	Andy Strange Property & Garden Maintenance Ltd	Inv. No. 01264 (Aug) New flooring fitted and old removed and disposed of (toilet area)	109.97	0.00	109.97
V224	5598	Wiltshire Council	Inv. No. 90285545 Advertising charge (Finance Assist.)	118.80	0.00	118.80
V225	5599	Whitley Reading Rooms	The Community Emergency Group use (1hr) and phone and broadband rental (May, June and July 17)	154.05	0.00	154.05
V226	5600	Melksham Town Council	Inv. MISC/17/18/21 Bank fee (unpaid Chq) and Inv. MISC/25/17/18 contribution to Neighbourhood Plan exp.	157.30	0.00	157.30

V227	5601	Viking	Inv. No. 380653 various stationery items	138.53	27.71	166.24
V228	5602	Wiltshire Publications Ltd	Inv. No. INV-42922 Advertising Melksham Independent News (quarterly newsletter)	142.50	28.50	171.00
V229	5603	Jens Cleaning	Inv. 1036 Bowerhill Pavilion cleaning (27th Jul to 9th Sept) and Inv. No. 1037 Bowerhill Pavilion deep clean	456.00	0.00	456.00
V230	5604	Immediate Response Training Services Ltd	Inv. No. 5303 IOSH Managing Safety Course (Clerk) on 18th to 21st Sept. 17	395.00	79.00	474.00
V231	5605	Simon J White	Inv. No. 7524 Maintenance (Aug) and Inv. No. 7545 Maintenance (Sept) - Bowerhill Roundabout	390.00	19.50	409.50
V232	5606	Aquasafe Environmental Ltd	Inv. No. 170702 Water Hygiene Visit (Jul 17) incl. CWS tank clean and chlorination and Inv. No. 170804 Water Hygiene Visit (Aug 17)	625.00	125.00	750.00
V233	5607	Wellers Hedleys	Inv. No. RST/34778/1 Professional charges (Section 106 land in Semington Road and Bowerhill)	675.00	135.00	810.00
V234	5608	J.H.Jones & Sons	Inv. No. 12633 Hedges (quotation 277) and Inv. No. 12632 Grass Cutting (Jul) and Inv. No. 12659 Grass Cutting (Aug)	1609.82	322	1931.78
V235	5609	Post Office Ltd	Purchase of stamps	120.80	0.00	120.80
V243	5611	HMRC	PAYE: September 2017	1479.99	0.00	1479.99
V244	5610	Wiltshire Council: Wiltshire Pension Fund	Superannuation Contributions for September 2017	1471.68	0.00	1471.68
			SUB TOTAL	8464.40	785.71	9250.11

	Salaries:					
V236	Unity BACS	Teresa Strange	SEPTEMBER SALARY: Additional Hours 28hrs + SSP £142.96			
V237	Unity BACS	Joanne Eccleston	SEPTEMBER SALARY: Additional Hours 53.15hrs + Mileage and Expenses			
V238	Unity BACS	Justina Barber	SEPTEMBER SALARY: Employment started 04/09/17			
V239	Unity BACS	Marianne Rossi	SEPTEMBER SALARY: Additional Hours 1.75hrs			
V240	Unity BACS	Terry Cole	HOURS w/e 29/07/17 - 19/08/17 + Travel Allowance + Mileage			
V241	Unity BACS	Elaine Cranton	AUGUST Office Cleaning = 9.5hrs			
V242	Unity BACS	David Cole	HOURS w/e 27/07/17 - 20/08/17 Employment started 27/07/17			
			Salaries Total	5007.70	0.00	5007.70
			TOTAL	13472.10	785.71	14257.81

- c) **Unity Bank Pre-Paid Card:** It was noted that the Unity Bank Pre-Paid Card had now arrived, but had not yet been used.
- d) **Recent Fraud Checks Undertaken by the Bank:** It was noted that for two consecutive months, Lloyds Bank had telephoned the office to check that cheques that had been presented for payment by the payee had actually been written and authorised by the Parish Council. This check had been carried out due to the fact that different members of staff had written the cheques out and thus the handwriting had differed. It was considered that this was a positive move on the part of the bank with regard to the prevention of possible fraud taking place.
- e) **Sandridge Solar Farm Community Benefit Housing Numbers Calculations:** Under the Sandridge Solar Farm Community Benefit Agreement, the Council has a legal obligation to inform the Solar Farm Company of any changes affecting the calculation of the annual financial benefit due. Following the parish boundary changes which came into effect on 1st April, 2017, 841 properties moved from the parish of Melksham Without to the Town. Quintas Energy, the current owners of Sandridge Solar Farm, had suggested that the loss of all of these 841 properties were included in the recalculation of benefits due to the parish council. However, the 841 properties included dwellings at George Ward Gardens, which never formed part of the original calculation as they did not fall within the qualifying 2.75km radius of the Solar Farm. Additionally, the figure proposed by Quintas Energy did not include new properties that had recently been built and were within the 2.75km radius. It was felt that the Council should contact Quintas Energy as soon as possible to explain why it did not agree with the figures proposed by Quintas

Energy. **Resolved:** *The Clerk and Cllr. Baines to have delegated powers to contact Quintas Energy and to recalculate the proposed figure based on the current properties within the qualifying 2.75km radius.*

- f) **“Exercise of Public Rights” to Inspect Year End Accounts:** It was noted that members of the public had the right, within a specified timeframe, to inspect the Parish Council’s annual accounts. However, they only had the right to query any processes undertaken in the decision making, not the decision itself. No members of the public came in to inspect the accounts during the qualifying period, however, one gentleman did come in after the period had ended querying the cost of boiler servicing at the Bowerhill Pavilion. It was explained to him that there were in fact three boilers at the pavilion and extensive water treatment safety checks carried out on a regular basis. He was satisfied with the explanation.
- g) **Additional Information Supplied to External Auditor:** The External Auditors had requested copies of the minutes as evidence of the decisions behind the increase in staffing costs. These had been supplied and the Auditors were satisfied with the response.

208/17 **Community Projects/Partnerships:**

- a) **Age Friendly Workshop, Monday 21st August:** The Clerk, Cllr. Carter and Cllr. Coombes attended this workshop which considered such issues as seating within public spaces and shops in the town, for people to rest, and applying the principles of dementia friendly communities. It was noted that if communities are dementia friendly, they become friendly for all. An issue identified at the workshop was that there were lots of organisations offering support and services, but it was difficult for some people to access them and they were spread about in various different locations; it was felt that there should be one central point for accessing services, and the library was put forward as a suggestion. Brian Warwick (Melksham Seniors) would like to set up a steering group to look at these issues further, but wants this to be community led rather than council led, and has asked for assistance in putting him in contact with interested people within the parish who could help to push this project forward. He proposed an initial meeting for this Age Friendly Project on Friday 29th September at 10.30am and had asked if Crown Chambers could be the venue. Some names of community minded people were put forward. There was concern that Crown Chambers should not be used as a permanent venue, as it was felt that not only would this be disruptive to Council staff who were trying to work, but also that any meetings should be rotated between venues in order to make it accessible to more people. **Resolved:** *The inaugural meeting of the Age Friendly Project to be held at Crown Chambers free of charge, but there is no commitment to host future meetings and Officers are not able to provide any secretarial support.*
- b) **Parish Council Champions for “Youth” and “Seniors”:** The principle of Youth Champions and Senior Champions was explained. The Wiltshire Council Champions are volunteers and give a perspective from these groups point of view, for example on planning applications and public consultations, and how any proposals may affect or impact these groups differently to other members of the general populous. It was noted that Wiltshire Council Champions were volunteers but did get reimbursed for any expenses incurred, such as fuel costs for attending meetings. It was considered that if reimbursement of costs were made to any potential Parish Council Champions that terms of reference would be required. A discussion took place over where to seek potential volunteers, and it was felt that School 6th Form or College Students may be interested in volunteering as a Youth Champion as an extension to their studies. **Resolved:** *The Council actively look for volunteers to become a “Youth*

Champion” and a “Seniors Champion” and the Officers to investigate further with regard to potential terms of reference.

- c) **Mobile Library Service Consultation:** The Council noted that the duration of the only mobile library stop in the Parish, Whitley Reading Rooms, had been proposed to be shortened from one hour to three quarters of an hour. The proposal was still that there would be a fortnightly stop on a Tuesday between 11.15am and 12.00noon. The Council welcomed the retention of a stop in the Parish, and felt that it should be more widely publicised to ensure that people use it and that the stop in Whitley remained on the route. The closing date for this consultation is Saturday 4th November. **Resolved:** *The Council respond to the consultation stating that they welcome the retention of the stop at Whitley Reading Rooms.*
- d) **Clock above Shaw School:** A request had been received from Cllr. Chivers to consider a new project to get the clock above Shaw Primary School working again. It was queried who owned this clock. In Cllr. Chivers’ absence the item was deferred until more information on this proposal could be sought.
- e) **CPRE (Campaign to Protect Rural England) Best Kept Village Competition:** It was noted that the village of Shaw had been awarded 2nd place in the Wiltshire round of the competition.
- f) **WWI Tree Planting Project:** Wiltshire Council have 10,000 trees to plant in memory of those who lost their lives during WWI. It was noted that in the Melksham Town and Melksham Without parishes 182 men had lost their lives. The idea of the project is to plant a tree for every fallen soldier. A discussion took place over potential locations, and it was felt they had to be in places where lots of people would see them and recognise their significance. Some suggestions were the new Oakfield Stadium, the orchard behind Woolmore Farm and the “Far Field”, the joint project with the Town Council for use of the ex-George Ward School Playing Fields. It was felt that it would be a good idea to try to include the local schools in this project. **Resolved:** *The Council support the concept of this project. The Clerk to make some further enquiries and investigations into potential locations for the siting of these trees.*
- g) **Family Learning Festival:** It was noted that Wiltshire Council were looking to co-ordinate a range of free local family learning activities during October to link in with the national campaign “Family Learning Festival”. The Festival is described as: *“Inspiring a love of learning in family life with activities and events throughout October. Organisations of all types and sizes from schools and childrens centres, through libraries to museums and galleries put on brilliant and creative events, and showcase ideas and learning opportunities that families can do afterwards. Learning as a family can help us to become confident, lifelong learners with all the benefits that brings – from better health to being happier. Family learning supports children to achieve at school. It can be transformative, helping us to find new passions and interests, and realise our aspirations through further learning.”*
- h) **Melksham Community Safety Group(MCSG) – Visit to Wiltshire Police HQ:** Cllr. Mills reported that members of MCSG had visited Wiltshire Police HQ to discuss complaints to them from residents concerning the amount of time it takes to get through to the crime desk when ringing 101. Suggestions had been made to the Police that there could be a call waiting message given which indicated where the caller was in the queue, and also that there could be a fast track facility where certain groups or responsible people could have their phone number logged so that the Police would recognise the call and address it accordingly. The Police had responded that their call centre software was too old and could not offer either of these facilities. It was noted that MCSG had agreed to write to both Angus McPherson, the Wiltshire Police and Crime Commissioner and Michelle Donelan MP

to ask for investment into technology for the Police HQ Call Centre. The Clerk advised that when officers reported damage to a bench in Shaw, that they were told by the police that they could email issues and send photo evidence to save waiting on the phone. The officers were then given the relevant email address to use. A discussion took place over whether crimes reported by email were reflected in crime statistics. **Resolved: 1.** *Any response received by the Melksham Community Safety Group to be an agenda item for the next Full Council meeting.* **2.** *The Clerk to ask Wiltshire Police if issues reported by email are included in the reporting of crime statistics.*

- i) **“Gateway” Meeting with Town Council:** The Town Council wish to update their Melksham gateway signs, which are now looking, a bit tired and wished to have a working party with the Parish Council to look at the sitings of any new signs which would fall on the boundary line between both parishes. It was noted that any signage needed to be on highways land and located in the correct place. Cllr. Baines represented the Parish Council at the meeting, which was also attended by representatives of the Town Council and Wiltshire Council Highways Department, to look at current and potential locations and gave the following report:
- 1. A3102 Sandridge Common** – The most logical siting for a sign here would be on the approach to the new roundabout for Eastern Way. The northern side of the highway is in the parish, but the southern side is in the Town, however, this roundabout is the start of the Town.
 - 2. A350 Beanacre** – The existing sign is somewhat lost amongst other signage at the entrance to Dunch Lane. The parish boundary is on the northern side of the “Subway” fast food outlet, and the “Beanacre” sign is by Burnt Cottages. The most logical location for the “Melksham” sign here would be opposite the “Beanacre” sign.
 - 3. A365 Shaw (Bath Road)** – The existing sign is located at the Dunch Lane junction. This is in the appropriate location and new signage will just replace existing in the same place.
 - 4. B3107 Bradford Road** – The existing sign is on the right-hand side of the carriage way opposite the Riverside MOT Centre, on the boundary between the Town, the parish and the parish of Broughton Gifford, where Southbrook runs under the road. It has been located on the righthand side to avoid confusion from all the other road signs that are on the left-hand side of the road. This is in the appropriate location and new signage will just replace existing in the same place.
 - 5. A350 Semington/Melksham Diversion (Berryfield)** – The Melksham sign was transferred from the old Semington Road to its new location on the A350 where the brook runs under the road, near to the sewage works. This location is not the parish boundary, which is at the A365, and there is already a very large road sign directing traffic into “Melksham town centre”. The most appropriate place for the gateway sign would be near to this directional sign, but no agreement was met at the meeting.
 - 6. A365 Devizes Road** – The Town Council wished to place a sign on the eastern side of Melksham Oak Community School. This was not considered appropriate by Cllr. Baines as this location is in Bowerhill, and he made it clear to the Town council that the Parish Council would not accept this location. The existing sign is located slightly north of Mallory Place, just before the commencement of the old Spa Road. This is an appropriate location for the gateway sign to inform drivers that they are approaching Melksham as the

directional sign on the roundabout only directs traffic right into the “Town Centre”. It was considered that its existing site is the only appropriate location. Cllr. Baines reported that another working party meeting was required. **Resolved:** *The Council thanked Cllr. Baines for his work on this project and supported his views on the proposed locations.*

- j) **Re-Launch of Melksham Chamber of Commerce:** It was noted that the Melksham Chamber of Commerce were holding a re-launch event on Friday 20th October. This would be a quiz night to be held in the Kings Arms Hotel in the Market Place with all proceeds going to Dorothy House. Cllr. Carter was trying to organise a team from the Parish Council and a Team from the Town Council. The new name will be “Melksham Chamber”. **Resolved:** *Cllrs. Carter, House, Wood, Pattison and Mills, and Jo Eccleston to make up a team for the Parish Council.*
- k) **AGMs:** The following invitations to AGMs were noted:
- (i) **Wiltshire Mind:** 19th September, 2.00 – 4.00pm at the Kings Arms Hotel. **Resolved:** *Cllr Carter to attend this meeting.*
 - (ii) **Wilts & Berks Canal Trust:** 21st October, 10.15am – 3.30pm at Ellendune Community Centre, Wroughton.
 - (iii) **Link:** 12th October, 7.30pm at Riverside Club, Melksham. **Resolved:** *Cllr. Wood to attend this meeting.*
- l) **Public meeting – Helping Wiltshire Council Meet the Challenges Ahead:** The dates and venues for forthcoming public meetings to discuss the challenges facing Wiltshire Council in providing services for the next 10 years were noted.
- m) **Area Board Meetings – 6th September and 18th October:** The forthcoming Area Board meeting dates and venues were noted, and in particular the meeting to be held on the 18th October which is exclusively about the Health and Wellbeing Campus.
- n) **Melksham Skate Park – Official Opening Event, Saturday 23rd September:** **Resolved:** *Cllrs. Carter and House to represent the Parish Council at this event.*
- o) **Broughton Gifford Meeting on Parking and Speeding Issues – 21st September:** An invitation had been received from Broughton Gifford Parish Council who had engaged the services of a Highway’s Consultant and were holding a meeting to discuss parking and speeding issues in the village. It was also noted that Wiltshire Council were considering a review of parking services in the County and were about to go out to public consultation. **Resolved:** *Cllr. Carter and the Parish Officer to represent the Parish Council at the Broughton Gifford meeting.*
- p) **Melksham Open Gardens:** The Parish Council Allotments had been entered into the Melksham Open Gardens Event, and a letter of thanks had been received informing that £650 had been raised for the Children’s Society.
- q) **Melksham parkrun:** It was noted that Colin Goodhind had given a presentation to the Town Council with regard to the current situation with the Melksham parkrun events which have not yet started. He had also attended a parkrun event at Southwick Country Park in an information gathering capacity. As the Parish Council had jointly funded this initiative with the Town Council and the Area Board, they were disappointed to have not received an update with regard to the spend to date and when the events may commence in Melksham, as it had been a year since the initial request for funding had been made. **Resolved:** *Colin Goodhind to be invited to the next Full Council meeting to give an update on the Melksham parkrun initiative.*
- r) **Re-opening of Whitley Post Office:** Correspondence had been received from the Post Office informing that the Post Office in Whitley would re-open on Monday 2nd October, 2017, and asking for comments. It was noted that the Post Office would have extended open hours and would be open Mon – Sun, 7.00am – 6.00pm.

Resolved: *The Parish Council reply to the correspondence from the Post Office stating that they welcome the re-opening of the Post Office in Whitley and the extended opening hours.*

- s) **Dementia Friendly Swimming Sessions at the Blue Pool.** The Council noted that on Monday 4th September, the Blue Pool had started a Dementia Friendly Swim Session, which was available every Monday, 2.45pm -3.45pm.
- t) **Apple Pressing Event, Sunday 17th September:** The new venue for this annual event, Melksham Cricket Club, 2.00pm – 4.00pm, was noted.
- u) **Melksham ATC (Air Training Corp) Newsletter:** The May to July 2017 newsletter was noted.

209/17 **Wiltshire Council Briefing Notes:**

- a) **Delivery of Waste Collection & Waste Management Services:** This briefing note was noted and the fact that Hills were not awarded the contract for the County's recycling centres. This was awarded to FCC Environment following a legal challenge. **Resolved:** *The Clerk to query with the Parish Council's Wiltshire Councillors the reasons behind this decision.*
- b) **Substantive Highways Scheme Fund:** The Clerk explained that Melksham CATG (Community Area Transport Group) only have £13,000 to spend for the year on schemes in the Melksham Area and that a third of this had already been allocated to Semington Parish for their road crossing. The Substantive Highways Scheme Fund is for larger projects that CATG is unable to fund, and bids for potential projects need to be submitted through the Area Boards via CATG. Any potential bids need to be submitted to Wiltshire Council by 29th September, before the next Full Council meeting on 9th October. **Resolved:** *The Highways and Streetscene Committee to have delegated powers to consider and put forward any potential schemes.*

Meeting closed at 9.21pm

Chairman, 9th October, 2017