

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 13<sup>th</sup> November, 2017 at Crown Chambers, Melksham at 7.00 p.m.**

**Present:** Cllrs. Richard Wood (Chair), John Glover (Vice Chair), Paul Carter, Nick Holder, Paul Taylor, Mary Pile, Terry Chivers and Jo Pattison.

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

**Invited Visitors:** Wiltshire Cllr. Roy While.

- 302/17 **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) Area Board Meeting - Wednesday 15<sup>th</sup> November:** It was noted that the next Area Board meeting would be on Wednesday 15<sup>th</sup> November at 5.30pm at the Manor School for a celebration of their healthy schools award, followed by the meeting at 7.00pm which will be a mental health awareness session.
- b) Northern Flood Ops Meeting – Wednesday 15<sup>th</sup> November:** It was noted that the Clerk and a couple of flood wardens from Shaw and Whitley Community Emergency Group were due to make a case presentation, with regard to their good practice, to the Northern Flood Ops Team.

- 303/17 **Apologies:** Cllr. Alan Baines who had had minor eye surgery; Cllr. Mike Mills who was unwell; Cllr. Gregory Coombes who was on holiday.

Wiltshire Cllr. Alford was attending a Wiltshire Council Spatial Planning meeting.

- 304/17 **Not Present:** Cllr. Kaylum House and Cllr. Steve Petty.

- 305/17 **Leave of Absence:** The Clerk reported that Cllr. Mills had requested a leave of absence for 3 months on health grounds. Additionally, as he is a member of BRAG (Bowerhill Residents Actions Group) and on other committees, he had asked whether other members would be able to substitute for him at meetings, keep the Pilot noticeboard up to date and check the defibrillator, report back to the council from BRAG meetings and be the 4<sup>th</sup> keyholder for the Bowerhill Sports Pavilion. The members signed a get well card. **Resolved: 1.** Cllr. Mills to be given a leave of absence for 3 months on the grounds of health issues. **2.** Cllr. Pattison to be the 4<sup>th</sup> keyholder for the Bowerhill Pavilion. **3.** Cllr. Holder is already a Council Representative at BRAG, and is to ask BRAG members in the first instance if any of them would volunteer to check the defibrillator at the Pilot pub and keep the noticeboard up to date. **4.** Cllr. Chivers to be the nominated substitute with voting powers on the Finance Committee.

- 306/17 **Declarations of Interest:** The Apprentice Parish Officer declared an interest in agenda item 13f, staffing issues.

- 307/17 **Dispensation Requests:** None.

308/17 **Items to be Held in Committee: Resolved:** *Agenda item 13f to be held in Committee under the Public Bodies (Admission to Meetings) Act 1960* “That the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted”. *This is in line with Standing Order 3d: “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.

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

309/17 **Public Participation:**

Wiltshire Cllr. While reported on Wiltshire Council’s MASH (Multi Agency Safeguarding Hub) for children, which has approximately 60 staff members from Wiltshire Council including social care, education, housing, Wiltshire Police and Turning Point (drug and alcohol support). All cases are referred to the MASH, where a team of people determine the seriousness of each case and the action required. This has to be carried out within 24hours. There is also a team of people who work for a section dealing with missing people, youth probation services and adult mental health. He stated that when he observed the work that took place in this department that it put some of the other more minor complaints that he receives from his constituents into perspective.

He reported that he had attended a recent cabinet meeting, where the 6 special schools in the County were considered. These are partially funded by the government; however, these schools currently only meet some of the special needs of children in Wiltshire, with in excess of 300 children attending schools outside of the County. These schools and their special needs provision were currently under review.

There is an overlap in healthcare service provision with organisations such as the Independent Living Centre and the Wiltshire & Swindon Users Network, so Wiltshire Council are going out to tender to slimline these services. These organisations will still be involved but via one provider. The transformation of these services will include the setting up of a MASH for Adult Care Services.

There will be a meeting on Wednesday 15<sup>th</sup> November with regard to the Wiltshire Council pension fund, where a new West Country Pension fund has been created with 13 local authorities in the West. This will discuss the management of the scheme and the investments to be put in place. It was noted that the Parish Council contribute to this pension scheme as an employer, but had not been informed of any changes that were taken place or given any information about how this would affect them as an employer or its employees as benefactors. Wiltshire Cllr. While said that he would investigate why information had not been sent out to members of the pension fund.

310/17 **Councillor Training – WALC (Wiltshire Association of Local Councils), Monday 20<sup>th</sup> November, 2017:** This forthcoming training was noted and the Clerk advised that there were still available places.

311/17 **Minutes, Full Council Meeting 13<sup>th</sup> November, 2017:**

**Resolved:** *The Minutes of the Full Council Meeting held 13<sup>th</sup> November, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*

- 312/17 **Matters Arising from Minutes, Full Council Meeting 13<sup>th</sup> November, 2017:**  
 From Min.274/17b – The Clerk informed that the Ministry of Play had carried out all the maintenance repairs required to all the play areas last week. There were some bushes that needed to be specially made for one piece of equipment at Shaw Play area. The Clerk was due to inspect this work with the Chairman. She reported that it was disappointing to find that at Beanacre Play Area there were toddler footprints in the fresh safety surfacing repairs that had been laid. This play area was closed whilst the work was undertaken with the area being fenced off, so clearly an adult must have lifted a toddler into the play area, despite signage indicating that it was closed.
- 313/17 **Minutes, Planning Committee Meeting 16<sup>th</sup> October, 2017:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 16<sup>th</sup> October, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
  - b) *The Recommendations detailed in Min.284/17c, Min.284/17f), Min.285/17a), Min.285/17b and Min.289/17a) were formally approved.*
  - c) **Arising from Min.290/17a)iii):** The Clerk had previously reported that under the S106 Agreement for the ex George Ward School Playing Fields that there was a financial contribution of £2,500 toward the public open space. After further investigation, she reported that this sum of money was just a contribution towards the legal fees, and that there was a further sum of money for the maintenance of this land. She was tenaciously chasing Wiltshire Council with regard to the actual financial contribution within the S106 for maintenance contributions, but to date had not received a reply. **Resolved:** *The Clerk to chase the S106 financial contribution toward the maintenance of the public open space via Wiltshire Cllr. Phil Alford.*
  - d) **Arising from Min.289/17:** A response had been received from Ginko Projects, representing the artist for the East of Melksham Art Trail, stating that the accompanying map had been re-routed avoiding Snarlton Lane and was now going to print. However, the map supplied still showed Snarlton Lane as part of the route. **Resolved:** *The Council to clarify with Ginko Projects whether the route has been changed to avoid Snarlton Lane as the map supplied does not show this.*
- 314/17 **Minutes, Planning Committee Meeting 6<sup>th</sup> November, 2017:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 6<sup>th</sup> November, 2017 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:  
 From Min.297/17a): spelling correction – “gain” amended to “again”.*
  - b) *The Recommendations detailed in Min.291/17b), Min.299/17, Min.300/17 and Min.301/17a) were formally approved.*
  - c) **Arising from Min.297/17:** Planning Enforcement of 14/06138/FUL – Extension to Gompels Healthcare Warehouse, Bowerhill. It was noted that the Planning Enforcement Officer had visited the site, following a complaint received from a resident about the removal of vegetation and a bund, and had confirmed that there had been no breach of planning permission.
- 315/17 **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 £
V281	TFR	Briansfield Allotments x 2	54.00
V282	TFR	Berryfield Allotments x 1	27.00
V283	TFR	Briansfield Allotments x 1	27.00
V284	TFR	Go Active Inv. 003-JB5260917 (use of B/Hill Sports Field)	90.00
V285	TFR	Berryfield Allotments x 1	20.25
V286	TFR	Sandridge Solar Comm. Benefit Inv. 001-JB260917	5,522.52
V287	TFR	Briansfield Allotments x 1	27.00
V288	TFR	Briansfield Allotments x 1	27.00
V289	500143	Berryfield Allotments x 3 and Briansfield Allotments x 3	202.50
V290	500144	Shaw Village Hall Annual Rent Inv. 002-JB260917 and BSF Allot. x 2	64.00
V291	500145	Berryfield Allotments x 2	54.00
V292	500146	Briansfield Allotments x 2	54.00
V293	TFR	Wiltshire Council Inv. WC17-01 (Apprenticeship Grant)	1,500.00
V294	TFR	Berryfield Allotments x 1	13.50
V295	TFR	Briansfield Allotments x 2	54.00
V296	TFR	The Grapes F.C.	100.00
V297	TFR	Briansfield Allotments x 1	54.00
			<b>7,890.77</b>

- b) Accounts for Payment:** The Clerk explained that there was an additional cheque for Ministry of Play to the value of £2,315.88 (inc. VAT), for the repair and maintenance work that they had carried out on play areas in the parish, for an invoice just received. She suggested that this cheque was approved for payment and signed and that when the work had been inspected and were happy that it had all been completed that she could then pay the contractor. The payment of £307.80 for BT at Crown Chambers was queried as the Council now have a different telephone line supplier. The Clerk advised that this was a direct debit payment that had be made automatically, but that it was currently being queried. **Resolved: 1.**  
*The following accounts were checked and formally approved for payment:*

Trans action No	Chq No. Ref.	Payee	Payment Details	Net £	VAT £	Gross £
V298	Unity DD	Unity Charge Card	Oct. 17 - Various expenditure (see attached)	323.37	49.71	372.08
V299	DD	British Telecom	Crown Chambers Inv. QO98HK (under query)	307.80	61.56	369.36

V300	Unity DD	Unity Charge Card	Sept. 17 - Various expenditure (see attached)	173.10	28.05	201.14
V301	DD	Eon	Elec. B/Hill (Sept.) Inv. H15043102E	75.42	3.77	79.19
V302	DD	Sirus Telecom	Crown Chambers Inv. 34504	63.12	12.82	76.92
V303	Unity DD	Unity Charge Card	August 17 - Various expenditure (see attached)	62.96	11.98	74.94
V304	DD	Eon	Elec. B/Hill (Oct.) Inv. H14EA4B60F	59.53	2.98	62.51
V305	DD	Eon	Gas B/Hill (Sept.) Inv. H14EA4BBFD	19.22	0.96	20.18
V306	DD	Grist Environment	Trade Refuse (Oct.) Inv. 217371	32.55	6.51	39.06
V307	DD	Eon	Gas B/Hill (Oct.) Inv. H150431EA8	12.32	0.62	12.94
V308	5630	Wiltshire Pension Fund	Period 8 - November 2017			1744.83
V309	5631	HMRC	Period 8 - November 2017			1333.23
V310	5632	J.H. Jones & Sons	Grounds Maintenance Oct. 17 Inv. 12712	736.41	147.28	883.69
V311	5633	Grant Thornton	2017 Annual Return (auditors) Inv. 8749165	600.00	120.00	720.00
V312	5634	Condor Office	Oct. p/copier usage Inv. 506047	301.85	60.37	362.22
V313	5634	Condor Office	Jul. p/copier usage Inv. 498236	465.44	93.09	558.53
V314	5635	Melksham T.C.	N/Hood Plan. Exp. Inv. MISC/40/17/18	410.85	0.00	410.85
V315	5636	Simon J. White	Carson Tyres R/about Inv. 7585	195.00	0.00	195.00
V316	5637	Aquasafe Environmental	Water Hygiene PPM visit - Oct. 17	115.00	23.00	138.00
V317	5638	Mr Sparkles	Bus Shelter x 10 cleans (Oct.) Inv. 19102017	150.00	0.00	150.00
V318	5638	Mr Sparkles	Bus Shelter x 10 cleans (Jul.) Inv. 18102017	150.00	0.00	150.00
V319	5639	Melksham T.C.	S.I.D. Sept./Oct. 17 Inv. MISC/43/17/18	100.00	0.00	100.00

V320	5640	SLCC Enterprises	Regional Training Seminar 17 Inv. 124169 (Clerk)	69.00	13.80	82.80
V321	5640	SLCC Enterprises	Voucher Code	-20.00	-4.00	-24.00
V322	5641	Melksham T.C.	Remembrance Day Service Wreath Inv. MISC/37/17/18	17.00	0.00	17.00
<b>V330*</b>	<b>5642</b>	<b>Ministry of Play</b>	<b>Inv. 17035 Annual inspection as per quote. 17159B</b>	<b>1929.90</b>	<b>385.98</b>	<b>2315.88</b>
<b>V331*</b>	<b>5643</b>	<b>Melksham Christmas Lights</b>	<b>Donation towards lights in addition to grant £250 given in May 2017</b>	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>
			<b>SUB TOTAL</b>	<b>6,499.84</b>	<b>1,018.48</b>	<b>10,596.35</b>
	<b>Salaries:</b>					
V323	Unity BACS	Teresa Strange	NOVEMBER 17 SALARY + Additional 11.50hrs			
V324	Unity BACS	Joanne Eccleston	NOVEMBER 17 SALARY + Additional 84.25hrs			
V325	Unity BACS	Justina Barber	NOVEMBER 17 SALARY			
V326	Unity BACS	Marianne Rossi	NOVEMBER 17 SALARY + Additional 8.75hrs			
V327	Unity BACS	Terry Cole	NOVEMBER 17 SALARY (18/09 to 12/10)			
V328	Unity BACS	Elaine Cranton	NOVEMBER 17 SALARY (Oct. Cleaning)			
V329	Unity BACS	David Cole	NOVEMBER 17 SALARY			
			<b>Salaries Total</b>	<b>0.00</b>	<b>0.00</b>	<b>4937.58</b>
			<b>TOTAL</b>	<b>6,499.84</b>	<b>1,018.48</b>	<b>15,533.93</b>
<b>NOTE</b>						
1	<b>*Ministry of Play cheque added following report finalised.</b>					
2	<b>*Melksham Christmas Lights cheque added following report finalised.</b>					

The Clerk explained that the new financial regulations state that fixed term deposit transfers need to be made under mandate by the Full Council. She advised that £178,000 was transferred into the fixed term account to gain some interest to then be moved back into the main account on 11<sup>th</sup> December. **Resolved.2:** *The Council approved the sum of £178,000 to be transferred from the main account into the fixed term account on 14<sup>th</sup> November, and to be transferred back to the main account again by 11<sup>th</sup> December.*

- c) **Pre-paid Charge Card:** The Clerk explained that the pre-paid charge card was linked to Unity Bank and was automatically topped up to the £500 balance whenever it was used. The Council reviewed a spreadsheet which listed all the purchases which had been made on the card since its inaugural use in August, and considered that this was a very clear document.
- d) **2017/18 Budget vs Actual Spend Report:** The Council reviewed the report produced using the Rialtus accounting software package. It was noted that the report needed some minor tweaking with regard to budget headings, but it gave a clear indication of where the Council was seven months into the financial year with regard to actual spend against the budget. To date the council has spent £107,246 against an annual budget of £198,064, and is well within the tolerances of the budget set for the year.
- e) **Tax Base Number for 2018/19:** The Clerk reported that Wiltshire Council had informed that the draft taxbase number for 2018/19 was 2535.46; this would be confirmed after the Wiltshire Council cabinet meeting on 12<sup>th</sup> December. She advised that if the Parish Council kept the precept payment for each band D household the same as last year that this would only equate to a difference of £6 in the funding received from Wiltshire Council. The Finance Committee would be considering the budget at its meeting on 8<sup>th</sup> January and making its recommendations for approval by Full Council on 22<sup>nd</sup> January. Wiltshire Council had already been informed that the Parish Council would be 2 days late in submitting its precept requirements due to the timings of meetings.
- f) **Town/Parish Council Council Tax Factsheet Nov 2017:** This document explaining how the taxbase is calculated was noted.
- g) **Request for Donation from Melksham Christmas Lights:** It was noted that the Melksham Christmas Lights group had been given a grant for £250 in May when all the grants were given out to organisations in the parish for the general Christmas Lights scheme. However, this request had been made to all the businesses in Melksham whose buildings are decorated over the festive season. **Resolved:** *The Council donate £150 as a business in Melksham, but inform the Melksham Christmas Lights Group that they need to request this in their future Grant Aid applications.*
- h) **Locality Groundwork Grant:** The Council noted that a grant of £10,325 for the Joint Neighbourhood Plan had been paid by Groundwork UK to Melksham Town Council as the lead council in this joint venture. As the lead Council, the Town Council pays all invoices received and then invoices the Parish Council for their share of the costs. The grant will cover the cost of engaging Lemon Gazelle to undertake public consultation work and for writing the plan. The Clerk explained that she would seek advice from the Internal Auditor with regard to how 3<sup>rd</sup> party payments are reported in the accounts.
- i) **Insurance:**
- (i) **Telephone Kiosks in Shaw & Whitley:** It was noted that the two telephone kiosks in Shaw & Whitley that are being adopted by CAWS (Community Action Whitley Shaw) had been put on the Parish Council's insurance policy.
- (ii) **Hornchurch Road Play Area Equipment:** The Clerk confirmed that the Hornchurch Road Play Area equipment had been put on the insurance schedule when the other Wiltshire Council owned play areas were added, and thus was insured prior to the Parish Council taking ownership.
- (iii) **Insurance Review with Insurance Brokers – 23<sup>rd</sup> November, 11.00am:** The Clerk explained that the Insurance Broker was coming to a meeting at Crown Chambers of 23<sup>rd</sup> November to carry out an insurance review, and queried

whether any members of the Finance Committee would like to attend.

**Resolved:** *Cllrs. Glover and Carter to attend.*

- j) **Outstanding Football Team Payments:** It was noted that a football team still owed money for the hire of Bowerhill Sports Field and Pavilion from last season. A small payment had been made, but the rest of the money was still outstanding. The Clerk was continuing to chase this, and letters had been sent from the Parish Council's solicitors.

316/17 **Highways & Streetscene:**

- a) **CATG (Community Area Transport Group) Footway Funding:** The Clerk clarified that this one off fund was for footway maintenance and repairs, which refers to pavements, rather than footpaths which refers to public rights of way. There was a fund of just under £8,000 available, but this was for potential schemes across all of the community area covered by Melksham Area Board. It was noted that the deadline for submission of schemes to be addressed from this fund was 1<sup>st</sup> November.
- b) **Approval of Submission of Corsham Road Footway to CATG for Footway Funding:** Due to the tight deadline for submission of a scheme from this stream of funding, the Parish Officer had taken photos of several footways in the parish that required attention. She had then consulted with Cllr. Baines, as the Parish Council's representative on CATG, with regard to the most suitable scheme to put forward, and this was based upon the volume of footfall of the pavement and its location with regard to proximity to any main roads. Two pavements near to primary schools were identified as the top priority, however, one of these footways in Halifax Road was eliminated as the issues were related to tree roots and any resolution to this problem was too big a scheme for this current pot of funding. A section of footpath in Corsham Road, Whitley, between First Lane and Middle Lane, was therefore put forward as a scheme to CATG as this was the footway used by residents of Whitley to access both the school and the church and had previously been identified by a parishioner with mobility issues as difficult to use. The Wiltshire Highways Engineer had assessed this scheme and had considered it a viable option to put forward to the Area Board. **Resolved:** *The Council approved the submission to CATG of the footway in Corsham Road for repair under the Footway Funding Scheme.*
- c) **Application for Grant Funding from the Area Board for Hornchurch Road Footway Extension:** It was noted that the extension to the footway at Hornchurch Road Public Open Space to enable residents to walk a circular route did not meet the criteria for the CATG Footway Funding, as this was for repairs rather than the creation of a new footway. This scheme to link the existing footways up had previously been submitted under the old PIGS (Pathway Improvement Grant Scheme) and considered a good scheme, and it had been estimated that it would require a stretch of footway approximately 90m long, at £120 per metre. The Hornchurch Road area of public open space is exceptionally wet and makes walking over the grass in bad weather very difficult. It was noted that one of the Area Board's current priorities is improving cycle and pedestrian access and this scheme would meet those criteria. If put forward via the Area Board for funding, the Parish Council would have to commit to 50% of the cost, which would be in the region of £5,000. The Clerk confirmed that there was money available for this in the Council's reserves. **Resolved:** *The Parish Council apply to the Area Board for grant funding for an extension to the footway at Hornchurch Road area of public open space to create a circular route, and that they commit to funding 50% of the cost.*



- d) Verbal Update following Wiltshire Council Presentation on A350 Melksham Bypass Strategic Outline Business Case, 9<sup>th</sup> November:** The Council noted the presentation, the illustrations of the current volume of traffic through Melksham and the forecasted volume in future years. Various approximate routes had been looked at to both the east and west as locations for a Melksham bypass, but only 3 routes to the east had the potential to be financially viable, and these ranged in lengths and costs. Wiltshire Council wanted to make it clear that this presentation in no way outlined any definitive routes, rather they were an indication of possibilities with potential costs to support their outline business case. Twelve bids from other authorities across the country had already passed the selection process for government funding and Wiltshire Council's bid for a Melksham bypass was not one of them, however, Wiltshire Council were preparing a business case in preparation for the possibility that one of the 12 successful bids was not taken forward.
- Resolved:** *The Council send a letter of thanks to the Principle Transport and Development Manager (West and South) for his very good and layman friendly presentation, and ask that he keeps the parish council informed of any progress.*

317/17 **Community Projects/Partnerships:**

**a) Former George Ward Playing Fields:**

- (i) **Update Following Site Visits to Southwick Country Park & Former George Ward Playing Fields:** Members and Officers from both the Parish Council and the Town Council paid a site visit to Southwick Country Park and met with volunteers that help to maintain the park. They gave lots of useful advice, such as bin emptying schedules and explained that there is a circular path which is about 20 years old and now needs some repair. They attribute some of the wear and tear to the monthly parkrun event, which is the only time that the car park is not adequate for the volume of visitors. They advised that when developing a new site that it is surveyed first to establish what trees, plants and habitat are already in place, prior to any new planting. There is a copse of trees that was planted 15 years ago in commemoration of WWI, and those attending were interested in the size and amount of growth of the trees in that time, which will help to inform them when considering where to locate the WWI Commemoration Community Tree Planting Project in Melksham. A site visit was then made of the ex George Ward School playing fields to look at the size of the land and to consider any potential uses.
- (ii) **Grant Funding Opportunities for Community Recreation Area:** The Clerk explained that there are several opportunities for funding, however, these need to be weighed up between community groups that can access pots of funding compared to the Town and Parish Council funding the project but being able to claim back the VAT. The Wiltshire Wildlife Trust had stated that this was a very exciting project which fitted in with all their aims and objectives, however, they could not give funding to statutory bodies such as town and parish councils. However, Town and Parish Councils can claim back the VAT on any costs incurred, and thus it is a fine balance between which way of funding the project is the most cost effective. It was suggested that the project could be set up by the Town and Parish Council and then passed to a voluntary group who would then be eligible to claim funding for any further development of the area. The Wiltshire Wildlife Trust would be happy to give advice to the Town and Parish Council even though they could not claim any funding. It was also noted that funding could be applied for from the Tesco Bags for Life Fund which is

generated from the sale of their 5p carrier bags and applicable for schemes developing outside space.

**(iii) Way Forward in Relation to a Joint Initiative with the Town Council:**

**Resolved:** *The Parish Council further consider the way forward in relation to a possible joint initiative with Melksham Town Council to develop the former George Ward playing fields as a community recreational area.*

- b) WWI Tree Commemoration:** A discussion took place with regard to the exact numbers of the fallen, as some local rolls of honour included those who fought as well as those who fell. The current information indicates that approximately 184 soldiers from Melksham Town and Melksham Without fell during WWI and therefore it was suggested that 200 trees were ordered to create a memorial copse, and this would allow for any increase in numbers or replacement of any saplings that fail to establish. Although ordered via Wiltshire Council these trees will be coming from the Woodland Trust, and thus more could be ordered if needed. It was noted that 200 trees would take up an area of land equivalent to the size of 8 tennis courts. It was considered that a request should be made to receive the trees as early as possible to allow for community engagement with local schools and organisations to plant them. The Clerk reported that the Parish Council needed to jointly order the trees with the Town Council, as the planting of them at the former George Ward playing fields was to be a joint project. **Resolved:** *The Parish Council put in a joint application with the Town Council to Wiltshire Council for 200 trees, with 50% being “autumn colour” trees and 50% “wildlife trees”.*

**c) Health:**

- (i) Report following Health Forum, 26<sup>th</sup> October:** Cllr. Wood gave a verbal update following his attendance at this meeting. Two GPs attended, one from Spa Surgery and one from St. Damians, and much of the discussion was about procedures. Giffords Surgery now operate an appointment system where patients go through triage first to identify whether they need to see a GP or whether another health practitioner would be more appropriate, and this has helped to cut down on wasted time through missed appointments. St. Damians Surgery said that they were moving to this procedure of triage prior to appointment too. Spa Surgery still operate via an advanced appointment booking system. Giffords now have a phone or on-line repeat prescription system which is available 24 hours, 7 days a week. There were also discussions around the provision of a GP Surgery building within the Campus development and whether St. Damians would occupy such a building due to the time delays.
- (ii) B&NES, Swindon & Wiltshire NHS STP (Sustainability & Transformation Partnership):** The council noted a progress report and update on future plans and emerging priorities.

**d) Campus:**

- (i) Update following Area Board meeting, 18<sup>th</sup> October:** The Council noted the latest developments and proposals with regard to the Campus, and the announcement at the Area Board meeting that due to its poor condition Christie Miller Sports Centre would close before the new Campus was built. The Clerk advised that she had contacted Wiltshire Council to inform them of the availability of the Bowerhill Sports Field and Pavilion and that members of the Property Team were coming to look at the feasibility of using the Pavilion in two weeks' time.
- (ii) Correspondence re Campus Car Park Provision:** Correspondence was noted from Melksham Community Partnership in respect to any potential parking provision for the Campus, although it was unclear whether this correspondence

was a statement or a request for action. However, it was additionally noted that the latest plans for the Campus were indicative and thus any future parking provision was currently unknown.

8.30pm – Wiltshire Cllr. While left the meeting.

**e) Schools and Youth Organisations:**

- (i) **Correspondence from Melksham Oak re Links with Governing Body:** The Chairman of the Governors of Melksham Oak Community School had written to say that Cllr. Holder who is also a school governor had agreed to take on the role of liaising with the local community, including councils; this would involve giving formal updates on the school's progress. **Resolved:** *The Council write back to the Chair of Governors thanking them for this offer and requesting that they would like to invite Cllr. Holder to give a formal update to the Parish Council on the school's progress twice a year.*
- (ii) **Parliament Week:** It was noted that only the Melksham Air Cadets had responded to say that they wished to take part in Parliament Week and Cllr. Carter and the Parish Office were due to attend one of the ATC's sessions on Friday 17<sup>th</sup> November.
- f) Review of Joint Provision of Market Place Public Conveniences:** The latest update on the joint provisions of the Market Place public conveniences, were noted and that push-button flushes had been installed to keep water usage costs down.
- g) Report from TransWilts on Train Services:** The Council noted that the Melksham Rail User Group won the gold award at the RailFuture Autumn Conference for their campaign to attract traffic onto trains, and that the Parish Council had been acknowledged for their support.
- h) Correspondence from TransWilts on Bus Proposal:** The negative response from Wiltshire Council with regards to bus service 15 and the northern end of 14 was very disappointing. There were some concerns that the bus links to the railway station were not as good as they could be. **Resolved:** *The Council offer their support for the bus timetable proposal put forward by TransWilts.*
- i) New Project to get Clock above Shaw School Working:** A suggestion had been put forward that the Parish Council investigate working with CAWS and the community to get the clock above Shaw School working again. It was reported that about 25 years ago the clock had been restored after a period of 50/60 years without it working. It was unclear why the clock was not working at the moment and the school had not yet been spoken to. The Clerk confirmed that Parish Councils did have the power to provide clocks. **Resolved:** *The Council speak to the Shaw School in the first instance to establish why the clock is not working.*

9.00pm – Cllr. Chivers left the meeting.

- 318/17 **Wiltshire Council Consultations & Briefing Note:** The Council noted the following:
- a) County Lines & Exploitation (334) Urban criminal gangs in rural locations (drug related)**
  - b) Pause (335) Intervention programme for avoidance of repeat children taken into care**
  - c) Community Right to Bid – Assets of Community Value:** It was noted that the listing of the Heritage Turbine at Bowerhill as an asset of community value was an action to be undertaken.
  - d) Public Health Briefing**
- 319/17 **Staffing & Resources:**

- a) **Relocation to Campus, 2021:** Following the announcement that the planning process for the Campus would not begin until 2018 and it was anticipated that the build would not be complete until 2021, a concern had been raised over potential office accommodation should the Council have to vacate their existing offices at Crown Chambers prior to moving into the campus. It was noted that should this happen that the four office staff could work from the lounge room at the Bowerhill Sports Pavilion, as there was a phone line and WiFi there, and that the United Church Hall could be hired for meetings. **Resolved:** *The Clerk to make informal investigations with regard to potential future accommodation when meeting Wiltshire Council Property Department.*
- b) **Door access for Councillors at Crown Chambers:** The door access code at Crown Chambers was currently only known to the four members of staff that worked in the office and the councillor keyholder. This was previously resolved by the Full Council on 17<sup>th</sup> June, 2017 following a recommendation by the Finance Committee in regard to the Risk Register, and also from the Working Alone Policy and Procedure adopted by Full Council 13<sup>th</sup> July 2015. A member considered that all councillors should have the door access code to enable them to gain entry to the Council office. A discussion took place, and members felt that they would only want to access the office to speak to officers who were always there to answer the door and let people in, and they considered that they would have no need to gain entry should no staff be working. It was noted that this policy had been put in place not only to protect staff from a lone working perspective, but also to protect members against any accusations of misuse of Council information or equipment. **Resolved:** *1. The Council reiterates its support of the Risk Assessment Policy as approved by Full Council on 17<sup>th</sup> June, 2017, and declines the request for members to have the door access code to Crown Chambers. 2. The Working Alone Policy and Procedure to be updated and reviewed at a subsequent meeting.*
- c) **IOSH Managing Safety Course:** It was noted that the Clerk had passed the IOSH Managing Safety Course
- d) **ROSPA Playsafety Operations Play Inspection Training:** The Parish Caretaker was due to update his ROSPA Playsafety Operations Play Inspection qualification. However, it was noted that it was the Clerk who signed off new or refurbished play equipment, and she also makes any decisions over whether to shut a play area on safety grounds. ROSPA had advised that the training could be split into two sections with the Parish Caretaker undertaking the practical exam for the physical inspection, with the Clerk undertaking the training for current standards, governance and legislation for play areas. The cost of splitting the training would be the same as if the caretaker undertook all of the training. **Resolved:** *The Clerk to undertake the training for the governance and legislation section of the ROSPA Playsafety Operations Play Inspection Training at a cost of £420 plus VAT, and the Parish Caretaker to undertake the exam for the practical inspection section at a cost of £195 plus VAT.*
- e) **Impact of Neighbourhood Plan on Staffing Hours Worked:** The Clerk advised that the Council had previously requested that they were informed if staff were working lots of additional hours, as this had a staffing cost implication. She therefore informed that the Parish Officer had worked 84 additional hours over the past month, some of this was due to holiday cover for the Clerk, but the most of the hours were spent on the Neighbourhood Plan. The Council felt that if significant hours were being spent on the Neighbourhood Plan that this should be recorded, so that it could be discussed with the Town Council. **Resolved:** *Moving forward, staff log the hours that they spend working on the Neighbourhood Plan for a month's trial.*

*In line with Standing order 3d, the following items were held in Committee and the Apprentice Parish Officer left the meeting.*

- 319/17C f) **Budget Implication of Employing Apprentice Parish Officer after Completion of Apprenticeship:** The Clerk explained the breakdown of the Apprentice Parish Officer's pay to date, and explained that in March she would be 21 which would change the national minimum wage pay scale. Having spoken to both the Apprentice Parish Officer and other staff it was felt that following the completion of her apprenticeship it would be better for her to work 3 full days, Monday, Tuesday and Thursday, of 7 ½ hours rather than 4 days at 5 hours, and this would equate to 22 ½ hours per week. The apprenticeship ends on 31<sup>st</sup> March 2018. The Chairman of the Staffing Committee had already reviewed the possible pay scale points in comparison with other Council staff pay scales and their job responsibilities and had recommended pay scale point 10; this would reflect the initial responsibilities that she would be given, but also allow scope for increase. It was considered that a job specification was required in order to accurately assess whether scale point 10 reflected the responsibilities of the role. The Clerk wished to report that at the Remembrance Sunday event a contractor commented on how lovely the young lady who answered the phone was, and that she was a really good first point of contact for the Council. Cllr. Carter wished it to be minuted that as well as the Apprentice Parish Officer's own personal qualities that have enabled her to do well, he considered that the other staff should be commended on the training and support that they have given her. **Resolved:** *The Council approve in principle employing the Apprentice Parish Officer on scale point 10 subject to final ratification of a job specification.*

Meeting closed at 9.55pm

Chairman, 11<sup>th</sup> December, 2017