

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 9<sup>th</sup> October, 2017 at Crown Chambers, Melksham at 7.00 p.m.**

**Present:** Cllrs. Richard Wood (Chair), Alan Baines, Paul Carter, Mike Mills, Gregory Coombes, 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 and Colin Goodhind.

One member of the public.

260/17 **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) **Cllr. Andy Hinchliffe:** Cllr. Wood announced the sad news that Melksham Town Cllr. Andy Hinchcliffe had passed away. The Council observed a minute's silence in his memory.
- b) **SWIB (South West in Bloom) Competition:** The Council congratulated BRAG (Bowerhill Residents Action Group) on being awarded "Outstanding" for the 4<sup>th</sup> year in a row at the SWIB awards last week.
- c) **Area Board Meeting Wednesday 18<sup>th</sup> October:** It was noted that the next Area Board meeting on Wednesday 18<sup>th</sup> October at 7.00pm at the United Church was specifically about the Melksham Health & Wellbeing Campus.
- d) **Chamber of Commerce Quiz Night:** It was noted that Melksham Without are entering a team in the Quiz Night being held to relaunch the Melksham Chamber of Commerce, with all proceeds going to Dorothy House.
- e) **Remembrance Sunday:** The Remembrance Sunday Parade will leave the Town Hall to go to St. Michaels Church at 2.45pm on Sunday 12<sup>th</sup> November. There will be refreshments after the church service and return parade in the Assembly Hall.

261/17 **Apologies:** Cllr. John Glover (Vice Chair) was on holiday and Cllr. Steve Petty had work commitments. The Council approved these reasons for absence. Cllr. Kaylum House was visiting a relative. The Council did not approve this reason for absence. Wiltshire Cllr. Alford gave his apologies as he was at another meeting.

262/17 **Declarations of Interest:** Cllr. Mills declared an interest in agenda item 11b, a letter from BRAG. Cllr. Pattison declared an interest in agenda item 15a, Car Parking Consultation, as an employee of Wiltshire Council's car parking department. The Clerk declared an interest in agenda item 8a, Young Peoples Awards, as a Trustee of Young Melksham and in agenda item 12a, Asset Management Minutes, as her husband had been asked by Shaw Village Hall Committee to quote for works to repair the hall wall. Marianne Rossi declared an interest in agenda items 17a & 17b, Staffing issues.

263/17 **Dispensation Requests:** None.

264/17 **Items to be Held in Committee:** **Resolved:** *Agenda items 17a & 17b 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.

265/17 **Invited Guest: Colin Goodhind – Melksham Parkrun:** Mr. Goodhind gave an update on the situation to date with regard to Melksham Parkrun. He reported that he was very close to being able to announce the date of the inaugural run, but that the organisers were awaiting the drawing up of a licence to use land between Murray Walk and the Forest Community Centre which is in the ownership of Cooper Tires. Cooper Tires were very supportive of the parkrun project and were absorbing the solicitors' costs and not passing this on to Parkrun. Once this licence is drawn up, there will be a six-week period where Parkrun HQ will set up the website, and it is hoped that the first run could possibly be at the end of November. The Parish Council's funding of £1,000 was added to the £1,000 donated by both the Town Council and the Area Board, to make up the £3,000 required by Parkrun to fund the setting up of a Melksham Parkrun. This includes:

- The production of a website
- The hosting of results in real time
- Scanners
- A lap top
- Hi-viz vests
- Cones
- Mapping for the route including accurate certified measurement

There is a core team of 12 volunteers to undertake the running and marshalling of each event, who have signed a safeguarding policy and attended mentoring sessions at the Southwick Parkrun event.

Car parking for the events has been agreed with both Waitrose and Sainsburys supermarkets, and public liability insurance is provided under the umbrella of the UK Athletics Association.

The Council noted the route, part of which includes King George V Park, was 5 kilometres, and started and finished at the Melksham Adventure Centre. There are approximately 600 Parkrun events in the UK and about 400 in other countries, with Southwick Parkrun, a very successful event, attracting in excess of 300 runners.

Mr. Goodhind informed that the Parkrun events are free and open to all, and that runners can just turn up on the day, however if you pre-book and register with Parkrun runners can then access their run time. He advised that whilst he wanted the Parkrun event in Melksham to be a success and attract lots of runners, he wanted to start slowly to ensure that the events run smoothly. Parkrun HQ only issue one scanner to start with and then will issue additional scanners for every 100 runners, thus the organisers do not want to be swamped in the early sessions before they can obtain additional scanners. He confirmed that the Parish Council, along with other sponsors of the event would be publicly thanked in the press and at the inaugural event and acknowledged on the Melksham Parkrun website. He explained that there were strict rules that applied to Parkrun events as part of the UK Athletics Association and that he would have to enquire whether the Parish Council could be acknowledged on event banners. Cllr. Wood thanked Mr. Goodhind for the update.

*Mr. Goodhind left the meeting and the Council agreed to suspend standing orders for a period of public participation.*

266/17 **Public Participation:** A Parish Council Allotment Holder wished to object to the Parish Council's resolution, made in December 2015, that residents affected by the outcome of the boundary changes made under the Community Governance Review would have to pay double the allotment rent once they became Town residents. He explained that both he and his wife both had an allotment plot and that he considered that £54 for each plot was expensive. He felt that the Parish Council's decision was unfair as he had not moved house, it was Wiltshire Council who had made the decision to move the boundary.

Wiltshire Cllr. While reported that there was a Wiltshire Council meeting on Tuesday 17<sup>th</sup> October and that prior to the meeting the CCG were due to give a closed presentation on the developing plans for sustainable health care in Wiltshire. Several options had been put forward, but Option 11 was considered the favoured option, which was new provision in the Chippenham, Melksham and Trowbridge "triangle".

The officer hierarchy at Wiltshire Council is changing with the appointment of another corporate director. This post, which will be funded jointly by Wiltshire Council and the CCG, will be specifically responsible for health and older people, with the objective being that there will be joint working to address the needs of these two issues.

Cllr. John Thompson, Portfolio Holder for Campuses, will be at the Area Board meeting on Wednesday 18<sup>th</sup>, to give an update on the Melksham Campus and Wiltshire Cllr. While advised that the Melksham Campus will cost more than any other campus in Wiltshire.

He further reported that Wiltshire Council had been looking at proposals for future domestic refuse collection, one of which was to change the schedules of collections for recyclables from every two weeks to every three weeks, but the members were not in support of this.

*The Council re-convened and agreed to bring forward agenda item 12c.*

267/17 **Matters Arising from Asset Management Committee Meeting, 2<sup>nd</sup> October, 2017:** Recommendation from Min.256/17a: It was noted that it had been resolved under Min.430/15d) at the Full Council meeting, 14<sup>th</sup> December 2015, that once the boundary changes agreed under the Community Governance Review on 24<sup>th</sup> November, 2015, came into effect that those allotment tenants affected by this change would be required to pay double the rent, as per other non-residents. All those tenants that were affected had been written to on several occasions, explaining the situation, and the decision made by the Council in respect of the loss of precept contributions from those tenants who were no longer residents. Eighteen months notice had been given to the eight allotment tenants affected, and two tenants had complained about this decision. The Clerk had investigated the charges made by the Town Council for their allotment plots, this was currently £35 for a full plot and £17.50 for a half plot, but this was due to rise next March to £40 & £20 respectively. Additionally they charged the same rental rate for both residents and non-residents. A discussion took place; some councillors felt that it was not the fault of the tenants that the boundary had moved and that it was unfair to charge those tenants double, whilst other councillors felt that the Council should not

favour non-parish residents as this was unfair on the parishioner who were contributing to the running costs of the allotments via their precept contributions. **Resolved:** *Those allotment tenants affected by the boundary changes under the Community Governance Review, approved on 24<sup>th</sup> November 2015, to pay the resident rate for their plot and to be given a refund if they have already paid the double rent charge for non-residents for this allotment year (1<sup>st</sup> October 2017 – 30<sup>th</sup> September 2018). However, if any allotment tenants move house and are no longer a resident of the parish they must pay the double non-resident rental rate.*

*The member of the public left the meeting.*

268/17 **Councillor Training:**

- a) **WALC (Wiltshire Association of Local Councils) Core Skills Training, Monday 20<sup>th</sup> November, 2017:** It was noted that four Melksham Without Councillors and six Town Councillors were attending this training being held at Crown Chambers at 7.00pm. There were still spaces available on this training if councillors wished to attend.
- b) **Planning Training – “How to negotiate a better outcome in planning”, Monday 15<sup>th</sup> January, 7.00pm:** The Council had previously approved under M119/17e) to engage the services of Andrea Pellegram to carry out in-house planning training. A contract of terms had now been received, the fees for the session will be £350 plus mileage at 55p per mile. Cllrs. Carter, Baines, Holder, Mills, Coombes, Pile and Wood all stated that they would be attending. **Resolved:** *The contract was approved and accepted.*
- c) **“The Voice of the Councillor” Report:** It was noted a research paper, entitled “The Voice of the Councillor” was available for those interested. This was available to read online or the Clerk could provide printed copies.

269/17 **Council Representatives:**

- a) **Young People’s Awards Working Party:** Following the success of their annual awards ceremonies, Young Melksham are looking at ways to change the format of this event and to be able to invite more young people. They are setting up a working party to develop their new event and invited the Parish Council to nominate a representative to join this working party. **Resolved:** *Cllr. House to be asked if he would be the Parish Council representative on the Young Melksham Working Party. As a Governor of Melksham Oak School, Cllr. Holder to be the reserve representative.*
- b) **Health Forum Meeting, Thursday 26<sup>th</sup> October, 2017:** The Clerk requested a substitute for Cllr. Glover who is one of the Parish Council representatives for this group and is unable to attend. **Resolved:** *Cllr. Carter to be the substitute for Cllr. Glover at this meeting, and Cllr. Wood to be the substitute for Cllr. House if he is unable to attend.*
- c) **Correspondence from Melksham Community Safety Partnership:** Correspondence had been received from the Melksham Community Safety Partnership with regard to sending a substitute if the organisation representative could not attend. Cllr. Mills advised that he had been the Parish Council representative for over 20 years and that it had been understood that if a representative was unable to attend that a substitute was not sent as they would not have the relevant background knowledge. **Resolved:** *The offer to send a substitute to Melksham Community Safety Partnership meetings if Cllr. Mills is unable to attend to be declined.*

**d) Data Protection Working Party Meeting, Wednesday 11<sup>th</sup> October, 2017:** Due to work commitments Cllr. Taylor was now unable to attend this meeting. Cllr. Chivers and Pattison were also on this working party. There were no other councillors that were available to substitute for Cllr. Taylor and it was considered that three councillors were required for this meeting. **Resolved:** *This meeting to be postponed until an alternative date can be arranged.*

270/17 **Minutes, Full Council Meeting 11<sup>th</sup> September, 2017:**

**Resolved:** *The Minutes of the Full Council Meeting held 11<sup>th</sup> September, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*

271/17 **Matters Arising from Minutes, Full Council Meeting 11<sup>th</sup> September, 2017:**

From Min.206/17e – Following the information sent to Quintas Energy by the Parish Council, the Sandridge Solar Farm community benefit had been recalculated. The previous miscalculation had seen the Parish Council at a disadvantage as all the properties affected by the boundary changes under the Community Governance Review had been included in the calculation rather than just those within the qualifying 2.75km radius. This had been corrected, and the Parish Council had now received this year's payment of £5,522.52.

272/17 **Minutes, Planning Committee Meeting 25<sup>th</sup> September, 2017:**

**a) Resolved:** *The Minutes of the Planning Committee Meeting held 25<sup>th</sup> September, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*

**b) The Recommendation detailed in Min.219/17 was formally approved.**

**c) Planning Application:** It was noted that Wiltshire Council only give 14 days notice to give comments on amended applications, therefore this application needed to be considered at this meeting in order to meet the Consultation deadline date.

**17/02904/FUL (Amended) - Evans Business Centre, Hampton Park West:**

Proposed development of 2no. light industrial buildings to be split up internally to form 16no. units for use Class B2 and all associated external works. Applicant: Bridges Business Space LLP

**Comments:** *The Council were pleased to note that its previous objections to this application with regard to the lack of newt fencing to protect Great Crested Newts, and the removal of the bund which had provided noise amelioration from the existing industrial development had now been addressed via the revised plans.*

273/17 **Minutes, Highways & Streetscene Committee Meeting 25<sup>th</sup> September, 2017:**

**a) Cllr. Carter** considered that the minutes did not accurately reflect the motion that he had put forward. The wording of Min.236/17 was amended accordingly.

**Resolved:** *The Minutes of the Highways & Streetscene Committee Meeting held 25<sup>th</sup> September, 2017 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*

*Min.236/17 – amended to read “Cllr. Carter expressed concerns over the amount of time that it takes for works being undertaken in the parish at the request of residents and if Wiltshire Council adopt a policy of not paying for work and parishes pay instead. He quoted two schemes that he had put forward via CATG on behalf of parishioners which had both taken 20 months to be actioned” and “Cllr. Carter queried why the Parish Council were not able to speed up this process by bypassing*

CATG and undertaking the works themselves. It was queried whether the Parish Council had the relevant knowledge and power to undertake highways works".  
Min. 241/17a & Min.247/17b – Spelling error of “CWS” amended to “CSW” (Community Speed Watch).

- b) Correspondence from BRAG Supporting Request for Bowerhill Signage:** A letter from BRAG was noted which supported a new Bowerhill sign on the A365 prior to entering Bowerhill from Melksham, and objected to any proposal for a Melksham sign on the A365 to the east of Melksham Oak School.
- c) Resolved:** *The Recommendations detailed in Min.228/17a), Min.228/17b), Min.231/17)iii), Min.231/17)iv), Min.231/17)ix), Min.237/17, Min.238/17a), Min.238/17c), Min.238/17e), Min.238/17f), Min.238/17h), Min.238/17k), Min.239/17c), Min.240/17b), Min.242/17a), Min.242/17c), Min.246?17 and Min.247/17a) were formally approved.*
- d) Grant Funding for Footpaths and Kissing Gate:**
- (i) Request for Kissing Gate to rear of Shaw Playing Fields:** A request had been received from an older resident of Shaw for the existing “V” shaped concrete stile to the rear of Shaw Playing Fields, which allowed access to public footpath MELW 79 to be replaced with a kissing gate as this existing stile was difficult to use by those with more limited mobility. It was noted that the Wiltshire Ramblers had offered their assistance in both labour to install new gates and help with applying for grant funding for such projects. It was noted that one of the Area Board’s objectives is improving footpaths and pedestrian and cycle access. **Resolved:** *The Council apply to the Area Board for grant funding for the capital expenditure of providing a kissing gate at the rear of Shaw Playing Fields which gives access to public footpath MELW79.*
- (ii) Footpath at Hornchurch Public Open Space:** The Clerk reported that she understood that CATG (Community Area Transport Group) had £8,000 for improving footpaths this year. She explained that the Parish Council already had a scheme for extending the footpath at Hornchurch Road Public Open Space so that it connected to the existing footpaths to create a circular path. This scheme had previously been approved when PIGS (Pathway Improvement Scheme) funding had been applied for. At that time, it had been estimated that 80m-90m of new footpath would be required to link the existing footways, and that the cost was approximately £120 per metre. The previous scheme had been estimated at a total cost of £10,000 and at that time the Parish Council had been happy to pledge funding half the cost of the project. The Council agreed that this was still the best scheme in the parish to put forward. **Resolved:** *The Parish Council put forward, via CATG, the scheme at Hornchurch Road to install a new footpath to link the existing footpaths to create a circular route around the area of Public Open Space. The Council to commit to the usual one third funding split, with Cllr. Baines having delegated powers to commit to 50% of the funding if necessary.*
- e) New Dates for CATG and Highways & Streetscene Committee meetings:** It was noted that the dates of Highways & Streetscene Committee meetings were planned in order to be able to inform the CATG meetings. There was now to be an additional CATG meeting in January, so there would now be an additional Highways & Streetscene meeting on Monday 27<sup>th</sup> November to feed into this meeting. The meeting on the 29<sup>th</sup> January still stands as this will feed into the March CATG meeting.

274/17 **Minutes, Asset Management Committee, 2<sup>nd</sup> October, 2017:**

- a) Resolved:** *The Minutes of the Asset Management Committee Meeting held 2<sup>nd</sup> October, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) Resolved:** *The Council noted that a revised quote of £2,324.90 had been received from the Ministry of Play for repairs works to the play areas in the parish, as per Min.253/17b)1). The Recommendations detailed in Min.253/17b)1) and Min.253/17b)2) including the revised quote were formally approved. The Recommendations detailed in Min.253/17c)1), Min.253/17c)2), Min.253/17e)1), Min.253/17e)2), Min.253/17f)1) and Min.253/17f)2) were formally approved. The Recommendation detailed in Min.254/17a) was formally approved with the inclusion that advertising banners are put up on the railings around the sports field in Portal Road and Westinghouse Way at an approximate cost of £40 - £50 per banner. The Recommendations detailed in Min.254/17b)1) and Min.254/17b)2) were formally approved, however, the Clerk reported that following discussions with the Secretary of the Chippenham and District League, that the Parish Councils hire charges were expensive with the average cost of pitch and facility hire being between £40 -£50. The Recommendations detailed in Min. 254/17d), Min.255/17a), Min.255/17c), Min.256/17a)1), Min.256/17a)2), Min.256/17b), Min.256/17b)3) and Min.259/17 were formally approved.*

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

Before he left the meeting Wiltshire Cllr. While advised that Wiltshire Council were about to undertake a review of the electoral boundaries and number of seats in the county.

*Wiltshire Cllr. While left the meeting and the Council re-convened.*

275/17 **Finance:**

- a) Council Receipts:** The Council noted that the following amounts had been received since the last meeting, including the second instalment of the precept payment of £89,000.

<b>Transaction Number</b>	<b>Paying In Ref</b>	<b>Income Details</b>	<b>Amount £</b>
V243	500137	Briansfield Allotments x 3	108.00
V243	500137	Berryfield Allotments x 3	162.00
V244	500138	Briansfield Allotments x 1	27.00
V244	500138	Berryfield Allotments x 1	27.00
V245	500139	Berryfield Allotments x 2	54.00
V245	500139	Briansfield Allotments x 2	54.00
V246	500140	Briansfield Allotment x 1	27.00
V247	500141	BASRAG Inv. 004-JB260917 (n/letter p/copying)	9.51
V248	500142	The Foresters Arms Inv. 007-JB260917 (part paid 3/9 & 1/10)	120.00

V249	TFR	Berryfield Allotments x 5	189.00
V250	TFR	Briansfield Allotments x 4	135.00
V251	TFR	Wiltshire Council - Precept	89,000.00
			<b>89,912.51</b>

**b) Accounts for Payment:** The Clerk explained that the Council debit card had been invaluable as the officers had recently carried out 27 land searches on behalf of the Neighbourhood Plan. There was now a requirement for a £361.40 top up payment onto the card to keep it at the £500 balance.

**Resolved: 1.** *The following accounts were checked and formally approved for payment:*

Trans action No	Chq No. Ref.	Payee	Payment Details	Net £	VAT £	Gross £
V252	DD - Sept.	E.ON	Utility bill - Gas Inv. H14CCE751E Sports Pav.	11.08	0.55	11.63
V253	DD - Sept.	E.ON	Utility bill - Elec. Inv. H14CCE080F Sports Pav.	43.99	2.20	46.19
V254	DD - Sept.	BT	Telephone Bill Inv. MO27RU Sports Pav.	43.70	8.74	52.44
V255	DD - Sept.	SIRUS LTD	Telephone System Inv. 34120(Crown Chambers site)	63.12	12.85	77.10
V256	DD - Sept.	Grist Environmental	Trade Refuse Inv. 214647 Sports Pav.	32.55	6.51	39.06
V257	5613	Melksham Town Council	Inv. MISC/30/17/18 - Cont. towards Neighbourhood Planning Expenditure	117.45	0.00	117.45
V258	5614	Melksham Town Council	Inv. MISC/31/17/18 - Cont. towards Neighbourhood Planning Expenditure	130.50	0.00	130.50
V259	5615	Aquasafe Environmental Ltd	Inv. No. 170902 - Water hygiene	115.00	23.00	138.00



			PPM visit Sept. 17			
V260	5616	Walker Fire (UK) Ltd	Inv. No. 283841 - Extinguisher service (Crown Chambers site)	134.89	26.97	161.86
V261	5617	UK Safety Management	Inv. No.575924 - PAT Testing (Crown Chambers site)	138.74	27.75	166.49
V262	5618	Simon J White	Inv. No. 7564 - Maintenance of Carson Tyres Roundabout (less £9.75 overpayment on last invoice)	185.25	0.00	185.25
V263	5619	Rialtas Business Solutions Ltd	Inv. No. SM18272 - Omega software annual support	245.00	49.00	294.00
V264	5620	Avon IT Systems	Inv. No. 1629 - purchase and installation of new monitors (computer screens)	298.00	59.60	357.60
V265	5621	Rialtas Business Solutions Ltd	Inv. No. 25686 - On site training for Finance Assistant	418.80	83.76	502.56
V266	5622	PlaySafety Ltd	Inv. No. 31703 - ROSPA annual play area inspections	430.50	86.10	516.60
V267	5623	JH Jones Ltd	Inv. No. 12690 - Grass Cutting Sept. 17	736.41	147.28	883.69
V268	5624	Total QSR Ltd	Inv. No. INV-1136 Rent Qtr 3 (1/10/17 to 30/12/17) Crown Chambers	1,608.75	0.00	1,608.75
V269	5625	Tollgate Security Ltd	Inv. No. 38991 Annual maintenance Intruder Alarm system BT Redcare GSM	630.00	126.00	756.00

			(Bowerhill Pavilion)			
V270	5626	Information Commissioner	Data Protection registration 17/18	35.00	0.00	35.00
V271	5627	Wiltshire Pension Fund	October 2017 Pension Contribution	1,447.04	0.00	1,447.04
V272	5628	HMRC	October 2017 PAYE - 06/09 to 05/11	992.71	0.00	992.71
V273	5629	Wilts & Berks Canal Trust	Annual membership subscription from Sept 17	25.00	0.00	25.00
			<b>SUB TOTAL</b>	<b>7,883.48</b>	<b>660.31</b>	<b>8,544.92</b>
	<b>Salaries:</b>					
V274	Unity BACS	Teresa Strange				
V275	Unity BACS	Joanne Eccleston				
V276	Unity BACS	David Cole				
V277	Unity BACS	Terry Cole				
V278	Unity BACS	Elaine Cranton				
V279	Unity BACS	Justina Barber				
V280	Unity BACS	Marianne Rossi				
			<b>Salaries Total</b>	<b>0.00</b>	<b>0.00</b>	<b>5147.08</b>
			<b>TOTAL</b>	<b>7,883.48</b>	<b>660.31</b>	<b>13,692.00</b>
<b>NOTES</b>						
1	Top up to Multipay Card £360					

- c) **Budget Reporting Ability and Training Undertaken:** Training had been undertaken by the new Finance Assistant with Rialtas, the providers of the accounting software package used by the council. This had cost £399, plus mileage, and had been approved by Cllr. Wood and Cllr Baines, as it was considered that it would be unfair to expect the new Finance Assistant to use the system with no training. However, this has proved to have been a worthwhile exercise as the Finance Assistant has already put the months of April, May and June onto the system and will be concentrating this week on putting August, September and October onto the system, so that at the November Full Council meeting a report can be made about the Councils actual spend against the budget. In January the Council will be looking at next year's budget.

- d) Addition of Finance Assistant to Bank Mandates:** It was noted that the Finance Assistant had settled in well and had been working at the Council for a month now. The Clerk requested that the Finance Assistant was set up as a “View & Set Up” only administrator with Lloyds Bank and Unity Bank. Additionally, it was previously resolved that the Parish Officer was also set up as a “View & Set Up” only administrator. This had happened for Unity Bank, but Lloyds Bank had no record of her despite the paperwork being sent together with the requests for other member additions and removals to the account which had been carried out. **Resolved: 1.** *The Finance Assistant to be set up as a “View & Set Up” only administrator with both Lloyds Bank & Unity Bank. 2. The paperwork authorising the addition of the Parish Officer as a “View & Set Up” only administrator with Lloyds Bank to be resubmitted.*
- e) Conclusion of Audit:** The Clerk reported that the External Auditors, Grant Thornton, had sent the conclusion of audit paperwork for the year ending 31<sup>st</sup> March 2017, and no issues were raised. As per the legal requirement, this notice had been put on the front page of the council’s website, in addition it had been posted on the Council’s social media platforms and put up on the parish notice boards. **Resolved:** *The Council formally thanked the Clerk for assisting the Council through the External Audit process in the unfortunate situation where the Finance Assistant left at the critical moment and there were a lot of errors in the accounts to be sorted before they could be submitted to the Auditors. .*
- f) Council Tax Setting Timetable 2018/19:** It was noted that Wiltshire Council had informed parish and town councils of the key dates for the Council Setting Timetable for 2018/19. The draft tax base figures will be issued on 6<sup>th</sup> November, with formal approval of these by Cabinet on 12<sup>th</sup> December and deadline for submission of the precept request form on 19<sup>th</sup> January, 2018. As the tax base figures issued on 6<sup>th</sup> November are draft until approval they are subject to change, and have done so in the past. The Finance Committee therefore do not make their recommendations for the precept setting until January following approval of the figures by Wiltshire Council Cabinet, and these recommendations will be approved by Full Council on 22<sup>nd</sup> January for submission to Wiltshire Council on 23<sup>rd</sup> January. Due to the timings of the release of this information every year, the Parish Council are always a couple of days late in their submissions, but Wiltshire Council are always informed of this in advance.
- g) DCLG (Department for Communities and Local Government) 2018/19 Local Government Finance Settlement Consultation Paper – Council Tax Referendum Principles:** This information was noted and the fact that Central Government have the legislative power to cap local councils and for 2017/18 had issued a challenge to town and parish councils to demonstrate restraint when setting precept increases that are not a direct result of taking on additional responsibilities. For 2018/19, the Central Government consultation currently states that:  
 “The continuation of this position for 2018/2019 is contingent upon the Government receiving clear evidence of how the sector is responding to this challenge. The Government expects parishes, in setting their precepts, to consider all available options to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for particular purposes or for “invest to save” projects which will lower on-going revenue costs. Any revised proposals will be set out at the time of the provisional local government finance settlement later in the year”.
- h) Response from Wiltshire Cllr. Alford re: Business Rates Retention:** The Council noted a response from Wiltshire Cllr. Alford. He informed that as the current grant to Local Government from Central Government is being reduced to zero over the next

four years that Central Government will allow Local Government to retain more of the business rates than it currently does, however, the exact figures and calculations are not yet known. It is anticipated however, that more Central Government functions will be passed onto Local Government, and thus any additional funds will be spent on supporting these.

276/17 **Health & Safety:**

- a) **Report following IOSH Health & Safety Training:** The Clerk reported that she had attended the 4-day IOSH Managing safely course in Trowbridge and passed the exam. There was then an element of course work to be submitted based on the trainees' place of work. The Clerk had undertaken a Health & Safety risk assessment of the office at Crown Chambers with the other members of office staff. A number of issues had been identified and resolutions and new working practices implemented, which had formed the basis of the coursework that she submitted. This takes 6 weeks to be assessed and moderated. As the Council has more than 5 employees it has a legal responsibility with regard to issues such as risk assessments. Risk assessments with the Parish Caretaker and the Allotment Warden had been scheduled. The Clerk felt that the overarching message from this training and one that she wanted to impress on everyone was that Health & Safety needs to be part of the culture of the council and not just a tick box exercise, and that employers have a moral duty as much as they have a legal duty. She drew attention to recent cases in the press where employers have faced custodial sentences following breaches in Health & Safety legislation.
- b) **Parish Council Health & Safety Representative:** It was noted that prior to the recent elections that the Parish Council had a Health & Safety representative, who not only was an additional person that members of staff could raise concerns with, but also someone who could review and work through the risk assessments. Cllr. Taylor volunteered to take on this role. **Resolved: 1.** *Cllr. Taylor to be the Parish Council Health and Safety Representative for 2017/18.*
- It was noted that Wiltshire Fire and Rescue no longer come out to undertake fire checks, and it was queried whether an independent fire check should be carried out as the previous independent Fire Risk Assessment had been conducted 3 years ago. The Clerk reported, following her recent training, that a qualified independent fire risk assessor has powers to report a building that they consider to be at risk to the local Fire Authority who then have the power to shut that building down. **Resolved: 2.** *The Council commission an independent fire risk assessment as soon as possible.*

277/17 **Wiltshire Council Briefing Notes:**

Cllr. Pattison as the author of the Car Parking Consultation left the room whilst the next agenda item was considered.

- a) **Car Parking Consultation:** The Council considered this consultation. **Resolved:** *The Council respond to this Consultation as follows:*
- **Question 3: Seeking Ways to mitigate against an inflation increase across all parking charges** – *The Council supports the first response “An inflationary increase to current pay and display parking charges”*
  - **Question 4: Introduce Sunday and Bank / Public Holiday charging at all car parks** – *The Council supports the first response “Wiltshire Council/implementing Sunday and bank holiday charges in all its car parks (including those that are currently free during the week)”*
  - **Question 5: Charge in all Wiltshire Council car parks** – *The Council supports the second response “Spreading the income requirement across the*

chargeable car parks within that local community with the resulting cost increase to parking charges.

- **Question 6: Move the free event parking offer in November and December to other times of the year** – The Council supports the first response “Yes I would support this”
- **Question 7: Base season ticket prices on the standard rate charges** – The Council supports the first response “Wiltshire Council amending its season ticket prices so that they reflect at least 50% of the normal daily charge”
- **Question 8: Harmonise Residents’ parking permit charges** – The Council supports the first response “Harmonising the charges for residents’ permits and limited waiting permits across Wiltshire”
- **Question 9: Reduce the period of time or Parking grace from 15 minutes to 10 minutes in all car parks** – The Council supports the second response “No I would not support this” with the additional comment “this would antagonise drivers and is not worth the potential saving of £5,000 per year”

Cllr. Pattison rejoined the meeting.

- b) **Waste Strategy Consultation:** It was noted that most of the questions were applicable to individuals rather than an organisation, as such members agreed to comment individually.
- c) **Closure of Bowerhill Household Recycling Centre 30<sup>th</sup> October -11<sup>th</sup> November for Refurbishment:** The Council noted this Briefing Note (No. 330). They were pleased to see that closures for all the recycling centres had been scheduled so that only one recycling centre was closed at a time.

#### 278/17 Community Projects/Partnerships:

- a) **Correspondence from Town Council re: Joint Working:** The Council acknowledged that the two councils were already working together on the Neighbourhood Plan and the Market Place public toilets, and the forthcoming “Far Field” (ex George Ward Playing Fields) project, in addition to joint funding of projects such as Parkrun and the Station Platform expansion, and grant funding to local organisations. The Parish Council wish to continue in this vein with any future projects. It was suggested that a joint list was compiled of projects worked on together and future initiatives. **Resolved:** *The Parish Council send a courtesy reply stating that it is always the Parish Council’s intention to cooperate where possible for the benefit of parishioners of both the parish and the Town, and that they look forward to future partnership working.*
- b) **Report from TransWilts on Train Services:** This report was noted, but the Council were particularly concerned about the section referring to the 2 Year Hire of the Yard by Wiltshire Council. This includes the land with the potential community hut, which is preventing TransWilts from setting up the information point, café and facilities. Grant funding had been received from the Area Board for the provision of a public toilet, and the Parish Council had given £3333.34, a third share, towards the cost of the Station improvement project.
- c) **Report from TransWilts on Bus Services:** This report was noted and considered to be extremely well thought out proposal.
- d) **NFU (National Farmers Union) and Wiltshire Police Campaign to Reduce Hare Coursing in Wiltshire:** This correspondence and link to website and YouTube footage was noted.

- e) **Community First AGM and Awards Celebration, Wednesday 11<sup>th</sup> October:**  
*Resolved: Cllr. Coombes to attend if he is able.*
- f) **Mental Health Figures for Wiltshire following Wiltshire Mind AGM:** The Council noted the ten bullet points raised at the presentation, and that Wiltshire Mind consider that mental health services are not funded as seriously as physical health, with a lot of reliance on volunteers.
- g) **Melksham Remembers Project – “Volunteer Recruitment Event”:** The Council noted this event on Thursday 19<sup>th</sup> October.
- h) **Community Policing Report:** The Council noted the latest Community Policing report.

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

#### 279/17C Staffing & Resources:

- a) **Progress Report on Apprentice Parish Officer’s NVQ:** The Clerk explained that the Apprentice Parish Officer’s assessor had left Life Time Training, the apprenticeship provider, and a new assessor would be allocated to her. The outgoing assessor had sent an email explaining the situation and that Apprentice Parish Officer’s files and work had been passed to a colleague. Additionally, she reported that the Apprentice Parish Officer was just over 75% through her course and was likely to complete the NVQ by the end of the year, well in advance of her completion date next April.
- b) **Future Plans for Apprentice Parish Officer Role:** The Clerk reported that Miss. Rossi had been a really effective member of staff and that she would be really missed by both the Council and the other members of staff when her apprenticeship ended. A discussion took place over whether the Council could continue to employ Miss. Rossi after the completion of her apprenticeship and the Clerk explained that this would incur an additional cost as Miss. Rossi would need to be paid at least at the National Living Wage rate (currently £7.65 per hour) rather than the Apprentice rate. The Clerk did not know the exact costs at this moment as it would depend upon how many hours the Council wished to offer her. Miss. Rossi had been asked whether she wished to continue working for the Parish Council; she would as she feels that she is gaining invaluable experience that she can take with her to any future employer. She would prefer to work 3 full days rather than 4 part days. It was considered that she was a great asset to the Council, and had an excellent telephone manner as first point of contact for the Council. It was felt that if the Council continued to employ Miss. Rossi not only would it reflect positively in her CV, it would also reflect positively on the Council as an organisation which is committed to giving young people an opportunity to get on the employment ladder. A proposal was put forward that the Council could take on another apprentice with Miss. Rossi taking on the supporting and training role of that person, but the timings of taking on another apprentice would need to be co-ordinated with school and college leaver dates, usually January and September, and the employment duration offered to Miss. Rossi. *Resolved: The Clerk to investigate and write a contract for a year fixed term contract, including terms and rate of pay, to continue employing Miss. Marianne Rossi to be brought back for consideration at the next Full Council meeting.*
- c) **Ill Health Liability Insurance Cover for Wiltshire Pension Scheme:** It was noted that ill health liability insurance cover is provided free of charge as part of the Wiltshire Pension Scheme. This is an automatic process that the Council would have

to opt out of. **Resolved:** *The Council accepts the ill health liability insurance cover as part of the Wiltshire Pension Fund Scheme and does not opt out.*

Meeting closed at 9.50pm

Chairman, 13<sup>th</sup> November, 2017