

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 10th April, 2017 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllrs. Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Rolf Brindle, Pat Nicol, Paul Carter, Gregory Coombes, Mike Sankey and Ian Tait.
Officers: Teresa Strange (Clerk), Jo Eccleston (Parish Officer) and Marianne Rossi (Apprentice Parish Officer)

443/16 **Apologies:** Cllr. Mike Mills as he had a hospital appointment, and Cllrs. T Chivers and J. Chivers as a family member had been taken ill and was in hospital. The Council approved these reasons for absence.

Absent: Cllr. Steve Petty.

444/16 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire. The following forthcoming events were noted:

a) Publication of Statement of Persons Nominated & Elections in the Parish:

Following the closing date of the 4th April for candidate applications for both the Unitary Council and Town and Parish Council elections, the nominations for the Melksham Without Parish Council wards were noted as follows:

- Beanacre, Shaw & Whitley Ward – 3 seats and 3 candidates had applied – there will therefore be no election for this ward.
- Blackmore Ward – 2 seats and 1 candidate had applied – there is therefore 1 vacant seat.
- Bowerhill Ward – 6 seats and 2 candidates had applied – there are therefore 4 vacant seats.
- Berryfield Ward – 2 seats and 3 candidates had applied – this is a contested seat and there will be an election for this ward on 4th May, 2017.

Nominations for Wiltshire Council Wards were:

- Melksham Without North – 1 seat and 2 candidates had applied – this is a contested seat and there will be an election for this ward on 4th May, 2017.
- Melksham Without South – 1 seat and 4 candidates had applied – this is a contested seat and there will be an election for this ward on 4th May, 2017.

The Clerk explained that there was a legal requirement for the notices of these nominations to be displayed and as such they would go on our notice boards, website and Parish Council FaceBook and Twitter pages. There was a window of 35 days from the date of the election for the Council to co-op members for vacant seats without the requirement of a bi-election. **Resolved:** *A notice explaining the Parish Council vacant seats and process involved in applying for co-option onto the Council to be widely advertised.*

b) Joint Public Toilet Meeting – Town Hall, Wednesday 12th April, 4.00pm: Cllr. Glover had given his apologies for this meeting, and Cllr. Wood was only able to attend until 4.30pm. It was noted that Cllr. Baines would be attending on behalf of the Parish Council and the Clerk asked if any other member was able to attend as a substitute. **Resolved:** *Cllr. Nicol to stand in as a substitute and the Parish Officer to also attend this meeting.*

- 445/16 **Declarations of Interest:** Cllr Glover declared an interest in agenda item 10a) as he is an allotment holder
- 446/16 **Items to be Held in Committee: Resolved:** *Agenda items 15b) & 15c) 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 61:* “That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”. Reasons:(a) engagement, terms of service, conduct and dismissal of employees.
- The Council agreed to suspend standing orders for a period of public participation.*
- 447/16 **Public Participation:** There was one member of the public and one member of the press present.
Wiltshire Councillor Roy While stated that he had enjoyed working with the Parish Council over his past term as Wiltshire Councillor for Melksham Without South Ward and that he always found the staff very helpful and felt that they were an asset to the Parish Council.
The Parish Council thanked both Wiltshire Cllr. While and Wiltshire Cllr. Chivers for their attendance at Parish Council meetings as it was always very useful to have a Unitary Council member present.
- The Council re-convened.*
- 448/16 **Minutes, Full Council Meeting 20th March, 2017: Resolved:** *The Minutes of the Full Council Meeting held 20th March, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
- 449/16 **Confidential Notes to Accompany the Minutes, Full Council Meeting 20th March, 2017: Resolved:** *The Confidential Notes to Accompany the Minutes of the Full Council Meeting held 20th March, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
- 450/16 **Matters Arising from Minutes, Full Council Meeting 20th March, 2017:**
From Min.411/16d) – New Phone System: The Clerk reported that the new phone system had now been installed and was fully operational, but that the additional new line was yet to be installed. She asked if any of the councillors had noticed any difference or issues with the system. Cllr. Baines advised that there was a slight delay in response. The Clerk stated that from a staffing point of view the system was a great improvement and that it was really useful to be able to see the number of the incoming caller. She had identified one issue which was when only one member of staff was in the office and using the phone other calls were coming into the office that were unable to be answered. She thought that it was possible to set the system to answerphone if only one person was in the office, and that the staff were looking into this.

451/16

Minutes, Planning Committee Meeting 3rd April, 2017:

- a) Resolved:** *The Minutes of the Planning Committee Meeting held 3rd April, 2017 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*
Min.437/16a) – “Resolved” changed to “Recommended”.
Min.437/16a) – “Resolved” changed to “Recommended”.
The last minute number on page 6 had been recorded as 400/16, this should have been minute number 442/16.
- b) Resolved:** *The Recommendations detailed in Min.436/16, Min.437/16a), Min.437/16b), Min.437/16c), Min.438/16c), Min.440/16, Min.441/16 and Min.442/16a)ii) were formally approved.*

452/16

Minutes, Highways and Streetscene Committee Meeting 27th March, 2017:

- a) Resolved:** *The Minutes of the Planning Committee Meeting held 27th March, 2017 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*
Min.420/16a)1) – the sentence “The Council request that the 30mph limit and sign is moved to the junction with New Road, and that the speed limit from this junction to the s-bend on Lower Woodrow Road is reduced from the National Speed Limit to 40mph.” amended to read “The Council request that the 30mph limit and sign is moved to the junction with New Road, and that the speed limit from this junction for a distance towards the s-bend on Lower Woodrow Road is reduced from the National Speed Limit to 40mph.”.
Min.420/16g) – the sentence “It was noted that due to the high costs involved in installing a pavement that this would not be an issue that CATG could not support, rather the costs would need to be incurred from the substantive fund.” amended to read “It was noted that due to the high costs involved in installing a pavement that this would not be an issue that CATG could support, rather the costs would need to be incurred from the substantive fund.”
Min.420/16j) – the spelling of “Ashleigh Close” amended to “Ashley Close”
Min.423/16c)ii) – the terminology “footway” amended to read “public footpath”.
Min.425/16 – referral to “Plane Tree Avenue” amended to “Kennedy Avenue”.
- b) Resolved:** *The Recommendations detailed in Min.418/16b), Min.419/16b)i), Min.419/16c)1), Min.419/16c)2), Min.419/16d)1), Min.419/16d)2), Min.419/16d)3), Min.420/16a)1), Min.420/16a)2), Min.420/16b), Min.420/16c), Min.420/16d), Min.420/16e), Min.420/16f), Min.420/16g), Min.420/16h), Min.420/16i), Min.420/16j), Min.421/16b), Min.420/16c), Min.422/16a), Min.422/16b), Min.423/16c)i), Min.423/16c)ii), Min.423/16c)iii), Min.423/16d), Min.424/16b), Min.425/16)1), Min.424/16)2) and Min.426/16 were formally approved.*
- c) Matters Arising: From Min. 420/16i) – Request from Beanacre Community Speed Watch (CSW) for Speed Indicator Strips to be painted on the A350 at the 30mph Section, Northbound by St. Barnabas Church:** Mark Stansby, Wiltshire Council Senior Traffic Engineer, had replied to both the Parish Council and the Beanacre CSW Group, stating that the Highways Department are bound by legal regulations and working practices when dealing with a primary route like the A350. “Speed indicator strips” are the red patches and rumble strips on approach to the 30mph speed limit from the Lacock direction, which is part of Wiltshire Council’s standard gateway treatment on high speed approaches to villages and towns. These are not installed at change points between 30mph and 40 mph limits in built up areas. The entry point to the 30mph limit by St. Barnabas Church is already indicated by signs with reflective yellow backing boards which are illuminated at night, a red

high friction surface patch is provided and there is also a 30 mph roundel painted on the carriageway. He stated that he did not have any additional engineering solutions to offer at this time and that enforcement of the speed limit was key. He offered to attend one of the CSW Group sessions to observe the traffic flow.

453/16 **Finance:**

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

Paying in reference	Income Details	Amount £
500131	Friends of Melksham Hospital (for Community Access Defibrillator project)	£5,760.00
500131	Berryfield Buzz Newsletter printing	£1.97
TFR	Knorr Bremse – for Picnic Benches installed at Jubilee Sports Field (x2) and BRAG picnic area (x1)	£1,528.20
500132	TTFC - season use payment	£135.00
Total		£ 7,425.17

b) Accounts for payment *Resolved:* The following accounts were checked and formally approved for payment.

Chq	Payee	Payment Details	Net £	VAT £	Gross £
DD	Eon	Pavilion Electricity 23/2 - 20/3	£ 40.49	£ 2.02	£ 42.51
DD	Eon	Pavilion Gas 21/2 - 20/3	£ 15.12	£ 0.76	£ 15.88
DD	British Telecom	Pavilion Broadband 1 Apr - 30 Apr	£ 42.50	£ 8.50	£ 51.00
DD	British Telecom	Crown Chambers Phone & B/Band 1 Mar- 30 Jun	£ 156.13	£ 31.23	£ 187.36
DD	Sirus Telecom	Service charge 31st March 2017 Crown Chambers Telephone	£ 24.07	£ 4.81	£ 28.88
5462	Wiltshire Council	Jubilee Sports Field rates 2017-2018 Payment 1 of 10	£ 52.81	£ -	£ 52.81
5463	Melksham Town Council	Neighbourhood Plan contribution £143.55 (including credit of £94.05) for Wilts Publications (M. News) advert paid by MWPC	£ 49.50	£ -	£ 49.50
5464	Melksham United Church	Hire church premises for 13/3/2017 Planning Committee	£ 60.00	£ -	£ 60.00
5465	Aquasafe Environmental Ltd	1st Water Hygiene Visit - March 2017 Bowerhill Pavilion	£ 115.00	£ 23.00	£ 138.00
5466	Total QSR Ltd	Inv 582 - Crown Chambers - 2nd Qtr Rent 1 Apr 2017 - 30 June 2017	£ 1,608.75	£ -	£ 1,608.75

5467	Total QSR Ltd	Inv 575 - Crown Chambers - Electric - Dec 16 - Mar 17	£ 72.43	£ 2.14	£ 74.57
5468	Vita Play Ltd	Inv 1392 - swing seats and chains @ Kestrel Ct (£340), Beanacre (£310) & Shaw Play Areas (£150)	£ 900.00	£ 60.00	£ 960.00
5469	J.H.Jones & Sons	Inv 12545 – Jubilee Sports Field grass cutting - March 2017	£ 357.92	£ 71.58	£ 429.50
	J.H.Jones & Sons	Inv 12544 - Allots & B/Acre grass cutting - Mar 2017	£ 121.83	£ 24.36	£ 146.19
5470	Whitley Reading Rooms	Broadband & phone-Community Emergency Group - Jan/Feb/Mar 2017	£ 89.94	£ -	£ 89.94
5471	Viking	Inv 78214 - stationery	£ 258.24	£ 51.65	£ 309.89
5472	Viking	Inv 79641 - postage stamps	£ 240.90	£ 0.58	£ 241.48
5473	TransWilts CIC	Inv 38 - Matched funding contribution 1/3 share	£ 3,333.00	£ -	£ 3,333.00
5474	Melksham Town Council	SID installation - Beanacre A350 7th March	£ 100.00	£ -	£ 100.00
5475	Wiltshire Pension Fund	April Superannuation	£ 1,456.21	£ -	£ 1,456.21
5476	HMRC	2016-2017 adjustment	£ 168.99	£ -	£ 168.99
5477	HMRC	April Income Tax & NI liability	£ 1,399.69	£ -	£ 1,399.69

SUB TOTAL £ 10,663.52 £ 280.63 £ 10,944.15

GRANT CHEQUES:

5478	Bowerhill Village Hall Trust	Section 133 grant	£ 2,700.00	£ -	£ 2,700.00
5479	Shaw Hill Playing Field & Village Hall	Section 133 Grant	£ 3,550.00	£ -	£ 3,550.00
5480	Berryfield New Village Hall	Section 133 Grant	£ 500.00	£ -	£ 500.00
5481	Whitley Reading Rooms	Section 133 Grant	£ 500.00	£ -	£ 500.00
5482	Rachel Fowler Centre	Section 133 Grant	£ 200.00	£ -	£ 200.00
5483	BRAG: Bowerhill Resident Action Group	Section 137 Grant	£ 400.00	£ -	£ 400.00
5484	BASRAG: Berryfield and Semington Road Action Group	Section 137 Grant	£ 400.00	£ -	£ 400.00
5485	CAWS: Community	Section 137 Grant	£ 380.00	£ -	£ 380.00

	Action: Whitley & Shaw				
5486	Melksham Community Area Partnership	Section 137 Grant for Melksham Area Community Safety Group	£ 250.00	£ -	£ 250.00
5487	1st Broughton Gifford and Holt Scout Group	Section 137 Grant	£ 200.00	£ -	£ 200.00
5488	Melksham Adventure Centre Assoc.	Section 137 Grant	£ 100.00	£ -	£ 100.00
5489	Young Melksham	Section 137 Grant	£ 1,000.00	£ -	£ 1,000.00
5490	2385 (Melksham) Squadron ATC	Section 137 Grant	£ 250.00	£ -	£ 250.00
5491	Happy Circle Day Centre	Section 137 Grant	£ 150.00	£ -	£ 150.00
5492	Group Five	Section 137 Grant	£ 300.00	£ -	£ 300.00
5493	Melksham P.H.A.B. Club	Section 137 Grant	£ 250.00	£ -	£ 250.00
5494	Melksham Council of Community Service (Community Bus Service)	Section 137 Grant	£ 200.00	£ -	£ 200.00
5495	Read Easy Melksham	Section 137 Grant	£ 100.00	£ -	£ 100.00
5496	Wiltshire Mind	Section 137 Grant	£ 200.00	£ -	£ 200.00
5497	Wiltshire Air Ambulance	Section 137 Grant	£ 250.00	£ -	£ 250.00
5498	Bradford-on-Avon Leg Club	Section 137 Grant	£ 100.00	£ -	£ 100.00
5499	Melksham Community Area Partnership	Section 137 Grant - Melksham Area Neighbourhood Watch Group (do not hold a bank account)	£ 100.00	£ -	£ 100.00
5500	Melksham & District Seniors 55+	Section 137 Grant	£ 150.00	£ -	£ 150.00
5501	Melksham Christmas Lights Group	Section 137 Grant	£ 250.00	£ -	£ 250.00
5502	Melksham Carnival	Section 137 Grant	£ 150.00	£ -	£ 150.00
5503	Melksham Food & River Festival	Section 137 Grant	£ 150.00	£ -	£ 150.00
5504	Parents and Friends of Shaw School	Section 137 Grant	£ 200.00	£ -	£ 200.00
5505	Bloom In Melksham	Section 137 Grant	£ 250.00	£ -	£ 250.00

5506	Bowerhill Villager	Section 137 Grant	£ 250.00	£ -	£ 250.00
5507	Shaw & Whitley Connect	Section 137 Grant	£ 250.00	£ -	£ 250.00
5508	Melksham Railway Development Group	Section 137 Grant	£ 200.00	£ -	£ 200.00
5509	Melksham Cricket Club	Section 137 Grant	£ 250.00	£ -	£ 250.00
5510	AFC Melksham Disabled Football Club	Section 137 Grant	£ 250.00	£ -	£ 250.00
5511	Melksham Choral Society	Section 137 Grant	£ 100.00	£ -	£ 100.00
5512	Melksham Gardeners' Society	Section 137 Grant	£ 150.00	£ -	£ 150.00
5513	Enigma	Section 137 Grant	£ 100.00	£ -	£ 100.00
5514	Shaw and Whitley Friendship Club	Section 137 Grant	£ 200.00	£ -	£ 200.00
5515	Shaw and Whitley Garden Club	Section 137 Grant	£ 100.00	£ -	£ 100.00
5516	Miss M. Beament	Section 137 Grant - Whitley Art Group	£ 50.00	£ -	£ 50.00
5517	Melksham Tourist Information Centre	Section 144 Grant (Tourism)	£ 500.00	£ -	£ 500.00

GRANTS TOTAL: £ 15,630.00 £ - £ 15,630.00

Salaries:

TFR	Elaine Cranton	Office Cleaning 10/3/17 - 31/3/17 (includes 4 weeks sick pay)			
TFR	Terry Cole	Wages 11/3/17 - 1/4/17 & mileage £50.40 (includes 1 day sick pay)			
TFR	Sharon Newton	April Salary & expenses £68.01			
TFR	Jo Eccleston	April Salary & March/April Extra hours 41¾hrs & mileage £9.90			
TFR	Teresa Strange	April Salary & March Extra hours 34¼hrs & expenses: ink carts £27.76			
TFR	Marianne Rossi	April Salary & March/April Extra hours 3¼			

SALARIES TOTAL: £ 4,931.23 £ - £ 4,931.23

OVERALL TOTAL £ 31,224.75 £ 280.63 £ 31,505.38

- c) Correspondence from Grant Thornton on External Audit:** Correspondence from Grant Thornton had been received outlining the key tasks and statutory requirements for the External Audit Return for 2017. The Clerk informed the Council of the timetable and deadline dates for this in order that they were aware of their statutory obligations. She advised that Grant Thornton had informed that the Parish Council had been selected for an intermediate review; this was either because the Parish Council had income or expenditure over £200,000, or it was part of the 5% sample selected for spot checks. The reason why the Parish Council was selected had not been specified. It was noted that a representative from Rialtas was coming into the office on Thursday 13th April to carry out the year end close down on the new computerised accounting system.
- d) Internal Auditor Visit – Tuesday 4th April, 2017:** The Clerk gave a verbal report and advised that two visits had been booked. The Internal Auditor had come into the office on Tuesday 4th April to carry out checks on all the internal controls and was coming back again on Tuesday 11th April when the bank statements would be up to date and the accounts would be ready to be closed for year end. She reported that there were no issues, but that this financial year the Council had been running two accounting systems in parallel; the old spreadsheet system and the new Rialtas system, and that the bank reconciliations needed to be carried out against both systems. The Parish Council have been doing a lot more this year with regard to the provision and maintenance of assets from community benefit funding, especially in terms of S106 and CIL (Community Infrastructure Levy) agreements. Funding from CIL needs to be spent within 5 years or this funding needs to be returned to Wiltshire Council, as such it cannot be reported as income. The Internal Auditor had suggested that the way the monthly accounts and cheques were pre-approved via the Full Council meeting could be changed and advised that many of the larger councils did not report in this way. The list of cheques and payments to be made was now up to three pages long in the minutes and that with most of the payments listed to be approved the work had already been carried out; this was being done either by approved contracts or previous Council resolutions. She reported that the larger councils noted in their minutes what had actually happened via their accounting reporting systems; the Parish Council could do this via the Rialtas software system. The control would then be that the two councillors signing the cheques would sign off the list of cheques against the Rialtas report. This additionally would help to eliminate any issues of human error when transferring information from the Rialtas report to the Minutes. She advised that a change in the reporting system could be considered at the next Finance Committee meeting on 22nd May.
- The Internal Auditor had additionally advised, having worked with lots of other parish councils, that in terms of the Parish Council's objectives for the coming year that completing the Neighbourhood Plan and getting the General Power of Competence should be the priorities. A Neighbourhood Plan protects from future development if there is a lack of 5 year land supply and also entitles the Parish Council to a higher percentage of contribution from CIL, and the General Power of Competence gives a safety net from a legal perspective and allows parish councils to take on the running of services.
- e) Governance & Accountability for Smaller Authorities:** NALC (National Association of Local Councils) updated Governance and Accountability for Local Councils guide was noted. This gave guidance on the proper practices to be applied in the preparation of statutory accounts and governance statements and was

applicable from March 2017. These new regulations did not need to be adhered to until the reporting of the financial year 2017/18.

- f) **Subscription to “Friends of TransWilts” Publication:** A request had been made that the Parish Council take out a subscription for “Friends of TransWilts” to receive information and newsletters about the promotion and use of public and sustainable transport. There was an initial £2 joining fee with an annual subscription fee of £5.
Resolved: *The Parish Council subscribe to Friends of TransWilts at a cost of £7 (£2 joining fee and £5 for the year subscription).*
- g) **Public Sector Mapping Licence:** The Council noted that as a member of the PAF Public Sector Licence that the Parish Council could continue to access free mapping services from the Ordnance Survey and Wiltshire Council websites until 31st March 2018.

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

- 454/16 **Public Participation:** PCSO Maggie Ledbury apologised for being late to the meeting, but she had gone to the wrong venue as she thought that this evening’s meeting was the Annual Parish Meeting, due to be held at Whitley Reading Rooms. She gave an update on recent local crimes in the parish for the period 1st March to 30th March; an electronic copy of this report had been emailed to the Council. She highlighted that burglaries from sheds and outbuildings were on the increase. Cllr. Wood thanked PCSO Ledbury for taking the time to attend the meeting.

The Council reconvened.

- 455/16 **Allotment Inspection:**
- a) **Report following inspection – Friday 24th March, 2017:** The Parish Officer gave a verbal report. One plot on the Berryfield site had been re-let since the tenancy renewals/rent payments in October 2016. There were currently two vacancies on the Berryfield site and one person on the allotment waiting list, who specifically wanted a plot on the Briansfield site so that they could be close to the car park. There were nine tenants who had been contacted with regard to the poor state and lack of cultivation of their plots (3 on Berryfield and 6 on Briansfield). These tenants had been requested to start work on their plots and had been informed that a second inspection would take place after the Easter break, which would give them the time to address any issues. Three tenants had responded to this correspondence stating that they or family members had been suffering ill health, which had prevented them from tending to their plots; two of these had informed that they would make a start, and one had decided to give up their plot. It was noted that the vacant plots would be advertised on the allotment notice boards, the Council website and social media sites.
- b) **Access to Parish Council owned land – Friday 24th March, 2017:** The Clerk reported that once again the access track from the Berryfield Allotment Gardens to the Parish Council owned land to the rear of the allotments had been blocked. The Clerk and the Parish Officer had removed the fencing that had been erected in order that they could access the Parish Council’s land.

456/16 **Bowerhill Jubilee Sports Field:**

- a) **Site Visit – Friday 24th March, 2017:** The Clerk gave a verbal report following an inspection of the Bowerhill Sports Field on Friday 24th March. Both she and the Parish Officer had sprayed 90 separate piles of dog mess with biodegradable red spray paint. This was done in an effort to highlight to users of the Field the extent of

the problem. They had spoken to lots of dogs owners during the inspection, explaining the situation; some were supportive, but others were either reluctant to put their dogs on a lead or refused to enter into any conversation on the matter. It was noted that there were signs on every pedestrian gate into the Field stating that dog owners must keep dogs on a lead and clear up after them, and new warning signs had been put up stating that if the situation regarding dog fouling did not improve that the Parish Council may consider a complete ban of dogs on the Sports Field. Additionally, there were bins at every pedestrian entrance/exit onto the Field apart from the pedestrian gate in the northwest corner onto Portal Road. She advised that the provision of a bin at this location was something that could be considered by the Asset Committee at their next meeting. In addition to dog mess, the officers picked up lots of litter and a large amount of footballers tape which was strewn across all of the pitches. The Clerk had posted the results of the inspection onto local social media sites.

- b) Social Media Reaction to Press Release over potential Dog Ban:** The comments and reaction to the Council's post with regard to a potential ban of dogs on the Field if the dog fouling problem did not improve was noted. Most who made a comment were broadly in favour of a complete ban as they considered that dogs and sporting facilities do not mix and that inconsiderate dog owners will never be persuaded to clear up after their pets. However, some felt that the majority of considerate owners should not be negatively affected by the inconsiderate few.
- c) Legionella Testing:**
- (i) First Visit and Findings:** It was noted that the first meeting with Aquasafe, the legionella testing company, went well. The showerheads were cleaned and water temperature monitoring is now underway. The Clerk reported that regulations state that systems should have a complete flush through every 24 hours. It was acknowledged that this was not practical at the Pavilion, and Aquasafe had advised that this procedure was carried out weekly. This would be carried out and recorded by the Parish Caretaker every Monday morning when he carried out the other weekly checks at the Pavilion.
- (ii) Weekly Flushing Regime:** The risk assessment carried out by Suez had reported that some bits/particles had been found in the water tank. Aquasafe had recommended that the water tank was completely emptied and flushed through with chlorine on an annual basis. The optimum time to do this was during the summer months when the weather is warmer and the legionella risk is higher. It was noted that the best time to do this would be in July, before friendly football matches began in August.
- (iii) Quotation for Emptying & Chlorinating Water Tank Annually:** A quote had been received from Aquasafe for £395 plus VAT for the full clean and chlorination of the CWS tank and all associated services at the Bowerhill Sports Pavilion. This also included the certification of the works. It was queried whether there was a requirement for the Parish Council to go out to tender for this work. The Clerk advised that this value was under the required threshold for the requirement to go out to tender. Aquasafe already carried out monthly checks at the Pavilion and this work had been awarded via the tender process. **Resolved:** *The Parish Council accept the quote of £395 plus VAT from Aquasafe and instruct them to undertake a full clean and chlorination of the water tank at the Bowerhill Sports Pavilion to take place in the month of July.*
- d) Spring Clean of Guttering & Skylights:** The Council had previously resolved to clear out the guttering twice a year; once in the spring and once in the autumn. The spring clean had now been carried out by Mr. Sparkles, which included the cleaning

of the sklights and the cleaning and clearing out of the guttering. Lots of leaves, twigs, water bottles and 5 footballs had been retrieved and it was noted that this maintenance regime was a definite requirement to prevent any flooding or water leaks from blocked guttering and downpipes.

- e) **Update of Current & Future Bookings:** It was noted that some of the pitches at Oakfields were still unplayable due to drainage issues and that Melksham Town Youth Teams had enquired about the hire of the Bowerhill Sports Field for some one off training sessions over the Easter school holidays. This request was for 29 sessions over 5 days. The Clerk and the Finance Assistant had calculated some costings taking into account the use of the toilet for the volume of anticipated users and the additional cleaning costs. A quotation of £175 had been sent to the Melksham Town Youth Teams and this cost was just under half of the usual charge for the hire of the pitches. The Melksham Town Youth Team did not take up this offer. The previous AFC Sunday team are moving up to the new facilities at Oakfields as they have now been subsumed by Melksham Town Football Club, and some local business teams have also chosen to play their friendly matches there too. The Clerk reported that following some informal conversations with a representative of Melksham Cricket Club, that they would not be interested in moving to the Pavilion as they had spent years getting the cricket square at Melksham House up to standard. However, Melksham Cricket Club was currently doing well and there could be the possibility for a second and third team in the future who would need to find a venue.
- f) **Options for New Electricity Contract for Pavilion:** It was noted that the electricity supplier for the Pavilion was currently Eon. The Parish Council could take up a new electricity contract with Npower, however, this would only amount to an annual cost saving of £7.90. **Resolved:** *The Parish Council stay with their existing electricity supplier Eon at the Bowerhill Sports Pavilion.*

457/16 **Asset Management Committee Meeting:** The Clerk advised holding the next Asset Management Committee meeting at the Bowerhill Sports Pavilion in order that the committee members could carry out a site inspection prior to the meeting. **Resolved:** *The next Asset Management Committee meeting to be held at the Bowerhill Sports Pavilion on Monday 5th June, 2017, at 6.30pm for a site inspection, with the meeting commencing at 7.00pm.*

458/16 **Community Boundary Review Actions:**

- a) **Site Visit with Melksham Town Council – Friday 31st March, 2017:** The Clerk reported that she had gone on a two hour walk of the East of Melksham Development with Officers from the Town Council. She had showed them the sitings of assets to be transferred to the Town Council and the locations of areas where there had been issues which the Parish Council had been liaising with Wiltshire Council and the Consortium of Developers in order to try to reach resolutions and actions.
- b) **Legal Agreements to Change:**
- (i) **Noticeboard and defibrillator at Water Meadow Public House:**
Correspondence had been received from Marston Brewery stating that there would be a legal fee to change the licence for the siting of the notice board and defibrillator on the side of the Water Meadow pub, from the Parish Council to the Town Council. **Resolved:** *The Parish Council does not pay any legal fees for the transfer of its assets to the Town Council. Melksham Town Council*

must make all the necessary legal arrangements with the hosting establishment.

- (ii) **Hosting Agreement with Community Heartbeat Trust for Defibrillator at Water Meadow Public House: *Resolved:*** *Melksham Town Council must make all the necessary legal arrangements with the Community Heartbeat Trust for the hosting and maintenance agreement for the defibrillator.*
- (iii) **Sandridge Solar Farm:** Under the Sandridge Solar Farm Legal Agreement there was an obligation to inform the Solar Farm company in writing of any changes within 5 days of the change occurring. The Town Clerk had already done this on behalf of both Councils, however, any recalculation of community benefit funding would not take place until September.
- c) **Transfer of Assets to Melksham Town Council:** It was noted that 3no. notice boards and 1no defibrillator with cabinet were transferred from Melksham Without Parish Council to Melksham Town Council on 1st April, 2017.

459/16 **Community Action/Partner Reports/Joint Ventures:**

- a) **Community Toilet Fund Allocation report from Area Board:** It was noted that Melksham Area Board had agreed to allocate its £1,000 community toilet fund to the TransWilts CIC to provide a public toilet within the current Reeds hut on the Melksham Station site.
- b) **Wiltshire Public Services Board support of New Report recommending Public Services Work Closely with Local Communities:** This documentation was noted.

460/16 **Staffing:**

- a) **Update on New Training Provider:** The Clerk explained that the assessor for the new training provider for the Apprentice Parish Officer, Lifetime Training, had held her first meeting with the Apprentice Parish Officer on Tuesday 4th April, which had gone very well. Learning in Wiltshire, the previous training provider, had ceased trading on the 31st March and despite the Parish Council filling out all the correct paperwork they had not sent the Apprentice Parish Officer's work over to the new training provider. After chasing emails had been sent Learning in Wiltshire did pass this information onto Lifetime Training.
It was noted that Wiltshire Council had requested an invoice from the Parish Council for £1,500 for the national grant provision that came with taking on a new apprentice. Once received this money would be offset against the cost of the new computer that had been purchased for the Apprentice Parish Officer.

The following agenda items were held in committee and the members of the public and press left the meeting in line with Standing Order 61. The Apprentice Parish Officer left the room whilst the next agenda item was discussed.

- b) **Pay Increase for the Apprentice Parish Officer:** It was noted that the NALC (National Association of Local Councils) and the SLCC (Society of Local Council Clerks) new pay scale rates from 1st April 2017 did not apply to the Apprentice Parish Officer position. The nationwide pay scale for an apprentice had been applied when Ms. Rossi first started as an apprentice and this was £3.40 per hour. In recognition of the progress that she had made, the Staffing Committee recommended under Min.340/16)1) that this was increased to £4.00 per hour effective from 1st February 2017. It was noted that under the national pay scales for apprentices that Ms. Rossi will qualify for a pay rate of £5.60 per hour as of 1st September 2017. ***Resolved:*** *The*

hourly rate for the Apprentice Parish Officer to be increased from £4.00 to £4.25 per hour effective from 1st April 2017.

The Apprentice Parish Officer rejoined the meeting.

460/16C c) Current Staff Sickness Levels: It was noted that a member of staff who had been off sick following an operation was due back to work on 28th April. Another member of staff had had one day off sick for an annual medical screening appointment.

Meeting closed at 8.26pm

Chairman, 15th May, 2017