

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

Present: Cllrs. Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Paul Carter, Nick Holder and Mary Pile.

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

Invited Visitors: Wiltshire Cllrs. Roy While and Phil Alford.
Michelle Tattersall, Chair of CAWS (Community Action Whitley Shaw)
PCSO Maggie Ledbury and PC Emily Thomas.

Three members of the public

341/17 **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) Inaugural Parkrun Event - Saturday 16th December: The First Parkrun event is due to take place on Saturday 16th December at 9.00am, starting from King George V Park.

b) Resignation of Cllr. Mike Mills: Cllr. Wood announced the sad news that Cllr. Mike Mills had resigned as he has terminal cancer. Cllr. Mills wished to be open about his situation and had asked Cllr. Wood to keep his fellow members informed. He has said that he welcomes visitors, but asked that people ring first.

342/17 **Apologies:** Cllr. Pattison was unwell, Cllr. Coombes said the weather was too cold for him to come out and Cllr. Taylor was working; these reasons were accepted. Cllr. Chivers had given apologies, but with no reason and therefore this was not accepted. Cllr. House had given apologies after the meeting as he had taken a fall and had suffered a head trauma and concussion.

343/17 **Not Present:** Cllr. Steve Petty.

The Clerk advised that although there were seven members of the Council not present that the meeting was still quorate.

344/17 **Resignation of Cllr. Mike Mills:**

a) Notice of Vacancy: The Clerk advised that a Notice of Vacancy was required to be displayed from Friday 15th December. If ten electors from the Bowerhill Ward requested an election then one will be held; if not then the Council can co-opt a new councillor. It was noted that the Parish Council would be required to meet the cost of an election which could be in the region of £5,000.

b) Amendment of Authorised Bank Signatory: As Cllr. Mills was a member of the Finance Committee he was also an authorised bank signatory, and thus would need to be removed from Lloyds Bank and Unity Bank accounts as required by the Parish Council's Financial Regulations. **Resolved:** Cllr. Mike Mills to be removed as a bank signatory from the Council's account with Lloyds Bank and Unity Bank.

- c) **Appointment of Members to Committees:** It was noted that Cllr. Mills was a representative on the Finance Committee, the Asset Management Committee and the Community Resilience Working Party, and the Chairman asked whether any members wished to be on these committees. It was noted that Cllr. Chivers had agreed at the 13th November Full Council meeting to be the nominated substitute for Cllr. Mills during the 3 months leave of absence that he had previously requested (Min.305/17)4)). A permanent representative on the Finance Committee was now required, especially in view of the fact that at the budget meeting to be held on 8th January the Committee would be recommending the precept setting for approval by Full Council on 22nd January. Cllr. Holder offered to be the representative on the Finance Committee and Cllr. Pile offered to be the representative on the Asset Management Committee. It was agreed that the appointment of a representative on the Community Resilience Working Party could wait until the vacant councillor position had been filled. **Resolved.1: Cllr. Holder to be the representative on the Finance Committee and to be added as an authorised bank signatory with Lloyds Bank and Unity Bank. 2: Cllr. Pile to be the representative on the Asset Management Committee.**
- d) **Appointment of Members to Community Organisations:** It was noted that Cllr. Mills was a very active volunteer in the community and was the Parish Council representative on the Melksham Area Community Safety Group, BRAG (Bowerhill Residents Action Group) and Bowerhill Village Hall; representatives for these organisations were also needed. It was noted that Cllr. Holder was also a representative on BRAG and it was agreed that the appointment of a representative on the Bowerhill Village Hall Management Committee could wait until the vacant Councillor position had been filled. **Resolved.1: Cllr. Glover to be the Council representative on the Melksham Area Community Safety Group. 2: Cllr. Holder to be the Council representative on BRAG.**

345/17 **Declarations of Interest:** The Apprentice Parish Officer declared an interest in agenda item 16a and 16b, staffing issues. Cllr. Pile declared an interest in agenda item 5 as a member of CAWS. Cllrs. Wood and Carter declared an interest in agenda item 10, Highways, as residents of Semington Road, Berryfield.

346/17 **Dispensation Requests:** None.

347/17 **Items to be Held in Committee: Resolved:** *Agenda items 16b & 16c 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.

348/17 **Presentation to CAWS (Community Action: Whitley & Shaw) Chairman of Best Kept Village Competition Certificates & Update on CAWS' Activities during 2017:** Cllr. Wood presented Michelle Tattersall, Chair of CAWS, with the framed certificates for the village of Shaw who came first in the medium sized village category of the West

Wiltshire round of the Best Kept Village Competition (BKVC) and second in the Wiltshire round.

Mrs. Tattersall gave an update on the activities carried out by CAWS in 2017. It had been another busy year with litter picks and cleaning of the BT phone boxes following feedback from last year's BKVC. There have been two events held; the "Music in the Beeches" summer event, which had received fantastic feedback from those who attended, and the annual fundraiser a "Christmas Cracker", a bingo and auction night. The latter event had not been so well attended this year, with a disappointing turn out from residents, and the CAWS committee felt that they needed to look into their engagement process with residents for next year. The CAWS AGM will take place on 22nd February at 7.00pm in Whitley Methodist Church, and Mrs. Tattersall advised that she would not be standing again this year for the position of Chairman, although she would remain on the committee. She wanted instead to concentrate her time on looking at potential improvements to the Recreation Ground and Play Area. The priority for CAWS for 2018 would be the refurbishment of the two phone boxes, with the red one on Top Lane being addressed first with the more modern one opposite Shaw School to follow, and another family summer event. It was noted that CAWS CEG (Community Emergency Group) had recently been held up as an exemplar in how to manage flood events by demonstrating to other communities how it should be done.

7.20pm - Mrs. Tattersall left the meeting.

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

349/17 **Public Participation:**

Three residents of Bader Park wished to make comment and raise objections to the Gompels Health Care extension (approved planning application 14/06138/FUL). They had concerns over the size of the extension and that a precedent could be set for further large development behind the properties in Bader Park. One resident stated that he had seen badgers coming out of the storm drain, and that he had foxes in his garden, which he attributed to habitat displacement caused from the development. He was unhappy that a wildlife and habitat assessment had not been carried out prior to planning approval being given, and considered this to be unsafe as he felt that foxes were volatile and aggressive in nature, adding that he had two children who he did not want playing in his garden if there was the possibility that foxes could come into his garden. He stated that he had seen construction workers on the roof structure without harnesses and that debris had blown off the partly constructed building into resident's gardens. He queried whether the whole of Bader Park had been contacted by Wiltshire Council when planning permission was originally sought, as he said that many of his neighbours further away from the development had concerns over this development. He considered that this development would have a detrimental effect to the value of his property. He also had concerns that during the summer months his garden would get no sunlight as he considered that it would be permanently in the shadow of this extension. He queried whether there was a possibility that there would be a change in working hours with the Warehouse open all night. He further had concerns about access for emergency services to the rear of the extension. Another resident was unhappy about being able to see the extension from her property, and stated that residents from St. Athans Close, Tangmere Close and Falcon Way had come into Bader Park to query the extension, stating that they could see it from these roads. The third resident explained that although now resolved she had experienced problems in the past with another company on the

Industrial Estate with regard to working hours and noise issues as they had been allowed to have a change of use to their building. She therefore had concerns that the same thing could apply to the Gompels extension with a change of use allowing for extended working hours and noise issues at night.

The Council re-convened.

Members acknowledged the comments raised by the residents, and stated that the Council would report any construction safety concerns to Wiltshire Council and asked the resident to put all the information regarding this in an email. It was reiterated that Planning Enforcement had looked into whether there had been any breach of planning conditions, and they had confirmed that the extension was being constructed in accordance with the approved planning permission which was granted in 2014. Whilst members empathised with the residents, they reiterated that the Parish Council was merely a consultee in the planning process and could only make comment on material planning issues. It was noted that perceived depreciation in property value and loss of view were not material planning considerations. It was acknowledged that residents did have an opportunity to comment on this planning application in 2014 when it was first registered, but that some of those residents may now have moved with the properties being under new ownership. Wiltshire Council had sent information with regard to the properties that were notified in 2014 and it was noted that the immediately adjacent properties had been notified. The owner of Gompels had carried out a wider consultation at that time inviting residents to view the plans, and had also recently informed that he had been willing to undertake a planting scheme when a previous extension was built; a design had been drawn up, but the adjacent residents did not want a planting scheme and tall trees as they felt it would cause a loss of light. Having listened to the concerns of a range of residents living in various roads in Bowerhill, it would appear that those living further away from the site wished to see tall trees planted to screen the building, and those residents living the closest did not want this as they felt it would obscure their light. It was noted that a planting scheme was not a condition of the planning application. The owner also confirmed that the cladding would be goose grey in colour and was approved by the Loss Prevention Council which is approved by insurance companies. It was not the same type of cladding or style of construction as that of Grenfell Tower, a concern that some residents had previously raised.

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

A resident stated that the trees on the boundary of the site with Bader Park had been dug up to install drainage, and that all the vegetation had been cut back to the rails. He requested that some shrubs were planted here to provide some screening.

7.42pm - The three residents left the meeting.

Wiltshire Cllr. While gave an update on the agenda items for the Wiltshire Council cabinet meeting on Tuesday 12th December. Of note was that approval was being sought for the revised Melksham Campus programme and that it was likely that Christie Miller Sports Centre would not be kept open for much longer.

Wiltshire Cllr. Alford reported that the Parish Council had asked him to investigate why Hills (Waste Solutions) had not been re-awarded the contract for the county wide recycling centres. He had done this and was awaiting a reply. He reported that he had

called in planning application 17/10832/FUL, proposal for a gas-fired power generation facility on Bradford Road, for consideration by Committee should the case officer recommend approval. He advised that he had been asked to chair a task group for the Children's Select Committee looking into the revised CAMHS (Child & Adolescent Mental Health Services). In April, Wiltshire Council will be looking at moving over to a new re-modelled service, which will still be provided by the Oxford Foundation Trust, and he will be looking into the governance arrangements to ensure that it is more widely available to a greater range of children.

PCSO Maggie Ledbury went through her emailed report of crimes in the parish and gave an update. She asked that the Parish Council assisted in getting out the message to more able residents to keep an eye on their less able neighbours with the onset of cold weather. She said that cold homes, lack of food and isolation were a serious issue for the more vulnerable members of society at this time of year.

Following a request from younger residents of the parish, the Council were investigating the possibility of installing a teen shelter at the Hornchurch Road area of public open space. It had been suggested that this could be located by the MUGA (Multi Use Games Area) to provide somewhere for the older children to sit and chat which would encourage them not to use the younger children's play area. However, the Council were also aware that the police had received a complaint from a resident about anti-social behaviour at Hornchurch Road public open space, and thus sought the views of the police over whether a teen shelter would improve or exacerbate the perceived issues of anti-social behaviour here. PCSO Ledbury stated that this was a double-edged sword; she reported that they had been called to the area with regard to anti-social behaviour, but that kids will gather and that if they had their own space then at least the police would know where they were when out on patrol. She considered that locating a teen shelter by the MUGA would be the best place as it was furthest from residential properties.

The Clerk informed that she had received a report about parked cars on Brabazon Way causing a visual obstruction for drivers. PCSO Ledbury advised that this was a Wiltshire Council issue rather than a police matter. A member reported that he had driven that road on 5 occasions during the last week and that he did not perceive that there was an issue.

7.55pm - PCSO Ledbury and PC Thomas left the meeting and the Council reconvened.

350/17 **Councillor Training:**

a) Report following WALC (Wiltshire Association of Local Councils) Training, Monday 20th November, 2017: It was considered that this training, attended by Cllrs. Baines, Glover, Carter and Pattison, four members of office staff and four councillors from the Town Council was extremely useful. There have recently been some queries made over processes and procedures, and thus it was helpful to be given the answers from both a legal and best practice perspective from WALC. A member reported that he found it most useful that clarity was given on how councillors should refer to themselves when either writing letters in the paper or posting comments on social media, in that it is important that if members refer to themselves as councillors then they must give the Council's collective viewpoint on an issue, otherwise it must be made very clear that a comment is being made as an individual.

(i) Individual Councillors giving Tasks to the Clerk: A member had sought clarification over what constituted asking for advice from the Clerk and what

constituted giving her tasks as an individual councillor. Members reviewed the information received from the WALC training session on the role of the Clerk and the role of the Councillor. It was acknowledged that the Clerk works for the Council as a corporate body and actions the resolutions made by them and that the procedure for Councillors to follow is to request issues to be put on an agenda in order that they can be fully discussed. The Clerk explained that officers do undertake research and investigation on agenda items prior to a meeting in order to be able to give informed and accurate information to members to aid their decision making.

(ii) Guidance on councillors Using Title in Local Media: Members noted the comments already made and concern was raised over some members posting information on social media without checking whether it was appropriate to do so. It was noted that for Melksham Without Parish Council the Press Officer was the Clerk; thus, any public information or comments given as the view of the Council whether in the published press or on social media should be made via the Clerk. It was noted that a recent social media post made by a member had given an unfair advantage to residents in one ward of the parish over parishioners in other wards, as information had been given prior to Wiltshire Council's legal official release date. Members queried what sanctions could be given to Councillors who breached the rules. The Clerk advised that WALC had given advice with regard to the 7 principles of public life and the Councillors Code of Conduct. If Councillors breach the Code of Conduct they can be reported to the Wiltshire Council Monitoring Officer. It was noted that the Parish Council had never done this, but that other town and parish councils had.

(iii) Guidance on Apologies and Reasons for Non-attendance: There are clear rules on non-attendance of meetings and giving apologies, and it was acknowledged that in the past the Parish Council had not been robust enough in ensuring that these rules were followed. The members noted the following SLCC (Society of Local Council Clerks) Advice:

“The Six-Month Rule – The Local Government Act 1972 says that “if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority”

The effect of this provision is that a member automatically ceases to hold office as soon as the six-month period expires if that member's council has not formally approved the councillor's absence before that date.

This means that before the six-month period runs out the council will:

- Need to know the reason for the absence, and
- Must decide (by a resolution) whether or not it approves the reason given for that councillor's absence.

It is not sufficient simply to ‘note apologies’. ‘Noting apologies’ tells us nothing as to whether or not the members of the council accepted and approved the reason given for the absence, or, indeed, whether any reason was given at all.”

It was additionally noted from the WALC training that apologies must be given to the Clerk as the proper officer of the Council; it was not sufficient to give

apologies to other members, including the Chair of the Council or the Chair of a Committee.

- b) **“How to Negotiate a Better Outcome in Planning” Training – Monday 15th January 2018:** It was noted that Cllrs. Wood, Glover, Baines, Carter, Coombes and Pile, and the officers would be attending this training.
- c) **WALC’s Chairmanship Training:** It was noted that WALC were hoping to run Chairmanship Training in February. Cllrs. Wood, Glover and Carter expressed an interest in attending this training.

351/17 **Minutes, Full Council Meeting 13th November, 2017:**

Resolved: *The Minutes of the Full Council Meeting held 13th November, 2017 were formally approved by the Council and signed by the Chairman as a correct record, with the following amendment:*

From Min.315/17b) – Remove question marks from salary information for employee David Cole.

352/17 **Confidential Notes to Accompany the Minutes, Full Council Meeting 13th**

November, 2017: Resolved: *The Confidential Notes to Accompany the Minutes of the Full Council Meeting held 13th November, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*

353/17 **Minutes, Planning Committee Meeting 27th November, 2017:**

a) **Resolved:** *The Minutes of the Planning Committee Meeting held 27th November, 2017 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:*

From Min.341/17 – Sentence amended from “were uable accept” to “were unable to accept”.

b) *The Recommendations detailed in Min.347/17d), Min.347/17f), Min.285/17a) and Min.347/17g) were formally approved.*

c) **Planning Committee Meeting, 18th December, 2017:** It was noted that there was only one planning application with a comments deadline date before Christmas, and therefore that planning application could be considered at this evening’s meeting. Thus, there would not be a requirement to hold a meeting on 18th December.

Resolved: *The Council conduct the business for the next planning meeting due to take place on Monday 18th December, this evening, and the planning meeting scheduled for that date to be cancelled.*

d) **Planning Application:** The Council considered the following application and made the following comment:

17/10832/FUL Land at Riverside MOT Centre, Bradford Road, Melksham, Wiltshire. SN12 8LQ: for proposed installation of 7.5MW flexible gas-fired power generation plant with associated works and infrastructure. Applicant: Conrad (Melksham) Ltd.

Comments: *The Parish Council have no objections.*

354/17 **Minutes, Highways and Streetscene Committee Meeting, 27th November, 2017:**

a) **Resolved:** *The Minutes of the Highways and Streetscene Committee Meeting held 27th November, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*

- b) *The Recommendations detailed in Min.334/17a), Min.334/17c)viii), Min.336/17a), Min.336/17b), Min.336/17c), Min.336/17d)1), Min.336/17d)2), Min.336/17d)3), Min.338/17a), Min.338/17b) and Min.339/17a) were formally approved.*
- c) **Arising from Min.334/17c)iv): From CATG (Community Area Transport Group) Issue 5040:** Cllr. Baines informed, following his attendance at the last CATG meeting, that in order to undertake the works to move the 30mph sign on Woodrow Road to extend the 30mph limit that traffic management would be required. This would have an additional cost implication, which has been estimated at £250 with the Parish Council being asked to contribute a third of this equating to £84.
Resolved: *The Council contribution a one third share to the additional cost of traffic management for the work to move the 30mph sign on Woodrow Road, at an estimated cost of £84.*
- d) **Arising from Min.338/17 – Kissing Gate to the Rear of Shaw Playing Field:** The Clerk informed that Shaw Hall and Playing Field Management Committee had been contacted with regard to the Parish Council's proposal to replace the old "v" style stile to the rear of Shaw Playing Fields with a kissing gate. An image of the preferred make and style of kissing gate used by Wiltshire Council had been sent to seek the Committee's views. The landowner of the field on the other side of the stile had been contacted and he was happy with the installation of a kissing gate.

355/17 **Minutes, Data Protection Working Party Meeting, 21st November, 2017:**

- a) It was noted that there were no members of the Working Party present at this evening's meeting. **Resolved:** *The Council defer formal approval of the Minutes of the Data Working Party meeting on 21st November, 2017 to the next Full Council meeting.*
- b) **Resolved:** *The Council defer formal approval of the Recommendations detailed in the Minutes of the Data Working Party meeting on 21st November, 2017 to the next Full Council meeting.*
- c) **Update on Actions Taken to Date:** The Clerk advised that she had attended an SLCC conference and had asked that they provide a policy template covering the new GDPR (General Data Protection Regulations) rules. They have stated that they will provide one and are currently looking into this, but are awaiting information from the EU Directive and the law to be passed in the UK through parliament first. The GDPR requires that there is a Data Protection Officer; there are complications in that one professional body consider that this should be the Clerk as the proper officer, with the other professional body thinking that it definitely should not be the Clerk, as the Clerk is also the "data controller/processor" and thus would be responsible for checking their own work. Wiltshire Council's legal department believes that their 98 councillors are not data processors and that they do not all need to be registered individually, as they are issued with a Wiltshire Council laptop and email address and that all the work they do using this is on behalf of Wiltshire Council. The ICO (Information Commissioners Office) have challenged Wiltshire Council on this issue. This applies to many local authorities who are waiting for some sort of legal challenge to set a precedent over what should happen. There is no clear legal or governmental advice on this at the moment.
- d) **Data Audit Requirements:** The Clerk advised that in order to meet whatever is agreed nationally to be the correct way to implement the new GDPR, that it would be good practice to have a data audit carried out by an external body to examine how the Parish Council currently stores and processes information and to formulate an action plan. She anticipated that this would cost in the region of £1,000. She also

advised that both staff and councillors undertook some training in order that they were fully informed about what information they could retain and store, especially on home computers. **Resolved:** *If the Parish Council need to undertake any actions related to the GDPR in this Financial Year, 2017/18 that this is taken from the reserves and that money is allocated for the implementation of the new GDPR within the budget for the Financial Year 2018/19.*

356/17 **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 £
V332	TFR	Inv. No. 008-JB260917 White Hart F.C.	240.00
V333	TFR	Allot. No. BSF 26	27.00
V334	TFR	Allot. No. BSF 22	27.00
V335	TFR	Allot. No. BSF 07	27.00
V336	TFR	Allot. No. BSF 12B	27.00
V337	500147	Allot. No. BYF 15B	27.00
V338	TFR	Allot. No. BYF 17B	27.00
V339	TFR	Go Active (Paid in error - refund to be given)	90.00
V340	500148	Allot. No. BSF 4 & 5	54.00
V341	TFR	Inv. No. 009-JB081117 White Hart F.C.	120.00
V342	500149	Inv. No. 012-JB081117 and 007-JB260917 Foresters Arms F.C.	240.00
			906.00

b) Accounts for Payment: Resolved.1: *The following payments made since the last meeting were checked and formally approved:*

Transaction No	Chq No. Ref.	Payee	Payment Details	Net £	VAT £	Gross £
V343	Unity BACS	David Cole	Wages - Nov. 17	58.62	0.00	58.62
V344	Unity BACS	Terry Cole	Holiday - Nov. 17	118.19	0.00	118.19
V345	5644	Wiltshire Pension	Error made on Chq No. 5630	1484.83	0.00	1484.83

V345	5644	Wiltshire Pension	VOID - payment made with Dec. 17	-1484.83	0.00	-1484.83
V346	5645	HMRC	Wages - Nov. 17	29.60	0.00	29.60
			SUB TOTAL	206.41		206.41

Resolved.2: The following accounts were checked and formally approved for payment:

Transaction No	Chq No. Ref.	Payee	Payment Details	Net £	VAT £	Gross £
V347	DD	E-On	Inv. H152143603 Gas B/Hill	15.73	0.73	16.52
V348	DD	British Telecom	Inv. M029Z8 B/Hill	50.47	10.09	60.56
V349	DD	E-On	Inv. H1521433FE Elec. B/Hill	67.13	3.36	70.49
V350	DD	Grist Environmental	Inv. 220338 Trade Refuse	65.10	13.02	78.12
V351	DD	Sirus	Inv. 34885 Telephone Charges C/Chambers	63.12	13.64	81.86
V352	DD	British Telecom	Inv. QO44NG B/Band C/Chambers	95.22	19.04	114.26
V353	5646	Whitley Reading Rooms	Inv. 051217 - Use of Reading Rooms by The Community Emergency Group (13/11/17)	11.25	0.00	11.25
V354	5647	Trade UK	Inv. 0837580250 - repairs and maintenance	10.40	2.08	12.48

V355	5648	Melksham Girl Guides	Inv. 20/11/2017 - hire of Guides HQ (11/11/17) for Neighbourhood Plan	40.00	0.00	40.00
V356	5649	SLCC Enterprises Ltd	Inv. 124286 - Local Council Administration (10th edition) book	73.60	0.00	73.60
V357	5650	Radcliffe Fire Protection Ltd	Inv. 0629 - 6 monthly service B/Hill	99.00	19.80	118.80
V358	5651	Aquasafe Environmental Ltd	Inv. 171103 - Water Hygiene PPM visit Nov. 17	115.00	23.00	138.00
V359	5652	Post Office Counters Ltd	Postage stamps	148.25	0.00	148.25
V360	5653	Simon J White	Inv. 7605 - Maintenance of Roundabout Nov. 17	195.00	0.00	195.00
V361	5654	Wiltshire Publications	Inv. 44334 - Melksham Ind. News (Grant Aid applic.)	46.40	9.28	55.68
	5655		Inv. 44062 - Melksham Ind. News (Autumn N/Letter)	142.50	28.50	171.00
V362	5656	WALC	Inv. WALC3401 - Councillor training 20/11/17	258.10	51.62	309.72
V363	5657	Jen's Cleaning	Inv. 1037 - Cleaning of B/Hill Sept. to Nov. 17	378.00	0.00	378.00
V364	5658	J.H. Jones & Sons	Inv. 12730 - Grounds Maintenance Nov. 17	736.41	147.28	883.69

V365	5659	Wiltshire Council	Inv. 90293355 - CATG Cont. F/Path repairs Middle Lane, Whitley = £449.86 and Dropped Kerbs Middle Lane and Top Lane, Whitley = £795.00	1244.86	0.00	1244.86
V366	5660	Arien Designs Ltd	Inv. 4342 - Noticeboards	1147.00	229.40	1376.40
V367	5661	Condor Office Solutions Ltd	Inv. M508933 - Canon Colour Copier	2250.00	450.00	2700.00
V368	5662	Wiltshire Pensions	Period 9 - Dec. 17 less adjustment from error made in Nov. 17	1123.98	0.00	1123.98
V369	5663	HMRC	Period 9 - Dec. 17	1283.18	0.00	1283.18
			SUB TOTAL	9,659.70	1,020.84	10,685.70
	Sala ries:					
V370	Unity BACS	Teresa Strange	DECEMBER 17 SALARY			
			Expenses = Refreshments, Christie Miller Room Hire, Extra keys cut, Mobile phone (Aug. to Nov.) and Bus Fare (training in Trowbridge)			
V371	Unity BACS	Joanne Eccleston	DECEMBER 17 SALARY + Additional 64 hrs			
			Expenses = Bus Fare (training to Trowbridge)			

V372	Unity BACS	Justina Barber	DECEMBER 17 SALARY			
V373	Unity BACS	Marianne Rossi	DECEMBER 17 SALARY + Additional 9.25 hrs			
V374	Unity BACS	Terry Cole	DECEMBER 17 SALARY (16/10 to 09/11)			
			Mileage = 115miles @ 0.45per mile			
V375	Unity BACS	David Cole	DECEMBER 17 SALARY (01/11 to 15/11)			
V376	Unity BACS	Elaine Cranton	DECEMBER 17 SALARY (Sick Leave)			
V377	5664-VOID	Richard Wood	Chair's Allowance 2nd instalment (incorrect signature)			0.00
	5665	Richard Wood	Chair's Allowance 2nd instalment			200.00
			Salaries Total	91.64	0.41	5182.60
			TOTAL	9,957.75	1,021.25	16,074.71

- c) **Update following Insurance Review, 23rd November, 2017:** The Clerk reported that she, the Finance Assistant and Cllrs. Glover and Carter had attended the Insurance Review with Came and Co., the Parish Council's Insurance Broker. This had been a really useful process and the council are doing what they should be. Operationally the Council need to find a way of safely storing flammable liquids at the Pavilion; the switch room is unsuitable for this purpose. It was also identified that the landlord of the building had a key to the Parish Council Offices for emergency purposes and having spoken to them with regards to its safe storage, it was confirmed that moving forward this would be kept locked away in their key safe. The Insurance Broker was impressed with the Council's records of play area inspections which was something that had been identified as requiring action from the previous year's review
- d) **Quotation for Advertisement Banners at Bowerhill Pavilion:** A quote had been received from Kennet Sign & Display for the provision of 4no. 600mm x 3m banners with seams and eyelets to advertise the availability of the facilities at the Pavilion for hire. **Resolved:** *The Council accept the quote from Kennet Sign & Display for 4no. 600mm x 3m banners with seams and eyelets at £49 per banner inc. VAT, a total cost of £196 inc. VAT.*

357/17 **Flood Prevention:**

The Clerk reported that she, Cllr. Baines, as the Parish Council representative on Northern Flood Operations, Wiltshire Council Principal Drainage Engineer and members of CAWS CEG (Community Emergency Group) met to look at the results of the confidential Atkins Modelling Report undertaken following the major flooding in Shaw & Whitley in September 2014. The report indicated that there is no “magic wand” that can be waved to stop flooding in Shaw & Whitley, however, the Principal Drainage Engineer suggested that clearance of ditches and maintenance of watercourses would improve their ability to cope with high water levels. The cost of hiring a digger and operative for a week would be approximately £1,500 and it was felt that the digging out of some ditches would be of benefit; this was something to consider adding to the budget for next year. It was noted that there would be CIL money available from the small development on Shaw Hill, and that this would be a worthwhile project to spend the money on. There were two major engineering schemes that were being considered; one is to make the drainage pipe that goes under the road by Shaw School bigger and the other is at Shurnhold under the railway bridge.

The Flood Wardens from the CAWS CEG are holding a small meeting with all the residents who actually had internal property flooding, to ensure that all information about flooding in the area had been covered and then a further meeting would be held with the Principal Drainage Engineer. When a decision had been made about which engineering scheme may go ahead, a further public meeting would be planned.

The Principal Drainage Engineer needed to be able to move a potential scheme forward for a funding application to DEFRA in association with the Environment Agency and was able to tick every necessary requirement with regard to the Parish. However, he was unable to progress any further without the Town Council being on board and understanding the flooding issues in Shurnhold which affect their residents. To this end an urgent meeting was being held with officers and members from the Town Council and the Principal Drainage Engineer, and the Clerk had been invited to attend to explain the processes that Melksham Without had undertaken to engage with and support their residents and in identifying areas of particular risk.

Additionally, following an inspection of watercourses in Whitley earlier in the year, the Parish Council had written the two official letters to residents informing them of their responsibilities under riparian ownership. A more recent inspection had been carried out with most residents now having cleared their sections of the watercourse. Wiltshire Council would now write the third legal letter to two residents who had not complied, and if they fail to clear their section of watercourse then Wiltshire Council will do this and charge the residents a fee for doing so.

It was noted that one possibility to alleviate flooding could be to create an attenuation pond on the former George Ward playing fields.

358/17 **Community Projects/Partnerships:**

a) Former George Ward Playing Fields – Proposal from Melksham Town Council for Way forward with this Joint Venture: Members considered the proposal put forward by the Town Council which had been resolved at their meeting on 13th November, which was:

“To seek to form a Joint Management committee with Melksham Without Parish Council to which full management of the proposed recreational area will be delegated.

The Committee to be formed of 8 members, 5 from Melksham Town Council and 3 from Melksham Without Parish Council – these numbers being broadly in line with the ratios of population.

The budget for the proposed project to be agreed by both Councils and funded on a per capita basis.

No decision made by the joint committee to be valid unless agreed by a majority of the members on the committee from each of the member councils (i.e. any decision must have the support of at least 3 Melksham Town Council members and 2 Melksham Without Parish Council members”.

Additionally, the Town Council considered that any allotments on the site should be managed by Melksham Without Parish Council and separate from any joint venture, and they wished to write to Wiltshire Council to explore the possibility and protocol with regard to woodland burial grounds and whether this site would be suitable.

The Council discussed this proposal at length and felt that it would result in progressional stasis and that the ability of each council to veto a decision would lead to stalemate. A suggestion was put forward that the project was driven forward by two officers from each council, who would then report back to their respective councils. The Clerk explained that a committee of elected members could be given delegated powers to make decisions and spend money, however, as officers are not elected they would only be able to investigate, research and report back to the council for them to make any decisions.

Resolved: *The Parish Council welcomes the commitment to joint working on the project, however they find the proposed committee structure cumbersome and unlikely to lead to rapid progress on this project. They would propose that two officers from each council meet to develop a budget and an outline project, to then make recommendations back to their respective councils.*

- b) Joint Support of Visit Wiltshire with Melksham Town Council:** It was noted that the Parish Council have jointly supported this initiative with the Town Council for the past two years, and that last year Theresa Hopwood, Partnership Manager of Visit Wiltshire made a presentation to the Council about the work it undertakes to promote tourism in the Town and surrounding villages. **Resolved:** *The Council pay 50% of the cost of Melksham being in Visit Wiltshire 1/12/17 – 30/11/18 at a cost of £380 + VAT.*
- c) Campaign to Remove Business Rates from Public Toilets:** The Council considered a request from the SLCC (Society of Local Council Clerks) for Parish and Town Councils to join NALC (National Association of Local Councils) in supporting a proposal under the Sustainable Communities Act for legislative change to grant 100% business rates relief on public toilets that they own or manage. It was noted that the Parish Council pay 50% towards the business rates for the Market Place toilets, which for 2016/17 was £2,123.80. **Resolved:** *The Parish Council support the proposal for Town and Parish Councils to be granted 100% Business Rates relief on the Public Toilets that they own or maintain.*
- d) Request from MCAP (Melksham Community Area Partnership) to Form a Community Group to Watch Over Campus Development:** A request had been received from MCAP to create an independent community group to sit under the supporting umbrella of MCAP to work with Wiltshire Council to keep the community updated on the campus developments and to ensure that it was adhering to the public statements made at the Area Board meeting in October. The Council considered that any community group set up would not have any decision making

powers, and would likely hold up the Campus project. **Resolved:** *The Parish Council do not support this request*

e) **Schools & Youth Organisations:**

- (i) **Report following Parliament Week Activities:** Cllr. Carter and the Parish Officer had attended the ATC (Air Training Corp) on Friday 17th November. Cllr. Carter reported that this had gone well with the cadets being very engaged. He had explained the parliamentary process in the UK and had asked the cadets whether the age of eligibility to vote should be lowered to 16 years. There was a 50/50 split between the cadets over whether this was a positive or negative proposal and they took part in a debate on the issue.
- (ii) **ATC Request to Wiltshire Council for Siting a Noticeboard on Wiltshire Council Land:** It was noted that the Commanding Officer of the ATC had been in direct contact with Wiltshire Council and this issue had now been resolved.
- (iii) **Young Melksham Newsletter:** The Council noted the Young Melksham November newsletter.

f) **Police:**

- (i) **Invitation to New Community Co-ordinator to Future Council Meeting:** It was noted that the Melksham Area had a new Police Community Co-ordinator and it was agreed to invite him to a future meeting. **Resolved:** *The new Police Community Co-ordinator for the Melksham Area to be invited to a future meeting and a list of all meeting dates to be sent to him.*
- (ii) **Reply from Wiltshire Police re: Query over the Reporting of Crime Statistics – Arising from Min.208/17h:** It had previously been queried whether crimes reported to Wiltshire Police via their service desk email rather than by calling 101 were included in their reporting of crime statistics. Wiltshire Police had confirmed that all crimes reported by email were recorded in the same way as those reported using 101.

359/17 **Wiltshire Council Consultations & Briefing Notes:** The Council noted the following:

- a) **Public Health World Aids Day, 1st December, World Antibiotics Awareness Week (WAAW) and SugarSmart Wiltshire.**
- b) **Wiltshire Pension Fund (336) Concerns over Pension Fund Investments in Fossil Fuel Companies.**

In line with Standing order 3d, the following items were held in Committee and the Apprentice Parish Officer left the room whilst the first two agenda items were discussed.

360/17 **Staffing & Resources:**

- a) **HR Advice re: Creating New Position for Post Apprenticeship:** The Clerk reported that she had spoken to Radar, the Council's Insurance Company HR advisors, and they could see no legal reason why a new position could not be created and this post filled internally by the Apprentice Parish Officer. They had added that the training of the Apprentice had been paid for by the Council and the objective of apprenticeships is to train young people towards a work role. There would only be an issue if there was a specific Town or Parish Council law which prevented this, and the Clerk advised that there was no such rule
- b) **Job Description for New Post Apprenticeship Role:** The Council reviewed a draft job description and person specification for a new post of Assistant Parish Officer. It was noted that some of the duties listed were already carried out by the Apprentice

Parish Officer, but that other Officers took responsibility for overseeing that the tasks were carried out; the expectation for the new role would be that the Assistant Parish Officer would take responsibility for these tasks. Some duties had been taken from the Parish Officer and the Finance Assistant roles to add to the new post of Assistant Parish Officer. However, to relieve some pressures of the Clerk's workload, additional duties would be delegated from the Clerk to the posts of Parish Officer and Finance Assistant. Additionally, to fit in with deadline dates, workload timescales and the working hours of other staff members, it was proposed that the working hours of the new post to be Monday, Tuesday and Thursday, 9.15am to 5.15pm. The Council had previously resolved under Min.319/17C to approve in principle employing the Apprentice Parish Officer post apprenticeship on salary scale point 10 subject to final ratification of a job description. **Resolved: 1.** *The Council approve and accept the draft job description and person specification for the new post of Assistant Parish Officer. 2.* *The Parish Council offers the post of Assistant Parish Officer to the current Apprentice Parish Officer, Miss. Marianne Rossi, subject to the successful completion of her NVQ and the standard 3-month new employee probationary period. 3.* *This post to commence on 1st April, 2018 at salary scale point 10.*

The Apprentice Parish Officer re-joined the meeting.

360/17C c) Update on Staff Sickness: Resolved: *A short Staffing Meeting to be held on Monday 15th January at 6.30pm, prior to Planning Training.*

Meeting closed at 9.57pm

Chairman, 22nd January, 2018