

MINUTES of the Annual Council of Melksham Without Parish Council held on Monday 13th May, 2019 at 1, Swift Way, Bowerhill at 7.00 p.m.

Present: Cllrs. Richard Wood (Chair), Alan Baines, Mary Pile, Terry Chivers, Paul Carter, Stuart Wood, Nick Holder, Paul Taylor and Robert Shea-Simonds.

Officers: Teresa Strange (Clerk) and Jo Eccleston (Parish Officer)

Invited Guest: Wiltshire Cllr. Phil Alford.

- 001/19 **Housekeeping & Announcements:** Cllr. R Wood explained that he was the outgoing Chair, welcomed all to the meeting and explained the evacuation procedures in the event of a fire.
- 002/19 **Appointment of Chair:** Cllr. Wood stood down and the Clerk invited nominations for the Chair for 2019/20. **Resolved:** *The Council unanimously resolved that Cllr. Wood be Council Chair for 2019/20.*
- 003/19 **Chair's Declaration of Acceptance of Office:** Cllr. Wood signed the Chair's Declaration of Acceptance of Office for the Council Year 2019/20.
- 004/19 **Appointment of Vice Chair:** Cllr. Wood invited nominations for Vice Chair for 2019/20, and advised that although not present Cllr. Glover was happy to restand for Vice Chair, should no one else wish to be nominated. **Resolved:** *The Council unanimously resolved that Cllr. Glover be Council Vice Chair for 2019/20.*
- 005/19 **Apologies:** Cllr. John Glover (Vice Chair) and Cllr. David Pafford were on holiday, Cllr. House had a work committment and Cllr. Coombes had an approved leave of absence; these reasons for absence were accepted.
- 006/19 **Items to be Held in Committee:** There were no confidential items to be discussed.
- 007/19 **Melksham Without Parish Council Standing Orders 2018/19:** The members noted the NALC (National Association of Local Councils) Standing Orders adopted for the Council Year 2018/19. The Clerk highlighted a couple of small amendments as follows:
- i) **Page 10 – Committees & Sub-Committees:** Standing Order 4dvi to be removed as this stated that the chairman of standing committees will be appointed at the Annual Council Meeting. This did not reflect actual practice as the Chairman of each committee was elected at the first meeting in the Council year for that committee. Therefore Standing Order 4dvii to be applicable with the removal of the wording "other than a standing committee", to now read "[The Council] shall permit a committee to appoint its own chairman at the first meeting of the committee".
 - ii) **Page 21 – Accounts and Accounting Statements:** To reflect actual practice, due to the timings of external partner visits, the wording of Standing Order 17d be amended from "At the Finance Committee meeting in May" to "At the Finance Committee meeting in May/June" and from Standing Order 17e from "A completed draft annual governance and accountability return shall be presented to the Finance Committee to review in May" to "A completed draft annual

governance and accountability return shall be presented to the Finance Committee to review in May/June”.

iii) Page 23 & 24 – Handling Staff Matters: The Clerk and Cllr. Shea-Simonds, who had both attended the SLCC (Society of Local Council Clerks) & WALC (Wiltshire Association of Local Councils) conference the previous week, reported that the advice of these bodies was that the Chairman of the Council should not sit on the Staffing Committee, in order that there was an independent member available to consider any appeals should staffing grievances arise. Members noted the sentiment of this advice and that it was based on good HR practice, but felt that it was necessary for the Chairman of the Council to be on the Staffing Committee; both in terms of having a full overview of all aspects of council business to be an effective Chair, and also because the Chairman of the council has the most day to day interaction with staff members. It was considered that the Standing Orders should not be altered and it was suggested that a clause was included in the terms of reference for the Staffing Committee which stated that if a matter relating to staff disciplinary occurred that the Chairman of the council would abstain from the meeting when any discussions on such issues took place.

iv) Page 25 – Restrictions on Councillor Activities: A member proposed that Standing Order 25 was removed as his view was that this restricted him in carrying out his role as a councillor; he gave a couple of personal examples where he felt this was the case. The two clauses under this Standing Order were noted as follows:

“Unless duly authorised no councillor shall:

(i) Inspect any land and/or premises which the Council has a right or duty to inspect; or

(ii) Issue orders, instructions or directions.

The Clerk’s advice as the Proper Officer was sought on this. She advised that last year the Parish Council had adopted the NALC Model Standing Orders, so this is what they consider to be either the legal requirement or best practice. She further advised that these clauses were about protecting councillors and any staff who were lone workers and reflected the fact that all actions and decisions should be made by the Council as a corporate body, rather than individuals. She advised that this clause did not apply to Public Open Space owned by the Parish Council, only buildings and land to which the public did not have a right of access to.

Resolved 1: *Standing Order 25 to remain in the Parish Council’s Standing Orders. Resolved 2:* *The Council approve the Standing Orders (based on NALC Model) with the Clerk’s amendments (as per Min.007/19i) and Min.007/19ii); adoption of the Standing Orders to stand adjourned until the next Full Council meeting on 24th June, 2019.*

008/19 **Declarations of Interest:**

a) Code of Conduct for Register of Interests: The requirement under the Code of Conduct for councillors’ Register of Interests to be displayed online on both the websites for Melksham Without and Wiltshire Council was noted. Whilst it was the Councillors responsibility to update their Register of Interests, it was done online by Officers following their instruction. Those members present handed in their completed documents for the officers to update; which asked them to annually review their current Register of Interests.

b) Declarations of Interest for this Meeting: None.

009/19 **Parish Council Objectives:**

- a) **Objectives for 2018/19:** The members reviewed the objectives for 2018/19 and noted that some had been achieved, whilst others were ongoing. It was noted that officers found the setting of objectives for the year extremely helpful as it facilitated them prioritising their workload.
- b) **Objectives for 2019/20: *Resolved:*** *The Parish Council Objectives for 2019/20 to be as follows:*
- To continue working to produce a robust, community led Neighbourhood Plan for the designated Area.
 - To continue to investigate the possibility of installing a Teen Shelter in Bowerhill.
 - To continue to actively seek ways to promote the hire of the Bowerhill Sports Field and Pavilion changing room facilities.
 - To continue to work in partnership with Melksham Town Council & the Friends of Shurnhold Fields to actively develop the shared Public Open Space at Shurnhold Fields.
 - To continue to work with partner organisations to achieve flood alleviation in the parish.
 - To continue to work with the relevant organisations to improve Shaw Play Area.
 - To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.
 - To ensure, following the Local Government Boundary Commission for England review of the unitary boundaries in the County, that Melksham Without maintains its integrity and independence in order that the rural nature of the parish and the individual character of its constituent villages and communities are preserved.

010/19 **Appointment of Committees and Working Parties for 2019/20:**

- a) **Adoption of Revised Committee Structure & Terms of Reference Document:** The members reviewed this document and the tracked changes made by the Clerk to reflect current practice. The changes of note were as follows:
- i) **Finance Committee** – Addition of “Carry out a review of year End Accounts, Audit requirements and Compliance to Transparency Code (May/June).
 - ii) **Staffing and Resources Committee** – Removal of reference to the time of year for staffing meetings and for this to just read “at least twice a year”, in order that they can be scheduled when appropriate for the business to be transacted. Addition of a new clause to reflect the advice given by the SLCC and WALC with regard to the Chair of Council remaining independent should the need for staff disciplinarys arise. ***Resolved:*** *The new clause under 3.3 to read: “Should any disciplinary matter be discussed then the Chair of Council will leave the meeting and not be party to the discussion”.*
 - iii) **Chairman & Membership** – It was noted that at last year’s Annual Council meeting members discussed the role of the Chair of Council; specifically that as the Chair and Vice-Chair were ex-officio members of all committees, in addition to attending other working party, developer and Neighbourhood Plan

meetings, that this was an onerous task and may put off members putting themselves forward for the role of Chair. Some burden had been taken from the Chair of the Council as other members chaired some of the Committees, but as per under Min.013/18a, it had been suggested that this structure was reviewed. One member suggested that the Chair and Vice-Chair alternated attending committee meetings. The current Council Chair, Cllr. R Wood, who has held the post since 2013, had conflicting views. He acknowledged that “Chairman fatigue” did occur and there were a lot of meetings to attend, but he also felt that to be an effective Chair all meetings needed to be attended in order to have a full overview of Council business. **Resolved 1:** *For the Council year 2019/20, the current structure of Chair and Vice-Chair being ex-officio members on all committees to remain.*

The wording of the Chairman & Membership terms of reference state that “Every member of the Council will be encouraged to serve on at least one committee”. It was felt that this was not robust enough and should be amended to say that membership on at least one committee was an expectation. **Resolved 2:** *The wording amended to read “Every member of the Council will be expected to serve on at least one committee”.*

iv) Number of Members on Committees – It was felt that some committees had too many members, and other not enough, leaving these committees at risk of not being quorate if members could not attend. **Resolved:** *All committees to comprise of the Chair and Vice-Chair as ex-officio members and 5 members; 7 committee members in total.*

v) Attendance of Press and Public – For clarity and transparency the Clerk had added in tracked changes from the advice provided by WALC with regard to the rights of councillors attending committee meetings which they are not a member of. This read as follows:

“A councillor who is not a member of a committee has the same rights as a member of the public. Therefore, if such a councillor wants to see certain exempt information or documentation, or remain in a committee meeting where members of the public have been excluded for data protection, employment law or reasons detailed above; they must demonstrate the reasons for their “need to know” and explain how it is necessary for them to perform their duties as a councillor. It will then be at the discretion of the committee (or for papers outside of the meeting, the officer)”.

Resolved: *The Committee Structure and Terms of Reference 2019/20 to be adopted with the tracked changes made by the Clerk and the addition of those items resolved under Min.010/19a)ii), Min.010/19a)iii)2) and Min.010/19a)iv).*

b) Appointment of Representatives for the Committees & Working Parties:
Resolved: *The following committees to be appointed for 2019/20, with 5 members plus the Chair and Vice Chair as ex-officio members of all committees; but not working parties:*

Finance Committee:

Cllrs Richard Wood, John Glover, Alan Baines, Nick Holder, Paul Carter, Paul Taylor and Stuart Wood.

Planning Committee:

Cllrs Richard Wood, John Glover, Alan Baines, Mary Pile, David Pafford, Greg Coombes and Terry Chivers.

Staffing & Resources Committee

Cllrs Richard Wood, John Glover, Alan Baines, Nick Holder, David Pafford, Robert Shea-Simonds and Kaylum House.

Asset Management Committee

Cllrs Richard Wood, John Glover, Alan Baines, Paul Carter, Terry Chivers, Paul Taylor and Stuart Wood..

Highways and Street Scene Committee

Cllrs Richard Wood, John Glover, Alan Baines, Paul Carter, David Pafford, Robert Shea-Simonds and Terry Chivers.

Community Resilience Working Party

Cllrs Richard Wood, John Glover, David Pafford, Paul Carter, Alan Baines and Mary Pile.

New Community Centre East of Melksham Working Party

Cllrs Paul Taylor, Richard Wood and John Glover.

Shurnhold Fields Joint Working Party

Cllrs Richard Wood, John Glover and Paul Carter (Cllr. Kaylum House as Reserve).

Office Relocation Project Working Party

Cllrs Richard Wood, John Glover, Paul Carter, Nick Holder and Robert Shea-Simonds.

New Berryfield Village Hall Working Party

Cllrs Richard Wood, John Glover, Paul Carter and Stuart Wood.

- 011/19 **Appointment of Organisation Representatives for 2019/20:** Correspondence from PCSO Maggie Ledbury was noted. She had advised that she was unable to attend Parish Council meetings and had suggested that she meet with a councillor either prior to or after a meeting to update them on issues or receive any concerns or priorities from the parish. It was felt that as any meetings would be in the daytime that this would be better carried out by officers and then reported back to councillors at the relevant meetings. **Resolved:** *The following Council representatives be appointed for 2019/20:*

i) Organisations:

Bowerhill Residents Action Group (BRAG)	Nick Holder & David Pafford
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood
Community Action Whitley & Shaw (CAWS)	Mary Pile
Beanacre Community Group	Mary Pile
Bowerhill Hall Management Trust	David Pafford
Berryfield Village Hall	Richard Wood

Shaw Hall Management Committee	Mary Pile
Whitley Reading Rooms	Vacancy
Melksham Joint Neighbourhood Plan Steering Group	Richard Wood & John Glover. (Paul Carter – reserve)
Melksham Area Board	Richard Wood & John Glover
Melksham Community Area Transport Group	Alan Baines
Operational Flooding Working Group	Alan Baines
Melksham Chamber of Commerce	Paul Carter
Wilts & Berks Canal Partnership	Nick Holder
Melksham Railway Development Group	Paul Carter
Melksham Joint Health Forum	John Glover
Melksham Hospital & Community	Vacancy
Melksham Charities	Robert Shea-Simonds
Press Representative	Clerk – Teresa Strange
Parish Highways & Street Scene Rep	Parish Officer – Jo Eccleston
Shaw Joint Recreational Improvement Committee	Parish Officer – Jo Eccleston & Mary Pile
Market Place Toilet Joint Venture	Alan Baines & John Glover
Melksham ATC	David Pafford
Campaign to Protect Rural England (CPRE)	Paul Carter
Dementia Action Alliance	Robert Shea-Simonds
Age Friendly Melksham	Robert Shea-Simonds
Police/PCSO	Council Officers

ii) Footpath Representatives:

Footpath representatives for the parish to be as follows:

Beanacre	Terry Chivers
Berryfield & Blackmore	Richard Wood
Bowerhill, Redstocks and The Spa	John Glover & Mike Sankey
Sandridge	Alan Baines
Shaw & Whitley	Jo Eccleston

012/19 **Dates for 2019/20 Council Meetings:** The meeting dates for 2019/20 were noted and available to view on the Parish Council website and on all the noticeboards in the parish.

013/19 **Policy Review Timetable:** Members noted the Policy Review Timetable and that there were currently 41 policies on the list. The frequency of the review period for the policies were either annually, every 3 years or if there was a significant event or a change in the law. Following the recent SLCC & WALC conference, where policies were covered, the Clerk confirmed that the Parish Council review periods conformed to the advice of these bodies. There were a couple of additional policies which had been suggested at the conference, such as a Petitions Policy; she advised that it was good practice to write policies when no issues had arisen so that they were already in place should they be required. She suggested that rather than policies being reviewed en masse, that each committee reviewed one policy, relevant to that committee, at every meeting, as this would equate to a more manageable rolling programme of review. It was noted that the Training Policy had the longest period since review and therefore this should be reviewed first by the Staffing Committee. **Resolved:** *Policies to be reviewed on a rolling programme with each committee reviewing one relevant policy at each meeting.*

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

- 014/19 **Public Participation:** Wiltshire Cllr. Phil Alford reported that Wiltshire Cllr. John Hubbard had announced that he would be standing down as Chairman of the Area Board as he had come to the end of his term. He advised that Wiltshire Council's Full Council meeting was on 21st May and that an agenda item was election of the Chair; he believed that the Chairman, Wiltshire Cllr. Alison Bucknell would be standing down as she had held that role for two years.
- He reported that at a recent cabinet meeting the Highways capital expenditure had been agreed, and a few projects were in the local area. Under the economic growth budget £40,000 had been awarded to the Melksham Railway Station works; £10,000 to upgrade the crossing on the A350 Beanacre Road by the junction with Dunch Lane to become a Toucan crossing; £10,000 for design improvements of the signalled junction on the A365 Bath Road and B3353 Corsham Road in Shaw. With regard to Highways maintenance, next week a 3.2km stretch of Woodrow Road will have surface dressing works carried out, and A361 Devizes Road by the Strand will have 1.6km of surface dressing works.

The Council reconvened.

- 015/19 **Full Council Meeting 15th April, 2019:**
- a) **Minutes, Full Council Meeting 15th April, 2019: Resolved:** *The Minutes of the Full Council Meeting held 15th April, 2019 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Matters Arising:**
- i) **From Min.531/18a): Additional Funding for Junior parkrun:** It was noted that at their meeting on 24th April, the Area Board had awarded the Junior parkrun the full grant requested of £1,500. Seend Parish Council had also awarded the £50. This was in addition to the £1,000 pledged by Melksham Town Council and the £1,000 awarded by Melksham Without Parish Council.
 - ii) **From Min.526/18d): Request for railings between The Spa and Melksham Oak School:** It was noted that Melksham Town Council had confirmed that they were happy to support joint letters; one to Wiltshire Council requesting that the rear footpath to the school as part of the S106 obligation was constructed as soon as possible; and one to the School requesting that they remind their pupils of highways safety coming to and from school. The Clerk advised that the school had contacted her today following a request they had made to Wiltshire Council to reduce the speed limit outside of the school from 30mph to 20mph. She had explained the procedure with regard to requesting speed limit changes to them and it was felt that this was an issue for discussion at a future meeting.
 - iii) **Funds Bequeathed for Maintaining the Heritage Turbine on Bowerhill:** The ATC had been asked if they would like to undertake some tidying and planting around the Heritage Turbine, using the bequeathed funds. The Commanding Officer had replied to say that the ATC would not have capacity to do this until the Autumn. The Clerk had responded to say that horticulturally the Autumn would be a better time to carry out such works and that the planting scheme could incorporate bulbs which would come up each year, rather than bedding plants which may only last a year or two. A request had also been made to Wiltshire Council that the signage which had been erected in front of the turbine, advertising a local company was removed.

016/19 **Minutes, Planning Committee Meeting 29th April, 2019:**

- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 29th April, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:
From min.540/18b) – Spelling of “emergency Local Plan” corrected to “emerging Local Plan”.*
- b) **Resolved:** *The Recommendations detailed in Min.540/18c), Min.541/18 and Min. 542/17a)i) were formally approved.*
- c) **Matters Arising:**
- i) **From Min.542/18a)i) – Proposed Community Centre on Land East of Spa Road:** A parcel of Local Centre Land, behind the Watermeadow Pub in the East of Melksham, had been suggested as an alternative location for the community building being provided from the S106 Agreement for the 450 dwellings to extend the East of Melksham development. It had been identified that this land was owned by Bloor Homes and Barratt Homes. Mike Wilmot, Head of Development Management at Wiltshire Council, had advised that although not a legal expert, he did not consider that there would be a problem with a change of site location for the community building provided that all parties involved were happy with this alteration.
- d) **Neighbourhood Plan:**
- i) **Proposal to Fund Consultants, jointly with Melksham Town Council, to Finalise Plan to Regulation 14:** An extract from the minutes of the last Joint Neighbourhood Plan (NHP) were noted and that the Steering Group had resolved to seek alternative consultants on the proviso that they could complete the Plan quickly in order to submit it to Regulation 14 consultation over the Summer months. The Clerk explained that the Wiltshire Council Spatial Planning Officer had expressed concerns that if the NHP was not adopted quickly that it would no longer be required to conform to the Wiltshire Core Strategy, rather it would have to be in accordance with the policies of the emerging Local Plan. He had given some indicative timelines to aide the NHP Steering Group with understanding the timeframe for the processes still to be carried out to bring the plan to adoption, and to give an idea about the point at which the NHP would have to start to be in accordance with the emerging Local Plan. Optimistically, if the plan was written now and went to Regulation 14 consultation by the beginning of July 2019, it most likely would not be adopted until April 2020. Wiltshire Council felt that this would be acceptable as long as the NHP had a built in review period, and that once adopted it was reviewed up to 2036 to be in accordance with the Local Plan. Additionally, similarly to the Local Plan, as the NHP progressed through the different stages of consultation and statutory review it gathered weight as its own planning document.
She advised that in previous years the regulations regarding the grant funding for NHPs from Locality meant that any unspent monies within the financial year had to be returned to Locality. However, she had just discovered when trying to reapply for a grant that these rules had been changed and that now any unspent funding could be carried forward to the completion of the Plan or 2022. There was therefore £2,900 in unspent grant funding which could be used to engage new consultants to finish the Plan; further grant funding and technical support could

then be applied for. Before this information was known, both the Town and Parish Council had written their agendas to ask both Councils if they were willing to fund the engagement of new consultants until further funding could be sought. Officers from the Town Council had been contacting potential consultants to ask for quotes; the consultants could not give accurate quotes without having sight of the existing documentation, but they were all charging in the region of £500-£550 per day. It was noted that where the Plan was in terms of completion was subjective; the Parish Council feel that the policies are finished, but some members of the Town Council still wished to add more information to existing policies and to add new policies. She advised that the Town Council were considering at their meeting this evening whether to put additional funding towards the Plan in order to move it quickly to Regulation 14 stage, and that the Parish Council needed to consider whether in principle they wished to do the same. She reported that the Town Clerk had informed her that she was going to suggest to the Town Council that they commit to funding up to £7,500. Cllr. R Wood, as the Chairman of the NHP Steering Group, felt that years of hard work had been put into the Plan, and that the funding should be provided so that it could finally be completed and adopted. **Resolved 1:** *The Parish Council commit to funding for the engagement of new consultants to move the plan forward quickly, but that this is capped at £7,500.*

ii) **Next Steps if Melksham Town Council do not Agree to Funding**

Consultants: Cllr. R Wood, advised that if the Town Council did not agree to fund new consultants that it left the Parish Council with two options; either stop the current work on the Plan and restart the Plan to go up to 2036 to conform to the Local Plan; or the Parish Council continue with their own plan to just cover the parish. The Wiltshire Council Spatial Planning Link Officer had stated that this would be acceptable and that the Plan area could be redesignated. This would mean that the Town Council could do the same and concentrate on just the area that covered the Town and their Town Centre regeneration aspirations. Members discussed this at length and did not support the idea of stopping the Plan and working towards a new plan upto 2036. It was noted that developers were already contacting the Parish Council with regard to the next allocation of housing numbers to be met by 2036, as any available land was in the parish; it was therefore felt that the Plan must be completed quickly in order that the parish had a say in where any future development would be. Additionally, it was considered that any delay would mean that the Neighbourhood Plan may not gain the support of the public. It was felt that the Town Council had already had four years to put in a policy and vision for the Town centre regeneration aspect and that they should not delay the process of the NHP any further. There was a feeling amongst some members that it would be contrary to the Parish Council's objective for 2019/20 (as per Min.009/19b) to "maintain its integrity and independence in order that the rural nature of the parish and the individual character of its constituent villages and communities are preserved", if it did not pursue its own Plan should the Town Council not wish to support moving the Plan forward by funding new consultants. It was queried whether new consultants would wish to continue the work that had already been done by Lemon Gazelle. The Clerk advised that the Town Council had received some positive feedback from alternative consultants who were happy to work with the existing documentation and the Steering Group on the Plan. **Resolved:** *If there is an unwillingness by Melksham Town Council to fund the work to get the*

Neighbourhood Plan to Regulation 14, or there is a likelihood of the Town Council introducing yet more delay, then the Parish Council will proceed with their own Neighbourhood Plan for the parish of Melksham Without.

017/19 **Finance:**

a) Income and Expenditure Reports for April 2019: The income and expenditure reports were noted (attached at the end of the minutes). The Clerk drew attention to the income of £100,554.05 which was 50% of the Parish Precept from Wiltshire Council. With regard to expenditure, she advised that there was a large gas bill from EON this month for £1,987.81 (exc. VAT). It had recently been identified that the pavilion had two gas meters, one external and one internal. The external meter was for the gas supply for the whole building, with the internal meter being a sub meter to read just the gas used for the hot water, not the central heating. Since the Parish Council had taken on the Pavilion following its construction it had provided meter readings from the internal meter, with EON sending someone to read the external gas meter. The Parish Council had queried the discrepancy in the meter readings with EON on several separate occasions, providing photographic evidence of the meter readings. However, EON were only now addressing this issue and stated that the Parish Council owed back payment for the gas used from 2014 to the present time. The Clerk had raised a complaint, stating that EON should have looked into this issue before now, especially as the Parish Council had raised the discrepancy as a concern. EON had stated that as the gas had been used it had to be paid for, and their only concession was to give the Parish Council staged payments. It was felt more appropriate to pay the outstanding payment in one go to avoid any further confusion with EON.

Members also noted a new spreadsheet listing all the payments made using the debit card for the previous month. This had been produced on the advice of the Internal Auditor, and moving forward would form part of the monthly finance reporting documentation.

b) Cheque Signatories & Online Banking Authority for May Payments:
Resolved: *Cllr. Taylor and Cllr. Holder to authorise online banking payments and any cheque payments for May 2019.*

c) Delegated Powers for the Finance Committee to Appoint an Insurance Provider: The Clerk advised that the insurance premium was due for renewal commencing the 1st June. As in previous years, due to the timing of the next Full Council meeting falling after this date, she advised that the Finance Committee at their meeting on 20th May appointed the Insurance Provider and approved the quotation and payment, in order that this could be in place for the 1st June. **Resolved:** *At their meeting on 20th May, the Finance Committee to have delegated powers to appoint the Insurance Provider and approve the quotation and payment for the Parish Council Insurance to be in place by 1st June 2019.*

d) Finance Committee, 20th May – Agree Substitutes to Ensure Meeting is Quorate: The Clerk advised that she had added this as an agenda item as she had already received two apologies for this meeting and therefore wished to ensure that there were nominated substitutes if this resulted in the meeting not being quorate. However, it was noted that as per Min.010/19a)iv) and Min.010/19b, it had been resolved that all committee would consist of 5

members plus the Chair and Vice Chair, and that Cllr. S. Wood had now been appointed onto the Finance Committee. It was noted that the forthcoming Finance Committee meeting would be quorate. It was noted that Cllr. S. Wood had kindly offered to authorise the payments for May, but he was unable to do so as he was not on the banking mandates as an authorised signatory.

Resolved: Cllr. Stuart Wood to be added to the bank mandate as an authorised signatory for both Lloyds Bank and Unity Bank.

018/19 **Shurnhold Fields:**

Draft Minutes of the Shurnhold Fields Working Party, 17th April, 2019: The draft minutes were noted and that the contractors had undertaken the first cut of the field and this had extended the field to the boundary as far as possible without damaging any of the trees. They had also cut back the brambles. The Blackthorn thicket had been purposely left in order to maintain a safe habitat area for wildlife, where dogs will not attempt to enter.

019/19 **Future Parish Council Office Accommodation – Melksham Campus:** The Council was disappointed to note that the Planning Application for the Campus, which had now been submitted, showed a different layout for the Parish Council accommodation to that which had been agreed with Wiltshire Council Officers and their Architect at previous meetings. The two main points of concern were that these latest plans only showed small windows at one end of the Parish Council's proposed meeting space; the Architect had previously asserted that windows would be needed at both ends for light and ventilation; and that behind what was previously windows, but was now shown as a wall, was another meeting room. At the last Area Board meeting it had been alluded that this would be a "party room" for soft play and children's party. The Clerk had requested further information from Wiltshire Council on the size of the windows now at the one end of the meeting space, and what sound amelioration would be provided between the Parish Council's meeting space and the general meeting room, potentially a party room. She had received the following reply from Wiltshire Council:

- i) The windows are sized as follows:
Meeting Room – x2 windows 1250x1200mm each
Office – x2 1250x1200mm each
These rooms are intended to be vented naturally – final details of how these windows will open will be resolved in the next stage of the project (mechanical or manual opening)
- ii) The additional community space is likely to be used for and not limited to children's parties, soft play, community activities and groups, large meetings, conferences and exhibitions. The design team will ensure there is adequate acoustic separation between this room and your meeting space.

In their comments to Development Management (Min.538/18f), the Parish Council had queried the parking provision, both in terms of exclusivity to campus users and the potential charges. It was noted that 201 parking spaces were being provided. The Parish Officer had spoken with officers at Wiltshire Council who had advised that to date nothing had been agreed with regard to parking, but it

was felt that charges and user agreements would probably follow what other campuses in the County do, which was:

- Free parking for a set period of time (up to 4 hrs at some campuses)
- Staff are issued with a permit which allows them to park for free over the set time limit.
- Melksham Without Parish Council staff will be issued with parking permits, but Wiltshire Council Officers need to clarify whether there will be a charge for this as part of the Parish Council's Tenancy Agreement, or whether it will be free.
- If the Parish Council have a specific event, arrangements can be made with the Operations Team for free parking.
- All parking provision is on a first come first served basis.

020/19 **Community Projects/Partnership Organisations:**

a) **Parliament Week 2nd – 8th November 2019: *Resolved:*** *As in previous years, the Parish Council to take part in this initiative with schools and youth groups in the parish. The Parish Council to communicate with the White Horse Federation directly, as the schools in the parish are part of this Academy Trust.*

b) **Dog fouling Initiatives:**

i) **Keep Britain Tidy “We’re Watching You” Campaign:** The Clerk explained that the Parish Council had previously looked at a joint initiative with the Town Council to have a concentrated media blitz, with posters and stickers about dog fouling. The preferred initiative was the Keep Britain Tidy “We’re watching You” campaign, which showed a pair of eyes with this slogan, with the eyes reflecting at night. Funding for all the materials to accompany this campaign was sought from the Area Board, but was not eligible as posters and stickers are not considered capital items. The Town and Parish Council had agreed that they would jointly fund this targeted campaign, but the Town Council have now launched a new initiative and have asked all the local schools, including those in the Parish, to design some posters. It was noted that the issue of dog fouling and owners not picking up was worse in the winter months as they were able to get away without clearing up under the cover of darkness.

Resolved: *The Parish Council purchase the stickers and posters ready to launch the “We’re Watching You” campaign when the nights start to draw in.*

ii) **Shaw & Whitley Beavers and Cubs – Initiative to Make Poo Bag Dispensers:** Shaw & Whitley Beavers and Cubs want to make dog poo bag dispensers out of single use plastic bottles and asked if they made them whether the Parish Council would put them. It was queried if these were attached to lampposts etc, who would actually replenish these dispensers with bags. It was also noted that in rural areas, the advice from the Forestry Commission was to flick any dog poo into the hedgerow to naturally decompose, as there have been numerous cases where livestock have eaten the poo bags causing choking and stomach strangulation. Additionally, some dog owners hand poo bags from trees and hedges, and thus the flick method is considered to be more preferable in less urban areas. **Resolved:** *The Parish Council decline the*

offer from the Shaw & Whitley Beavers and Cubs for dog poo dispensers, explaining why in rural areas poo bags are not necessarily considered to be the best option.

- iii) **Request from Wiltshire Cllr. Phil Alford:** Cllr. Alford had asked whether the Parish Council could source some notices and signs requested that people clean up after their dogs and advising of the harm that dog fouling can cause to livestock. He stated that this was a problem in Woodrow where residents were trying to get new Public Rights of Way designated as the bin had been relocated to the opposite side of the road, and some dog walkers were now not putting their dog waste in the bin. The Clerk advised that the Parish Council did not have any signs or stickers at the present time, and it was felt that rather than specific signs for a particular area of the parish that the whole parish should be targeted at the same time with the same campaign, as per Min.202/19b)i). **Resolved:** *The issue of dog fouling in Woodrow to be addressed along with the rest of the parish when the nights get darker.*

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

With regard to the designation of new Public Right of Ways, Cllr. Alford advised that the Wiltshire Council Officer had approved one of the routes, which now had to have an official declaration and then had to go out to consultation. The other route had been refused and the applicant had appealed this decision, so this would now be decided by the Planning Inspector. He advised that he had asked Wiltshire Council if they could relocate the bin back to its original position on the opposite side of the road by the field entrance.

The Council reconvened.

A member reported that they had challenged a dog walker coming out of the field in Woodrow Road with regard to clearing up after his dog. The dog walker then physically assaulted the member. Some other members of the public witnessed this and later in the day the dog walker apologised to the member. The member had not reported this to the police as the dog walker had apologised and shaken hand with the member. It was felt that it was a concern that people should have such anger management issues, and considered that members and staff should not challenge dog walkers over such issues for their own safety.

- iv) **Shurnhold Fields:** Shurnhold Fields Working Party had agreed to install a dog poo bag dispenser next to each of the two new bins being jointly supplied by the Town and Parish Council.
- c) **Feedback from SLCC/Wiltshire Council Training and Networking Event, 9th May:** The Clerk and Cllr. Shea-Simmonds attended this event. Cllr. Shea-Simmonds reported that it was a very interesting and informative event. He had come away with the overall opinion following all the presentations and workshops that Melksham Without was “right up there” with the best Councils in Wiltshire, in terms of the policies, procedures, transparency and the service that it gives to its parishioners.

It was noted that rules regarding CIL (Community Infrastructure Levy) and S106 Funding (the funding provided by developers to mitigate the impact of their development on the community) were being relaxed, as previously the same project could not be funded from both pots of funding.

Cllr. Jane Scott, Leader of Wiltshire Council, announced that she would be standing down as leader in the summer.

- d) Feedback from meeting with Wiltshire Council Principal Drainage Engineer, 8th May:** Cllr. Baines, as the Parish Council representative on the Operational Flooding Working Group, reported that this was a very useful and informative meeting. He advised that Wiltshire Council had produced a complete map of Westlands Lane showing open ditches and piped drains, and which were Wiltshire Council's responsibility and which were under private ownership. Now that ownership had been identified, the relevant homeowners would be written individual letters explaining the extent of their responsibility and obligations. A similar exercise would also follow for the villages of Shaw and Whitley. The Clerk and Cllr Baines had advised the Drainage Engineers that a Planning Application had been submitted which proposed to build over a storm drain in Whitley, and that they may wish to make comment on this. This application would be considered by the Parish Council at their Planning committee meeting on 20th May. With regard to Shurnhold Fields, the Principal Drainage Engineer had requested that the Friends of Shurnhold Fields did not clear the ditches on this land yet. Wiltshire Council had engaged new consultants to take over from Aitkins, and they want to review all the computer modelling carried out on the flood patterns in the area. There was some potential funding available for the construction of an attenuation pond on this land, however, he wished to wait for the outcome of the modelling review before advising the group on the best course of action.

Meeting closed at 9.53pm

Chairman, 24th June, 2019

Date: 01/05/2019

Melksham without Parish Council Current Year

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Cashbook 1

User: MF

Current Account & Instant Acc

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/04/2019	Community Emergency Group (CAW)	V1043	175.00			4610	170	175.00	Section 137 grant
1/04/2019	Grist Environmental	V1044-DD	40.70		6.78	4770	220	33.92	Inv.267986-B'Hill Waste collec
5/04/2019	EE Limited	V1059-DD	13.34		2.22	4195	120	11.12	Inv.740-MWPC Meeting W
8/04/2019	Sirus Telecom	V1060-DD	227.57		37.93	4190	120	189.64	Inv.41658-Office call charges
5/04/2019	Unity Bank	V1078-5986	18,410.55				220	18,410.55	To top up Unity-FSCS threshold
9/04/2019	Eon	V1062-DD	2,219.53		231.72	4312	220	1,987.81	Inv.125-Gas-Nov16-Apr19
9/04/2019	Eon	V1081-DD	111.44		5.31	4302	220	106.13	Inv.FAD-Pav Electricity
9/04/2019	Fixed Term Deposit	V1077-	407,000.00				210	407,000.00	13545790-Fixed Term Deposit
Total Payments for Month			428,198.13	0.00	283.96			427,914.17	
Balance Carried Fwd			6,039.70						
Cashbook Totals			434,237.83	0.00	283.96			433,953.87	

Date: 01/05/2019

Melksham without Parish Council Current Year

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Cashbook 2

User: MF

Unity Bank

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	83,012.26					83,012.26	
	Banked: 25/04/2019	18,410.55						
V1078-5986	Current Account & Instant Acc	18,410.55			200		18,410.55	To top up Unity-FSCS threshold
Total Receipts for Month		18,410.55	0.00	0.00			18,410.55	
Cashbook Totals		<u>101,422.81</u>	<u>0.00</u>	<u>0.00</u>			<u>83,012.26</u>	

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Date: 01/05/2019

Melksham without Parish Council Current Year

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Cashbook 2

User: MF

Unity Bank

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/04/2019	Teresa Strange	V1061-S/O	5.18			4190	120	5.18	Out of hours mobile
6/04/2019	Unity Trust Bank	V1055-DD	687.32		113.06	4200	120	51.96	A1 Prints for A Boards
						4150	120	17.91	A4 Paper
						4150	120	17.91	A4 Paper
						4150	120	17.91	A4 Paper
						4150	120	17.91	A4 Paper
						4150	120	8.32	100 Binder clips
						4351	120	289.58	Smart TV
						4350	142	21.00	Location plan-shed @ BSF Allot
						4250	120	6.00	BRAG Picnic Area land owner se
						4140	120	3.00	Monthly Fee
						4150	120	10.70	Gusset envelopes
						4351	120	112.06	TV Stand trolley
8/04/2019	Condor Office Solutions Ltd	V1047-BACS	173.03		28.84	4130	120	144.19	Inv.551828-Photocopy Usage
8/04/2019	JH Jones & Sons	V1048-BACS	883.69		147.28	4402	320	56.66	Allotment Grass Cutting
						4400	142	211.33	Play Area grass cutting
						4780	142	17.50	Play Area bin emptying
						4781	220	75.83	JSF Bin emptying
						4401	220	375.09	JSF Grass cutting & line mark
8/04/2019	Simon J White	V1049-BACS	195.00			4490	142	195.00	Inv.7849-Carson Tyre R/at Main
8/04/2019	Wiltshire Publication	V1050-BACS	76.56		12.76	4230	120	63.80	Inv.52287-Annual Parish Meetin
8/04/2019	Office Right Business Solution	V1051-BACS	268.66		44.78	4351	120	223.88	Inv.57941-4x Visitor chairs
8/04/2019	Office Right Business Solution	V1052-BACS	261.22		43.54	4200	120	217.68	Inv.57940-A Boards for meeting
8/04/2019	Office Right Business Solution	V1053-BACS	221.04		36.84	4351	120	184.20	Inv.57942-Orthopaedia Chair
8/04/2019	Office Right Business Solution	V1054-BACS	2,645.76		440.96	4351	120	2,204.80	Inv.57943-x16 stackable chairs
8/04/2019	Melksham Rugby Club	V1056-BACS	45.00			4200	120	45.00	Annual Parish room hire 1/4/19
8/04/2019	IAC Audit & Consultancy Ltd	V1057-BACS	390.00		65.00	4100	120	325.00	Inv.0685-Internal Audit 12.3.19
8/04/2019	Wilts Assoc of Local Councils	V1058-BACS	1,275.54		212.59	4650	170	685.00	WALC Subscription
						4650	170	377.95	NALC Subscription
5/04/2019	Friends of Shurnhold Fields	V1063-BACS	250.00			4820	142	250.00	Set up costs
						347	0	-250.00	Set up costs
						6000	142	250.00	Set up costs
5/04/2019	Arien Signs and Graphics	V1065-BACS	52.68		8.78	4490	142	43.90	Lock replace Whittle RR Noticeb
5/04/2019	Trade UK	V1068-BACS	34.74		5.79	4722	320	4.65	Pipe Coupling
						4490	142	12.48	Bin Liners
						4722	320	5.91	Bolts
						4722	320	5.91	Nylon insert nut

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Payments for Month 1

Nominal Ledger Analysis

Date	Pavee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
5/04/2019	Teresa Strange	1071-SALAR	[REDACTED]		3.82	4000	130	[REDACTED]	April 2019 Salary
						4200	120	0.82	Dishwasher Salt- New meet room
						4155	120	17.92	Annual Parish Refreshments
						4048	130	0.33	Car park charges-stamp collect
						4120	120	2.00	Postal charges reimburse
5/04/2019	Joanne Eccleston	V1072-SALA	[REDACTED]		0.80	4020	130	[REDACTED]	April 2019 Salary
						4155	120	2.73	Refreshments for Annual Parish
5/04/2019	Marianne Rossi	V1073-SALA	[REDACTED]			4155	120	1.24	Redbush Tea bags
						4010	130	[REDACTED]	April 2019 Salary
						4155	120	2.20	Refreshments for Annual Parish
5/04/2019	Terry Cole	V1074-SALA	[REDACTED]			4460	142	[REDACTED]	April 2019 Salary
						4050	142	47.50	Travel Allowance
						4051	142	41.85	Caretaker Mileage
5/04/2019	David Cole	V1075-SALA	[REDACTED]			4800	320	[REDACTED]	April 2019 Salary
5/04/2019	HM Revenue & Customs	V1069-BACS	1,511.45			4000	130	304.60	April 2019- Period 1-T
						4000	130	243.00	April 2019- Period 1-NI
						4020	130	82.80	April 2019- Period 1-T
						4020	130	99.31	April 2019- Period 1-NI
						4010	130	66.20	April 2019- Period 1-T
						4010	130	79.67	April 2019- Period 1-NI
						4460	142	142.20	April 2019- Period 1-T
						4800	320	8.40	April 2019- Period 1-T
						4041	130	485.27	April 2019- Period 1
5/04/2019	Wiltshire Pension Fund	V1070-BACS	1,488.64			4000	130	178.36	April 2019- Period 1
						4020	130	89.70	April 2019- Period 1
						4010	130	80.21	April 2019- Period 1
						4045	130	1,140.37	April 2019- Period 1
5/04/2019	Aquasafe Environmental Ltd	V1076-BACS	138.00		23.00	4212	220	115.00	Inv.406-April 2019 PPM vis
9/04/2019	Teresa Strange	V1061-S/O	5.18			4190	120	5.18	Inv.470-out of hours mobile
9/04/2019	Teresa Strange	V1061-S/O	-5.18			4190	120	-5.18	Out of Hours Phone ERRO
Total Payments for Month			15,730.31	0.00	1,187.84			14,542.47	
Balance Carried Fwd			85,692.50						
Cashbook Totals			101,422.81	0.00	1,187.84			100,234.97	

Date: 01/05/2019

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	250,000.00					250,000.00	
	Banked: 29/04/2019	407,000.00						
V1077-	Current Account & Instant Acc	407,000.00			200		407,000.00	13545790-Fixed Term Deposit
Total Receipts for Month		407,000.00	0.00	0.00			407,000.00	
Cashbook Totals		<u>657,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>250,000.00</u>	

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Date: 01/05/2019

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Cashbook 3

User: MF

Fixed Term Deposit

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
5/04/2019	Current Account & Instant Acc	13542072LS	250,000.00			200	250,000.00	V1059- Fixed Term transfe
Total Payments for Month			250,000.00	0.00	0.00		250,000.00	
Balance Carried Fwd			407,000.00					
Cashbook Totals			<u>657,000.00</u>	<u>0.00</u>	<u>0.00</u>		<u>657,000.00</u>	

May-19

Unity (Lloyds) Corporate Card							
Voucher Number	Date	Supplier	Description	Net	VAT	Gross	Code
	02/04/2019	Amazon	Logitech Wireless keyboard	£15.82	£3.16	£18.98	
	03/04/2019	Amazon	Fibre tip pens & fineliners	14.19	2.84	£17.03	4150
	04/04/2019	Amazon	Dust Mask and eye wash	23.26	4.66	£27.92	
	04/04/2019	Eurotrade-Amazon	Ring hoop holder for bin bag	13.32	2.66	£15.98	
	04/04/2019	MR book Ltd-Amazon	Health & Safety Poster	8.80	0.00	£8.80	
	29/04/2019	PlanningPortal	Shaw Hall Planning application	133.67	3.33	£137.00	4390
	02/05/2019	Unity Bank	Monthly Fee	3.00	0.00	£3.00	4140