

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 24<sup>th</sup> June, 2019 at 1, Swift Way, Bowerhill at 7.00 p.m.**

**Present:** Cllrs. Richard Wood (Chair), John Glover (Vice-Chair), Alan Baines, Greg Coombes, Terry Chivers, David Pafford, Stuart Wood, Robert Shea-Simonds and Kaylum House (from 7.15pm).

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

Invited Guest: Wiltshire Cllr. Phil Alford.

- 088/19 **Housekeeping & Announcements:** Cllr. R Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire. He gave the following announcements:
- i) **Planning Training – Monday, 22<sup>nd</sup> July, 2019 at 7.00pm:** The Town Council are holding a basic planning training session for their members with Andrea Pellegram, and asked the Parish Council if any of their councillors wished to attend and then share the cost. It was noted that the total cost was £400, so the Parish Council's share was presumed to be £200 if they wished to take up this offer. There is a Planning Committee meeting scheduled for this evening, but the Clerk advised that she was going to cancel this planning meeting and the one for the 1<sup>st</sup> July, and hold just one meeting on 15<sup>th</sup> July, as this would meet the consultation constraints. The Staffing Committee scheduled for the 1<sup>st</sup> July will also be cancelled as there is no business to transact. **Resolved 1:** *The Parish Council accept the Town Council's offer to share the training and agree to share the cost. 2. Cllrs. Pafford, Shea-Simmonds, S. Wood and Greg Coombes to attend this training, and those councillors not in attendance this evening to be asked.*
  - ii) **Census Information:** As Wiltshire Council had recently carried out a survey into the demographics of parishes with regard to knowledge of protected characteristics, the members noted the data for Melksham Without from the 2011 Wiltshire Census and how this compared to the figures for Melksham Town and Wiltshire in general. The Melksham Community Engagement Manager had asked if the Parish Council would be interested in being part of a Wiltshire Council pilot scheme to further engage with minority groups in the Melksham Area. Whilst members acknowledged that this was valuable work, they felt that at the current time they were already involved in enough community and joint projects.
- 089/19 **Apologies:** Cllr. Paul Carter and Cllr. Mary Pile were on holiday, Cllr. Paul Taylor had a work commitment and Cllr. Nick Holder was unwell; these reasons for absence were accepted.
- 090/19 **Declarations of Interest:** Cllr. R. Wood declared an interest in agenda items 10a & 10b with regard to the Chair's allowance, and the Clerk declared an interest in agenda item 13e, request to sponsor Young Melksham Youth Awards, as a Trustee of that organisation.
- 091/19 **Dispensation Requests:** It was noted that the Parish Council has a standing dispensation to discuss issues relating to the provision of a new village hall for Berryfield.

092/19 **Items to be Held in Committee:** There were no confidential items to be discussed.

093/19 **Adoption of Melksham Without Parish Council Standing Orders 2019/20:** At the Annual Council Meeting on 13<sup>th</sup> May, 2019, under Min. 007/19)2), the Standing Orders (based on NALC Model) with the Clerk's amendments (as per Min.007/19i) and Min.007/19ii)) were approved, but stood adjourned until this meeting. **Resolved:** *The Council formally adopt the Standing Orders for 2019/20.*

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

094/19 **Public Participation:** There were two members of the public present. Melksham Town Cllr. Adrienne Westbrook wished to speak in support of the Town Council correspondence regarding gateway signage, being considered under agenda item 13c. She stated that there was an ongoing Town Council Working Party regarding the Town signs which had arisen following comments from a resident about how worn and tired they had become. Last year the Town Council had agreed the design of potential gateway signage and had then subsequently changed their mind, with the working group starting the whole process again. There is now a new "Welcome to Melksham" sign design that the Town Council approved at their last meeting which includes their crest, which if approved by Wiltshire Council Highways, they wish to erect at various locations. She advised that the Town Council would like to put a sign on the A365 Devizes Road, to the east of Melksham Oak Community School (MOCS), which she acknowledged was in the parish of Melksham Without and not in the Town parish. She stated that she fully understood that the Parish Council may not want a sign with the Town Council crest on it in their parish, and she felt that this was something that she could ask her fellow councillors to consider removing. However, in her opinion, the school was in the geographical area of Melksham and if the crest was removed that the sign would just be welcoming people to the geographical area of Melksham. She continued to support her argument by stating that there were lots of different areas of Melksham and cited Forest, Roundponds and Bowerhill as examples. In her opinion MOCS was in Melksham, and she felt that whilst Bowerhill was "special" it was still in Melksham. She felt that this proposed location was the only one the Town had put forward which was not in their parish. Cllr. R. Wood drew attention to the Town Council's other proposed signage location in the Melksham Without parish on the A350 Semington/Melksham Diversion; the actual boundary is on the "ex Carson tyres" roundabout at the junction of the A350 & A365. Cllr. Westbrook felt that this location was neither here nor there, and that her concern was the location of the sign on the Devizes Road. Cllr. S. Wood asked at what phase in the process the Town Council had reached, and whether the signs were actually with the printers. Cllr. Westbrook advised that she did not know whether the purchase order had been raised, but that the Town Council had resolved that this was the design that they wanted.

*Cllr. Westbrook left the meeting.*

PCSO Maggie Ledbury advised that she had sent the crime figures for the parish by email in her monthly report, and informed that PC Lee Pelling was the new Community Co-ordinator for the Melksham area. She advised that all the Melksham PCSOs met with PC Pelling on a Tuesday to discuss crime, triggers and priorities in the area and that if the parish council had any issues or concerns that she could raise them at this

weekly meeting. The Clerk asked if there was anything that could be done about inconsiderate parking, which was particularly bad in Bowerhill from parents collecting children from both the primary and secondary school, and the situation had become exacerbated by the temporary closure of Pathfinder Way. PCSO Ledbury replied there were only 3 issues that police could address, these were vehicles preventing someone leaving their driveway, but not entering it, obstructing the pavement so that someone has to walk in the road, but this has to be witnessed by a uniformed officer, and complete obstruction of the highway. She stated that inconsiderate parking and speeding were her biggest frustration, as these were the things which affected the community, but which as a Community Support Officer she could not address. She advised that only police officers and community speed watch teams had the authority to use speed guns, and that this was not a power afforded to PCSOs. She said that her presence outside of schools did make a difference, but only for the period of time that she was there. A member stated that he understood that there had been a police presence outside of MOCS at home time in respect to the children on their bikes dismounting the pavement and riding on the road against the flow of traffic. He asked if this had been successful and if the police presence would continue. PCSO Ledbury advised that this presence would continue on and off otherwise the children revert to their previous behaviour. The members advised that a rear footpath to MOCS was being provided as part of the new East of Melksham development for 450 dwellings and that the Parish Council had asked Wiltshire Council to construct this as a matter of priority rather than at the end of the development. They asked if this was something that the police would support to reduce the number of children accessing the school along the busy A365. PCSO Ledbury said that she would put that idea forward. **Resolved:** *The Parish Council write to the Police and Crime Commission asking that the powers of PCSOs are extended to give them authorisation to use speed guns.*

*PCSO Ledbury left the meeting and the Council reconvened and brought forward agenda item 13c, but Cllr. Westbrook was unable to stay to hear the discussion as she had to return to the Town Council meeting.*

095/19 **Town Council Correspondence re Gateway Signage:** The members noted an extract from the Full Council minutes of 17<sup>th</sup> September, 2017 (Min.208/17(i)) where Cllr. Baines, as the Parish Council representative on the original Town Council Gateway Working Party, gave a report of the discussions held at that time between Wiltshire Council Highways, Melksham Town Council and the Parish Council with regard to six potential locations for new gateway signage. At that time there were two proposed locations which were in dispute (locations 5 & 6), as rather than being on the parish boundary between the Town and the parish, these were some distance into the parish; these were:

5. **A350 Semington/Melksham Diversion (Berryfield)** – The Melksham sign was transferred from the old Semington Road to its new location on the A350 where the brook runs under the road, near to the sewage works. This location is not the parish boundary, which is at the A365, and there is already a very large road sign directing traffic into “Melksham town centre”. The most appropriate place for the gateway sign would be near to this directional sign, but no agreement was met at the meeting.
6. **A365 Devizes Road** – The Town Council wished to place a sign on the eastern side of Melksham Oak Community School. This was not considered appropriate by

Cllr. Baines as this location is in Bowerhill, and he made it clear to the Town council that the Parish Council would not accept this location. The existing sign is located slightly north of Mallory Place, just before the commencement of the old Spa Road. This is an appropriate location for the gateway sign to inform drivers that they are approaching Melksham as the directional sign on the roundabout only directs traffic right into the “Town Centre”. It was considered that its existing site is the only appropriate location.

At that meeting the Parish Council resolved to support the views of Cllr. Baines (as per items 5 & 6) on the proposed locations.

Members considered that their views on the proposed locations had not altered from those given in 2017. They further felt that with regard to location 5, that the middle of Western Way was the boundary between the Town and Parish and that actually vehicles did not cross into the Town until they reached “Challemead Bridge” just before Farmers Roundabout. However, they conceded that the “ex Carson Tyres” roundabout on the junction of the A350 and A365 would be an appropriate location for a Town sign.

With regard to the Town Council’s request for location 6, a sign on the east side of MOCS on the A365, it was noted that there were “Bowerhill – please drive carefully” signs before MOCS near to the Turnpike Garage, and a “Town” sign in the Spa just before the Pathfinder Way roundabout, and opposite a “Bowerhill” sign in the westbound direction. It was felt that this was the correct place for the Bowerhill signs, and acknowledged that whilst in the parish the current location of the Town sign was the most appropriate; although it was noted this could be liable to slight variation due to the forthcoming highways works to construct new pedestrian crossings for the Pathfinder Place development. Members were unanimous in their strongly held view that Melksham does not start by Hornchurch Road, and that MOCS has a Bowerhill postal address. They held the opposite view to Town Cllr. Westbrook, in that whilst Melksham is included in the full postal address for Bowerhill, this is also the case for the villages of Broughton Gifford, Atworth and Seend, who all have their distinct individual identities. Members were adamant that any suggestions for Town gateway signage located further into the parish should be resisted and noted correspondence from BRAG (Bowerhill Residents action Group) from 2017 which opposed any suggestion for Town Gateway signage to be located to the east of MOCS or anywhere in Bowerhill. Furthermore, members felt that it would be inappropriate for just one of the Town signs to have the Town crest removed; their signage should be consistent and in their own parish. Additionally, members wished to support an increase in the presence of Bowerhill village signage. **Resolved:** *The Parish Council reiterate their support for the Town Gateway signage to be located as specified in Min.208/17(i) of the 17<sup>th</sup> September Full Council Minutes.*

096/19 **Additional Representatives for Committees, Working Parties and Organisations:** It was noted that there were still some vacancies for representatives for Working Parties and organisations. **Resolved:** *The following Working Parties and representatives to be appointed for 2019/20:*

Data Protection Working Party

Cllrs. Terry Chivers, Kaylum House, Stuart Wood and Robert Shea-Simmonds.

Warding Working Party

Cllrs. Richard Wood, John Glover, Alan Baines, Nick Holder and Terry Chivers.

Organisations:

Whitley Reading Rooms:

Melksham Hospital & Community:

WALC (Wiltshire Association of Local Councils):

Age Friendly Melksham:

It was felt that no rep was required.

Cllr. Robert Shea-Simmonds

Cllr. Greg Coombes

It was noted that Cllr. Robert Shea-Simmonds had been appointed as the rep. However, there had been some confusion at the Annual Council meeting as Cllr. Carter had been the outgoing rep and wished to continue in this role. Therefore Cllr. Paul Carter to be the rep for 2019/20.

Footpath Representatives:

Bowerhill, Redstocks and The Spa

Town Cllr. Mike Sankey had confirmed that he was still willing to be a rep.

097/19 **Annual Council Meeting 13<sup>th</sup> May, 2019:**

**a) Minutes, Annual Council Meeting 13<sup>th</sup> May, 2019: *Resolved: The Minutes of the Annual Council Meeting held 13<sup>th</sup> May, 2019 were formally approved by the Council and signed by the Chairman as a correct record.***

098/19 **Planning:**

**a) Planning Committee Meeting held Monday 20<sup>th</sup> May, 2019:**

**i) *Resolved: The Minutes of the Planning Committee Meeting held 20<sup>th</sup> May, 2019 were formally approved by the Council and signed by the Chairman as a correct record.***

**ii) *Resolved: The Recommendations detailed in Min.031/19 and Min.035/19 were formally approved.***

**iii) **Arising from Min.031/18 – BRAG Picnic Area – Local Green Space****

**Designation in Seend Neighbourhood Plan:** The Clerk reported that she had spoken to Wiltshire Cllr. Jonathon Seed at the last Area Board meeting and had asked him if he would support the designation of the BRAG picnic area in the Seend Neighbourhood Plan. He was happy to do this and also suggested that this was added to the next Area Board agenda so that they could also support.

**b) Planning Committee Meeting held Monday 10<sup>th</sup> June, 2019:**

**i) *Resolved: The Minutes of the Planning Committee Meeting held 10<sup>th</sup> June, 2019 were formally approved by the Council and signed by the Chairman as a correct record.***

**ii) *Resolved: The Recommendations detailed in Min.058/19c), Min.061/19b), Min.064/19b)i) and Min.064/19d)i) were formally approved.***

**iii) **Arising from Min.064/19 –Meeting with Bellway Homes and Proludic, re the Play Area at Semington Road Development:** The Clerk reported that she had been in contact with Proludic, Bellway Homes Play Area contractor for the Semington Road Development, and had some dates for a potential meeting to discuss the play area plans and provision. She advised that Proludic were also**

the play area contractor for Taylor Wimpey on the Pathfinder Way development, and the suggestion was to meet Proludic to agree the final design for Pathfinder Way and then to discuss the provision for Semington Road. **Resolved:** *The Parish Council meet Proludic on Monday 8<sup>th</sup> July at 10.00am.*

- iv) Arising from Min.058/19c) Shared Lives Information:** The Clerk informed that she had met Cllr. John Thompson at an event at County Hall and she had spoken to him about the issue of Granny Annexes and what potentially happens to them once they are no longer required by a family member. He advised about “Shared Lives”, a National Campaign that Wiltshire Council are supporting. This appears to be fostering for older people or adults with physical or mental health problems. The members noted information about this campaign.
- c) Date of Future Consultation for a Potential Site in Whitley:** It was noted that a company called Planning Sphere were holding a consultation at Whitley Reading Rooms on 17<sup>th</sup> July on behalf of Ashford Homes with regard to a proposal for 9 dwellings and a car park for Shaw school on land between Corsham Road and First Lane. The time of the consultation was yet to be confirmed.
- d) Local Plan Review Meeting – Wednesday 12<sup>th</sup> June:** Cllrs. Richard Wood, John Glover and Alan Baines attended this meeting with the Clerk, Wiltshire Council and representatives from Melksham Town Council, Seend Parish Council and Broughton Gifford Parish Council (who had been invited, like Melksham Without, as neighbouring parishes of the market town). Wiltshire Council presented the housing figures for the Melksham area for this period which had already been put before Cabinet. These figures were incorrect and the Parish Council challenged Wiltshire Council on this, and expressed concerns that Cabinet may have made decisions based on the wrong information. The Parish Council informed the meeting on what they considered to be the four main priorities for Melksham. These were:
- Bypass – first before any further development.
  - Education – a holistic approach to future provision rather than piecemeal funding
  - Health – requirement for urgent care/minor injuries, etc., locally
  - Employment land – more needed to prevent out commuting

The Chairman of the meeting, Geoff Winslow (Spatial Planning, Wiltshire Council) tried to persuade the Parish Council that any future development would provide a bypass. Again, the Parish Council challenged this, directing the Chairman to the documentation with regard to Wiltshire Council’s strategic bid for an A350 bypass, and that the indicative cost for this was in the region of £70million, so most definitely would not be provided by development. The Parish Council reiterated the point that Melksham was a traffic pinch point both for the A350 north to south, and the A365 east to west, and that without a bypass Melksham could not accommodate any further development. Wiltshire Council stated that there were fewer constraints in Melksham for future development than elsewhere in the Chippenham Market Housing Area. The Parish Council gave some examples of the difficulties facing Melksham currently, including the lack of healthcare provision and the fact that this is not being provided by development, and that Wiltshire Council had not supported these requests from the community, in particular Wiltshire Council’s unwillingness to push for healthcare provision from the Pathfinder Way Development when this was approved by the Strategic Planning Committee. The additional dwellings being proposed would need

significant infrastructure up front. There also needs to be a balance with regard to the employment land being allocated. There needs to be enough employment land to support growth, but not an excess which would then mean that more housing is required to support the additional employment.

- e) **Wiltshire Council's Infrastructure Delivery Plan:** It was explained that Wiltshire Council's Infrastructure Delivery Plan was the list of what their proportion of CIL (Community Infrastructure Levy) would be spent on. The Parish Council had written to Wiltshire Council asking that provision of the following items for the parish were added to their list from their proportion of CIL generated from development in the parish:

- Ongoing drainage maintenance
- Real Time Information (RTI) at bus stops/shelters
- The Melksham Campus
- Melksham Bypass

The members noted the response from Wiltshire Council, which directed the Parish Council to other departments and stated that some of these issues should be addressed via S106 Agreements. The response effectively advised that Wiltshire Council Cabinet had decided to spend their CIL on strategic projects for the county and that town and parish councils could spend their proportion of CIL funding in their areas/communities. They further advised that an Infrastructure Delivery Plan was included as part of the emerging Melksham Neighbourhood Plan, as this could then be used by planners to inform the requirements for S106 Agreements from new development. This idea was echoed by the Neighbourhood Plan Consultants. It was noted that one member was very keen to use the Parish Council's proportion of CIL to fund RTI at bus stops.

- f) **Melksham Bypass Update:** Members noted an update on the progress of the Melksham Bypass feasibility study and business case. The email response had a link to a specific website, and the Parish Council had been advised to keep checking this as it would be updated as more information became available.

#### 099/19 Finance & Audit:

a) **Finance Committee Meeting, 20<sup>th</sup> May 2019:**

- i) **Resolved:** *The Minutes of the Finance Committee Meeting held 20<sup>th</sup> May, 2019 were formally approved by the Council and signed by the Chairman as a correct record.*
- ii) **Resolved:** *The Recommendations detailed in Min.044/19, Min.045/19)1), Min.045/19)2), Min.045/19)3), Min.046/19, Min.047/19, Min.048/19, Min.049/19)1) and Min.049/19)2) were formally approved.*

b) **Finance Committee Meeting, 17<sup>th</sup> June 2019:**

- i) **Resolved:** *The Minutes of the Finance Committee Meeting held 17<sup>th</sup> June, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:  
From Min.086/19g – in the last sentence remove the wording “full council”, which has been written twice.*
- ii) **Resolved 1:** *The Recommendations detailed in Min.085/19a), Min.085/19b), Min.085/19c)1), Min.085/19c)2), Min.085/19f), Min.085/19h), Min.086/19d), Min.087/19)1) and Min.087/19)2) were formally approved. 2. The Recommendations detailed in Min.085/19g, Min.086/19f) and Min.086/19g) to be considered under separate agenda items.*

- c) **Internal Auditor's Reports for Year Ending 31<sup>st</sup> March, 2019:** The Internal Auditors Reports for 2018/19, from IAC Audit & Consultancy Ltd were noted. The Council had met all the internal control objectives and there were no areas of concern. This document had been reviewed by the Finance Committee at their meeting on 17<sup>th</sup> June, 2019 (Min.086/19b).
- d) **External Audit Annual Return for Year Ending 31<sup>st</sup> March, 2019 – Section 1 (Governance Statement):** Cllr Wood read out all the questions in section 1 separately and the members answered "Yes" to questions 1,2,3,4,5,6,7 and 8 of Section 1 (Governance Statement) of the Annual Return and noted that question 9 did not apply. The Finance Committee had reviewed all the supplementary information with regard to the requirements under each question and could confirm that the Parish Council have met all of these. **Resolved:** *Section 1 (Governance Statement) of the External Audit Annual Return for Year Ending 31<sup>st</sup> March, 2019 was approved and signed by the Chairman and the Clerk.*
- e) **External Audit Annual Return for Year Ending 31<sup>st</sup> March, 2019 – Section 2 (Accounts Statement):** The Clerk as RFO confirmed that the year-end figures were accurate and a correct account. **Resolved:** *Section 2 (Accounts Statement) of the External Audit Annual Return for Year Ending 31<sup>st</sup> March, 2019 was approved and signed by the Chairman and the Clerk as RFO (Responsible Finance Officer.)*
- f) **Year End Accounts & Financial Statement for Year Ending 31<sup>st</sup> March, 2019:** *The Supporting Statement for Year Ending 31<sup>st</sup> March, 2019 was approved and signed by the Chairman and the Clerk as RFO.*
- g) **Council Income & Expenditure – May 2019:** The Council noted the attached reports for income and expenditure for the month of May, including the payments made on the corporate card. These were signed by the Chairman as a correct record.

100/19 **Asset Management:**

- a) **Asset Management Committee Meeting, 10<sup>th</sup> June, 2019:**
  - i) **Resolved:** *The Minutes of the Asset Management Committee Meeting held 10<sup>th</sup> June, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:  
From Min.074/19b)viii) – spelling error amended from "if divers are not speeding" to "if drivers are not speeding".  
From Min.075/19c) – spelling error amended from "had to be completely retrospectively" to "had to be completed retrospectively".  
From Min.080/19a) – wording of the recommendation amended from "supported by the minutes of the FOSF minutes" to "supported by the minutes of the FOSF meeting".*
  - ii) **Resolved 1:** *The Recommendations detailed in Min.073/19b), Min.074/19b)i), Min.074/19b)iii), Min.074/19b)iv)1), Min.074/19b)iv)2), Min.074/19b)iv)3), Min.074/19b)iv)4), Min.074/19b)iv)5), Min.074/19b)v), Min.074/19b)vi)1), Min.074/19b)vi)2), Min.074/19b)vii)1), Min.074/19b)vii)2), Min.074/19b)vii)3), Min.074/19c), Min.076/19b), Min.076/19d), Min.076/19e)1), Min.076/19e)2), Min.076/19f)1), Min.076/19f)2), Min.077/19b), Min.077/19d), Min.077/19e), Min.078/19a)1), Min.078/19a)2), Min.080/19a) and Min.080/19b)i)1) were formally approved. 2. The Recommendations detailed in Min.074/19b)viii), Min.076/19g) and Min.080/19b)i)2) were not approved and the Council reconsidered the issues based on further information.*



**b) Matters Arising from Unapproved Recommendations:**

**i) From Min.074/19b)viii): Replacement of the SID (Speed Indicator Device):**

This recommendation was to investigate funding, costs and potential designs for the replacement of the SID which was not working. However, the Town Council also considered this at their last meeting, resolving to replace it themselves with a solar powered model, and to then add an additional charge (on top of the erection fee) to Melksham Without and Atworth Parish Councils every time it was erected. Members were unhappy about this and the lack of any consultation with either Melksham Without or Atworth Parish Councils. Whilst it was acknowledged that the Town Council stored the SID and their caretakers erected it, the Parish Council insured it and it was a jointly owned and maintained piece of equipment between the three councils. It was therefore felt that any replacement should be a decision for those three councils as part of the joint project and not just one. Additionally, the Area Board had paid for the refurbishment and new batteries for the current SID, so they too should be included in any discussions about its disposal and replacement. It was noted that many of the newer SID designs had the ability to record all manner of data, but that careful consideration should be given to which would be the most appropriate model to get; as if there is no one to pass the information to or process the data then this would be an unnecessary additional facility and potential cost. **Resolved 1:** *The Parish Council continue with their investigations into costs and possible models. 2. The Parish Council inform the Town Council that they are unhappy about decisions regarding the SID being made just by the Town, without consulting the other parties involved in this joint project.*

**ii) From Min.076/19g: Removal of Weeds in Planted Area & Pond at the Pavilion:**

Under this minute number it had been recommended that the parish Council take no further action to address the weeds at the entrance to the pavilion, as it was felt that this created a good wildlife habitat. However, it was felt that there had been a misunderstanding as members thought that the proposal to remove the weeds was just for the pond area, rather than the area either side of the entrance gates and the small planted area prior to the pond in the car park. It was acknowledged that these weeds were unsightly and did not give a good first impression of the Parish Council as this was now the office.

**Resolved 1:** *The recommendation under minute 076/19g is withdrawn. 2. Contractor J H Jones to be asked to remove the weeds from these areas.*

**iii) From Min.080/19b)i)2): Grass Cutting and Bin Emptying Contract**

**Renewal:** The Clerk advised that she had sought clarification with regard to contract renewals from the SLCC (Society for Local Council Clerks) and WALC (Wiltshire Association of Local Councils), and they had responded to say that they did not feel qualified to answer the question posed. She had therefore sought advice from the legal department of NALC (National Association of Local Councils) and the SLCC, and was awaiting their response. The recommendation under this minute number could therefore not be approved until this advice had been received.

**c) Bench for Shaw Play Area:** The Clerk advised that a bench had been ordered for Shaw Play Area last year. However, following receipt of the independent play area inspection reports from ROSPA, this bench was installed in Berryfield Play Area, as the bench there had been identified as needing replacement. There was currently no bench in Shaw Play Area, so she asked if the Council wished to add

an additional bench for this location when the benches for the Age Friendly project are ordered. **Resolved:** *A bench, of the Parish Council standard recycled design, is ordered for Shaw Play Area, as part of the larger order for benches for the parish.*

- d) Annual Check of Community Defibrillators in the Parish:** It was noted that the annual check of defibrillators had been carried out by Community Heartbeat Trust and that they had identified that all the external sites, with the exception of Beanacre, required a spare set of pads. These were then ordered and were covered under the annual support package; however, it was noted that spares had also been ordered in March and June of 2018. They had additionally advised that these pads expired in December 2019 and so replacement ones would need to be ordered before this date. Another issue that they had raised was over the accompanying signage which gives instructions to dial 999. They were now advising that this signage should read “dial 999 and ask for the ambulance service”. They informed that there had been issues in other areas where people dialling 999 to get advice on using the defibrillators were put through to the police, causing delays in them receiving instruction. Members felt that if someone was dialling 999 to say that they needed to use the defibrillator that they would be put through to the correct emergency service. However, it was considered prudent to investigate the costs of new signage with this wording. **Resolved:** *The cost of replacement signage to read “dial 999 and ask for Ambulance service” to be investigated for consideration at the next meeting.*
- e) Wessex Water – Repairs to Sewer at Kestrel Court Play Area:** It was noted that Wessex Water will be repairing a damaged surface water sewer laid across Kestrel Court Play Area; they advise that the works are planned to take 4 days and will take place from 22/07/19 – 25/07/19. It was noted that this play area has been flooded by this burst sewer pipe on two occasions in the past. The Clerk will inform Wiltshire Council’s property department out of courtesy, as they were the ultimate landowners, with the parish council leasing the play area.
- f) Update on Shaw Play Area and Playing Field Improvement Plans:** As per Min.078/19a)1) (Asset Management Committee Meeting), the Clerk had been trying to arrange a joint meeting with representatives of Shaw Village Hall Committee, CAWS (Community Action Whitley Shaw) and the Parish Council. Shaw Village Hall Chairman had suggested one Friday evening in July, as it was understood that this was the only time that Shaw Hall was free. However, it was felt that it was not necessary to hold a meeting in the Hall as a site meeting on the Field and Play Area was more appropriate. Additionally, a Friday evening was not considered to be the best time for volunteers to meet. **Resolved:** *The Parish Council suggest that the joint meeting is held at a suitable time for all, day or evening, but excluding Friday evenings, Saturdays or Sundays.*
- g) Substitutes for Shurnhold Fields Working Party Meeting – Thursday 27<sup>th</sup> June at 7.00pm:** The Clerk advised that the Parish Council had 3 representatives on this Working group, but that both Cllr. Glover and Cllr. Carter were on holiday, so were unable to attend. She asked if any other members were available to attend as a substitute. It was suggested that Cllrs. Holder and Taylor were asked if they wished to attend. If they could not Cllr. S. Wood offered to try to rearrange some personal commitments to try to attend.

101/19 **Wiltshire Council Boundary Review:**

**a) Parish Council Response to LGBCE (Local Government Boundary**

**Commission for England) Query re Potential Ward Names:** The LGBCE had contacted Wiltshire Council to ask, if they were minded to go with the joint warding suggestions of Wiltshire Council, the Parish Council and the Town Council, what they felt the ward names should be. Wiltshire Council had asked the Parish Council for their opinion, as although information had already been submitted with regard to ward names, it now transpired that the 100 dwellings at Sandridge Place and the 450 houses yet to be constructed as the extension of the East of Melksham would require their own wards. The Parish Council therefore submitted the following proposal:

- Electoral register FZ1 (Berryfield) – to be named **Berryfield Ward** with **2 councillors**.
- Electoral registers FY1 (West Bowerhill & Pathfinder Way new development), FY2 (East Bowerhill), FW2 (Spa & Redstocks) and southern part of FW1 (Sandridge) – to be named **Bowerhill and South Rural Ward** with **6 councillors**.
- New register for new housing development of approximately 435 dwellings on Land to the East of Spa Road – to be named **Woolmore Ward** with **1 councillor**.
- New register for new housing development of approximately 100 dwellings on Land to the North of Sandridge Road – to be named **Gladstone Ward** with **1 councillor**.

**b) Recommendations of LGBCE:** This had not yet been received.

**c) Community Governance request to Wiltshire Council:** It was noted that the LGBCE warding arrangements would probably trigger a Community Governance Boundary Review. The Minutes of the Town Council Extraordinary meeting held 29<sup>th</sup> October 2018, were noted and that they had resolved to request that Wiltshire Council undertake a boundary review to seek the transfer of the 450 houses East of Melksham and the 100 houses on Sandridge Road to the Town. The Parish Council expressed disappointment that the Town Council had never informed the parish Council of this resolution. It was queried what would happen to the CIL funding from these developments if there was a boundary review, especially as the payments are received in tranches as the development processes and properties are sold, and it was noted that Wiltshire Council had been asked how they would manage this but a response had not yet been received. The Parish Council had already received the CIL Payments for the 100 dwellings; it was noted that the CIL for the 450 dwellings had not been received, but that the intention had always been to use some of this towards the furnishing of the proposed Community Centre being provided by the S106 for this development. **Resolved 1:** *The Parish Council put forward a request to Wiltshire Council for a Boundary Review and show, as with the previous Boundary Review in 2016, that the Parish Council acknowledges where development sits better with the Town, and that the 100 dwellings at Sandridge Place and the 450 dwellings to extend the east of Melksham should be transferred to the Town. However, where development does not fit with urban areas, that the rural nature and parish boundaries are respected. The Parish Council also requests that as the Kennet & Avon Canal is a physical boundary that the BRAG canal picnic area is transferred from the parish of Seend to Melksham Without; The Clerk to have an informal conversation with Seend Clerk to explain the reasoning behind this request.* **2:** *A copy of this request to Wiltshire Council to be sent to Melksham Town Council and Seend Parish Council.*

102/19 **Community Projects/Partnership Organisations:**

- a) **Berryfield Village Hall:** The Clerk advised that the temporary planning permission for the current village hall expires on 29<sup>th</sup> September, 2019. Unfortunately, as Bellway Homes have not taken up the option in the S106 Agreement to build a new hall, and have instead decided to give the Parish Council the commuted sum to build it themselves, a new hall will not be built quickly enough, so the planning permission for the existing hall will need to be renewed. If the Parish Council renew this, as it has done in previous years, then the planning fees will be half the cost than if the Village Hall Committee apply for it. The Clerk advised that she was trying to contact the Village Hall Officer from Community First, so that a meeting with the Parish Council and BASRAG (Berryfield & Semington Road Action Group) could be arranged to discuss the best way forward for the new hall. **Resolved 1:** *The Parish Council submit an application to renew the temporary planning permission for the existing village hall in Berryfield. 2:* *The Parish Council join the Community First Village Hall Association at an approximate cost of £45.*
- b) **Melksham Oak School Extension Consultation:** The Parish Council had been asked if they wished to give a corporate response to this consultation. The consultation documentation stated that the Wiltshire Core Strategy had identified that 2,370 houses had to be built in the Melksham Area in the period 2016-2026, and that it was predicted that this would generate 300-370 secondary aged pupils. It was queried whether the core facilities of the school such as the dining hall, car park and specialist rooms, such as science rooms, would be able to support the additional number of pupils. It was also queried what the provision for post 16-year olds was, as the 6<sup>th</sup> form pupil numbers were not included in the figures. Members felt very strongly that Melksham pupils should have the choice and be able to carry out post 16 education in Melksham, and that further clarification was required. It was also considered that a feasibility study into a second secondary school for Melksham should be carried out, as at some point any extension of Melksham Oak would reach capacity. It was noted that there was a public meeting on Thursday 27<sup>th</sup> June 5.00-6.30pm at the school. **Resolved 1:** *The Parish Council respond to the consultation but with the minutes of the meeting rather than answering the prescriptive questions on the consultation form. 2:* *Wiltshire Council to be copied in on this response.*
- c) **CPRE (Campaign to Protect Rural England) – Results of West Wiltshire Best Kept Village Competition:** It was noted that Whitley had come first in the medium village category of the first round of the Best Kept Village Competition, scoring 96 out of a possible 100 points. This was considered to be an excellent result, and congratulated the hard work of the volunteers. Bowerhill had come 5<sup>th</sup> in their category.
- d) **Sponsorship of Young Melksham Youth Awards – 12<sup>th</sup> July, 2019:** Young Melksham had asked the Parish Council if they would consider sponsoring their Youth Awards event at a cost of £125. It was noted that the Parish Council had sponsored this event, a celebration of the achievements of Young People in Melksham and the surrounding villages, in the past. **Resolved:** *The Parish Council sponsor the Young Melksham Youth Awards at a cost of £125.*
- e) **Request from Melksham Age Friendly Steering Group for Paid Staff:** Melksham Age Friendly Steering Group wished to employ a part time co-ordinator and felt that this could cost in the region of £15,000. They wished to request funding for this from the Area Board, the Town Council and the Parish Council. The Parish Council had queried why they needed a paid employee to carry out administrative work when

other groups and organisations relied upon volunteers. The Parish Council had requested further information and clarity on the suggestion, but the Steering Group had postponed their meeting due to take place on 19<sup>th</sup> June, so this information had not been received. Discussion on this issue was deferred until further information had been received.

- f) **Melksham Area Community Safety Group Priorities:** The Melksham Area Community Safety Group meets every month to discuss crime reports and policing priorities. They considered affected areas and suggestions from individuals and groups over how issues can be addressed or priorities supported. The list of their priorities was noted.

Meeting closed at 9.24pm

Chairman, 29<sup>th</sup> July, 2019

Date: 15/07/2019

## Melksham without Parish Council Current Year

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## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 2

## Receipts for Month 2 - May 2019

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		6,039.70					6,039.70	
V1083-FPI	Banked: 02/05/2019	2.47						
V1083-FPI	British Girlguiding	2.47			1130	110	2.47	Inv.091- Photocopying
1095-HMRC	Banked: 10/05/2019	3,236.37						
1095-HMRC	HM Revenue & Customs	3,236.37			105		3,236.37	VAT Refund-1 Jan 19-31 Mar 19
	Banked: 13/05/2019	407,000.00						
I3652301LS	Fixed Term Deposit	407,000.00			210		407,000.00	V1077- Fixed Term depos return
V1077	Banked: 13/05/2019	93.67						
V1077	Lloyds Bank	93.67			1080	110	93.67	Fixed Term deposit interest
1098-BACS	Banked: 16/05/2019	12.64						
1098-BACS	Atworth Parish Council	12.64			4540	142	12.64	inv.090-1/3 share of SID Batte
V1099-S/O	Banked: 20/05/2019	10.00						
V1099	Melksham Fitness	10.00			1210	210	10.00	Hire of Changing room 3
500136	Banked: 20/05/2019	231.68						
V1100	AFC Melksham	100.00			1210	210	50.00	Match 7th April 2019
					1210	210	50.00	Payment in advance
V1102	Melksham Town Council	29.46			4680	170	10.50	083 Room Hire for N'HOOD Plan
					4540	142	18.96	SID Battery share
V1103	The Foresters Arms FC	100.00			1210	210	50.00	Pitch Hire 14th April 2019
					1210	210	50.00	Pitch Hire 28th April 2019
V1104	British Girlguiding	2.22			1130	110	2.22	089- Photocopying
V1117-11B	Banked: 20/05/2019	27.00						
V1117-11B	Allotment Holder	27.00			1310	310	27.00	Allotment rent Re-let BYF 11B
<b>Total Receipts for Month</b>		410,613.83	0.00	0.00			410,613.83	
<b>Cashbook Totals</b>		416,653.53	0.00	0.00			6,039.70	

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Date: 15/07/2019

## Melksham without Parish Council Current Year

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## Cashbook 1

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## Current Account &amp; Instant Acc

For Month No: 2

## Payments for Month 2

## 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</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1/05/2019	Grist Environmental	V1082-DD	65.90		10.98	4770	220	54.92	Inv.271296-B'hill waste collec
3/05/2019	EE Limited	V1096-DD	13.34		2.22	4195	120	11.12	Inv.431-Meeting WIFI
6/05/2019	Eon	V1097-DD	103.05		4.91	4312	220	98.14	Inv.CE9-Pavilion Gas
0/05/2019	Sirus Telecom	V1105-DD	228.70		38.12	4190	120	190.58	Inv.42079-Phone Charges
0/05/2019	Allotment Holder	V1117-BACS	27.00			1310	310	27.00	Allotment rent Re- let 11b BYF
0/05/2019	Allotment Holder	V1117-BACS	-27.00			1310	310	-27.00	Re- let 11B BYF CB ERRC
3/05/2019	Richard Wood	V1114-5987	204.00			4070	120	204.00	Chair Allowan 19/20 1st instal
3/05/2019	Unity Bank	V1118-5988	16,000.00			220		16,000.00	Transfer from Lloyds to Unity
3/05/2019	Fixed Term Deposit	13554883	394,000.00			210		394,000.00	V1119-Fixed Term deposit
3/05/2019	Eon	V1120-DD	9.33		0.44	4302	220	8.89	Pavilion Electricity
<b>Total Payments for Month</b>			410,624.32	0.00	56.67			410,567.65	
<b>Balance Carried Fwd</b>			6,029.21						
<b>Cashbook Totals</b>			416,653.53	0.00	56.67			416,596.86	

Date: 15/07/2019

Melksham without Parish Council Current Year

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Cashbook 2

User: MF

Unity Bank

For Month No: 2

Receipts for Month 2 - May 2019

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 :	85,692.50					85,692.50	
	Banked: 23/05/2019	16,000.00						
V1118-5988	Current Account & Instant Acc	16,000.00			200		16,000.00	Transfer from Lloyds to Unity
<b>Total Receipts for Month</b>		16,000.00	0.00	0.00			16,000.00	
<b>Cashbook Totals</b>		101,692.50	0.00	0.00			85,692.50	

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Date: 15/07/2019

## Melksham without Parish Council Current Year

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## Cashbook 2

User: MR

## Unity Bank

For Month No: 2

## Payments for Month 2

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/05/2019	Teresa Strange	V1116-BACS	5.18			4190	120	5.18	Out of hours mobile phone
8/05/2019	Radcliffe Fire Protection Ltd	V1090-BACS	96.00		16.00	4212	220	80.00	Inv.2040 6 monthly Alarm/light
6/05/2019	Unity Charge card	V1106-DD	228.71		16.65	4200	120	15.82	Logitech Wireless keyboard
						4150	120	14.19	Fibre tip pens and Fineline
						4350	142	23.26	Dust mask & Eye wash
						4350	142	13.32	Ring hoop holder for bin bags
						4350	142	8.80	Health and safety poster
						4390	120	133.67	Shaw Hall Planning application
						4140	120	3.00	Monthly fee
3/05/2019	JH Jones & Sons	V1084-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 Pitch Maintenance
3/05/2019	Friends of Shurnhold Fields	V1086-BACS	21.19			4820	142	21.19	Petrol reimburse for SHF Grass
						347	0	-21.19	Petrol reimburse for SHF Grass
						6000	142	21.19	Petrol reimburse for SHF Grass
3/05/2019	Jens Cleaning	V1087-BACS	719.30			4381	220	84.00	Friday 1st Mar 19 Cleaning
						4381	220	84.00	Friday 8th Mar 19 Cleaning
						4381	220	84.00	Friday 15th Mar 19 Cleanir
						4381	220	42.00	Friday 22nd Mar 19 Cleaning
						4381	220	84.00	Friday 29th Mar 19 Cleanir
						4381	220	84.00	Friday 5th April 19 Cleaning
						4381	220	84.00	Friday 12th April 19 Cleaning
						4381	220	84.00	Friday 16th April 19 Cleaning
						4381	220	42.00	Friday 26th April 19 Cleaning
						4200	120	42.00	Swift Way meeting room clean
						4370	120	5.30	Cleaning Materials
3/05/2019	Clerks & Councils Direct	V1088-BACS	12.00			4650	170	12.00	Clerks & Councils Subscription
3/05/2019	Condor Office Solutions Ltd	V1089-BACS	156.82		26.14	4130	120	130.68	Inv.929-Photocopying useage
3/05/2019	Aquasafe Environmental Ltd	V1091-BACS	138.00		23.00	4212	220	115.00	Inv.190502 May 19 PPM Visit
3/05/2019	JH Jones & Sons	V1092-BACS	474.00		79.00	4820	142	395.00	Inv.13099-S/hold Fiel GrassCut
						347	0	-395.00	Inv.13099-S/hold Fiel GrassCut
						6000	142	395.00	Inv.13099-S/hold Fiel GrassCut

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## Payments for Month 2

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
3/05/2019	Open Spaces Society	V1093-BACS	45.00			4650	170	45.00	Inv.61699- Open Space Ann Subs
3/05/2019	LCR	V1094-BACS	34.00			4650	170	34.00	LCR Magazine Subscriptio
3/05/2019	HM Revenue & Customs	V1107-BACS	1,498.97			4041	130	463.99	May 2019- Period 2
						4000	130	303.80	May 2019- Period 2-T
						4000	130	242.50	May 2019- Period 2-NI
						4020	130	74.80	May 2019- Period 2-T
						4020	130	94.15	May 2019- Period 2-NI
						4010	130	45.20	May 2019- Period 2-T
						4010	130	66.13	May 2019- Period 2-NI
						4460	142	145.00	May 2019- Period 2-T
						4800	320	12.40	May 2019- Period 2-T
						4070	120	51.00	May 2019- Period 2-T
3/05/2019	Wiltshire Pension Fund	V1108-BACS	1,447.18			4045	130	1,108.22	May 2019-Period 2
						4000	130	178.09	May 2019-Period 2
						4020	130	87.21	May 2019-Period 2
						4010	130	73.66	May 2019-Period 2
3/05/2019	Teresa Strange	V1109-BACS	██████████		1.50	4000	130	██████████	May 2019 Salary
						4048	130	34.52	Mileage- Chippenham&Salisbury
						4048	130	7.50	Parking for SLCC Conference
3/05/2019	Joanne Eccleston	V1110-BACS	██████████			4020	130	██████████	May 2019 Salary
3/05/2019	Marianne Rossi	V1111-BACS	██████████			4010	130	██████████	May 2019 Salary
3/05/2019	Terry Cole	V1112-BACS	██████████			4460	142	██████████	May 2019 Salary
						4050	142	47.50	Travel Allowance
						4051	142	48.15	Mileage
3/05/2019	David Cole	V1113-BACS	██████████			4800	320	██████████	May 2019 Salary
3/05/2019	Richard Wood	V1114-BACS	204.00			4070	120	204.00	Chairs Allowance 19/20 1st ins
3/05/2019	Richard Wood	V1114-BACS	-204.00			4070	120	-204.00	Chairs Allowance- ERROR
3/05/2019	Came & Company	V1115-BACS	5,655.14			4282	220	5,309.73	Insurance Renewal- 19/20
						4282	220	26.21	Extra defib cover
						4282	220	319.20	Cyber security
4/05/2019	Simon J White	V1085-BACS	195.00			4490	142	195.00	Inv.7861-Carson R/about maint
<b>Total Payments for Month</b>			16,679.07	0.00	309.57			16,369.50	
<b>Balance Carried Fwd</b>			85,013.43						
<b>Cashbook Totals</b>			101,692.50	0.00	309.57			101,382.93	

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Cashbook 3

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Fixed Term Deposit

For Month No: 2

Receipts for Month 2 - May 2019				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	407,000.00				407,000.00	
	Banked: 23/05/2019	394,000.00					
13554883	Current Account & Instant Acc	394,000.00			200	394,000.00	V1119-Fixed Term deposit
<b>Total Receipts for Month</b>		394,000.00	0.00	0.00		394,000.00	
<b>Cashbook Totals</b>		<u>801,000.00</u>	<u>0.00</u>	<u>0.00</u>		<u>407,000.00</u>	

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Date: 15/07/2019

Melksham without Parish Council Current Year

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Fixed Term Deposit

For Month No: 2

Payments for Month 2

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</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
3/05/2019	Current Account & Instant Acc	13652301LS	407,000.00			200		407,000.00	V1077- Fixed Term depos return
<b>Total Payments for Month</b>			407,000.00	0.00	0.00			407,000.00	
<b>Balance Carried Fwd</b>			394,000.00						
<b>Cashbook Totals</b>			801,000.00	0.00	0.00			801,000.00	

Jun-19

		Unity (Lloyds) Corporate Card					
Voucher Number	Date	Supplier	Description	Net	VAT	Gross	Code
V1131	06/05/2019	Amazon	A4 Paper	£17.49	£3.50	£20.99	4150
	06/05/2019	Amazon	A4 Paper	£17.49	£3.50	£20.99	4150
	06/05/2019	Amazon	A4 Paper	£17.49	£3.50	£20.99	4150
	07/05/2019	Amazon	Avery Self Adhesive labels & 2x Clock	£16.50	£3.30	£19.80	4150
	10/05/2019	Land Registry		£3.00	£0.00	£3.00	4250
	21/05/2019	Pellicom (Amazon)	White self sealed envelopes	£10.82	£2.17	£12.99	4150
	22/05/2019	Amazon	100 pack binder clips & a4 batteries	£22.16	£4.45	£26.61	4150
	03/06/2019	Unity Bank	Monthly Fee	£3.00	£0.00	£3.00	4140
	Payment collected DD-17/06/2019				£107.95	£20.42	£128.37

\*This was for items brought in May 2019