

**MINUTES of the Asset Management Committee of Melksham Without Parish  
Council held on Monday, 15<sup>th</sup> June 2020 at 7pm.**

**(DUE TO THE ON-GOING COVID 19 PUBLIC HEALTH CRISIS THIS MEETING WAS  
HELD REMOTELY AND STREAMED LIVE ON YOUTUBE)**

**Present:** Councillors Richard Wood (Council Chair), John Glover, Alan Baines and Paul Carter.

**Officers:** Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer).

**Housekeeping & Announcements:**

Councillor Glover welcomed all to the meeting

**523/19      Apologies**

Councillor Chivers had a doctor's appointment. The reason for absence was accepted. It was noted that there had been no apologies received from Councillors Taylor and S Wood.

**524/19      To receive Declarations of Interest**

Councillor Glover declared an interest in agenda item 6C, as his grandson worked for the youth football development organisation. Councillor Carter declared an interest in item 10b regarding the flagpole as he had offered to self-fund this item.

**525/19      Public Participation**

Luke Ballinger from the Future of Football wished to speak on agenda item 6C regarding a request for goal post storage and advertising at the Bowerhill Sports Field and explained that he had discussed this proposal with the Clerk. Luke explained that Future of Football had booked the sports field for their training sessions and hope to start their matches from September but would need storage for his goal posts. He explained that for football matches he would need to purchase a number of goal posts and wished to fence in an area to keep them secure. He suggested that this could be between the bicycle rack and the rear of the basketball hoop and proposed that the existing green fencing closest to the road could be extended so that the goal posts cannot be dragged out to the side. He explained that at the other end he would like to put in a panel that opens out so that the goals can come out when required, and also a wooden

fence to go around them at the car park end, this would not affect any walkways around the field. Luke had discussed the idea with the Clerk the week before, she explained that this route was used for vehicles to access the field during matches as the route via the car park was blocked by cars, and this would mean that vehicular access for ambulances etc would need to be kept clear when the car park was in use.

Luke explained that as the paint was peeling off the changing room doors, he would like to put advertising coverings on the changing rooms doors with the Future of Football logo and team colours. All funding for this would come from the club.

**526/19**

**Items to be Held in Committee:**

Resolved: Agenda item 18 to be held in Committee under the Public Bodies (Admission to Meetings) Act 1960 “That the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted”. This is in line with Standing Order 3d: “That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”. Reason: a) engagement, terms of service, conduct and dismissal of employees.

The Council reconvened and agreed to bring forward agenda item 6C for discussion.

**To consider requests from local youth football club for Goal post storage and advertising**

Councillor Wood raised concerns about how secure the goal post would be if the youth organisation used a wooden fence, and suggested that if they used the same type of fencing that is behind the basketball hoop it would be more secure. Luke explained that he could look into the type of fencing and was just doing this off what was already there to make it more aesthetically pleasing.

The Clerk advised that the CCTV would not cover all the fenced area as it only sited on the building but would be able to see parts of the proposed area.

Councillor Baines suggested that the goal posts should be chained together to keep them secure.

Luke advised that the goal posts would be padlocked and chained together.

The Clerk advised following the Future of Footballs request to put coverings on the changing room doors, the council have instructed the contractors to paint the Pavilion doors and the paint had already been ordered. The contractors were due to start painting on Monday 22<sup>nd</sup> June.

There were concerns by members that if the new paint starts to peel away, this could cause the vinyl covering to come away from the doors as well.

Luke advised that a vinyl sheet covering would be used to go on top of the doors, this would not affect the paint. He explained that prior to speaking to the Clerk his original plan was to take all the existing paint off the doors and put the vinyl sheet straight on top of the metal.

Councillor Wood asked for clarification on what information would be on the vinyl covering and whether it would just be the organisation's logo and name.

Luke explained that there was currently no design set up however he envisioned that it would be a blue covering with the organisation's logo on and the existing door numbers.

Councillor Baines had concerns that this could give the perception that the Pavilion is Future of Football's and explained that it is for the use of all not just for one organisation.

Luke explained that this was not the intention of Future of Football as they understood that the Sports Field was for the use of all and not just one organisation. They wish to make it feel like a home venue for all the members associated with the organisation.

The third request from the Future of Football was to put a banner on the veranda roof frontage. Luke explained that this would not go across the whole veranda but would be sited in the middle. Councillor Baines advised that any wording would need to be approved by the council first.

**Recommendation 1:** The council to approve Future of Football's request to store goal posts between the basketball court and cycle rack at the Bowerhill Sports Field.

**Recommendation 2:** The Council to continue with painting the existing doors and consider this item later when they know how the new paint fares.

**Recommendation 3:** Future of Football to put together a proposal of formal wording to put on the banner to go on the front of the veranda.

*7.36pm Luke Ballinger left the meeting*

**527/19**

**Government Guidance for Covid-19**

- a) To note latest government guidance on closure of play area and measures put in place to date:**

The members noted this guidance.

- b) To note latest government guidance on Public Open Spaces and measures put in place to date:**

The members noted this guidance.

**528/19**

**QEII Diamond Jubilee Sports Field & Pavilion**

- a) To receive report on bookings since Covid-19 pandemic**

The Clerk advised that Future of Football have started training sessions in groups of 6. St Andrews Development Centre have also started training in small groups. Several personal trainers has started 1 on 1 and small group sessions on the field.

- b) To note work undertaken since lockdown measures in place**

The Clerk explained that the brook from the road to the culvert under the Bowerhill Sports field had now been cleared. The hedge at the gated entrance of the sports field had been trimmed back by the council's contractors. The Council's contractors have removed the goal posts, continued to do field maintenance, and had done the planned aeration works.

- c) To consider removal of tyre for use by Personal Trainers**

The Clerk explained that the Personal Trainer had previously asked for permission to store a tyre in the car park which had been granted. However, in the last couple of weeks it had been moved around the grounds. She explained that while she was in the office, she had seen people using it to climb on the roof of the Pavilion and while reviewing CCTV footage she had seen two young children jumping on it in the gravel car park.

The Clerk had spoken to the Personal Trainer who had suggested chaining it up in the car park so that it is unable to be moved however

she had concerns that this could still enable someone to jump on it and fall on the gravel.

Members felt that as this is a safety concern, the Personal Trainer should be asked to remove the tyre from the sports field.

**Recommendation:** Due to safety concerns the Personal Trainer to be asked to remove the tyre from the Sports Field and car park as soon as possible.

**d) To Consider:**

**i. Reopening of carpark for users:**

The Clerk explained that when lockdown came into effect, she immediately put the bollards up at the entrance gate, as the Pavilion became an unmanned building. When staff come into the office, they do not use the car park and park on the side of the road. She queried whether members felt that due to government advice changing the car park should be re-opened. She advised members that currently no one is paying to use the Sports field as the car park and toilet facilities are closed.

**Recommendation:** To keep the car park closed until further notice.

**ii. Reopening of toilet for users:**

Members felt that the toilets should continue to be kept closed.

**Recommendation:** To keep the toilet closed until further notice.

**iii. Reopening of changing rooms for users:**

The committee felt that the changing rooms are not excessively big and re-opening them would entail them needing to be deep cleaned after each use, which would not be financially viable or practical.

**Recommendation:** To not re-open the changing rooms at this stage.

**iv. Reinstatement of goal posts**

Councillor Glover queried when the season was due to start. The Clerk advised that the football season was due to start from mid-August. Councillor Glover felt that there was no need to reinstate the goal posts until the football season starts back up again.

**Recommendation:** To not reinstate the goal posts until the start of the football season.

**v. Changes to bin emptying schedule**

The Clerk explained that due to the government guidelines, people were only allowed to meet up in a public open space and the bins were becoming increasingly full. They are currently emptied once a week at the Sports Field and queried whether they should be emptied more often. Since the Government guidelines had been updated to allow people to meet (up to 6 people) in their gardens, she had taken steps to monitor whether the usage has reduced but felt that it hadn't changed.

Members felt that the Clerk should be given delegated powers to instruct the contractors to empty bins as and when the bins need emptying but the contract should not be changed at present.

**Recommendation:** The council to monitor the situation and give Officers delegated powers to instruct bins to be emptied when needed.

**e) To note recent Pavilion alarm call outs and updated Out of Hours call out personnel**

The Clerk explained that she had been called out 3 times in 10 days due to the Pavilion alarm. Members queried whether she had reviewed the CCTV to see whether there was a sinister reason for this. She explained that all these were coincidences relating to power failures and footballs hitting the doors hard. She advised that there was a service booked in the next couple of weeks.

**f) To consider police report on activity on field**

The committee reviewed the police report regarding parties that had taken place and the use of NOS canisters at the Sports Field. The Clerk advised that she had asked local youth workers to visit the Sports Field and have a chat with the young people once a week. The Clerk advised that she had reviewed the CCTV and had not seen anything

illegal, however had seen young people not social distancing. The members noted that the police were aware of this.

**g) To note health and safety equipment and signage purchased for office**

The Clerk explained that she had ordered an infrared hand gel dispenser for the office, which will be located by the entrance so that people can use it when they enter the building.

She advised that before any facilities such as toilets were reopened there would need to be a risk assessment carried out to ensure the relevant steps are undertaken. She explained that she had received some guidance that provided a risk assessment and queried whether members felt that they should put signage around the sports field advising on social distancing. She also queried whether the council felt that they should tie open the entrance gates around the field so that members of the public do not need to touch the gate to get through.

Councillor Glover queried whether this was legislation or just guidance. The Clerk explained that this was just guidance only.

Councillor Baines raised concerns that if young children are using the field they can run out of the gate and two of the entrances come out onto a highway.

The committee felt that the social distancing regulations had been out for some time, so the public should be aware of them and feel that there would be no benefit in displaying a sign advising on social distancing.

**Recommendation:** The Council do not display any social distancing signs around the sports field and do not tie open the entrance gates due to safety concerns.

**529/19 Shaw Village Hall & Playing Field**

**a) To note postponement of Management Committee AGM:**

The members noted the postponement of the Management Committee's AGM due to lockdown.

**b) To note graffiti at Shaw Playing Field and plans for removal:**

Noted.

**c) To note if insurance provision confirmation has been received in line with lease:**

The Clerk advised that she had asked the Shaw Management Committee for their insurance confirmation but was yet to receive it.

**530/19**

**Installation of Water Fountain: To consider the installation of water fountains at Shaw Village Hall and Bowerhill Sports Pavilion, in light of the recent public health crisis**

The council had previously resolved to order external drinking water fountains for the Bowerhill Sports Pavilion and Shaw Village Hall. Members felt that due to the current Covid-19 pandemic and the fact that drinking water fountains must be touched for them to be used, the council should wait until the pandemic is over before ordering them.

**Recommendation:** To put ordering the drinking water fountains on hold until the Covid-19 pandemic is over.

**531/19**

**Trees & Grass Cutting:**

**a) To approve quotation for regular tree inspection:**

The Clerk explained that the regular tree inspections were due in September, this is done every 27 months to ensure that they are inspected in different seasons within the 3 year recommended period and had received a quote of £695 from the tree inspector who conducted the inspection last time. It was noted that there was £750 in the budget for tree inspections. It was felt that it would be a benefit to have the same tree inspector as last time to maintain consistency, therefore alternative tree inspection quotes were not required.

The Clerk highlighted that this did not include the trees at Shurnhold Fields and queried whether the committee wished for them to be added, this would however incur an additional charge of £400 because they would need to log and map the trees too. Councillor Glover felt that as this was a joint project with Melksham Town Council this committee could not make a decision yet as it would need to go back to the various committees.

**Recommendation:** To accept the quote of £695 excluding VAT from Woodland & Countryside Management Ltd to inspect the Parish Council's owned trees. The Council do not add the Shurnhold Field trees on to their tree inspection schedule as this would need to be a joint decision with Melksham Town Council.



**b) To consider watering schedule of trees planted by the council or as part of the community:**

The Clerk explained that she had received a quote from JH Jones of £72 per visit to use their water bowser to water the trees at the Bowerhill Sports Field.

It was queried whether someone had requested for the trees to be watered at the Bowerhill Sport Field, the Clerk explained that she had not received a request this year however did receive one last year.

Councillor Carter explained that he had recently looked at the trees on the field and there were some that were struggling in the hot weather, however there were also trees that were coming through well. He explained that in normal weather conditions the trees would not need additional watering, however in the last couple of years there had been some long dry periods.

The Clerk advised members that there would need to be a decision made on what the protocol would be for her to instruct contractors to water the trees.

Councillor Carter suggested that the only way to determine when to water the trees during a dry period is to look at the trees to see if there are a large amount suffering.

Councillor Baines advised that once trees start to show signs of stress it would be too late to water them, the advice has always been that trees should not be watered because it promotes shallow roots. At the start of the year there was a long period of rain fall and therefore the moisture in the ground would be very deep. This will encourage the trees to grow deeper roots to follow the moisture which would be much better for the trees than to water them.

After a long discussion, members felt that a protocol should be put into place to state when to water trees. It was felt that newly planted trees for the first 2 years should be watered if the weather is dry for a month.

**Recommendation:** A tree watering protocol should be put into place to state that only newly planted trees for the first 2 years should be watered if the weather is dry for a month, they should be watered on a weekly basis until it rains again.

**c) To note grass cutting undertaken by parish council and Wiltshire Council on public open spaces during lockdown:**

The committee noted that Wiltshire Council did not do any grass cutting during lockdown however they did cut Wellington Drive and Hornchurch

Road public open space to allow for daily exercise and social distancing. The Parish Council contractors have continued to grass cut at the Bowerhill Sports Field and since taking over the maintenance of Hornchurch Road public open space had instructed contractors to carry on cutting all of it. This was because the Clerk had spoken to local residents, who explained that it was difficult to stay 2 metres apart when walking around the footpath if someone was walking the other way.

**d) To agree planned grass cutting areas at Hornchurch Road public open space to meet social distancing requirements**

The Parish Council had previously resolved to take on the grass cutting at Hornchurch Road public open space from Wiltshire Council with an area of improved, aerated grass cut regularly and the rest left fallow apart from an annual cut, with mown paths. The Clerk reported that up until now she had instructed the Parish Council's contractors to cut all the grass and not leave any parts fallow following discussions with residents who were having difficulty social distancing around the area. She asked members whether they wished to continue instructing their contractors to cut all the grass or if they wished to go back to their original plan of leaving parts fallow.

The Clerk explained that she had recently received a plan from Wiltshire Council where most of the area was going to be left fallow with a small part being cut regularly. The Clerk advised Wiltshire Council of the Parish Council's original plan which had already been agreed by them and advised that the councils' own contractors would be ready to take this on.

Members reviewed the Parish Council's original grass cutting plan for the open space and Councillor Glover noted that the grassed areas around the footpaths were to be mown and therefore would be enough room for people to social distance.

Councillor Wood felt that the council should cut the whole area for this year as it would just be long grass and the whole idea was to create wildflower meadow areas therefore as the grass has already been cut this year there would be very few wild flowers produced. He maintained that it would be best to start the plan next year where the seed growth would be more productive. He explained that due to the current Covid-19 situation it would be sensible to make sure the area is cut so that members of the public are able to social distance.

**Recommendation:** The Council continue to instruct their contractors to cut all the grass and not leave any areas fallow for this grass cutting season but continue to improve the area identified for aeration.

**e) To note areas to only be cut 3 times per year adjacent to Hornchurch Road public open space, and to Wellington Drive public open space**

The Parish Council had previously put forward the large open space behind Wellington Drive as a Wildflower trial to Wiltshire Council. On the Parish Council's recommendation, Wiltshire Council are now trialling this piece of land with some areas being cut regularly and others only being cut 3 times a year, April, August and September as part of the trial. Members reviewed Wiltshire Council's plans and felt that there was enough space for people to enjoy picnics.

The Land adjacent to the Hornchurch Road public open space was also part of the trial and will only be cut in April, August and September.

The Clerk informed members that unfortunately someone had cut down four trees on the public open space behind Wellington Drive, this was unauthorised. She had been in discussion with Wiltshire Council's Tree Officer who had asked where the council felt the replacement trees should be sited. Following a walk with Councillor Glover to view the area one option was mooted to plant the trees in the Wildflower area however after discussion with the street scene department, it was advised that this would not be allowed as it was in the middle of the open space which would cause problems when grass cutting the area.

Councillor Glover advised that after speaking to residents they wished the new trees to be sited at the location where the original trees were.

**Recommendation:** The replacement trees to be sited at the location where the original trees that had been cut down were.

**f) To consider correspondence received regarding tree planting and grass cutting at land at Beverley Close**

The Parish Council had received correspondence from residents objecting to their neighbour planting trees on open space land in front of Beverley Close, Bowerhill. Members noted that this land was Wiltshire Council owned and not the responsibility of the Parish Council.

Councillor Carter explained that on this piece of land there were already long-standing trees across the back of the land, the newly planted trees have been planted in front of them. The resident who had planted these trees had previously come to the Parish Council to ask for their view where there were no objections subject to Wiltshire Council approval.

The Clerk explained that she had submitted the request to Wiltshire Council on the resident's behalf proposing to plant between 15-20 trees on this land and permission was granted. A letter had been delivered by the resident to all neighbouring properties in Beverley Close before Christmas informing them of this intention and stating that if they had any

queries or concerns to contact the Clerk and gave the relevant contact details. She confirmed that there had not been any correspondence from any residents up until now.

Councillor Carter highlighted that from the correspondence received by residents they were not objecting to trees being planted but instead the number. He suggested that once some of the trees become more established, they could be transferred into other areas of Bowerhill, this would be a compromise for both parties.

**Recommendation:** The Council recognises that permission had been granted from Wiltshire Council and will pass on these comments for their consideration. The Council suggest that once these trees become more established the area can be thinned out and the trees transferred to different areas in the future.

**532/19**

**Shurnhold Fields:**

- a) To note the draft Minutes of the Shurnhold Fields working party on 10<sup>th</sup> March 2020, and consider actions from that meeting and steer for Parish Council reps at the meeting to be held on Thursday 18<sup>th</sup> June.**

The members noted the draft minutes of the Shurnhold Field meeting on 10<sup>th</sup> March 2020.

The Clerk gave an update on what items had been actioned so far. She explained that the Parish Council had confirmed that they would use the S106 money for Dunch Lane towards improving the entrance to Shurnhold Fields but was awaiting a response from Melksham Town Council.

The Clerk reported that the Environmental Agency have confirmed that a permit is not required to undertake vegetation clearance and tree works at the Southbrook Watercourse. A quote had been approved by members at the last Shurnhold Fields meeting to undertake Arboriculture works and vegetation clearance at the Southbrook. Councillor Glover queried whether approval was needed from both Councils, or just the working party. The Clerk explained that the cost of these works would come out of the maintenance fund, so had only been approved by the Working Party at this stage and was not clear whether this would need to be approved by both Councils.

Councillor Carter understood that the working party had delegated powers to vote on proposals and any items that were for capital expenditure would go to both the Councils for approval but for any

items which were for maintenance the working group were able to agree.

After a robust discussion Members felt that there needed to be clear terms of reference for this project stating who approves expenditure and whether the working party had delegated powers to approve maintenance expenditure up to a certain amount. The Clerk advised that this item was on the agenda to be discussed at the next Shurnhold Fields meeting on Thursday 18<sup>th</sup> June.

**b) To consider request to erect a flagpole at Shurnhold Fields:**

There had been a request to erect a flagpole near the commemorative wood. Councillor Carter had already declared an interest in this agenda item as he had offered to self-fund this himself and therefore would not take any part in voting.

The Committee reviewed a flag policy from a local Parish Council. Councillor Baines explained that having read the policy, problems could arise as he didn't appreciate the amount of restrictions on what can and cannot be displayed and felt that this would not be a route that the council should go down.

Councillor Carter advised that a flag policy, if this request were to be approved could be tailored to the needs of the working group as some flags stated in the policy may not be required for Wiltshire.

Councillor Wood stated that Shurnhold Fields was a recreational area and a flagpole was not required. Councillor Carter explained that the suggestion was to site the pole near the commemorative wood to fly a flag during various commemorative dates. Councillor Glover felt that if this proposal was approved then only the Union Flag should be flown.

Due to the amount of restrictions, some members of the committee were not keen on the idea.

**Recommendation:** The Council do not approve the request to erect a flagpole at Shurnhold Fields.

**533/19      Community Field adjacent to St Barnabas Church, Beanacre**

**a) To note tree branch cleared from parish council leased land**

Noted.

**b) To note hedge work required on parish council leased land**

The Clerk reported that she had instructed JH Jones to do these works, due to nesting season these will be done at the end of August.

**c) To consider leasing field in addition to land already leased by parish council**

The Council had received correspondence from St Barnabas Church regarding the field adjacent to the Church and had asked what the Parish Council's thoughts were on leasing the land.

**Recommendation:** The Council do not lease the field adjacent to St Barnabas Church.

**534/19 Allotment update**

**a) To receive report on waiting list**

The Finance and Amenities Officer gave a brief report on the Allotment waiting list, there were currently 5 people on the waiting list.

The Clerk highlighted that although the fence was not being put up on the access track to the parish council owned land there was now a pile of vegetation and rubbish piled up. Councillor Glover queried whether the council should seek legal advice on whether a path was needed to be made to physically get through to preserve the council's rights.

**Recommendation:** The Clerk to seek legal advice on whether a path is needed to be made to physically be able to walk through onto Parish Council owned land.

**b) To note delegated decision made by Clerk relating to letting of plots and permissions given for greenhouses/shed**

The Clerk had approved one shed request, plot 11B at Berryfield.

**c) To note Wiltshire Council advice on bonfires, particularly on allotments**

The Committee noted that the Clerk had sent out advice from Wiltshire Council regarding lighting bonfires to all Allotment Holders asking them not to light them in the current circumstances. In addition, signage had been put up on the allotment site noticeboards.

**Berryfield Village Hall****a) To note planning application for new Berryfield Village Hall submitted**

Noted.

**b) To note quotation for Building Regulations submission**

Members noted the building regulations submission quotation of £2,000 + VAT.

**c) To note appointment of structural/civil engineers by Architect on instruction of project manager**

It was noted that Steven Penfold Associates had been appointed as the structural/civil engineers at a total project cost of £6,450 + VAT.

This includes as follows:

Structural calculations and details	£1,500 + VAT
Drainage design and civils/external works	£ 900 + VAT
Electronic drawings	£1,250 + VAT
NBS specification (structural section	£ 300 + VAT
CDM/ Risk Assessments	£ 250 + VAT
5No meetings (2No Design and 3No site)	£2,250 + VAT
<b>Total</b>	<b>£6,450 + VAT</b>

**d) To note estimate of building construction cost from cost consultants**

The Clerk reported that she had received an estimate of £598,300 for building construction cost from the cost consultants. There is an estimated additional cost of £49,600 for professional fees and local authority/ building control charges, this does not include for furniture, equipment, community artwork or VAT.

The Clerk reported that she had recently received correspondence from the project manager regarding quotes for Mechanical & Electrical Engineering Consultants to join the design team. Only one engineering consultant company came forward, Pope Consulting Engineers at a cost of £9,530 who had now been appointed as part of the project design team. It was noted that this quote was within the overall cost for consultancy services for this project.

**e) To note estimated project cost vs budget**

The Clerk had received a report from the project manager listing his instructions to the Architect on this project. It was noted that BTA Architects original tender was £38,000 + VAT which included a provisional sum of £25,000 + VAT for the appointment of specialist sub- consultants on the project. It was noted that on the instruction of the project manager, BTA Architects had appointed all of the specialist sub consultants required for the project which totals to £17,880 + VAT. This means that the revised order value for BTA Architects now stood at £30,880 + VAT.

The list of instructions by the project manager are as follows:

Omit - Provisional sum of £25,000.00 for specialist sub-consultants.

Add - Civil / Structural Engineering by Messrs. Stephen Penfold Associates, Southampton in accordance with their quotation dated 11.5.20 in the sum of £6,450.00 + VAT.

Add - CDM Advisory Service by Messrs. WPL, Bristol in accordance with their quotation dated 3.2.20 in the sum of £1,400.00 + VAT.

Add - Topographic survey by Messrs. Planet Surveys in accordance with their quotation dated 1.6.20 in the sum of £500.00 + VAT.

Add – Mechanical & Electrical Engineering by Messrs.Pope Consulting Ltd. Chichester in accordance with their quotation dated 22.5.20 in the sum of £9,530.00 + VAT.

**536/19**

**To note defibrillators reported out of service with Ambulance Trust due to location as part of Covid-19 lockdown measures**

The Clerk advised that the defibrillators at the New Inn pub, Berryfield and Bowerhill Village Hall are currently out of service this is because they are unable to be accessed due to lockdown measures.

The Clerk reported that the defibrillator at Whitley Reading Rooms had recently been deployed, the person is currently receiving treatment in hospital. The Parish Council wish them well in their recovery. The Clerk had arranged for a debrief counselling session for the resident who had used the defibrillator, which was part of the Community Heartbeat package that the parish council had paid for; as well as a feedback session with the Clerk and Community Heartbeat on how easy it was to access the defibrillator and use it to inform future improvements.



537/19

**To consider adding bus shelter opposite George Ward Gardens to cleaning contract**

The Clerk confirmed that this bus shelter was in the Parish and queried whether the council wished to add this to their bus shelter cleaning schedule. It was noted that the one other side of the road was in the Town parish. The Parish Council's bus shelters are normally cleaned four times a year at a cost of £15 each per session.

**Recommendation:** To add the bus shelter opposite George Ward Gardens to the bus shelter cleaning contract.

538/19

**To agree priority of current Asset Projects**

The Clerk wished for a steer by members on which current asset projects should be prioritised first. Members felt that the project that should come first is the new Berryfield Village Hall if something needs actioning. It was felt the Shurnhold Fields project should be a high priority along with the Shaw Playing Field improvement project and the Bowerhill Sports Field consultation on which gym equipment is desired.

The Clerk advised that the contractors were due to paint the Bowerhill Sports Pavilion doors in the next couple of weeks and queried whether they wished for the handrail by the ramped entrance to the Sports Field to also be painted. There had previously been queries whether Wiltshire Council or the Parish Council owned the handrail, however there still had not been any clarification on this and the Clerk advised that there was only a small window of opportunity if the Council wished for this to be done.

**Recommendation 1:** The Members listed the following projects in order of priority

- 1) The Berryfield Village project- when something needs actioning.
- 2) Shurnhold Fields project
- 2) Shaw Playing Field improvement project- To obtain quotes for the equipment and then install.
- 2 Bowerhill Sports Field public consultation- types of gym equipment
- 3) Speed indicator device- Appointing contractor to erect
- 4) East of Melksham Community Centre

**Recommendation 2:** The council to paint the metal handrail at the Bowerhill Sports Field.

In line with Standing Order 3d the next agenda item was held in Committee.

**539/19C            To consider operational duties of Amenities staff during current public health crisis**

The Clerk explained that when the lockdown measures came into effect in March, the Parish Caretaker had been asked to isolate at home and not come to work, due to the Government advice at the time (See Min. 489/19a) 5 Staffing Committee 16<sup>th</sup> March 2020). The Allotment Warden had been covering for the Caretaker during this time. She had spoken to the Caretaker this afternoon who was happy to come back to work as he works outside alone and the Government advice was changing. All office staff are currently working from home so he would not encounter any other staff member when he does his weekly checks at the Bowerhill Sports Field and Pavilion.

It was felt by members that a risk assessment should be drawn up to ensure the safety of the Caretaker when he returns to work. Councillor Baines advised the risk assessment should include all of the necessary hand sanitiser and safety equipment to enable the Caretake to conduct his duties safely.

**Recommendation:** To draw up a risk assessment for the Caretaker's return to work. This to be conducted with the Clerk, Councillor Glover and the Caretaker.

Meeting closed at 9.50pm

Chairman, 27th July 2020