

**MINUTES of the Full Council of Melksham Without Parish Council held on
Monday 1 March 2021**

**(DUE TO THE ON-GOING COVID 19 PUBLIC HEALTH CRISIS THIS MEETING
WAS HELD VIRTUALLY VIA ZOOM AND ALSO LIVE STREAMED VIA YOUTUBE
FOR MEMBERS OF THE PUBLIC TO WATCH)**

Present: Councillors Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Paul Carter; Terry Chivers, Greg Coombes (part of meeting), Nick Holder, David Pafford, Stefano Patacchiola, Mary Pile and Robert Shea-Simonds

Officers: Teresa Strange (Clerk) and Lorraine McRandle (Parish Officer)

In attendance: One member of public present.

337/20 Welcome, Announcements & Housekeeping

The Clerk reminded those present the meeting was being recorded for to aid the preparation of the minutes and was also being live streamed via YouTube. Both recordings to be deleted once the minutes had been approved, with the YouTube staying live until then.

a) Government confirms elections to go ahead on 6 May 2021

It was noted the Government had given the go ahead for the local elections to take place on 6 May, with nomination forms now available. Candidates will have to make an appointment to submit nomination papers.

A webinar link was available via Wiltshire Council's website for prospective new candidates.

Councillor Holder asked if he could speak to this item, which was agreed and explained depending on where you lived in the County there were three designated places to hand in the nomination forms i.e., Chippenham, Trowbridge or Swindon.

The time table was as follows:

Friday, 7 May – Verification

Saturday, 8 May – Count for Wiltshire Council seats takes place

Sunday, 9 May – Count for Town/Parish Council takes place

- b) To note new ward maps (and Wiltshire Council division maps across the parish) have been uploaded to parish council website and social media**

To note.

- c) To note construction of Melksham Campus commences 1 March**

To note construction of the campus started today.

- d) Office Closure**

To note the Council offices will be closed from Friday, 26 March for a week to enable officers to take leave accrued, opening again on Tuesday, 6 April following the Easter weekend.

- e) Census**

The Clerk explained that the Council had been asked to share widely details of the Census which would be taking place on 21st March. Some of the information to be collected provided useful data for the work of local government, and would be broken down to parish council level.

338/10 To receive Apologies and consider approval of reasons given

Apologies of absence were received from Councillor Taylor due to illness.

It was noted Councillor Coombes was not in attendance, but no apologies had been given.

Councillor Holder offered Wiltshire Councillor Phil Alford's apologies as he was attending a Melksham Town Council meeting that evening.

Note: Councillor Coombes joined the meeting later in the evening.

Resolved: To note and accept Councillor Taylor's reasons for apology.

339/20 Invited Guests:

- a) Sergeant James Twyford, Wiltshire Police**

Councillor Glover explained that at the Asset Management Committee meeting of 15 February 2021, the scope and provision of CCTV in the Parish had been discussed following a Town Council CCTV working group meeting.

At the Asset Management meeting a report from the Community Policing Team had highlighted there were no hot spot areas of crime identified within Melksham Without and therefore a recommendation had been made at the meeting not to include CCTV within the parish. Cllr Glover had invited Sgt Twyford to this meeting to explain the crime figures in order that Members had an understanding of the figures prior to approving the recommendation or otherwise.

Sgt Twyford explained there had been no change in the data since the meeting with regard to public space crime offences which were relatively low for the parish.

It was noted there was a Summer hotspot at the Pavilion at Bowerhill, but the figures were not that concerning, therefore, as far as the parish was concerned there was an optimistic picture, given the sparsity of crime reported.

Councillor Chivers raised a concern he was aware of an incident reported in Whitley recently, however, the Police did not attend.

Sgt Twyford agreed to investigate the report and to contact Councillor Chivers personally with an update.

Post Meeting: Sgt Twyford had made investigations and it would appear there had been no reports of the crime described by Councillor Chivers reported to the Police within the last 6 months.

Sgt Twyford explained he was aware of a recent break-in at a business premises in Bowerhill and potentially CCTV in this area could be useful, however, Members noted there was nothing to stop individual businesses from installing their own CCTV.

Sgt Twyford left the meeting at this point after Members had thanked him for attending the meeting.

b) Wiltshire Councillor Nick Holder (Melksham Without South) & Wiltshire Councillor Phil Alford (Melksham Without North)

Councillor Nick Holder explained at a recent Full Council meeting of Wiltshire Council a 1.99% increase on the precept and a 3% increase on adult social care (maximum allowed following a cap by central Government) had been approved for 2021/22 and given the unknowns associated with the impact of Covid on the County in the last year, felt this was a very prudent budget in the circumstances.

c) Presentation by Christopher Morris, Gigaclear re Roll out of ultrafast full fibre broadband in Beanacre

Christopher Morris, Community Engagement Manager, Gigaclear gave a presentation on the roll out of ultrafast full fibre broadband in Beanacre.

Gigaclear was founded in 2010 and work closely with rural communities across the Country to bring ultrafast full fibre broadband where it is mostly needed and is principally owned by Infracapital, a leading European infrastructure investor.

Currently 300+ communities have access to Gigaclear with 38,000 customers and growing, with average speeds of 900 Mbps for download and uploads and capable of speeds of 1000 Mbps (1 Gigabit).

Christopher went on to explain Gigaclear were currently liaising with landowners to get Network Access Agreements in place in order to install and keep equipment on privately owned land, however, wherever possible, Gigaclear try to use public land such as verges, footpaths and roads, as much as possible in order to lay cables in ducting.

With regard to traffic management, whilst undertaking the work, road closures may be required, as well as diversions in order the team can work safely. The Council will be notified in advance and currently a Temporary Traffic Regulations Order has been submitted to Wiltshire Council for two-way traffic light-controlled traffic between 15-26 March. Any works would will take place between the hours of 9.30am-3.30pm and not at weekends.

Christopher explained Gigaclear were currently working in other areas nearby such as Corsham and Lacock. There may be an opportunity in the future to extend to other parts of the Parish, but this would be a business decision. The Parish Council will be kept up to date on this, as well as the proposed works on the A350.

The meeting was opened up for questions by Members:

Q: With regard to the speeds how do you guarantee these will be consistent?

A: Will connect to wider network provided by third party providers, who will connect to gateway cabin provided by Gigaclear. Regarding speeds Christopher explained he would be happy to provide data if requested.

Q: Indicated between 15-26 March a two-way traffic light-controlled system was hoped to be installed on the A350 in Beanacre. Does this mean digging up the road or just the verge? At present traffic is less due to lockdown, but HGVs due to possible hold-ups may divert through other parts of the parish.

A: A majority of the ducting will be installed in verges, but at points will have to cross the A350.

Currently there is only one Temporary Traffic Order in place, however, there could be more and will keep the Council updated. Approval for any diversions need to be approved by Wiltshire Council in the first instance.

If there are alternative, more suitable diversions (given local knowledge) to any which may be proposed to keep Gigaclear informed.

Q: Are there plans to expand to other areas of the Parish. Aware of businesses along the Bath Road who are interested in having a gigabit service.

A: Gigaclear are always looking at areas to logically extend their service where commercially viable. At the moment still looking to see if commercially viable in other local areas, this will be a business decision.

Councillor Wood thanked Christopher for keeping the Council updated.

Christopher explained he would provide regular updates and be happy to have a site visit, if able, depending on presiding Government restrictions on face-to-face meetings.

340/20

a) To receive Declarations of Interests

There were no declarations of interest from Members. However, the Clerk, as a Trustee for 4Youth (formerly Young Melksham) declared an interest in item 14f - update on 4Youth.

b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered

None.

341/20 To consider holding items in Closed Session due to confidential nature

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following items of business (Items 8b, 13b and 13e) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk explained items 8b and 13b related to Confidential Notes of meetings and 13e referred to quotations received for play area and safety surfacing repairs.

Resolved: That Items 8b, 13b and 13e be discussed in closed session.

342/20 Public Participation

There was only one member of public present who explained they wished to observe proceedings, but had a particular interest relating to planning items on the agenda.

343/20 Covid restrictions

a) To note legislation allowing virtual meetings expires 7 May 2021

The Clerk explained the legislation to enable councils to hold virtual meetings was due to expire on 7 May 2021, with Councils having to hold meetings in person thereafter. This would include the Annual Council meeting, which has to take place 14 days after the elections on 6 May and the Annual Parish meeting which has to take place before the end of May with residents of the parish. However, the recent 'Road map' out of Covid as announced by the Government recently, only allows for more than two households to meet indoors from 21 June.

It was noted meetings would also attract residents, which would mean the current meeting room being Covid secure and have the support of the landlord.

b) To note NALC Briefing Note & SLCC update regarding contact with central government to lobby for extension of legislation virtual meetings

Members noted the information contained within the NALC Briefing Note and SLCC update, lobbying central Government for an

extension of legislation to enable councils to hold virtual meetings and hoped they would be successful in their endeavors.

c) To note Government's "Road Map" out of the current lockdown

Members noted the information contained within the Government's "Road Map" out of the current lockdown.

344/20

a) To approve the Minutes of the Full Council meeting held on 25 January 2021

Resolved: To approve the minutes of the Full Council meeting held on 25 January 2021 as a true record and for the Chair to sign in due course.

b)C To approve the Confidential Notes to accompany Full Council minutes

Item held in closed session.

Resolved: To approve the Confidential Notes to accompany the Full Council minutes of 25 January 2021 as a true record and for the Chair to sign in due course.

345/20

Planning

a) To approve the Minutes of the Planning Committee meetings held on 8 February and 22 February 2021

Resolved: To approve the minutes of the Planning Committee meetings held on 8 February and 22 February 2021 as a true record and for the Chair to sign in due course.

b) To formally approve the recommendations contained within the minutes of 8 February and 22 February 2021

Planning Minutes - 8 February 2021:

The Clerk explained with regard to public art (Min 318/20) the Finance & Amenities Officer and Councillor Pafford had undertaken a site visit at Pathfinder Place recently and noted an ideal location for the RAF Officer public art street name information board and parish noticeboard either side of an entrance to the public open space LAP (Local Landscaped Area for Play) which gave a wider hard landscaped area for viewing from; and asked if Members were happy this proposal. The Taylor Wimpey Adoptions Manager was happy with this site too, and happy to arrange the installation of the noticeboards.

Re: Min 316/20, The Clerk explained she had emailed (on Friday) additional information to Members relating to proposed letters from WALPA (Wiltshire Area Localism and Planning Alliance) to the Secretary of State and Opposition Leaders and asked Members if they wished the Parish Council to be added to the list of Councils included within these letters.

Planning Minutes – 22 February 2021

Min 344v/20: Melksham Town Council Movement Strategy

The Clerk explained she had received a response from the Town Council stating the survey was ready, however, they were liaising with the Major Highways team to make sure the survey did not compromise the A350 consultation, therefore it would either take place shortly, or after the elections in May in order to avoid Purdah.

Resolved: To formally approve the recommendations contained within the minutes of 8 February and 22 February 2021.

To approve the suggested location of the information boards and council noticeboard within the Pathfinder Place development.

To add the Council's name to the list of other councils supporting the endeavors of WALPA.

c) To consider what community gains the Council would like to see from the proposed development of approximately 170 houses at Beanacre Road, to inform the current pre-application public consultation

The Clerk explained following a recent pre app meeting with the developers of a site in Beanacre (adjacent to Dunch Lane and opposite Subway) on 8 February, that she sought a steer from Members on what community gain would they like to see on this site if it were approved by Wiltshire Council once the application had been submitted.

The Clerk explained she had contacted Lacock Parish Council to make them aware of the consultation, as parents may wish for their children to attend Lacock Primary School.

Following discussion, it was:

Resolved: The following list of community gain be forwarded to the developer, along with the council's response to the consultation (following a future Planning meeting):

- To improve the pavement/footway in both the north and south direction along the Beanacre Road.
 - To fund the “Melksham Metro” bus, (it was understood funding for this was via Section 106 funding from other approved large planning applications within Melksham for a set number of years, but may have or already has ceased).
 - To fund the community facilities at St Barnabas Church and adjoining land – the play area, the school room (the de facto Beanacre community centre), and the community field.
 - As Beanacre itself is not on mains drainage, to make provision for a connection.
 - To fund a pedestrian link to the Railway station via Foundry Close so that residents from the new development could walk to the station
 - To ensure that school and NHS contribution requests are included (that Wiltshire Council and the NHS commit to this in the s106)
- d) **To give delegated powers to the Planning Committee to submit comments to the Beanacre Road public consultation (*Scheme of Delegation to be reviewed at Annual Council in May*)**

The Clerk informed the meeting the deadline for a response to the public consultation was Monday, 15 March and sought delegated powers for the Planning Committee to submit a response following their forthcoming meeting.

Resolved: To give delegated powers to the Planning Committee to submit comments to the Beanacre Road public consultation and to review the Scheme of Delegation at the Annual Council meeting in May to enable the Planning Committee to have delegated powers in future to submit comments to pre application public consultations.

346/20

Local Plan Review

- a) **Local Plan Review (LPR). To approve the proposed response to the public consultation as agreed by the Neighbourhood Plan Steering Group on 24 February**

The Clerk explained the Neighbourhood Plan Steering Group, which included representatives from both the Town and Parish Council had met on several occasions, along with Place Studio, Planning Consultants who had drawn up a response to the LPR which had been circulated to Members prior to the meeting.

Unanimously Resolved: To approve the response to the public consultation as agreed by the Neighbourhood Plan

Steering Group on 24 February 2021.

b) To consider if the Parish Council wish to make a separate response to any of the consultation documents

Councillor Baines raised concern at the Town Centre document commissioned by the Town Council which was included as part of the response, as it included a few inaccuracies and was now out of date and suggested the Council's submission states this document has been superseded by recent events and therefore should not hold much weight.

Councillor Glover suggested in order to make more impact and add more weight, rather than sending one joint submission from both councils and the Neighbourhood Plan Steering Group to the Local Plan Review that each group send the joint submission separately.

Resolved: If the Town Council were unlikely to reject the joint submission to the LPR the Parish Council revisit their response in light of the comments raised by Councillor Baines.

347/20

Highways & Streetscene

a) To approve the minutes of the Highways & Streetscene meeting held on 1 February 2021

Councillor Glover sought a point of clarification with regard to Min 304/20 - Bus Shelters, as the last paragraph before the recommendation stated 'whilst it was clarified all new shelters installed in the parish were capable of RTI ...', this was not the case as it would appear, despite the Council's best efforts, the new shelters on Pathfinder Way did not have RTI capabilities.

Resolved: To approve the minutes of the Highway & Streetscene Committee meeting held on 1 February 2021 as a true record and for the Chair to sign in due course.

b) To formally approve the recommendations contained within the minutes of 1 February 2021

Resolved: To formally approve the recommendations contained within the minutes the Highways & Streetscene committee meeting of 1 February 2021.

c) To note outcome of meeting on 4 February regarding highway issues on Bowerhill and approve request for Traffic Survey on Halifax Road

The Clerk explained a meeting had taken place on 4 February with Mark Stansby, Senior Traffic Engineer attended by Councillor Alan Baines, Chair of Highways & Streetscene, Wiltshire Councillor Nick Holder, as ward member for Melksham Without South and Bowerhill councillors, to discuss various traffic issues raised in Bowerhill.

The outcome of the meeting was not to progress removing the traffic calming measures in Falcon Way and Halifax Road at the present time.

With regard to parking issues in and around Bowerhill Primary School at school drop off/pick up times, it was agreed to raise this with the school as part of their School Travel Plan.

Regarding speeding in Halifax Road, given the current back-log, a Traffic Survey Request had been submitted for the Western limb of Halifax Road for which retrospective approval was sought.

Resolved: To approve the Traffic Survey Request for Halifax Road.

d) To note Re-allocation of Road Space funding unable to be transferred to another scheme following request of parish council

The Clerk explained following approval of planning application 20/01938 for 144 dwellings off Semington Road a £200,000 Section 106 contribution had been agreed to make improvements to the A350 pedestrian crossings. As improvements to this crossing had been agreed via the Re-allocation of Road Space project the Council had suggested as the developers would be paying for improvements to this crossing that the Re-allocation of Road Space funding be used instead to boost the fund to improve the footway from Shaw to Dunch Lane.

Mark Stansby, Senior Traffic Engineer had written back to advise that the funding awarded by the Department for Transport (DfT) could only be allocated to the schemes against which Wiltshire Council's bid for funding was originally submitted, such as the improvements to the A350 crossing.

Councillor Baines stated improvements to the footpath along the A365 from Dunch Lane to Shaw were due to be discussed at a Community Area Transport Group (CATG) meeting later in the

week which proposed dropped kerbs on the Dunch Lane junction and the bus stops near the Shaw traffic lights junction with Corsham Road and sought a steer from Members that this was appropriate, given the Council had made several requests that the footpath needed to be widened and reinstated to its original width, with encroaching growth removed.

Several councillors whilst having no issue with the suggested improvements, expressed disappointment that enhancements to the footpath along the A365 had not been included, given how narrow it was in places.

Councillor Baines stated given the limited funds available, whilst the provision of improved drop kerbs was desirable, they were not a priority, given the need to widen the footpath. As Section 106 monies were being used to do this work, suggested enquiries be made to ascertain if any funding was left over from the Section 106 funding from George Ward Gardens to pay for this, if the proposed improvements as suggested went ahead.

Unanimously Resolved: To ask Wiltshire Council to cut back vegetation and encroaching growth to widen the footpath along the A365 from Dunch Lane to the Traffic Lights at Shaw Hill

At a forthcoming CATG meeting, Councillor Baines to enquire what funding was available from the Section 106 funding for George Ward Gardens for highway improvements. If this is limited to state the Parish Council would not support dropped kerbs at the bus stops as proposed and ask the funding for these improvements to be redirected to widening the footpath along the A365 from Dunch Lane to Shaw traffic lights instead.

e) Speed Indicator Device (SID)

i) To note Atworth Parish Council have withdrawn from the Speed Indicator Device Scheme provided by the Council in order to purchase their own devices and note revised schedule.

It was noted that Atworth Parish Council had decided to withdraw from the SID scheme provided by the Council in order to purchase their own device.

Councillor Baines expressed concern Atworth Parish Council would erect a new SID at either end of the village on a permanent basis, which was contrary to Wiltshire Council guidelines.

Resolved: To note Atworth Parish Council's decision and to note the revised SID schedule.

f) Future Chippenham Programme Public Consultation. To consider a response to the consultation

It was noted three options had been proposed for a new distributor road in Chippenham. It was also noted more housing was being proposed in Chippenham in conjunction with this scheme.

Resolved: The Parish Council to make no contribution towards the consultation.

g) To note response from the Police & Crime Commissioner following correspondence regarding speeding enforcement

The Clerk informed the meeting, as well as the current Police & Crime Commissioner being written to regarding speeding enforcement, all prospective candidates had also been written to.

Resolved: To note the response.

h) To note correspondence re: Bypass surveys being undertaken

The Clerk explained she had put this item on the agenda, as there was no Highways meeting scheduled until after the elections, in order to update Members.

After the appearance of survey boxes at Bowerhill Residents Action Group (BRAG) picnic area near the canal, the Leader of BRAG had written to Wiltshire Council to ascertain what these were for and to express disappointment BRAG had not been informed in the first instance.

Steve Wilson, Major Highway Projects Team had written back, explaining "a key potential benefit that could arise as a consequence of a Melksham by-pass scheme would be opportunities to enhance active travel provision both as part of any by-pass route itself, along the A350 corridor. To this end and as part of the ongoing technical work, a walking, cycling and horse-riding assessment was undertaken, hence the installation of the survey boxes in and around key locations in Melksham, to provide a snapshot of supporting information about the level of use of the existing highway and Public Rights of Way network. The results of the surveys will be considered alongside other available information and data, with due regard to the current seasonal conditions and lockdown."

Resolved: To note.

i) To approve, in principle, that weed spraying is undertaken in

the Spring and Autumn (with glysohate) to kerb lines, bus shelters, and Bowerhill Sports field car park

The Clerk explained the Council usually approve a quotation to undertake weed spraying in the parish to kerb lines, bus shelters and Bowerhill Sports field car for weed spraying in the Spring and Autumn; at this time of year.

Whilst mindful that it had been agreed to look at alternative use of glysohate on 'green areas' the Clerk sought a steer from Members they were happy to seek quotations for this work, as unfortunately no information had been forthcoming on effective alternatives to the use of glysohate, as agreed at a previous meeting.

Councillor Pile stated there was a small length of footpath from Springfield Gardens to Ashley Close which needed weed spraying and asked if this could be included.

As no alternative to the use of Glysohate for use on kerblines, around bus shelters and the pavilion car park had been forthcoming, it was:

Resolved: To approve in principle that weed spraying to kerb lines in the parish, bus shelters and Bowerhill Sports field car park, go ahead in the Spring and Autumn and to seek a quotation from the incumbent contractor.

348/20

Finance

a) To approve addition to Finance Regulations (5.1) re: Bank Mandate

The Clerk explained following a query by the Internal Auditors regarding Bank Mandates, the Financial Regulations had been amended under Banking Arrangements and Authorisation of payments (5) as follows:

When a member of staff or Finance Committee resigns from the Council the Clerk/Officers have authority to remove that member from the bank mandate immediately. This should be placed on the following Full Council meeting agenda for approval by Members.

Resolved: To approve the addition of the above paragraph under 5.1 of the Financial Regulations.

Councillor Coombes left the meeting at 8.52pm.

b) To note Income/Expenditure reports for January

The Clerk informed the meeting the Community Infrastructure Levy (CIL) income reported at the January Full Council meeting had now been deposited in the bank.

Resolved: To note the Income/Expenditure reports for January.

c) To note offer of reimbursement by Sirius for incorrect billing

The Clerk explained following investigation, it appeared the Council had been billed incorrectly for broadband provision at the Pavilion, following the move from Crown Chambers.

Resolved: To note a £205.86 refund had been made for incorrect billing by the Council's broadband provider.

d) To agree two finance councillors to authorise monthly payments for February and March

Councillors Baines and Carter agreed to authorise monthly payments for February with Councillors Glover and Wood agreeing to authorise payments for March.

349/20

Asset Management

a) To approve the Asset Management minutes of 15 February 2021

Resolved: To approve the minutes of the Asset Management Committee meeting held on 15 February 2021 as a true record and for the Chair to sign in due course.

b) To approve the Confidential Notes to the accompany the minutes

Resolved: To approve the Confidential Notes to accompany the Asset Management Committee meeting minutes of 15 February 2021.

c) To formally approve the recommendations contained within the minutes of 15 February 2021

Councillor Holder sought clarification with regard to the proposal not to recommend CCTV in any areas of the parish, given comments which had appeared on social media with regard to CCTV coverage in the parish, particularly at the BRAG picnic area.

Councillor Glover explained a paper had been prepared by Sgt Twyford which had been circulated at the Town Council CCTV Working Group and Asset Management meetings and it was noted incidences at BRAG picnic area were not of sufficient numbers to warrant this area being recommended for CCTV given the costs involved and no crime hot spots had been identified elsewhere in the parish, hence the decision of the Asset Management Committee not to recommend CCTV for any areas in the parish.

It was noted BRAG picnic area was actually in Seend Parish and not Melksham Without and therefore Seend Parish Council may wish to contribute to CCTV at this location.

The Clerk agreed to send the CCTV report sent to the Asset Management meeting to Councillor Holder.

Resolved: To formally approve the recommendations contained within the minutes the Asset Management Committee meeting of 15 February 2021.

d) To consider use of bookable football pitches during Summer following lifting of lockdown restrictions

Following the announcement from central Government in the lifting of restrictions to enable organised sports to start again the Chippenham & District Football League had contacted the Council to say the season had been extended until the end of June, also Future of Football wished to hold several tournaments and Summer Camps during the school holidays at Bowerhill Sports Field.

The Clerk explained that usually in June/July the contractor reseeded the pitches and took the goalposts away for maintenance and to allow the goal areas to recover.

The grass cutting contractor had been contacted to ask how much time they would need between the end of this season and the start of the next to get the pitches ready. The contractor stated he would do his best to get pitches ready and as the pitches had not been played on during the worst of the Winter weather hoped they would not be in too bad a condition, however on a site visit in late February had noted the pitches were unplayable due to recent heavy rains and suggested keeping friendlies to a minimum in August would help the pitches to recover and noted the main issue the previous Summer was organised sports during the Summer months, when the grass needed to recover.

A debate took place between the need to allow the pitches to recover against allowing organised football to take place during the extended period as well as Summer activities, particularly as

restrictions have meant players have not been able to take part in organised sports for some time.

Councillor Glover stated the status of the Bowerhill Sport pitches was classed as public open space and asked if this could be changed in order the Parish Council had more control over what happened on it.

Resolved: For the Clerk to contact Future of Football to say they can play sometime in July and August, however, the pitches need at least 3 weeks to recover between seasons, as advised by the contractor and to confirm their preference for which 3 weeks in the Summer before September would be preferable, bearing in mind children would hopefully be in school until mid-July.

For the Clerk to check with Fields in Trust whether the status of the Bowerhill Sports Pitches (Jubilee Field) could be changed from Public Open Space to playing fields.

e) To approve quotations for play area and safety surfacing repairs

This item was held in closed session at the end of the meeting.

Resolved: To approve J H Jones undertake the following:

Item 1: To cut back foliage at Beanacre Play Area at a cost of £50.00 + VAT

Item 2: To cut back foliage at Berryfield Play Area at a cost of £50.00 + VAT

Item 3: To fix stay to corner post at a cost of £25.00 + VAT

Item 4: To clean and treat pedestrian gate Berryfield Play Area - Not to undertake this work.

Item 5:

- To raise ground area around the MUGA at Bowerhill Sportsfield – i.e., area to cover North side 16m x 1m x 300mm area to West 13m x 3000mm x 100mm
 - To supply and level soil
 - To supply and sow grass seed
 - To fence area temporarily to protect new seeded area
- Total: £650.00 + VAT

Item 6: To prime and paint bench at Hornchurch Play Area. The caretaker to undertake in due course.

Shaw Play Area (Multiplay unit repairs):

A quote had been received from Vita Play as follows:

- Remove and dispose of 32 wooden panels (including roof)
- Supply and install 32 wooden panels 57cm x 5cm x 10cm with 2 fixings on each
- Treat new panels with timber treatment

Total cost for Rhino Scrub of surfacing and equipment £440.00

Beanacre Play Area

A quote had been received from Vita Play as follows:

Rope Climber

- Remove and dispose of 5 half round timber wooden steps
- Supply and install 5 half wooden steps 60cm x 9cm diameter

Cost for Rhino Scrub of surfacing and equipment £240.00

Resolved: To approve the quotations of £440.00 (excl VAT) and £240 (excl VAT) from Vita Play for the play area safety repairs at Shaw and Beanacre Play areas respectively.

e) New Berryfield Village Hall project

i) To consider response from Bellway on request for additional land (*if received*)

The Clerk explained to date a response had not been received to this request, but would keep chasing.

ii) To consider giving delegated powers to enable decisions on village hall build/tender to be made between meetings and over election period

The Clerk explained a small group was required to answer questions which were being raised on a regular basis, now the project was progressing, as it was difficult to leave decisions for 4–6 weeks between meetings.

With regard to any tenders received, the Clerk explained these would be opened, the QS would then go through them and make their recommendations.

Resolved: To give delegated powers to Councillors Wood,

Glover as Chair and Vice Chair and Councillor Patacchiola as Berryfield Councillor to enable decisions on the village hall build/tender to be made between meetings and over the election period.

iii) To consider if performance bond required as part of tender process

Resolved: To delegate this decision to Councillors Wood, Glover and Patacchiola as agreed above.

f) Shurnhold Fields - To receive the notes of the meetings held on 4 February and 25 February following site visit with Highway Engineer/Architect on 16 February and consider way forward.

At the meeting on 25 February, the following way forward was agreed by the Steering Group and forwarded to both councils for approval:

1. David Sharp, BTA Architects be asked to draw-up revised plans with additional bund and wildflower meadow and agree costs.
2. Agree to pay for a topographical survey for car park and entrance area, if one is not forthcoming from Persimmons.
3. To go out to tender which will include the scope of works agreed and additional bund, wildflower area, getting the ditch cleared if under our ownership.
4. To check with Planning, Highways, Drainage and Environment Agency to get consent.
5. When tenders have been received and an accurate idea of costs to go back to working group for their approval to forward to both councils for approval.
6. To update the Area Board on the £5,000 grant funding.

Councillor Glover raised a concern that on investigating one of the legal documents for Shurnhold Fields it would appear a covenant was in place for British Gas, over part of the land, which included the area proposed for a new car park.

The Clerk explained she had forwarded the documentation to the architects and Highways to look at to check the details of the covenant and the implications.

Councillor Patacchiola explained the covenant would relate to British Gas's right to access the land in order to make repairs to the gas pipe which runs across part of Shurnhold Fields.

Resolved: To receive the notes of the meetings held on 4 and 25 February and to approve the way forward as agreed at the meeting on 25 February.

g) To consider holding IT Working Party meeting to look at how to prepare paperless agenda packs

The Clerk explained an IT Working Party needed to convene to look at how to prepare paperless agenda packs, as well as other IT matters.

Resolved: An IT Working Party meeting, consisting of Councillors Wood, Glover, Holder and Patacchiola been convened as soon as possible.

h) To consider how/when to source new laptops (9no.) for preparing new council term ready for paperless agenda packs

The Clerk explained on making enquiries to purchase additional laptops ready for new councillors in May, the price had gone up to between £650 to £700 for laptops of a similar specification to those purchased last year (at approx. £450 each), due to demand worldwide during the pandemic.

Councillor Patacchiola stated the Working Party also needed to look at confidentiality and phishing email policies.

It was agreed the IT Working Party would look at this.

i) To consider purchase of new router to allow all officers to connect remotely simultaneously

The Clerk explained unfortunately the current router did not allow 3 officers remote access at once, quotes had been received for a new one, allowing 16 people access at the same time, which meant 3 officers and 13 councillors at anyone time, but felt this decision needed more scrutiny and could be considered by the working group.

It was noted when the Council moved to the Campus a router would need to have the capacity to allow 13 councillors, 3 officers and members of the public to log in to the internet at the same time.

j) To consider adjustment to grasscutting contract price breakdown

The Clerk explained the grass cutting contract for 3 years was £48,139.65 excluding VAT. However, on looking at the contract line by line to work out what costs went to each cost code, noted the Council should be paying £16,172.05 instead of £16,046.55 per year as originally understood, which was an additional £125.50 per year.

On querying this with the grasscutting contractor, they acknowledged that when they issued the quotation, they had miscalculated, but were happy to go with the contract and make adjustments to add up to £16,046.55 per year as previously agreed with the Council.

It was also noted when the contract was sent to the contractors for them to quote for bin emptying, Berryfield Play area had been missed off the contract and was not quoted for. The contractor agreed they would continue to empty the bin at no additional charge.

Resolved: To note the above information.

350/20 Community projects/partnership organisations

a) To receive BRAG Update following meeting held on 11 February

Members noted the Bowerhill Residents Action Group (BRAG) update received following the meeting held on 11 February 2021.

b) To note response from Dorset & Wiltshire Fire Authority and Michelle Donelan MP regarding removal of Technical Rescue Units from Trowbridge and Chippenham

Dorset & Wiltshire Fire Authority at a recent meeting had made a decision to remove technical rescue equipment for flooding from Trowbridge and Chippenham Fire Stations, despite representation from the Parish Council and others objecting to this proposal.

Michelle Donelan MP had written expressing her disappointment this decision had been made.

Resolved: To note.

c) CPRE Campaigns: To note the following campaigns – Trespass is not a criminal offence and Rural Community Buses – and to consider supporting

Resolved: That the Parish Council do not support the Trespass is not a Criminal Offence campaign, but support the Rural Community Buses campaign.

d) To note Beanacre main drainage update from Wessex Water

The Clerk explained she had chased this up, but unfortunately, there was no update, but would continue chasing Wessex Water.

e) To note action taken following reports from CAWS (Community Action: Whitley & Shaw) of dog fouling at Littleworth Lane

The Clerk explained complaints had been received from CAWS at the amount of dog fouling in the village, particularly on Littleworth Lane, therefore had provided some signage and stickers to erect, there was a campaign on social media, as well as an article in the local press.

The Clerk explained CAWS had also asked for a larger bin and under delegated powers a request could be made to Wiltshire Council for a larger one and to keep the smaller one currently in Littleworth Lane.

Councillor Pile stated dog fouling was an issue throughout Whitley and understood it had been agreed to move the dog poo bin by the telephone box in Top Lane to a site near the turning for Littleworth Lane, it was understood this had been chased previously but had not been done as yet. The Clerk agreed to look into this.

f) To note update from 4Youth (formerly known as Young Melksham)

To note information provided.

g) To note update from Melksham Town Council CCTV working party (23 February)

This item was discussed earlier in the meeting.

As the Parish Council earlier in the meeting had approved a recommendation of the Asset Management Committee of 15 February 2021 (Min 325/20) not to include CCTV for any areas of the parish and not to contribute financially to the Town Council CCTV system, Councillor Glover asked if the Council wished him to continue attending the Town Council CCTV Working Group.

Resolved: Councillor Glover to continue attending the CCTV Working Group meetings of the Town Council.

351/20

Staffing

a) To note Decision on staffing levels for Melksham Community Support made under delegated powers

The Clerk explained a review of council staffing levels for Melksham Community support had taken place at the end of January with an agreement, she would provide 4 hours support

and the Parish Officer and Finance & Amenities Officer 4 hours between them each week; with a review mid-March.

Resolved: To note.

Meeting finished at 9.55pm

Signed
Full Council, 26 April 2021

Date: 04/02/2021

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------------|-----------------------|-----------------|-----------|-------|------|--------|------------|-------------------------------|
| Balance Brought Fwd : | | 612,178.19 | | | | | 612,178.19 | |
| 2042-BACS | Banked: 04/01/2021 | 30.00 | | | | | | |
| V2042 | Allotment Holder | 30.00 | | | 1310 | 310 | 30.00 | Berryfield 15B Allotment rent |
| 2047-BACS | Banked: 12/01/2021 | 233,306.99 | | | | | | |
| V2047-CIL | Wiltshire Council | 233,306.99 | | | 1420 | 350 | 93,133.80 | 18/04477-Pathfinder Place CIL |
| | | | | | 1420 | 350 | 140,173.19 | 19/09963&17/09248-Hunters CIL |
| 2048-BACS | Banked: 12/01/2021 | 22.50 | | | | | | |
| 2048-BACS | Allotment Holder | 22.50 | | | 1310 | 310 | 22.50 | Berryfield 1sm allotment rent |
| V2051-CHQ | Banked: 22/01/2021 | 859.64 | | | | | | |
| 500156 | Melksham Town Council | 859.64 | | | 4685 | 170 | 859.64 | Inv.210-Share of MCS Costs |
| 2052-BACS | Banked: 25/01/2021 | 60.00 | | | | | | |
| 2052-BACS | Allotment Holder | 60.00 | | | 1310 | 310 | 60.00 | Berryfield 10A allotment rent |
| Total Receipts for Month | | 234,279.13 | 0.00 | 0.00 | | | 234,279.13 | |
| Cashbook Totals | | 846,457.32 | 0.00 | 0.00 | | | 846,457.32 | |

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Date: 04/02/2021

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------------|---------------------|------------|--------------|-------------|-------|------|--------|------------|-----------------------------------|
| 4/01/2021 | Grist Environmental | V2043-DD | 44.88 | | 7.48 | 4770 | 220 | 37.40 | Inv.335619-B'hill waste aw |
| 4/01/2021 | Water2Business | V2044-DD | 128.04 | | | 4322 | 220 | 128.04 | Inv.235-Pavilion water use: |
| 4/01/2021 | Water2Business | V2045-DD | 154.57 | | | 4323 | 320 | 154.57 | Inv.850-BSF Allotment wat us |
| 4/01/2021 | Water2Business | V2046-DD | 169.05 | | | 4323 | 320 | 169.05 | Inv.586-BYF Allotment wat |
| 3/01/2021 | EE Limited | V2049-BACS | 13.63 | | 2.27 | 4195 | 120 | 11.36 | Inv.645-Wifi for meeting laj |
| 1/01/2021 | Sirus Telecom | V2050-BACS | 212.81 | | 35.47 | 4190 | 120 | 177.34 | Inv.51607-Office phone charges |
| 5/01/2021 | Eon | V2053-DD | 159.59 | | 7.60 | 4312 | 220 | 151.99 | Inv.DF2-Pavilion Gas |
| 6/01/2021 | Land Registry | V2075-6047 | 7.00 | | | 4250 | 120 | 7.00 | Falcon Way bus shelter lar se |
| 8/01/2021 | Eon | V2074-DD | 150.63 | | 7.17 | 4302 | 220 | 143.46 | Inv.A44-Pavilion Electricity |
| Total Payments for Month | | | 1,040.20 | 0.00 | 59.99 | | | 980.21 | |
| Balance Carried Fwd | | | 845,417.12 | | | | | | |
| Cashbook Totals | | | 846,457.32 | 0.00 | 59.99 | | | 846,397.33 | |

Receipts for Month 10

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------------|-----------------------|-------------------|-------------|-------------|-----|--------|-------------------|--------------------|
| | Balance Brought Fwd : | 225,154.39 | | | | | 225,154.39 | |
| | Banked: | 0.00 | | | | | | |
| | | | 0.00 | | | | 0.00 | |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Cashbook Totals | | <u>225,154.39</u> | <u>0.00</u> | <u>0.00</u> | | | <u>225,154.39</u> | |

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Date: 04/02/2021

Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------------|-----------------------|------------|--------------|-------------|--------|------|--------|------------|-------------------------------|
| 5/01/2021 | Wiltshire Publication | V2040-BACS | 986.88 | | 164.48 | 4240 | 120 | 495.00 | Winter Newsletter |
| | | | | | | 4230 | 120 | 46.40 | Grant Advert |
| | | | | | | 4582 | 142 | 165.00 | Expression of interest-tend |
| | | | | | | 4582 | 142 | 58.00 | Expression-interest tender Ad |
| | | | | | | 4582 | 142 | 58.00 | Expression-interest tender Ad |
| 5/01/2021 | Whitley Community Hub | V4041-BACS | 1,500.00 | | | 4610 | 170 | 1,500.00 | Seed Funding |
| 8/01/2021 | Unity Trust Bank | V2054-DD | 150.53 | | 13.68 | 4120 | 120 | 22.70 | Full Council agenda packs x10 |
| | | | | | | 4120 | 120 | 4.28 | Full Council agenda packs x2 |
| | | | | | | 4120 | 120 | 24.08 | Planning Committee agenc pack |
| | | | | | | 4175 | 120 | 68.40 | Office 365 |
| | | | | | | 4200 | 120 | 14.39 | Zoom subscription |
| | | | | | | 4140 | 120 | 3.00 | Monthly fee |
| Total Payments for Month | | | 2,637.41 | 0.00 | 178.16 | | | 2,459.25 | |
| Balance Carried Fwd | | | 222,516.98 | | | | | | |
| Cashbook Totals | | | 225,154.39 | 0.00 | 178.16 | | | 224,976.23 | |

Receipts for Month 10

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> |
|---------------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| | Banked: | 0.00 | | | | | | |
| | | | 0.00 | | | | 0.00 | |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Cashbook Totals | | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | | | <u>0.00</u> | |

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Date: 04/02/2021

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 10

Payments for Month 10

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> |
|-------------|-------------------|------------------|---------------------------------|--------------------|--------------|-------------|---------------|-----------------|---------------------------|
| | | | 0.00 | | | | | | |
| | | | Total Payments for Month | 0.00 | 0.00 | 0.00 | | 0.00 | |
| | | | Balance Carried Fwd | 0.00 | | | | | |
| | | | Cashbook Totals | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | | <u>0.00</u> | |