

MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday, 15th February 2021 at 7pm.

(DUE TO THE ON-GOING COVID 19 PUBLIC HEALTH CRISIS THIS WAS A VIRTUAL MEETING, WITH MEMBERS OF THE PUBLIC BEING ABLE TO ACCESS THE MEETING VIA THE PUBLISHED ZOOM INVITATION, THIS MEETING WAS DUE TO BE STREAMED LIVE STREAMED VIA YOUTUBE HOWEVER THERE WAS A TECHNICAL ISSUE AND IT WAS SUBSEQUENTLY UPLOADED)

Present: Councillors Richard Wood (Council Chair), John Glover (Vice Chair of Council & Chair of Committee), Alan Baines, Paul Carter (Vice Chair of Committee) and Paul Taylor.

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

Housekeeping & Announcements:

Councillor Glover welcomed all to the meeting

320/20 Apologies

Councillor Wood advised that he had received apologies from Councillor Chivers, however no reason was given for absence. This apology was therefore unable to be accepted.

321/20 To receive Declarations of Interest

There were no declarations of interest.

322/20 Invited Guest: Sgt James Twyford regarding crime in the parish related to potential CCTV coverage

The Clerk advised that an email invite had been sent to Sgt Twyford following up the verbal invite by Cllr Glover, but she had not received any further correspondence from him.

323/20 Public Participation

There were no members of the public present.

324/20 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 the consideration of the following items of business (Items 7c, 7d, 7e, 7h, 7i, 7g, 8a, 9a & 9b) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be

transacted.

Resolved: Items 7c, 7d, 7e, 7h, 7i, 7g, 8a, 9a & 9b) to be discussed in closed session for the following reasons:

7c: Reason B- Terms of tenders
7d: Reason B- Terms of tenders
7e: Reason D- Legal
7h: Reason B- Terms of tenders
7i: Reason B- Terms of tenders
7g: Reason A- Staffing
8a: Reason B- Terms of tenders
9a: Reason B- Negotiations
9b: Reason B- Terms of tenders

325/20

To consider CCTV provision in the Parish:

The Committee considered the 'CCTV in Melksham' project report from Melksham Town Council which included a report from the Melksham Community policing team on crime in Melksham. It was highlighted in the report that there were no hot spot areas of crime identified within Melksham Without. Members felt that as there had been no evidence of any hot spots in the parish, there was currently not a requirement to provide CCTV.

Councillor Baines noted that in the report there had been a few problems identified during the first lockdown at the Bowerhill Sports Pavilion which had since been resolved following extensive patrols of the area. He explained that there was already comprehensive CCTV at the Pavilion which had been used by the police on occasions.

Councillor Wood queried whether the CCTV data from the Pavilion could be shared with the Melksham Town Council system and felt this could be a consideration. Councillor Glover explained that at the recent CCTV working party which he attended as the council's representative, there were three options that were being considered with regards to surveillance which were, full time, part time at peak points or no surveillance. This could also include the police having access. He felt that it would only be beneficial to the council if there was either full time or part time surveillance at peak times, but the cost of this would need to be carefully considered.

It was felt that as part of this agenda item veered into cost negotiations this should be discussed in closed session.

Recommendation 1: The council do not recommend CCTV for any areas in the parish of Melksham Without, as there have been no areas identified as crime hot spots.

Recommendation 2: The Parish do not contribute financially to the Town council's CCTV system.

326/20

Play Areas & Public Open Spaces

a) To consider Quarterly inspection reports and any action required:

The Clerk advised that the quarterly written play area inspections had been completed by ID Verde and the members reviewed the report. It was highlighted that the safety surfacing at the Kestrel Court, Berryfield and Beanacre play areas had been identified as areas that needed repairing. The Clerk advised that quotations for these areas had been sought and was to be considered under agenda item 7i. Most of the items identified on the report were minor repairs that were required.

At Beanacre Play Area it had been identified that there was some rot on the timber of the rope climber, the Clerk explained that this was an item which the council was already monitoring. There was some foliage overhanging the play area, the Clerk queried with members on how they wished to deal with this. It was felt that this would be better suited to be discussed under agenda item 7g.

At Berryfield Play Area it was identified that a number of fixings on the sea saw had become loose which needed tightening and it was suggested in the report to install a thread lock for added security. The bearing on the cone climber had also ceased and is not currently operating. Councillor Wood explained when he inspected the play area around Christmas time the cone climber was working fine. The Clerk advised that the bearing on this piece of equipment had been replaced relatively recently. Councillor Wood was concerned that there was a problem with the bearing, especially as it had only recently been replaced. He queried what the length of the guarantee was on the cone climber repair and felt that the council should go back to the contractor and ask them to rectify this.

The swing chain links at Hornchurch Road Play area were rated as a high priority on the report as they were worn and would need replacing. The wet pour would need monitoring as it appears that the foundations have sunk which has created dips. There is also significant gap between the surfacing and edging which would need repairing.

At Shaw Play Area it was identified that there were parts of the timber on the junior multi play equipment which had rotted and had been rated as a high priority. The Clerk explained that this was a new finding and had not been an item on the council's watch list previously.

After a discussion on who could undertake the necessary repairs it was felt that ID Verde could be asked to undertake the minor repair works required on the play areas as they were the contractors who inspected the equipment. This decision could however form part of the discussion

under agenda item 7g. For the major repairs required on the rope climber at Beanacre Play Area and the junior multi play equipment at Shaw Play Area, a quote should be sought for these works.

Recommendation 1: Officers to seek quotations for the major repair work required on the climber equipment at Beanacre Play Area and the junior multi play equipment at Shaw Play Area.

Recommendation 2: Officers to go back to the contractors who replaced the bearing on the cone climber at Berryfield Play Area and ask them to come back and rectify the problem.

b) To note swing removal at Beanacre Play Area and approve quotation for repair:

Members noted that the accessible swing seat at Beanacre had been removed by the Allotment Warden as it had been identified that it was not locking into place. Officers had sought a quote from I D Verde for this item and had received quotations for two options. One option was to replace the whole swing for £773 plus VAT including delivery, the other option was to replace the arm part of the seat for £255 plus VAT which includes fitting and reinstallation of the swing. The committee felt that as the seat was still in order there was no need to replace the whole swing, therefore the arm replacement should be ordered.

Recommendation: The parish council order a replacement arm for the accessible swing at Beanacre Play Area at a cost of £255 plus VAT, from I D Verde.

c) To approve quotations for Shaw Hill Playing Fields improvement project:

Held in closed session.

The Clerk explained that at the end of 2019 there was a public consultation in conjunction with CAWS (Community Action Whitley and Shaw) and the Shaw Village Hall & Playing Field Committee on what type of equipment residents wished to have on the Shaw Playing Fields. The consultation categorised the equipment into the following categories, moving/rotating, climbing/ balancing, gym/physical and multiplay and asked residents to rank the categories in order of preference. Following the results received from the consultation, Shaw Play Area Improvement Working Party considered what equipment best fitted the requests of the residents. Following enquiries that had been made with play/sport equipment manufacturers about suitable equipment it had been felt that calisthenics style equipment, along with a basket swing and cone climber would be best suited to the requirements. Work on this project had then stalled due to the Covid pandemic, with outdoor gym equipment closed for the majority of the time since then, quotations against the agreed specification had now

been sought and were for review at this meeting. £20,000 was allocated in the budget for this project, with £16,500 in an earmarked reserve for this project, and £3,500 from the Sandridge Solar Farm community funding. It was noted that if the quotations exceeded £20,000 there was scope for some additional funding to come from the Solar Farm fund. There was also still the possibility that the council would be able to obtain some grant funding for this project but needed the quotations first.

Recommendation: The council accept the quotation from Streetscape of £20,500.00 plus VAT, to include the steel basket swing option.

d) To note Bowerhill Residents Action Group (BRAG)'s grant application to Melksham Area Board approved for replacement seating project and approve quotations for supply and installation on their behalf

Held in closed session.

The Clerk advised the committee that BRAG's application to the Area Board for outdoor seating had been successful. This was to be match funded by the parish council. The Clerk explained that no one had come forward to become BRAG's officers yet, therefore they were unable to progress with this project imminently. The Clerk asked members whether they would be happy in principle for the officers to order the seating and arrange for the installation and ground works and then invoice BRAG. She advised that if members were happy with this, the council would be unable to claim VAT back as it would be a purchase on behalf of another organisation.

It was noted that the quotations for the labour element were approx. £1,000 more than had been estimated at the time of the grant application, despite advice being sought. This shortfall could be made up from the CIL reserve, as per the rest of the council's contribution. This was so that CIL from Pathfinder Way was spent locally in Bowerhill.

20.40pm Councillor Carter left the meeting for a short period

20.45pm Councillor Carter returned to the meeting.

Recommendation 1: Due to BRAG not having a full committee the council proceed with ordering and paying for the benches on their behalf for the seating project. The council to invoice BRAG for the £2,511 grant funding received for the project from the Area Board when they are able to access their funds.

Recommendation 2: The council to approve the quotation of £4,242.71 from TDP and appoint JH Jones to install the seating as per

their quotation of £1,776.00, with the shortfall of £996.71 coming from the parish council's CIL Reserve.

e) To consider correspondence received from Beanacre Church Cricket Field re: Maintenance access to Beanacre Play Area and consider way forward

Held in closed session

Recommendation: The Council respond to St Barnabas Church to say that they do not accept their position as the Lease Memorandum dated 2010 clearly shows the council's right of way through the car park and across where the boules court is due to be installed. This would hinder the council from accessing the play area for grass cutting and making play area repairs To provide St Barnabas Church with a copy of the signed Memorandum and ask them for a suitable solution to this issue.

f) To note updated Covid-19 government guidance on play areas

Members noted the updated Covid-19 guidance on play areas, with no significant changes.

g) To consider what maintenance work is deemed essential during lockdown

Held in closed session

The Clerk reported that she had contacted the Caretaker to ask him what maintenance works he would normally be doing at this time of year. The Clerk had put together a list of these works for members to review and make a decision on who should conduct these in the Caretaker's absence.

The Clerk explained that the salt containers were normally checked this time of year but as they were only located in Shaw, Whitley and one in Sandridge, could be checked by the flood wardens in Shaw & Whitley. The drains and ditches around Shaw and Whitley are also normally checked, but the flood wardens are also doing this.

The Clerk advised that the Caretaker has put up signs at the canal if water was frozen asking children not to go on ice, although she had not been aware of this and understands that this had been an instruction from the previous Clerk. It was highlighted that the canal was in Seend and it was felt that this would be the responsibility of the Canal & River Trust not the council, therefore members did not wish for this to be undertaken.

In spring the Caretaker would be cutting back hard the brambles at play areas and the sports field as they begin to shoot and it was felt JH Jones could do this. The apple trees at Briansfield allotments need pruning, which was felt could be undertaken by the Caretaker. As part of the quarterly report the trees highlighted to be monitored are normally checked, however this was not part of the inspection recently done by ID Verde and was felt that the Caretaker could undertake, but for his health and safety to be advised to not come into contact with members of the public. Weather sealing the wooden seats around the parish would normally be done in Spring and this was another job that could be done by the Caretaker. As part of the quarterly written report the phone boxes would usually be checked, but the Allotment Warden could be asked to do this task.

There are some play area repairs that need doing following the quarterly inspection reports and was felt that a quote should be sought from ID Verde.

Recommendation 1: The council to ask the Flood Wardens if they would be happy to check the salt containers located in Shaw and Whitley.

Recommendation 2: The council to not continue to put up signs at the canal asking people to keep off the ice.

Recommendation 3: To ask JH Jones to cut back the overhanging brambles at the play areas and sports field.

Recommendation 4: The Caretaker to return to work but only to undertake tasks which are clearly identified as single working outside with no contact with other people. The Allotment Warden to be asked to carry on undertaking the weekly visual inspections at the play areas and alarm testing and water flushing at the sports pavilion and to be asked to inspect the two adopted phone boxes.

Recommendation 6: To ask ID Verde for a quote to undertake the play area repairs as required.

h) To approve quotation for play area and MUGA (multi use games area) safety surfacing clean

Held in closed session

Recommendation: To appoint Vita Play to undertake the play area and MUGA safety surfacing clean at a total cost of £2,930.00 excluding VAT.

i) To approve quotation for Kestrel Court and Berryfield Play Area safety surfacing repairs

Held in closed session

Recommendation 1: The Council appoint Vita Play to undertake the play area edge repairs as required at Kestrel Court, Berryfield and Beanacre play areas at a cost of £7,032.00 excluding VAT.

Recommendation 2: Ask Vita Play to provide a quotation for the repair/ replacement of the timber trail at Beanacre Play Area and at Shaw Play Area.

j) Davey Play Area:

I. To note update on handover/transfer of play area to Parish Council

The Clerk reported that although she had chased for a handover date from Taylor Wimpey, she was yet to receive one. The Clerk advised the committee that as the play area had not yet been transferred over to the parish council it was still the responsibility of Taylor Wimpey.

II. To consider options for the Davey Play Area opening

The Clerk queried with members whether they wished for an official grand opening of the new Davey Play Area. Members felt that there should be an opening with the ATC and Mrs Davey invited when the time was suitable, post Purdah and Covid-19.

Recommendation: The Clerk to liaise with the ATC and Mrs. Davey to arrange a suitable time to officially open the Davey Play Area post Covid-19 and Purdah.

327/20

Public Art:

a) To consider quotation for public art Officer/Street Name information board

Held in closed session

Recommendation: To accept the quotation of £715.00 from Shelly Signs to produce the Pathfinder Place public art board displaying the RAF Officers names and descriptions.

b) Pathfinder Way Art Panel

i. To note insurance replacement values for accidental and deliberate damage for public art panel at Pathfinder Way

The Clerk advised that the insurance value from the artist for the public art panel was £15,000 for accidental and deliberate

damage. She advised that officers would get a quote from the parish council's insurance company to add this to their policy schedule based on this value.

ii. To note if highways permission for new position granted

The Clerk explained that she was yet to hear back from highways regarding the proposed new position for the art panel but assured members that this was currently in the process of being actioned.

328/20

QEII Diamond Jubilee Sports Field & Pavilion:

a) To consider requests from Future of Football for blanket bookings and storage shed

Held in closed session

Future of Football had previously offered the council £50 per weekend for the use of all youth pitches but the council had deemed this as inadequate as the true hire fee for these pitches was £240 per weekend. The council had offered to negotiate a reduction in costs with Future of Football as they acknowledged that this would be a reliable booking. Following the council's request, correspondence had been received from Future of Football who would be happy to double their price to £100 per weekend as they were also paying for training sessions on top of this cost. Members considered whether this price was adequate for this level of usage bearing in mind that no other team would be able to book the youth pitches. It had been advised that there were currently 3 adult teams using the pitches as their home ground at the weekend and this booking would still enable them to continue.

Members emphasised that Future of Football needed to book their training sessions in advance with officers before they turn up. Members felt that the £100 per weekend proposal should be accepted subject to them complying with these stipulations with this to be reviewed in the summer before the next season.

The second request was for a 20ft x 8ft storage container to be placed in the pavilion car park near where the commercial waste bins are currently located. Members were keen for this to not take up too many car parking spaces.

Recommendation 1: The council accept Future of Footballs proposal for a weekend blanket booking for all of the youth pitches at a cost of £100 per weekend with training sessions being charged on top of this. This is subject to them booking their training sessions in advance with officers, with this to be reviewed in the summer before the new football season.

Recommendation 2: The council accept Future of Footballs proposal of an 20ft x 8ft storage container on the proviso that it only takes up one parking space in the pavilion car park.

b) To consider quotation for legionella risk assessment review

Held in closed session

The Clerk explained that the council's current water treatment and hygiene contractor has highlighted that the legionella risk assessment at the pavilion was last done in 2018 and its best practice for it to be done if there is a change with the system or every 2 years. A quotation had been received for this. The Clerk advised that this was last done when the office staff moved in to use it as an office and suggested that this could be done again once the office staff have moved into the campus.

Recommendation: The council do not carry out a legionella risk assessment at the pavilion at this stage as there has not been any change in usage, but carry one out once the office staff have moved out.

c) To consider purchasing boot cleaner

The Clerk explained to members that people were using the wall to clean the mud off their boots/trainers and sought a steer from members on what they wished to do. She advised that one option could be to purchase a boot cleaner. Members felt that any boot cleaner that was purchased, would need the placement of it thought out carefully to ensure that this would not cause a trip hazard. The Clerk showed the committee various options for boot cleaners however it was felt that this should be considered with agenda item 9d.

Members felt that this agenda item related to agenda item 9d and therefore discussed this alongside that item.

d) To consider solutions to permanently muddy area adjacent to verandah

The Clerk explained that the area adjacent to the verandah is permanently muddy and when the parish council's contractor came to clear the guttering at the Pavilion, they were unable to erect their ladder as the land was too slippery due to the mud, so were unable to undertake these works. It was highlighted that this area was where most people congregated, especially parents, as provided protection from the weather and was where refreshments were provided.

It was suggested that some paving could be installed, however it was acknowledged that if this was deemed the way forward there was also a slope down to the field which would also need paving otherwise the

same issue would arise. Another option mooted was to put some paving slabs that slope up to the verandah. Councillor Glover suggested that the council could contact contractors to provide some solutions to this problem and give costings. It was also suggested that the option to purchase a boot cleaner (agenda item 9c) could form part of the discussion with the contractor when they were considering solutions to resolve this issue.

Recommendation: The council seek advice from contractors and ask them to provide solutions with costings to resolve the issue of the muddy area adjacent to the verandah, and the installation of a boot cleaner.

329/20

Allotments

a) To receive report on waiting list

Members reviewed the allotment waiting list report, it was noted that there were currently three vacant plots with three people on the waiting list. It was advised that the Allotment Warden was going to the allotments to ensure that everything was safe and to make sure that allotment holders who had chickens were complying with the bio security measures that are in place. It was noted that the allotment warden was not currently inspecting allotment plots to ensure that tenants were cultivating their plots in line with their tenancy agreements due to the current lockdown restrictions, and time of year with little to be growing at present.

b) To note delegated decisions made by Clerk relating to permissions given for greenhouses/sheds

There had been no delegated decisions made by the Clerk relating to permission being given for erection of greenhouses and sheds.

c) To review allotment account for 2020/21 and consider charges for 2021/22

Members reviewed the allotment account for 2020/21 and acknowledged that the current income was covering the council's outgoings. The current year's budgeted income was £2,059 with budgeted expenditure of £2,062. For the year 2021/22 the budgeted income was £2,512 and budgeted expenditure was £1,871. It was unknown if it would be a hot, dry summer that would put up the water usage.

Members felt that as the council were covering their costs it was not justified to put up the allotment rent for the allotment year 2021/22. It was noted that the residential price for a 5 perches plot was £30 and non-residents of the parish pay double this rate.

Recommendation: The allotment rent for the allotment year 2021/22 is not increased and stays at £30 per a 5 perch plot.

330/20

Berryfield Village Hall

a) To review spreadsheet of Project costs and income

Members reviewed the projected costs and income for the new Berryfield Village Hall. The current anticipated cost for the village hall was £700,349.00. The Clerk explained that the £150,000 transferred over from the Pathfinder Place CIL Reserve was also included in the spreadsheet that therefore leaves a total of £62,342.68 available to fit out the new hall. Although the tender

b) To consider correspondence from Project Manager and consider way forward

Members reviewed correspondence received from the project manager who wishes to retire once the tenders for the main contract for the project have been returned. He has suggested that the project's architect and cost consultant could take over the project management of the village hall build. Councillor Glover queried what the project manager was doing above the architect and cost consultant. The Clerk advised that included as part of the original quotation from the project manager was, regular visits during construction and attending monthly progress meetings with the appointed main contractor and ensuring that health and safety files were prepared in a timely manner etc. This will now need to be discharged by another contractor. The Clerk advised that the council would need to get a quote from both the Architect and Cost Consultant for this. Councillor Glover suggested that the council should ask the project manager to negotiate this with the Architect and Cost Consultant on the council's behalf.

Recommendation: The Council to ask the project manager to negotiate with the Architect and Cost Consultant to take on the responsibilities of the project management for the New Berryfield Village Hall following his retirement.

c) To note update on advertising for expressions of interest on Contract Finder

The Clerk advised that the advertisement for the expressions of interest was now on the Government's Contract Finder website and had received three expressions of interests so far which had been sent through to the project manager. She advised that she had put a 14-day deadline, which finishes on Friday 26th February and has re-advertised this on the council's website.

d) To consider legal advice regarding Purdah and decisions pertaining to the village hall and funding

The Clerk advised that at the Finance meeting on 11th January (*Min 250/20*) it was recommended to still go ahead with tenders to see what a contractor would be prepared to build the village hall for. This would indicate if there was any shortfall in funding to inform a decision on applying for a public works loan to make up the difference; or to perhaps use further CIL funding from the adjacent housing development that had just been approved. The Clerk explained that she had a concern that the council may be making that decision in April during Purdah (period of heightened sensitivity before the election). She explained that she had sought advice from the Wiltshire Association of Local Councils (WALC). It had been advised that in terms of a public works loan the council would need to go out to public consultation first before an application form is able to be submitted, to ascertain whether the electorate are happy for the council to take out a loan for this project.

The Clerk explained that although there is no set wording within the law which prohibits the council undertaking a public consultation in Purdah, there was advice that councils would need to think about it extremely carefully. She advised that as a public consultation would need to be undertaken first, a decision on a public work loan would unlikely to be made during Purdah due to the timings involved.

The Clerk explained that there was a possibility that the council may get the tenders back in April and there was nothing stopping the council from choosing the contractor but the guidance urges councils not to make big policy decisions during this time. The Clerk advised members that the decision about the funding of the Village Hall would be better made by the new council after the May elections.

e) To note public art agreement with artist

The Clerk advised that since the agenda had been published some amendments had been made to the public art contract agreement and sought approval from members. She explained that the parish council had been added as co signatories to the agreement, this was due to data protection as the artist would need to adhere to the council's privacy policy when carrying out public consultations and engagements. The parish council would also become eventual owners of the art, therefore it was felt by Wiltshire Council's legal team that the council should be a party to the contract.

The Clerk advised members that the agreement had already been reviewed and agreed by Wiltshire Council's legal department. She explained that the artist wished to make two amendments to the contract and asked members whether they were happy with these amendments, these were points 13.6 and 15.2.

For point 13.6 the artist wished for all liability to be handed over to the parish council 12 months after the acceptance of the handover of work not just the ongoing care and maintenance.

For point 15.2 which states '*MWPC may terminate this Agreement following Completion if the Artist is in default of any of its obligations under this Agreement and fails to remedy the default within a 10 day period following written notification by MWPC to the Artist of the default.*' The artist wishes to amend this period to 14 days.

Recommendation: The council approve the public art agreement contract for Berryfield Village Hall along with the amendments made by the artist.

f) To consider replies from Bellway regarding additional land

The Clerk advised that she had not received any further response from Bellway. She explained that she had asked them for an answer on the additional piece of land for the patio and was also waiting to hear when the land would be handed over as this date would impact on the tender package.

331/20

Trees

a) To note parish tree work completed within the recommended timescale

Members noted that all tree works required, rated as high and medium on the latest Tree Inspection report had been completed.

b) To note arrangements with Shaw Village Hall re tree work

The Clerk advised members that the Shaw Village Hall Committee were going to undertake any tree works required from the Tree Inspection report. However, time had passed on due to the covid pandemic and the Clerk was concerned that the time period since the initial inspection was approaching 6 months, and the impending winter weather with regard to one tree which had been rated as medium risk but needed felling, and was agreed in conjunction with the management committee that the council would arrange for these works to be done and invoice this back to the committee. The remainder of the works were for pollarding or removing ivy, and so not so much of a potential risk in heavy winds.

c) To note that Allotment Warden requested to monitor trees and adopted phone boxes and to consider quote for quarterly written report on trees

This agenda item was discussed under item 7g in closed session.

332/20

To consider moving the defibrillator outside of the New Inn to existing Berryfield Village Hall as temporary measure

The Clerk advised that she was still waiting for the owners of the New Inn pub to confirm that they were happy for the electricity to remain connected and queried whether members wished for the community access defibrillator to be relocated temporarily to the existing Berryfield Village Hall. Councillor Wood explained that when he had recently inspected the defibrillator it was still working and connected. Members felt that the defibrillator should be left where it currently is until such time comes where emergency action may be required.

Recommendation: The defibrillator outside of the New Inn pub, Berryfield to not be moved while it is still connected to the electricity.

333/20

To consider request from Wiltshire Air Ambulance to place a clothing donation bank in the Shaw Village Hall car park

The Clerk advised that the Shaw Management Committee had been asked via social media whether they would consider allowing a clothing donation bank for Wiltshire Air Ambulance in the Village Hall car park. She explained that the committee had contacted the parish council to seek the views of members as land owners, as there had previously been a request to install community waste recycling bins in the car park which was turned down by the council. This was because there had been concerns about dumped rubbish bags.

Members felt that a clothing donation bin was different to a waste recycling bin and should not cause any problems. It was noted that the parish council was a strong supporter of the Wiltshire Air Ambulance and felt that this request should be supported. The bins should however be placed in a location where they do not take up too many car parking spaces.

Recommendation: The council support the request from Wiltshire Air Ambulance to install clothing donation bins in the Shaw Village Hall car park provided that they are installed in a way that they do not take up too many parking spaces.

334/20

Office Accommodation

a) To consider new office phone proposal as contract has ended

The Clerk reported that the council's current phone contract had ended and had received a new proposal from Sirius Telecom, the council's current phone provider. It was noted that as the phone contract had ended the council was currently in a secondary rental period and had three options; to either upgrade, return the phone equipment or enter into a rolling secondary rental, but would continue to be paying the

same cost. It was acknowledged that the new proposal was cheaper than the councils current phone costs of £211.10 excl VAT per month with the new proposal price of £171.90 excl VAT per month. At the end of the contract term the title of goods for the phone equipment will be transferred to the council.

The new phone contract proposal includes a new upgraded system to a ViCTUS cloud telephone system. The Clerk highlighted that this new system enabled staff members to control the phone from their desktops and there is also a mobile phone app which can be connected to staff mobiles so that they can answer the phone and dial out from home. The Clerk explained that this was extremely useful, especially in the current times as staff were working from home due to Covid-19 restrictions. It was noted that staff members were currently using their own personal mobile phones if they needed to make a phone call from home for work purposes. She explained that currently members of the public are also directed to the out of ours mobile to contact staff, but as this could only be directed to one number she was acting as the main switch board for this.

Included in the new telephone system proposal:

- ViCTUS cloud telephone system
- 4 Phones / Extensions
- 4 Mobile Apps
- 4 Desktop Softphone
- System connected for up to 4 outgoing or incoming calls
- Installation by Sirius engineers
- System programming, commissioning & training

Including inclusive / free minutes to 01, 02 & 03 numbers (UK Landline) & 07 numbers (UK mobile) - Premium rated and international calls are excluded.

Line rental - 1 x Analogue

Broadband / Internet connectivity - 1 x 80/20 Gb Fibre

Members felt that the current telephone system was working well and as the council was being given an upgraded system for a cheaper price and would eventually own the phones at the end of the contract term it would be prudent to accept the proposal.

Recommendation: The Council accept the proposal from Sirius Telecom to upgrade the phone system to a ViCTUS cloud telephone

system including 4x desk phones and fibre broadband at a cost of £171.90 excl VAT per month.

b) To consider correspondence from Campus Team re ventilation

Members reviewed correspondence from the Wiltshire Council campus team regarding the council's query on ventilation. The council had wished for clarification on whether the space which is occupied by the parish council meets part F1 of the building regulations, in particular the section which requires 10 litres of fresh air in an office per minute, per person.

The Campus team have clarified that the meeting room is mechanically ventilated with a ventilation rate of 10 litres of fresh air per second, per person. The Clerk highlighted that, although this correspondence confirms that the ventilation rate meets the building regulations in the meeting room it does not confirm that this includes the council office. Councillor Glover cautioned members that they needed to be careful on what they were asking for as the rate that is required for the meeting room may be different from the rate required for the office.

Members stressed that it was essential that there was adequate ventilation in the office and felt that a reply should be sent to clarify this.

Recommendation: The council reply to the Wiltshire Council campus team to ask for clarification on whether the council office will have the adequate ventilation required for that room.

c) To note discussion to be held re costs of office accommodation at Campus

The Clerk explained that it was some time ago since discussions had taken place with Wiltshire Council regarding the rental cost for the new office at the Campus. After mentioning this to the campus team she had received a response to say that they will be in touch in the next couple of weeks to arrange a meeting with the estates team to discuss the lease arrangements.

d) To note correspondence received from Wiltshire Council following query raised about the status of the council's current permission to use the pavilion as an office

The Clerk explained that she had been in contact with the Wiltshire Council's planning department regarding the council's current permission to use the pavilion as an office, and whether this expired after 3 years which was now up. She advised that she had received correspondence from the planning officer who explained that there was no end date specified for the office use, therefore, the council are

able to use the pavilion as an office indefinitely and now also benefit from being able to hire it out from 2021 onwards as a training and meeting facility.

Meeting closed at 21:45pm

Signed.....
Chairman, 1st March 2021