

**MINUTES of the Asset Management Committee of Melksham Without Parish
Council held on Monday 4th November 2024 at Melksham Without
Parish Council Offices (First Floor), Melksham Community Campus, Market
Place, SN12 6ES at 8:12pm**

Present: Councillors John Glover (Council Chair), David Pafford (Council Vice-Chair), Alan Baines (Committee Chair), Shona Holt and Martin Franks (Committee Vice-Chair).

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

267/24 Welcome & Housekeeping:

Councillor Baines welcomed everyone to the meeting. As there were no members of the public in attendance at the meeting, the housekeeping messages did not need to be read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

268/24 Apologies:

Councillor Keates tendered his apologies as he was on holiday; this reason for absence was accepted. Councillor Chivers was not present.

269/24 To receive Declarations of Interest:

None.

270/24 To consider holding items in Closed Session due to confidential nature:

Agenda items 5c, 5d, and 11b related to legal matters. Agenda item 6a related to football hirers and could be confidential if discussions around specific hirers took place.

Resolved: Agenda items 5c, 5d, 11b and 6a to be held in closed session for the reasons provided above.

271/24 Public Participation:

There were no members of the public present at the meeting.

272/24 Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:

a) ROSPA Inspection reports:

It was noted that the parish council was now in receipt of the annual ROSPA (The Royal Society for the Prevention of Accidents) play area inspection reports. The Finance & Amenities Officer had provided members with a play

area report summary for ease of reference. Along with the reports, ROSPA helpfully provided a spreadsheet with each play area detailed, and the Finance & Amenities Officer had commented next to each item, advising what action was being taken. Members were pleased to note that there was not anything in the reports that was rated as high risk, and most of the items in the reports were rated as low, with a few items rated as medium. Members noted that in the reports there were two ratings provided: innate risk and actual risk level. The innate risk level is the rating for a particular piece of equipment in its best condition without any faults and is the lowest risk rating for that piece of equipment. The actual risk level is the rating given by the inspector of the actual risk score at the time of the inspection. This means that although a medium-risk rating may appear to indicate that it needs action, it could be that it is the lowest possible risk for that piece of equipment, which is why both ratings need to be reviewed in conjunction with each other to ensure that a full picture is known as to whether action is required or not. The below risk matrix is used by ROSPA:

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

		Severity				
		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
L i k e l i h o o d	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

Out of all of the inspections, there were two items that were rated as medium (score of 8), which were both inside of Beanacre Play Area. These items were the overhead climber and accessible swing, which are noted in the report each year. The overhead climber is a wooden piece of equipment and relies on one post for its stability, which is why it has been rated as an 8 (the innate rate for this piece of equipment is 6). The Caretaker continues to monitor this piece of equipment, but at this current time it does not need to be replaced. The accessible swing has supporting components that should be dismantled and inspected according to the manufacturer's instructions on a regular basis. The Caretaker has a special tool to undertake this task on a regular basis. All other items at this play area were rated as low risk and were for the Caretaker to action.

At Berryfield Play Area, all items were rated as low-risk. Members attention was drawn to the play area gate, which has an incorrect buffer installed. The Finance & Amenities Officer had spoken to the Caretaker who reported that

the fence had bent, meaning that it had left a larger gap between the gate and the stop. The Caretaker had installed another fixture so that the gate had a stop; however, it is not the correct buffer. A quotation had been sought to remedial this. Members reviewed the quotation of £360 + VAT provided by JH Jones to undertake the following:

- To remove fencing from straining post
- To re-site post into upright position
- To reconnect wire

Members agreed that the work as detailed above should be undertaken.

Secondly, there were some fence repairs required inside of the play area, and JH Jones had provided a quotation of £85 + VAT to repair the fence. It was agreed that this repair work should be undertaken.

Recommendation 1: The parish council accept the quotation of £360 + VAT from JH Jones to repair the gate post at Berryfield Play Area.

Recommendation 2: The parish council accept the quotation of £85 + VAT from JH Jones to repair the fence inside of Berryfield Play Area.

All items at the Bowerhill Sports Field were rated as low; it was noted that one of the items highlighted by ROSPA is that the basketball hoop net needed to be replaced. The council made a decision last year to not replace the nets on any basketball hoops in the parish due to the Caretaker who works alone, having to climb up on a ladder to undertake this task and the health and safety risks involved with this task. It was previously felt that it didn't affect the enjoyment of the equipment by not having a net in place; therefore, it was unnecessary to keep replacing them. Another item highlighted was the top soil at the Bowerhill Sports Field, which was an agenda item for later on at the meeting.

At Hornchurch Road play area and MUGA, all items were rated as low, with a few things for the Caretaker to action, such as replacing some missing bolts and caps.

There was nothing of note at Kestrel Court Play Area, with anything highlighted added on to the Caretaker's list for action.

At Shaw Play Area, all items were rated as low. Members attention was drawn to the fact that the signage for the outdoor gym equipment located on the playing field was damaged. It was noted that the original signage that came with the equipment went missing and the Shaw Management Committee replaced it, so this is the second time this signage has been damaged.

Shurnhold Fields was jointly owned by Melksham Without Parish Council and Melksham Town Council. The report had been sent to Melksham Town Council's amenity team to action as they attended the site each week to

undertake the visual health and safety check as well as empty the bins. All items highlighted in the report were rated as low risk, so there was nothing that required urgent attention.

There were a few items rated as low-risk inside of Whitworth Play Area, such as missing caps, which had been added to the Caretaker's action list.

b) Safety surfacing clean following receipt of ROSPA reports:

Officers drew members' attention to the fact that a common theme in the ROSPA inspection reports was that there was a lot of algae present on the surfacing. Previously, the parish undertook a safety surfacing clean twice per year, one in the spring to get the surfacing ready for high usage in the summer and one in the autumn to clear away fallen leaves and to ensure drainage is adequate for the winter months. Last year at budget setting, the council agreed to only undertake this maintenance task once per financial year and therefore only budgeted for one clean this year. The safety surfacing clean was undertaken on all the play areas and MUGA's in April, ready for the summer. As this had been highlighted in the recent reports, officers queried with members whether they wished to undertake this clean again at this current time. It was noted that although the council was over budget under this cost code, the expenditure was coming from the solar farm funding rather than the precept, and there were funds still available in this reserve if it was felt that it needed to be undertaken again this year.

Councillor Pafford highlighted that in the photos provided, the accumulation of algae was under the play equipment rather than out in the open where people may slip. It was noted that as it was coming up to the winter months, there wasn't likely to be high usage of the play areas anyway; therefore, members felt that this clean could wait until the spring. It was highlighted that the Easter school holidays were in early April; therefore, it was agreed that the play areas and MUGAs should be cleaned before the holidays so that they were ready for this usage. This means that the clean will be undertaken in the current financial year; however, as previously discussed, the expenditure for this is coming out of the solar farm funding.

Recommendation: The parish council undertake the safety surfacing clean inside of the play areas and MUGA's in spring prior to the Easter school holidays in early April.

c) Update following meeting with St Barnabas Church regarding Beanacre Play Area access:

Held in closed session.

Councillor Baines explained that the parish council had received some correspondence from St Barnabas Church regarding the cricket club potentially installing a cricket pavilion-type structure on the parish council's vehicular access into the play area. Over the years, there has been some

ongoing discussion with regard to the parish council's legal right of access into Beanacre Play Area, which is through the car park and around the boules court and through the 5-bar gate. This is because the current memorandum states that the parish council only has a legal right of access for grass cutting and not for any other maintenance task such as safety surfacing cleaning or replacement play equipment, for example. Although, up to now, the parish council has been able to access the play area to undertake other maintenance tasks, each time there is a reminder sent by the Church Warden advising that the council only legally has a right of access for grass cutting. There is a concern that in future years this may become a problem. In the correspondence from the church, the Church Warden suggested that the parish council meet with him on site to discuss this matter. A site meeting was arranged with Councillors Baines, Franks, the Clerk and Finance & Amenities Officer on Monday 21st October. It is understood that the cricket club has a 15-year lease for use on the community field and is potentially looking to install a single-story pavilion somewhere on site (this is pending planning permission and permission from the Salisbury Diocese). One of the areas that is being considered for this to be installed is across the agreed access route into the play area, but this was only an idea at this current time. It was noted that at the site meeting, the Church Warden advised that if the pavilion was located in this area, the parish council would still be able to get through to undertake grass cutting; however, any other heavy-duty vehicle for maintenance tasks wouldn't be able to, which is why he was highlighting this to the council again now.

The Church Warden had explained at the site meeting that for a number of years a concern that he has had with regard to the 5-bar gate is that it isn't accessible for members of the public who use a wheelchair, for example. He feels that the 5-bar gate should be moved from its current location on the southern side facing the church and car park to the western boundary off the church field, which would resolve the issue of the difficult access into the play area as the boules court and a memorial stone are currently in this area. This would mean that the council's right of access would have to be redrawn.

Councillor Glover does not feel that the parish council should bear the cost of this, while the current lease states that the legal access is for grass cutting; it doesn't state the size of the grass cutting equipment. The 5-bar gate is clearly 3 metres wide, which is designed to take large equipment. He also highlighted that detailed in the lease were two clauses, which stated the following:

2.4: 'To keep any equipment on the Playground in a good and safe state of repair and condition and keep the grass on the Playground properly cut and in good order and condition and free from weeds' AND

2.15: 'At the end or sooner determination if the term to deliver up the playground to the Landlord in good order and condition in accordance with the covenants on the part of the Tenant herein contained and if so required by the Landlord or the PCC to remove all or any sheds buildings and equipment

there may be belonging to the Tenant and make good any damage arising as a result.'

Councillor Glover highlighted that there would be no way of removing the equipment if the parish council was unable to get into the play area. Similarly, under clause 2.4, the council must keep the play area in good condition, so it is implied that the council has to access it to properly maintain it. Councillor Pafford expressed frustration that this issue keeps coming up with regard to accessing the play area and also did not feel that the council should pay for changing the access into the play area. Furthermore, as detailed in the lease, it expects the council to keep the play area in good condition, and therefore it is up to them to provide the council with the means of access so that this can be properly maintained.

Councillor Baines explained that as part of the Wessex Water scheme to provide mains drainage in Beanacre, one of the community benefits that was agreed was to contribute to and fund the relocation of the access gate into the play area to offset the impact caused to the residents in installing mains drainage. The Clerk explained that Wessex Water was not currently forthcoming with this benefit, and it was agreed that she should follow this up with them.

Councillor Baines has had a look at the history with regard to the access gate, and the planned original position was where the church is now suggesting it be moved to. The reason why the positioning was changed previously was so that it could combine the access for grass cutting with a pedestrian gate between the car park and play area. In addition, he noted that the 5-bar gate should remain locked, which would indicate that it wasn't for pedestrians to use anyway. He felt that if the council did wish to go ahead with moving the gate to create a new access, the southern boundary could be fenced off as there was not a need to provide pedestrian access as there was currently no pathway in this location.

Councillor Glover highlighted that, as detailed in the lease, the parish council would be expected to make good any damage caused by the parish council in accessing the play area. He explained that the suggested new access would mean that the parish council contractors would have to go into the community field in conditions where it may be wet. This will in turn cause damage to the surfacing, which could cause issues with the cricket club. The Clerk advised that this was discussed at the meeting with the Church Warden; however, he did not feel that this would be an issue. It was considered that the legal agreement detailed something different, and as such, regardless of the comments made by the Church Warden as the agreement currently stood, the council would be liable and be expected to make good any damage caused.

After a detailed discussion, members felt that the council should wait until the Cricket Club decides what they would like to do with regard to the cricket pavilion. In the lease, under clauses 2.4 and 2.15, it implies access for other maintenance activities, and therefore it was agreed to get a legal view on this

Recommendation 1: The council defer this item until the cricket club decide whether they wish to install a cricket pavilion on the council's legal access into the play area.

Recommendation 2: Officers to follow up with Wessex Water regarding their community benefit contribution promised to the community.

Recommendation 3: The parish council contact the solicitors who drew up the lease and ask what the legal position is in terms of the implied access into the play area for activities other than grass cutting.

d) Davey Play Area legal transfer:

Members noted that as part of the recent ROSPA inspections, an inspection was undertaken on the Davey Play Area prior to it being transferred to the council. The Clerk advised that there were a few low rated items picked up on the report, such as some missing caps; however, the talk tube piece of equipment was loose in the ground, which had been raised with the developers before. Although this was rated as low, it was noted that this was not something that the Caretaker could remediate as the surfacing would need to be taken out around the equipment, etc. Members felt that the play area needed to be put in the right working order before the council took it on.

Councillor Baines reported that the play area legal transfer document had been delivered to the parish council, signed by Taylor Wimpey; however, he had identified some errors in the document. These errors were as follows:

- Under clause 6 it detailed Melksham Parish Council. This needed to be amended to state Melksham Without Parish Council so that it eliminates any confusion in future years as to what council this refers to.
- Clause 7 has the wrong address so this would need to be changed.

Councillor Baines highlighted that clause 11 had three options, but none of them were ticked, and queried whether any of them applied to the parish council. Councillor Glover did not believe that they did because on the left-hand side of the document it stated 'where the transferee is more than one person' and the council is one body. It was agreed that this would be double checked.

The Clerk confirmed that the vehicular access drawing was included in the legal agreement and had been signed by Taylor Wimpey; this had been incorporated in the wording in the lease as well.

Recommendation 1: The council go back to the solicitors and ask for amendments to be made to the agreement as detailed above.

Recommendation 2: The Clerk check with the solicitors that nothing under clause 11 needs to be ticked in the transfer.

e) Springer replacement at Shaw Play Area:

Members noted that the springer replacement inside of Shaw Play Area was scheduled to be replaced on Wednesday 6th November.

f) Correspondence received from Virgin Media to install above ground cabinets (in order to house electronic equipment) on parish council owned land:

Councillor Baines advised that the council had received some correspondence from Virgin Media with regard to installing an above ground cabinet on land the council owns on the grassed area outside of Berryfield Play Area. Members reviewed the proposed location of the cabinet and highlighted that its positioning was on the line of the protected route for the proposed Wilts & Berks Canal, which was in the Wiltshire Council Core Strategy. Members felt that Virgin Media needed to be made aware of this. Members confirmed that they were happy with the cabinet to go in this location. Councillor Glover queried whether the council would receive any payment for this; the Clerk advised that she would check this.

Recommendation: The parish council agree with the cabinet location as detailed on the plan provided by Virgin Media. Officers to make Virgin Media aware that the planned location for the cabinet is on the line of the protected Wilts & Berks Canal route and enquire as to whether there is any payment due to the parish council if this installation was to go ahead.

273/24 QEII Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):

a) Update on current bookings:

The Finance & Amenities Officer had compiled a report on the current bookings at the Bowerhill sports field and pavilion. It was noted that there were no issues with the current adult teams, and all invoices were paid on time. Members' attention was drawn to the fact that there was an issue at the start of the football season with regard to one of the 11 aside pitches being deemed unsafe to play on by the matchday referee. This was because the goalmouth sockets, which were from the previous stand-alone posts, had been left in the ground and were protruding out, and some of the caps were missing from the sockets, causing a safety concern. This had occurred due to the ground moving over time and making the sockets much higher than they should be, and in turn resulted in them being visible above the ground. As soon as officers were made aware of this issue, they instructed the parish council contractors to remove the sockets from the ground in the interest of the health and safety of all users.

It was also noted that there was some difficulty with the padlocks on the adult 11 aside goal posts. The locks have had to be replaced on several occasions

due to people who haven't booked the goal posts breaking them and dragging the posts out. The Caretaker has come up with an idea to try and resolve this issue by fitting some bicycle type locks, which seems to be working.

There were no issues to report with the youth organisations, as all payments expected have been made. In terms of the hire of the kitchen and games room for weekend bookings, all forms have been completed and signed, and they are planning on starting on the weekend of the 9th & 10th November).

Members noted the update.

b) Pitch improvement works:

Following the grant award for additional pitch maintenance at the Bowerhill Sports Field, JH Jones, the grounds contractors, sent through a photo to officers after the field had been spiked, brushed, and lightly rolled. Members agreed that the condition of the ground looked really good and were pleased with the work that had been undertaken.

c) Quotation to undertake a chlorination of the drinking water fountain following recent work:

Following the recent repair work that was undertaken on the outdoor drinking water fountain, Aquasafe Environmental has advised that a chlorination should be undertaken on the incoming water main to the water fountain. A quote of £200 + VAT had been provided to undertake this task. Members agreed that this should be undertaken.

Recommendation: The council approve the quotation of £200 + VAT from Aquasafe Environmental to undertake a chlorination on the incoming water main feed to the water fountain.

d) Legionella risk assessment at the pavilion:

The Clerk explained that Aquasafe Environmental had advised that the legionella risk assessment was due as it was recommended to be done every two years and a quotation of £395 + VAT had been received. The Clerk explained that there hasn't been a change of use at the Bowerhill Sports Pavilion. She explained that a risk assessment was done when the council office temporarily moved into the pavilion and then again when the office moved to the campus, as this was a clear change in usage. She felt that nothing had really changed since the last risk assessment. It was noted that there was a slight change of use in the fact that the youth organisation is now hiring out the kitchen facilities each weekend. The Clerk advised that people get legionella from inhaling droplets of water from things such as showers, not from drinking the water. The Clerk advised that the Caretaker undertakes a weekly flushdown of all of the water sources, and this is recorded for evidence. The contractor also visits the pavilion once per month to undertake

checks and a few times per year to sample the system. It was felt that the council was already undertaking everything in the risk assessment.

Members felt that the current risk assessment should be reviewed first to determine whether a new assessment was required.

Recommendation: To review the current legionella risk assessment to determine whether another risk assessment is required at this time.

e) Quotation to replace security alarm monitor unit:

Councillor Baines explained that following the security alarm service, it had been highlighted in the report that there was an issue with one of the monitoring units. Officers had queried with Tollgate Security whether this needed to be replaced, and they have recommended that it is. Separately to this, the phasing out of analogue telephone lines is due to take place in 2025, so officers had queried with Tollgate Security whether this would affect the alarm system.

It was confirmed that the council's alarm system would be affected by this, and in addition, it has recently been announced that RedCare, the provider for the intruder alarm remote signalling system, is to cease trading in August 2025. This will mean that the signalling transmitter will need to be swapped to an alternative provider for continuity of signalling as soon as possible. A cost of £155 + VAT has been quoted for this replacement, which should resolve the issue highlighted in the service report. Tollgate Security had advised that if the council approved the quotation, they would provide a system that is 'dual path' so either LAN (network) and radio (data) or a Radio/Radio system. An updated specification would also be provided following the works. Members agreed that the council should go ahead with this replacement on the understanding that it resolves the current issue and future proofs for any changes that are due to be implemented.

Recommendation: The council approve the quotation of £155 + VAT from Tollgate Security to fit a replacement transmitter unit at the Bowerhill Sports Pavilion.

f) Top Soil storage:

Councillor Baines reported that there was currently an issue with the bags of top soil located around the sports field as people were depositing rubbish and dog excrement in them. This means that the football teams are unable to use it when they need to fill in a hole on the day of a match. One idea was to get a storage container similar to a grit bin that could be locked to store the top soil in with only bookable teams having access. It was noted that there were currently three bags of top soil located around the field. Discussions took place around where the storage container would be located. It was felt that the most suitable place would be in the car park to the left of the bins, as teams could be provided with a bucket to transport the soil to the pitch. The Finance

& Amenities Officer had queried with the contractors whether sand would be better for teams to use as the top soil clumped together; however, they advised that top soil was much better. Officers had obtained some quotations from Glasdon for different capacity grit bins, which were as follows:

Option 1 - 208KG weight capacity Slimline™ Grit Bin	£205.77 + VAT
Option 2 - 500KG weight capacity Nestor™ 400 Grit Bin	£266.23 + VAT
Option 3 - 1000kg weight capacity Orbistor™ Grit Bin	£453.07 + VAT

The above quotations all included a choice of colour and a lock.

Members felt that option 2 the Nestor™ 400 Grit Bin should be purchased, in deep green to resolve this issue. It was queried what would happen with the current bags of top soil. The Clerk suggested that JH Jones could have a look to see whether the bottom half of the top soil could be saved; if not, the bags could be removed and disposed and more top soil could be ordered.

Recommendation: The parish council approve the quotation provided from Glasdon of £266.23 + VAT for the Nestor™ 400 Grit Bin 500kg weight capacity in deep green.

g) Update on the progress of the grant application submitted for outdoor gym equipment:

The Clerk advised that the application had not been submitted yet due to the current workload.

274/24 Allotments

a) Report on waiting list:

Members noted that there were currently five vacancies at the allotments, four on Berryfield and one on Briansfield. There are currently five people on the waiting list, with the Allotment Warden in the process of showing the next people on the waiting list around. It was noted that the rent renewals went out in early September for the new allotment year starting 1st October. Most tenants had already made payment; however, there were nine tenants who had not made payment yet. The rent reminder notices will be going out shortly to these tenants.

Members noted that the water to the water troughs had now been switched off for the winter. The gatepost to Berryfield allotment had rotted away and, as a result, collapsed along with the metal gate a few months ago. The post was replaced and the gate was reinstated under the Clerks delegated powers at a cost of £360 + VAT. One issue raised by tenants is that they have to lift the gate while opening and closing, so the contractors who reinstated the gate have been asked to have a look at this.

It was noted that some weeks ago, some wood chippings were delivered to the allotment car park without prior permission from the council. Allotment Holders were reminded about the issue that the council has had previously with regard to chippings being delivered to the car park and then people piling rubbish on top, which resulted in the council having to pay a lot of money to clear. As the chippings are in the car park now, officers have allowed them to stay on this occasion as the Allotment Holder who arranged for the delivery has offered them out to all of the other tenants. This is of the understanding that if the chippings are not used and/or people start piling rubbish on top again, it will be the Allotment Holders responsibility to clear them. The Allotment Warden has been asked to keep a close eye on the wood chippings and has reported that the pile is gradually reducing.

Members noted the report.

b) Delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds:

The Clerk has approved one shed request on plot 1sm on Berryfield under her delegated powers.

275/24 Grass cutting and bin emptying contract:

The Clerk reported that the Finance & Amenities Officer had put together an initial draft of the grass cutting and bin emptying contract specification. It was noted that included in the agenda pack for this meeting was the current grass cutting specification so members could look at the two together. One of the items included in the draft contract was the deployment of the speed indicator device with the Finance & Amenities Officer querying whether members wished for this to be included or whether it should be kept separate from the contract as it currently was. Members felt that as this was a different task to grass cutting and bin emptying, this should be a separate and be taken out of the draft specification.

Another thing queried was whether members wished for the contract to be for three or five years. It was noted that the council's previous contracts have been for three years, so this should be the same. It was noted that except from the sports field, the council's current specification doesn't specify the length of cut for the grass cutting inside of play areas, and it was queried whether the council wished to specify. Members felt that this only needed to be specified for the Bowerhill Sports Field.

Discussions took place around how the council asked the contractors to quote on the tender document. The current draft has a box for each year of the contract; however, would these be for a base cost and then the contractor could add a percentage price on for the cost of inflation each year, or are they going to be asked for a total cost for the whole three-year contract. There were concerns raised that if the contractor provided a cost for the whole three year contract, the

council may be paying more than they should be for the first few years because it was difficult for contractors to estimate how much inflation will go up in the future. In previous years when the council has gone out to tender for this contract, there has been a steady rate of inflation, but currently this isn't the case. It was agreed that the Clerk should ask other councils how they do this element of the tender.

In the current contract, the leaf clearance at Beanacre Play Area was specified; however, it doesn't state how many times per year this is required. It was noted that in the draft contract it needed to state leaf clearance inside of the play area for clarity as it wasn't required in the car park. It was felt that this clearance should be undertaken twice per year between the 1st October and 30th November.

Members agree that the bins inside the play areas should continue to be emptied once every two weeks outside of the school holidays and once per week during the holidays.

It was agreed that shrub maintenance should be undertaken once every six months (twice per year), outside of the nesting season, inside of Kestrel Court Play Area.

Members agreed that it would be up to the contractor to specify when they undertake the spiking at Hornchurch Road Public Open Space..

It was noted that under the current contract it stated that pitches should be checked regularly during the football season, but the Finance & Amenities Officer has suggested that this should be more specific. It was agreed that this should be undertaken weekly.

It was agreed that the top soil element included in the contract would need to be updated following the decision at this evening's meeting. The checking and refilling of the soil should remain in the contract for the contractors to undertake.

The goal post care element in the contract had been updated, as it was explained that previously the council had stand-alone posts that were up all of the time. Last year the council purchased moveable goal posts, and as such, there were other safety elements that needed to be undertaken, which have been specified in the draft contract. The Finance & Amenities Officer had put together an inspection form that could be provided to the successful contractor so that there is a record of these checks being undertaken. It was agreed that this should be included in the contract.

It was agreed to ask the Friends of Shurnhold Fields whether the new mower at Shurnhold Fields could undertake the annual grass cut of the field. If it is unable to, this should remain in the contract.

The Clerk queried how the council wishes to go out to tender, e.g., approach specific contractors and advertise or just advertise the tender. It was agreed to advertise the tender in the Melksham News and their sister papers (Westbury and

Frome). In addition, officers should draw the tender to the attention of the current contractor as well as any contractor who has approached the parish council. The Clerk queried whether members wished for the tender to be advertised on Contracts Finder, which they did not wish to do as was a nationwide scheme.

The Clerk queried whether the council wished to ask any contractor who is tendering for the contract to provide details of references.

Recommendation 1: The parish council approve the draft contract specification with the amendments as detailed above.

Recommendation 2: The parish council advertise the grass cutting in the Melksham News and their sister papers as well as draw to the attention of the current contractors and any contractor who has previously approached the council.

Recommendation 3: The council ask for all tenders to provide details of references that can be contacted.

276/24 Shurnhold Fields:

a) Update on the car park enhancement project:

The Clerk reported that there was no update on this project.

b) Himalayan Balsam:

Members noted that the removal of the Himalayan Balsam has been scheduled at Shurnhold Fields.

277/24 Rights of Way Board:

a) Quotation for replacement rights of way board at Bowerhill:

Following the removal of the rights of way board at Bowerhill, officers have obtained a quotation for its replacement which is as follows:

1 off panel & lectern frame, from your artwork supplied	£710.00
If Shelley creates the artwork from your roughs, add	£320.00
If Shelley creates the artwork for a map, add a further	£350.00

The Clerk explained that there were no electronic copies of the artwork; however, she did have a paper version. It was noted that the rights of way map may need updating slightly as it doesn't include the new housing at Pathfinder Way. Members agreed that this board should be replaced and therefore the quote should be approved at a cost of £1,030 + VAT. This comprises of £710 + VAT for the panel and frame and £320 + VAT for the creation of the artwork from roughs.

Recommendation: The council approve the quotation from Shelley Signs for the replacement rights of way board at Bowerhill at a cost of £1,030 + VAT.

b) Refresh of other rights of way boards around the parish following inspection:

Following the inspections of the other rights of way boards in the parish, it was agreed that these did not need to be replaced. Instead, officers should obtain a quotation for them to be refurbished. It was noted that the other boards were located in Berryfield, Beanacre, and Shaw & Whitley.

Recommendation: Officers to obtain a quotation to refresh the other information boards in the parish.

278/24 Shaw Village Hall:

a) Condition survey and consider any actions as a result:

Members reviewed the Shaw Village Hall condition survey that was recently undertaken. Members were pleased to note that no issues had been raised about the building, and most items that were raised were all maintenance, which were for the Shaw Management Committee to action. There were also recommendations in the report on how the village hall could be upgraded in the future.

The Clerk explained that this survey was undertaken at the request of the Shaw Management Committee prior to them signing the lease for 125 years. This was so everyone could understand the current condition of the village hall building at this time.

One point that was highlighted in the report was that the doors have not been fitted with a thumb turn override to the inner leaf or door closers in place. It was agreed that the door closers was something that the parish council would need to action.

The Clerk queried whether members were happy that this report was sent to the Shaw Management Committee. Members agreed but felt that the management committee should be made aware that most of the report refers to day-to-day maintenance. It was noted that the Shaw Management Committee had a meeting on Tuesday 12th November; however, members felt that this should be approved by the Full Council prior to the release of the document.

The Clerk highlighted that the report needed to be updated as some of the maps referenced King's Lynn, so this would need to be done before it was sent to the management committee.

Recommendation 1: The condition survey report undertaken on Shaw Village Hall should be sent to the village hall committee highlighting that most of the items in the report were for maintenance.

Recommendation 2: The parish council obtain a quotation for the door closers as specified above.

b) Update on lease negotiations:

There is currently no update.

c) Correspondence from Village Hall regarding cars being driven on the field:

Members noted that some people have been driving onto the sports field, so Shaw Village Hall has asked for permission to install three drop down bollards around the car park. Members approved this request.

Recommendation: The council approve the installation of three drop down bollards by the Shaw Management Committee inside of the village hall car park.

279/24 Defibrillators:

a) Correspondence received regarding the defibrillator outside the New Inn Public House:

The Clerk reported that the council has received some correspondence from the landlord of the New Inn Pub requesting that the defibrillator that is located on the building be removed. Councillor Wood, who checks this defibrillator, feels strongly that this side of Berryfield should have a defibrillator, and it could be relocated inside the phone box near the play area. It was noted that there had previously been some issue with regard to the electricity supply into this phone box and the fact that the parish council may have to arrange and pay for this supply. Officers had contacted Community Heartbeat but had not yet received a reply. It was felt this needed to be deferred until more information was received.

Recommendation: This item is deferred until more information is received on whether it would be practical for the defibrillator to be relocated inside of the phone box on Berryfield Park.

b) Defibrillator Service:

Members noted that the annual service was undertaken on all parish council defibrillators on 10th September.

280/24 Speed Indicator Device (SID): To consider extending the warranty for SID#2.

The warranty for SID#2 was expiring, and the council had received correspondence enquiring whether they wished to extend it at a cost of £199 + VAT per year.

This contract will cover the following services for an unlimited period of 3 years:

- Collection and return of the product(s) for return to workshops.
- Evaluations and diagnostics.
- REPAIRS - all parts and labour.
- Priority treatment of device upon return.

Members agreed that this should be accepted.

Recommendation: The council extend the warranty with Elan City (SID supplier) for SID#2 at a cost of £199 + VAT per year for three years

281/24 Biodiversity Policy:

Members noted the biodiversity policy. The Clerk explained that she was still looking at a way that the council could audit the landholdings, which was still to action.

282/24 Donation of office mobile phone and disposal of old mobile phone:

Members noted that the Clerk had donated her old mobile phone to the parish council; however, the council needed to approve the disposal of the council's old mobile phone.

Recommendation: The parish council approve the disposal of the old out of hours mobile phone.

283/24 To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers

None.

284/24 Real Time Information update:

The Clerk reported that there was no progress on real-time information implementation. Following the last Full Council meeting, officers had confirmed to Wiltshire Council that they would like them to go ahead with the surveys of all of the council's priority sites but to date had not heard anything. Councillor Glover queried why the parish council couldn't have a contract directly with the supplier without involving Wiltshire Council. The Clerk advised that Wiltshire Council had previously said that if the parish council did it on their own, they would be unable to provide support. She explained that the parish council needed the bus information from Wiltshire Council, which is why it has to be the same model and under their contract.

Meeting closed at 22:08 pm

Chairman, 11th November 2024