MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 7th July 2025 at Bowerhill Sports Pavilion, Westinghouse Way, Bowerhill, SN12 6TL at 7.30pm

Present: Councillors John Glover (Chair of Council and Committee), David Pafford (Vice Chair of Council), Anne Sullivan, Alan Baines, Martin Franks, Martin Haffenden and Tony Hemmings.

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

Zoom: There were no members of the public present on Zoom.

Housekeeping: The Clerk welcomed all to the meeting and explained the evacuation procedure in the event of a fire as the meeting was being held at a different venue. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting.

It was noted that the members of the committee had undertaken a site visit of the Bowerhill Sports Pavilion building and the field prior to the meeting to view some of the issues that were on the agenda for discussion. Members had spoken to some members of the public who were using the pavilion facilities such as the basketball court which was an item on the agenda for this evening's meeting. It was noted that the drinking water fountain was working and being used which was good to see as there had previously been some issues with the fountain . Members were pleased to see that the field was being well used, with Future of Football undertaking their evening training sessions.

128/25 Apologies:

It was noted that all members of the committee were present.

The Clerk invited nominations for the Chair of the Finance Committee for 2025/26.

129/25 Chairman & Vice Chair of Asset Management Committee for 2025/26:

a) Election of Chair of Asset Management Committee:

Resolved: That Councillor Franks be Chair of the Asset Management Committee for 2025/26.

Councillor Franks took the Chair and invited nominations for the Vice-Chair of the Asset Management Committee.

b) Election of Vice-Chair of Asset Management Committee:

Resolved: That Councillor Sullivan be Vice-Chair of the Asset Management Committee for 2025/26.

130/25 Declarations of Interest

Councillor Franks declared an interest in all items relating to the allotments (agenda items 9), as an allotment holder. Councillor Hemmings declared an interest in agenda item 7e as a life member of the Corsham Cricket Club.

131/25 Dispensation Requests for this Meeting

None.

132/25 To consider holding items in Closed Session due to confidential nature:

The Clerk advised that there were no confidential items; however, there were a number of quotations throughout the agenda which could be discussed as long as the contractors who had provided them were not named in the public domain; they had been given an individual reference number to aid this.

133/25 Public Participation:

There were no members of the public present.

134/25 Report on condition of Council assets:

The Clerk explained that asset checks on the parish, allotments and office are undertaken on an annual basis, with each item detailed on the asset register given a rating depending on its current condition. It was noted that this check is undertaken in addition to the weekly health and safety checks that both the Caretaker and Allotment Warden undertake on the play areas and allotments and is done so that the council could understand which items need attention now and which items may need attention in the future so that this can be taken into account at budget setting. The ratings given to each item are as follows:

- Good: Unlikely to need attention in the next 5 years
- Satisfactory: May need attention in the next 2-3 years.
- Poor: Needs attention in the next year

It was noted that this annual check had recently been undertaken and the results of these had been included in the members' agenda packs for this evening's meeting. Officers compiled a report of all items that had been identified in the reports as needing attention.

Most items at the allotments were either rated as good or satisfactory; however, the noticeboard at Berryfield allotments was in a poor condition and needed attention. Officers had obtained a quote for a replacement noticeboard from its normal supplier, which was the council's house style metal board as well as an installation cost from the council's grounds work contractor for its installation. The quote obtained was as follows:

Noticeboard (including legs):	£ 979.00 + VAT (includes delivery)
Installation:	£ 320.00 + VAT
Total:	**£ 1,299.00 + VAT**

It was noted that the council currently had £100 in the repairs and maintenance budget for the allotments; however, there was £24,376 in the replacement/ renewal of council asset reserve.

The Clerk advised that the parish council had previously opted against installing metal noticeboards at the allotments, and instead the Shed project made the wooden ones with material purchased by the council. The noticeboard did not have a cover on and was weathered. Members agreed that the noticeboard should be replaced with a metal board like the ones around the parish. Councillor Glover queried whether the noticeboard was positioned in the right place, as it was not located at the entrance to the site. He wondered whether it would be better to have it located by the entrance so that all tenants had to walk past it to access their plots. The Clerk advised that currently the noticeboard was located by the water trough. Members agreed that the replacement noticeboard should be installed near to the entrance on the left-hand side of the track on the allotment side near to the corner of plot 1sm so that all tenants can see the board as they walk to their plot.

The Clerk advised that there were two noticeboards at the Briansfield allotments and members may wish to consider putting funds in the budget in the next financial year for their replacement as they were also wooden and at the same age.

Recommendation 1: The council purchase a replacement noticeboard for Berryfield allotments from Arien Signs Ltd at a cost of £979 + VAT and instruct JH Jones to install it at a cost of £320 + VAT. This expenditure to come from the replacement/ renewal of council asset reserve.

Recommendation 2: The council install the new noticeboard on the corner near to plot 1sm.

Like with the allotment report, most items in the parish were either rated as good or satisfactory; however, the Caretaker had drawn officers' attention to a few items which were in poor condition. Members were already aware that the rights of way boards in the parish were in a poor condition and needed to be refurbished, which had already been agreed. At a previous council meeting officers had been tasked with obtaining quotations to undertake the refurbishment of the boards, which has been presented to members at this evening's meeting for consideration. It was noted that the Bowerhill right of way board had to be removed and disposed of last year due to the post rotting away, and a new one was currently in the process of being ordered. The boards that need refurbishing are as follows:

- Shaw & Whitley
- Beanacre:
- Berryfield

A quote had been obtained from the council's ground contractors of £840 + VAT to undertake the following on all three of the boards:

- To wire brush off any surface rust
- To paint 3 x noticeboards with black metal paint

It was noted that the council has £1,000 in their street furniture budget, which is budgeted to come from solar farm funding. Members agreed with the quotation to come from solar farm funding.

Recommendation 3: The council approve the quotation of £840 + VAT from JH Jones to refurbish the three parish rights of way boards to come from solar farm funding.

The Caretaker had highlighted that some areas of the Beanacre Play Area safety surfacing may need attention in the future due to some cracks forming. It was noted that the council was keeping a watch on some of the wooden equipment in this play area, which would mean that the surfacing where that island of equipment was located would need to be replaced too. Officers have suggested that this could monitored for now and looked at again on receipt of the RoSPA (The Royal Society for the Prevention of Accidents) independent inspection reports in September/October time. If it is identified that the surfacing or wooden equipment needs to be replaced, the council would have time to obtain quotes for the work to be undertaken in spring time next year. Members agreed with this way forward.

Recommendation 4: The council continue to monitor the safety surfacing inside of Beanacre Play Area and review again after the receipt of the RoSPA reports.

Earlier on in the year the bench on Falcon Way, Bowerhill (near to the Kingfisher Drive junction) was burnt out. Officers had obtained a quote for a replacement bench if the council wished to replace it. It was noted that there were some land ownership issues with this land which the parish council discovered when trying to install a bus shelter in this area. The Clerk explained that the land was still under the ownership of the developers and was never transferred over to West Wiltshire Council at the time, and as such, Wiltshire Council had not yet taken responsibility for the land. The council have for many years pursued trying to obtain permission to install a bus shelter on the land but have not managed to move any further forward and had previously been told by the landowner to remove all parish council assets from their land. It was also noted that this was one of the places that Real Time Information was going to go; however, without a bus shelter, there is nowhere to fix the screen to. The Clerk advised that she did have a meeting arranged with the director of Wiltshire Council Highways and the developer this week; however, Wiltshire Council have been unable to get hold of the developer, so suggested that the meeting should be cancelled. The Clerk still feels that the meeting should go ahead to put a plan in place for this land. After a discussion, members felt that due to the current issues as discussed, the replacement bench should be deferred to the future once a discussion has taken place with the developers and the council had a true picture of what the situation was.

Recommendation 5: The council defer the decision on the replacement bench at Falcon Way to the future once a discussion has taken place with the owners of the land.

The Caretaker had also reported that the noticeboard inside of the BRAG (Bowerhill Resident Action Group) picnic area was in a poor condition. It was noted that this noticeboard was the responsibility of BRAG, and as such, it was for them to obtain grant funding for any replacement. Additionally, the picnic area was in the parish of Seend, so BRAG could approach them for grant funding towards a new board.

Recommendation 6: The parish council take no action on the noticeboard in the BRAG picnic area for the reasons detailed above.

Councillor Baines queried whether the parish council was now in possession of asset 299, which was a councillor laptop. The Clerk confirmed that the laptop had not been returned to the council upon the councillor leaving office despite the council making several attempts to recover the device. As the council was unable to recover the laptop (asset 299), it was agreed that this should be disposed of on the asset register.

Recommendation 7: The parish council dispose of the laptop (asset 299) on the asset register.

It was noted that there were no issues to report for Shurnhold Fields or the office. The Clerk explained that when she undertook a highway safety walkaround with CAWS (Community Action Whitley and Shaw), there were a few items which had been picked up which could do with a bit of care and attention, which were as follows:

- The bench on Corsham Road, opposite Shaw School could do with a rub down and varnishing.
- The bin on Corsham Road is in a poor condition and could do with replacing.
- The internal walls on the bus shelter on Bath Road Shaw could do with painting.

Councillor Baines advised that Wiltshire Council have recently replaced some bins in poor condition around the parish, so they might be able to replace this one. In terms of the bench and painting of the bus shelter, this might be something the Community Payback scheme could do. The Clerk explained that this scheme had been used in the parish previously on small projects. Members agreed with this way forward.

Recommendation 8:

1. The parish council ask Wiltshire Council to replace the bin on Corsham Road.
2. The parish council contact the Community Payback Scheme and ask whether they could help with painting the inside of the bus shelter on Bath Road, Shaw and refurbish the bench on Corsham Road.

The Clerk explained that the Caretaker had reported that the phone box in Beanacre had recently been repainted. The council had previously been under the impression that BT was disconnecting it, which was why they had asked the parish council whether they would like to adopt it. Councillor Hemmings confirmed that he had recently seen the phone box and it had been repainted. He agreed to have another look at it to see whether there was a notice advising that it was being disconnected.

135/25 Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:

a) Play area quarterly inspections quotations:

The Clerk explained that the parish council currently undertakes a weekly visual inspection, a quarterly written inspection and an annual independent inspection on all play areas. The Caretaker had previously undertaken the quarterly play area inspections prior to covid, with a contractor undertaking the inspections during covid. After the covid lockdown, the council decided to carry on with the contractor undertaking this task due to the ease of the reports on the condition of the equipment, which also provided images of any issues picked up which was much easier for officers especially when obtaining quotations for repairs etc. The cost for the contractor to undertake these inspections was also comparable at the time. Unfortunately, in recent times the contractor has failed to undertake these inspections, and the Caretaker, due to capacity issues, has been unable to do them, so they are not currently being done. The Clerk explained that both the Caretaker and Allotment Warden had received operational playground inspection training and certification. It was noted that both of their certificates had now expired; however, they still had this level of training, and it was not required to undertake the routine or quarterly inspections.

Quotation 1: Total annual cost for the 4 inspections: £3,600.00 + VAT (including the annual inspection)

Quotation 2: Total annual cost for the 4 inspections: £3,200.00 + VAT (including the annual inspection)

Quotation 3: Total annual cost for the 4 inspections: £7,350.00 + VAT (not including annual inspection, just 4 quarterly inspections)

Quotation 4: Total annual cost for the 4 inspections: £3,164.40 + VAT (including the annual inspection).

It was highlighted that officers had requested quotations for quarterly inspections; however, three of the quotations (1, 2 & 4) received had included the annual inspection in their quotations as a package. For clarity, this means that quotations 1, 2 and 4 have quoted for three quarterly inspections and one annual inspection, whereas quotation 3 has quoted for four quarterly inspections. Attention was drawn to the fact that if members were minded to approve a quotation for this work, a cost for Shurnhold Fields would need to be added on for the annual inspection if either quotation 1, 2 & 4 were agreed.

It is important to note that there is a difference between the quarterly and annual inspections. The quarterly inspection is a detailed look at the equipment to check for its operation and stability, whereas the annual inspection is more of an in-depth assessment of the playground's overall safety, compliance with British Standards and risk assessment of the equipment.

Councillor Glover queried why the parish council was required to undertake inspections on a quarterly basis; he understood that the parish council has a duty of care but wonders whether quarterly inspections were too much given that the play areas are visually inspected for any immediate danger on a weekly basis. It is understood that there isn't currently any legislation to state how many inspections need to be undertaken or their frequency. The Clerk explained that it's about the council's assessment of risk and how they look after the play areas. The weekly inspection is not a written report, and the only documentation the council has for these inspections is a sheet with the date and time that the Caretaker had attended the play area. Although there isn't anything written down, if an issue has been identified in the inspection, the Caretaker will WhatsApp officers so that action can be taken and there is a date and time trail. The quarterly inspection was the written inspection where the assessment of each piece of equipment would be recorded, which provided evidence that the equipment had been inspected. It was about whether the parish council had taken reasonable steps to ensure that the play area was safe and well managed for all users. The Clerk also understood that there was some case law somewhere in the country where a judge had said that "reasonable" was considered to be once a week. After a robust discussion, members felt that officers should investigate whether undertaking an inspection every six months would be considered reasonable. For clarification, this would be one operational inspection and one annual inspection, in conjunction with the weekly visual inspections.

Recommendation: Officers to investigate whether an operational inspection undertaken every six months would be considered as reasonable and bring back this information to a future meeting.

b) Update on Davey Play Area adoption:

There was no new update on the play area adoption. It was noted that the developer was in the process of addressing the issue with the bench and installing replacement caps on the basket swing.

c) Complaints from residents:

i. Contractor grass cutting inside play area near to where children are playing:

It was reported that the parish council had received a complaint from a resident about the parish council contractors mowing inside of the play area while children were in there playing. It was noted that officers had received a phone call complaint where the parent was informed by officers that the contractor had risk assessments in place for grass cutting. A subsequent email complaint from the parent had been received about this matter, which had been included in members' agenda packs. Officers had also included the contractor's risk assessment for grass cutting in the agenda pack. Members noted the complaint and agreed that no action should be taken.

Recommendation: The parish council take no action.

ii. Contractor interaction with child due to health and safety concerns while grass cutting outside of play area:

It was noted that the parish council had recently received a 'phone complaint from a parent about the grass cutting contractor shouting at their child while they were playing inside of Hornchurch Road Play Area while grass cutting was being undertaken in the public open space. Following the complaint, officers conducted an investigation into the incident to understand what exactly had happened. This involved the line manager of the individual who was undertaking the grass cutting. It is understood that, although the child was inside of the play area, while grass cutting outside of the area was being undertaken, the machinery had to get quite close to the play area fencing. The contractor reported that the child was chasing the mower by running up and down the fence line, and due to health and safety concerns, the contractor was worried about the child's safety due to the risk of debris such as stones, etc., getting flipped up and hitting the child. The contractor had asked the child to stay back because of the risk; however, due to the noise of the mower, the contractor had to shout to get the message across, which had been misinterpreted by the child and had led to the misunderstanding. Officers had gone back to the parent who had made the complaint and explained what had happened. The parent was happy with the outcome and wished for officers to thank the contractor for ensuring her child's health and safety while they were using the play area.

Members noted this.

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iii. Weed spraying inside of Play Areas:

The Clerk reported that in early June, the parish council undertook some weed spraying in the parish, which included inside of the parish play areas. As per the parish council's policy, the play areas are closed for 24 hours after the weed spraying has been undertaken, and this is advertised on social media so that members of the public are informed. It was noted that the contractors specifically undertook the weed spraying in the play areas at a different time to when they did the rest of the parish to ensure it wasn't done in the half term holiday. A few complaints had been received on social media about this, which was included in the agenda packs. It was acknowledged that the parish council does use glyphosate for weed spraying; however, had previously trialled a non-glyphosate option which didn't work. One of the residents who had complained had offered to investigate a non-glyphosate option but had not come back yet. Members did not feel that any action was required at this time until an alternative option was available.

Recommendation: The parish council take no action at this time.

d) Correspondence received from resident regarding basketball nets:

The Clerk explained that she had received some correspondence from a resident who has requested that the parish council install a net in the basketball hoop at the Bowerhill Sports Field. It was noted that the parish council had previously agreed to stop replacing the nets inside of basketball hoops due to the fact that it involved the Caretaker using a ladder, which was a safety risk as he worked alone and was difficult to transport as he used his private vehicle. The Clerk explained that she had asked users of the basketball court while undertaking the site visit this evening whether a net was required, as she was trying to understand the difference that it made. Users have advised that it does make a difference to the enjoyment of the game as the net moving confirmed whether a basket had been scored or not. The Clerk explained that if members felt that the nets should be replaced the parish council contractors were at the sports field and other MUGA locations on a regular basis so they could replace the net when required, but this would come at a cost. It was noted that a net has appeared in the hoop at the Bowerhill Sports Field which was not replaced by the parish council. It was agreed that as a net had been installed inside of the hoop, the council should take no further action at this time and reconsider again when the net needs to be replaced..

Recommendation: The parish council take no further action at this time.

e) Correspondence from Corsham Cricket Club regarding the construction of a changing room facility on the route of the parish council's legal right of access into Beanacre Play Area:

The Clerk advised that she had received some correspondence from Corsham Cricket Club with regard to installing a changing room facility on church grounds. The council has previously been in discussion with St Barnabas Church on this matter, as the area where the cricket club wishes to install the facility is on the parish council's legal right of access into Beanacre Play Area. Members of the council, along with officers, undertook a site visit last year with

the church warden to understand how these plans would affect the council's right of access. It was understood that there would still be enough room for parish council contractors to attend to undertake grass cutting, but there would be an issue for larger vehicles if the parish council wished to replace play equipment, for example. At the time, as the changing room facility was only an idea, the parish council agreed to not take any further action until there was a formal proposal in place. Things have now changed in recent months due to the council receiving some correspondence from the cricket club which shows their intention of moving forward with the proposal. It was explained that there is some difference of opinion between the church warden and the parish council with regard to the interpretation of the lease. Although the lease details specifically that the council has a legal right of access for grass cutting and does not mention maintenance, it is an expectation of the lease that the parish council is required to maintain the play area; therefore, there is implied access. It was further highlighted that the lease was not with St Barnabas Church but with the Salisbury Diocese. It was noted that during the site meeting last year there was some discussion about moving the 5-bar gate to the back fence to enable easier access into the play area; however, this was one of the schemes that had been put forward for the Wessex Water community benefit to offset the disruption caused by the Westlands Lane mains drainage works, which had gone quiet as of late. It was felt that the council already has the right of access, so it wasn't for the council to provide funds to move the gate. Members agreed to note Corsham Cricket Club's intention to build a changing room facility which would be across the parish council's legal right of access into Beanacre Play Area but take no further action at this time until a formal proposal is received.

Recommendation: The parish council note Corsham Cricket Clubs intention to build a changing room facility which would be across the parish councils legal right of access into Beanacre Play Area but take no further action at this time until a formal proposal is received.

136/25 QEII Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):

a) Pitch layout for the new season and update on bookings:

The Finance & Amenities Officer had circulated a report on the current football bookings. It was noted that the council had the following bookings for the upcoming football season:

Trowbridge and District league- Saturday Afternoons (Adult Teams):
• Pilot FC

Chippenham & Bath District league- Sunday Mornings (Adult Teams):
• Bath Road Wanderers
• Bishops Cannings A team (New Team)
• Bishops Cannings B team (New Team

Youth:
• FOF FC- Weekend Blanket booking (Youth Organisation part of Future of Football)
• Future of Football- Training and Holiday Camps

It was noted that both the Bishops Cannings teams had not yet submitted a booking form, which had been chased. FOF FC (Future of Football FC) had not yet submitted a booking form for the new season; however, had been in correspondence with officers in relation to pitch requirements.

The Finance & Amenities Officers drew members attention to the fact that FOF FC had asked whether they could have access to the 11 aside pitches for the new season. She explained that due to the organisation having a weekend blanket booking of all of the youth pitches during the football season, which was a large majority of the field, the council has previously agreed to mark an 11 aside around their 9 aside pitches to accommodate this request. The council has previously very much felt that the sports field is not for the use of just one organisation, which was why priority of the 11 aside pitches has been given to the adult football teams. It was also noted that the sports field has hosted teams from both the Chippenham and Trowbridge leagues for many years now, with many teams across those leagues using the sports field. As the council has received five adult bookings for the new season, there will not be any more capacity on the two 11 aside pitches. There was also no more room at the field to mark out an additional stand-alone 11 aside pitch due to the number of youth pitches that are required. The Finance & Amenities Officer had spoken to the council contractors, who advised that they could mark an 11 aside around the 9 aside pitches in different coloured markings.

The Finance & Amenities Officer explained that for the majority of last season FOF FC were using the 11 aside pitches at Melksham Oak School; however, towards the end of the season there were some clashes with bookings, so they had asked whether they could book the 11 asides separately to their weekend blanket booking. As a couple of the adult teams had dropped out of the league during the course of the football season, and there was some capacity, she allowed them to book the 11 asides. They have now asked whether they can move their 11 aside teams to the sports field for the new season. They explained to the Finance & Amenities Officer that there was a disconnect between the 11 aside teams and the rest of the club last season due to them playing at another venue, and they were much happier when they were playing at the sports field as that was their home. After a discussion, members felt that this was a community field which was home to a number of teams which the council has to take into consideration and accommodate as well. It was considered that the sports field was not just a facility for one organisation to use, and if FOF FC require an 11 aside pitch for next season, it should be marked in a different colour around the 9 aside pitches for their own use, which would be within their weekend blanket booking hire of the sports field. It was queried how many FOF FC teams would require use of the new 11 aside pitch as there were concerns that there could be too much usage in this area of the field. The Finance & Amenities Officer advised that she had gone back to ask the organisation for this information, and she was waiting to hear back. It was agreed that should a stand-alone 11 aside pitch become available due to an adult team withdrawing, FOF FC would be allowed to use it but would have to book and pay separately for this.

Recommendation: The parish council mark a 11- aside pitch around the 9 aside pitches to accommodate FOF FC.

b) Latest pitch power assessment:

It was noted that the latest pitch power assessment had been received. Members were pleased to see that there had been an improvement in the rating of all pitches,

which was a result of the additional maintenance undertaken from the Football Foundation grant funding. It was also felt that following the walk around of the sports field this evening, members agreed that the field was looking in a great condition.

c) Quotation for annual ventilation service:

The parish council undertakes a ventilation service at the pavilion on an annual basis. It was noted that last year the council didn't service the system in the games room due to no usage; however, things have now changed with FOF FC hiring the kitchen and games room each weekend during the football season. A quote had been sought for this service which was as follows:

- To Inspect and Service the Mitsubishi Electric Lossnay LGH-65RX5-E in the games room to also include replacing the 2 x filters for this unit.
- To Inspect and service of extraction fans in the changing rooms/Locker rooms.

Total £762.00 + VAT

Members agreed with this quotation.

Recommendation: The parish council approve the quotation of £762 + VAT from Wiltshire Air Conditioning Service to undertake the annual ventilation service as detailed above.

d) Extension to car park and cost implications:

Councillor Franks explained that during the site visit prior to the meeting, members looked at the potential area for the extension of the car park. It was noted that there was due to be double yellow lines on some areas of the Westinghouse Way road, which would reduce the amount of parking available. Complaints had already been raised by Future of Football with regard to parking, especially on match days where there are several matches being held. Queries were raised with regard to how many more car parking spaces a potential new extension would produce. The Clerk advised that this was on the agenda for members to decide whether they want officers to investigate this further. There was no point in officers spending time looking at this in further detail if the council did not wish to explore the idea. Members felt that this would be a costly construction just to provide a small number of extra car parking spaces. After a discussion it was felt that this shouldn't be looked at now, but in the future, if there are discussions about a potential 3G pitch, this could be looked at as part of the whole project, as an extension would be a requirement.

Recommendation: The parish council do not look into the extension of the car park at this time but revisit it in the future if it becomes part of a 3G pitch project.

e) Quotation for replacement taps:

The Finance & Amenities Officer reported that the legionella contractor advised that the tap in changing room 4 and the official changing room was broken and not working properly. A quote of £245 + VAT per tap had been received by the contractor. The Clerk explained that the taps were at a higher value than normal due to them being thermostatic mixer taps.

Recommendation: The council approve the quotation of £490 + VAT from Aquasafe Environmental to replace two taps at the Bowerhill Sports Pavilion (1x changing room 4 and 1x officials changing room)

f) Quotation for replacement showerheads:

For a while now the legionella contractor has been keeping a watch on the showerheads at the Bowerhill Sports Pavilion, as they have been past their best. Although they are still working at present, they are nearing the end of their life, and the contractor has advised that due to the usage in the upcoming season, the council should be looking at a replacement in the near future. It was noted that there were 18 showerheads across the pavilion building which would all need to be replaced. The contractor has advised that they are around £40 + VAT each, which means that the total cost would be £720 + VAT. In terms of available funds, there is currently £1,000 in the repairs and maintenance budget heading. The Finance & Amenities Officer highlighted in her report that if the showerhead replacement was agreed, this would take the large majority of the budget for the year; however, the council had reserves in place for any other expenditure that may occur during the financial year. Members agreed that the showerheads should be replaced.

Recommendation: The parish council approve the quotation of £720 + VAT (£40 + VAT each) to purchase 18x replacement showerheads at the Bowerhill Sports Pavilion.

g) Quotation for replacement fire extinguishers:

The Clerk advised that following a recent fire alarm service, the contractors noted that the fire extinguishers had surpassed the manufacturer's recommended life. They had provided officers with a quotation of £359 + VAT to replace the following:

4 x 2kg CO2 Extinguisher
3 x 6ltr Water Extinguisher
3 x Water ID Sign
3 x Disposal Fee

Members agreed that the fire extinguishers should be replaced.

Recommendation: The parish council approve the quotation of £359 + VAT from Radcliffe Fire Protection to replace the fire extinguishers.

h) New business waste legislation:

The Clerk advised that there were new workplace recycling rules in place which come into effect in March 25 for organisations with more than 10 employees. Organisations that have fewer than 10 employees have until March 2027 to implement the new rules. Councillor Glover explained that he had been involved with this as a volunteer at a local community building, and he understood that if the wrong waste goes into the wrong bin, the organisation is fined, which is why they are asking all users to take their waste home. The Clerk explained that in the guidance she had received from the Village Hall Association, organisations shouldn’t be asking users to dispose of waste that has been generated on site. She explained that the parish council had stopped recycling at the Bowerhill Sports Pavilion due to people mixing the waste up, and therefore, it had to go as general waste anyway. The Clerk advised that there was a lot of food waste coming from

the pavilion now the Future of Football FC were using it as a kitchen. It was noted that some public places were treated as households which don't have to follow the legislation. It was agreed that officers should investigate further to see how this legislation affects the Bowerhill Sports Pavilion as a facility and bring back to a future meeting.

Recommendation: Officers to investigate the new business waste legislation and how this affects the Bowerhill Sports Pavilion facility. This to be brought back to a future meeting.

i) Invoice for seeding pitches:

The Finance & Amenities Officer explained that in the original grass cutting tender, seeding the pitches at the end of the season was in the documentation. Upon appointment of the contractor, the council took this maintenance work out of the contract, as it was felt at the time that it wasn't needed. A few weeks ago, the contractor reseeded the youth pitches; however, upon relooking at the contract, they realised that it had been taken out. They contacted the Finance & Amenities Officer right away to explain what had happened. She explained to members that she had asked the contractor to provide an invoice, as they had completed the work, which was why it was on the agenda for this evening's meeting for consideration, as although it was in the PitchPower assessment, it had not been agreed upon for maintenance by the council. She explained that, in addition, the latest pitch power assessment recommended that the pitches should be reseeded, which she believes could have been another factor in the confusion. Councillor Pafford explained that it was his understanding that the work undertaken on the pitches was from the recommendations detailed in the PitchPower assessment. The Finance & Amenities Officer explained that the additional pitch maintenance was based on the recommendations in the PitchPower assessment, but not all of the recommended work could be undertaken due to the cost. This had been brought to the attention of the council because some of the maintenance work, such as, fertilising and spiking had been included in the contract so the costs of this had already been agreed. She explained that she had looked at the grant that had been received against the work that had already been done, and there were still funds available to spend from the grant. It was noted that the invoice amount for the pitch seeding was £897.80 + VAT. Members agreed that this invoice should be paid as the work had been undertaken.

Recommendation: The parish council pay the invoice of £897.80 + VAT received from JH Jones & Sons for the seeding of the youth pitches at the Bowerhill Sports Field.

137/25 Allotments:

a) Report on waiting list:

The Finance & Amenities Officer had compiled an allotment report which had been included in the agenda packs. It was noted that there were currently 7 vacancies at the allotments with no one on the waiting list. Officers had tried different ways to gain interest in the vacancies, by using social media and advertising in the Melksham News, with not much appetite currently. As a result of the vacancies, these plots are now overgrown. Members' attention was drawn to the fact that there were two plots at Briansfield allotments (7 & 19), which two members of the public were shown. They both agreed to take these

plots on; however, had asked whether they could have them free for the rest of the allotment year due to their condition.

Additionally, the Finance & Amenities Officer advised that she had received some complaints from tenants with regard to these plots being overgrown and weeds spreading to other plots. One suggestion was for the parish council to cover over plots as soon as they became vacant, which would stop them becoming overgrown. Officers had spoken to the Allotment Warden about this, who advised that normally when there is a vacant plot, it is either because a tenancy has been terminated due to its condition or because the tenant has been given extra time to address the issues and has subsequently given up. As such, the plots are already too overgrown and would need to be cut back before they could be covered over. Members discussed whether the plots could be let out free for the rest of the allotment year due to their condition; however, it was felt that in order for someone to be able to get started on a plot, they need a year to clear it. After a discussion, it was agreed that if the plot is overgrown, it should be let free until 1st October 2026. This has balanced the loss of allotment income against the need for all plots to be occupied and tended to. For clarity this will be for the following current overgrown plots:

Berryfield: 4a, 5a, 10b, 13a & 14b

Briansfield: 7, 19, 25 & 32

It was agreed that if other allotment plots become vacant and are very overgrown in the meantime, they can also be offered free up until 1st October 2026.

Recommendation: The parish council let all overgrown plots at the allotments free until 1st October 2026 in order for new tenants to clear them as detailed above.

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

The Clerk has not approved any sheds or greenhouse requests under her delegated powers since the last meeting.

Councillor Franks explained that some allotment tenants were looking to have larger sheds so that they could get a bigger roof area to collect more rainwater to be diverted into their water butts. It was noted that the Clerk currently had delegated powers to approve a shed size up to 6ft x 4ft; however, for any tenant who wished for a bigger size, they could request this for the council to consider. Members agreed to give delegated powers to the Clerk in conjunction with the Chair of the Asset Management Committee to approve any shed bigger than the permitted size provided that there is a reasonable reason why the tenant wished to have a bigger shed. This was rather than the tenant having to wait until the next Asset Management meeting for the committee to consider.

Recommendation: The Clerk in conjunction with the Chair of the Asset Management Committee to have delegated powers to approve requests from tenants to have sheds bigger than the permitted size as detailed above.

c) Clearing options for very overgrown vacant plots:

As discussed under agenda item 9a, there had been some complaints about overgrown plots from allotment tenants. The Clerk explained that the issue was that in some instances where plot holders have been written to due to the condition of their plot, they have come back and advised that they need more time due to extenuating circumstances. They are given more time; however, quite often they give up the plot months later, which is overgrown. The plot then could be left for a number of months, and in the meantime, weeds are spreading to other plots. Officers had obtained a quotation of £495 + VAT per plot for the contractors to strim back and cover overgrown vacant plots. Members agreed that this quotation was not affordable, and therefore it could not be approved. Tenants should also be made aware of the reason why the council were unable to do this, but the council had come up with a solution as detailed in the agenda item above. .

The question about the Allotment Association was brought up; however, members agreed that they had given tenants every opportunity to voice their interest in one. It was noted that not many tenants expressed an interest in this; therefore, the council are not moving forward with this.

Recommendation: The council do not approve the quotation to strim back and cover vacant allotment plots for the reason explained above.

d) Overgrown cherry tree on plot left by previous tenant:

The Allotment Warden had reported to officers that a cherry tree which had been left by a previous tenant on a plot at Berryfield allotments had become overgrown and needed attention. New tenants had since taken on the plot and wished for the tree to be removed. They had contacted the Finance & Amenities Officer a few weeks ago to ask whether they could cut down the tree themselves; however, concerned for the health and safety of all members of the public at the allotments due to the size of the tree, had asked for them to provide a risk assessment, etc., and if not, this would have to wait until this meeting for members to consider the next steps. There were also rules detailed in the tenancy agreement which required tenants to obtain written permission from the council before they cut, lop or fell any tree growing on the Allotment Garden, which was why it had come back to this committee for consideration, as there wasn't any clear direction for officers as to whether the council wished to allow tenants to cut down trees themselves on a council asset. In the meantime, a quote of £320 + VAT had been obtained from parish council contractors to undertake this work if members felt that it was something that the council should do. Members felt that the tenant should be allowed to cut the tree down themselves but with the understanding that they take appropriate precautions for the safety of all in the vicinity of the area.

Recommendation: To allow the tenant to arrange to cut down the cherry tree themselves on the proviso that they take appropriate precautions for the safety of all in the vicinity of the area.

e) Quote to cut back hedge at the entrance to Briansfield allotments to improve visibility coming out of car park:

Councillor Franks advised that there were two issues with regards to the hedges at Briansfield allotments; firstly, the hedge on the right hand side coming out of the car park was overgrown and was causing issues with tenants' viability coming out of the car park. Secondly, the hedge on the left hand side of the allotments was overgrown, making it difficult for vehicles to get through. He had witnessed the parish council contractors finding it difficult to exit the car park recently. A quote of £65 + VAT had been received from the contractors to cut back the hedge either side of the gateway entrance and remove arisings. Members agreed that this work should be undertaken, and the landlord should be informed.

Recommendation: The council approve the quote of £65 + VAT from JH Jones & Sons to cut back the hedge at either side of Briansfield allotments.

f) Mirrors at exit of Briansfield allotment car park to improve visibility when leaving the allotments.

Councillor Franks explained that there had also been a request for a reflective mirror to be installed due to the difficulty of exiting the car park because of a blind spot. He explained that Berryfield Lane was being used as a "rat run" and feels that a mirror needs to be installed to ensure everyone's safety. Officers had obtained a quotation of £690 + VAT for a convex safety mirror. Councillor Glover queried whether the parish council would become liable if the mirror got knocked out of its normal position and then caused an accident. He explained that he had only seen these mirrors at private facilities. It was also highlighted that permission would need to be sought by Wiltshire Council Highways prior to the siting of any mirrors due to the possibility of sun being reflected from the mirror and dazzling drivers. Members felt that further research needed to be obtained first before a decision could be made.

Recommendation: Officers investigate the possibility of installing mirrors at the exit of Briansfield allotment car park and bring back to a future meeting.

138/25 Shurnhold Fields

a) Update on the car park enhancement project:

The Clerk explained that there was a meeting held on 2nd July between both the parish and town council as well as the Friends of Shurnhold Fields. The 'Friends' were informed that the car park project was going ahead, and they were invited to the meeting to agree on the siting of their shed. It was agreed that two sheds will be provided for maintenance activities at the site; a smaller shed will be installed where originally planned, which will allow for a water supply to be connected, and a medium size shed to store the mower, which will open out straight onto the field. This was instead of one big shed, which may not have fit in the original planned location in any case. It was noted that this will take up one of the car parking spaces in the car park and was on the proviso that the Environment Agency agreed with this plan. The Clerk confirmed that the contract as previously agreed for the construction of the car park was going ahead and works were due to start in early autumn time.

b) Report from Shurnhold Fields Working Party meeting held on 2nd July:

This was discussed under the above agenda item.

139/25 Bus Shelter:

a) Latest update from insurers on claim and consider replacement bus shelter:

Members were informed that following the accident which damaged the Beanacre bus shelter beyond repair, officers submitted a claim to the council's insurers. Officers had managed to obtain driver information from the police, which has been sent on to the insurers. It was noted that the parish council's excess was £250, which would be taken off of the amount that is received from the claim. Officers have asked the insurance company whether the council could get back the excess fee, as they have been provided with the driver's details, so can claim from their insurers for this accident. It is understood that this is a possibility, but if any amount is recovered, this would be paid back to the parish council after the claim. It is understood that the insurance company uses DAC Beachcroft lawyers, whom they will instruct to recover the amount after they have settled the parish council's claim.

In terms of next steps, the parish council needs to submit at least two quotations to the insurers in order for them to process the claim, and it is understood that they will pay out on the cheapest quote. When the parish council last discussed this matter, they tasked officers to obtain quotes for both a like for like block-built shelter and a more modern shelter like the new one next to Telford Drive in Berryfield. These two quotes have been included in the members' packs but have not been sent over to the insurance company yet. The idea of this agenda item was to get agreement from members as to what style bus shelter the council wished to have so that quotes could be obtained for that particular style. This is because officers wanted to check the specifications first before they were submitted to the insurers. Questions were raised as to why the council needed to get more quotations if the insurance company only required two. The Clerk explained that as per the council's financial regulations, the council are required to seek three quotations due to the value of the bus shelter, regardless of whether the insurance company only require two quotations. She cautioned members that if they only wished to have two quotes because of the insurer's requirements, that were not like for like, they they would have to be clear on why they were departing from their financial regulations as they do not stipulate that they are related to the income stream (e.g. like an insurance payout).

After a robust discussion, members felt that the bus shelter should be replaced with a more modern shelter rather than replace it with a like for like brick-built one. As such, three quotations should be sought for a metal bus shelter in line with the financial regulations., and all of the quotations should be sent to the insurance company.

Recommendation: Officers seek three quotations for a metal bus shelter to replace the demolished brick built shelter in Beanacre. These quotations should be sent to the insurers once received.

b) Quotations for bus shelter cleaning contractor:

The Clerk explained that the council clean all glass/perspex shelters in the parish on a quarterly basis, which includes Wiltshire Council owned shelters.

For some time, officers have had concerns that this isn't being done by the existing contractor. Officers have tried to get hold of the contractor by different methods, but they have not received any reply to any correspondence in several months. As officers cannot see any evidence that the cleaning is being undertaken, it is felt that the council needs to look at alternative options. Officers had obtained some quotations for bus shelter cleaning, which included the cleaning of 17 bus shelters in the parish and the cleaning of the pavilion windows and skylights twice per year. The Clerk explained that the two bus shelters on Pathfinder Way and three on Semington Road had also been included in the specification. The quotations received were as follows:

Quotation 1:
Bus shelter: £95 per bus shelter per time
• Total per Quarter: £1,615
• Annual cost: £6,460

Pavilion: £375 per clean
• Annual cost: £750

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Total annual cost including pavilion: £7,210
This is not vatable.

Quotation 2:
Bus shelters:
Initial deep clean at £80 per bus shelter- Total £1,360.

Ongoing quarterly cleans at £50 per bus shelter:
Total per Quarter £850.
Total for first year (including deep clean for first quarter) £4,760

Pavilion: £250 per clean
• Annual cost: £500

Total annual cost: £5,260 including pavilion (includes the initial deep clean plus 4x cleans)

Total annual cost: £3,900 including pavilion (does not include deep clean just 4x quarterly cleans at £50.)
This is not vatable.

Quotation 3: When officers initially spoke to this contractor on the phone, they did not wish to provide a quote when they asked whether the council were obtaining other quotes. Officers were subsequently contacted by email a few days later and they offered to beat any quote "(by a minimum of 5%) for any like-for like" quotation.

Quotation 4: £50 per bus shelter per time
• Total cost per quarter £850
• Annual cost £3,400
This is not vatable.

Unfortunately, the cleaning of the pavilion falls outside of their expertise so, they are unable to offer a quotation for this element.

The Finance & Amenities Officer reported that in terms of budget in place for bus shelter cleaning, the council had £940 in the budget. There was also funding available in the solar farm funding.

Members considered all four quotations provided; it was noted that the parish council looked at the best value of service when considering the quotation, not the cheapest quotation. It was noted that although quotation 4 provided good value per shelter for cleaning, the contractor was not able to provide cleaning of the Bowerhill Sports Pavilion windows and skylights. This would mean that the council would have to find another contractor to undertake this element of the works, and therefore members felt that this quotation could not be accepted. Although quotation 1 detailed very clearly what their service would provide, it was felt that their pricing was not competitive with some of the other quotations that were received for the same service, and therefore this quotation could not be approved. Members did not feel that they could accept quotation 3, as they had not submitted a quotation, so the council were unsure what service this contractor would provide. It was noted that quotation 2 offered a package which included a deep clean of the shelters first at £80 per shelter and then £50 per shelter for ongoing cleaning. The cost to clean the pavilion was £250 per clean. It was felt that quotation 2 should be accepted, as it was considered to be the best value quotation at £50 per bus shelter clean.

Recommendation: The parish council approve the quotation of £3,900 (no VAT charged) from Core Clean (quotation 2) to undertake the cleaning based on the specification as detailed above.

140/25 Village Halls:

a) Update on Shaw Village Hall lease:

The Clerk explained that there was no new update as she was still chasing the solicitors on this matter.

b) Management of Shaw Village Hall as an asset:

The Clerk explained that one of the things that the council have to be satisfied with is that their assets are looked after and well managed. Both Shaw Village Hall and Berryfield Village Hall were managed by others, which was why this was on the agenda. Included in the agenda packs were the minutes from Shaw Village Hall's recent meeting so that the council can get a feel for how the hall is being managed, etc. In addition, the council also had a rep on the committee. The Clerk drew members attention to the fact that the charity accounts are not up to date on the charitable trust. Councillor Franks has raised this at the last committee meeting and will chase this up again. The Clerk explained that the village hall committee were volunteers, and this was just an organisational issue rather than a problem with the management of the hall.

Members noted this.

c) Amount to charge back to Berryfield Village Hall Trust for building insurance:

The Clerk explained that as per the Berryfield Village Hall lease, the parish council insures the building and charges back the cost to the village hall. At the

time of the Finance meeting where the insurance was agreed, the council did not have a breakdown of the costs. Officers have now been able to obtain a breakdown of the premium from the insurers, who have confirmed that the cost for the village hall was £334.96.

Recommendation: The council invoice Berryfield Village Hall Trust £334.96 for their share of the building insurance.

d) The Terrorism (Protection of Premises) Act 2025 (Martyn's Law):

The Clerk explained that the council needs to be aware of this legislation, and she was currently waiting for the guidance to come out. It was noted that some of the events held at the Bowerhill Sports Field were within the scope.

Members noted this.

141/25 Defibrillators: Defibrillator registration on the Circuit:

The Clerk explained that all parish defibrillators are registered on the Community Heartbeat Trust Defibrillator Finder system (Webnos), which the ambulance service has access to. Officers were informed by Community Heartbeat Trust that there was now a requirement for all community defibrillators to be registered on the Circuit system which is managed by the British Heart Foundation. She confirmed that all parish council defibrillators were registered on this system. Members were made aware that the Circuit system was purely to log a site check and inform the ambulance service when there was an issue with a defibrillator so that it goes offline on the system and they don't send someone to go and get it when it is out of action. Unlike with the Community Heartbeat Trust, where a site check was expected to be logged on at least a monthly basis, the Circuit system only requires a check to be logged every 90 days. This system does not provide assistance on how to deal with the issues with the device or allow the council to order replacement consumables, which is what the Community Heartbeat Trust system does. The parish council still has the Webnos system in place and has just paid for another year's support for all of the defibrillators, which includes an annual service, replacement consumables and support. This change does mean that the defibrillator checkers will have to be registered on the Circuit system as well so that they can log their site checks.

Members noted this update.

142/25 Benches: Request to refurbish bench on Corsham Road opposite Shaw School

This item was discussed under agenda item 6.

143/25 Approved contractors and suppliers: current list of approved contractors and Suppliers:

Members reviewed the list of contractors and suppliers. It was noted that the council received good service from all the contractors listed on the list. The Clerk explained that an alternative heating engineer had been added to the list as officers had called them out when the current engineer had been unavailable. Andy Strange Property &

Garden Maintenance had been removed from the list as this contractor had retired and was no longer trading.

Recommendation: The council approve the list of contractors and suppliers as shown at the meeting.

144/25 Bins:

a) Request to empty bin at Evergreen Meadow Community Field:

The Clerk explained that the Evergreen Meadow Community Field was the field between Shaw and Whitley which had been purchased by two residents for the enjoyment of the village. The parish council has recently had a request from a resident who has asked whether the council could empty the bin now the field is being used more and more. It was noted that this request had not come from the owners of the field. Currently the bin is being emptied by the owners of the field, but the resident feels that it should be the responsibility of the council. Officers have obtained a quotation from the bin emptying contractors of £312 + VAT per year to add to the parish council's contract. This would be based on bin emptying every two weeks and once a week in the school holidays as per the council's current specification. The Clerk explained that the request had come from a resident, and Councillor Richardson had contacted her in his role as Chair of CAWS (Community Action Whitley and Shaw) to ask that the council agree to undertake this task. Queries were raised as to what terms the field was made a community field. The Clerk explained that it was currently privately owned but was purchased for the use of the community. Details had been provided by Peter Richardson on a number of models of how other community fields were run. Members felt that clarification needed to be sought on the terms of the use of the field, as although it was a good community asset, if it was private land, members would be unhappy to empty the bin. On the other hand, if the field was designated for community use, members agreed that the parish council should empty the bin. It was also felt that the council needed to understand how the residents were progressing with legally protecting the land for community use.

Recommendation: The parish council agree to empty the bin at Evergreen Meadow at a cost of £312 + VAT per year on the proviso that the field was designated as a community field. If it is still designated as private land, the council will be unable to empty the bin.

b) Request to replace bin on Corsham Road:

This item was discussed under agenda item 6.

c) Bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers

None.

145/25 Phone box: Progress with adoption projects:

The Clerk advised that there was currently no progress on phone box adoptions as she was trying to get interest from the community.

146/25 Real Time Information: Update with progress on site surveys:

The Clerk had a meeting scheduled with Wiltshire Council in a few weeks' time to try and progress the meeting. It was agreed that Councillor Glover should also attend the meeting.

Meeting closed at 10.02pm

Signed…….
Chairman, Monday 28th July 2025