



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Monday 9th September 2019

Dear members

You are cordially summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 16th September 2019, at 7.00pm** at **NEW MEETING VENUE, 1 Swift Way, off Westinghouse Way, Bowerhill Industrial Estate, Melksham, SN12 6GX** to consider the agenda below.

Yours sincerely

Teresa Strange, Clerk

AGENDA

1. **Welcome, Announcements & Housekeeping**

- a) To note additional council meetings and local community events
- b) To note resignation of **Wiltshire Cllr Roy White** – Melksham Without South
- c) To note “**Basic Facts** about Melksham Neighbourhood Plan area”
- d) To receive **Apologies** and consider approval of reasons given.

2. **Invited Guests:**

- a) Presentation to **CAWS** (Community Action: Whitley & Shaw) for Best Kept Village Competition Whitley entry
- b) **PCSO Steph Holman** (as *PCSO Maggie Ledbury on leave*)

3. a) To receive **Declarations of Interests**

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

4. To consider holding items **in Committee due to confidential nature (15b)***

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

5. **Public Participation**

6. To approve the **Minutes of the Full Council** meeting held on 29th July 2019
7. **Planning:**
 - a) To approve the Minutes of the **Planning Committee** meetings held on 19th August & 9th September (*to follow*)
 - b) To formally approve Planning Committee Recommendations
8. **Highway & Streetscene:**
 - a) To approve the Minutes of the **Planning Committee** meeting held on 9th September (*to follow*)
 - b) To formally approve Highway & Streetscene Committee Recommendations
 - c) To consider request for Traffic Survey at Lower Woodrow (in 60mph zone)
9. **Community Governance Review**
 - a) To note Community Governance Guidelines by Local Government Boundary Commission
 - b) To note requests sent to Electoral Committee and response from Seend Parish Council
 - c) To consider Melksham Town Council resolution to request Community Governance Review to dissolve Melksham Without Parish Council and merge with Melksham Town Council, except Shaw & Whitley
10. **Finance:**
 - a) To note **Income & Expenditure** reports for July & August 2019
 - b) To agree two finance cllrs to authorise monthly payments for September
 - c) To receive verbal report if any residents have **exercised their right to inspect accounts** during inspection period
11. **Asset Management:**
 - a) **Berryfield Village Hall**
 - i) To receive update on plans for new village hall and consider any actions required
 - ii) To note temporary planning permission for existing hall renewed
 - b) **Shaw Playing Field**
 - i) To note equipment store installed at Shaw Playing field
 - ii) To note Minutes of Shaw Playing Field Improvement Project working party 22nd August and consultation on Shaw Playing Field facilities
 - c) **Allotments**
 - i) To note work undertaken at Briansfield allotment car park
 - ii) To note planning permission not required for Equipment shed at Briansfield allotment car park (under permitted development for Parish Councils)
 - iii) To note storage of spare sandbags in Equipment shed
 - d) To consider research into **water fountains** for Bowerhill & Shaw playing fields and decide on next steps
 - e) To note agenda for **Shurnhold Fields Working Party** (18th Sept) and give any guidance to representatives
12. **Proposed Office & Meeting Accommodation**
 - a) To note request for shared partition between planned MWPC space and community meeting room at Campus
 - b) To note key critical dates for Campus planning application

13. Grass cutting & Wildflower Areas

- a) To consider quotation for additional grasscutting and wildflower option at Hornchurch Road
- b) To consider areas in the parish for wildflowers area (Wiltshire Council initiative)

14. Community projects/partnership organisations:

- a) To note that A350 Melksham Bypass proposal was included in the business case submitted to the Department for Transport by the Western Gateway Sub-national Transport Body and to consider correspondence from residents on route options
- b) To note Market Place Toilet working party meeting on 30th Sept and to give guidance to reps on future funding

15. Staffing & Resources

- a) To note resignation of Parish Officer
- b) Office Staffing Review – to consider scope, role and hours of new and existing Officers*
- c) To consider recruitment process
- d) To consider delegated powers for Interview Panel to appoint