



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

Sports Pavilion, Westinghouse Way,  
Bowerhill, Melksham,  
Wiltshire. SN12 6TL  
Tel: 01225 705700

Email: [clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)  
Web: [www.melkshamwithout.co.uk](http://www.melkshamwithout.co.uk)

Tuesday 11th September 2018

Dear members

You are cordially summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 17<sup>th</sup> September 2018, at 7.00pm** at **St Barnabas Church, Beanacre Road, Beanacre, Melksham, SN12 7PT** to consider the agenda below.

Yours sincerely

  
Teresa Strange, Clerk

### AGENDA

1. **Welcome, Announcements & Housekeeping**
2. To receive **Apologies** and consider approval of reasons given.
3. a) To receive **Declarations of Interests**  
b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered
4. **Public Participation**
5. a) To approve the **Minutes of the Staffing Committee** meeting held on 16<sup>th</sup> July  
b) To approve the **Minutes of the Full Council** meeting held on 16<sup>th</sup> July
6. **Planning:**
  - a) To approve the Minutes of the **Planning Committee** meetings held on 23<sup>rd</sup> July, 13<sup>th</sup> August & 3<sup>rd</sup> September
  - b) To formally approve Planning Committee Recommendations
  - c) To agree 2<sup>nd</sup> substitute for Neighbourhood Plan Steering Group (26<sup>th</sup> Sept)
7. **Asset Management:**
  - a) To approve the Minutes of the **Asset Management Committee** meeting held on 9<sup>th</sup> July
  - b) To formally approve Asset Management **Recommendations**
  - c) **Hornchurch Road Public Open Space:**
    - i) To note delegated powers decision on contractor award for additional footpath
    - ii) To approve Reserve that part funds additional footpath
    - iii) To note delegated powers decision on retention payment for safety surfacing
    - iv) To agree future action on roundabout at Hornchurch Road play area
    - v) To agree which Councillors to meet with teenagers for further consultation
  - d) **Bowerhill Sports Field:**
    - i) To note delegated powers decision on watering of tree saplings

Serving rural communities around Melksham

- ii) To note delegated powers decision taken over cracks in playing field surface
- iii) To consider monitoring of Pavilion CCTV
- iv) To note update on Unauthorised Encampment outside Playing Field entrance
- v) To consider Bowerhill Sports Field maintenance regime
- e) To note delegated powers decision on Wessex Water works at Allotments and surrounding land and receive verbal update from subsequent meeting.
- f) To note new asset management committee meeting to be held on Mon 24th October

#### 8. Highways & Streetscene:

- a) To approve the **Rights of Way Working party** minutes held on 23<sup>rd</sup> July
- b) To approve the **Highways & Streetscene** Committee minutes held on 3<sup>rd</sup> September
- c) To formally approve **Highways & Streetscene Committee** Recommendations
- d) To consider further Rights of Way improvement works

#### 9. Finance:

- a) To note **Receipts and approve Payments & Bank Transfers**
- b) To consider raising limit of Unity Bank charge card from £500

#### 10. Office relocation project:

- a) To receive update on office relocation from Crown Chambers to Sports Pavilion and note delegated powers decisions undertaken and project spend.
- b) To consider installation of "personal attack" panic button at Pavilion to connect to alarm system
- c) To consider purchase of large TV screen for viewing items in meeting venues
- d) To receive update on new office and meeting accommodation at Campus

#### 11. Boundary Reviews:

- a) To consider submitting comments to the Electoral Review of Wiltshire: Warding arrangements
- b) To note update on Parliamentary Boundaries

#### 12. Flooding & Drainage:

- a) To consider requesting Wiltshire Council to add ongoing drainage maintenance on the CIL 123 list.
- b) To note Operational Flood Working Group North meeting minutes 18<sup>th</sup> July & 12<sup>th</sup> September

#### 13. Community projects/partnership organisations:

- a) To note minutes of the **Shurnhold Fields Working Party** and **Friends of Shurnhold Fields** meetings and appoint Parish Council representative to new "Friends of Shurnhold Fields" group
- b) To consider Campus Update from Area Board and consider any actions following Christie Miller closure announcement .
- c) To consider requesting Wiltshire Council to add contributions to the Campus on the CIL 123 list
- d) To consider "Notes from Shaw Hill Children Play Area & Playing Field Joint Action Working Party meeting with contractors"
- e) To consider taking part in the Melksham Expo (8<sup>th</sup> October)
- f) To note numbers of young people from the parish attending Young Melksham youth club sessions at Canberra Youth Centre and submitting comments to Community Asset Transfer consultation

#### 14. Staffing & Resources:

- a) To consider webinar training options for staff and councillors
- b) To note Accounting Software training booked for office staff (9<sup>th</sup> Oct)
- c) To consider providing business cards for staff and councillors
- d) To approve policy on Reference requests
- e) To note next Staffing Committee deferred to Mon 26<sup>th</sup> November