



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 17<sup>th</sup> April 2018

Dear members

You are cordially summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 23<sup>rd</sup> April 2018, at 7.00pm at Crown Chambers, 7 Market Place, Melksham, SN12 6ES** to consider the agenda below.

Yours sincerely

Teresa Strange  
Clerk

### AGENDA

1. **Welcome, Announcements & Housekeeping**
  - a) To note advice from Fire Risk Assessor on evening meetings being held at Crown Chambers
2. To receive **Apologies** and consider approval of reasons given.
3. a) To receive **Declarations of Interest**
  - b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered
4. **Public Participation**
5. **Councillor Vacancies:**
  - a) To note vacancy in **Berryfield Ward** (vacated by Cllr Steve Petty) & **Bowerhill Ward** (vacated by Cllr Joanne Pattison)
  - b) To consider **issue of polling cards** for both vacancies if election called (*policy decision*)
6. To approve the Minutes of the **Full Council** meeting held on 26<sup>th</sup> March
7. **Planning:**
  - a) To approve the Minutes of the Planning Committee meeting held on 9<sup>th</sup> April
  - b) To formally approve Planning Committee Recommendations
  - c) To receive feedback and consider any future action and comments regarding p/a **18/02448/FUL 29 The Beeches, Shaw** with regard to shared boundary with Shaw Playing Field and request for site visit
8. **Annual Parish:**
  - a) To approve the Minutes of the Annual Parish meeting held on 16<sup>th</sup> April
  - b) To consider feedback following Annual Parish meeting

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#### 9. Office Accommodation:

- a) To note that Change of Use planning permission is required for use of Pavilion as office
- b) To note council resolutions not actioned as conflicted by Pavilion's planned use as office space
- c) To consider and agree venues for Council meetings
- d) To note Office Relocation Working Parties organised:
  - i) Weds 25<sup>th</sup> April 10am at Pavilion to consider relocation from Crown Chambers
  - ii) Weds 2<sup>nd</sup> May 10am at Crown Chambers with Architects for eventual Campus Accommodation

#### 10. Hornchurch Road public open space:

- a) To receive any update on legal transfer of play area to Parish Council
- b) To receive feedback and consider further action following Site Meeting regarding:
  - i) Footpath extension
  - ii) Potential Teen shelter

#### 11. Flood Prevention:

- a) To note actions taken regarding landowner responsibilities in Beanacre & Whitley
- b) To note feedback meeting to residents affected by flooding in Shaw & Whitley

#### 12. Finance:

- a) To note Receipts and approve Payments & Bank Transfers
- b) To note important dates relating to Audit requirements
- c) To note historic funding returned by Whitley Players

#### 13. To consider submitting comments to Govt consultation re: **Review powers dealing with unauthorised traveller development and encampments**

#### 14. Staffing: To note Apprentice's successful completion of NVQ Level 2 in Business & Admin

#### 15. Forthcoming meetings/events:

- a) Ex George Ward Playing Fields Recreation Working Party – Weds 9<sup>th</sup> May, 10am
- b) TransWilts AGM on 27<sup>th</sup> April at 11am at Bethesda Baptist Church, Trowbridge
- c) Trowbridge Mosque Open Day Sat 28<sup>th</sup> April 2-4pm
- d) ATC Squadron AGM & Open Evening – Weds 9<sup>th</sup> May 7.30pm
- e) Shaw Summer Fayre Sat 9<sup>th</sup> June 12 – 4.30
- f) Melksham Area Board - Weds 6<sup>th</sup> June 6.30pm for 7pm at Seend Community Centre
- g) To consider interest in exploring "Town Digital Hub" further

#### 16. General Correspondence to note:

- a) Michelle Donelan MP – congratulations on recent tree planting
- b) Melksham Rural Police Report – April
- c) Melksham & District Seniors Forum 55+ Annual Report 2017/18
- d) Young Melksham Annual Report 2017 <https://youngmelksham.org.uk/about-us/annual-report-2017>
- e) Wiltshire Council Briefing Notes:
  - i) 341: Public Space Protection Orders
  - ii) 342: Changes to chargeable waste collection and disposal arrangements
  - iii) 346: Ofsted inspection praises Wiltshire's joint working to support Children and Young People with SEND
  - iv) 347: Outdoor Learning Centres in Wiltshire
- f) TransWilts (Rail) newsletter – Feb
- g) Melksham Rail User Group – Minutes 28<sup>th</sup> Feb
- h) TransWilts email regarding new Bus Changes
- i) Visit Wiltshire – 2017 Marketing Activity Report
- j) Bobby Van News - 2018