



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 20th February 2018

Dear members

You are cordially summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 26th February 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**
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. To consider holding items **in Committee (Agenda item 16a, b & c) due to confidential nature** *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. **Results of unopposed election in Bowerhill Ward – Cllr David Pafford duly elected**
 - a) To note Cllr David Pafford parish council representative for BRAG & Bowerhill Village Hall
 - b) To consider appointing parish council representative for Dementia Friendly Group
 - c) To note response from Elections Team re exclusion of postal voters from polling cards
6. **Public Participation**
7. a) To approve the **Minutes of the Full Council** meeting held on 22nd January
b) To formally approve the **Confidential Notes** to accompany the Full Council Minutes
8. **Planning:**
 - a) To approve the Minutes of the **Planning Committee** meetings held on 29th January & 19th February (*to follow*)

Serving rural communities around Melksham

- b) To formally approve Planning Committee **Recommendations**

9. **Highways & Streetscene:**

- a) To approve the Minutes of the **Highway & Streetscene Committee** meeting held on 29th January
- b) To formally approve Planning Committee **Recommendations**
- c) To note parish grant awards at Area Board 7th Feb for Pathway Improvement Grant Scheme

10. **Data Protection:**

- a) To approve the Minutes of the **Data Protection Working Party** held on 21st November
- b) To formally approve Data Protection Working Party **Recommendations**
- c) To receive update following **WALC briefing** on new GDPR regulations (25th Jan)
- d) To consider **appointing a Data Protection Officer**
- e) To consider quotations for providing **Data Protection Officer & Data Audit services**
- f) To note correspondence regarding **use of Electoral Register by Parish Council**
- g) To consider adopting **“Open Media Policy”**
- h) To formally approve the revised **“Model Publication Scheme”** under the Freedom of Information Act if not covered by 10b

11. **Finance:**

- a) To note **Receipts and approve Payments & Bank Transfers**
- b) To note update on **Bowerhill Pavilion business rates**
- c) To note receipt of **2018/19 Budget document**
- d) To consider quotation for **Weed Spraying** in the parish in Spring 2018/19

12. **Public Open Space/Play Areas:**

- a) To consider residents concerns raised about **Hornchurch Road play area (litter/noise)**
- b) To consider seeking quotes for a **teen shelter at Hornchurch Road public open space**
- c) To note Melksham Town Council approval for joint management committee for **former George Ward playing field development project**
- d) To consider update from **Fields in Trust** re queries raised about future use of Bowerhill Sports Field and potential for change of use for Pavilion lounge

13. **Office Accommodation:**

- a) To note response on statutory obligations following review of **Fire Risk Assessment**
- b) To receive update following meeting with **Landlord** and Parish Council
- c) To consider **future office accommodation options**

14. **Flood Prevention:**

- a) To note reissue of **“what to do in a flood”** leaflet to Shaw & Whitley residents
- b) To note date of **feedback meeting** to Shaw & Whitley residents affected by flooding
- c) To note **actions undertaken** relating to flood prevention works (Shaw & Whitley and Beanacre)
- d) To consider invitation to **Flood & Coast Conference**
- e) To note receipt of **Melksham Town Council Flood Plan**

15. **Proposed meetings/events:**

- a) To approve schedule of **2018/19 Council meetings**
- b) To consider discussion topics for meeting with **Michelle Donelan MP** Fri 9th March
- c) To note **community tree planting** at Bowerhill Jubilee Sports Field Sat 10th March and consider registering as a Great British Spring Clean event
- d) To note visit to **Wiltshire Air Ambulance** Weds 14th March

- e) To note invitation to **ATC Dining In Night Sat 19th May**
- f) To consider feedback following Melksham Chamber **visit to Knorr Bremse 13th Feb** and consider covering expenses incurred by members and staff

16. Staffing & Resources:

- a) To receive update following **staffing consultation and decision made**
- b) To note **staff sickness**
- c) To note update following staff appraisals for **new starters**

17. Community Projects/Partnerships:

- a) To note update from Area Board 7th Feb re: **Campus Update**
- b) To consider request for **Community Asset Transfer** (hut & site at Melksham Station) from Wiltshire Council to TransWilts Community Interest Company
- c) To consider request from **Melksham Age Friendly Project** to nominate a project to support
- d) To note update on **clock at Shaw School** and consider next steps
- e) To consider enquiry regarding "saving" of **WWII graffiti** in ex RAF hangars at Bowerhill Industrial Estate
- f) To consider request for assistance with refreshments at **Melksham parkrun**

18. General Correspondence to note:

- a) **Melksham Area Community Safety Group** minutes January & 22nd February (*to follow*)
- b) **Melksham Rural Police Report** – Feb 2018
- c) Rural Services Network article that church spires to be used nationally to boost digital connectivity and broadband speeds in rural areas
- d) Wiltshire Council Briefing Note: Impact of **Universal Credit** for Wiltshire Council tenants
- e) Melksham Town Council update on **National Express coaches** calling at Market Place
- f) Government announcement that candidates standing as councillors in local elections will no longer need to publish home addresses