

**MINUTES of the Annual Council of Melksham Without Parish Council held on Monday 15<sup>th</sup> May, 2017 at Crown Chambers, Melksham at 7.00 p.m.**

**Present:** Cllrs. Richard Wood (Chair), Alan Baines, Gregory Coombes, Terry Chivers, Steve Petty and Mary Pile.

**Officers:** Teresa Strange (Clerk), Jo Eccleston (Parish Officer) and Marianne Rossi (Apprentice Parish Officer)

**Co-option Candidates:** Mr. Paul Carter, Mr. Paul Taylor, Miss. Soraya Kuranlu, Mr. Nick Holder and Mr. Kaylum House.

**Visitors:** Wiltshire Cllrs. Roy While and Phil Alford and PCSO Maggie Ledbury.

- 001/17 **Apologies:** Cllrs. John Glover (Vice Chair) and Mike Mills as they were both away on holiday. The Council approved these reasons for absence. It was noted that to be quorate the meeting required the presence of 5 councillors and there were 6 present.
- 002/17 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire. The following forthcoming event was noted:  
**a) Melksham Without Annual Parish Meeting:** To be held on Thursday 18<sup>th</sup> May at Whitley Reading Rooms, 6.30pm for refreshments and networking with a meeting start time of 7.00pm. The Parish Officer explained the parking provision at Whitley Golf Club.
- 003/17 **Appointment of Chair:** Cllr. Wood stood down, Cllr. Baines took the Chair and invited nominations for the Chair for 2017/18. Cllr. Chivers proposed, seconded by Cllr. Coombes that Cllr. Richard Wood was elected as Chair. **Resolved:** *The Council unanimously resolved that Cllr. Wood be Council Chair for 2017/18.*
- 004/17 **Chair's Declaration of Acceptance of Office:** Cllr. Wood signed the Chair's Declaration of Acceptance of Office for the Council Year 2017/18.
- 005/17 **Appointment of Vice Chair:** Cllr. Wood invited nominations for Vice Chair for 2017/18. Cllr. Glover was unable to attend the meeting but had stated that he was happy to stand again. Cllr. Coombes proposed, seconded by Cllr. Chivers that Cllr. John Glover was elected as Vice Chair. **Resolved:** *The Council unanimously resolved that Cllr. Glover be Council Vice Chair for 2017/18.*
- 006/17 **Items to be Held in Committee:** **Resolved:** *Agenda item 20 to be held in Committee under the Public Bodies (Admission to Meetings) Act 1960 "That 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". This is in line with Standing Order 61: "That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw". Reasons:(a) engagement, terms of service, conduct and dismissal of employees.*

**Co-option of New Councillors:** Following advertisements in the local press, council and community noticeboards and on the Parish Council website and social media, six candidates had come forward for five vacancies. All the candidates, as requested, had sent in written statements prior to the meeting about why they wished to become a councillor for the parish. It was noted that due to a pre-booked holiday, one candidate, Joanne Pattison, was unable to attend the meeting.

*The Council agreed to suspend standing orders for a period of public participation.*

Cllr. Wood asked all the candidates to give a short speech on why they wished to become a councillor:

- Mr. Paul Carter: stated that he was retired and had been a Melksham Without Parish Councillor for the past 3 years having been previously co-opted onto the Council. He had recently stood for re-election in the Berryfield Ward, where there had been 3 candidates for 2 seats. Unfortunately, he was not re-elected, as the other two candidates had received marginally more votes, however, he felt that over the last three years he had made worthwhile contribution in supporting parishioners, and he now sought the support of the councillors.
- Mr. Nick Holder: stated that he has lived in Melksham for just over two and a half years. Prior to that he lived in Corsham, where he was a councillor for Corsham Town Council. He has previously served in local government since 2009 as a district councillor and as Deputy Mayor of Hexham, Northumberland. He is currently a governor of Melksham Oak Community school and feels passionately about education and serving his local community. He considered that having a direct link to the school would benefit both the school and the Parish Council. He reported that he is the Operations Director of a training company that works with young people between the ages of 16yrs and 17yrs delivering the National Citizen Service across Wiltshire, and also provides skills and support for long term unemployed people over 50 helping them to retrain to get back into employment.
- Mr. Kaylum House: stated that he used to represent young people on the Wiltshire Assembly of Youth and feels passionately about improving services for young people both in Melksham and Wiltshire. He added that he wants to improve accessibility to services for those with mental health issues and in particular those with dementia.
- Miss. Soraya Kuranlu: stated that she is Wiltshire born and bred, went to university, and has lived in Melksham for the past five years. She is the full-time carer of her mother and in her spare time works for the Samaritans and helps the homeless. She felt that she could bring to the Parish Council a way to reach out to all members of the community.
- Mr. Paul Taylor: stated that he has lived in the Melksham area for the past twenty-five years. He has worked in the public sector for many years; NHS, Central Government and local government as a project manager, getting change pushed through. He has a strong background in mental health and is a psychotherapist and hypnotherapist, and most recently has been working with Wiltshire Mind. He is a member of the Green Party and is passionate about the environment and renewable energies. He feels that his business and work experience would be of great value to the parish Council.

The Councillors did not wish to ask any further questions and it was noted that three of the candidates lived in the Parish; Paul Carter, Kaylum House and Joanne Pattison.

*The Council re-convened.*

Cllr. Wood stated that the Council needed to decide on the voting process they wished to undertake in order to co-opt 5 new councillors. He advised that there would need to be a majority vote for each candidate, therefore candidates would need to receive 3 or more votes to be eligible to get onto the council. Those candidates who received the largest number of votes above 3 would be successful and be co-opted onto the Council. Cllr. Baines suggested that if there was not an overall majority or if there was a tie between candidates that the two members not present could be asked to cast their vote. In anticipation of this process the Officers had prepared ballot papers with the six candidate names. Cllr. Wood sought clarification on Wiltshire Council's ruling that parish councils had 35 days from the day of the election to co-opt new members without having to hold a bi-election. The Clerk responded that she had queried this with Wiltshire Council and their reply was that they advised co-option within 35 days, but that there was then no requirement to hold a bi-election; the 35-day ruling did not appear to be something that they enforced. Cllr. Petty felt that the meeting was quorate and that new councillors should be co-opted straight away in order that sub-committees could be decided upon. **Resolved.1.:** *The Council vote by ballot paper putting a "X" against the 5 of the 6 candidates on the ballot paper that they wish to see co-opted. In the event of a tie, the Chairman would use his casting vote.*

The Council members voted using the ballot papers which were collected by the Clerk. The Clerk counted the votes in the presence of the members and members of the public present and these were verified by the Parish Officer. **Resolved.2.:** *The following candidates were successful and co-opted onto the Council: Paul Carter, Nick Holder, Kaylum House, Joanne Pattison and Paul Taylor.*

Cllr. Wood welcomed the five new councillors onto the Council and gave his commiserations to Soraya Kuranlu and thanked her for putting herself forward for consideration.

The five newly co-opted councillors signed their declarations of office, and were given the documentation to be completed to submit their register of interests with Wiltshire Council. Cllr. Paul Taylor stated that he wished to be a councillor for the Blackmore Ward as this was where Sandridge Solar Farm was located and he was very interested in renewable energies and rural crime. The other four new councillors were all happy to be councillors for the Bowerhill Ward. **Resolved.3.:** *Cllr. Taylor to be a councillor for Blackmore Ward and Cllrs. Carter, Holder, House and Pattison to be councillors for the Bowerhill Ward.*

008/17

**Standing Orders:**

- a) **Melksham Without Parish Council Standing Orders 2016/17:** The Council noted the Standing Orders adopted for the council year 2016/17.
- b) **NALC (National Association of Local Councils) Model Standing Orders:** The Clerk reported that the SLCC (Society of Local Council Clerks) advised adopting NALC's Model Standing Orders and making adjustments to suit specifics of

individual councils; councils can then be sure that their Standing Orders meet current legislation. She reported that 3 years ago the Council decided to stop subscribing to NALC and WALC (Wiltshire Association of Local Councils) as at that time they were not receiving a very good service and they needed to make some cost savings. It has recently come to light, via the Clerk attending bi monthly SLCC meetings, that the Parish Council have been unaware of the latest legal guideline with regard to both Standing Orders and Financial Regulations as this information has only been available to members of both NALC and WALC. Another local parish council had supplied the Clerk with a copy of the NALC Model Standing Orders, but not the accompanying guidelines, information and advice notes. She had made amendments and suggestions to the NALC Model to reflect procedures that the Parish Council carry out in line with its current Standing Orders. Any amendments to Standing Orders would need to stand adjourned as per Standing Order 73 until the next Full Council meeting when they could be adopted. **Resolved:** *The Council review the draft Standing Orders using the NALC Model as a template at the next Full Council meeting on June 19<sup>th</sup>, with the amendments and suggestions made by the Clerk; any further suggestions or amendments that Councillors may have to be emailed to the Clerk prior to this meeting.*

- c) **Joining WALC/NALC as a Member and Purchasing “Local Councils Explained” Publication:** The Clerk recommended that the Parish Council become a member of both WALC and NALC. She informed that not only were the Parish Council missing out on the latest updates on legal guidelines, but it was also often too late to send staff on valuable training as the Clerk was finding out about events and training sessions after they had taken place or were fully booked. The cost for the Parish Council to join WALC for the year would be £665 exc. VAT and to join NALC £358.71 exc. VAT; total cost exc. VAT would be £1023.71 and inc. VAT would be £1228.45. **Resolved: 1.** *The Parish Council become members of both WALC and NALC at a total cost of £1228.45 inc. VAT for a year’s membership. 2. The Council purchase the NALC publication “Local Council Explained” at the special member price of £14.99 excluding VAT, plus £5 P&P.*

009/17

**Adoption of Documents for 2017/18:**

- a) **Melksham Without Parish Council Code of Conduct (Wiltshire Council Model):** The Council noted guidance from Community First on the Code of Conduct and Disclosable Pecuniary Interests for local council members, and guidance from Wiltshire Council on their Code of Conduct. **Resolved:** *The Council formally adopt the Code of Conduct for 2017/18.*
- b) **Melksham Without Parish Council Complaints Procedure (SLCC Model):** **Resolved:** *The Council formally adopt the Complaints Procedure for 2017/18.*
- c) **Councillor Roles & Responsibilities (WALC Model):** **Resolved:** *The Council formally adopt the Councillor Roles & Responsibilities for 2017/18.*

010/17

**Declarations of Interest:**

- a) **Requirement under Code of Conduct for Register of Interests to be Displayed On-Line:** The Clerk advised that councillors had 20 days from becoming a councillor to register their interests with Wiltshire Council, and these need to be uploaded onto Wiltshire Council’s website within 28 days of taking office, with a link to the Parish Council’s Website. She highlighted the fact that it was each councillor’s responsibility to inform her as Clerk of any changes in order that she could then update this information with Wiltshire Council.

- b) **Dispensation for Term of New Council (2017-2021):** Cllr. Wood explained the procedure for granting dispensations to enable the Parish Council to discuss and make decisions in the parish despite them having a pecuniary interest if otherwise the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business and/or if the dispensation was in the interests of persons living in the authority's area. The Parish Council were considering granting three dispensations; to set the precept, potential housing development in the East of Melksham and potential housing development in Berryfield. Councillors living in the parish would need to sign the dispensation request for the setting of the precept and all councillors would need to sign the dispensation request for the potential housing developments as the Parish Council could potentially benefit financially from any S106 contributions. **Resolved:** *The Parish Council grant a dispensation for councillors living in the parish to set the precept, and for all councillors to discuss and make any decisions regarding issues with potential housing developments in East of Melksham and Berryfield; these will be lodged with the Wiltshire Council Monitoring Office.*
- c) **Declarations of Interest:** Cllr. Pile declared an interest in agenda item 18b) as a committee member of CAWS (Community Action Whitley Shaw).

011/17

**Parish Council Objectives 2017/18:**

- a) i) **Census 2011 Information for the Parish:** The Council noted this census which gives an overview of the demographics of the population represented by councillors.
- ii) **Melksham Community Area Information from Joint Strategic Assessment (JSA):** The Council noted key facts, figures and data about the Community Area.
- b) **Council Objectives for 2017/18:** The objectives for 2016/17 were reviewed and it was noted that they had all been met with the exception of taking on the devolved service for the play area at Hornchurch Road, the Joint Neighbourhood Plan and the increased hire of the Sports Pavilion. The taking on of the devolved service of the play area at Hornchurch Road from Wiltshire Council was an ongoing issue due to legalities of ownership with Wiltshire Council. The Joint Neighbourhood Plan was also an ongoing project which was now gathering more momentum and it was acknowledged that going forward this was going to take up a significant amount of officer time. The promotion of the Bowerhill Pavilion and Sports Field was also an ongoing issue as the opening of the new Oakfield Stadium had resulted in a significant negative impact on bookings for these facilities. **Resolved:** *The Council Objectives for 2017/18 to be:*
- *To produce a robust, community led Neighbourhood Plan for the designated Melksham Area, working with Melksham Town Council.*
  - *To take on the devolved service of the play area at Hornchurch Road from Wiltshire Council and refurbish.*
  - *Actively seek ways to promote the hire of the Bowerhill Pavilion and Sports Field.*

*Due to work commitments, PCSO Maggie Ledbury left the meeting.*

012/17

**Committees and Working Parties for 2017/18:**

- a) **Committee Structure and Terms of Reference:** The committee structures and terms of reference were reviewed. The Clerk suggested that going forward the Neighbourhood Plan Minutes were reviewed by the Planning Committee rather than the Full Council, any recommendations made upon them by the Planning Committee could then be approved by Full Council. The terms of reference for the Asset

Management Committee state that it will meet four times per year, but it was considered that this frequency was not necessary and that this committee should meet as required. The Chair and Vice Chair are ex-officio members of all committees and the structure of each committee to be as follows, pending the addition at the next meeting of Cllr Joanne Pattison who was currently absent:

- Finance Committee: Chair, Vice Chair & 4 members.
- Planning Committee: Chair, Vice Chair & 6 members.
- Staffing & Resources Committee: Chair, Vice Chair & 4 members.
- Asset Management Committee: Chair, Vice Chair & 5 members.
- Highways and Street Scene Committee: Chair, Vice Chair & 5 members.
- Community Resilience Working Party: Chair, Vice Chair & 4 members.

It was noted that following the conclusion of the Community Governance Review, there was no longer a requirement for a Warding Working Party. **Resolved: 1.** *The Structure of each Committee to be as listed above, pending the addition to committees of Cllr Joanne Pattison. 2. The Neighbourhood Plan Minutes to be reviewed by the Planning Committee. 3. The Asset Management Committee to meet as required.*

**b) Appointment of Committees: Resolved .1.:** *The following committees to be appointed for 2017/18, with the Chair and Vice Chair as ex-officio members of all committees, pending the addition of Cllr Joanne Pattison:*

Finance Committee:

Cllrs Alan Baines, Mike Mills, Paul Carter and Paul Taylor.

Planning Committee:

Cllrs Alan Baines, Greg Coombes, Paul Carter, Terry Chivers, Mary Pile and Kaylum House.

Staffing & Resources Committee

Cllrs Alan Baines, Terry Chivers, Nick Holder and Kaylum House.

Asset Management Committee

Cllrs Alan Baines, Mike Mills, Paul Carter, Steve Petty and Terry Chivers.

Highways and Street Scene Committee

Cllrs Alan Baines, Paul Carter, Terry Chivers, Mary Pile and Paul Taylor.

Community Resilience Working Party

Cllrs Mike Mills, Paul Carter, Mary Pile and Kaylum House.

The Clerk reported that as members of the Finance Committee Cllr. Carter and Taylor would need to sign the banking mandates to allow them to be cheque signatories and authorise on-line banking transactions. She also advised that outgoing councillors Pat Nicol and Rolf Brindle needed to be removed from both with immediate effect. **Resolved .2.:** *Cllrs. Carter and Taylor to be added to the banking mandates to be both cheque signatories and authorise on-line banking transactions and outgoing councillors Pat Nicol and Rolf Brindle to be removed with immediate effect.*

013/17 **Organisation Representatives for 2017/18: Resolved:** *The following Council representatives be appointed for 2017/18:*

**Organisations:**

Bowerhill Residents Action Group (BRAG)	Mike Mills & TBC
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood, Steve Petty
Community Action Whitley & Shaw (CAWS)	Mary Pile & Terry Chivers
Beanacre Community Group	
Bowerhill Hall Management Trust	Mike Mills & TBC
Berryfield Village Hall	Richard Wood & Steve Petty
Shaw Hall Management Committee	Richard Wood & TBC
Whitley Reading Rooms	Terry Chivers
Melksham Joint Neighbourhood Plan Steering Group	Richard Wood & John Glover (P Carter – reserve)
Melksham Area Board	Richard Wood & John Glover
Melksham Community Area Transport Group	Alan Baines
Melksham Area Community Safety Group	Mike Mills
Operational Flooding Working Group	Alan Baines (T Chivers - reserve)
Melksham Chamber of Commerce	Paul Carter
Wilts & Berks Canal Partnership	Steve Petty & TBC
Melksham Area Waterways Group	TBC
Melksham Railway Development Group	Paul Taylor & TBC
Melksham Joint Health Forum	Kaylum House & John Glover
Melksham Hospital & Community	Gregory Coombes
Melksham Charities	Mike Sankey & Pat Nicol
Community Speedwatch – Berryfield	Paul Carter
Community Speedwatch – Shaw & Whitley	TBC
Press Representative	Clerk – Teresa Strange
Parish Highways & Street Scene Rep	Parish Officer – Jo Eccleston
Shaw Playing Fields	Parish Officer – Jo Eccleston & Mary Pile
Market Place Toilet Joint Venture	Alan Baines & John Glover

**Footpath Representatives:**

Footpath representatives for the parish to be as follows:

Beanacre	Terry Chivers
Berryfield	Richard Wood
Bowerhill & Redstocks	John Glover & Mike Sankey
Sandridge	Alan Baines
Shaw & Whitley	Terry Chivers
The Spa	TBC
Tree planting	John Glover, Paul Taylor and Nick Holder.

014/17 **Council Meeting Dates for 2017/18:** The dates for 2017/18 meetings were noted.

*The Council agreed to suspend standing orders for a period of public participation.*

015/17 **Public Participation:** Wiltshire Councillor Phil Alford wished to thank all the parishioners who voted for him, stating that he was extremely grateful to have won the

seat as it was a hard-fought battle with Terry Chivers who had served on Wiltshire Council for so many years. He wished to represent the Parish Council at Wiltshire Council meetings by taking forward any issues.

Wiltshire Councillor Roy While stated that due to the elections there had not been much Wiltshire Council activity for him to report on. He was pleased to see that Phil had been elected onto the Council, but equally sorry that Terry Chivers had not, stating that he had met him in 1991 and had been working with him since that time. He felt that there would be more tough times financially ahead, but also interesting times with new Council members.

*The Council re-convened.*

- 016/17 **Minutes, Full Council Meeting 10<sup>th</sup> April, 2017: Resolved:** *The Minutes of the Full Council Meeting held 10<sup>th</sup> April, 2017 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment: Min.460/16a) – final sentence amended from “Once received this money would be offset against the cost of the new computer that had purchased for the Apprentice Parish Officer” to “Once received this money would be offset against the cost of the new computer that had been purchased for the Apprentice Parish Officer”.*
- 017/17 **Confidential Notes to Accompany the Minutes, Full Council Meeting 10<sup>th</sup> April, 2017: Resolved:** *The Confidential Notes to Accompany the Minutes of the Full Council Meeting held 10<sup>th</sup> April, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
- 018/17 **Minutes, Planning Committee Meeting 24<sup>th</sup> April, 2017:**  
**a) Resolved:** *The Minutes of the Planning Committee Meeting held 24<sup>th</sup> April, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*  
**b) Resolved:** *The Recommendations detailed in Min.448/16d) and Min.459/16a) were formally approved. The Recommendation detailed in Min.471/16 was not required so this fell. The Recommendation detailed in Min.468/16f) also fell as the property owner had been spoken to and no further action was deemed necessary.*
- 019/17 **Planning Application:** Due to the deadline date for comments to Wiltshire Council the following planning application was considered and the following comments made:  
**17/01096/REM (amended plans) - Land North of Sandridge Common, Melksham, Wiltshire SN12 7JR-** Reserved Matters approval for the development of 100 dwellings with associated access, infrastructure, parking, landscaping and areas of local play. Applicant: Agent – Pegasus Planning Group Ltd.  
**Comments:** *The Parish Council welcomes the changes that have been made as requested and welcomes the practical public art contribution which will be drawing on the local reference as Melksham as the home town of engineering company Knorr-Bremse to create a ‘play-train’.*
- 020/17 **Joint Neighbourhood Plan Steering Group - Minutes of the Meeting 29<sup>th</sup> March, 2017 and of the Meeting 26<sup>th</sup> April, 2017:** The Minutes of the Joint Neighbourhood Plan Steering Group meetings held on 29<sup>th</sup> March, 2017, and on 26<sup>th</sup> April, 2017, were deferred for consideration by the Planning Committee at their next meeting to be held on Monday 22<sup>nd</sup> May, 2017.

021/17

**Finance:**

a) **Council Receipts:** The Council noted that the following amounts had been received since the last meeting, including 50% of the precept payment.

Paying in reference	Income Details	Amount £
TFR	Wilts Council - Parish Precept 2017/18 - part payment 50 %	£89,000.00
TFR	Wilts Council - CIL Tranches 1 & 2 (of 3)	£3,056.63
TFR	Melksham Town Youth Football Club	£110.00
DEPOSIT	Interest on Fixed Term Deposit 10/4/17	£5.27
DEPOSIT	Interest on Instant Access account	£0.02
<b>Total</b>		<b>£92,171.92</b>

b) **Accounts for payment Resolved:** The following accounts were checked and formally approved for payment, including the transfer of monies between accounts.

Chq	Payee	Payment Details	Net £	VAT £	Gross £
DD	British Telecom	B/Hill Pavilion Broadband 1/4 - 30/4	£42.50	£8.50	£51.00
DD	British Telecom	B/Hill Pavilion Broadband 1/5 - 31/5	£42.50	£8.50	£51.00
DD	British Telecom	Crown Chambers Telephone & Broadband usage 9/1-6/4	£156.13	£31.23	£187.36
DD	Eon	B/Hill Pavilion Electricity 23/2 - 20/3	£40.49	£2.02	£42.51
DD	Eon	B/Hill Pavilion Electricity 20/3 - 24/4	£53.07	£2.65	£55.72
DD	Eon	B/Hill Pavilion Gas 21/2 -20/3	£15.12	£0.76	£15.88
DD	Grist Environmental	Inv 197588 B/Hill Sports Field Waste away 22/3 & 23/3	£31.90	£6.38	£38.28
DD	Grist Environmental	Inv 200286 B/Hill Sports Field Waste away 19/4 & 20/4	£32.55	£6.51	£39.06
DD	Sirus Communications Ltd	Inv 32229 - Crown Chambers Telephone & Broadband - cloud subscription 28/3/17 - 30/4/17	£24.07	£4.81	£28.88
DD	Sirus Communications Ltd	Inv 32603 - Crown Chambers - Telephone & Broadband - cloud subscription (£21.32) 1/5/17 to 31/5/17 & call charges £4.21	£25.53	£5.11	£30.64

5518	Total QSR Ltd	Inv-0728 Crown Chambers - cross charge building insurance 2017-2018	£1,024.00	£-	£1,024.00
5519	Wiltshire Council	2017-18 Bowerhill Sports Field Rates payment 2 of 10	£50.00	£-	£50.00
5520	Melksham Town Council	Inv MISC 11/17/18 deployment of Speed Indicator Device 4/4 - Westhill, Whitley & 19/4 - Woodrow Rd	£200.00	£-	£200.00
	Melksham Town Council	Inv MISC 08/17/18 Toilet provision - public service toilet joint funding	£5,616.76	£-	£5,616.76
	Melksham Town Council	Inv MISC 12/17/18 Neighbourhood Plan MCAP Inv 17/P/003	£156.60	£-	£156.60
5521	IAC	Inv-0236 - Provision of audit services on 4/4 & 18/4 2017 Internal Audit	£325.00	£65.00	£390.00
5522	Rialtas Business Solutions Ltd	Inv 25399 - Year End Closedown 13/4/17 Visit	£527.85	£105.57	£633.42
5523	J.H.Jones & Sons	Inv 12555 - Berryfield Play Area - remove saplings between slats in fence. (Purchase order PO 151655)	£78.00	£15.60	£93.60
	J.H.Jones & Sons	Inv 12556 - Briansfield Allotments - cut back Willow tree (Purchase Order PO 151655)	£195.00	£39.00	£234.00
	J.H.Jones & Sons	Inv 12557 - Kestrel Play Area - rake up leaves and remove from site (Purchase Order PO 151655)	£97.50	£19.50	£117.00
	J.H.Jones & Sons	Inv 12558 - Kestrel Play Area - cut and strim around all play area & surrounding field Feb & March visits (PO 151638)	£200.56	£40.11	£240.67
	J.H.Jones & Sons	Inv 12559 - Berryfield Play Area - cut and strim around all play area Feb & March visits (PO 151637)	£270.84	£54.16	£325.00
	J.H.Jones & Sons	Inv 12577 - Grass cutting & bin emptying to contract April 2017 - (PO151653)	£767.91	£153.58	£921.49
5524	Condor Office Solutions Ltd	Inv 490909 - Photocopier charges & usage 12/1/17 - 20/4/17	£498.89	£99.78	£598.67
5525	Denmans Electrical Wholesalers	Inv 414376973 - strip light bulbs & starters	£10.78	£2.16	£12.94
5526	Tuscan Architectural Hardware Ltd	Inv 5307 - 3 x pavilion master keys & Carriage	£54.35	£10.87	£65.22

5527	Kan Connections	Inv I-888 - Replace damaged light at Pavilion £ 160. Carry out PAT testing to 15 items £30	£190.00	£-	£190.00
5528	CPRE	Annual Membership 26/6/2017 - 15/6/2018	£36.00	£-	£36.00
5529	Aquasafe Environmental Ltd	Inv 170402 - 2nd Water Hygiene Visit - Legionella prevention - April 2017	£115.00	£23.00	£138.00
5530	Open Spaces Society	Subscription Renewal 1/6/17 Annual Subscription	£45.00	£-	£45.00
5531	CommuniCorp	Subscription Renewal - Clerks & Councils Direct - Aug 17 - July 18	£12.00	£-	£12.00
5532	Wiltshire Publications Ltd	Inv 41015 - Annual Parish Meeting advert	£66.00	£13.20	£79.20
5533	Wiltshire Pension Fund	May Superannuation £1339.12 less overpayment from April 2017 £16.06	£1,323.06	£-	£1,323.06
5534	HMRC	May Income Tax & NI liability	£1,212.68	£-	£1,212.68
<b>SUB TOTAL</b>			<b>£13,537.64</b>	<b>£718.00</b>	<b>£14,255.64</b>

**Salaries:**

TFR	Elaine Cranton	Office Cleaning - Sick Pay			
TFR	Terry Cole	Wages w/e 8/4/2017-w/e 29/4/2017 & mileage £49.95			
TFR	Sharon Newton	May Salary & 23.25 Extra Hrs & Expenses £55.52			
TFR	Jo Eccleston	May Salary & 37.5 Extra Hrs & Expenses £1			
TFR	Teresa Strange	May Salary & Expenses £35.28			
TFR	Marianne Rossi	May Salary & 2 Extra Hrs			
<b>Salaries</b>			<b>£4,713.14</b>	<b>£-</b>	<b>£4,713.14</b>
<b>TOTAL</b>			<b>£18,250.78</b>	<b>£718.00</b>	<b>£18,968.78</b>

**Bank Transfers:**

Chq	Payee	Payment Details	Net £	VAT £	Gross £
5535	Unity Bank	From Lloyds To Unity Bank A/c to restore balance to FSCS limit	£32,000.00	£-	£32,000.00
TFR	Unity Bank	From Unity Bank account to Unity Multipay Card - when received	£500.00	£-	£500.00
TFR	Lloyds Bank	From Lloyds to Lloyds - Fixed Term Deposit	£170,000.00	£-	£170,000.00

The Clerk drew attention to the fact that the Council now has more than one bank account. She reported that parish councils were now covered by the FSCS (Financial Services Compensation Scheme), which protects up to £85,000 in any one bank account. Due to reserves and precept payments there would be times in the year when the Council had up to £300,000 in its accounts, and this would need to be distributed

amongst several accounts in order that the balances of each were just below the £85,000 threshold to protect the council's money. Transfers between accounts would therefore be reported every month within the finance spreadsheet included in the minutes. Bank transfers need to be approved by Full Council and the Clerk drew attention to the three bank transfers; The £32,000 was to move money to a different account in order that it is protected under the FSCS, the £500 was to have a balance of monies available for the Parish Council multi pay card once received, and the £170,000 was money moved into the fixed term deposit account in order to earn interest.

**c) Direct Debit Payments for 2017/18:** The Clerk advised that as an internal control measure the list of Direct Debits for the year needed to be approved. **Resolved:** *the Council approved the list of Direct Debit recipients for the year 2017/18.*

**d) Delegated Powers for the Finance Committee to Approve an Insurance Provider:** The Clerk advised that the current insurance policy runs out on 31<sup>st</sup> May 2017 and the next Full Council meeting is on 19<sup>th</sup> June. The Finance Committee therefore needs to review quotations, appoint and make payment for Insurance cover for the forthcoming year, commencing on 1<sup>st</sup> June, 2017. **Resolved:** *The Finance Committee to have delegated powers to approve quotations and appoint an Insurance Provider and to make payment in order that Insurance Cover can commence from 1<sup>st</sup> June, 2017.*

022/17

#### **Highways and Streetscene:**

**a) Roundabout Sponsorship – Ex Carson Tyres Roundabout on A350:** Cllr. Petty declared an interest as a colleague of Simon White. It was noted that a new sponsor had not yet been found for this roundabout and Simon White was continuing to maintain it at his own expense as he did not wish to see it become overgrown and unkempt. Its availability for sponsorship had been widely publicised in the local press, social media and the Parish Council website and the Clerk had contacted anyone who had previously enquired about roundabout sponsorship. The Parish Council has a Section 96 Highways Licence to allow for its maintenance, however, if it was to be returned to Wiltshire Council for their maintenance they would expect it to be returned to its original state; therefore all planting would need to be removed and grass reinstated. **Resolved:** *.1. The Parish Council pay contractor Simon White to continue with the maintenance of this roundabout until a new sponsor can be found @ £195 excluding VAT per month. .2. The Town Council to be asked to make a contribution to its upkeep until a sponsor can be found as this roundabout is at the gateway to the Town.*

**b) Section 96 Licence for CAWS to Erect Planters on Highways Verges:** CAWS (Community Action Whitley Shaw) made a request to the Council to install 3no planters on the highways verge of 3 locations at the entrance points of both Shaw and Whitley; they had also included a reserve location should any of the proposed locations be unacceptable. The Clerk had requested confirmation from Wiltshire Council Highways that this was acceptable, informing that CAWS had their own constitution, public liability insurance and had undertaken a risk assessment. Wiltshire Council Highways had replied stating that a Section 96 Licence was required and that this could not be taken out by individual bodies, the Parish Council would need to take out this licence on behalf of CAWS. Additionally, the area Highways Engineer had concerns over the proposed siting of one of the planters at the entrance to Beltane Place as he considered that it would reduce visibility for vehicles emerging from this junction onto the main highway. CAWS were seeking a

quick response as they wished to have these planters installed in time for the Best Kept Village Competition. The Clerk advised that there would be no financial cost with regard to getting the licence, however the planters would be the responsibility of the Parish Council and be on their public liability insurance. The Council acknowledged that the Highways Engineer had concerns with the proposed location at Beltane Place and as such felt that the reserve location should be used instead. **Resolved:**

*.1. The Parish Council support the request from CAWS and apply for the Section 96 licence on their behalf. .2. On advice from Wiltshire Council's Highways Engineer following a site visit, the three locations of the planters to be; the grass verge at Whites Corner on Corsham Road, the grass verge by Shaw Church on Corsham Road and the grass verge by the childrens' nursery on Top Lane.*

- c) Quotation for work to Middle Lane Footway:** Following a site visit by the Clerk, Cllr Alan Baines and Mark Stansby (Wiltshire Council Senior Traffic Engineer), a quote had been received to undertake repair works on the footway in Middle Lane (as requested by a resident and approved under Min.419/16b)i)) at the same time as the dropped kerb installation works. It was anticipated that this would cost in the region of £500 and the quote came in at £449.86 exc. VAT. It was noted that Cllr. Baines had cleared all the overgrown vegetation which was encroaching over the footway in preparation for the works. **Resolved:** *The Parish Council accept the quote of £449.86 exc. VAT for repair works on the footway in Middle Lane to be carried out by Wiltshire Council contractors at the same time as the dropped kerb installation.*

#### 023/17 **Community Action/Partner Reports/Joint Ventures:**

- a) Shaw & Whitley Connect and Bowerhill Villager Publications:** It was noted that the volunteers currently running both of these publications had stated that unless new volunteers come forward to take over the running of them that the next editions will be their last. Both groups running these publications had been awarded grant aid funding, due to be presented at the Annual Parish Meeting on Thursday 18<sup>th</sup> May, 2017. It was suggested that students at Melksham Oak studying media studies for example, or young new journalist perhaps on work experience with the Melksham News may be interested in taking on the running of a magazine; this could bring a fresh approach and a younger audience. **Resolved:** *.1. The Parish Council do not present the Grant Aid Cheques to Shaw and Whitley Connect and the Bowerhill Villager at the Annual Parish meeting on Thursday 18<sup>th</sup> May, 2017 and hold onto these until it has been established whether any new volunteers are willing to carry on running these publications. .2. The officers explore the possibility of younger volunteers getting involved with these publications with Melksham Oak School and the Melksham Independent News.*
- b) Report from Joint Operational & Financial Review of Market Place Public Conveniences:** This report was noted and it was identified that there was no signage acknowledging that the toilets were jointly run and funded by the Town Council and the Parish Council. **Resolved:** *The officers to investigate the cost of providing signage jointly between the Town Council and the Parish Council.*
- c) Melksham Dementia Action Alliance:** It was noted that it was Dementia Friendly week and that Melksham had a Dementia Action Alliance whose aim was to welcome business and groups to join them in becoming more dementia friendly and arranging dementia training for their staff. The Parish Councillors and staff had undertaken dementia friendly training last year, but for any new councillors who were interested there was an open dementia awareness session at the Baptist Chapel in Old Broughton Gifford on Wednesday 17<sup>th</sup> May at 3.00pm. **Resolved:** *The Parish Council join the Melksham Dementia Action Alliance.*

- d) **NALC Charter for Trees, Woods and People:** The Council noted the new Tree Charter and how councils can sign up to become a “Charter Branch” to support groups and organisations with imaginative community projects and activities involving trees. A new councillor asked what had happen with regard to the removal of hedges and trees at the Persimmon development on the old George Ward site. Officers had reported it and chased Wiltshire Council, but to date had received no reply. **Resolved:** .1. *The Parish Council sign the new Tree Charter.* .2. *The Parish Council to ask Wiltshire Councillor Phil Alford to investigate the situation with regard to any sanctions placed upon Persimmon for the removal of hedges and trees not in accordance with the planning permission given for the redevelopment of the old George Ward site and what enforcement action was being taken.*
- e) **Parliament Week – 13<sup>th</sup> – 19<sup>th</sup> November, 2017:** The Clerk reported that the Parish Council had taken part in Parliament Week in November 2015. Parish Councillors and the Clerk had engaged with children in local primary schools by handing out child friendly literature, attending assemblies and meeting with the children on each school council, which had proved to be extremely successful. In one of the sessions at Bowerhill Primary School the children had requested a second basketball hoop at Kestrel Court Play Area, stating that they were unable to play a proper game with only one hoop. It was pleasing to note that the Parish Council had recently installed this for them. **Resolved:** *The Parish Council take part in this year’s Parliament Week and the officers to look into arranging this.*
- f) **Community Policing Team Reports for March and April, 2017:** These reports were noted.

*The following agenda item was held in committee in line with Standing Order 61, however members of the public had already left the meeting earlier in the evening.*

024/17 **Staffing:**

**Update on return to Work for Current Staff Member Off Sick:** It was noted that the staff member in question had undergone a minor operation on 28<sup>th</sup> February and had been signed off work for eight weeks and then signed off for a further four weeks and was due back to work in June. The member of staff will have a return to work interview. The office has been cleaned in the meantime by the Bowerhill Sports Pavilion Contract cleaner on a fortnightly basis, with staff members emptying waste paper bins and undertaking other tasks as and when required.

Meeting closed at 9.33pm

Chairman, 19<sup>th</sup> June, 2017