

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 17th July, 2017 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllrs. Richard Wood (Chair), John Glover (Vice Chair) Alan Baines, Paul Carter, Mike Mills, Nick Holder, Mary Pile, Paul Taylor, Steve Petty, Terry Chivers and Jo Pattison.

Officers: Teresa Strange (Clerk) and Jo Eccleston (Parish Officer).

Invited Visitors: Wiltshire Cllr. Phil Alford.

133/17 **Apologies:** Cllr. Gregory Coombes as he was on holiday and Cllr. Kaylum House as he was unwell. The Council approved these reasons for absence.

134/17 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire.

The following announcements were noted:

a) Personal News: The previous Clerk, Mary Jarvis had recently become a grandmother; her son and daughter-in-law had a baby boy who they have called Gideon.

b) Whitley Post Office and Stores: Refurbishment works are currently being carried out at Whitley Stores, which it has been reported will re-open as a village shop, post office and tea room with the name of "Toast Office".

135/17 **Declarations of Interest:** Cllr. Baines declared an interest in agenda item 9a as there was a cheque reimbursing him for travel expenses

136/17 **Dispensation Requests:** None.

137/17 **Draft Standing Orders for 2017/18 based on NALC model:** The Council noted that the draft Standing Orders for 2017/18 had stood adjourned since the last Full Council meeting on 19th June to be adopted by the Council at this meeting. There were a couple of minor amendments that were required since the last meeting.

- The Clerk reported that the council had previously agreed to remove Clause "3q" which referred to councillors requesting that votes be recorded, however, this clause needed to remain as part of the Standing Orders as it was a statutory requirement.
- Clause "3i" had previously been removed completely, but this was an error as only the section which referred to councillors standing when speaking should have been removed, the section which refers to councillors raising their hand when they wished to speak needed to be re-inserted.
- Clause "3u" which refers to inquorate meetings currently states that "matters outstanding will be deferred to the Clerk in conjunction with those members present"; this is to be amended to "matters outstanding to be deferred to a further meeting".

Resolved: *The Council formally adopt the NALC Model Standing Orders with the amendments as listed above for 2017/18.*

- 138/17 **Approved Financial Regulations for 2017/18:** The Council noted receipt of the Financial Regulations for 2017/18 which had been approved and adopted at the Full Council meeting on 19th June, 2017 and the agreed amendments from Min.105/17e). It was noted that there was one spelling mistake under point 6.16. **Resolved:** *The spelling mistake in the Financial Regulations for 2017/18 under point 6.16 to be corrected from “long” to “log”.*

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

- 139/17 **Public Participation:** Wiltshire Cllr. Alford stated that Wiltshire Cllr. While had sent his apologies for the meeting, but had given Cllr. Alford a written report which he read out. This report highlighted what Cllr. While felt was important from the last Wiltshire Council meeting, which was the addition of a new Corporate Director post for Adult Care & Health. This was a jointly funded post with the CCG (Clinical Commissioning Group) to enable joint agency work. Wiltshire Cllr. Alford reported that most of the meeting was spent discussing the new Business Plan and setting the agenda for Wiltshire Council for the next 10 years. Wiltshire Council are attempting to work with the NHS to combine Social Care and Health Care, and the future provision of community services to support people to leave hospital and alleviate “bed blocking”. Over the next 4 years the Central Government Grant Funding received by Wiltshire Council will go from £35m to zero, which will result in a big move to commercially managed services. It was acknowledged that the services provided by Wiltshire Council were already lean and that there were some challenges ahead. There will be a drive towards digitalisation, the goal being that more work will be done via email to reduce the number of staff working at County Hall in a bid to make cost savings.

Councillors welcomed the proposed coalescence of Health and Social services. It was noted that this had previously been addressed some years ago by Wiltshire Council with the project falling by the wayside. It was queried where Wiltshire Council stood with regard to the receipt of income from Business Rates. Wiltshire Cllr. Alford had not received any information about this proposed income, but said that he would find out.

The Council re-convened.

- 140/17 **Minutes, Full Council Meeting 19th June, 2017: Resolved:** *The Minutes of the Full Council Meeting held 19th May, 2017 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*
From Min.088/17c) – the timing of the planning meeting on 26th September at the Council Chambers in Monkton Park, Chippenham to be amended from 2.00-4.00pm to 6.00-8.00pm.
From Min.092/17 – under reference to Standing Orders:
- *the order listed as “1.i” should read “1.I”*
 - *order “3.i” to not be completed omitted and to be amended to read “a person shall raise his hand when requesting to speak”*

- 141/17 **Matters Arising from Minutes, Full Council Meeting, 19th June, 2017:**
- a) **From Min.093/17b)9) Footpath Representative for the Spa:** Ex councillor Rolf Brindle was happy to continue to be the footpath representative for The Spa.
 - b) **From Min.105/17b)ii): TMV (Thermostatic Mixing valves) Service at Pavilion:** It was noted that there were not as many TMV valves at the Pavilion as originally thought and as such the invoice for the works was cheaper than expected at £135 exc. VAT.

c) **From Min.105/17e): Bank Fees for Represented Cheques:** The Clerk was pleased to report that she had managed to negotiate the waiving of all bank charges from Lloyds bank for the cheques that had been represented, which would have equated to approx. £500.

142/17 **Minutes, Planning Committee Meeting 3rd July, 2017:**

a) **Resolved:** *The Minutes of the Planning Committee Meeting held 3rd July, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*

b) **Resolved:** *The Recommendation detailed in Min.132/17d) was formally approved.*

143/17 **Planning Correspondence:**

Introduction of Electronic Planning Consultations: Correspondence had been received from Wiltshire Council informing that as of Monday 31st July 2017 all applications for consultation will be sent electronically on the day of registration and that they would no longer be sending paper copies of planning applications. The electronic notification will contain a link to the Planning Website and that as councils will be informed of applications as soon as they are received by Wiltshire Council that this will result in an extended consultation period of around 28 days rather than 21 day. The Council expressed concerns that Crown Chambers was a public facing office that was advertised as a venue where the public could view plans, and that this would now be very difficult without paper plans. There were concerns that if members of the public wanted to view plans that this would take up a lot of staff time in showing these to people on line, and would also mean that a staff member would not be able to use their computer whilst a member of the public was doing this. A further concern was that when the Parish Council hold Planning Committee meeting at other venues, due to the amount of public interest, and there is no wifi capability that the public would not be able to view the plans being considered. A discussion took place over whether the Parish Council should respond to Wiltshire Council to state that they were no longer willing to be a designated office for viewing plans and that members of the public would have to view plans at the library. It was considered that this was a direct result of digitalisation by Wiltshire Council. It was noted that the Clerk was intending to attend the planning training being held by Wiltshire Council on 26th September, and that there were three planning committee meetings due to take place before that time. It was suggested that the Clerk give formal feedback to Wiltshire Council at this training session following the three committee meetings when the impact of this new process could be assessed.

Resolved: *The Clerk to give the Parish Council's formal response to the introduction of electronic planning consultations at the Planning Training session being held by Wiltshire Council in Chippenham on 26th September 2017.*

144/17 **Neighbourhood Plan:**

a) **List of Sites being Assessed by AECOM:** The Council noted this Confidential document. The Neighbourhood Plan Steering group would be looking at these sites and AECOM's comments before the sites that they wish to put forward then go out to public consultation.

b) **Revised Terms of Reference:** It was noted that both Melksham Town Council and the Parish Council needed to approve and adopt the revised terms of reference. There were only a few minor amendments which reflected what the Steering Group actually did, for example the the timings of meetings and additional officers attending due to the increased workload now that the Plan is gathering pace and more actions are required. **Resolved:** *The Council approved the revised Terms of Reference for the Joint Neighbourhood Plan Steering Group*

- c) **Plan Designated Area:** The Clerk explained that following the boundary changes under the Community Governance Review, that land common to both the parishes of Melksham Without and Broughton Gifford were now solely in the Parish of Melksham Without, which had resulted in the Designated Area of the Neighbourhood Plan now needing to be amended. Wiltshire Council had requested that a new application be submitted to include this area of land in the Designated Plan Area. **Resolved:** *An application is submitted to Wiltshire Council to redraw the Neighbourhood Plan Designated Area to include land now in the Parish of Melksham Without which was previously common to both Melksham Without and Broughton Gifford.*

145/17 **Minutes, Staffing and Resource Committee Meeting 26th June, 2017:**

- a) **Resolved:** *The Minutes of the Staffing and Resource Committee Meeting held 26th June, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Resolved:** *The Recommendations detailed in Min.118/17C)a)1), Min.118/17C)a)2), Min.118/17b), Min.118/17c)ii), Min.118/17d)ii)1), Min.118/17d)ii)2), Min.118/17d)ii)3), Min.118/17d)ii)4), Min.119/17b)ii), Min.119/17b)iii), Min.119/17b)iv), Min.119/17b)v), Min.119/17b)vi), Min.119/17c), Min.119/17d), Min.119/17e), Min.120/17a), Min.120/17b), Min.120/17c), Min.120/17d), Min.121/17b) and Min.122/17c) were formally approved.*

- 146/17 **Bowerhill Villager Photocopier:** The Asset Management Committee had recommended under Min.123/17a) that the Parish Council did not store the photocopier from the Bowerhill Villager following its last publication in the hope that enough volunteers would come forward to take over as despite much advertising no one had come forward. However, after further information from the Bowerhill Villager team, it transpired that this copier was new in 2010, only printed 1,600 publications a month and was in much better condition than the Parish Council's combined printer and copier at Crown Chambers. Additionally, although the facility had not been used, it had the capacity for a colour toner which meant it was also a colour copier. It had previously been recommended by the Asset Management Committee under Min.056/17b) (approved by Full Council under Min.101/17b) that the Council investigate the cost of purchasing a new colour pinter as the existing colour printer was no longer suitable for the amount of colour copying that took place. As the combined black & white printer and copier, which was purchased second hand in 2008, was limping along and was often requiring repair, it was considered that accepting the Bowerhill Village Copier would address both these issues. It was noted that the copier contract had run out for the Bowerhill Villager, however, they were happy to renegotiate with a new owner. The Clerk had held initial discussions with the Villager team, who needed for formally respond but were initially happy for the Parish Council to take on the copier, as if a good home was not found it would be disposed of. **Resolved:** *The Parish Council request that they take on the contract of the Bowerhill Villager copier for their own use.*

- 147/17 **Clerk's Pattern of Working Hours:** From Min. 118/17b): The Clerk reported that she had not had the opportunity to ask other Clerks about their pattern of working hours and how this is reflected in holiday and sick pay, but she had spoken to other Wiltshire Council colleagues who worked non standard hours and had an irregular pattern of working hours. These colleagues had advised that the usual practice was to have the same working hours for each day, but that on days when additional hours are worked that these hours are taken in leui at some other time. This means that holiday and sick

pay is then reflected against the set hours for each working day. As the Clerk's contracted hours were now 37 hours per week, with a half hour lunch break, it was noted that the hours were not equally divisible by 5 working days. It was therefore proposed that the Clerk work 7 1/2 hours Monday to Thursday and 7 hours on a Friday. **Resolved:** *The Clerk's working pattern to be 7 1/2 hours Monday to Thursday (9.15am – 5.15pm with a half hour lunch break) and 7 hours on a Friday (9.15am – 4.45pm with a half hour lunch break).*

148/17 **Update on Current Recruitment Process:** The Clerk reported that there had been a good response to the advertisements for the vacant positions with the Parish Council, and it was noted that applicants had seen the adverts via a range of mediums; local press, social media and recruitment websites. Twelve applications had been received for the post of Finance Assistant, with four candidates shortlisted for interview on the evening of Tuesday 18th July. Four applications had been received for the post of Allotment Warden, with three candidates shortlisted for interview on the afternoon of Wednesday 19th July.

149/17 **Finance:**

a) **Council Receipts:** The Council noted that the following amounts had been received since the last meeting.

| Transaction Number | Paying in reference | Income Details | Amount £ |
|--------------------|---------------------|--|-----------------|
| V157 | BACS | Melksham Town Youth FC payment of outstanding invoice MTYFC1216-01 | £115.00 |
| V158 | BACS | Berryfield Allotment Re-let 16B | £25.00 |
| V159 | BACS | Fixed Term Deposit Interest WMTT M12561492001 | £18.44 |
| V160 | Interest | Instant Access Account Interest 9th June | £0.02 |
| V161 | Interest | Instant Access Account Interest 10th July | £0.02 |
| | Total | | £ 158.48 |

b) **Accounts for payment:** The Clerk advised that as the Full Council do not meet in August, that the staff salaries for August are approved in July. However, the Staff salaries for August are paid at the standard rate without any additional hours payment, and the online payments will be set for for the 25th August. It was noted that each Quarter the officers should report to the Council the position of the finances against the budget, however, the Rialtus accountancy software system was not up to date, with no entries being put on the system for this financial year. The Clerk reported that she did not feel that the best way forward was for an existing member of staff to update the system, rather that it was better to wait for the new Finance Assistant to be in post. She also reported that to date she had not carried out any bank transfers as following the previous month's issues she wanted to carry out a full bank reconciliation and ensure that the account balances were all up to date first. **Resolved:** *The following accounts were checked and formally approved for payment.*

Please note the following cheque that was signed since the last meeting:

| Trans action No. | Chq | Payee | Payment Details | Net £ | VAT £ | Gross £ |
|------------------|------|-----------------|-----------------|----------|-------|----------|
| V162 | 5558 | Post Office Ltd | Stamps | £ 250.00 | £ - | £ 250.00 |

| Trans - action No. | Chq | Payee | Payment Details | Net £ | VAT £ | Gross £ |
|--------------------|-----|-----------------|---|----------|---------|----------|
| V163 | DD | British Telecom | Crown Chambers Telephone Regular Charges 1/7/17 - 30/9/17 and Use Charges 7/4/17 - 7/7/17 (DUE 23/7/17) | £ 263.51 | £ 52.70 | £ 316.21 |
| V164 | DD | British Telecom | Crown Chambers Broadband 01/05/17 - 31/7/17 (PAID 30/5/17) | £ 94.02 | £ 18.80 | £ 112.82 |
| V165 | DD | British Telecom | Bowerhill Pavilion Broadband 16/6/17 - 31/7/17 (DUE 20/7/17) | £ 44.30 | £ 8.86 | £ 53.16 |
| V166 | DD | Eon | Bowerhill Pavilion Electricity 23/05/17 - 25/6/17 (PAID 14/7/17) | £ 48.16 | £ 2.41 | £ 50.57 |
| V167 | DD | Eon | Bowerhill Pavilion Gas 20/3/17 - 25/4/17 (PAID 10/5/17) | £ 16.58 | £ 0.83 | £ 17.41 |

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| V168 | DD | Eon | Bowerhill Pavilion Gas 25/05/17 - 25/6/17 (PAID 13/7/17) | £ 13.96 | £ 0.70 | £ 14.66 |
| V169 | DD | Grist Environmental | Bowerhill Pavilion Waste Away 14/6/17 & 15/6/17 (DUE July) | £ 32.55 | £ 6.51 | £ 39.06 |
| V170 | DD | Sirus Telecom | Crown Chambers Telephone System for period ending 30th June 17 (DUE 20/7/17) | £ 24.90 | £ 4.98 | £ 29.88 |
| V180 | 5560 | HM Land Registry | Land Registry search fee to obtain Title Plan ref. Hornchurch Road Play Area (<i>Paid since the last meeting</i>) | £ 7.00 | £ - | £ 7.00 |
| V181 | 5561 | Melksham Town Council | Contribution to Neighbourhood Plan costs (INV MISC/17/17/18 £142.41) To cover cost of bank fee incurred due to returned cheque (INV MISC 16/17/18 £18.00) Reissue of Chq 5474 as returned £100.00. Reissue of Chq 5520 as returned £5,973.36 | £ 6,233.77 | £ - | £ 6,233.77 |
| V182 | 5562 | Shaw Hill Village Hall & Playing Field Management Committee | Reissue of Chq 5479 as returned | £ 3,550.00 | £ - | £ 3,550.00 |
| V183 | 5563 | Total QSR Ltd | Crown Chambers Rent 1/7/17 - 30/9/17 £1,608.75 Electricity 5/3/17 - 4/6/17 £88.15 | £ 1,837.15 | £ 2.00 | £ 1,839.15 |
| V184 | 5564 | Community Heartbeat Trust | Annual Membership x 6 defibrillators | £ 756.00 | £ 151.20 | £ 907.20 |
| V185 | 5565 | J H Jones & Sons | Grass cutting, bin emptying and pitch maintenance (Bowerhill Sports Field) - June 2017 as per contract | £ 736.41 | £ 147.28 | £ 883.69 |

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| V186 | 5566 | Wiltshire Publications Ltd | Quarterly Newsletter in Melksham News 22/6/17 £142.50 Allotment Warden Vacancy in Melksham News 6/7/17 £99.00 Finance Assistant Vacancy in Melksham News & White Horse News £173.25 | £ 414.75 | £ 82.95 | £ 497.70 |
| V187 | 5567 | Aquasafe Environmental Ltd | Bowerhill Pavilion Water Hygiene Visit June £115 & May £115 & TMV (Thermostatic Mixing Valve) Service £ £135 | £ 365.00 | £ 73.00 | £ 438.00 |
| V188 | 5568 | Simon J White | Maintenance of former Carsons Tyre roundabout June & July @£195 per visit | £ 390.00 | £ 19.50 | £ 409.50 |
| V189 | 5569 | J Beaven | Jen's Cleaning: Crown Chambers office cleaning £24 Pavilion cleaning for March/April £306 & May/June £36 | £ 366.00 | £ - | £ 366.00 |
| V190 | 5570 | Wiltshire Council | Rates for Bowerhill Sports Field (outstanding amount for 2017/18) | £ 350.00 | £ - | £ 350.00 |
| V191 | 5571 | Water2Business | Briansfield Allotment Water Charges 1/12/16 - 22/6/17 | £ 75.95 | £ - | £ 75.95 |
| V192 | 5572 | Water2Business | Berryfield Allotment Water Charges 1/12/16 - 22/6/17 | £ 67.09 | £ - | £ 67.09 |
| V193 | 5573 | Radcliffe Fire Protection | Annual service of fire fighting equipment at Bowerhill Pavilion | £ 46.00 | £ 9.20 | £ 55.20 |
| V194 | 5574 | Alan Baines | Member Travel Expenses for Flood Ops meeting 12/7/17 in Chippenham | £ 8.10 | £ - | £ 8.10 |
| V195 | 5575 | Trade UK | Screwfix - replacement lock for Briansfield Allotment Car park gate | £ 7.49 | £ 1.50 | £ 8.99 |
| V196 | 5576 | WALC (Wiltshire Association of Local Councils) | Outstanding from Invoice 3315 | £ 2.20 | £ - | £ 2.20 |

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| V197 | 5577 | HMRC | PAYE: July 2017 | £ 1,304.69 | £ - | £ 1,304.69 |
| V198 | 5578 | HMRC | PAYE: August 2017 | £ 936.35 | £ - | £ 936.35 |
| V198 | 5579 | Wiltshire Council: Wiltshire Pension Fund | Reissue of Chq 5533 due to returned cheque (May contribution) £1,323.06. Superannuation Contributions for July £1,393.18 & August £1,088.78 | £ 3,805.02 | £ - | £ 3,805.02 |

SUB TOTAL

£22,046.95

£582.42

£22,629.37

Salaries:

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|------|----------------------|------------------|--|--|---------|--|
| V199 | Unity Online Payment | Teresa Strange | JULY SALARY: £2,026.82 + Additional Hours (adjusted) 9.65hrs Expenses £96.42 including VAT | | £ 12.96 | |
| V200 | Unity Online Payment | Joanne Eccleston | JULY SALARY: £1,165.94 + Additional Hours 62.75hrs Mileage + Expenses £132.64 including VAT | | £ 22.11 | |
| V201 | Unity Online Payment | Sharon Newton | JULY SALARY to end of employment 28/7/17 | | £ - | |
| V202 | Unity Online Payment | Marianne Rossi | JULY SALARY + new contracted hours + additional hours | | £ - | |
| V203 | Unity Online Payment | Terry Cole | HOURS w/e 3/6/17 - 24/6/17 + Travel Allowance + Mileage | | £ - | |
| V204 | Unity Online Payment | Elaine Cranton | June Office Cleaning: SICK PAY | | £ - | |
| V205 | Unity Online Payment | Teresa Strange | AUGUST SALARY (to be paid 25th August) Basic Salary | | £ - | |
| V206 | Unity Online Payment | Joanne Eccleston | AUGUST SALARY (to be paid 25th August) Basic Salary | | £ - | |
| V207 | Unity Online Payment | Marianne Rossi | AUGUST SALARY (to be paid 25th August) Basic Salary + Additional contracted hours | | £ - | |

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|------|----------------------|----------------|--|-------------------|----------------|-------------------|
| V208 | Unity Online Payment | Terry Cole | ESTIMATED BASIC HOURS for July to be paid 25th August + Travel Allowance | | £ - | |
| V209 | Unity Online Payment | Elaine Cranton | ESTIIMATED/BASIC HOURS for July office cleaning to be paid 25th August | | £ - | |
| | | | Salaries | £ 8,830.48 | £ 35.07 | £ 8,865.55 |
| | | | TOTAL | £30,877.43 | £617.49 | £31,494.92 |

c) **Unity Bank Pre-Paid Card:** It was noted that the Unity Bank Pre-Paid Card had now arrived, but had not yet been used.

d) **Approval of Quotation for New Noticeboards:** From Min.087/17 (Finance Committee, 12th June), Min.056/17a)1) and Min.056/17a)3 (Asset Management Committee 5th June). The Council considered the revised quotes from Arien Designs Ltd. for a new Noticeboard with legs for Berryfield Park and a new noticeboard without legs for Kestrel Court. It was noted that there had been problems with condensation on some of the the noticeboards in the parish which had been attributed to the felt backing inside the noticeboards getting wet when the doors are opened. The revised quotes were for newer style noticeboards with a galvanised steel backing board which used magnets rather than drawing pins to hold notices in place. Quote A was for noticeboard with a standard side opening door at £369 exc. VAT, and quote B was for a notice board with a top hinged door which opened upwards using gas struts at £595 exc. VAT. It was noted that the “Melksham Without” shaped header panel was an additional £55 exc. VAT per noticeboard and that the legs were £169 exc. VAT per pair. It was considered that the noticeboard with gas struts was not necessary for the additional cost and that at some point in the future the gas struts would require replacing at further cost.
Resolved: *The Council orders 2no notice boards as per Quote A at £369 each exc. VAT, 2no. “Melksham Without” shaped header panels at £55 each exc. VAT and 1no noticeboard legs at £169 per pair exc. VAT, plus delivery costs from Arien Designs Ltd.*

150/17 Play Areas & Playing Fields:

a) **Quote to Cut Back Overhanging Branches in Berryfield Play Area:** It was noted that there were some low overhanging branches in the enclosed play area at Berryfield, and these were at head height. A quote for £137 exc. VAT had been received from approved contractor J. H. Jones for these to be cut back. **Resolved:** *The Council accept the quote for £137 exc. VAT for cutting back the branches in Berryfield Play Area and instruct J. H. Jones to carry out the work.*

b) **Hornchurch Road Play Area:**

- i) The Council noted that Wiltshire Council had re-opened Hornchurch Road Play Area on Friday 7th July. Cllrs. Mills and Baines both stated that the condition of the play area was better, repairs had been carried out, the grass had been cut and it was useable.
- ii) The HM Land Registry searches had been received and these confirmed that Bloor Homes and Persimmons Homes Wessex still owned the land.

- iii) The Parish Council had managed to obtain a copy of the S106 Agreement from Wiltshire Council's Planning Department, in which it states that the Play Area can be transferred to either West Wiltshire District Council or the Parish Council. Correspondence had been received from both Persimmons Homes Wessex and Wiltshire Council, both stating that they were happy for the Play Area to be transferred to the Parish Council and Wiltshire Council stated that there was an agreement being drawn up with their legal department. Wiltshire Council said that there was a commuted sum of £1,000 for each play area taken on by a Parish Council from them. Some councillors raised concerns that the Parish Council may miss out on this £1,000 if the Play Area was taken on directly from the developer, but it was considered that this play area should be taken on by the Parish Council as soon as possible, and taking it directly from the developer would reduce the amount of bureaucracy involved in the process. **Resolved: 1.** *The Parish Council respond to both the Developer and Wiltshire Council stating that they wish to take on the Hornchurch Road Play Area directly from the Developer. 2. The Parish Council request the £1,000 commuted sum from Wiltshire Council for taking over this play area, pointing out that the Parish Council will be saving Wiltshire Council any legal fees with regard to this transfer.*
- iv) **Specification and Quotations for Refurbishment Works:** It was noted that under the new Financial Regulations based on the NALC model, adopted by the Full Council on 19th June, 2017, that the threshold for going out to tender was now £25,000. The Parish Council had previously gone out to tender for refurbishment of this play area, at the same time as seeking tenders for the refurbishment works of Berryfield Park and Kestrel Court play areas. The quote at this time for Hornchurch Road refurbishments was under this threshold, as such this time the Council had just sought refreshed quotes as it had been over a year since receiving this. The Clerk advised that following the site visits with contractors that the Council may wish to consider altering the original specification, however, this could result in the quotes being slightly over the £25,000 threshold. Although this play area had been deemed safe by Wiltshire Council, the Parish Council considered it to be in a poor state and wished to expediate its refurbishment in order that it was brought up to the same standard as all the other play areas in the Parish. The legal proceedings were underway for the land transfer to take place and the Council wished to be in a position to start refurbishment works quickly once this was resolved. It was noted that there was a lot of grass in the play area, and that it may be more cost effective to cover the whole area, to just outside the fenceline, with safety surfacing. Although there would be a higher refurbishment cost there would be an overall future saving as there would be no requirement for grasscutting maintenance costs. Additionally, this would prevent trip hazards from potential shrinkage and expansion between any safety surfacing and grassed areas. Although the grassed area just outside of the fenced play area belonged to Wiltshire Council, it was felt that they would not object to this encroachment as it would mean that their contractors could cut the grass right up to the play area with a mower rather than having to use hand held trimmers. It was also noted that the refurbishment of the play area would predominantly be paid for from the S106 monies from the East of Melksham, which could not be spent there due to the contractual agreements between the developers and their open space contractor, Green Square. This money, which has not yet been drawn down, was index linked and therefore the £36,558, which Wiltshire Council agreed

could be spent in Bowerhill which may have gone up since moving into a new financial year. Approximately £20,000 has already been spent on the refurbishment of Kestrel Court. The Council reviewed 5 quotes, but all quoted for slightly different methods of resurfacing (overskimming or digging out and replacing) and as such could not be compared. It was agreed to ask the contractors to submit revised quotes and to hold a short Finance Committee meeting following the Planning Committee meeting on the 24th July, with the Finance Committee having delegated powers to make a decision. **Resolved: 1. Revised quotes to be sought from the Contractors and considered at a short Finance Committee meeting to be held on 24th July, 2017, following the Planning Committee meeting. 2. The Finance Committee to have delegated powers to approve and appoint a contractor for the refurbishment of the Hornchurch Road play area.**

- c) **Feasibility of Teen Shelter:** A Councillor had reported that when he was inspecting the Hornchurch Road play area that there were some teenagers sat in the play area, which is designed for smaller children. They asked whether a Teen Shelter could be provided so that they had a space of their own to sit and chat. The Clerk advised that the cost of providing a Teen Shelter was dependent upon the specification as some of the newer ones even had WiFi. **Resolved: The Council investigate the cost of provision of a Teen Shelter, engage with the teenagers at Bowerhill to seek their views, and reconsider at the Full Council meeting in September.**
- d) **Free Summer Activities on the Parish Council Owned Playing Fields:** It was noted that Wiltshire Council were putting on free activities for children over the summer holidays at various venues. "Fun in the Sun" for 5-11 year olds will be held at Shaw Playing Fields on 28th July, 4th August, 11th August and 18th August, and "Go-Active" for 12-19 year olds will be held at the Bowerhill Jubilee Sports Field every Thursday during the school holidays.
- e) **Bowerhill Sports Field Season Booking Fees:** The Clerk explained that the Council had previously set the cost of hiring the Sports Field and Pavilion changing rooms at £80 per match for an adult booking. Mike Rogers of Melksham AFC had been trying to assist the Parish Council by letting teams in the Chippenham & District League know about the availability of the pitches and facilities, but unfortunately been telling them that the cost of hire was £50 per match for an ad hoc booking, which had been the previous booking fees prior to the new Pavilion being built. The Clerk had informed the Council about this at the time, and Mike Rogers had advised that £80 was too high as a fee compared to the hire charges of other facilities, and it was felt that in attempt to get bookings and get the facilities used and known about, that the £50 fee was acceptable. It was noted that the Trowbridge teams were paying £80 per match, but that a Melksham Team who wished to re-book for the coming season and who had been paying £50 per match as they booked on an ad-hoc basis, were unhappy about being charged £80 per match for the forthcoming season. They had stated that they could not afford this cost and would have to play at Bromham, where the booking fees for pitch and changing rooms are £50 per match. The Council noted that the cost of running the Pavilion, which included all the water safety checks, was approximately £15,000 per year. It is cheaper to hire the facilities for the season rather than paying for ad-hoc bookings, however, some of these smaller teams do not have the upfront income to do this as they collect subs at each match. The Trowbridge Teams play in a higher division than the Melksham Team and have a cohort of regular players, but it was noted that the Melksham Team only played 6 or 7 matches last year as they struggled to get a team together. Additionally, as there are two teams playing from Trowbridge, if they

book for the season then the second booking is half the price, effectively making each pitch booking £54. The Council wished to support the Melksham Team and understood their difficulty in getting players and finances and therefore felt that they could offer a discretionary fee of £60 per match for this first season of the forthcoming year with this fee to then be reviewed. **Resolved:** *The Council reply to the Melksham Forresters Arms Team to say that they were willing to offer a discretionary fee of £60 per match for the first season of the forthcoming football year, in an effort to support them and ensure that the team remains feasible, but this fee to be reviewed for bookings for the following season.*

- f) **Resident's Request for Skate/Bike Park at Bowerhill:** It was noted that a lot of money was being spent by Wiltshire Council and the Town Council on the refurbishment of the skate park at King George V playing fields, and that it would be difficult to justify such a spend of Parishioners money in Bowerhill. It was, however, acknowledged that a Bike park did not necessarily have to be constructed out of expensive materials and could be just humps created out of soil. There were concerns raised over where such a facility could be located in Bowerhill that would not negatively impact residents. One location suggested was the Bowerhill Jubilee Sports Field, but this could lead to the loss of a football pitch. It was noted that developers with an interest in land to the south of western way had asked the Parish Council for input with regard to future development of this land and that this could provide a suitable location. It was noted that Chippenham Town council had provided a bike park at Stanley Park some years ago and may be able to assist with possible costings for such a provision. **Resolved:** *The Council investigate possible costings for the potential provision of a bike park.*
- g) **Lack of Free Use of Tennis Courts in Wiltshire:** A Councillor had raised an issue that he believed that there were no tennis courts in Wiltshire that could be used free of charge. It was noted that there were tennis courts that could be used for free and some examples were given. It was considered that with any future developments that may come forward that developers could be asked to provide tennis courts within a MUGA (Multi Use Games Area) as part of any S106 Agreements.
- h) **Heritage Lottery Fund Report on State of Parks:** The Council noted an SLCC news article with regard to a Heritage Lottery Fund report that Britain's parks are at risk of falling into further neglect if the Government doesn't protect them.

151/17 **Data Protection:**

- a) **New GDPR (General Data Protection Regulation):** It was noted that the new GDPR (General Data Protection Regulation) would come into effect as of 25th May 2018 and that this would affect the Parish Council's working practices. This new Regulation will have much more stringent rules on the storage of data and the specifics of why data is being kept.
- b) **GDPR Working Party:** The Clerk explained that under the new GDPR that you would no longer be able to forward on emails without the permission of the original sender, and that you could only store someone's data if they understood why that data was being kept. Additionally, a person could only be contacted for the specific reason that they gave their personal data and for no other reason. For example, if a resident attended a meeting about a planning application and left their contact details, the Parish Council could only contact them for that specific issue; the contact details of that resident could not be used to contact them about any other issues that the parish council may feel were relevant or pertinent. It was noted that there were contact details of groups and volunteers in the community on noticeboards in the office, which would need to be taken down and stored securely. The Clerk advised

that the Council set up a Working Group to look at the office practices and how these may need to be amended to comply with the new legislation. **Resolved:** A GDPR Working Party to be set up. Cllrs. Chivers, Pattison and Taylor to be on the GDPR Working Party.

152/17 **Wiltshire Online:**

- a) **Wiltshire Council Briefing Note – Wiltshire Online Programme (Overview):** The Council noted this briefing note, which gave information about Wiltshire Council investment to help provide fibre broadband to areas which commercial providers consider financially non-viable.
- b) **Correspondence from Hankerton Parish Council: Re – Wiltshire Rural Broadband Rollout Process:** The Council noted the issues and problems experienced by Hankerton Parish Council with regard to broadband installation in their village, but did not wish to make comment.

153/17 **Flood Prevention:**

- a) **Verbal Report on Operational Flood Working Group Meeting, 12th July, 2017:**
Cllr. Baines gave a verbal update on this meeting. At the meeting he gave an update on the CAWS CEG (Community Action Whitley Shaw Community Emergency Group), and the fact that they were planning a “dry run” of their emergency procedures. Wiltshire Council were very interested in this and asked if they could film the “dry run” taking place as an example of what volunteers could do in their community.
He reported that following a site visit with a Wiltshire Council Drainage Engineer that ditch clearance letters had been sent out to residents of Ashley Close and Plane Tree Avenue in Whitley with regard to the clearance of the watercourse behind their properties. A few residents had undertaken clearance works, but there had been a limited response to these letters, so a second ditch clearance letter had been sent out to the same residents. Some residents responded to say that they had cleared the section behind their property, but some elderly residents had become quite upset by these letters as they were unable to undertake any ditch clearance work. One resident had responded to say that he was happy to clear the watercourse on behalf of his more elderly neighbours, but was unsure about what was required and sought some guidance. The Drainage Engineer was happy to meet with this resident and to give some advice, but the Parish Council needed to liaise with all parties for a convenient date.
Wiltshire Council Drainage Engineers were aware of the proposed flood prevention works to the Substation in Westlands Lane being undertaken by the National Grid as works licences are required to carry out this work, and the scheme was proposed some time ago. Both Wiltshire Council and Network Rail need to be satisfied that these works will not have an adverse effect on surrounding properties, roads and the rail lines.
- b) **Temporary Footpath Diversion on Rights of Way in Beanacre:** The Council noted the Temporary Footpath Diversion Order for Rights of Way MELW85, to allow for flood protection works to be undertaken by the National Grid at the Substation in Westlands Lane.

- 154/17 **CATG (Community Area Transport Group):** The Parish Council had supported Broughton Gifford Parish Council over their query with regard to the current 3 way funding split for CATG issues, arguing that it placed a disproportionate burden on smaller parish councils. The Parish Council had written to CATG asking where the origin

of this funding split came from and requesting that they investigate how other CATG's in Wiltshire fund highway projects. A response had been received from Wiltshire Cllr. Roy While, Chairman of Melksham CATG, asking for suggestions for alternative funding splits, but warning that without Parish Council contributions that less schemes would be able to be taken forward. It was noted that the Area Board were currently not providing match funding, so the funding split at the moment was two thirds from CATG and one third from the parish. There is, however, a substantive fund for the whole of Wiltshire which individual CATGs can apply for to fund large schemes.

A long discussion took place with regard to the best way forward with regard to funding. It was felt that a small parish that required a large highway scheme would be unable to fund such a scheme, however, it was additionally felt that all parishes should reflect projects that they wish to undertake within their precept. It was noted that large highways schemes would not be a sudden requirement and as such parishes would have time to plan and prepare for such costs, including increasing their precept where necessary. Another suggestion was that any funding split was based on a formula from the number of electorate or tax base. **Resolved:** *The Council respond to the Melksham CATG stating that they feel it is appropriate for parish and town councils to fund CATG projects up to a maximum of 33% of the cost. If this was out of the reach of parishes then they can seek to raise their precept to fund in the future.*

- 155/17 **Community Safety Group Partnership:** It was noted that Community Speedwatch Groups had been asked by Wiltshire Police to only carry out Speedwatch checks 3 times a week as the Police Administrator had moved departments and they had no one to process the information. Wiltshire police have now recruited someone for this role so it is hoped that the usual speedwatch sessions can now resume. It was noted that there had been renewed interest in getting a Speedwatch Group up and running in Woodrow Road. Angus McPherson, Police Crime Commissioner, had been out with Community Speedwatch teams, and it was felt that he should be asked to attend a session with the Beanacre Speedwatch Group to see for himself the amount of speeding traffic that they report. **Resolved:** *Angus McPherson is invited to attend a Beanacre Community Speedwatch session and the new Police Inspector for Melksham is copied into that invite.*
- 156/17 **Melksham Health & Wellbeing Campus Update:** The Council noted Cllr. John Thompson's, Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband, statement on Melksham Health and Wellbeing Campus, which was read out at the Melksham Area Board meeting on 13th July, 2017. **Resolved:** *The Council respond to Wiltshire Council stating that they believe that the funding of the replacement Cricket Club and Tennis Club Pavilion should not come out of the Melksham Health & Wellbeing Campus funds. As this facility was burnt down in an arson attack any replacement building should be paid for from Wiltshire Council's reserves as they insure themselves.*
- 157/17 **Community Projects/Partnerships:**
a) Stakeholder Meeting Re Shaw School Travel Plan: Shaw School had written a very comprehensive School Travel Plan and was trying to be proactive in addressing some of the issues created at school drop off and pick up times. The Clerk had met with the lead Governor on his who had proposed holding a meeting in September where all stakeholders could review the proposals, eliminate those which were not viable, explaining to parents and staff why they were not viable and looking at those

which could be viable. **Resolved:** Cllrs. Chivers and Baines to attend this meeting, and Cllr. Pile if it does not clash with her holiday.

- b) **Melksham Town Council Gateway Signage Working Group:** The Town Council had agreed to form a Working Group to look at potential sites for new “Gateway” signage into the Town. Although this was a Town Council funded project they had asked the Parish Council if they wished to have a representative on this working party as the adjoining parish. **Resolved:** Cllr. Baines to be the parish council representative on the Twon Council’s Gateway Signage Working Group.
- c) **Report on CAWS “Picnic & Music at the Beeches” Event on Saturday 8th July:** The council watched a 2 minute time lapse film of the event. The event itself had gone well; the Sports Field had been left very tidy, the residents of The Beeches were pleased at the event marshalling and there had been no problems at the event. It was noted that there was an event debriefing meeting on Thursday 27th July.
- d) **Best Kept Village Competition:** The Council noted the first round results of the Best Kept Village Competition which were for West Wiltshire; Bowerhill had come second in the large village category, and in the medium village category Whitley had come sixth, Berryfields had come fourth and Shaw had come first. Shaw would now be entered in the next round of the competition which was Wiltshire wide.
- e) **Wiltshire Air Ambulance AGM on Wednesday 26th July, 7.00pm at Melksham Football Club:** It was noted that this date and time clashed with the next Neighbourhood Plan Steering group meeting, however, Cllrs. Carter and Petty were going to attend.
- f) **Wiltshire VCSE (Voluntary, Community and Social Enterprise) Forum, 8th September, 9.30am – 2.00pm at the Corn Exchange, Devizes:** The Council noted the invitation to this event.
- g) **Melksham & District Seniors Forum Age Friendly Workshop, Monday 21st August, 2.00-4.00pm at Melksham Town Hall:** The Council noted the invitation to this event. Both the Clerk and the Parish Officer were on annual leave on that date and so were unable to attend.
- h) **Trowbridge Mosque Open day and West Wiltshire Multi-Faith Group Session:** Cllr. Carter had attended the Trowbridge Mosque Open Day and said that he received a very warm welcome. He reported that the event was very informative, with a question and answer session and a tour of the Mosque. The Parish Officer had attended the West Wiltshire Multi-Faith Group Session, which is a ladies group for those who do not speak English as their first language and received an equally warm welcome. Officers attend this session regularly to assist in signposting these ladies and their families to services in the area.
- i) **Lobbying of Local MP Re Flexibility on Local School Funding:** The Council considered the latest information on funding for schools and whether they should lobby their local MP to ensure fairer funding for rural schools. It was noted that there was not enough detail on the new funding formula to make comment and that this issue should be deferred and reconsidered when more information was known.

Meeting closed at 9.52pm

Chairman, 11th September, 2017