

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 19th June, 2017 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllrs. Richard Wood (Chair), Alan Baines, Paul Carter, Gregory Coombes, Mike Mills, Nick Holder, Kaylum House, Mary Pile and Jo Pattison.

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

Invited Visitors: Graham & Lisa Ellis, Wiltshire Cllr. Roy While and Wiltshire Cllr. Phil Alford.

087/17 **Apologies:** Cllrs. John Glover (Vice Chair) and Paul Taylor as they were on holiday. The Council approved these reasons for absence. Cllrs. Steve Petty and Terry Chivers had emailed to say they would not be at the meeting, but had not given a reason.

088/17 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire.

The Council observed a minutes silence for those affected by the recent terrorist attacks in London and Manchester and the fire at Grenfell Tower.

The following forthcoming announcements and events were noted:

- a) **“Guide to being a Good Councillor”:** Every councillor was given a copy of this new edition.
- b) **Change to Meeting Dates:**
 - (i) **Highways & Streetscene Committee meeting, 3rd July, 2017:** It was noted that the Highways & Streetscene Committee meeting due to be held on Monday 3rd July had been cancelled as there was no longer a CATG (Community Area Transport Group) meeting in July; these meetings are scheduled in order to be able to inform CATG of issues which the Parish Council supported. The next scheduled Highways & Streetscene Committee meeting will be on Monday 25th September prior to the next CATG meeting.
 - (ii) **Staffing & Resources Committee meeting, 26th June, 2017:** It was noted that there would now be a Staffing & Resources Committee meeting on Monday 26th June, 2017 at 7.00pm at Crown Chambers.
- c) **Planning Training:** It was noted that Wiltshire Council had put on some additional dates for its planning training. These were:
 - 27th July 2017 2.00-4.00pm Council Chamber, Monkton Park, Chippenham, SN15 1ER.
 - 12th September 2017 2.00-4.00pm Nadder Centre, Weaveland Road, Tisbury. SP3 6HJ.
 - 26th September 2017 6.00-8.00pm Council Chmber, Monkton Park, Chippenham. SN15 1ER.

Those councillors and staff member who have already attended this planning training reported that it was very informative and useful.

- d) **Events:**
 - (i) **Shaw School Fete – Saturday 1st July:** The Council noted this date and that the new Canopy off the School Hall, which would be available for community use would be unveiled. The Parish Council had previously given

a grant to assist the funding of this project as it will be used by community and voluntary groups in the parish.

- (ii) **Best Kept Village Competition:** Judges were currently out and about judging the villages of Berryfield, Bowerhill, Shaw and Whitley. Beanacre had not submitted an application this year.
- (iii) **Trowbridge Mosque Open Day – Saturday 24th July, 2.00-4.00pm:** It was noted that this was an open day for all to attend.

- 089/17 **Items to be Held in Committee: Resolved:** *Agenda items 11 & 14 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; and (b) terms of tenders and proposals and counter-proposals in negotiations for contracts.
- 090/17 **Declarations of Interest:** Cllr. Baines declared an interest in agenda item 10f as there was a cheque reimbursing him for travel expenses. Cllr. Wood also declared an interest in agenda item 10f as there was a payment for the first instalment of the Chair’s Allowance.
- 091/17 **Dispensation Requests:** The Clerk advised that following a recent Clerk’s meeting she had noted that another council had dispensation requests as a standing item at the beginning of each meeting. This allows councillors who have declared an interest in an agenda item to request dispensation to debate and make a decision on that item. She reported that moving forward she felt that this should be a standing item on each agenda. It was noted that none of the councillors who had declared an interest wished to request dispensation for this meeting. **Resolved:** *All future agendas to have Dispensation Requests as a Standing Item.*
- 092/17 **Draft Standing Orders for 2017/18 based on NALC model:** The Council considered the proposed revisions to the Standing Orders for 2017/18 based on the NALC model and noted that any amendments would stand adjourned for approval at the next full council meeting to be held on 17th July, 2017. The amendments to the NALC model Standing Orders were as follows:
- 1.g – *omit this order:* this states that “an amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman”. It was felt that any amendments to motions should be at the discretion of the Chair.
 - 1.l – *omit this order:* this states that “a councillor may not move more than one amendment to an original or substantive motion”. This was considered that this should be at the discretion of the chair.
 - 1.m – *omit this order:* this states that “the mover of an amendment has no right of reply at the end of debate on it”.
 - 1.o – *omit this order:* this states “unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- (i) To speak on an amendment moved by another councillor;
 - (ii) To move or speak on another amendment if the motion has been amended since he last spoke;
 - (iii) To make a point of order;
 - (iv) To give a personal explanation; or
 - (v) In exercise of a right of reply.
- 3.d – *omit this order*: this states that “meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by resolution which shall give reasons for the public’s exclusion. *Insert Standing Order 61 from the Parish Council’s existing standing orders as these comply with the legislation as per Charles Arnold Baker in that only four reasons can be given.*
 - 3.i – *omit this order*: “stand when speaking” (Except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
 - 3.r – *omit the second two sentences of this order* : these state that “at the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda”. *The Council currently only record the vote of a councillor if he has requested that his own vote be recorded and it was agreed that this should continue.*
 - 4.d(v) – *omit the time specifics of this order.*
 - 4.d(ix) – *omit this order*: this states that “committees shall determine if the public may participate at a meeting of a committee”. The council considered that there should be a period of public participation at every meeting, unless it was a closed meeting.
 - 7.a – this states “a resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or sub-committee”. *The Council agreed to continue to state that at least 5 councillors give written notice as per the current Standing Orders (34a), rather than 2.*
 - 9 & 10 – *The Council remove both these standing orders which relate to Motions and replace them with the current Standing Orders 16 to 22 inclusive, which relate to resolutions.*
 - 11.c – *The current Standing Orders (64c) with regard to confidential notes to be included.*

Resolved: *The Council approve the NALC Model Standing Orders with the amendments as listed above, and the tracked changes made to the document by the Clerk as reviewed at the Annual Council on 15th May, 2017 as per Min.008/17b; adoption of the Standing Orders and amendments to stand adjourned until the full Council meeting 17th July, 2017.*

093/17 **Additions to Committees, Working Parties & Organisational Representatives for 2017/18:**

- a) **Committees & Working Parties:** The Council previously resolved under Min.012/17a)1), the structure of committees, pending the addition of Cllr. Pattison.

1. **Highways & Streetscene Committee:** Cllr. Pattison expressed an interest in joining the Highways & Streetscene Committee. **Resolved:** Cllr. Pattison to be appointed as a member of the Highways & Streetscene Committee for 2017/18.
 2. **Ex George Ward School Playing Fields Working Party:** It was noted that this was a joint working party with the Town Council. **Resolved:** Cllrs. Wood, Glover, Carter and House to be appointed on the George Ward Playing Fields Working party for 2017/18.
 3. **New Berryfield Village Hall Working Party:** It was considered that members who represented or lived in Berryfield Ward should be on this Working Party and that community members should also be asked. **Resolved:** Cllrs. Wood, Glover, Petty and Carter to be appointed to the Berryfield Village Hall Working Party for 2017/18 and that members of the community & existing Village Hall Committee (run by BASRAG Berryfield & Semington Road Action Group) be asked if they wished to join.
 4. **New East of Melksham Community Centre Working Party:** It was considered that members who represented Blackmore Ward should be on this working party and that local residents should also be asked. **Resolved:** Cllrs. Wood, Glover, Baines and Taylor to be appointed to the New East of Melksham Community Centre Working Party for 2017/18 and that local residents be asked if they wish to join.
- b) Organisational Representatives:** The Council considered vacancies for organisational representatives:
1. **BRAG (Bowerhill Residents Action Group):** It was noted that Cllr. Mills was already the representative, but that there was an additional vacancy. **Resolved:** Cllr. Holder to be appointed as the second representative for BRAG for 2017/18.
 2. **Beanacre Community Group:** **Resolved:** Cllr. Pile to be appointed as the representative for the Beanacre Community Group for 2017/18.
 3. **Bowerhill Village Hall Management Trust:** It was noted that Cllr. Mills was already a representative for the Bowerhill Village Hall Management Trust and it was considered that a second representative was not required.
 4. **Shaw Hall Management Committee:** It was noted that Cllr. Wood was the representative for the Shaw Hall Management Committee, however, they also held their meetings on a Monday evening. As Chair of the Council, Cllr. Wood was an ex-officio member of all the Council's sub-committees, and thus it was rare for him to be able to attend any of the Shaw Hall meetings. It was suggested that another member who was not on as many committees could be the reserve representative, but no member wished to come forward or was available. It was agreed to look at appointing another representative from the Council in the future.
 5. **Wilts & Berks Canal Partnership:** It was noted that Cllr. Petty was the representative for the Wilts and Berks Canal Partnership and it was considered that a second representative was not required.
 6. **Melksham Area Waterways Group:** It was considered that a representative for this organisation was not required.
 7. **Melksham Railway Development Group:** It was noted that Cllr. Taylor was the representative for the Melksham Railway Development Group, but that a second representative was required. **Resolved:** Cllr. Carter to be appointed as the second representative for the Melksham Railway Development Group for 2017/18.
 8. **Community Speedwatch – Shaw & Whitley:** It was considered that the volunteers from the Shaw & Whitley Community Speedwatch team were doing an

excellent job and that there was not a requirement for a Parish Council representative.

- 9. Footpath Representative for the Spa:** This item to be held in abeyance until a representative can be found.
- 10. Melksham Area Community Safety Group:** It was noted that Cllr. Mills was already a representative on this group. The Administrator of the Community Safety Group had suggested that the Parish Council appoint 4 representatives, one for each ward of the parish. One member felt this may be considered as over representation of the Council by other members of the Community Safety Group. It was therefore suggested that the Council had 3 representatives on this Group, Cllr. Mills for the Bowerhill Ward, a representative for the Beanacre, Shaw & Whitley Ward and one representative for both Berryfield and Blackmore Ward. **Resolved:** Cllr. Taylor to be appointed as the representative for the Berryfield and Blackmore Wards on the Melksham Area Community Safety Group for 2017/18. A representative for the Beanacre, Shaw & Whitley Ward to be held in abeyance.
- 11. Melksham Charities:** It was noted that outgoing Cllrs. Sankey & Nicol were happy to remain as Council representatives for the Melksham Charities, however, Cllr. Sankey was also the representative for the Town Council. The Chairman of the Melksham Charities had therefore requested that another representative was sought for the Parish Council to replace Cllr. Sankey. **Resolved:** Cllr. Pattison to be appointed as the second representative on the Melksham Charities for 2017/18.
- 12. WALC (Wiltshire Association of Local Councils):** It was noted that Cllr. Coombes used to be the representative for WALC when the Council was previously a member. As the Council had resolved, under Min.006/17c), to rejoin WALC, Cllr. Coombes had expressed an interest in become the representative again. **Resolved:** Cllr. Coombes to be appointed as the representative for WALC for 2017/18.

At 7.45pm a fire drill took place and all councillors, staff members and visitors evacuated the building.

At 7.51pm the meeting recommenced and Wiltshire Cllr. Alford left the meeting.

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

- 094/17 **Public Participation .1:** Graham Ellis of TransWilts gave a presentation on the Community Option Proposal for the Melksham Town Bus Service for the next 6 years. He stated that Wiltshire Council were looking at the re-tendering of bus services for the Town. Council Officers were looking at tenders for the current service and for a reduced service, but were also interested in the proposals put forward by TranWilts which used current resources for an updated service. The community Proposal is to run:
- 2 x No.14 Service per hour – one as at present and one on a shortened route so that it no longer duplicates Service 272.
 - 1 x No.15 Service per hour – a modified route from Berryfield so that rather than doubling back it serves Bowerhill Industrial Estate, via Portal Road and the Railway Station.
 - 1 x No.17 Service per hour – the section of the old No.14 route covering the north western part of the town, via Asda, renumbered to make routes more logical.

He explained that the No.15 service would run from Bowerhill and the East of Melksham to the Railway Station in the morning to take commuters to the Station and then back the same route to Bowerhill to take commuters from the Station to their places of work. In the afternoons this would make the reverse journey. There would be some service reductions at lunchtime and early afternoon, typically quiet periods, to allow commuter services to be run within legal driving hours without an increase in staff levels. There was also a proposal that for a £2.50 surcharge on ticket price this would allow passengers to be able to use their ticket to travel on buses from any of the providers. There is a detailed 19 page report available at <http://mbug.uk>. It was requested that councillors give their views on the proposal directly to Wiltshire Council, but that members of the public registered their interest directly with the Community Bus Group at <http://mbug.uk>.

The Council re-convened and agreed to bring agenda item 12 forward.

- 095/17 **Retender of Melksham Bus Services from January 2018:** The Council felt that proposal was an excellent piece of work, and discussed specific routes. It was noted that some tweaking of routes was still taking place as for example one of the bus providers could not use Dunch Lane as a route as it was a low floor bus that would get grounded if it tried to go over the speed bump prior to the railway bridge. It was queried whether the No.14 Service which proposed to stop at the new Oakfields Stadium was a year round service or just during the football & rugby season, and whether there could be a later bus for the use of people using Oakfields in the evening. Mr. Ellis replied that it was a year round service, but that it may be difficult at this present time to extend the service later into the evening. The Clerk queried whether the times of the buses going to the Bowerhill Industrial Estate from the Railway Station could be synchronised with the shift patterns of the main employers on the Industrial Estate. Mr. Ellis replied that this would be a challenge as each company worked to different employment times. It was noted that new bus stops for the Bowerhill Industrial Estate would be required, but these would have to be agreed with the Wiltshire Council Highways department. Cllr. Petty had emailed his views and comments, which were read out, and Mr. Ellis stated that he would respond directly to Cllr. Petty in order to reply to specifics about driver hours.

Due to a prior engagement, Mr. & Mrs. Ellis left the meeting.

Resolved: *The Council welcomes and supports the Community Option Proposal for the Melksham Town Bus Service, and they write to Wiltshire Council in support of the proposal.*

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

- 096/17 **Public Participation .2:** Wiltshire Cllr. Roy While reported that there was a Wiltshire Council Cabinet meeting on Tuesday 20th June where the final accounts and annual financial statement were due to be approved. He stated that there was a revised budget to reflect the overspend of Social services, Children's services, Library services and Legal services. Wiltshire Council are one year into their 4 Year Financial Plan and would continue to make savings of £45m over the next three years. He reported that Central Government are taking away subsidies from local government and replacing them with the income from Business Rates. He considered that following the general election on 8th June, that there could be a slight change in thinking, but that Wiltshire Council had

cut back to the bare bones and there were no other savings that could be made. He reported that the Council's 10 Year Business Plan was due to be released to staff members on 12th July. The Wiltshire Housing Site Allocation Plan and Settlement Boundary Review was due to be released for consultation in July.

He advised that he had been appointed onto the Children's Select Committee looking at services for looked after children. He stated that whilst he had empathy for those residents that had complaints about grass cutting on amenity land, that sitting on this committee put those sorts of issues into perspective. His wish for his coming term was to see less bureaucracy, and he stated that he will miss outgoing Wiltshire Council Terry Chivers as he kept the Council on their toes.

The Council re-convened.

- 097/17 **Minutes, Annual Council Meeting 15th May, 2017: Resolved:** *The Minutes of the Annual Council Meeting held 15th May, 2017 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*
From Min.003/17 – the first sentence amended from “....invited nominations for the Chair for 2017/178” to “....invited nominations for the Chair for 2017/18”.
From Min.008/17b) – the resolution amended from “The Council review the draft Standing Orders using the NALC Model as a template at the next Full Council meeting on June 12th” to “The Council review the draft Standing Orders using the NALC Model as a template at the next Full Council meeting on June 19th”.

At 8.30pm Cllr. Holder left the meeting.

- 098/17 **Report on Actions since Annual Council Meeting, 15th May, 2017:**
- a) **CAWS (Community Action Whitley Shaw) Planters:** From Min.022/17b) – The Clerk reported that the three new planters had now been installed in time for the Best Kept Village Competition and that it was a really good example of the community working together; the planters had been bought using grant money from Waitrose, the compost used was from Hills Recycling who sponsor the best Kept Village competition and provide bags of compost to the first 15 villages that submit an entry, the plants had been provided by Shaw & Whitley Gardening Club, the planters were planted up by CAWS volunteers, the Section 96 licence to allow them to be situated on the highways verge had been applied for from Wiltshire Council by the Parish Council and the Wiltshire Council Highways Engineer had made a site visit to approve their locations.
 - b) **Additional Footway Works in Middle Lane, Whitley:** From Min.022/17c) – It was noted that the additional work on the footway in Middle Lane, requested to be carried out at the same time as the dropped kerb works, was now complete. Cllr. Baines reported that Wiltshire Council's Senior Traffic Engineer was unhappy about the fact that old style kerb stones had been used on the dropped kerbs and was taking up this issue with the contractors.

- 099/17 **Minutes, Planning Committee Meeting 22nd May, 2017:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 22nd May, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
 - b) **Resolved:** *The Recommendations detailed in Min.031/17c) and Min.032/17b) were formally approved.*

At 8.35pm Wiltshire Cllr. While left the meeting.

100/17 **Minutes, Planning Committee Meeting 12th June, 2017:**

- a) Resolved:** *The Minutes of the Planning Committee Meeting held 12th June, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) Resolved:** *The Recommendations detailed in Min.073/17 and Min.074/17b) were formally approved.*

101/17 **Minutes, Asset Management Committee Meeting 5th June, 2017:**

- a) Resolved:** *The Minutes of the Asset Management Meeting held 5th June, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) Resolved:** *The Recommendations detailed in Min.056/17a)4), Min.056/17a)5), Min.056/17a)6), Min.056/17a)7), Min.056/17b)1), Min.056/17b)3), Min.057/17, Min.059/17a)1), Min.059/17a)2), Min.059/17a)3)1), Min.059/17a)3)2), Min.059/17a)3)3), Min.059/17a)5), Min.059/17b), Min.059/17c), Min.060/17c)i), Min.060/17c)ii), Min.061/17a), Min.061/17c), Min.061/17d), Min.061/17e)1), Min.061/17e)2), Min.061/17f)1), Min.061/17f)2), Min.061/17g), Min.061/17j)1), Min.061/17j)2), Min.062/17d) and Min.062/17e) were formally approved.*
- c) Arising from:**
- (i) Min.060/17c) – Hornchurch Road Play Area: The Clerk reported that prior to contacting the developer about transferring the play area directly to the Parish Council, that she wished to undertake some due diligence and double check which developer actually owned the land. To this effect she had requested a copy of the land registry documents, however, these could not be viewed on line due to the size of the file, and thus they had to be sent in the post and there was a cost incurred of £11. She had also contacted the insurance company who were unhappy about the Parish Council taking on the liability if they do not have a legal agreement to say that they own the land or have the devolved service. Since the asset management meeting there had been further developments as following an inspection by Wiltshire Council they had closed the play area and padlocked the gates due to safety issues. The Wiltshire times had printed a factually incorrect story stating that the Parish Council had taken over the play area and therefore lots of residents had been making complaints. The officers had explained the actual situation to residents and the true facts were now being circulated amongst residents via their social media platforms. **Resolved:** *The Council request that the Wiltshire Times print a retraction of their story accompanied by an accurate story explaining that the council have been trying to take on the devolved service of this play are for the last 12 months and have the funding in place to refurbish it.*
- (ii) Min.061/17j)2) – Cost of hiring an Industrial Cleaner for the Bowerhill Pavilion: Cllr. Mills reported that Bowerhill Village hall had borrowed the industrial floor cleaner from Bowerhill Primary School.

102/17 **Minutes, Finance Committee Meeting 22nd May, 2017:**

- a) Resolved:** *The Minutes of the Finance Committee Meeting held 22nd May, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) Resolved:** *The Recommendations detailed in Min.042/17a)1), Min.042/17a)2), Min.042/17d), Min.043/17c), Min.042/17e), Min.043/17f), Min.44/17a)1),*

Min.044/17a)2), Min.044/17b), Min.045/17b), Min.045/17d), Min.047/17, Min.048/17c)1), Min.048/17c)2) and Min.049/17 were formally approved

103/17 **Minutes, Finance Committee Meeting 12th June, 2017:**

- a) **Resolved:** *The Minutes of the Finance Committee Meeting held 12th June, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Resolved:** *The Recommendations detailed in Min.073/17 and Min.074/17b) were formally approved.*

104/17 **Confidential Notes to Accompany the Minutes of the Finance meetings held on 22nd May, 2017 and 12th June, 2017:** It was noted that there were no confidential notes to accompany either of these meetings. **Resolved:** *In a variance to protocol, the destruction of the notes and recordings of these two meetings to be carried out on 29th October, 2017.*

105/17 **Finance:**

- a) **Advice on Preventing Ransomware Cyber Attacks:** The Clerk informed that she had sought advice from the Parish Council's IT Consultant with regard to the Council's antivirus software. He had advised that the Council had good antivirus protection, but that no system was completely impenetrable. It was noted that the Parish Council have a cloud back up system which helps to protect data, however, the cloud back up system can also copy encrypted files. He stated that it was important to do the following:

- Do not click on a link or attachment unless it is from a genuine source.
- Back up all important data to the external hard drives on a regular basis, but do not leave the hard drive connected to the Pc when the backup is completed.
- Alternate hard drives to keep as many copies of the data as possible.
- Keep a copy of the data in a fire-proof safe or off site in case of a fire or burglary.

He also gave advice and instructions on what to do should a PC become infected. The Clerk confirmed that the Council adhere to all the procedures that the IT Consultant had advised.

She also advised that in May 2018 new Data Protection legislation was being brought in. This appears to be very indepth and will have implications on all councils and Clerks have requested support and guidance from the SLCC on this issue.

b) **Outstanding Quotations Requested at Asset Management Committee Meeting, 5th June, 2017:**

- (i) **Different Style Notice Boards:** This item was deferred as quotations had not yet been received from the manufacturer.
- (ii) **TMV (thermostatic mixing valves) Valve Service at Pavilion:** From Min.061/17g) – the Clerk had sought additional information as to why service of these valves was required. The reply from Aquasafe was that a "fail safe" test was required to be carried out on these valves to ensure that if cold water flow was disrupted that TMV valve would stop water flow and hence prevent any scalding or burning. The test also includes temperature calibration to ensure that the water flow from the mixer taps is between 39°C and 43°C, as

per legislation. **Resolved:** The quote from Aquasafe Water Hygiene Services (quote no. 170501-TP) for the full service of 15 thermostatic mixing valves (TMV) at the Bowerhill Pavilion at £285 + VAT was approved.

- (iii) **Signage:** From Min.056/17a)6) & Min.059/17a)5) – A quote had been received from Kennet Sign & Display for new signs for the three Wiltshire Council Owned Play Areas and Shaw Play Area and “no dog fouling” signs for Shaw playing fields in order that all signs in the parish were of the same design and wording, for £250 +VAT. **Resolved:** The Quote from Kennet Sign & Display (quote no. G7433) for 2no A2 “Play Area” signs for Shaw Play area at £62 +VAT, 2no. “No Dog Fouling” signs at £62 +VAT, and 7no. A3 “Postcode” signs at £126 +VAT, total cost of £250 +VAT was approved.
- (iv) **Steam Cleaner for the Bowerhill Pavilion:** At the Asset Management Committee meeting held on Monday 5th June at the Pavilion, a domestic steam cleaner was tried out on the changing room floors. This was very effective in cleaning the textured floor which was proving to be difficult to get really clean by just sweeping and mopping. **Resolved:** The Officers to have delegated powers to spend up to £150 to purchase a suitable steam cleaner for the Bowerhill Pavilion.

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

Transaction Number	Paying in reference	Income Details	Amount £
V117	28	Melksham Town FC. Inv MTFC 0417-01	£160.00
V118	29	Melksham Town FC. Inv MTFC 0117-01	£80.00
V119	200132	Trowbridge Town FC payment 8 of 8 season use (£135.00), Foresters Arms FC (£50.00), Melksham AFC (£130)	£365.00
V120	DEPOSIT	Interest on Instant Access account 9/5/17	£0.02
	Total		£605.02

d) Accounts for payment: *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 £
V121	5536	Came & Company	Inv 26711678 - Parish Insurance - 01/06/2017 - 31/05/2018 Authorised under Min 44/17e Finance Committee 22/5/17 under delegated powers.	£4,826.34	£-	£4,826.34

The following accounts were approved for payment:

Trans - action no	Chq	Payee	Payment Details	Net £	VAT £	Gross £
V122	DD	British Telecom	B/Hill Pavilion Broadband 1/6 - 30/6 (DUE 20/6/17)	£42.50	£8.50	£51.00
V123	DD	Eon	B/Hill Pavilion Electricity 24/4 - 23/5 (PAID 8/6/17)	£48.22	£2.41	£50.63
V124	DD	Eon	B/Hill Pavilion Gas 21/2 - 20/3 (PAID 9/6/17)	£23.19	£0.43	£23.62
V125	DD	Grist Environmental	Inv 200286 B/Hill Sports Field Waste away 17/5 & 18/5 (PAID 2/6/17)	£32.55	£6.51	£39.06
V126	DD	Sirus Communications Ltd	Inv 32984 - Crown Chambers - Telephone & Broadband - cloud subscription (£21.32) 1/6/17 to 30/6/17 & call charges (£5.52) (DUE 20/6/17)	£26.84	£5.37	£32.21
V127	5537	Wiltshire Council	2017-18 Bowerhill Sports Field Rates payment 3 of 10	£50.00	£-	£50.00
V128	5538	J.H.Jones & Sons	Inv 12607 - Grass cutting & bin emptying to contract May 2017 - (PO151653) less overcharge of £31.50 on April 2017 invoice	£704.91	£140.98	£845.89
V129	5539	Viking	Inv 192370 - A3 copier paper & Jotta pads	£231.27	£20.45	£251.72

V130	5540	J.Beaven	Jens cleaning - 1034 B/Hill Pavilion cleaning - 14/4 - 19/5	£276.00	£-	£276.00
V131	5541	Complete Weed Control	Inv NWX-10167 - Weed spraying various locations throughout Parish	VOID See V146 Chq 5551		
V132	5542	Water2business	B/Hill Sports Pavilion - 3/12/16 - 30/05/17 Water Services	£93.10	£-	£93.10
V133	5543	Melksham Town Council	To contribute to Neighbourhood Plan expenditure. MCAP invoice 17/P/004	£163.12		£163.12
V134	5544	Radcliffe Fire Protection	Inv - 0183 - B/Hill Pavilion - 6 monthly service automatic fire alarm and detection system & 6 monthly service of emergency lighting system	£90.00	£18.00	£108.00
V135	5545	Wiltshire Association of Local Councils	Inv SUB17/18-163 - subscription to WALC/NALC - 1/6/17 - 31/3/18	£912.88	£182.58	£1,095.46
V136	5546	Wiltshire Association of Local Councils	14 copies of New Good Councillor Guide @ £3.49/each plus 1 copy of Local Council Explained @ £14.99 plus £5 p&p	£68.85	£-	£68.85
V137	5547	Community First	Membership Renewal 2017-2018	£40.00	£-	£40.00
V138	5548	Whitley Reading Rooms	Hall Hire - APM Meeting 18th May	£26.25	£-	£26.25
V139	5552	Mr Sparkles Melksham Ltd	Maintenance clean to 10 x bus shelters @ £15 each = £150.00 Deep clean at Bowerhill Pavilion (windows, sky lights, signage, gutters) £60	£210.00	£-	£210.00
V140	5553	Simon J White	A350 Roundabout maintenance April & May @ £195 each	£390.00	£-	£390.00
V141	5554	Trade UK (Screwfix)	Maintenance materials: Pump sprayer, fence care paint, white spirit, weatherseal Inv. 0788505726 & 0796106487	£58.80	£11.76	£70.56

V142	5555	Cllr Alan Baines	Member Expenses. To reimburse travel expenses 18 miles @ 45p for attending Floods Ops meeting in Devizes 17th May	£8.10	£-	£8.10
V143	5556	Land Registry	Land registry searches for Hornchurch Road play area	£11.00	£-	£11.00
V144	5549	Wiltshire Pension Fund	June Superannuation (less overpayment of £16.06 in April)	£1,600.79	£-	£1,600.79
V145	5550	HMRC	June Income Tax & NI liability	£1,711.14	£-	£1,711.14
V146	5551	Complete Weed Control	Inv NWX-10167 - Weed spraying various locations throughout Parish	£1,329.00	£265.80	£1,594.80

SUB TOTAL

£12,974.85

£662.79

£13,637.64

Salaries:

V147	TFR	Teresa Strange	June Salary + 57.5 additional hours + Expenses (Refreshments for Annual Parish (£14.90) Internation Post for SID internals (£13.85) silica gel sachets for noticeboards (£2.29) + VAT			
V148	TFR	Joanne Eccleston	June Salary + 62.15 additional hours			
V149	TFR	Sharon Newton	June Salary			
V150	TFR	Terry Cole	Hours worked w/e 06/05/17 - 27/05/17 + travel allowance £47.50 + Mileage £57.15			
V151	TFR	Marianne Rossi	June Salary + 10.45hrs additional hours + backdated pay award			
V152	TFR	Elaine Cranton	Sick pay for May office cleaning			
V153	5557	Richard Wood	Chair's Allowance (1st installment)	£200.00	£-	£200.00
			Salaries	£5,531.91	£4.62	£5,536.53
			TOTAL	£18,506.76	£667.41	£19,174.17

	Chq	Payee	Payment Details	Net £	VAT £	Gross £
Please authorise the following bank transfer which took place since the last meeting:						
V154	TFR	Unity Bank	From Unity Bank A/c to Lloyds Bank current account to make up shortfall until Fixed Term deposit returned 19/6/17	£25,000.00		£25,000.00
V155	5559	Lloyds Bank	From Lloyds To Unity Bank A/c to restore balance to FSCS limit	£25,000.00		£25,000.00

NB: Cheque 5558 written but to be approved at Full Council 17th July 2017

Returned cheques:

V156 Cheque number 5452 for £7.50 returned by Whitley Reading Rooms as invoiced for hall use raised in error.

Cheques returned to payees as insufficient funds in the account:

5463	Melksham Town Council	Neighbourhood Plan expenditure	£49.50
5474	Melksham Town Council	SID Speed Indicator Device expenditure	£100.00
5479	Shaw Hall & Playing Field Management Committee	Grant	£3,550.00
5481	Whitley Reading Rooms	Grant	£500.00
5487	1st Broughton Gifford & Holt Scouts	Grant	£200.00
5497	Wiltshire Air Ambulance	Grant	£250.00
5502	Melksham Carnival	Grant	£150.00

5503	Melksham Food & River Festival	Grant	£150.00
5504	PAFOS (Parents & Friends of Shaw School)	Grant	£200.00
5511	Melksham Choral Society	Grant	£100.00
5520	Melksham Town Council	50% Contribution to Melksham Market Public Toilets	£5,973.36
5533	Wiltshire Council Pension Fund	May Superannuation	£1,323.06
		Total	£12,545.92

Bank charges @ £35 per returned cheque x 12 = £420 (To be confirmed when all bank statements received).

Bank transfer from Lloyds current account was made to Unity Bank on 13th June, authorised by Cllr. Wood & Cllr. Baines.

(See V154, to be repaid on return of Fixed Term Deposit on 19/6/17 see V155)

The Clerk explained that 12 cheques had been represented and were unable to be cashed by the recipients as there was not enough funds in the Lloyds account. This was due to a clerical error, with a member of staff moving too much money into the fixed term deposit account and not allowing sufficient funds to remain in the Lloyds account to cover the value of the cheques written. Unfortunately, Lloyds Bank wrote to the Council to inform them, rather than making contact straight away by phone or email, and this correspondence was not received until Monday 12th June at which point some cheques had already been represented twice; the Parish Council will incur bank charges of £35 per represented cheque. Cllr. Wood and Cllr. Baines had authorised an emergency on-line transfer of £25,000 from Unity Bank into Lloyds Bank on 19th June, until funds from the fixed term deposit account could be released for transfer. The Council therefore authorised a cheque payment of £25,000 from Lloyds to Unity Bank in order to restore this account back to its balance threshold that is covered by the FSCS (Financial Services Compensation Scheme). **Resolved:** *The Clerk to investigate with Lloyds Bank whether the bank charges will apply to every cheque that has been represented.*

e) **Draft Financial Regulations for 2017/18 based on NALC (National Association of Local Councils) Model:** The Council reviewed the draft Financial Regulations document based on the NALC Model with tracked amendments made by the Clerk as RFO. The following key points were noted:

- Any expenditure over £5,000 has to be approved by Full Council.

- The Clerk in conjunction with the Council Chair or Chair of the Asset Management Committee can authorise additional works to the Bowerhill Sports Field pitches to the cumulative value of £1,000 in any year.
- Two members who are bank signatories, who are married or cohabiting, are not permitted to authorise the same bank transaction.
- The council does not hold petty cash.
- Purchasing protocols are:
 - (i) Above £25,000 – out to tender and list on Public Contracts online system.
 - (ii) Under £25,000 – 3 quotes with priced descriptions.
 - (iii) Under £3,000 and over £100 – 3 estimates.
 - (iv) Under £100 – obtain value for money.

Resolved: *The Financial Regulations for 2017/18 based on the NALC Model with the tracked changes were approved and adopted.*

- f) **Statement of Accounts and Financial Report for Year Ending 31st March, 2017:** The Clerk as RFO had verified the accounts and confirmed that they were correct.
Resolved: *The Statement of Accounts and Financial Report for Year Ending 31st March, 2017 were approved and signed as an accurate record by the Chairman and the Clerk as RFO.*

The Council thanked the officers for the additional work and hours that had been undertaken in order to produce the year end accounts.

- g) **Statement of Accounts Appendix – Parish Council’s Compliance with Local Government Transparency Code 2015:** **Resolved:** *The Parish Council Local Government Transparency Code 2015 Compliance Report for Year Ending 31st March 2017 was approved.*
- h) **External Audit Annual Return for Year Ending 31st, March, 2017 – Section 1 (Governance Statement):** The Council answered “Yes” to questions 1,2,3,4,5,6,7 and 8 of Section 1 (Governance Statement) of the Annual Return and noted that question 9 did not apply. The Clerk reported that under the intermediate review there would be a spot check with regard to question 8, and evidence needed to be provided to the External Auditor to back up the answer given to this question.
Resolved: *Section 1 (Governance Statement) of the External Audit Annual Return for Year Ending 31st March, 2017 was approved and signed by the Chairman and the Clerk as RFO.*
- i) **External Audit Annual Return for Year Ending 31st, March, 2017 – Section 2 (Accounts Statement):** **Resolved:** *Section 2 (Accounts Statement) of the External Audit Annual Return for Year Ending 31st March, 2017 was approved and signed by the Chairman and the Clerk as RFO.*
- j) **Extension of the Right to Inspect Accounting Records:** The Council noted the SLCC Advice Note that although residents have always had the right to inspect the accounting records of the Parish Council, that this has now been extended. On 27th June, 2017 a new “Local Audit (Public Access to Documents) Act 2017 comes into effect, which allows any journalist the right to inspect a council’s accounts. The act defines a journalist as “any person who produces for publication journalistic material

(whether paid to do so or otherwise), and so includes a 'citizen journalist' who blogs without payment".

The following items were held in Committee in line with standing Order 61.

- 106/17 **Future Office Accommodation within Dedicated Space at Melksham Health & Wellbeing Campus:** The Clerk gave an overview of the situation with the current office lease with Total QSR, and explained that it had run out two years ago, but that the landlord was happy with the current loose arrangement. She had received further information from Wiltshire Council with regard to a dedicated space within the new Campus, once built. She confirmed that the Parish Council would be able to have 90sqm of their own dedicated space within the campus, with their own key, and that it would be serviced accommodation. The price per sqm would include electricity, office cleaning and the use of share toilet and kitchen facilities. As a partner agency the Parish Council would be charged half the commercial rate of that in Melksham. Wiltshire Council had confirmed that although the actual rental rate would not necessarily remain at the same fixed cost, it would always remain at 50% of the commercial cost of renting in Melksham. There would also be the benefit of small business rate relief as a move out of Crown Chambers would have an effect on the rates of all the Council run buildings within the parish. It was noted that as the accommodation at the Campus was fully serviced that any move could potentially result in the cleaning position at the Council being at risk. It was considered that as long a lease as possible should be negotiated and that formal Heads of Terms were sought as soon as possible. **Resolved: 1. The Parish Council relocate into the Campus building, once built and seek a legally binding agreement with Wiltshire Council over the terms of the lease as soon as possible. 2. The Parish Council negotiates the longest possible lease with Wiltshire Council. 3. A Working Party is established to move this project forward, and Cllr. Wood, Glover, Carter, Holder and House to be appointed onto this working party.**

Agenda item 14 was brought forward.

- 107/17 **Staffing & Resources:**
- a) **Update on Return to Work of Current Staff member Off Sick:** It was noted that the sick note for the current member of staff who has been off sick since February expired on 18th June, 2017. The staff member had a consultant's appointment today, 19th June, and the Clerk was waiting to hear the outcome. If the member of staff did not have another sick note then she was due back to work this Friday, 23rd June , and the Clerk would undertake a back to work interview, to ensure that there were no concerns from either party.
 - b) **Resignation of Staff Member:** The Clerk reported that the Finance Assistant had resigned on the 5th June, and in her resignation letter had requested to leave on 28th July, and as such this is her last day of employment. She has been given "Gardening Leave" as of 13th June for her own wellbeing. The Council noted the additional hours worked by other members of staff who were covering this role as it will have an impact on the staffing budget for the year.
 - c) **Delegated Powers for Staffing & Resources Committee to Recruit New Staff for the Following Positions:** The Clerk explained that there was an opportunity to advertise in the Melksham News for the 5th July, and that due to the tight deadline the Staffing Committee could look at this at their meeting on 26th June. The Melksham News has two sister papers, one in Frome and one in Westbury, and if an advert is taken out in one of these at the same time then it is half the cost.

Advertisement costs for the Wiltshire Times are extremely expensive, but there is also the option of advertising on Wiltshire Council's job vacancy website for approximately £100. It was considered that the Finance Assistant position should be advertised as soon as possible, as once into the school holiday period the response may not be as good, in the hope of recruiting now with a start date of 4th September. The Officers did not want a new employee to start before this date as it would be difficult to train a new employee and cover for other members of staff over the holiday period.

(i) **Finance Assistant:** A discussion took place over whether it would be more beneficial to employ an external finance company to undertake the financial work. The Clerk reported that this was already done at year end when an external company, Rialtus, was paid to carry out the year end shut down on the accounting software package. The Finance Assistant position had a wider remit than just accounting as part of the role included the Bowerhill Sports Field bookings, tenders for new contracts, insurance renewals and the asset register, in addition to providing additional office cover for meetings and holidays.

Resolved: *The position of Finance Assistant to be advertised in its current format.*

(ii) **Allotment Warden:** The Clerk reported that the Council used to employ both a Caretaker and an Allotment Warden, and when the previous Allotment Warden left the two roles were made into one. The current Caretaker and Allotment Warden is finding it difficult to fit all of his tasks into his working hours and he does not want to increase his hours. The Caretaker's responsibilities have increased since the Parish Council took on the devolved service of the Wiltshire Council owned play areas as he now has an additional two play areas to check, with a third imminent. The play areas must be checked once a week to ensure that the Council is defensible from an insurance perspective, and this is currently not happening. It was noted that the checking of play areas would continue to increase once new housing developments in the Parish were built and the play areas were taken on by the Council. The Caretaker considered that he would be able to carry out a check of every play area every week if he did not have the responsibility of the Allotments. It was therefore suggested that these two roles were once again separated and that a position for an Allotment Warden for 1 hour a week was created. **Resolved:** *The position of Allotment Warden for 1 hour per week to be advertised.*

Resolved: *Delegated powers to be given to the Staffing Committee to advertise, interview and appoint staff for the positions of Finance Assistant and Allotment Warden.*

108/17 **Public Parks & Open Spaces:**

- a) **DCLG (Department for Communities & Local Government) Consultation on Preserving the Free Use of Public Parks:** The Council noted a government consultation proposing to tighten up legislation to ensure that the future use of public parks is free. The SLCC will be responding to this consultation and asked for views to be forwarded to them. **Resolved:** *The Council supports any legislation which ensures that members of the public can use public parks for free.*
- b) **DCLG Report on Public Parks – “Parks Face Threat of Decline with Severe Consequences”:** The Council noted a Communities and Local Government Committee report on the future decline of parks, and are calling on councils to include public parks in their strategic plans.

- c) **Melksham Neighbourhood Plan – Invitation for Local Groups & Residents to Identify Local Green Space for Designation:** The Council noted that the Neighbourhood Plan are carrying out a mapping exercise to identify local green open space for designation and have asked councillors and members of the public to assist with this process. They want people to identify areas that are important to them and the reasons why as evidence for any potential future designation.

Meeting closed at 10.05pm

Chairman, 17th July, 2017