

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 20th March, 2017 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllrs. Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Rolf Brindle, Mike Mills, Pat Nicol, Paul Carter, Jan Chivers and Mike Sankey.

Cllr. Terry Chivers joined the meeting at 7.20pm.

Cllr. Ian Tait joined the meeting at 7.22pm..

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

- 401/16 **Apologies:** Cllr. Steve Petty, due to illness, and Jan Chivers who gave no reason. The Council discussed what constituted a valid reason for absence. It was acknowledged that as there was now a meeting scheduled for most Monday evenings it would be unreasonable to not accept holidays as a valid reason. The Council approved Cllr. Petty's reason for absence.
- Absent:** Cllr. Gregory Coombes..
- 402/16 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire. The following forthcoming events were noted:
- a) **Highways & Streetscene Meeting, Monday 27th March, 2017** – The date of this meeting had now moved from the 3rd April, where it had been scheduled to follow the Planning meeting being held that evening. The date had been changed due to the anticipated length of the planning meeting. Both Cllrs. Wood and Glover had given their apologies for this rescheduled meeting as they were both going to be away. The Clerk asked if a member not on this committee would be willing to stand in as a substitute in order that the meeting would be quorate in case of further absences. **Resolved:** *Cllr. Brindle to stand in as substitute on the Highways & Streetscene Meeting to be held on Monday 27th March, 2017.*
- b) **Group 5 AGM, Thursday 30th March at 7.00pm** – Group 5 had extended an invitation to the Council for their AGM to be held on the 30th March in Trowbridge. Unfortunately there were no members able to attend this meeting.
- 403/16 **Declarations of Interest:** The Clerk declared an interest in agenda item 10f) as she is a Trustee for Young Melksham and involved with the LYN (Local Youth Network). All those that attended the Gompels warehouse tour were invited to sign the gifts and hospitality declaration. Cllr. Mills requested that the Parish Council send a letter of thanks to Sam Gompels. **Resolved:** *The Council send a letter of thanks to Sam Gompels for the interesting tour of his facility and his hospitality.*
- 404/16 **Items to be Held in Committee:** **Resolved:** *Agenda item 9 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:(b) terms of tenders and proposals and counter-proposals in negotiations for contracts.

- 405/16 **Public Participation:** There was one member of the press present who did not wish to speak.
- 406/16 **Minutes, Full Council Meeting 6th March, 2017: *Resolved:*** *The Minutes of the Full Council Meeting held 6th March, 2017 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*
Min.381/16 – spelling of “resitricition” corrected to “restriction”.
Min.386/16d) – spelling of “Ambssadors” corrected to “Ambassadors”.
- 407/16 **Matters Arising from Minutes, Full Council Meeting 6th March, 2017:**
a) From Min.374/16 – Electronic Signature on Agendas: The Council noted the SLCC (Society of of Local Council Clerks) 2015 advice note on summons by email. The Clerk had sought further clarification and had received an email from the SLCC Advice Department which stated the following:
“In terms of an electronic signature for agendas, the Clerk’s signature can be scanned and placed at the bottom of the agenda if being sent by email. If the term is being used for online banking the email signature is the sign on details that the bank provides. Members can be given their agendas either by collecting them or having them emailed or posted to them as long as they are received at least three clear days before the meeting”. The Clerk suggested that for future agendas and summons she scanned a paper copy of the signed agenda, which is on headed paper, and that this is then emailed from her Council email address. If the Council accepted this then it was noted that the new Council in May would also need to adopt this procedure and that the standing orders would be updated to include this. **Resolved: 1.** *The Council unanimously accepted the SLCC advice on electronic signatures, and they will accept summons and agendas by email, with hard copies and associated papers to follow. 2. The Standing Orders to be amended to reflect this procedure, and be adopted by the new Council at the Annual Council meeting on 15th May, 2017.*
b) From Min.386/16c) – Melksham Area Bus Changes: The Council noted correspondence from the Wiltshire Council Bus Network Manager and Transwiltis Community Rail Partnership, with regard to interim changes to the bus timetables and provision on certain local routes.
- 408/16 **Minutes, Planning Committee Meeting 13th March, 2017:**
a) **Resolved:** *The Minutes of the Planning Committee Meeting held 13th March, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
b) **Resolved:** *The Recommendations detailed in Min.394/16, Min.396/16, Min.398/16, Min.399/16, Min.400/16b) and Min.400/16d) were formally approved.*
- 409/16 **Matters Arising from Minutes, Planning Committee Meeting 13th March, 2017:**
a) From Min.398/16 – Footpath from Oakfields Football/Rugby Club to the Rear of Melksham Oak Community School: The Clerk reported that she had spoken to the Wiltshire Council Planning Enforcement Officer, the Rights of Way Officer about what denotes a footpath, and Wiltshire Council as the applicant. This issue and any responses will be on the agenda for the Highways and Streetscene Committee meeting to be held on Monday 27th March.

- b) From Min.367/16 – Community Benefit Funding from two potential energy storage facilities: The Clerk had contacted Statera Energy about the possibility of Community Benefit Funding following the public consultation, should any future application be approved. The developer had offered a sum of £5K. This sum needs to be clarified as the developer has sent two potential agreements. This will be an agenda item for the Planning Committee meeting on 3rd April.
- c) From Min.400/16c) – S106 Agreement for PathfinderWay Application (16/01123/OUT): The Clerk reported that, under delegated powers, she, Cllr. Wood, as Council Chairman, and Cllr. Glover, as Council Vice-Chair, had signed and sealed the S106 Agreement by the required date of Friday 17th March, 2017. This legal document had then been hand delivered to Wiltshire Council at County Hall.

Cllr. Tait joined the meeting at 7.20pm and Cllr. T. Chivers joined the meeting at 7.22pm.

- d) From Min.368/16 – Timescales for New East of Melksham Development (450 Dwellings 14/06938/OUT): A response from the developer that the reserved matters application would most likely be submitted and progressed this year, with potential building works to commence in 2018, was noted.

410/16 **Joint Neighbourhood Plan Steering Group Meeting – to be held on Wednesday 29th March, 2017:** Both Cllrs. Wood and Glover, the Parish Council Representatives on the Steering Group, had given their apologies for this meeting. Cllr. Carter would be attending as nominated substitute, and the Clerk asked if any other councillor was available to be a second substitute. No other councillor was able to attend.

411/16 **Finance:**

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

Paying in reference	Income Details	Amount £
500129	TTFC - season use - bowerhill - part payment	£135.00
500130	2 x Foresters Arms FC, £100, TTFC season use part payment £135, relet BYF 2A	£260.00
TFR	Melksham Town Youth FC - outstanding invoices	£500.00
TFR	Melksham Town Youth FC - inv 0117-01	£70.00
TFR	Interest on Fixed Term Deposit	£15.34
TFR	Interest on Instant A/C Feb & Mar	£0.04
Total		£ 980.38

- b) **Accounts for payment:** It was noted that the February wages were paid by cheque rather than direct debit as there were issues using the on-line banking system. There were two cheques (cheque numbers 5426 & 5441), which had been raised and paid since the last meeting, as both were urgent, however they were both

under £20. It was noted that most of the outstanding VitaPlay work on Kestrel Court Play Area had been completed, therefore the retained payment of £2,651.76 was authorised, but was to be held back by the Clerk for payment once the works were complete. Cllr. Wood declared an interest as there was a cheque payable to him for the Chair's Allowance. **Resolved:** *The following accounts were checked and formally approved for payment.*

The following payments were authorised last month, but the cheques were signed since the last meeting:

5441	Avery Weigh-Tronix	Postal Scale Chart - new rates from 27/3/17 (urgent)	£ 11.84	£ -	£ 11.84
5442	Elaine Cranton	Approved last month but paid by cheque due to Unity Bank connection problems	£ 66.01	£ -	£ 66.01
5443	Terry Cole	As above	£ 718.60	£ -	£ 718.60
5444	Sharon Newton	As above	£ 578.12	£ -	£ 578.12
5445	Joanne Eccleston	As above	£ 936.10	£ -	£ 936.10
5446	Teresa Strange	As above	£ 2,241.39	£ -	£ 2,241.39
5447	Marianne Rossi	As above	£ 310.59	£ -	£ 310.59
TOTAL			£4877.65	£ -	£4877.65

This month's accounts for payment:

Chq	Payee	Payment Details	Net £	VAT £	Gross £
5440	Vita Play Ltd	Inv 1382 - completion works to Kestrel Court Play Area	£ 2,209.80	£ 441.96	£ 2,651.76
DD	British Telecom	B/Hill B/Band 1/3 - 31/3	£ 42.50	£ 8.50	£ 51.00
DD	Eon	B/Hill Electricity 30/1 - 23/2	£ 33.44	£ 1.67	£ 35.11
DD	Eon	B/Hill Gas 30/1 -21/2	£ 10.89	£ 0.61	£ 11.50
DD	Grist Environmental	Inv 192452 B/Hil Waste away 25/1 & 26/1	£ 31.90	£ 6.38	£ 38.28
5448	Wiltshire Council	CATG Contribution - dropped kerb @ Halifax Rd	£ 400.00	£ -	£ 400.00
	Wiltshire Council	CATG Contribution - supply "Berryfield" namplate	£ 76.62	£ -	£ 76.62
5449	Melksham Town Council	SID Deployment - Shaw Hill 21/02	£ 100.00	£ -	£ 100.00
	Melksham Town Council	Neighbourhood Plan contribution	£ 233.09	£ -	£ 233.09
5450	J.H.Jones & Sons	Inv 12525 - B/Hill grass cutting - Feb 2017	£ 357.92	£ 71.58	£ 429.50
	J.H.Jones & Sons	Inv 12524 - Allots & B/Acre grass cutting - Feb 2017	£ 121.83	£ 24.36	£ 146.19
5451	Wiltshire Publications Ltd	Melksham News Advert Issue 677- 2nd March	£ 142.50	£ 28.50	£ 171.00
5452	Whitley Reading Rooms	Hall Hire - 6 Feb Community Emergency Group	£ 7.50	£ -	£ 7.50

5453	J.Beaven	Jens Cleaning - B/Hill 3/2 - 3/3	£ 210.00	£ -	£ 210.00
	Trade UK	Credit - return of one faulty padlock	-£ 15.74	-£ 3.15	-£ 18.89
5454	Trade UK	replacement padlock	£ 17.49	£ 3.50	£ 20.99
	Trade UK	15 x aluminium Torches & 6 x combi padlocks	£ 281.84	£ 56.36	£ 338.20
5455	Pat Nicol	Mince Pies ingredients (from Chairs Allowance)	£ 10.00	£ -	£ 10.00
DD	Grist Environmental	Inv 195012 B/Hill waste away 22/2 & 23/2	£ 31.90	£ 6.38	£ 38.28
5456	Total QSR Ltd	Inv 576 - Crown Chambers - Electric - Oct - Dec 2016	£ 426.85	£ 39.93	£ 466.78
5457	Total QSR Ltd	Inv 577 - Crown Chambers - Electric - Dec 16 - Mar 17	£ 367.43	£ 73.49	£ 440.92
5458	Bowerhill Villager	Inv 458, advertising Apr 2017 - March 2018	£ 65.00	£ -	£ 65.00
5459	Wiltshire Pension Fund	March Superannuation	£ 1,478.11	£ -	£ 1,478.11
5460	HMRC	March Income Tax & NI liability	£ 1,369.99	£ -	£ 1,369.99

SUB TOTAL

£ 12,888.51 £ 760.07 £13,648.58

Salaries:

TFR	Elaine Cranton	Office Cleaning Feb 8 - Mar 3			
TFR	Terry Cole	Wages Feb 11 - Mar 4			
TFR	Sharon Newton	March Salary & expenses: AAA Batteries £ 2.98			
TFR	Jo Eccleston	March Salary & 37hrs incl backdated pay award: £20.34 & expenses: parking £1.00			
TFR	Teresa Strange	March Salary & 85.33hrs incl backdated pay award: £81.53 & expenses: refreshments £5.04			
TFR	Marianne Rossi	March Salary & 9.166 hrs & backdated pay award £58.00			
5461	Richard Wood	Final Installment of Chair's Allowance 2016/2017			
		Salaries	£ 4,992.73	£ -	£ 4,992.73

TOTAL

£ 13,003.59 £ 760.07 £13,763.66

- c) Correspondence from Grant Thornton on External Audit:** Correspondence from Grant Thornton was noted, which informed that they were awaiting printing of the Annual Return Forms which would be sent out at the end of March.
- d) New Phone System:** Arising from Min.353/16 – The Clerk reported that the new phone system had now been ordered, however, there was two additional costs that had not been clearly explained when Sirius initially visited and quoted for the job. There was a line charge of £9.75 per month, whoever the supplier was, and in order to keep the existing phone number, 01225 705700, which is widely publicised, an additional diversion charge was required. The diversion could be paid for at a charge of 0.09p per diverted call, or a one off payment of £125, which would cover a new line with all diversions automatically and would also mean that if the Parish Council were ever to move premises that the line and number could be taken with

them. The Clerk had authorised these two costs of a one off payment of £125 and £9.75 per month under her delegated powers as the cost was under the £250 threshold.

412/16 **Play Area & Open Space:**

- a) Update on Wessex Water Leak at Berryfield Play Area:** Following a site meeting with Wessex Water at Berryfield Play Area, the Clerk reported that Wessex Water stated that the crack in the tarmac surface of the Teen Shelter was due, in their opinion, to tree roots, and not the burst mains sewerage pipe. They showed the Clerk & Chairman photos of the flooding and explained that the direction of the water flow had not been in the direction of the damage under the teen shelter. They had fenced off the corner of the play area, scraped away and removed the surface soil and turfed that area.
- b) Update following Joint Working Party meeting on Thursday 16th March with Town Council for the future of the Ex George Ward School Playing Fields:** It was noted that Wiltshire Council wanted to hand over these playing field to just one Council. The Town Council were happy for this to be the Parish Council, but had implied that they were gifting this land to the Parish Council. The Parish Council were happy to take on the land, but did not consider it to be a gift as it would require Council time and finances to maintain it. The Town Council would like to see the land transformed into a Country Park, similar to that in Southwick. The Parish Council felt that this idea was somewhat ambitious financially and considered that the cost of any development of this area should not be borne by the tax payer, rather that grants could be applied for and that the land should generate enough income to pay for its ongoing maintenance so that it would be cost neutral. The Parish Council wished to see some of this land used for allotments, with the rest potentially being a wildflower meadow and community orchard. Both Councils agreed that a car park associated with any use of the land was a necessity. The Clerk explained that the provision of a car park had been part of the original planning application and that enquiries would need to be made over whether further planning permission would need to be sought. It was acknowledged that this had been a useful first meeting, but that this project was not “business as usual” and as such, under the rules of Purdah, nothing more would be done until after the elections in May. Any further discussions and decisions would be down to the two future Councils.
- c) Correspondence regarding the state of the Bowerhill Jubilee Sports Field:** Cllr. Glover declared an interest as his grandson played football on these pitches. A hirer of the football pitches at the Jubilee Sports Field had sent an email complaining about the state of the pitches, and that two of the three pitches had been deemed unplayable due to standing water, both on the 14th March and two weeks previously. He also complained about the amount of dog faeces on the pitch, stating that he had to clear it up before the pitch could be played on. It was noted that the weekend that the hirer had stated that the pitches were deemed unplayable, that the pitches at the Oakfields Stadium had also been waterlogged and unplayable due to the amount of rainfall. A councillor had inspected the three pitches today and reported that some of the goal areas had no grass and some deep holes, but generally the rest of the grass on the pitches was okay and in an expected state for the time of year and usage. He had crisscrossed the pitches and had found no dog fouling. A long discussion took place about what could be done about the dog fouling on the Sports Field. The hirer had stated in his email that there were no signs informing people to not allow their dogs to foul, however, it was noted that there were signs on all of the pedestrian gates instructing that dogs must be kept on a lead and that people must clear up after

their dogs. Additionally, there were plenty of bins on the sports field for people to dispose of their dog waste. It was noted that enforcement of these rules was an issue. A proposal was made that all dogs should be banned from the Sports Field. It was noted that many dog owners did clear up after their dogs and followed the Parish Council rules, however, a few inconsiderate dog owners were causing this problem. It was considered that dog owners should be given fair warning that if the dog fouling issues did not improve, that the Council would put a ban on all dogs on the Sports Field. **Resolved.** **1.** *The Parish Council put up signs at the Bowerhill Jubilee Sports Field warning dog owners that if they do not clear up after their dogs that the Council will impose a complete ban of dogs on the Field.* **2.** *This issue is highlighted on social media and in the local press and village publications.* **3.** *If the situation with dog fouling does not improve the Council imposes a complete ban of dogs on the Sports Field.*

- d) Alternative Uses for Bowerhill Jubilee Sports Field:** It was noted that Wiltshire Council were planning on spending £300K on new Cricket Club Pavilion at the Campus. A suggestion had been made that the Bowerhill Jubilee Sports Field and Pavilion could accommodate a cricket team as it was currently under-utilised. This would additionally mean that the £300K could be spent on other sporting facilities at the Campus. It was noted that the Sports Field gets very wet and that the quality of the grass required for a cricket square might potentially be an issue. **Resolved:** *The Council explore the idea of the Bowerhill Jubilee Sports Field and Pavilion being a potential home for Melksham Cricket Club.*
- e) Hire Charges for the Bowerhill Jubilee Sports Field and Toilet Facilities for Wiltshire Council Funded Youth Activities During the School Holidays:** The Clerk had previously declared an interest in this item, but gave some background information. The LYN (Local Youth Network – youth arm of the Area Board) are running a programme of events in the holidays (Easter, May half term and Summer) for teenagers aged 12 – 19 years. The proposed venues will be at Canberra, Seend, Atworth, East of Melksham and Bowerhill. The activities on offer will include football zorbing and battleground archery, with youth club activities for those children who are not so sports orientated. The Go Activ, who are running the activities, are interested in hiring the Sports Field and toilets at the Pavilion and have enquired about the cost. A councillor queried what football zorbing was as they had concerns that this could cause wear and tear on the sports pitches. The Clerk informed that football zorbing was a very large ball that kids got inside of, so they were rather like a hamster in a wheel! She therefore considered that this would have no adverse effect on the pitches. It was considered that if these were activities to keep teenagers busy and active during the school holidays that this was a positive youth provision that the Parish Council should encourage and that a nominal charge be made for the use of the toilets. **Resolved:** *The standard nominal charge for charity groups and youth organisations to use the toilets at the pavilion to be charged.*

413/16 **Community Action/Partner Reports/Joint Ventures:**

- a) Melksham Town Council replacement of “Welcome to Melksham Signs”:** The Town Council resolved to set up a working group to look into replacing the “Welcome to Melksham” signs. When they investigated this issue, they identified that most of the signs were located in the Parish of Melksham Without, and as such have asked if any Parish Councillors wish to join the working group. The Council noted that although these signs were in the Parish that they were Town signs and as such no financial contribution should be made towards them. **Resolved:** *The Parish Council*

supports the replacement of these signs and would like to be involved in the siting of them in the parish, but will not contribute to them financially.

- b) Rural Services Network Press Release – Rural Weighting to Attract GPs and Health Workers:** This press release proposing a system of “rural weighting” payments by the NHS and government to make it more financially attractive for doctors to work in villages and market towns was considered. The Parish Council did not wish to lobby Michelle Donelan MP on this issue.
- c) CPRE (Campaign to Protect Rural England) Good News Stories:** A request had been received from the CPRE for parishes and villages to put forward good news stories from their communities for the CPRE website. The Council did not wish to take part in this initiative.
- d) Wiltshire and Swindon Police and Crime Plan 2017 - 2021:** The Council noted this report.

The following agenda item was held in committee and the member of the press left the meeting in line with Standing Order 61.

414/16C Future Office Accommodation: The Clerk explained the accommodation of Stratton St. Margaret Parish Council, following a recent visit, in that it was a type of Campus arrangement and that it worked well. She had received some costings from Wiltshire Council and it was noted that this included utilities and cleaning, and that the Parish Council could keep their own phone system and number. It was acknowledged that from a lone working perspective that the Campus would be a better environment for staff members. **Resolved:** *The Council to continue to investigate the possibility of moving from Crown Chambers into the new Campus Development.*

Meeting closed at 8.56pm

Chairman, 10th April, 2017