

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 23rd January, 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, Gregory Coombes, Paul Carter, Jan Chivers, Mike Sankey, Ian Tait and Terry Chivers.

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

Apologies: None.

Absent: Cllr. Steve Petty.

305/16

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:

- Neighbourhood Plan Public Consultation at Berryfield Village Hall – 24th January 2017, 6.00pm - 8.00pm.
- Neighbourhood Plan Public Consultation at the new Melksham Rugby Club – 9th February 2017, 6.00pm – 8.00pm.
- Area Board Meeting at the new Melksham Football Club – 8th February 2017 – 6.15pm for tour of facilities, refreshments at 6.30pm, meeting starts at 7.00pm.
- CAWS Summer Event on Shaw Playing Field – Saturday 8th July, 2017.

At the Melksham Community Area Joint Strategic Assessment (JSA) meeting on 18th January, the Melksham Area Board set its priorities for the next few years. Those attending this meeting were given lots of useful statistics, such as levels of child poverty, mental health issues and requirements for social housing (currently 99 families waiting to be housed in the Melksham Community Area) to help inform their decision making and these were now displayed at Crown Chambers to assist councillors when making decisions for the parish, such as Grant Aid.

306/16

Parish Council Objectives for 2016/17:

The Council reviewed its objectives for the year 2016/17 which were adopted at the Annual Council meeting on 23rd May, 2016. These were as follows:

Parish Enhancement:

- To take over devolved service of the Wiltshire Council play areas in parish (Berryfield, Hornchuch Road (Bowerhill) and Kestrel Court (Bowerhill) with the aim of Community Asset Transfer for the two in Bowerhill.
- To refurbish Wiltshire Council owned play areas and bring up to Parish Council standards.

Community Resilience:

- To install 7no. community access defibrillators, provide the governance package and community awareness training.
- To develop robust Community Emergency Response Plan and build a bank of Community Emergency Volunteers.

Finance:

- To introduce new accountancy software package.

Planning

- To produce a robust, community led Neighbourhood Plan for the designated Melksham Area, working with Melksham Town Council.

Staffing:

- To employ an Apprentice Parish Assistant and assist in their Level 2 Business Administration qualification.

Bowerhill Pavilion and Sports Field:

- Actively seek ways to promote hire of the Sports Pavilion and its facilities.

The Council noted that the Neighbourhood Plan was an ongoing objective, the Bowerhill Pavilion was in its first week of lower occupancy as the Melksham Youth Football teams had only just moved to the new Football Club facilities, and only the devolved service and refurbishment of the Hornchurch Road Play Area was yet to be transferred to the Parish Council as Wiltshire Council still had issues over land ownership. All other objectives had now been fulfilled.

- 307/16 **Declarations of Interest:** Cllr. Wood declared an interest in all items relating to Berryfield and Semington Road. The Clerk declared an interest in agenda item 9 as there was a cheque made payable to her husband for the work he carried out straightening and re-concreting the gate post at Berryfield Play Area.
- 308/16 **Dispensation for Declarations of Interest:** It was noted that Councillors living in the Parish had dispensation for Declarations of Interest for the Precept setting.
- 309/16 **Items to be Held in Committee: : *Resolved:*** *Agenda items 14a & 14b to be held in Committee 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.

The Council agreed to suspend Standing Orders for a period of public participation.

- 310/16 **Public Participation:** There were three members of the public present. A representative from Shaw Village Hall Committee and CAWS (Community Action: Whitley & Shaw) was present to listen to discussions about the adoption of phone boxes in Shaw & Whitley and the update on the meeting held by the Shaw Joint Recreational Fund Committee on Sunday 22nd January.
- Wiltshire Cllr. Roy While reported that he had called in planning application 16/06564/OUT, proposal for two new dwellings and access on land at the canal bridge, Semington, and was in support of this application. He had also been supporting residents who were opposed to to planning application 16/05446/OUT, proposal for three new starter homes on land at Semington Road. Both of these applications had been refused by Wiltshire Council. He advised that Wiltshire Council Budget meeting was taking place on 24th January, and this was an open session for all members to attend; they would be looking at the potential Council Tax increase that they may impose, this could be up to 1.99%. With regard to the Social Care Levy, this could see an increase of 3%. Wiltshire Cllr. While felt that this should happen to alleviate the burden on Social Services. He stated that the Town Council had decided not to have the new Assembly Hall integrated into the Campus. He considered this to be a shame as he

felt it would have offered a better Campus facility. He said that the Campus would happen and that the Market Place works were due to start next week. He stated that the new state of the art football and rugby facilities were now open.

Cllr. Carter queried, re the Social Care Levy what financial figure was actually required to provide adequate and safe care for the people of Wiltshire.

Wiltshire Cllr. While replied that he had been out of the loop for a while due to a recent spell of absence for health reasons, but that he would know more after attending the meeting on the 24th January.

The Council re-convened.

- 311/16 **Minutes, Full Council Meeting 5th December, 2016: Resolved:** *The Minutes of the Full Council Meeting held 5th December, 2016 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment: Min.277/16 – spelling of “thenaks” corrected to “thanks”.*
- 312/16 **Matters Arising from Minutes, Full Council Meeting 5th December, 2016:**
From Min.273/16b): Cllr. Mills reported that BRAG had now received an invoice from the Parish Council for the cost of the installation of the seat at the Canal Picnic Area, and that this had been paid.
- 313/16 **Minutes, Planning Committee Meeting 12th December, 2016:**
a) Resolved: *The Minutes of the Planning Committee Meeting held 12th December 2016 were formally approved by the Council and signed by the Chairman as a correct record.*
b) Resolved: *The Recommendations detailed in Min.283/16a)i) and Min.284/16 were formally approved.*
- 314/16 **Minutes, Planning Committee Meeting 9th January, 2017:**
c) Resolved: *The Minutes of the Planning Committee Meeting held 9th January 2017 were formally approved by the Council and signed by the Chairman as a correct record.*
d) Resolved: *The Recommendations detailed in Min.288/16)1), Min.288/16)2) and Min.289/16 were formally approved.*
- 315/16 **Joint Neighbourhood Plan Steering Group:**
a) Minutes of the Meeting 11th January, 2017: The Minutes of the Joint Neighbourhood Plan Steering Group meeting held on 11th January, 2017, were noted.
- 316/16 **Minutes, Finance Committee Meeting 9th January, 2017:**
a) Resolved: *The Minutes of the Finance Committee Meeting held 9th January 2017 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments: Min. 299/16a) & Min.301/16 – The reduction in the amount received from the Precept following the boundary review to be amended from £43,000 to £46,000.*
b) Cllr. Glover as Chairman of the Finance Committee explained the recommendations and the draft budget proposals to members not on the committee **Resolved:** *The Recommendations detailed in Min.298/16, Min.299/16a), Min.299/16b), Min.299/16c), Min.299/16d) and Min.304/16 were formally approved.*
c) Matters Arising: From Min. 299/16a) - Cllr T. Chivers stated that all the bus shelters in the Parish, both Wiltshire Council owned and Parish Council owned, all looked

really good following the Parish Council's commitment to clean them on a regular basis. Cllr. Carter felt that there had been a marked decrease in cleanliness of the public toilets by the Art House Café since they had been taken over by the Town Council and the Parish Council. Cllr. Glover reported that there had been some problems with someone sleeping in the disabled toilets, which was where all the cleaning supplies and spare toilet rolls were stored; measures had now been taken to mitigate this. It was additionally noted that at the point that these toilets were taken on jointly by both councils the other two sets of public toilets in the town were closed by Wiltshire Council; this had resulted in a significant increase in the use of the toilets by the Art House café, the only public toilets now available in Melksham. Cllr. T. Chivers queried when the dropped kerbs in Whitley would be installed. Cllr. Baines replied that the contractor was unable to undertake the work in this financial year and that the work would be carried out in the next financial year.

- d) Precept for 2017/18: Resolved:** *The Recommendation for the Precept setting for 2017/18 detailed in Min. 301/16 that "the Parish Council set the Precept for 2017/18 at £178,000 which is £43,000.27 less than in 2016/17, a decrease of 19.5%. The contribution of an average Band D household is £70.19, a rise of £1.25 (10p per month) an increase of 1.81% on last year" was formally approved.* The Parish Council Chairman, Cllr. Wood, and the Clerk as RFO (Responsible Financial Officer) signed the Precept request document to be sent to Wiltshire Council.
- e) Press Release on Precept and Budget Proposals for 2017/18: Resolved: 1.** *The Council Chair, Vice-Chair and the Clerk to have delegated powers to write a press release with regard to the Precept and Budget proposals. 2. All members to be sent a copy of the press release once written.*
- f) Council Tax Leaflet:** The Clerk explained that there was a requirement, once the Precept of a parish or town council was over £140,000, for information on income and expenditure to be included in resident's council tax statements and for this information to be published on Wiltshire Council's website. The Council noted the breakdown for Melksham Without.
- g) Update on Community Governance Review (CGR) Boundary Changes:**
- i) – Number of Electors in Parish:** Clarification had been sought from Wiltshire Council with regard to the number of electors that will be in the Parish once the boundary changes take effect in April. The Council noted that in Melksham Without there will be 5,421 electors in 2,873 properties and in Melksham Town there will be 12,733 electors in 7,567 properties. This equated to a drop in electors of 1,063 in 680 properties in Melksham Without. It was additionally noted that when the Parish Council undertook joint ventures with the Town Council that the split of electors was now closer to one third in the Parish and two thirds in the Town and that this may well have a bearing on future joint projects and the subsequent division of costs or allocation of funds.
- ii) – Dates of Boundary Changes:** Wiltshire Council had advised that the boundary changes will take place as of 1st April, 2017, therefore all the properties affected by the CGR (Community Governance Review) will move on that date along with their associated Precept payments. The Unitary Council, Town and Parish Council elections take place on 4th May, 2017 with current Councillors stepping down on the 8th May and those elected on the 4th May also taking up their positions on the 8th May. There will therefore be a short period of time when Melksham Without Parish Councillors will still be representing constituents that are no longer in their ward. It was noted that the Wiltshire Councillor Wards will not change, this will result in Melksham Without Wiltshire Councillors representing some Town residents. The Clerk had queried with Wiltshire Council the state of play regarding CIL payments on

planning applications that have been registered in the Parish, but that will move under the CGR. Wiltshire Council could not give a definitive answer on this.

Resolved: Maps of the boundary changes and new wards to be put on the website as soon as possible.

- h) **Wiltshire Council Revenue Budget:** The Council noted Wiltshire Council's Councillors Briefing Note no.313 on the £4.04m overspend on its Social Care budget.

317/16

Finance:

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

Paying in reference	Income Details	Amount £
500124	Allots £50, B'hill Sports Field bookings: TTFC £135, Foresters £100	£285.00
500125	B'hill Sports Field booking: Foresters £50, BASRAG Printing, £10.29	£60.29
500126	B'hill Sports Field booking: Foresters £50,	£50.00
500127	B'hill Sports Field bookings: Foresters £50, TTFC £135	£185.00
09/12/2016	Interest on Instant A/C	£0.02
09/01/2017	Interest on Instant A/C	£0.02
12/12/2016	B'hill Sports Field bookings: Melksham Town Youth	£200.00
06/12/2016	Interest of Fixed Term Deposit	£6.58
17/01/2017	Play Areas - Wilts Council Contribution for devolved service	£2,000.00
Total		£ 2,786.91

The Clerk highlighted that Wiltshire Council had pledge £1,000 for each play area where the devolved service was taken on by a Parish or Town Council. The Parish Council had now received £1,000 each for both Kestrel Court and Berryfield play areas.

- b) **Accounts for payment: Resolved:** The following accounts were checked and formally approved for payment.

Chq	Payee	Payment Details	Net £	VAT £	Gross £
DD	Eon	Gas B/Hill Pavilion 14/11 - 25/12 - charge less £100 cashback & 20% VAT on cashbook (120 rec'd)	-£ 69.63	£ -	-£ 69.63
DD	Eon	Electricity B/Hill Pavilion 14/11 - 25/12	£ 62.20	£ 3.11	£ 65.31
DD	British Telecom	B/Hill Pavilion Broadband 1/12-31/12 2016	£ 41.20	£ 8.24	£ 49.44
DD	British Telecom	B/Hill Pavilion Broadband 1/1-31/1 2017	£ 41.20	£ 8.24	£ 49.44

DD	British Telecom	Office Telephone charges 8/11-31/3, useage 10/10-6/1	£ 146.95	£ 29.39	£ 176.34
DD	Grist Environmental	B/Hill Pavilion Waste 5/10 & 6/10	£ 31.90	£ 6.38	£ 38.28
5402	Wiltshire Council	B/Hill Sports Field Rates Payment 10 of 10	£ 47.00	£ -	£ 47.00
5403	Wiltshire Council	Training Course x 2 Marianne Rossi & Sharon Newton - Assertiveness in Workplace	£ 120.00	£ -	£ 120.00
5404	Melksham Town Council	Deployment of SID - 13 Dec 2016 - Woodrow Road 180A	£ 100.00	£ -	£ 100.00
5405	Melksham Town Council	Neighbourhood Plan Contribution MISC/59/16/17	£ 130.50	£ -	£ 130.50
5406	BWBSL	B/Hill Pavilion - Water & Sewerage services - 21/6 - 2/12	£ 86.77	£ -	£ 86.77
5407	BWBSL	Berryfield Allotments - Water services - 10/6 -30/11	£ 73.67	£ -	£ 73.67
5408	BWBSL	Briansfield Allotments - Water services- 10/6 - 30/11	£ 47.20	£ -	£ 47.20
5409	Arien Designs Limited	Inv 3480 - A1 Lock Case with shaped header & delivery. New noticeboard for Whitley Reading Rooms.	£ 453.00	£ 90.60	£ 543.60
5410	St Barnabas Church	Play Park Annual peppercorn rent	£ 10.00	£ -	£ 10.00
5411	Viking	Inv 748425 - stamps & stationery	£ 233.35	£ 32.62	£ 265.97
5412	J Beaven	Pavilion Cleaning 11/11 - 9/12	£ 420.00	£ -	£ 420.00
5413	J.H.Jones & Sons	Inv 12488 - relocation of noticeboard	£ 245.00	£ 49.00	£ 294.00
5414	Mr Sparkles Melksham Ltd	Bus Shelters - 8 x initial cleans & 1 x maintenance clean	£ 335.00	£ -	£ 335.00
5415	Screwfix	Inv 0761024107 - wire netting, cable ties	£ 33.57	£ 6.71	£ 40.28
5416	Wiltshire Publications Ltd	Inv 38747 – Adverts: Invite to Tender for Grass Cut & Application for Grant Aid adverts	£ 99.00	£ 19.80	£ 118.80
5417	Whitley Reading Rooms	Monthly Line Rental - Dec (Phone & Broadband for emergency muster point)	£ 29.98	£ -	£ 29.98
5418	Condor Office Solutions Ltd	Inv 483519 - Photocopier - 20/10/16 - 12/1/17	£ 288.75	£ 57.75	£ 346.50
5419	Andy Strange Property & Garden Maintenance Ltd	Inv 01212 - dig out, straighten & re-concrete post at Berryfield Play area	£ 41.00	£ -	£ 41.00
5420	Vita Play Ltd	Inv 1359 - Kestrel Court Play Area Refurbishment	£ 22,209.80	£ 4,441.96	£ 26,651.76
TOTAL			£25,257.41	£4,753.80	£30,011.21

Salaries:

TFR	Elaine Cranton	Office Cleaning - Dec 7 - Jan 6			
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TFR	Terry Cole	Wages - Dec 3 - Dec 31			
TFR	Sharon Newton	Jan Salary & 5 hrs & expenses			
TFR	Jo Eccleston	Jan Salary & 33.75 hrs & expenses			
TFR	Teresa Strange	Jan Salary & 63.25 hrs & expenses			
TFR	Marianne Rossi	Jan Salary & 5 hrs & expenses			
			Salaries		£4,553.60
5421	Wiltshire Pension Fund	Jan Superannuation	£1,627.99		£1,627.99
5422	HMRC	Jan Income Tax & NI liability	£982.48		£982.48

TOTAL

£32,421.48 £4,753.80 £37,175.28

The refurbishment works to Kestrel Court Play Area were not quite finished and as such cheque number 5420 would be held back until completion. It was noted that cheque number 5409 for a new noticeboard at Whitley Reading Rooms replaced the old noticeboard which was disposed of on Tuesday 10th January, 2017. **Resolved:** Cheque number 5420 to be held back until the Kestrel Court Play Area works are finished.

318/16 **Play Area & Open Space:**

a) Update on Work at Kestrel Court Play Area: The Clerk reported that the work was nearly complete and the second basketball hoop which had been saved from Bowerhill Sportsfield had been installed; this was what the children of Bowerhill Primary School had asked for. Wiltshire Council had congratulated the Parish Council on this work and the work carried out to Berryfield Play Area and had mentioned it in their Highways Newsletter.

The Clerk reported back from the ROSPA reports of Kestrel Court, Beanacre and Shaw Play Areas and that a quote had now been received from VitaPlay to undertake the works to address the remedial repairs highlighted (*Min 276/16c refers*). The works to be carried out at Kestrel Court Play Area would cost £340 (Excl. VAT), to Beanacre would cost £310 (Excl. VAT) and to Shaw £150 (Excl. VAT). There were also two extra pedestrian guardrail barriers required for Kestrel Court and these would cost £900 (Excl. VAT). It was considered that it made sense to undertake all of these remedial works whilst VitaPlay were on site.

Resolved: 1. A request is made for the Parish Council to revisit the Bowerhill Primary School Council to let them know that the piece of equipment that they requested has been installed, and invite the Melksham News to run a good news story. **2.** The two quotes from VitaPlay, A01011 for £800 (Excl. VAT) for remedial works and A01012 for £900 (Excl. VAT) for the pedestrian guardrail barriers, a total of ££1,700 (Excl. VAT) was approved and VitaPlay to be instructed to carry out these works.

b) Joint Working Party with Town Council for the future of the Ex George Ward School Playing Fields: The Council resolved at its Full Council meeting on 10th October to take on the two ex playing fields in the Parish from Wiltshire Council. As Wiltshire Council had concerns with regard to the asset transfer to two councils, the Clerk had contacted the Town Council to seek their views on the field that fell within their boundary. The Town Council had suggested a joint working party to discuss the most appropriate way forward and Cllrs. Westbrook, Saunders, Hubbard and Welch had stated that they would be happy to be on this working party. The Clerk suggested that the Council may wish to invite representatives from CAWS (Community Action

Whitley Shaw), Shurnhold and George Ward Gardens to be on the working group to seek their views.

Cllr. J. Chivers reported that some residents wanted the Parish Council to take on these fields for community use, but that others didn't as they did not wish to have the expense put onto their council tax. The Clerk explained that it would be cost neutral as there would be a maintenance contribution from the S106 Agreement from the George Ward Gardens development for this land and grant funding, such as the Tesco carrier bag fund for "green" projects and outdoor space. Additionally if some of the land was used for allotments then the allotment rent would cover the expense of running any allotments.

Cllr. Wood stated that any initial meeting with the Town Council would be an exploratory exercise. **Resolved:** *Cllrs. Wood, Glover, Carter and Tait to be on the working party with the Town Councillors to explore the way forward for the playing fields.*

- c) Update on NEAP (Neighbourhood Equipped Area of Play) and MUGA (Multi Use Games Area) at East of Melksham Housing Development:** Yet again the Clerk had queried why the MUGA had not been installed and when this would take place, which should have been at the 301st occupation. Work on the Play Area had started but there was still no equipment. A response had subsequently been received from Wiltshire Council to say that there were some parts missing from the original shipment, and so the contractors were unable to install it. The installation and site would be finished by the 9th February, but this applied only to the Play Area. The MUGA would then follow along with landscaping. In order to allow for the grass to grow, it wouldn't be available for use until the spring. Cllr. T. Chivers said that he would speak to the Clerk about what he might be able to do to as a Wiltshire Councillor to expediate this matter.
- d) Update on Transfer of Asset at Hornchurch Road:** There was nothing to report on this issue. Wiltshire Councillor While said that he would make some enquiries into this matter.
- e) Update on Improvements to Shaw Play Area/Playing Field Project:** The Parish Officer as the Parish Council's representative on the Shaw Joint Recreational Fund Committee gave a report on the meeting held on Sunday 22nd January 2017 at the Playing Field. She stated that the Committee had identified some priorities which were:
- Expand the enclosed play area to the car park and provide a "tractor" piece of play equipment for younger children. Expansion to be made up of a moved fencing and sensory planting scheme. Also potential to include a "mound" or ground landscaping to create areas for imaginative play.
 - Zip-wire piece of equipment to be located outside of the enclosed play area.
 - Provision of climbing equipment – such as a climbing wall.
 - Perimeter footpath – potentially to be constructed from road plainings or scalplings, but must be well impacted – not loose.
 - Fitness trail to follow perimeter path with outdoor gym equipment.
- The committee had agreed as their next course of action to independently research potential funding streams and suppliers to bring back for discussion at the next meeting.

The Council agreed to suspend Standing Orders for a period of public participation.

The representative from Shaw Village Hall queried why the Secretary of Shaw Village Hall Management Committee did not know about this meeting. The Parish Officer replied that there were two members of the Village Hall Committee at the meeting, one of whom was the Chair, so was unaware of why the Hall Secretary did not know. In fact she had been asked to produce the minutes for earlier in the day so that they could be reviewed at tonight's Village Hall Committee meeting. It was noted that the three organisations involved in the potential improvements, the Parish Council, the Village Hall Management Committee and CAWS, all had two representatives on the Recreational Fund Committee.

The Council reconvened.

f) Motion to Ban the Use of Toxic and Harmful Chemicals on Council owned land: The following motion was put forward by Cllr. T Chivers:

“This Council with immediate effect ban the use of all toxic and harmful chemicals on all Council owned land within the Parish of Melksham Without. The ban will also include the ban of all Council contractors using harmful chemicals replacing them with safe eco-friendly ones.”

The Clerk reported that no harmful chemicals were used on Parish Council owned land and that she had asked Wiltshire Council what they used on their land. They had responded that any chemicals or products that they used conformed to the latest government guidance and legislation. Cllr. T. Chivers was happy with this response and withdrew his motion.

319/16 **Community Action/Partner Reports:**

- a) Further Request by CAWS for Parish Council to Adopt 2 x Phone Boxes:** A request had been received from CAWS for the Council to reconsider the recommendation that it made at its Asset Management Committee on 18th July, 2016, and approved by the Full Council on 25th July, 2016, that it did not adopt the two phone boxes and suggested that CAWS become a charity and adopt the boxes in their own right. CAWS did not want to become a charity as it would mean that they would have to adopt a new constitution, employ a member of staff, have trustees and submit annual returns, just to take on two phone boxes. They had already fund raised £2,000 some of which will be used for the project to take on the phone boxes for maintenance, cleaning, etc, and they would pay the cost of the electricity and take on as a community project. The Clerk advised that it had been six months since the Council had made their decision and as such they could reconsider this issue as per Standing Order 34 (RESCISSION OF PREVIOUS RESOLUTION)(a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 5 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee. **Resolved:** *The Council adopt the two telephone boxes from BT and give them to CAWS to manage as a community project; with a clear agreement of which party was responsible for maintenance, insurance, utility costs etc.*
- b) South Brook River Maintenance by the Environment Agency:** The Environment Agency had sent notice that its contractors would be clearing South Brook on 13th December, 2016. The specification was to clear the vegetation to the top of the bank and any significant blockages from the channel.
- c) The Great British Spring Clean 3rd/4th/5th March, 2017:** Information had been sent to all the community action groups on the 23rd December, 2016. BRAG had confirmed that they were going to take part.

- d) **Best Kept Village Competition:** It was noted that the community action groups had been asked if they wished to take part in the 2017 competition.
- e) **Report following meeting with Councillors and Police Inspector James Brain:** It was noted that Inspector Brain felt that the issues surrounding parking outside of schools and drop off and pick up time, was not just a police issue but one for the schools and community in general. At the meeting it was proposed that a further meeting was held with all the local schools, police and the Parish Council to discuss possible ways forward to mitigate the problem. After much discussion it was suggested that community speed watch volunteers may be able to assist by taking down registration numbers and reporting them to the police. **Resolved:** *The Officers to ask the police if recording registration numbers of offending vehicles and reporting them to the police is a possibility as a future deterrent and arrange a further meeting with the Community Policing Liaison Officer.*
- f) **Community Policing Reports – 7th December 2016 & 5th January 2017:** The Council noted the list of reported crimes in the area.
- g) **Report following CPR & Defibrillator Training in the Parish:** There had been 8 training sessions held in the Parish by the Community Heartbeat Trust with 92 residents, local businesses, Councillors and Council staff attending. It was noted that the two trainers, Cath and Chris Mackie, were volunteers and were only paid for their expenses. They had carried out excellent training sessions which were both fun and informative. **Resolved:** *The Council send a letter of thanks to Chris and Cath Mackie for their time and commitment in carrying out the eight CPR & defibrillator training sessions in the Parish.*
- h) **Invitation to Visit Gompels Warehouse:** Melksham Chamber of Commerce are visiting Gompels Warehouses on Tuesday 21st March at 6.00pm for a tour of the facilities and question & answer session. The intention is to give an understanding of what Gompels does and how the business fits into the local economy. The invitation had been extended to members of the Parish Council. **Resolved:** *Cllrs. Glover, Brindle, Mills, Carter, Baines and Nicol to attend this event.*
- i) **Melksham Rail User Group: Minutes of the Meeting held 16th December, 2016:** The minutes of the Melksham Rail User Group meeting held on 16th December, 2016 were noted.

320/16 **Highways:**

- a) **Wiltshire Council's Bid for Grant Funding for Eastern Bypass Business Case:** It was noted that Wiltshire Council's bid for Government funding to produce a business case for an Eastern Bypass was not successful.
- b) **Correspondence Re: Proposed Bathampton Park & Ride and Freight Consolidation Centre:** Correspondence had been received from a resident of Bath asking the Parish Council to support objections to the proposal for a Park & Ride and Freight Consolidation Centre in Bathampton. It was considered that a Park & Ride in Bathampton would actually benefit the residents of Melksham Without as currently all the Park and Ride provision is on the wrong side of Bath for parish residents. **Resolved:** *The Council respond to the relevant BaNES Councillors giving their support for the proposal for a Park & Ride and Freight Consolidation Centre in Bathampton.*

321/16 **Procedural Matters:**

- a) **Parish Council's Adopted Social Media Policy:** It was noted that "Purdah" would come into effect on the 15th March, 2017. The Council noted their Social Media Policy which was adopted 25th July, 2016 and advice from the SLCC on how to use

Social Media effectively and safely, and how to deal with misinformation and “trolling”.

- b) Approval of Apologies:** It was noted that the Council should consider whether apologies should be accepted and members should give a reason for their absence. This does not have to be in writing, but a reason should be given to the Clerk in order that the Council are able to consider if the reason for absence is valid and acceptable. This is a legal requirement and will be an agenda item for future meetings.

The following agenda items were held in committee and members of the public left the meeting in line with Standing Order 61.

322/16C Staffing & Resources:

- a) New Training Provider for Apprentice:** It was noted that Learning in Wiltshire, Wiltshire Council’s training and apprenticeship provider will cease trading on 31st March, 2017. Cllr. Sankey asked that the Clerk make it clear to the Parish Apprentice that the Council were committed to ensuring that she completed her course in Business Administration with the Parish Council. **Resolved:** *The Chair, Vice-Chair, Chair of Staffing Committee and Clerk to have delegated powers to secure another training provider for the Parish Apprentice.*
- b) Office Accommodation:** The Clerk gave an update regarding the office accommodation. The lease for the office from Total QSR has expired, and has not currently been renewed. The Town Council has recently confirmed that they are not going ahead with the proposals to incorporate the Assembly Hall into the Campus and were not intending to move their offices into the Campus once built. There is a possibility that the Parish Council could negotiate office space within the Campus development or look into suitable accommodation elsewhere. **Resolved:** *The Clerk to investigate possible accommodation opportunities.*

Meeting closed at 9.45pm

Chairman, 6th March, 2017