

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 6th 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, Gregory Coombes, Paul Carter, Mike Sankey and Steve Petty.

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

371/16 **Apologies:** The Council noted that apologies had been given by Cllrs. Terry Chivers, for health reasons, and Ian Tait.

Absent: Cllr. Jan Chivers.

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

372/16 **Declarations of Interest:** Cllr. Wood declared an interest in all items relating to Berryfield and Semington Road and the Chairs Allowance as there was a cheque to be paid to the Town Council for his attendance to the Mayor's reception. Cllr. Baines declared an interest in agenda item 8d as there was a cheque reimbursing him for travel expenses for his attendance at the Operation Flood Working Group meeting. Cllr. Glover declared an interest in all issues relating to Melksham Rugby Club as he is Vice-President. The Clerk declared an interest in agenda item 9, issues relating to staffing, and agenda item 6a, issues relating to Grant Aid as she is a Trustee of Young Melksham and involved with Broughton Gifford Scouts. The Parish Officer declared an interest in agenda item 9, issues relating to staffing, and agenda item 6a, issues relating to Grant Aid as she is Secretary to the Melksham Air Cadets Civilian Committee. The Apprentice Parish Officer declared an interest in agenda item 9, issues relating to staffing. All the members of the Finance Committee gave repeated declarations from those given at the finance meeting held on Monday 6th February, 2017.

373/16 **Items to be Held in Committee: Resolved:** *Agenda items 6b, 9b, 9c, 9d & 9e 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 defer these items for discussion at the end of the meeting.

374/16 **Authorising Service of Summons for Meetings by Electronic Means:** The Council noted that the Ninth Edition of Charles Arnold-Baker on Local Council Administration, Chapter 7, subsection 5, states the following: *"It is a common practice to send agendas (and accompanying documents) by email. NALC advises its members that summons may be served electronically so long as the relevant email contains the electronic signature*

*and title of the proper officer and the council has first passed a resolution authorising service of the summons by electronic means". A discussion took place over whether a summons required a formal electronic signature, a software programme that could be purchased, or whether members could be summoned if they received the summons from the email address of the proper officer. The Clerk advised that she had spoken to Wiltshire Council with regard to their system of electronic summons and the sending of agendas and papers, and that they did not use an electronic signature. It was noted that if members accepted their summons via email, that this should also be followed up by hard copies of agendas and papers for all councillors, it should not be assumed that Councillors have access to a computer and the internet. It was suggested that the Clerk speak to other Council Clerks to investigate how they send out their summons, and that she also ask Wiltshire Council whether summons definitely need to have an electronic signature. **Resolved:** *As of the new council year in May councillors accept their summons by electronic means from the Clerk's email address only, initially without an electronic signature, with hard copies of summons and agenda papers to be sent to councillors, but the Clerk investigates further whether an electronic signature is a definite requirement.**

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

375/16 **Public Participation:** Wiltshire Councillor Roy While stated that Wiltshire Council had introduced electronic summons and papers some time ago. He reported that it was a simple system that worked well and had saved the Council a lot of money. He considered that Ian Gibbons, Associate Director Legal and Governance (Monitoring Officer), would not allow a procedure to be introduced that was not legal.

He reported on the previous week's Wiltshire Council Budget meeting; a proposal had been made that £200k of savings were allocated to the repairing of footways/pavements and that this would be dealt with by the Area Boards and work in a similar way to CATG (Community Area Transport Group). An increase of 3% for social care and £1.99% for general expenditure had been agreed. There will still be a deficit of £1m, but there was a savings plan in place to address this. He considered that the NHS Bath & North East Somerset, Swindon and Wiltshire's Sustainability and Transformation Plan (STP) was about working together to save money. He felt that the STP did not deal with suitable accommodation for disabled people and those with health care needs. He stated that Wiltshire Council joining a joint council West Country Pension Scheme was still an ongoing project.

The Council re-convened.

376/16 **Minutes, Full Council Meeting 23rd January, 2017: Resolved:** *The Minutes of the Full Council Meeting held 23rd January, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*

377/16 **Confidential Notes to Accompany Minutes, Full Council Meeting 23rd January, 2017: Resolved:** *The Confidential Notes to Accompany the Minutes of the Full Council Meeting held 23rd January, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*

- 378/16 **Minutes, Planning Committee Meeting 30th January, 2017:**
- a) Resolved:** *The Minutes of the Planning Committee Meeting held 23rd January, 2017 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*
Min.324/16 – “Wellington Road” amended to read “Wellington Drive”.
Min.326/16 – The last bullet point amended from “The new HQ is due for occupancy and operational flying as of 26th April 2017” to “The new HQ is due for occupancy and operational flying as of 26th April 2018”.
- b) Resolved:** *The Recommendation detailed in Min.334/16b was formally approved.*
- 379/16 **Minutes, Planning Committee Meeting 21st February, 2017:**
- a) Resolved:** *The Minutes of the Planning Committee Meeting held 21st February, 2017 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*
Min.362/16 – The first sentence of the penultimate bullet point of the Council’s concerns amended from “ A resident stated that there was no mention in the design statement about hydrogen sulphate (H₂S) and carbon dioxide (H₂O) emissions and how these will be removed safely” to “A resident stated that there was no mention in the design statement about hydrogen sulphide (H₂S) and carbon dioxide (CO₂) emissions and how these will be removed safely.”
Min.362/16 – The first sentence of the fifth bullet point of Mr. Waite’s response amended from “With regard to the risk of potential explosions and the digestate leaking out, he stated that Environment Agency permits were required to operate the plant and these detailed the permitted emissions of H₂S and H₂O and any potential spillages.” to “With regard to the risk of potential explosions and the digestate leaking out, he stated that Environment Agency permits were required to operate the plant and these detailed the permitted emissions of H₂S and CO₂ and any potential spillages.”
Min.363/16 – The road number amended from “A3105” to “A3102”.
Min.364/16 – The last bullet point amended from “Residents wished the Parish Council to hold firm to their previous objects to the original planning application.” to “Residents wished the Parish Council to hold firm to their previous objections to the original planning application.”
- b) Resolved:** *The Recommendations detailed in Min.367/16 and Min.368/16 were formally approved.*
- c) Matters Arising from Planning Committee Meeting 21st February, 2017:** Cllr. Brindle stated that, under Min.369/16, the dead elm trees that needed replacing at Oakfields Football/Rugby Club had not been planted by the developer.
- 380/16 **Joint Neighbourhood Plan Steering Group:**
- a) Draft Minutes of the Meeting 25th January, 2017:** The Draft Minutes of the Joint Neighbourhood Plan Steering Group meeting held on 25th January, 2017, were noted.
- b) Draft Minutes of the Meeting 22nd February, 2017:** The Draft Minutes of the Joint Neighbourhood Plan Steering Group meeting held on 22nd February, 2017, were noted.

381/16

Variation of Premises Licence for Melksham Town Football Club, Eastern Way:

The Council noted that Melksham Town Football Club had submitted an application to vary their premises licence as follows:

- To remove the condition which states that; “When matches are being played all alcohol supplied will be decanted into suitable polycarbonate/plastic vessels.
- To replace with a condition which states that: “When first team matches are being played no glass to be taken outside”.

The safety of having glasses outside was discussed, and it was felt that there should not be glasses outside during any matches, regardless of whether they were a first team or a reserve team. It was noted that the Council would not want to restrict the possible use of this venue for events such as outside marquees for weddings, or the use of the upstairs terrace. It was acknowledged that the condition which the application seeks to remove was an approved condition that already applied and as such could not have the wording amended, thus the variation which would allow glasses to be taken out during some matches should not be applied. **Resolved:** *The Council object to the proposed variation of condition seeking that there is only a restriction on glasses being taken outside during first team matches and that the original condition that states that alcohol will be decanted into suitable polycarbonate/plastic vessels should remain.*

382/16

Minutes, Finance Committee Meeting 6th February, 2017:

a) **Resolved:** *The Minutes of the Finance Committee Meeting held 6th February, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*

b) **Receipt of Pending Accounts:** The Council noted the receipt of the following sets of accounts from Grant Aid Applicants:

- i) Rachel Fowler Centre (Grant Application No.5)
- ii) Broughton Gifford & Holt Scouts (Grant Application No.11)
- iii) Melksham Seniors 55+ (Grant Application No.29)
- iv) Melksham Gardeners’ Society (Grant Application No. 42)

Resolved: *The Council accepted these four sets of accounts for the Grant Aid Applications.*

c) **Matters Arising:** From Min. 350/16d) – There was a query over the Grant Aid Application from MCAP (Melksham Community Area Partnership) for funds for printing costs for the Neighbourhood Watch (NHW) Scheme as an application for the same thing had been made to the Area Board. The Clerk had queried this with the MCAP Administrator, who had reported that the grant from the Area Board was for the printing of glossy generic leaflets, whereas the grant applied for from the Parish Council was for the printing costs for more localised street by street leaflet drops. It was noted that the Area Board application had been made prior to the Parish Council application. One of the questions on the Parish Council application form asks whether any other grants have been applied for, and the MCAP application for the NHW Scheme had answered no to this question. This was considered by some to be misrepresentation. Additionally, some members were unhappy that the NHW Scheme did not have any audited accounts in their own right. **Resolved:** *The Grant Aid sum recommended by the Finance Committee on the 6th February for the NHW Scheme, applied for by MCAP, is approved, but an accompanying letter is sent expressing concern with regard to inaccuracies with the information contained in the application form.*

d) **Resolved:** *The Recommendations detailed in Min.350/16c), Min.350/16d), Min.351/16, Min.353/16a)1), Min.353/16a)2), Min.353/16a)3), Min.353/16b),*

Min.353/16c)1), Min.353/16c)2), Min.353/16d), Min.353/16e), Min.353/16f), Min.354/16b), Min.354/16c) and Min.355/16 were formally approved.

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

Paying in reference	Income Details	Amount £
500128	BRAG - picnic bench install	£53.75
	S.Newton - torch refund	£98.00
Total		£ 151.75

f) **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 useage 14/11 - 30/1	£ 51.61	£ 2.58	£ 54.19
DD	Eon	Electricity B/Hill 25/12 - 30/1	£ 74.84	£ 3.74	£ 78.58
DD	British Telecom	B/Hill Broadband 1/2-28/2 2017	£ 41.20	£ 8.24	£ 49.44
DD	British Telecom	Crown Chambers Telephone & Broadband 1/2-30/4 2017	£ 92.32	£ 18.46	£ 110.78
DD	Grist Environmental	B/Hill Waste 2/11, 3/11 & 30/11	£ 50.90	£ 10.18	£ 61.08
DD	Grist Environmental	B/Hill Waste 1/12, 28/12 & 29/12	£ 44.80	£ 8.96	£ 53.76
*		<i>Written for full amount, however retention made as small works still outstanding (re-issued chq 5424)</i>	* VOID	* VOID	* VOID
5420	Vitaplay Ltd				
*		<i>Written incorrect amount</i>	* VOID	* VOID	* VOID
5423	Vitaplay Ltd				
5424	Vitaplay Ltd	New Invoice 1359 UPDATED - Kestrel Court Play Area refurbishment less retention (to replace chq 5420)	£ 20,000.00	£ 4,000.00	£ 24,000.00
*	Melksham Town Council	<i>Incorrect amount</i>	* VOID	* VOID	* VOID
5425					
5426	Melksham Town Council	Mayors Reception from Chairs Allowance 10th March 2017	£ 15.00	£ -	£ 15.00
5427	J Beaven	Pavilion Cleaning 16/12 - 27/1	£ 336.23	£ -	£ 336.23
5428	J.H.Jones & Sons	Inv 12493- B/Hill Grass Cut- Dec 16	£ 357.92	£ 71.58	£ 429.50
	J.H.Jones & Sons	Inv 12492- Allots & B/Acre - Dec 16	£ 121.83	£ 24.36	£ 146.19
	J.H.Jones & Sons	Inv 12512- B/Hill Grass Cut- Jan 17	£ 357.92	£ 71.58	£ 429.50

	J.H.Jones & Sons	Inv 12511 - Allots & B/Acre - Jan 17	£ 121.83	£ 24.36	£ 146.19
5429	Screwfix	Inv 0775057215 - roller set,filler, paintbrush, glue	£ 15.17	£ 3.04	£ 18.21
5430	Avon IT Systems	Web Hosting & domain registration 2016	£ 70.00	£ 14.00	£ 84.00
5431	Wiltshire Publications	Neighbourhood plan Advert 19th January	£ 142.50	£ 28.50	£ 171.00
5432	Alan Baines	Travel to Operational Flood Working Group 20 miles @ 45p	£ 9.00	£ -	£ 9.00
5433	Mr Sparkles Melksham Ltd	Bus shelter cleaning 9 x main, 1 x initial (Halifax Rd)	£ 175.00	£ -	£ 175.00
5434	Parkrun Limited	Contribution towards set up costs	£ 833.33	£ 166.67	£ 1,000.00
5435	Wiltshire Pension Fund	Feb Superannuation	£1,391.11	£ -	£1,391.11
5436	HMRC	Feb Income Tax & NI liability	£1,230.26	£ -	£1,230.26
5437	Forest Community Centre	Hire of Community Centre - 8th August 2016	£ 30.00	£ -	£ 30.00
	Forest Community Centre	Hire of Community Centre - 21st February 2017	£ 30.00	£ -	£ 30.00
5438	Melksham Town Council	Deployment of SID - 24 Jan 2017 - Corsham Rd, Whitley	£ 100.00	£ -	£ 100.00
	Melksham Town Council	Neighbourhood Plan Contribution MISC/60/16/17	£ 58.72	£ -	£ 58.72
5439	Viking	Inv 855782 - stationery	£ 74.28	£ 14.86	£ 89.14
	Viking	Inv 888337 - stationery & stamps	£ 120.99	£ 9.20	£ 130.19
	Viking	Inv 935436 - stationery	£ 105.73	£ 21.15	£ 126.88
		TOTAL	£ 26,052.49	£4,501.46	£ 30,553.95

Salaries:

TFR	Elaine Cranton	Office Cleaning - Jan 13 - Feb 3			
TFR	Terry Cole	Wages - Jan 7th - Feb 4th - (5 weeks)			
TFR	Sharon Newton	Feb Salary & 8 hrs & expenses £13.98			
TFR	Jo Eccleston	Feb Salary & 27 hrs & expenses £12.64			
TFR	Teresa Strange	Feb Salary & 86.25 hrs & expenses £41.28			
TFR	Marianne Rossi	Feb Salary & 10 hrs			
		Salaries Total	£4,850.81		£4,850.81

TOTAL

£ 30,903.30 £4,501.46 £35,404.76

g) Internal Audit engagement Letter: The Council noted this correspondence and that the Internal Audit would take place in March, date yet to be arranged. A second visit to finalise the accounts had been set for 18th April.

h) Quotation for Weedspraying in the Parish: The Clerk explained the extent of the current weedspraying contract in the Parish, which was along all the footways in Shaw, Whitley, Beanacre and Berryfield, and some of Bowerhill. Wiltshire Council are no longer weedspraying urban residential areas and the residential part of Bowerhill had previously fallen under this remit. She had sought a quote from Complete Weed Control to include additional areas; both the residential and industrial area of Bowerhill, including the linking footpaths, Bowerhill Sports Pavilion and car park, Semington Road, upto and including the canal bridge, the footway along the A365 past Melksham Oak and upto Redstocks, and the hardstandings around all the bus shelters in the Parish. It was noted that the Hangers in Lancaster Road, Bowerhill, were due for demolition and may well be re-developed, it would therefore make sense to not include this area in the weedspraying contract.

Resolved: *The Council accepts the quote from Complete Weed Control for weedspraying in the Parish as per quotation number 7675 dated 13.02.17, for the sum of £1,594.80 inc. VAT.*

383/16 **Minutes, Staffing and Resources Committee Meeting 30th January, 2017:**

Resolved: *The Minutes of the Staffing and Resource Committee Meeting held 30th January, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*

As per Min.373/16, agenda items 9b, 9c, 9d and 9e were deferred to the end of the meeting.

384/16 **Potential Office Space at the Campus:** Cllrs. Wood and Glover and the Clerk had attended a meeting with Wiltshire Council over the possibility of the Parish Council having office space at the Campus, once built. They reported that there would be three hiring rates; a charity rate, a partner rate and a commercial rate. The Parish Council would be charged at the partner rate which is 50% of the commercial rate in Melksham. It was noted that even if this rate was higher than the current rent that the Council pays for its existing accommodation, it would be still be cheaper than any other commercial rates in the Town. There were two potential options:

1. Hire an area that is roughly equivalent to the size of the council's existing office space to incorporate the meeting table.

2. Have a smaller office area and hire the campus meeting room for meetings.

It was noted that charges were made by square meterage and thus the second option could prove to be more cost effective. The office space was serviced and the rental rate included utilities, cleaning, toilets and the use of a staff kitchen. The Parish Council would be able to have its own computer and phone system or use that provided by Wiltshire Council. It was additionally noted that if the Parish Council moved into the Campus it would make savings on its rates. Clarification would be needed from Wiltshire Council that any office space that we hired would be exclusively for the use of the parish council and not shared with any other organisation. **Resolved:** *The Parish Council make further enquiries with Wiltshire Council and ask for costings based on the square meterage of two options: 1. Office space the size of the main office at Crown Chambers, to be able to accommodate 4 office desks and the meeting table. 2. An office big enough for 4 office desks and a small meeting table to accommodate 6/8 people. 3. The cost of hiring the Campus meeting room for each Council meeting.*

385/16 **Play Areas & Public Open Space:**

- a) Update on Work at Kestrel Court Play Area:** The Clerk reported that the barriers were back up, but not the bin as there was nothing to attach it to, but she was chasing this. The line marking has yet to be done as this is weather dependent. It had been suggested that a photo was taken with the children from Bowerhill Primary when the work on the basket ball court was complete as this was what they had requested. This would now have to take place after the elections in order to comply with the rules of Purdah (period of heightened sensitivity to publicity in pre-election period).
- b) Update of Wessex Water Works at Berryfield Play Area:** Following the burst mains sewerage, Wessex Water had been on site to make good, with a couple of exceptions. An area by the slide needed the top surface to be scaped away and this area re-seeded, and the concrete under the teenage shelter was cracked. As this play area has been recently refurbished, there is photographic evidence from December that there was not a crack in this surface prior to the leak. The Clerk reported that she had a site meeting with Wessex water on Wednesday 8th March and she would ask them to address these issues.
- c) Joint Working Party with Town Council for the future of the Ex George Ward School Playing Fields:** The Council noted that there would be a meeting of the Joint Working Party between the Town Council, the Parish Council and Mark Hunnybun, Wiltshire Council on Thursday 16th March at Crown Chambers.
- d) Update on NEAP (Neighbourhood Equipped Area of Play) and MUGA (Multi Use Games Area) at East of Melksham Housing Development:** The Clerk reported that the NEAP had now been installed, but would be fenced off until the spring to allow for the grass which has been seeded to establish. She had reported to Brookbanks that the heras fencing had fallen down following the recent storms. There was no news on the MUGA and she had reported this to the S106 Officer at Wiltshire Council, who in turn was going to look at what enforcement action they could take. The Clerk advised that she had copied in colleagues at the Town Hall, as under the Community Boundary Review this area would be in the Town Parish as of the 1st April. She had also arranged to have a site visit/walk about of the area with them in order that they could familiarise themselves with the issues on the East of Melksham development. In discussions with the Wiltshire Council legal department on future s106 agreements, the Clerk had mentioned the issues with enforcing historic s106 agreements, and the Solicitor had agreed to take a look into this issue.
- e) Update on Transfer of Asset at Hornchurch Road:** The Council noted that a response had been received from Wiltshire Council and that the transfer of the devolved service for this play area was tied up in a legal agreement. When this housing development was built the old West Wilts District Council took the commuted sum for the maintenance of the play area from the developer, Persimmons, but never signed the legal transfer documents. When Wiltshire Council became a Unitary Council it took on the maintenance of this area without ownership. They had suggested that if the Parish Council wished to begin the upgrading work and maintenance of this play area that they could do so, but under the same terms, with no lease or transfer of devolved service. Wiltshire Council implied that the legal proceedings in this matter could take some time, but once the play area was under their ownership they would be able to draw up and sign the documents leasing it to the Parish Council. Whilst the Council expressed concerns that they would be

spending money on upgrading and maintaining a play area to which they had no legal agreement over, they acknowledged that they only had the devolved service of both Kestrel Court and Berryfield play areas, they did not own the land, and they additionally did not want to see the play area at Hornchurch Road fall into disrepair. The Clerk advised that this play area was already covered under the Parish Council's insurance policy as all three of the Wiltshire Council play areas in the parish were added at the same time. **Resolved:** *The Parish Council formally write to Persimmons to ask whether they would consider transferring this play area directly to the Parish Council without going through Wiltshire Council, informing them that the Parish Council would like to maintain the play area on their behalf until it is either transferred to the Parish Council or Wiltshire Council.*

386/16 **Community Action/Partner Reports:**

- a) Invitation to Visit Gompels Warehouse with the Chamber of Commerce:** The Council noted that further to an invite from Sam Gompels to visit and have a tour of their Warehouse facilities in Bowerhill, that the date for this event had now changed to Tuesday 14th March. Cllrs. Wood, Brindle, Mills, Carter and Nicol, the Clerk and the Apprentice Parish Officer to attend this event. Cllr Glover could not attend as he would be on holiday and he asked that his apologies were passed on.
- b) B&NES, Swindon & Wiltshire Sustainability and Transformation Plan (STP):** It was noted that a joint public meeting had been held on Thursday 2nd March with Melksham Town Council, Melksham Without Parish Council and NHS Stakeholders. This was to seek the views of members of the public with regard to the STP and how future services could be shaped to meet the needs of the community. Those Councillors who attended gave positive feedback stating that it was a very informative event, but there was a feeling that this was more of a wish list on behalf of the NHS Stakeholders as it was not specific. It was noted that the Wiltshire CCG were undertaking a review of all NHS buildings in the "Chippenham, Trowbridge and Melksham Triangle", including the three hospitals, with the possibility of a brand new facility being provided, however this would not be reported until after the "purdah" period in May. It was noted that whilst this event was informative the Parish Council would like some feedback, once the STP has been implemented, on how effective its implementation has been. **Resolved:** *The Parish Council request now that once the STP has been implemented, a report is received on what has been provided and what has been achieved at the 18 month point post implementation.*
- c) Melksham Town Bus Route Changes - Routes 14 & 15:** The Melksham Chamber of Commerce, Option 24/7 and the TransWilts CIC are supporting community research for the Area Board into the most appropriate service for existing and future users in a financially viable, useful and sustainable way, in response to planned changes to the service by Wiltshire Council. **Resolved:** *The Council submit the follow comments:*
- **14/15 :** The bus goes up Snowberry Lane but then turns back , can it not do the tour of the East of Melksham housing development and then come back down Sandridge? This bus will also soon stop the service to the Oakfields Football and Rugby Club on a Saturday x 6 per day, which we feel should be continued. The Parish Council wish to investigate further the Transport Plan for the planning application to see if it was included as part of the determination.
 - **Berryfield:** Once a day the bus goes down the A350 bypass and then back up Spa Road, when it could go through the industrial estate (at times suitable to meet employment needs) and then back down Spa Road. The bus currently only collects

passengers on one way of its journey down Semington Road, can it pick up on both ways?

- **Train Station:** There are currently no buses stopping there, and it's very difficult to make a connection from the train station, could the town bus that goes to Granville Road/Addison Road not stop at the station? The Asda bus could then go onto the station and then Dunch Lane and be timed for trains arriving and departing. It is understood that there is not room for a bus to turn adequately at the Station at present and the free bus did used to do a 6 point turn to manoeuvre however the rail replacement bus service (which is a large bus) has managed this, is it not just the understanding of the businesses there to not park cars in the turning circle?
- **Future housing developments:** The bus service should be extended to the North East and East as the housing developments (outline applications approved) are occupied (100 houses to the north east 15/12454 and 450 houses to the east 14/06938).

- d) **Big Pledge Challenge:** It was noted that Wiltshire council were running the Big Pledge Challenge event again this year and had requested whether groups or organisations wished to nominate Ambassadors for the 2017 Challenge. **Resolved:** *The Parish Council do not nominate an Ambassador for the 2017 Challenge.*
- e) **Community Policing Reports for January 2017 and February 2017:** These reports were noted. It was also noted that Travellers had moved onto the Car Park by George V Playing Fields in Bath Road, Melksham on 31st January. The Clerk had informed Security 2000 on the Bowerhill Industrial Estate and had asked that they keep an eye on the Bowerhill Sports Field. The Travellers moved on as of 4th March.
- f) **Wiltshire Council Circular – “Wiltshire Standing Together Against Bullying”:** The Council noted this circular.
- g) **Volunteer Recruitment Initiative:** The Clerk reported that feedback from a recent Area Board meeting aimed at Seniors was that their biggest concern was not funding or governance, but rather a lack of volunteers. She reported that she had been discussing ways to assist with Melksham Area Board, MCAP (Melksham Community Area Partnership) and the Town Council, and a suggestion had been made that roles within committees and organisations were broken down and that there was a generic form for volunteering within the Melksham Area. The Melksham News had offered to run a regular slot asking for “volunteers of the week”, this could also be put on social media. The Clerk asked if the Parish Council wished to support this initiative and the volunteering application template in partnership with the Town Council, the Area Board and MCAP. **Resolved:** *The Parish council support the joint volunteer recruitment initiative.*

387/16 **Council Meeting Dates for 2017/18 and Revised Dates for End of 2016/17:** The Council noted that due to Purdah (Management of council business and publicity during the pre-election period) the Annual Parish Meeting would now be held on Thursday 18th May, 2017. **Resolved:** *The Council approved the meeting dates for 2017/18 and the revised dates for the end of 2016/17.*

388/16 **Council Statutory Holiday Dates for Staff:** **Resolved:** *The Council Statutory Holiday Dates for Staff to be Tuesday 30th May, 2017 and Tuesday 29th August, 2017.*

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

389/16 **Staffing & Resources:**

The Parish Officer and the Apprentice Parish Officer left the room whilst the Recommendations from the Staffing and Resources Committee Meeting of the 30th Januray, 2017 were approved.

a) Minutes, Staffing and Resources Committee Meeting 30th January, 2017:

Resolved: 1. *The Recommendations detailed in Min.340/16)1), Min.340/16)2), Min.341/16a), Min.342/16b), Min.343/16b), Min.344/16b), Min.345/16 and Min.346/16 were formally approved. 2. The Recommendation detailed in Min.344/16b) was deferred pending further investigation.*

The Parish Officer and the Apprentice Parish Officer rejoined the meeting and the Clerk left the room whilst agenda items 9b, 9c and 9d were considered.

b) Verbal Report following Clerk's Appraisal: Cllr Baines who along with Cllr. Wood

had conducted the Clerk's appraisal on Friday 3rd February, gave a verbal report. He stated that it was a very satisfactory appraisal and the Clerk had been very honest about what she felt were her short comings and the challenges that she faced in her role. It was noted that her attendance at the SLCC (Society of Local Council Clerks) meetings had resulted in several procedural and legal issues being brought to the attention of the council. All the objectives set at her 2015 appraisal had now been met.

c) Change of Contractual working hours for the Clerk: Cllr. Baines reported that one of the outcomes of the Clerk's appraisal was that her contractual hours, currently 25 hours per week, were not sufficient to complete her role. It was noted that the responsibility of the post had increased with additional workload created from the Parish Council taking on devolved services from Wiltshire Council. It was considered that her hours should reflect the post, which is now a full time position, and thus the contractual hours should be 37 hours per week. The Clerk was happy with this proposed increase. An increase in her contractual hours would not incur any additional expenditure as she is already being paid for the hours that she is working over and above her contracted 25 hours and the funding for these additional hours have also been allocated for within the budget. It was queried whether there were tasks that the Parish Council undertook that it shouldn't, however, it was acknowledged that the Clerk and her staff only carried out the tasks and jobs that the Council asked her to do. **Resolved: The Clerk's contractual hours to be increased from 25 hours per week to 37 hours per week.**

d) Review of Salary Scale Point for Clerk: It was noted that the Clerk had been on salary scale point 35 since September 2015. **Resolved: Following the Clerk's satisfactory performance as identified from her appraisal on 3rd February, 2017, her salary scale point to be increased to scale point 36 to be back dated from 1st February, 2017.**

The Clerk rejoined the meeting.

e) National Joint Council for Local Government Services – 2017/18 National Salary Award: Resolved: The Council formally approved the 2017/18 pay increase for all staff from 1st April, 2017 in line with the agreement of the National Joint Council for Local Government Services.

Meeting closed at 9.31pm

Chairman, 20th March, 2017