

MINUTES of the Annual Council of Melksham Without Parish Council held on Monday 14th May, 2018 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllrs. Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Mary Pile, Paul Carter and David Pafford.

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

Invited Guest: Wiltshire Cllr. Roy While.

- 001/18 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire. It was noted that to be quorate the meeting required the presence of 4 councillors and there were 6 present. He announced that CAWS (Community Action Whitley Shaw) were holding a Summer Fair on Saturday 9th June and Cllr. Pile would be selling raffle tickets for this event at the end of the meeting.
It was noted that the Parish Officer had carried out a fire check prior to the meeting at 6.45pm.
- 002/18 **Apologies:** Cllr. Nick Holder was unable to attend as a family member was in hospital, Cllr. Greg Coombes was unwell and Cllr. Paul Taylor had given apologies as he was working in London and unable to be back in Melksham in time for the meeting; these were accepted.
- 003/18 **Not Present:** Cllrs. Kaylum House and Terry Chivers.
- 004/18 **Appointment of Chair:** Cllr. Wood stood down, Cllr. Glover took the Chair and invited nominations for the Chair for 2018/19. Cllr. Glover proposed, seconded by Cllr. Pile that Cllr. Richard Wood was elected as Chair. **Resolved:** *The Council unanimously resolved that Cllr. Wood be Council Chair for 2018/19.*
- 005/18 **Chair's Declaration of Acceptance of Office:** Cllr. Wood signed the Chair's Declaration of Acceptance of Office for the Council Year 2018/19.
- 006/18 **Appointment of Vice Chair:** Cllr. Wood invited nominations for Vice Chair for 2018/19. Cllr. Baines proposed, seconded by Cllr. Pile that Cllr. John Glover was elected as Vice Chair. **Resolved:** *The Council unanimously resolved that Cllr. Glover be Council Vice Chair for 2018/19.*
- 007/18 **Items to be Held in Committee:** **Resolved:** *Agenda items 15b, 18a, 21a, 24a, 24b, 25a and 25b 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 3d: "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". Reason: (a) engagement, terms of service, conduct and dismissal of employees; (b) terms of tenders and proposals and counter-proposals in negotiations for*

contracts; (c) preparation of cases in legal proceedings; (d) the early stages of any dispute.

008/18 **Councillor Vacancies:**

- a) **Berryfield Ward:** It was noted that no election had been called for this vacant seat.
- b) **Bowerhill Ward:** It was noted that no election had been called for this vacant seat.
- c) **Co-option Procedure:** As no election had been called for either of the Wards the Parish Council could now fill these vacancies by co-option. The Clerk explained the procedure that had been used at the last Annual Council meeting where 5 councillors had been co-opted as follows:

- The vacant seats were widely advertised in the press, parish notice boards, Parish Council website and social media sites.
- Applicants were asked to provide a written statement prior to the Council meeting.
- Applicants spoke/gave a personal statement at the Council meeting.
- Ballot papers were issued to councillors to vote on their preferred candidate.
- The Clerk counted the votes in the presence of the meeting and the Parish Officer verified the count.
- Co-option was by majority vote for each candidate.

Members queried whether applicants could be eliminated if they did not live in the Parish. The Clerk informed that election rules state that anyone who lives within 3 miles of the parish can stand for election or co-option. It was noted that a majority vote was required for a candidate to be co-opted. If members considered that an applicant was a single-issue candidate or were unsuitable for the role then they did not have to vote for them. **Resolved:** *The Council add the procedure used at last year's Annual Council to co-opt members and the use of ballot papers to Standing Orders.*

009/18 **Standing Orders:**

- a) **Melksham Without Parish Council Standing Orders 2017/18:** The members noted the Standing Orders adopted for the Council Year 2017/18 and that any procedure in bold type was a legal requirement; the others were considered best practice.
- b) **NALC Model Standing Orders for 2018/19:** The members considered the new NALC Model Standing Orders and an overview from NALC about what has changed for Standing Orders. Again, it was noted that anything in bold type was mandatory. The Clerk explained that anything in brackets or normal type could be amended and she had made some amendments to reflect the procedures carried out by the Parish Council. Of note was an amendment to the issuing of pink confidential papers to meet the requirements of the new GDPR (General Data Protection Regulations). Moving forward, confidential pink papers will not be sent in the post to members with their agenda papers but will be available on the table on the night of the meeting. Members will then be required to leave these papers behind at the end of the meeting in order to be shredded by officers. It was noted that the FOI (Freedom of Information) schedule had been reviewed in February. **Resolved:** *The Council approve the NALC Model Standing Orders with the Clerk's amendments; adoption of the Standing Orders to stand adjourned until the next full Council meeting on 18th June, 2018.*

- c) **Plain English Campaign:** Cllr. House had requested that the Parish Council considered adopting the Plain English Campaign for written communication. As Cllr. House was not present to put forward his motion, and in line with Standing Order 1c of both the adopted 2017/18 Standing Orders and the new NALC Model Standing Orders for 2018/19, that “A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn”, this item was withdrawn.
- d) **Weekly Roundup of Relevant Press Articles:** Cllr. House had requested that consideration was given to staff producing a weekly roundup of relevant press articles to send to members. As Cllr. House was not present to put forward his motion, and in line with Standing Order 1c of both the adopted 2017/18 Standing Orders and the new NALC Model Standing Orders for 2018/19, that “A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn”, this item was withdrawn.

010/18 **Adoption of documents for 2018/19:**

- a) **Council Code of Conduct:** The members reviewed the Code of Conduct which was adopted last year from the Wiltshire Council Model. It was noted that the accompanying appendices were not attached to the document. **Resolved:** *The Council adopt the Code of Conduct Policy document for 2018/19 and review the appendices at the next Full Council meeting.*
- b) **Complaints Procedure:** The members noted the Complaints Procedure, based on the SLCC model, which was adopted at the Annual Council Meeting on 15th May 2017.
- c) **Councillor Roles and Responsibilities:** The members noted the Councillor Roles and Responsibilities Policy Document, based on the WALC model, which was adopted at the Annual Council Meeting on 15th May 2017.

011/18 **Declarations of Interest:**

- a) **Code of Conduct for Register of Interests:** The requirement under the Code of Conduct for councillors’ Register of Interests to be displayed online on both the websites for Melksham Without and Wiltshire Council was noted. Those members present handed in their completed documents for the officers to update.
- b) **Declarations of Interest for this Meeting:** Cllr. Glover declared an interest in agenda item 12, Appointment of Organisation Representatives as he had involvement with the Melksham Trust being disbanded and the funds passed over to Melksham Charities. The Clerk declared an interest in agenda item 24b, Staffing, and stated that she would leave the room at this point.
- c) **Dispensation Requests for this Meeting:** None.
- d) **Future Training by Wiltshire Council Monitoring Officer:** The Clerk advised that Wiltshire Council’s Monitoring Officer was considering running Code of Conduct training and had asked Town and Parish Clerks what they thought should be included. She considered that training on pecuniary interests and how to comment on social media sites and in the press when councillors hold a contrary view to that made by the Council as a corporate body would be of most benefit. Members did not come forward with any other requests.

012/18 **Parish Council Objectives:**

- a) **Objectives for 2017/18:** The members reviewed the objectives for 2017/18 and noted that some elements had been achieved, whilst others were ongoing.

b) Objectives for 2018/19: *Resolved:* The Parish Council Objectives for 201/19 to be as follows:

- To continue working with Melksham Town Council to produce a robust, community led Neighbourhood Plan for the designated Melksham Area.
- To further develop the Public Open Space at Hornchurch Road, including the refurbishment of the play area, the installation of an additional footway to create a continuous circular route and to investigate the possibility of installing a Teen Shelter.
- Actively seek ways to promote the hire of the Bowerhill Sports Field.
- To work in partnership with Melksham Town Council to actively develop the shared Public Open Space at Shurnhold Fields.
- To engage with stakeholders and contractors to ensure a smooth transition for staff, councillors and parishioners during the Parish Council's move into temporary accommodation for both the office and alternative meeting space for all meetings.

013/18 **Appointment of Committees and Working Parties for 2018/19:**

a) Adoption of Revised Committee Structure & Terms of Reference Document:

The members reviewed this document and the tracked changes made by the Clerk to reflect current practice. In particular the Planning Committee was actually titled the "Planning and Policy Committee" with a responsibility to "review Council policy as necessary and ensure it is kept up to date". It was considered that this Committee was not the best place to review all policies and that it was more appropriate for the relevant committees to review policies which related to their functions and responsibilities.

The Chair and Vice-Chair of the Council are ex-officio members of all committees and a discussion took place over whether this was an onerous responsibility. There is a meeting on most Monday evenings throughout the year in addition to Working Party meetings, meetings with developers and the Neighbourhood Plan. It was felt that the volume of meetings could put members off putting themselves forward as Chair. Some burden had been taken from the Chair of the Council as other members chaired some of the Committees. It was felt that it may be more appropriate for either the Chair or the Vice Chair to attend Committee meetings rather than both of them, and that this was something that could be considered for future years. ***Resolved:*** *The Committee Structure and Terms of Reference for 2018/19 were adopted with the tracked changes.*

b) Appointment of Representatives for the Committees & Working Parties:

Resolved: *The following committees to be appointed for 2018/19, with the Chair and Vice Chair as ex-officio members of all committees:*

Finance Committee:

Cllrs Richard Wood, John Glover, Alan Baines, Nick Holder, Paul Carter.

(1 Vacancy)

Planning Committee:

Cllrs Richard Wood, John Glover, Alan Baines, Paul Carter, Mary Pile and David Pafford. **(2 Vacancies)**

Staffing & Resources Committee

Cllrs Richard Wood, John Glover, Alan Baines, Nick Holder, David Pafford.
(1 **Vacancy**)

Asset Management Committee

Cllrs Richard Wood, John Glover, Alan Baines, Mary Pile, Paul Carter.
(2 **Vacancies**)

Highways and Street Scene Committee

Cllrs Richard Wood, John Glover, Alan Baines, Paul Carter and David Pafford.
(3 **Vacancies**)

Community Resilience Working Party

Cllrs Richard Wood, John Glover, David Pafford, Paul Carter, Alan Baines and Mary Pile.

New Community Centre East of Melksham Working Party

Cllrs Alan Baines, Richard Wood and John Glover.

Shurnhold Fields Joint Working Party

Cllrs Richard Wood, John Glover and Paul Carter. (1 **Vacancy**)

Office Relocation Project Working Party

Cllrs Richard Wood, John Glover, Paul Carter and Nick Holder. (1 **Vacancy**)

Rights of Way Working Party

Representatives awaiting to be appointed.

8.15pm – The Parish Officer carried out a fire check of the building.

014/18 **Appointment of Organisation Representatives for 2018/19: Resolved:** The following Council representatives be appointed for 2018/19:

i) Organisations:

Bowerhill Residents Action Group (BRAG)	Nick Holder & David Pafford
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood
Community Action Whitley & Shaw (CAWS)	Mary Pile
Beanacre Community Group	Mary Pile
Bowerhill Hall Management Trust	David Pafford
Berryfield Village Hall	Richard Wood
Shaw Hall Management Committee	Mary Pile
Whitley Reading Rooms	Vacancy
New Village Hall at Berryfield Project	Paul Carter, Richard Wood, John Glover & Vacancy
Melksham Joint Neighbourhood Plan Steering Group	Richard Wood & John Glover. (P Carter – reserve)
Melksham Area Board	Richard Wood & John Glover
Melksham Community Area Transport Group	Alan Baines

Operational Flooding Working Group	Alan Baines
Melksham Chamber of Commerce	Paul Carter
Wilts & Berks Canal Partnership	<i>Vacancy</i>
Melksham Railway Development Group	Paul Carter
Melksham Joint Health Forum	John Glover
Melksham Hospital & Community	<i>Vacancy</i>
Melksham Charities	<i>Vacancy</i>
Press Representative	Clerk – Teresa Strange
Parish Highways & Street Scene Rep	Parish Officer – Jo Eccleston
Shaw Joint Recreational Improvement Committee	Parish Officer – Jo Eccleston & Mary Pile
Market Place Toilet Joint Venture	Alan Baines & John Glover
Melksham ATC	David Pafford
Community Safety Partnership	John Glover & <i>Vacancy</i>

ii) Footpath Representatives:

Footpath representatives for the parish to be as follows:

Beanacre	<i>Vacant</i>
Berryfield & Blackmore	Richard Wood
Bowerhill, Redstocks and The Spa	John Glover & Mike Sankey
Sandridge	Alan Baines
Shaw & Whitley	Jo Eccleston

015/18 **Dates for 2018/19 Council Meetings:** The meeting dates for 2018/19 were noted as follows

ANNUAL COUNCIL MEETING	MONDAY 14TH MAY 2018
PLANNING COMMITTEE	MONDAY 21 ST MAY 2018
FINANCE COMMITTEE (Following Planning)	MONDAY 21 ST MAY 2018
HIGHWAYS & STREETSCENE	MONDAY 4 TH JUNE 2018
PLANNING COMMITTEE	MONDAY 11 TH JUNE 2018
ASSET MANAGEMENT COMMITTEE (following Planning)	MONDAY 11 TH JUNE 2018
FULL COUNCIL MEETING	MONDAY 18TH JUNE 2018
PLANNING COMMITTEE	MONDAY 2 ND JULY 2018
FULL COUNCIL MEETING	MONDAY 16TH JULY 2018
PLANNING COMMITTEE	MONDAY 23 RD JULY 2018
PLANNING COMMITTEE	MONDAY 13 TH AUGUST 2018
PLANNING COMMITTEE	MONDAY 3 RD SEPTEMBER 2018
HIGHWAYS & STREETSCENE	MONDAY 10 TH SEPTEMBER 2018
FULL COUNCIL MEETING	MONDAY 17TH SEPTEMBER 2018
PLANNING COMMITTEE	MONDAY 24 TH SEPTEMBER 2018
STAFFING COMMITTEE (Following planning)	MONDAY 24 TH SEPTEMBER 2018
PLANNING COMMITTEE	MONDAY 15 TH OCTOBER 2018
FULL COUNCIL MEETING	MONDAY 22ND OCTOBER 2018
PLANNING COMMITTEE	MONDAY 5 TH NOVEMBER 2018
HIGHWAYS & STREESCENE (Following Planning)	MONDAY 5 TH NOVEMBER 2018
FULL COUNCIL MEETING	MONDAY 19TH NOVEMBER 2018

PLANNING COMMITTEE	MONDAY 26 TH NOVEMBER 2018
FULL COUNCIL MEETING	MONDAY 10TH DECEMBER 2018
PLANNING COMMITTEE	MONDAY 17 TH DECEMBER 2018
FINANCE COMMITTEE- BUDGET	MONDAY 7 TH JANUARY 2019
PLANNING COMMITTEE	MONDAY 14 TH JANUARY 2019
HIGHWAYS & STREETSCENE (Following Planning)	MONDAY 14 TH JANUARY 2019
FULL COUCIL MEETING	MONDAY 21ST JANUARY 2019
PLANNING COMMITTEE	MONDAY 4 TH FEBRUARY 2019
FULL COUNCIL MEETING	MONDAY 11TH FEBRUARY 2019
PLANNING COMMITTEE	MONDAY 25 TH FEBRUARY 2019
FINANCE COMMITTEE- GRANTS	MONDAY 4 TH MARCH 2019
FULL COUNCIL MEETING	MONDAY 11TH MARCH 2019
PLANNING COMMITTEE	MONDAY 18 TH MARCH 2019
STAFFING COMMITTEE (Following Planning)	MONDAY 18 TH MARCH 2019
ANNUAL PARISH MEETING	MONDAY 1 ST APRIL 2019
PLANNING COMMITTEE	MONDAY 8 TH APRIL 2019
FULL COUNCIL MEETING	MONDAY 15TH APRIL 2019
PLANNING COMMITTEE	MONDAY 29 TH APRIL 2019
ANNUAL COUNCIL MEETING	MONDAY 13TH MAY 2019
PLANNING COMMITTEE	MONDAY 20 TH MAY 2019
FINANCE COMMITTEE (Following Planning)	MONDAY 20 TH MAY 2019

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

- 016/18 **Public Participation:** Wiltshire Cllr. Roy While reported that Wiltshire Cllr. John Thompson had been looking at the possibilities with regard to Christie Miller and the possibilities of moving the sporting facilities to other venues, although this was limited due to lack of availability and scope elsewhere, and he had produced a paper on this. He explained that the route to ask questions about this was via the Area Board where the Campus project was a standing item. He felt that it would be beneficial for any questions to be sent to the Melksham Community Engagement Manager prior to the next Area Board meeting so that these could be answered. He explained that the Conservative group within Wiltshire Council had considered holding an election for a new leader, however, this did not happen and Baroness Jane Scott was still the leader. He considered that she would remain the leader for the next year, but that he suspected the group would be looking for a new leader and that there were currently three promising candidates for this role. He reported that Wiltshire Pension Fund would be merging their assets with 13 other local authority pension funds into a new much larger fund called the Brunel Fund. He stated that altogether £29billion would be invested in this new fund. The Clerk raised a concern, which she had previously raised and Cllr. While was going to investigate, that the Parish Council as an employer who contributes to this fund have not been informed of this development, and the staff as employees who pay into this fund have also not be notified. Wiltshire Cllr. While said that he would follow this up.

Two members of the public were in attendance and stated that having listened to the discussions so far during the meeting they felt that the parish's affairs were in very good hands and were disappointed to find that they were the only residents who had come to the meeting. They informed that their interest in the Parish Council had been sparked following a recent BRAG meeting where Cllr. Pafford had been under fire over the issue of the potential provision of a teen shelter at Hornchurch Road Public Open Space. One resident explain that he had a background working for a mental health charity and would be looking at the Parish Council's councillor co-option procedure very closely. The other resident stated that she had felt concern for those residents living close to the children's play area in Hornchurch Road, and understood their distress. Members explained the current situation at Hornchurch Road and that youths were using the children's play area in the evening as a place to congregate as they had no-where else to go. The Parish Council's proposal was to give these youths somewhere of their own to meet, but as far away from the residential housing as possible, hence the proposed location next to the MUGA (Multi Use Games Area). The proposal was being put forward as a resolution to the perceived issues of anti-social behaviour in the children's play area, as if nothing appropriate is provided for these youths then they will continue to congregate here. The resident acknowledged that this was a difficult issue to resolve to the satisfaction of all parties.

8.55pm - The Council reconvened, 2 members of the public and Wiltshire Cllr. While left the meeting and the Parish Officer carried out a fire check of the building.

- 017/18 **Minutes, Full Council Meeting 23rd April, 2018: Resolved:** *The Minutes of the Full Council Meeting held 23rd April, 2018 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:
From Min.543/17b) – sentence “the Council resolved under Min.394/17b) that they would issue polling cards if an uncontested election was held” corrected to read “the Council resolved under Min.394/17b) that they would issue polling cards if a contested election was held”.*
- 018/18 **Confidential Notes to Accompany the Minutes, Full Council Meeting 23rd April, 2018: Resolved:** *The Confidential Notes to Accompany the Minutes of the Full Council Meeting held 23rd April, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- 019/18 **Minutes, Planning Committee Meeting 30th April, 2018:**
a) **Resolved:** *The Minutes of the Planning Committee Meeting held 30th April, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
b) **Resolved:** *The Recommendations detailed in Min.569/17b), Min.572/17, Min.573/17a), Min.573/17b and Min. 573/17c) were formally approved.*
- 020/18 **Highways and Streetscene Committee Meeting, 30th April, 2018:**
a) **Resolved:** *The Minutes of the Highways and Streetscene Committee Meeting held 30th April, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
b) **Resolved:** *The Recommendations detailed in Min.59/17b), Min.572/17, Min.573/17a), Min.573/17b and Min. 573/17c) were formally approved.*

- 021/18 **Relocation Working Party Meeting:**
- a) **Relocation Working Party Meeting, 25th April, 2018: Resolved:** *The Minutes of the Relocation Working Party Meeting held 30th April, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
 - b) **Resolved:** *The Recommendation detailed in Min.561/17 was formally approved.*
 - c) **Relocation Working Party Meeting, 2nd May, 2018:** The confidential notes, prepared by Wiltshire Council, following a meeting on 2nd May to discuss the Parish Council's future tenancy in the Campus were noted.
- 022/18 **Flood Prevention Feedback Meeting, 24th April, 2018:** Cllr Wood gave an update, stating that 21 members of the public attended this meeting facilitated by the Parish Council. Danny Everett, Wiltshire Council Principal Drainage Engineer and Dr. Vicky Farwig, Environment Agency, gave residents who had previously reported that either their property or garden had been flooded an update on the findings from the Atkins Modelling Report. They explained that the time delay in being able to give this feedback was due to the large complex area covered by the modelling exercise and the quality and quantity of data provided by the residents. This data had taken some time to map, however, it had resulted in some very detailed modelling. It was explained that there was no quick fix answer to the issues of flooding in the area, rather that there were several measures that could be put in place to alleviate some of the issues. Some of these measures were easier and less costly to achieve than others. The measures proposed to be put in place were ditch management by landowners and riparian owners, speaking to farmers about their farming practices and natural land management, and the installation of larger drainage pipes in certain locations. Wiltshire Council were in the process of applying for funding from DEFRA for potential schemes to enlarge drainage pipes by Shaw School and in Shurnhold, but the cost of these schemes could run into millions of pounds and could therefore only be undertaken if Wiltshire Council were successful with their bid. It was noted that this modelling was a working project and when there are issues of surface water flooding the flood wardens provide timed reports as to the location and depth of any water and this data continues to be fed into the model. Wiltshire Cllr. Simon Jacobs was in attendance at the meeting and praised the work that the Flood Wardens, the Community Emergency Group and the Parish Council do in providing community resilience.
- 023/18 **Ex George Ward Playing Field Working Party Meeting, 9th May, 2018:** The Draft minutes of the Ex George Ward Playing Field Working Party Meeting, 9th May, 2018 were noted. Cllrs. Wood and Carter reported that it was a very positive and amicable meeting with all parties agreeing on the way forward.
- 024/18 **Finance:**
- a) **NALC (National Association of Local Councils) Briefing Note – 2018/19 National Salary Award:** The Clerk reported that the Parish Council abide by the NALC advice with regard to employment legislation and salary awards. Members noted that the National Joint Council for Local Government Services had reached an agreement on pay scales for 2018/19 to be implemented from 1st April 2018. The members noted the proposed increases to pay scales and that the implications of

this on the staffing budget would be an agenda item for the Finance Committee at their next meeting on 21st May.

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

Transaction No	Paying In Ref	Income Details			Amount £
V571	500115	The Foresters Arms - 021-JB120318	120.00	0.00	120.00
V572	TFR	Melksham Netball Club - 028-JB100418 (Hire of C.C. in June 18)	10.00	0.00	10.00
TOTAL			130.00		130.0

- c) Accounts for Payment: Resolved 1:** The following accounts were noted as being paid since the last meeting:

Transaction No	Chq No. Ref.	Payee	Payment Details	Net £	VAT £	Gross £
V573	5779	Wiltshire Council	Request for Postal Address for Pavilion	121.28	0.00	121.28
V542	5780	Richard Wood	Wrong date written on original cheque no. 5762	190.59	0.00	190.59
SUB TOTAL				311.87		311.87

- Resolved 2:** The following accounts were checked and formally approved for payment:

Transaction No	Chq No. Ref.	Payee	Payment Details	Net £	VAT £	Gross £
V574	5781	Wiltshire Pension Fund	Period 2 - May 2018	1,688.10	0.00	1,688.10
V575	Unity BACS	HMRC	Period 2 - May 2018	1,551.05	0.00	1,551.05
V576	5782	Rialtas Business Solutions	Inv. 26023 - Acc's Close Down for 17/18 (26/04/2018)	534.80	106.96	641.76

V577	5783	Radcliffe Fire Protection Ltd	Inv. 0997 - multi-sensor combined with sounder device = £156.00	210.00	42.00	252.00
			Inv. 1038 - Service for 6 monthly emergency lighting = £96.00			
V578	5784	Post Office Ltd	Purchase Postage Stamps	230.75	0.00	230.75
V579	5785	Wiltshire Publications Ltd	Inv. INV-47112 - Spring N/Letter	142.50	28.50	171.00
V580	5786	Condor Office Solutions Ltd	Inv. T52166 - Staples for p/copier = £156.96	295.44	59.09	354.53
			Inv. 522205 - p/copier usage = £197.57			
V581	D.D.	Sirus	Inv. 37189 - Telephone system/calls	130.24	26.05	156.29
V582	5787	Melksham Town Council	Inv. MISC/10/18/19-SID (161a West Hill, Whitley) = £100.00	237.02	0.00	237.02
			Inv. MISC/07/18/19 - N/Hood £137.02			
V583	D.D.	British Telecom	Inv. Q100K3 - Crown Chambers telephone	55.16	11.03	66.19
V584	5788	Open Spaces Society	Inv. 61699 - Annual subscription 18/19	45.00	0.00	45.00
V585	5789	CPRE	Annual subscription 18/19 (Campaign to	36.00	0.00	36.00

			Protect Rural England)			
V586	5790	NALC	Annual magazine subscription x 2 18/19	34.00	0.00	34.00
V587	5791	Shaw Village Hall	Inv. 68 - hall hire on 16/04/18 for MWPC Annual Parish	27.50	0.00	27.50
V588	D.D.	Eon	Inv. H15B70E1A8 - Gas @ B/Hill	20.68	1.03	21.71
V589	5792	Trade UK	Inv. 0880082378 - Fluorescent tube and tape	13.11	2.63	15.74
V590	D.D.	Eon	Inv. H15B70DA65 - Elec. @ B/Hill	11.75	0.59	12.34
V591	D.D.	Teresa Strange	Emergency Mobile Phone	4.99	0.00	4.99
			SUB TOTAL	5,268.09	277.88	5,545.97
	Salaries:					
V592	Unity BACS	Teresa Strange	MAY 18 SALARY + Additional 32hrs			
			Expenses = Extra Keys Cut			
			TOTAL =			
V593	Unity BACS	Joanne Eccleston	MAY 18 SALARY + Additional 58.25hrs			
			Expenses = N/A			
			TOTAL=			
V594	Unity BACS	Justina Barber	MAY 18 SALARY + Additional 0hrs			
			Expenses = N/A			
			TOTAL =			

			MAY 18 SALARY + Additional 7.5hrs			
			Expenses = N/A			
V595	Unity BACS	Marianne Rossi	TOTAL =			
			MAY 18 SALARY (w/e 07/04/18 to 28/04/18)			
			Mileage x 89miles @ 0.45/mile			
V596	Unity BACS	Terry Cole	TOTAL =			
V597	Unity BACS	David Cole	MAY 18 SALARY (w/e 24/04/18)			
Salaries Total				5,716.57	0.00	5,716.57
V598	5793	JH Jones & Sons	Inv. 12824 - Grass Cutting (April 18)	736.41	147.28	883.69
V599	5794	Aquasafe Environmental Ltd	Water Hygiene PPM (May 18)	115.00	23.00	138.00
TOTAL				11,296.53	277.88	11,574.41

d) Delegated Powers for the Finance Committee to Appoint an Insurance

Provider: The Clerk advised that the Parish Council Insurance needed renewing by 1st June and that approval of this payment could not wait until the next Full Council meeting. The Parish Council were about to go into the second year of a three-year deal and the renewal fee would be approximately £4,000. **Resolved:** *The Finance Committee to have delegated powers to approve the insurance renewal cover and payment.*

e) Internal Audit Date: The members noted that the internal audit had been rescheduled and would now take place on Wednesday 16th May.

025/18 **New General Data Protection Regulations (GDPR):**

The Clerk advised that the new GDPR comes into effect on 25th May, however, it was important to note that the advice from the ICO (Information Commissioner's Office) that this was the starting point rather than the finishing point and that businesses needed to demonstrate that they were taking steps to conform with the new regulations.

a) Advice Documentation: The members noted the following GDPR advice documentation:

i) NALC Briefing Note: ICO Statement on the GDPR – PB01-18

ii) Wiltshire Council Briefing Note – No.354

iii) SLCC Briefing Note: ICO Checklist of Steps to Take.

b) SLCC (Society of Local Council Clerks) GDPR Model Policies and Procedures:

The Parish Council's appointed Data Protection Officer (DPO), Kevin Rose of IAC Audit & Consultancy Ltd had advised that the Council adopt the model policies & procedures produced by the SLCC in their current format and that these are then amended at a future date to reflect any minor differences in actual practice should this be required. The Clerk advised that Councillors needed to pay particular notice to the Email Contact Privacy Notice Policy when replying directly to parishioners' correspondence. **Resolved:** *The Council adopt the following suite of SLCC Model policies:*

- i) *Information & Data Protection Policy – with the following amendments to the bullet points listing items for publication on the website on the last page of the document:*
 - *All transactions above £100 – amended to - Every transaction listed in Minutes and any transactions over £500 are listed in the Transparency Compliance Report.*
 - *Draft minutes of Council and committees within one month – amended to – Draft minutes of Council and committees when approved at the next Full Council meeting.*
 - *Agendas and associated papers no later than three clear days before the meeting – amended to – Agendas no later than three clear days before the meeting.*
- ii) *Retention & Disposal Policy*
- iii) *Subject Access Request (SAR) Form*
- iv) *Data Audit Schedule (Inventory of Data Captured, Stored and Processed)*
- v) *Privacy Notice*
- vi) *Councillor Privacy Notice*
- vii) *Email Contact Privacy Notice*
- viii) *Data Security Breach Reporting Form*

c) Subscription to Office 365 for all Councillors: The Clerk advised that moving forward the council should consider subscribing to Office 365 for all Councillors. This would enable the council to comply with the new GDPR and resolve issues such as family members sharing email addresses with councillors, and Council information not being on members' personal computers. She explained that members would need to log on to their own Office 365 account, which the Parish Council would set up for them, and that they would then work all the time in the cloud with no need to download council information to personal home computers. If an issue was important she would email the relevant members private addresses and ask them to sign into their accounts to view any correspondence or documentation. This way of working would have the additional benefit that when councillors are no longer members of the Parish Council that there is no council data on their home computers and their access to Office 365 will be closed. She reported that the cost for this would be £3.80 per councillor per month, £592.80 per year and have been budgeted for. **Resolved:** *The Council subscribe to Office 365 for all Councillors at a cost of £3.80 per councillor per month, £592.80 per year.*

d) Registering of All councillors as Data Controllers with ICO: The Clerk informed that there was no clear advice on this from any of the relevant bodies. The ICO have said that Wiltshire Council must register all their councillors as Data Controllers, but NALC have said that this is not necessary for Town and Parish Councils. Local Authority Councillors are deemed to process more

sensitive information. However, she advised that as there was no clear steer on this that for due diligence the Parish Council should register all their councillors as Data Controllers for a year and then review this arrangement as more information comes forward. She explained that this would incur a cost of £35 per councillor, £455 for the year, which had been budgeted for. **Resolved:** *Parish Council register all their councillors as Data Controllers for one year at a cost of £455, but review whether there is still a requirement for this before renewing next year.*

026/18 **Joint Ventures/Partnership Working:**

- a) **Feedback from “Age Friendly” Meeting and any Future Actions:** It was noted that the Parish Officer had attended a feedback meeting following the Age Friendly Area Board event. Potential projects identified from that event were discussed and a number were identified as being able to be taken forward quite quickly. Discussions also took place over which different community groups could potentially become involved across the Community Area. The Melksham Community Engagement Officer would like to set up a Steering Group to move these projects forward. It was felt that this would be very time consuming for officers and that it would be more appropriate for a councillor to represent the Council on this Steering group. **Resolved:** *Cllr. Carter to be the Parish Council representative on the Age Friendly Steering Group.*
- b) **Joint Anti-Dog Fouling Campaign with Melksham Town Council:** It was noted that the officers had delegated powers to order some anti-dog fouling stickers for the parish. However, the Town were also experiencing a problem and so a suggestion had been made that a co-ordinated campaign in the press, on social media, posters and stickers to address the issues in both the Town and the parish was organised. The sticker of choice was a pair of eyes and a slogan stating “We’re Watching You” produced by the “Keep Britain Tidy” campaign. It was felt that as this was a national campaign that these stickers would be more impactful. **Resolved:** *A co-ordinated campaign with the Town Council targeted over one week to be organised.*
- c) **Parliament Week – November 2018:** It was noted that the ATC took part in last year’s Parliament Week activities and that this had proved to be very successful. **Resolved:** *The Council to take part and organise activities for parliament week 2018.*
- d) **Community Policing Team report – May 2018:** This report was noted.
- e) **Town Digital Hub: Arising from Min.553/17g – Cllr. House** had made enquiries as to what a Town Digital Hub was. The members noted that this was a digital database to capture different aspects of a community. The members were not minded to take any further action on this matter.

In line with Standing Orders the next agenda items were held In Committee.

027/18 **Staffing:**

- a) **Update on return to Work for Current Staff Member Off Sick:** The Clerk reported that the Allotment Caretaker had been signed off initially for 6 weeks following a hip operation and was then signed off for a further two weeks. Following a back to work interview with the Clerk, he returned to work on 26th April and carried out an allotment inspection with the Parish Officer and the Assistant Parish Officer.

The Clerk left the room whilst the next agenda item was discussed.

- b) **Feedback Following Clerk's Appraisal – Friday 27th April:** Cllr. Baines as the Chair of the Staffing Committee, gave an update following the Clerk's appraisal. He stated that it was extremely satisfactory and there were no matters for concern on either side. He stated that the re-location was going to be a challenge, but one that not only the Clerk, but all her staff were prepared to meet. The members noted the Clerk's objectives for the coming year.

The Clerk re-joined the meeting.

028/18C Legal Proceedings:

- a) **Action Regarding Access Track at Berryfield Allotments:** The members noted an update from the Parish Council's solicitors. A response had been received from the other party suggesting that the best way forward to resolve the dispute was for a site visit with him to discuss the situation. **Resolved:** *Cllrs. Wood and Glover offered to carry out a site visit with the other party of the Berryfield Allotment access track.*
- b) **Feedback from Site Meeting at Shaw Playing Fields – Re. Boundary Issues: Arising from Min.555/17C:** Cllr. Wood gave an update following the site meeting on the 4th May. **Resolved 1:** *The Parish Council agree to the boundary staying where it is, however, all the appropriate legal documentation needs to be drawn up including a change of land use application, registering of boundary changes with the land registry and an amendment to the lease agreement between the Parish Council and the Shaw Village hall and Recreation ground management Committee. 2. The cost of these legal agreements, for all parties, to be met by the Homeowner. 3. The Parish Council take up the offer from the Homeowner of a donation to the parish community or the recreation ground.*

029/18 General Correspondence: Members noted the following correspondence:

- a) **Wiltshire Council Briefing Notes:**
348: Electoral Review of Wiltshire Council – Update Consultation on new division boundaries
350: Recruitment of foster carers
351: Update on transformation of adult social care services
352: Termination of free of charge waste collection services from halls, meeting rooms or social clubs
353: UK Youth Parliament 2018 elections and activity
- b) **Wilts & Berks Canal Trust** - Land purchase near Queensfield Farm Press Release
- c) **CPRE Wiltshire** – Invitation to AGM
- d) **Melksham Railway User Group** – Minutes of AGM & April meeting
- Members felt that correspondence did not necessarily need to be on the agenda.
Resolved: *In future all briefing notes and correspondence will be sent to members via email unless requested to be put onto an agenda.*

Meeting closed at 10.00pm

Chairman, 18th June, 2018